

**COLLECTIVE BARGAINING AGREEMENT BETWEEN  
THE COUNTY OF BERGEN  
AND  
UNITED SERVICE WORKERS UNION (USWU), LOCAL 755**

**Covering "white-collar" employees**

**JANUARY 1, 2008 through DECEMBER 31, 2011**

**ERIC M. BERNSTEIN & ASSOCIATES, LLC  
Two North Road  
Warren, NJ 07059  
Phone: 732-805-3360  
Fax: 732-805-3346**

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PREAMBLE

THIS AGREEMENT is made this 21<sup>st</sup> day of JANUARY, 2009 between the COUNTY OF BERGEN, hereinafter referred to as the "Employer," and the UNITED SERVICE WORKERS UNION (USWU), LOCAL 755 hereinafter referred to as the "Union".

WHEREAS, the parties have carried on collective bargaining for the purpose of developing a contract covering wages, hours of work and all other conditions of employment for white-collar employees:

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 - RECOGNITION AND DEFINITION

The Employer hereby recognizes the Union as the exclusive bargaining representative of the employees in the negotiating unit of all "white-collar" employees employed by the County of Bergen, but excluding all employees of the Bergen County Prosecutor, the Bergen County Superintendent of Elections, the Bergen County Board of Social Services, the Bergen County Sheriff, as well as craft workers, police, supervisors, seasonal and per diem employees. Attached hereto as Schedule "A" is a list of all titles presently covered by this Agreement.

ARTICLE 2 - TERM OF AGREEMENT

This Agreement shall be in force from January 1, 2008 through December 31, 2011.

ARTICLE 3 - COLLECTIVE NEGOTIATING PROCEDURE

A. Collective negotiations with respect to rates of pay, hours of work or other conditions of employment shall be conducted by the duly authorized negotiating agent of each of the parties. Not more than five (5) representatives of each party plus counsel shall participate in collective negotiation meetings, except by consent of both parties.

B. Collective negotiations for the contract period beginning January 1, 2012 shall commence in accordance with the Rules and Regulations promulgated by the Public Employment Relations Commission.

C. Negotiation sessions shall begin at times which are mutually convenient to the parties and will conclude when either party so desires. The Union representatives (not exceeding the number shown in Section 1) on duty during the periods agreed upon for negotiations shall be permitted to attend that negotiating session and subsequent regularly scheduled negotiating sessions without loss of pay. No other payment will be made to Union representatives for the negotiating sessions.

#### ARTICLE 4 - MANAGEMENT RIGHTS

Nothing in this contract shall abrogate the management rights of the elected or appointed officials in charge of the various departments of County government. Except as otherwise provided herein, the Employer retains the exclusive right to hire, direct and schedule the work force; to plan, direct and control operations; to discontinue, reorganize or combine any department with any consequent reduction or other changes in the work force observing demotional rights established by the New Jersey State Department of Personnel; to hire and lay-off employees in accordance with New Jersey State Department of Personnel procedures; to introduce new or improved methods or facilities regardless of whether or not the same cause a reduction in the work force, and in all respects to carry out the ordinary and customary functions of management, including the establishment of such operational rules as it shall deem advisable. Further, no management prerogative reserved solely at the discretion of the County of Bergen by the terms of this Agreement shall be made the subject of a grievance.

#### ARTICLE 5 - DISCRIMINATION AND COERCION

There shall be no discrimination, interference or coercion by the Employer or any of its agents against the employees represented by the Union because of membership or activity in the Union. The Union, or any of its agents, shall not intimidate or coerce employees into membership. Neither the Employer nor the Union shall discriminate against any employee because of race, creed, religion, color, age, sex or national origin.

#### ARTICLE 6 - SALARIES AND WAGES

A. Retroactive to January 1, 2008, there shall be a three point eight seventy-five

(3.875%) percent across-the-board base salary increase applied to all employees' base wages for those on the active payroll as of August 15, 2008, except as noted below.

B. On January 1, 2009, there shall be a two point eighty-five (2.85%) percent across-the-board salary increase applied to the base wages, except as noted below.

C. On July 1, 2009, there shall be a one point thirty (1.30%) percent across-the-board salary increase applied to the base wages, except as noted below.

D. On January 1, 2010, there shall be a three point fifty (3.50%) percent across-the-board base salary increase applied to all employees' base wages, plus a Three Hundred (\$300.00) Dollars one (1) time base pay equity adjustment (which shall be applied before the insurance stipends, if applicable), except as noted below.

E. On January 1, 2011, there shall be a three point eighty (3.80%) percent across-the-board base salary increase applied to all employees' base wages, except as noted below.

F. If there is an increase in the minimum salary of the employee, then the employee(s) will either receive the minimum increase (where applicable) or the raise(s) listed above, whichever is greater.

G. All salary increases to base wages in the sections above (Article 6 A-E) are exclusive of longevity payments.

H. For full time employees of the bargaining unit, who make \$31,500.00 or less per year shall receive the following pay adjustments, as stated below, effective January 1, 2009 and each year thereafter until his/her total compensation reaches \$31,500.00 per annum. Post ratification new hires shall receive said wage adjustment, if eligible, only after they have worked for twelve (12) consecutive months with the County. An employee shall only receive this adjustment, including the adjustment and the percentage (%) raise(s) set forth above and all other applicable stipends combined with the adjustment raises below, until the employee's total compensation reaches \$31,500.00 per annum, even if the employee is required to receive less than the adjustments below. Once the total compensation meets or exceeds \$31,500.00, the

pay adjustments shall immediately cease. The hours listed below reflect the actual hours worked by the employees and the employees must actually work said hours to be eligible for the particular adjustment.

<u>Year of Agreement</u>	<u>40 Hours</u>	<u>37.5 Hours</u>	<u>35 Hours</u>	<u>32.5 Hours</u>
January 1, 2009	\$300.00	\$270.00	\$240.00	\$210.00
January 1, 2010	\$300.00	\$270.00	\$240.00	\$210.00
January 1, 2011	\$300.00	\$270.00	\$240.00	\$210.00

New employees will receive said adjustments on the first anniversary of their date of hire.

I. Anything to the contrary above, notwithstanding, no employee shall receive a salary increase before the first anniversary of his/her date of hire. On the first anniversary of his/her date of hire, he/she shall receive a salary increase of the same amount or percentage (as the case may be) as received by the unit at large the preceding January 1<sup>st</sup>. After new employees have received their first salary increase on the first anniversary of their date of hire, they shall receive an increase in accordance with Paragraph A.

J. Promotional appointments and salary adjustments shall be effective on the date of promotion.

K. Any employee hired after the signing of this Contract shall be paid at an hourly rate not to exceed the lowest rate paid to an existing incumbent in the same classification...and within the same Department....with like working experience in that discipline. If a new employee is brought in at a higher rate than that of an existent incumbent in the same classification then those at a lower rate than the new hire shall be made whole.

L. The annual minimum starting salary paid to any full-time employee covered by this Agreement shall be Twenty-Two Thousand (\$22,000.00) Dollars; however, all new hires, on or after December 31, 2011, shall be paid not less than Twenty-Five Thousand Eight Hundred Seventy-Eight (\$25,878.00) Dollars.

ARTICLE 7 - SHIFT DIFFERENTIAL

A. Effective January 1, 2008 (and every January 1 thereafter during the duration of this Agreement), all employees in departments with shift operations, except as noted below, shall be paid the following shift differential:

(1) For shifts from 3pm to 11pm and from 4pm to 12 midnight:

- (a) \$.70/hour for 2008
- (b) \$.75/hour for 2009
- (c) \$.80/hour for 2010
- (d) \$.90/hour for 2011

(2) For shifts from 11pm to 7am and from 12 midnight to 8am:

- (a) \$.80/hour for 2008
- (b) \$.85/hour for 2009
- (c) \$.90/hour for 2010
- (d) \$1.00/hour for 2011

B. For all hours that employees work, except as noted herein, between 11:00pm Friday and 7:00am on Monday, their hourly weekend differential shall be as follows:

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
CNA's	\$.50	\$.55	\$.60	\$.70
Other employees	\$.50	\$.55	\$.60	\$.70
LPN's / RN's	\$1.00	\$1.05	\$1.10	\$1.20

(all of the rates listed above are hourly)

Employees reporting to work and who do not complete their shift during the above-mentioned weekend periods will receive the weekend differential for all hours worked during the above-mentioned weekend periods, provided they work a minimum of one-half (1/2) of the hours of the shift they reported for.

C. In the event shift employees are required to work overtime in excess of forty (40) hours in any week, overtime shall be calculated on the base salary rate inclusive of required shift differential.



## ARTICLE 8 - PAYMENT ON PROMOTIONS

A. Any employee who is promoted or transferred to a higher title on or after January 1, 2004, the employee shall receive a seven (7.0%) percent increase over the employee's existing base salary prior to promotion.

B. Any employee demoted from a promotional opportunity or transferred from a higher title obtained on or after January 1, 2004 shall receive a seven (7.0%) percent decrease in the employee's existing base salary prior to the demotion.

C. Any employee who is demoted on or after January 1, 2004 from a promotional position received before January 1, 2004 shall receive a reduction in pay based on the following:

(1) The dollar increase attached to the promotion, increased by the percentage (%) raise per year received between the promotion and the demotion, the total of which shall be the amount deducted from the employee's base salary to form the new reduced base salary;  
OR

(2) Six (6.0%) percent decrease in the employee's existing salary base salary prior to the demotion, whichever is less.

## ARTICLE 9 - LONGEVITY

A. During the course of this Agreement payments shall be made to employees with unbroken, continuous long-term service to the Employer in the following annual amounts:

Years of Completed Service with County	1/1/08	1/1/09	1/1/10	1/1/11
6 years (72 months)	\$300.00	\$350.00	\$400.00	\$450.00
9 years (108 months)	\$600.00	\$650.00	\$700.00	\$750.00
14 years (168 months)	\$1,000.00	\$1,050.00	\$1,100.00	\$1,150.00
17 years (204 months)	\$1,250.00	\$1,325.00	\$1,425.00	\$1,525.00
23 years (276 months)	\$1,500.00	\$1,600.00	\$1,700.00	\$1,800.00

- B. Longevity payments shall be included as part of the base salary.
- C. Employees must work a minimum of twenty (20) hours per week to be eligible for longevity. They will receive that proportion of the longevity payment represented by the percentage of their hours of work compared to the standard work week.
- D. No new employee, hired on or after ratification of this Agreement, shall receive longevity until they have served 108 months (9 years) with the County.

### ARTICLE 10 - HEALTH BENEFITS

#### A. Basic Medical Hospital

- (1) Premiums for the new Bergen County Direct Access Plan or the County's Traditional Plan (as amended) or the County's HMO Plan provided to County employees and their eligible dependents shall continue to be paid by the Employer. Employees must work at least twenty (20) hours per week to be eligible for such coverage. The Employer reserves the right in its sole discretion to change insurance carriers or plans at any time provided the coverage is substantially equivalent to that which is presently in effect. The Employer will notify the Union no less than thirty (30) days in advance of its intent to make any such change.
- (2) Employees who complete twenty five (25) years of service in the New Jersey Public Employees Retirement System shall, at the time of their retirement from the County of Bergen, continue to receive health benefits under the same terms as County employees.
- (3) Employees will be required to obtain pre-certification on hospital admissions, chiropractic, physical therapy and all mental health counseling. Second opinions will be required on surgery. The County will pay all costs in securing second opinions. Failure to obtain pre-certification or second opinions will result in a penalty of doubling the annual deductible. Such penalty can be imposed only once a year. All employees will receive training and a booklet explaining the new program prior to the effective date of these changes.

The employer shall establish a Preferred Provider Network for Physical Therapy, Chiropractic Care and Mental Health Services (Out-Patient).

- (4) All employees in the Traditional Plan shall be responsible for the following deductibles (\$400.00-individual; \$800.00-others) as of January 1, 2009.
- (5) Effective January 1, 2010, all employees in the Traditional Plan shall be responsible for the following deductibles (\$500.00-individual; \$1,000.00-others).
- (6) All employees in the Traditional Plan, which has an 80/20 deductible, shall pay a maximum out of pocket of \$1,000.00 for individuals and \$2,500.00 for all others annually, effective January 1, 2009.
- (7) Effective January 1, 2009, the Bergen County Direct Access Plan (see Appendix) shall be offered as an option to existing employees. Employees hired on or after January 1, 2009 shall only be offered the Direct Access or HMO Plan(s). The existing Traditional (as amended) and HMO Plans shall continue to be provided to those hired before January 1, 2009, with the Traditional Plan as modified in this Article and per the Appendix.
- (8) Employees hired before January 1, 2009 who were in the Traditional Plan may select admission to the Direct Access Plan and receive the following wage adjustments to base pay, after the application of the across-the-board wage increase (Article 6) and all other adjustments that may be added to the employee's base salary provided the employee chooses to move to the Direct Access Plan effective January 1, 2009 as follows:
  - January 1, 2009 - \$425.00 annually
  - January 1, 2010 - additional \$425.00 annually
  - January 1, 2011 - additional \$425.00 annually
- (9) Those employees remaining in the Traditional Plan subsequent to January 1, 2009, but who move to the Direct Access Plan on or before January 1, 2010 shall receive the following base pay wage adjustments after the application of the across-the-board wage increase (Article 6)

and all other adjustments that may be added to the employee's base salary as follows:

January 1, 2010 - \$300.00 annually

January 1, 2011 - additional \$300.00 annually

(10) In regard to the above paragraphs, the following further conditions apply:

(a) The adjustments cited above will not apply to any employee who goes from Traditional to Direct Access after January 1, 2010.

(b) If an employee opts into the Direct Access Plan, they may not opt back into the Traditional Plan, but may opt into the HMO Plan. Opting into the HMO Plan will end the payment of the stipend established in paragraphs A(8) or A(9) above.

(c) If an employee only works a partial year and is eligible to receive either of the adjustments above, he/she shall only receive a pro-rata share of the adjustment based on number of months worked.

(d) No additional adjustments shall be made on or after December 31, 2011.

#### **B. Dental**

The Employer shall maintain the currently effective dental benefits insurance program during the term of this Agreement sponsored by the New Jersey Dental Plan, Inc., being described as DELTA Dental Plan of New Jersey, Inc., Program IIB, which plan shall provide for a maximum annual benefit in the amounts set forth below for dental services and a maximum annual as set forth below for orthodontic services with a Twenty-Five (\$25.00) Dollar deductible, per patient, per calendar year with a co-payment thereafter based upon stated percentages of usual and customary rates. All insurance premiums for coverage under the dental plan shall be paid by the Employer. The Employer reserves the right in its sole discretion to change insurance carriers or the plan at any time provided that the coverage is substantially equivalent to that which is already

in effect. The Employer will notify the Union no less than thirty (30) days in advance of its intent to make any such change. Effective January 1, 2009, the maximum annual benefits for above shall be \$1,400.00; effective January 1, 2010, the maximum annual benefits for above shall be \$1,500.00; and, effective January 1, 2011, the maximum benefits for above shall be \$1,600.00.

### C. Disability

(1) The Employer shall maintain the disability benefits insurance program during the term of this Agreement subject to the following conditions:

(a) The premium shall be paid by the Employer – in full as of January 1, 2004. Employees who join the plan shall receive benefits of seventy (70.0%) percent of the employee's weekly wage to a maximum of \$150.00 per week with a maximum of fifty-two (52) weeks of payments. The Plan shall cover disability due to pregnancy;

(b) The waiting period prior to the benefit entitlement shall be thirty (30) days;

(c) An employee who becomes eligible for disability payment and who has sick leave accumulated shall be entitled to receive the disability payment, plus that amount of sick time which would give him/her his/her normal bi-weekly base salary.

(2) The Employer reserves the right at its sole discretion to change insurance carriers or plan at any time provided that the coverage is substantially equivalent to that which is already in effect. The Employer will notify the Union no less than thirty (30) days in advance of its intent to make any such change.

(3) An employee who is disabled within the meaning of the Disability Benefits Insurance Program and who has exhausted all paid leave due him/her may appeal to the County Executive or his designee for the continuation of coverage under the State Plan, the Dental Program, the Disability Program, the Prescription Program and the Eye Care Plan at the expense of the Employer until either the employee is no longer disabled or a period of fifty-two (52) weeks has elapsed from the date of the exhaustion of all paid leave, whichever occurs first. The County Executive or his designee shall have the authority in his sole discretion either to provide for a

continuation of health benefits coverage or to allow the coverage to lapse as may otherwise be required under law.

(4) The County will offer the employees the right to purchase up to the State Disability minimums through payroll deduction.

#### **D. Prescription**

The Employer shall provide a prescription payment insurance plan to all employees covered by this Agreement and with coverage for dependents, under the terms of which Plan:

(1) For calendar year 2008, all eligible employees shall be covered by the following prescription co-pays:

\$5.00 (generic) (30 day supply)

\$15.00 (brand name) (30 day supply)

\$7.50 (generic and brand name) (90 day supply)

Above the line is retail purchase; below the line is mail order/home delivery purchase.

(2) As of January 1, 2009, all eligible employees hired on or before December 31, 2008 shall pay the following co-pays:

\$5.00 (generic) (30 day supply)

\$15.00 (brand name) (30 day supply)

\$5.00 (generic) (90 day supply)

\$15.00 (brand name) (90 day supply)

Above the line is retail purchase; below the line is mail order/home delivery purchase.

(3) All employees hired on or after January 1, 2009 shall be covered by the following prescription co-pays:

\$5.00 (generic) (30 day supply)

\$15.00 (preferred brand name) (30 day supply)

\$30.00 (non-preferred brand name) (30 day supply)

\$5.00 (generic) (90 day supply)

\$30.00 (preferred brand name) (90 day supply)

\$60.00 (non-preferred brand name) (90 day supply)

Above the line is retail purchase; below the line is mail order/home delivery purchase.

- (4) The insurance company shall pay any all charges above the deductible payment made by the employee.
- (5) The Employer shall pay the full premium.
- (6) This benefit shall be provided to all employees who work twenty (20) hours a week or more and is effective three (3) months after an employee's hire date.
- (7) Each prescription shall be for a supply of medication not to exceed thirty (30) calendar days, except for mail order prescriptions which shall not exceed a ninety (90) day supply.
- (8) The Employer reserves the right in its sole discretion to change insurance carriers of plan at any time provided that the coverage is substantially equivalent to that which is already in effect. The Employer will notify the Union no less than thirty (30) days in advance of its intent to make any such change.
- (9) Effective January 1, 2009, no employee shall seek reimbursement, through any of the County's insurance programs or any other County entity, of the prescription co-pays paid by the employee.

#### **E. Eye Care**

The Employer shall reimburse employees for expenses incurred by them and their dependants for eye care, subject to the following:

- (1) The expense shall have been incurred to a recognized supplier of eye care (e.g.,

physician, optometrist, laboratory, supplier of eye glasses or contact lenses, etc.); and,

(2) A bill for the expense or proof of the expenditure together with a voucher signed by the employee, shall have been submitted to the Employer; and,

(3) The expense is not one covered by any other insurance program supplied by the Employer under this Agreement; and,

(4) There shall be a Two Hundred Twenty-Five (\$225.00) Dollar benefit per year for the employee and dependants, but Four Hundred Fifty (\$450.00) Dollars may be used collectively in years in 2008 and 2009.

(5) There shall be a Two Hundred Fifty (\$250.00) dollar benefit per year for the employee and dependants, but Five Hundred (\$500.00) Dollars may be used collectively in years 2010 and 2011.

(6) In either paragraphs 4 and 5, this shall be no combining of amounts.

(7) Dependants will be defined pursuant to the County's medical insurance plan.

#### ARTICLE 11 - PERSONAL LEAVE DAYS

A. Each employee shall be entitled to take up to three (3) personal days in each year of this Agreement. Personal leave days may not be accrued. Department Heads must be notified in advance and, except in case of emergency, prior approval of the Department Head must be obtained.

B. Employees must be employed for three (3) months before becoming eligible for personal leave. However, an employee who first becomes employed by the County on or after January 1, 2004 must be employed for six (6) months before becoming eligible.



ARTICLE 12 - WORK SCHEDULE, OVERTIME, COMPENSATORY TIME OFF

A. The standard work week shall consist of five (5) days, Monday through Friday, from 9:00 A.M. to 4:30 P.M., with one hour off for lunch. The total work week for most unit employees is 32 ½ hours. Employees who, prior to the effective date of this agreement, worked 40 hours per week will continue such hours.

1. The standard work week shall consist of five (5) days, Monday through Friday. New starting and ending times of each daily shift shall be discussed by the Employer and the Union prior to implementation as well as any changes in such schedules that may occur from time to time thereafter. However, the provisions contained in the preceding paragraph shall not apply to those Departments, where certain employees, as of the commencement date of this contract, and for a period (1) one year prior thereto, had regularly scheduled weekend work required; e.g., Nurses in the Jail, employees of Youth Services, and the Health Department.

2. Employees who are assigned to the Data Processing Department shall not be regularly scheduled for work on the weekends, it being agreed that the agreement to increase the number of hours worked during the regular work week was in return for the Employer's agreement not to include weekend hours in the employee's regular schedule. It is the present intent of the Employer to hire part time employees to cover the weekends.

3. Where the department has a shift operation, standard hours shall be established by the Department Head so as not to exceed thirty two and one-half (32-1/2) hours in each week, or forty (40) hours weekly for employees who worked such hours prior to the effective date of this agreement.

4. When the demands of business necessitate, management maintains the right to change the schedule for an individual or individuals, fewer than five (5), under the following provisions:

- a) Management will advise and consult with the Union at least forty-five (45) calendar days before implementation of the proposed change.
- b) After discussions with the Union, Management will solicit qualified volunteers from within the organizational unit.

- c) If there are not sufficient qualified volunteers, Management may assign qualified employees to the new schedule in order of inverse seniority.
- d) In the event that a change of schedule creates a serious inconvenience or hardship, the County will make every effort possible to accommodate the individual.
- e) In the event that an emergent condition occurs, Management shall notify the Union immediately and thereafter may waive the forty-five (45) day period for the duration of the emergency.

5. The Employer shall post a schedule of each employee's shift four (4) weeks in advance of the start of any given work week. The Schedule may be changed from time to time by mutual agreement thereafter. This Schedule will remain in effect until it is superseded by a new schedule or by the Agreement.

6. Employees engaged in continuous operations are defined as those engaged in an operation for which there is regularly scheduled employment for seven (7) days per week. In such cases, Saturday and Sunday work schedules shall be rotated equitably among the employees in the Department.

## **B. Overtime**

- 1. All employees covered by this Agreement shall be eligible for overtime.
- 2. Overtime shall be paid as follows:
  - a) For hours worked beyond thirty-two and one-half (32 ½) hours per week, and up to and including forty (40) hours per week, payment shall be at straight time.
  - b) For hours worked in excess of forty (40) hours in one week, payment shall be at time and one-half (1 ½).
  - c) All employees' standard hourly rate shall be used in computing overtime pay.
  - d) Part-time workers shall not be entitled to time and one-half (1 ½) pay unless they work more than forty (40) hours in a week.
  - e) When a snow emergency is declared by the County Executive, time worked by

white collar employees of that department other than the normal working hours shall be paid at time and one-half (1 ½).

- f) When a holiday is observed during the regular bi-weekly pay period and the employee received pay for that day, those hours shall be included in the computation of overtime for that period.
- g) When an employee receives paid leave during the regular bi-weekly period, those hours shall be included in the computation of overtime for that period.
- h) When an employee is called back to duty at the end of a regular tour, the employee shall be entitled to a minimum payment of four (4) hours or the actual amount of time worked, whichever is greater. The Employer may require that the four (4) hours be actually worked. This shall not apply in the case of employees required to work overtime immediately after the regular tour.
- i) When an employee is required to work on a holiday, he shall receive time and one-half (1 ½) for the hours worked on the holiday plus the employee shall receive a day off for the holiday worked or the employee shall receive standard time plus time and one-half for the hours worked. The option shall be that of the employee.
- j) Overtime, as well as holiday work, must be authorized by the Department Head or his/her designated deputy and entered on the weekly time sheets.
- k) At the option of the employee, overtime earned may be credited to the employee's Compensatory Time Off (CTO) Account to the extent permitted in the Section covering Compensatory Time Off (CTO) and as limited by applicable Federal and State regulations. The taking of such Compensatory Time may be arranged for only at the discretion of the Department Head.
- l) When an institutional worker is required to work two (2) consecutive shifts, commonly referred to as a "double shift," he or she shall receive overtime at the rate of one and one-half (1 ½) times his or her regular rate of pay for the second (2<sup>nd</sup>) shift.
- m) An employee shall be entitled to a meal reimbursement commencing with the third hour beyond the employee's normal work day. The reimbursement shall not exceed Five (\$5.00) Dollars and is payable upon the presentation of a paid receipt submitted to the Employer or designee.

### 3. Overtime List

Overtime shall be assigned by the Department Head on a rotating basis according to the appropriate job title for the work to be performed. An initial list shall be posted by the Department Head with employees' names arranged according to seniority in each title. Overtime shall be offered to each employee beginning with the name first appearing on the said list and continuing through the list. If an employee does not choose to work overtime, his/her name shall be placed on the bottom of the overtime list. If an employee does not choose to be considered for any overtime, he/she shall so indicate to the Department Head in writing and thereafter overtime shall not be offered to him/her. In the event that thereafter the employee shall desire to have his/her name again placed on the overtime list, he/she shall notify his/her Department Head and his/her name shall thereafter be restored to the bottom of the said list.

In case of an emergency, the Department Head shall have the right to call in any employee to work overtime, regardless of title or seniority.

#### C. Compensatory Time Off

To the extent permitted by applicable State and Federal Law, employees who work in excess of the regular hours may elect to take CTO. If the extra hours are worked at straight time, CTO shall be taken in straight time, with the approval of the Department Head and subject to the needs of the Department. If the extra time is in excess of forty (40) hours, the employee may elect to take off one and one-half (1½) times the hours worked, subject to the approval of the Department Head and the needs of the Department. Compensatory time may be earned and accrued by employees. The compensatory time accrual may not exceed a maximum of seventy (70) hours.

## ARTICLE 13 - PAY DURING ABSENCE

#### A. Unscheduled Absences

If, for any reason, an employee is unable to report for duty, he/she must notify the Department Head as soon as possible and before the scheduled starting time. Irregular or poor attendance may be cause for disciplinary action. An employee absent from work without

notification for five (5) consecutive working days will be considered to have resigned from the position. Such resignation is not considered to be in good standing.

#### **B. Scheduled Absences**

When an employee is on a leave of absence without pay for a period in excess of three (3) consecutive months in a calendar year, the annual salary increase shall not be paid upon return to active status, but shall be delayed for a period equal to the period of unpaid leave.

#### **C. Jury Duty**

A leave of absence shall be granted to an employee called for jury duty. This leave of absence shall not be charged against the employee's vacation or sick leave privileges. For the time served on the jury, full pay will be given according to the basic rate of pay usually received for a standard work period. Fees received as a juror, other than meal and travel allowances, shall be returned to the Employer.

#### **D. Sick Leave**

1. If the employee is unable to report to work due to illness or for any other reason, it is essential that the employee's Department Head or supervisor be notified, according to the Department's procedure. Each Department shall post (in a central area) and distribute to all employees, in writing, the procedures to notify the Employer of an absence. Failure to give prior notification shall result in disapproval of the request for sick leave or be considered as an unscheduled absence.

2. The cause for the employee's absence must be reported daily, unless adequate explanation and reason is provided to cover several days. In any sick leave of five (5) consecutive work days or more, a doctor's certificate must be submitted. The Department Head retains the right in sick leave cases of less than five (5) days to request the Personnel Director to obtain a Physician's Certificate. Such request must be reasonable and not made arbitrarily. The Department Head also has the right to require an examination by an Employer physician if the Department Head has any questions as to the employee's condition.

3. Sick leave must be earned before it can be used. Should the employee require none or only a portion of the earned sick leave for any year, the amount not taken accumulates to the employee's credit from year to year during employment.
4. Sick Leave is earned and accumulated in the following manner;  
One (1) working day for each full month of service during the remaining months of the first calendar year of employment and fifteen (15) working days ( 1 ¼ per month) for each calendar year thereafter. If the employee begins work after the fourth (4<sup>th</sup>) day of the month, sick leave is not earned for that month.
5. Part-time employees are eligible for sick leave. The amount earned is proportional to the allowance of a full-time employee. It is determined by the number of standard hours worked each pay period.
6. Seasonal and per diem employees are not eligible for sick leave.
7. Sick leave may be granted for:
  - a) Personal illness or accidental disability by reason of which the employee is unable to perform the usual duties of the position.
  - b) Serious illness of a member of the employee's immediate family or household (as defined in Bereavement Leave) requiring the employee's attention and care. The circumstances of the illness should be of an emergent nature where the employee is required to be in direct attendance for a period not to exceed three (3) working days/year.
  - c) In case of extended illness, the employee may use accrued Compensatory Time Off or Vacation Leave.
  - d) Cosmetic surgery, in which case the employee shall arrange, with the reasonable approval of his or her Department Head, the scheduling of the surgery and attendant leave.
8. Accumulated sick leave is forfeited upon separation from the County's service, except as

provided for under "Terminal Leave" hereinafter.

9. Effective 2004, the County will institute a sick leave buy back program as follows:
  - a) To be eligible, the employee must have at least thirty (30) sick leave days on the books as of October 31<sup>st</sup> of each year.
  - b) The employee may sell back up to five (5) days per year.
  - c) The employee must notify the County of his/her willingness to sell back days and the amount of sell back as of November 15<sup>th</sup> of each year.
  - d) The rate at which the days will be paid shall be the yearly rate in the year in which the sell back notification occurs.
  - e) The County will pay the sick leave buy back amount by the first (1<sup>st</sup>) pay period in February of the next year.

#### E. Injury Leave

1. Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident, illness or injury which occurred while the employee was performing duties and which is compensable under the Workers Compensation statutes or any policy of Workers Compensation Insurance applicable to the said employees.
2. All payments which shall be made concerning injury leave are subject to the same rules and regulations as Workers Compensation Insurance and shall not be made if the accident is proved to have been due to intoxication or substance addiction or willful misconduct on the part of the employee. If an employee, absent from work due to an accident, illness or injury which is covered by Workers Compensation Insurance, willfully fails to fulfill all of the conditions necessary to receive compensation benefits, the employee shall not be entitled to payment of any injury leave benefits from the Employer until such conditions have been fulfilled.
3. After all injury leave is used, the employee may be granted additional injury leave only upon approval of the County Executive. After all injury leave is used, the employee may elect to use any sick leave, vacation or compensatory time due at the time of the injury.

4. Use of Injury Leave: Employees absent from due to an accident, illness or injury which is compensable under the Workers Compensation statutes or any policy of Workers Compensation Insurance applicable to the said employees and who have completed three (3) months' service with the Employer will be compensated by the Employer on a bi-weekly basis at the regular base rate of pay for a period not in excess of 30 working days for each new separate injury. Payments shall be made in either of the following ways:

a) A check issued by the Employer in the full sum of the employees' base salary. Upon receipt of a compensation check for temporary disability during the said thirty (30) day period, the employees shall endorse said checks over to the Employer. Subject to it being permitted to do so by applicable Federal and State Law or regulation, the Employer shall record that portion of the salary checks equal to the amount of the compensation checks covering partial disability as not being income to the employees for income tax purposes and the W-2 or similar forms sent to the employees at the conclusion of each year shall not show such payments as income.

b) A check issued by the County in an amount equal to the difference between the employee's base salary, and the amount of partial disability Workers Compensation Insurance payments received by the employee during the said thirty (30) day period.

If eligibility for such payments is contested by the Employer, eligibility will be based on the determination of the New Jersey Division of Workers Compensation under the terms of the New Jersey Workers Compensation Act.

5. Contested Injuries: Charges may be made against sick leave accrual, if available, in any case where the Employer is contesting the employees' eligibility for injury leave. In the event that the Workers Compensation Division determines in favor of the employee, sick leave so charged shall be recredited to the employee's sick leave accrual balance.

In the event eligibility for payment is denied by the Workers Compensation Division, the employee shall be eligible to utilize sick leave accrual, if available, retroactive to the date of injury, and/or to use vacation leave.



6. Medical Proofs: In order to limit the obligation of the Employer for each new separate injury, the Employer may require the employee to furnish medical proof or submit to a medical examination by the Employer at its expense to determine whether a subsequent injury is a new and separate injury or an aggravation of a former injury while in the Employer's service.

7. When an employee has suffered an injury while on duty, and is absent for five (5) days or more, the employee shall submit to the Employer a written certification from a physician setting forth the nature of the injury and the physician's prognosis as to the length of time before the employee can return to duty, and without restriction.

a) Additional reports shall be submitted by the physician every two (2) weeks thereafter indicating the current status of the employee's health and the date of the employee's anticipated return to duty.

b) In the absence of such certification, the employee shall be removed from injury leave.

#### **F. Bereavement Leave:**

Employees shall be entitled to four (4) consecutive working days leave with pay, one (1) day of which must be the day of burial in the event of the death of a member of their immediate family. Immediate family is defined as and is limited to spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or any other relative residing in the employees household at the time of demise. Effective January 1, 2005, employees shall be entitled to one (1) day off (day of funeral) in the event of death of an employee's aunt, uncle and domiciled partner. Domiciled partner is defined pursuant to the New Jersey law.

#### **G. Terminal Leave**

Employees, upon retirement (Service Retirement, Accidental Deferred Retirement, Ordinary Disability Retirement, Early Retirement and Deferred Retirement), or employees who conclude their service with the Employer after reaching age sixty (60) who are not covered by the Public

Employees Retirement System, shall be granted a terminal leave lump sum payment as follows:

Terminal Leave Payment shall be no more than Twenty Thousand (\$20,000.00) Dollars.

In addition, in the event of the death of an employee, the estate of that employee shall be eligible for terminal leave lump sum payment according to the option selected by the estate, provided that employee had been employed by the Employer for seven (7) consecutive years.

2. Employees are eligible for this benefit providing they work a minimum of twenty (20) hours per week.

3. All employees hired on or after January 1, 2009 shall be capped as to terminal leave at fifty (50.0%) percent of accumulated sick leave not to exceed Fifteen Thousand (\$15,000.00) Dollars.

#### H. Leave of Absence

1. Leave Without Pay - A permanent employee, for reasons satisfactory to the Employer, may be granted a personal leave of absence without pay for a period up to six (6) months. In exceptional circumstances, such leave may be extended for an additional six (6) months, provided it is considered to be in the best interest of the Employer.

a) A personal leave of absence or an excused absence will not be granted to an employee for the purpose of seeking or accepting employment with any other Employer.

b) Personal leaves of absence are granted with the understanding that the employee intends to return to the Employer. If an employee fails to return within five (5) working days after the expiration of the leave or excused absence, the employee shall be considered to have resigned and not in good standing.

c) Employees on leave without pay for more than two (2) weeks in any

month will not receive paid health benefits, holiday pay, nor will they accrue sick and vacation time, except the Employer may extend paid health benefits coverage as provided under Article 10, Section C.

2. Maternity Leave - A female employee, upon her request, may be granted permission to use accumulated sick leave for maternity purposes. In those instances where the employee's sick leave is limited and when requested by the employee, the Employer may approve a leave of absence without pay not to exceed six (6) months. A period of leave prior to the infant's birth shall be granted if medical necessity requires. Maternity Leave shall not extend beyond six (6) months following the birth of the infant regardless of whether such leave was with pay, without pay, or a combination of the two. Upon the expiration of the maternity leave provided herein a leave of absence, without pay, may be available as provided under Subsection 1 above. A female employee who elects to return to active status following her maternity leave shall be returned to her regular employment. Upon the employee's request, her Department Head shall schedule an appointment with the registered nurse in the Medical Clinic.

3. Military Duty Leave - If the employee has permanent employee status, a leave of absence without pay will be granted, except for the first two (2) weeks which will be with pay, if the employee is required to serve actively in any component of the Armed Forces of the United States or New Jersey. Military Duty Leave may extend to three (3) months after the employee's release from required military service. Sufficient proof of active military duty must be presented to the department head prior to requesting such leave.

4. Military Training Leave

a) A full-time or part-time provisional or permanent employee, who is a member of any component of the Armed Forces of the United States or New Jersey, and who is required to undergo Military Field Training for a period of up to two (2) weeks, upon request, shall be granted a leave of absence with pay to take part in such training. The employee must provide a certified copy of orders for military training to the Department Head prior to requesting leave for such training. Any military pay received by the employee while on military training leave may be retained by the employee and shall be in addition to the regular salary which

would have been received from the Employer had such training not been ordered. Except for employees in subsection (b) below, when military training leave is granted, it shall be in addition to any vacation leave, sick leave or compensatory time off to which an employee may be entitled.

b) A full-time or part-time permanent, provisional or unclassified employee who has been continuously employed by the Employer for at least one (1) full year, at the time such military training is to commence, shall be granted a leave of absence with pay as provided in subsection (a) above.

c) A full-time or part-time, permanent, provisional or unclassified employee who has not been continuously employed by the Employer for at least one (1) full year at the time military training is to commence, may only be granted a leave of absence without pay unless said employee chooses to utilize any accrued vacation leave or compensatory time off, for the duration or any part of the period of military field training.

5. Members of the Union who are elected or designated by the Union to attend any meetings or educational conferences or conventions of the Union, or other bodies of which the Union is affiliated, shall be granted necessary time off without loss of pay provided that notification is given to the Employer, in writing, by the Union at least one (1) week in advance and provided that such requests are not in excess of thirty (30) working days per year for all members (this means that the thirty (30) days shall be in aggregate of both the blue and white collar Labor Agreements) excluding the annual steward training day which will accommodate up to maximum of fifty (50) County employees at no loss of pay or benefits. One (1) year accrual may be carried. Requests for such leave shall be submitted by the Union President or Business Manager to the Personnel Officer, who shall respond to the request within five (5) working days of receipt.

#### ARTICLE 14 - VACATION

A. Vacation leave is earned and accumulated on a monthly basis in the following manner:

(1) One (1) day per month in the first (1<sup>st</sup>) calendar year for the first eleven (11) months and four (4) days in the twelfth (12<sup>th</sup>) month, provided the initial date of hire is on or before the fourth (4<sup>th</sup>) day of the month.

(2) From the beginning of the second (2<sup>nd</sup>) calendar year of employment to and including the fifth (5<sup>th</sup>) year of employment, employees earn vacation at the rate of one and one-quarter (1  $\frac{1}{4}$ ) days per month (15 days per year).

(3) From the beginning of the sixth (6<sup>th</sup>) year of employment and thereafter, employees earn vacation at the rate of one and two-thirds (1  $\frac{2}{3}$ ) days per month (20 days per year).

B. Part-time employees are eligible for vacation leave. The amount earned is proportional to the allowance of a full-time employee. It is determined by the number of standard hours worked in each pay period and the employee's years of continuous service. Per Diem employees have no vacation entitlement.

### C. General

1. When employees complete their first six (6) months of employment, they may ask to take the balance of their vacation leave for that calendar year. Beginning January 1 of each succeeding year of employment, employees may ask to use, in advance of earning, the full amount of vacation leave for that year. Any vacation time borrowed under this policy must be earned back by the last pay period of that calendar year; otherwise any negative vacation balance will either be charged to available compensatory time off time or deducted from the employee's pay.

2. In the event of termination of employment prior to repayment of advanced vacation leave, the necessary salary adjustment will be made on the employee's final paycheck.

3. Earned vacation leave for one (1) calendar year may be carried over and used during the following calendar year only. Except upon the termination of employment, the employee will not be allowed to receive pay in place of taking his/her earned vacation leave.

4. If an employee resigns with proper notice, or plans to retire, the employee may be paid for earned and unused vacation leave as of the effective date of termination. In no case may an employee be paid for more than two (2) years of unused vacation leave as of the payroll following termination.
5. If an employee should die while employed, a sum of money equal to earned and unused vacation leave shall be paid to his/her estate.
6. The salary paid to an employee while on vacation leave will be the same amount the employee would have earned while working regular straight time hours during vacation periods.
7. Employees on leaves of absence without pay for more than two (2) weeks in any month do not earn vacation leave for that month.
8. Employees on approved paid vacation leave or sick leave will continue to accrue vacation leave according to length of service and regular work schedule.
9. If a holiday observed by the Employer occurs during the period of the employee's vacation leave, it is not charged against the balance of the employee's vacation leave.
10. Every effort is made to arrange vacation schedule to meet the individual desire of all departmental employees. When there is conflict in the dates of proposed vacation schedules, preference will be given to the employee with seniority. Seniority shall be defined, for the purposes of this Article, as an employee's date of hire or rehire with the County. All requests for vacation leave must be approved by the employee's Department Head. The Department Head may require that vacation be scheduled in other than the summer months when the needs of the department require it.
11. Employees may receive their salary covering the period of vacation prior to commencing vacation to the extent that they have earned and accrued such vacation time and provided that at least one (1) week is to be taken and the employee has notified his or her Department Head at least thirty (30) days prior to the commencement of the vacation.

## ARTICLE 15 - HOLIDAYS

A. 1. The Employer agrees to furnish the following holidays with pay to all employees covered by this Agreement.

New Year's Day  
Martin Luther King Day  
Lincoln's Birthday President's Day  
Good Friday  
Memorial Day  
Independence Day Labor Day  
Columbus Day  
Election Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

2. (a) Effective January 1, 2004, as of the date of ratification, the Employee's Birthday will be available as a holiday day off. If an employee's birthday falls on a Saturday or Sunday, the Saturday birthday will be celebrated on a Friday and the Sunday birthday will be celebrated on a Monday. The employee shall not be eligible for nor receive holiday pay if they work the actual day of their birthday.

(b) If a holiday falls on the employee's day off, he/she shall receive the day before off.

(c) Employees whose birthday(s) fall during their vacation shall receive the day before off.

(d) Otherwise, the employee's birthday will be celebrated on the actual day in question, unless more than five (5.0%) percent of the employee's division have the same birthday, then the employee(s) will take the birthday during the week the birthday occurs.

(e) The day of the holiday for employees working in 24/7 facilities shall be the actual holiday unless the employee works a Monday through Friday schedule.

**A. General:**

1. If a holiday falls during an employee's vacation, an additional day of vacation shall be granted. If a holiday falls on a Sunday, it will be observed on the following Monday; if a holiday falls on a Saturday, it will be observed on the preceding Friday.
2. Holidays falling within a period of paid absence will entitle the employee to pay for such holidays. Periods of paid absence are: Sick Leave, Terminal Leave, Jury Duty Leave, Compensatory Time Off, Vacation Leave, and Bereavement Leave.
3. Holidays falling during the unpaid leave of absence will not be credited.
4. A Department Head, for good cause, may disallow holiday pay for any employee who does not work the scheduled day before or the scheduled day following a holiday.
5. Those full-time employees who work on a holiday shall receive, at the option of the employee, either:
  - a) payment at a rate of time and one-half ( $1 \frac{1}{2}$ ) for all hours worked plus an additional day off for the hours worked, or,
  - b) standard time plus time and one-half ( $1 \frac{1}{2}$ ) for the hours worked. Any employee may obtain at his or her request, equivalent compensatory time off in lieu of pay for all hours worked on the holiday schedule.
6. Part-time employees are eligible for holidays at a straight time rate in an amount equal to what they would have received if the day on which the holiday fell would have been a regular working day.



## ARTICLE 16 - PENSION

The Employer shall continue in effect the pension plan offered to its employees which are described, in part, as follows:

A. Membership in the contributory pension plan is compulsory for and only offered to all provisional employees who have served one (1) year, all permanent employees, and all unclassified employees. The payment of any retirement, death or disability benefits under the pension plan is separate and in addition to the Social Security entitlement for which the retiring member or beneficiary may qualify. Pension planning and advisory service are available in the Personnel Department. Employees are encouraged to make use of this service early in their careers.

B. Employees who are required to join the Retirement System receive free life insurance without medical examination under the Group Life Insurance Plan of the Retirement System. In addition, any employee under sixty (60) years of age, who is required to join the Retirement system, must also subscribe to the Contributory Life Insurance Plan of the Retirement System during the first year of pension membership. After one (1) year, the employee may choose to drop the additional Contributory Life Insurance, but once it is terminated, it cannot be reinstated. The employee's rate of contribution for this additional life insurance is currently three-quarters ( $\frac{3}{4}$ ) of one (1.0%) percent of the base salary.

C. The total amount of life insurance payable to the employee's estate depends upon three (3) things: Annual salary, age and pension membership status employed at the time of death insurance coverage is one and one-half ( $1 \frac{1}{2}$ ) times the employee's annual salary or three (3) times if the employee has Contributory Life Insurance Coverage in the final year of service. Upon retirement, life insurance coverage is continued for the retiree without cost to him, but the total amount of coverage is reduced.

ARTICLE 17 – DISCIPLINARY ACTION/GRIEVANCE PROCEDURE

**A. Grievance and Minor Suspensions**

Any grievance relating to the wages, hours or working conditions of an employee, including suspensions for five (5) days or less, fines, demotion or disciplinary actions shall be handled in the manner set forth below and at all stages of the grievance procedure the employee shall be represented by the Union.

Disciplinary action shall be taken for “just cause” only.

1. The employee and the Union should discuss the grievance with his/her immediate supervisor. If the employee and the Union are not satisfied with the result of the discussion, the Union may file a written notice of grievance with the Department Head. If, for any reason, the employee and the Union do not wish to discuss the grievance with the supervisor, the employee and the Union may begin the procedure with the written notice to the Department Head.
2. The Department Head shall make a determination on the grievance within ten (10) days of the date it is received and shall advise the Union of the decision in writing.
3. The Union may appeal the decision of the Department Head by appealing to the County Executive or designee and forwarding copies of all previous writings on the matter to same. The County Executive or designee shall determine whether a hearing is necessary on the grievance and if he/she finds that a hearing is needed, may either conduct the hearing or assign it to a Hearing Officer. The County Executive or his designee shall decide the matter within ten (10) days after the final date of the hearing and shall issue a written decision to the employee and the Union.
4. If the decision of the County Executive or designee is not satisfactory to the Union, the Union shall have the right to submit the grievance, which is a claimed violation, misinterpretation or misapplication of the terms of this Agreement and the County's policies directly affecting the employees of the Union or, in minor disciplinary actions, the decision of the County Executive or his designee to an arbitrator appointed by the parties pursuant to the rules and regulations of the

New Jersey Public Employment Relations Commission, Trenton, New Jersey. The Union shall file a written demand for arbitration with the New Jersey Public Employment Relations Commission within ten (10) calendar days of the receipt by the employee and the Union of the County Executive's or his designee's decision. A copy of the demand for arbitration shall also be sent to the County Executive or designee.

The decision of the Arbitrator shall be final and binding upon the parties and shall be in writing setting forth findings of fact, reasons and conclusions on the issue(s) submitted. No one (1) Arbitrator shall have more than one (1) substantive grievance submitted to him, and under consideration by him, at any one time unless the parties otherwise agree in writing. A grievance shall be considered under consideration by an Arbitrator until he/she has rendered his/her written decision which shall be done within forty five (45) calendar days from the close of the Hearing.

In the event of the submission of any matter for arbitration as herein provided, the Arbitrator shall have no right or power to alter or modify the terms of this Agreement. The cost of the Arbitrator and his/her expenses shall be borne equally by both parties, unless otherwise provided by law.

5. No grievance may be filed by an employee or the Union on his/her behalf that has resigned or retired from the employ of the County, unless said grievance is in response to an action taken by the County subsequent to the employee's resignation or retirement.

#### **B. Major Suspensions**

1. In any case where a permanent employee in the classified service, as defined in Title 4A of the New Jersey Civil Service Commission rules and regulations, or where a provisional employee has been employed by the Employer for at least ninety (90) days is suspended by the Employer for a period of more than five (5) days at one time or receives suspensions or fines more than three (3) times or for an aggregate of more than fifteen (15) days in one (1) calendar year or is demoted or is removed from his position, he or she shall be issued a Preliminary Notice of Disciplinary Action. The employee shall have a right to appeal for a hearing before a Hearing Officer appointed by the County Executive and shall file a written Notice of such

Appeal with the County Executive within ten (10) days of receipt of the Preliminary Notice of Disciplinary Action. The Hearing Officer shall conduct a hearing no sooner than ten (10) or more than thirty (30) days after service of the notice of appeal unless mutually extended. The Hearing Officer shall make specific findings of fact and report those findings and conclude the matter. The procedure set forth by the New Jersey Civil Service Commission and the rules and regulations of the New Jersey Civil Service Commission shall also be applicable to those employees who are subject to that.

Disciplinary action shall be taken for "just cause" only.

2. The Union shall have the right to represent any employee requesting representation, but individual employees shall have the right to elect to represent themselves.
3. The request for a hearing shall set forth in writing a statement by the employee of the facts relating to the suspension, fine, demotion or removal.
4. A County employee not in the classified service, as defined by the New Jersey Civil Service Commission and not serving in a title set forth on Schedule A, attached hereto, and who was appointed by Resolution of the County Executive and who is serving at the pleasure of the County Executive, is hereby excluded from the procedures set forth herein and nothing contained herein is intended to give said employee any right of a hearing or to an appeal.

#### ARTICLE 18 - RELEASE TIME

A. In order to provide the orderly handling of grievance and disciplinary matters, the President, Grievance Chairperson, Shop Steward and grievant involved in the grievance or disciplinary proceeding shall be released from their County duties prior to the scheduled matter for a reasonable period of time (not to exceed two (2) hours) for the purpose of handling such grievance matters. In the event of a class grievance, the Union will make a request of the Personnel Director, who shall determine which grievants will attend. Reasonable advance notice for such release time shall be provided to the Department Head or his/her designee. Such leave time shall not substantially interfere with County operations and/or the employee's normal job function, except in emergent circumstances. It is understood and agreed that the Grievance

Chairperson and Shop Steward shall be released for a reasonable period of time to investigate potential grievances and proposed disciplinary actions and such time shall be administered in the manner indicated above.

B. Effective January 1, 2004, the Local Union President only shall be provided one (1) day per month to attend to Union functions. The Union President shall provide the Office of Personnel a minimum of seventy-two (72) hours notice prior to taking such. There shall be no monthly or yearly accumulation. Said release time may be rejected if the granting of such would be detrimental to the operations of the County.

#### ARTICLE 19 - SENIORITY RIGHTS

A. Permanent employees shall be entitled to rights for seniority with respect to changes in job assignment, hours or working conditions within that title only.

B. Seniority shall be based on Civil Service title seniority which shall commence with the date of certification in that title and in those instances where none of the employees involved have been certified as permanent employees by the New Jersey State Department of Personnel, seniority shall be based upon length of service with the Employer.

#### ARTICLE 20 - SHIFT CHANGES

Wherever possible, shift changes will be made at regularly schedule times established by the Department Head, except in emergent circumstances. Notice of shift changes shall be posted as early as possible, but not later than one (1) week prior to the effective date of the change. Twenty (20) calendar days notice shall be given to the employee whenever possible except in emergencies or prospective diminution of services.

#### ARTICLE 21 - DUES/AGENCY REPRESENTATION FEE

A. The Employer agrees to deduct initiation fees, assessments and membership dues from the pay of each employee in the bargaining unit who is a member of the Union, a sum to be certified at least on an annual basis in writing by the Local Union to the Employer's Treasurer,

who shall remit same to the Union at regular intervals.

B. Notwithstanding anything to the contrary in this Article, the Employer shall have no obligation to make dues deductions until and unless it receives the signed authorization from the employee in accordance with the Union Authorization Form. The Employer shall notify the Union President of new employees no later than fourteen (14) days from the date of hire.

C. The Employer shall deduct from the pay of all employees covered by this Agreement who are non-members of the Union or who have not submitted to the Employer written notices authorizing the deduction of dues, fees and assessments from the employee's pay, the maximum amount permitted by law in lieu of dues and shall forward the amount to the Union at regular intervals. The Union shall provide the Employer with written certification at least, on an annual basis, as to the sum to be deducted in lieu of dues.

D. The Union agrees to indemnify and hold the County harmless from any claim or action commenced by an employee against the Employer which arises out of any of the aforesaid deductions under this Article, provided that the claim does not arise out of the negligence of the Employer.

#### ARTICLE 22 - OUT OF TITLE WORK

In the event a permanent employee is temporarily assigned by the Department Head to perform duties which are not set forth in the employee's job description and which are duties set forth in a higher title and the employee performs those duties during fifty (50.0%) percent of his/her working time, over a period in excess of one (1) month, the employee shall be forthwith provisionally appointed by the Employer to the said higher title and shall be paid accordingly, pending the results of a promotional examination issued by the New Jersey State Department of Personnel. If the employee, as a result of the promotional examination, is not eligible for permanent appointment in the said title, the employee will revert to the previous title and any increase in wages received as a result of the provisional appointment shall be terminated and the employee shall not thereafter be required to perform the duties of the said higher title.

#### ARTICLE 23 - PERSONNEL FILE

All entries in an employee's personnel file shall be contained in both the Employer's

Personnel Department file and the operating department's file, if one exists. No entries, notations, documents, etc. shall be placed in department files which are not also placed in the Employer's Personnel file. No entries, notations, documents, etc. which reflect on the employee's ability, performance or character shall be placed in a department file or in the Employer's Personnel file without a copy first having been given to the employee, and the employee having been given the opportunity to place his or her initials thereon and a copy given to the employee. The placement of initials on entries in an employee's personnel file shall not indicate the approval, agreement or acceptance by the employee to the entry but shall solely acknowledge notice of the entry.

#### ARTICLE 24 - LAYOFFS

A. In the event layoffs become necessary, the provisions of the New Jersey Civil Service Act, N. J. S. A. 11A:8-1 et seq., and all administrative rules and regulations adopted thereunder by the New Jersey Civil Service Commission shall be followed.

B. Notice shall be forwarded to the Union by the County Executive or his designee of any general layoffs or of any layoffs limited to one (1) or more departments at least forty-five (45) days before such layoffs are due to become effective. Copies of the layoff notices to individual employees shall also be forwarded to the Union.

#### ARTICLE 25 - USE OF PERSONAL VEHICLE

Whenever an employee is required to use his or her own vehicle on Employer business, he or she shall be compensated for such usage at the IRS rate.

#### ARTICLE 26 - TUITION REIMBURSEMENT

The Employer shall reimburse employees for the cost of tuition incurred by them for courses taken at an accredited institution of learning, provided:

A. The course is directly job-related and has received the prior approval of the employee's Department Head and the County Executive, which approval shall not be unreasonably withheld.

B. The course or its equivalent is not offered by the Employer at no cost to the employee;

C. Tuition Reimbursement shall not exceed:

(1) One Thousand Eight Hundred (\$1,800.00) Dollars per year (\$200.00 per credit), effective January 1, 2008.

(2) Two Thousand Two Hundred Fifty (\$2,250.00) Dollars per year (\$250.00 per credit), effective January 1, 2009;

(3) Two Thousand Four Hundred Seventy-Five (\$2,475.00) Dollars per year (\$275.00 per credit), effective January 1, 2010.

(4) Two Thousand Seven Hundred (\$2,700.00) Dollars per year (\$300.00 per credit), effective January 1, 2011.

D. The per credit amounts set forth in Section C above are the maximum credit payments eligible to be made; the County shall reimburse the employee for the actual tuition credit rate of the school, not to exceed the maximum per credit amount. The total maximums are based on the actual per credit rates of the school in question and the number of credits taken, not to exceed the total maximum amount.

E. The employee has successfully completed the course and proof thereof has been furnished to the Employer.

F. The parties agree that should the cost of tuition paid by the County exceed the annual average amount paid out over the period of January 1, 2004 through December 31, 2008, by greater than fifty (50%) percent in any year, then the tuition reimbursement under this Agreement shall revert back to the maximum amounts in effect as of January 1, 2009 (\$250.00 a credit/\$2,250.00 annually) in the following year.

#### ARTICLE 27 – LICENSE COST REIMBURSEMENT

A. The Employer shall reimburse employees for the cost of non-professional licenses required by the Employer, so that the employees may perform their duties as set forth in their



titles or as assigned by the Employer provided no employee shall be entitled to reimbursement for the cost of an ordinary motor vehicle driver's license.

B. The following is an example of licenses, the cost of which would be reimbursed by the Employer: commercial driver's license (provided the employee is assigned duties requiring such a license).

#### ARTICLE 28 – PHYSICAL EXAMINATION

A. Each employee shall be entitled to receive a physical examination to be conducted at the Center for Occupational Medicine or at another site mutually agreed upon by the Employer and the Union, consisting of the following: chest x-ray; SMA series of blood tests (23 in number); urine analysis; EKG; blood pressure test. In addition, female employees may have a breast examination and PAP smear test. All or any portion of the testing shall be voluntary on the part of the employee.

B. Each employee desiring a physical examination shall so indicate, in writing, to his/her Department Head which physical examination shall be scheduled by the Employer on or before September 1 of each year.

C. Each employee shall cooperate with the Employer as to any possible reimbursement which the Employer may be able to secure from any insurance company affording coverage to the employee, the premiums for which insurance coverage are paid by the Employer.

D. Examinations shall be scheduled at the reasonable, mutual convenience of the affected parties.

E. The employee shall not be entitled to any salary or other payment, if the examination is required to be scheduled outside of the employee's normal working hours.

#### ARTICLE 29 – ON-CALL PAY FOR APPLICABLE EMPLOYEES

Certain employees of the Employer may be required to make themselves available by being "on-call" during periods of time not included in their regular-work week. Titles of employees

required to remain "on-call" as a term of their employment shall be negotiated. Each employee who holds such title shall receive a weekly payment in the amount of Fifty-Six (\$56.00) Dollars in calendar year 2008 for each week's "on-call" representing compensation for "on-call" time, which payment shall be made by the Employer to the individual employee. The weekly "on-call" payment shall go to Fifty-Seven (\$57.00) Dollars in calendar year 2009; the weekly "on-call" payment shall go to Fifty-Eight Dollars and Fifty Cents (\$58.50) in calendar year 2010; and, the weekly "on-call" payment shall go to Sixty (\$60.00) Dollars in calendar year 2011. The only positions that are eligible for this "on-call" payment are: Case Monitor Juvenile Offender, Supervising Youth Group Worker, Youth Services Counselor, Senior Psychiatric Social Worker, Counselor, Juvenile/Family Crisis Intervention, Youth Opportunity Coordinator, Senior Youth Worker, Social Case Worker Supervisor, Alcoholism Counselor/Drug Abuse Counselor, Supervisor of Nurses, Head Nurses and Hospital Utilization Coordinator. No other position shall be eligible for the provisions of this Article.

#### **ARTICLE 30 – NOTIFICATION TO UNION OF CERTAIN HIREES**

The Employer shall make available to the Union a list of all persons who shall be proposed for hiring for Schedule "A" by the Employer, prior to each such hiring whenever possible. The Employer will notify the Union, in writing, of any intention to hire through a personnel agency, rather than directly.

#### **ARTICLE 31 – PER DIEM EMPLOYEES**

A. Employees who work twenty (20) hours per week or more shall receive all fringe benefits as provided in this Agreement.

B. The Employer shall have the right to hire, less than twenty (20) hours per week, per diem employees, upon the condition that there is a recognized employment need for them. The hiring is not intended to avoid paying these employees the fringe benefits which would result from a hiring of a twenty (20) hour per week or greater employee.

ARTICLE 32 – SOCIAL WORKERS

A. Employees in the following titles shall be paid a minimum annual starting salary as follows in addition to the general wage increases contained herein:

Bachelor Level Positions

Youth Services Counselor	\$20,000.00 Plus \$500.00 per year experience
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Masters Level Positions

Youth Services Counselor	\$22,000.00 Plus \$600.00 per year experience
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Senior Youth Services Counselor	\$24,000.00 Plus \$700.00 per year experience
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Supervising Counselor	\$26,000.00 Plus \$800.00 per year experience
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Maximum credit for experience shall be ten (10) years, beyond which no adjustment in salary shall be paid by reason of experience.

B. Each social worker who receives his or her ACSW accreditation shall receive a one-time adjustment to his or her base annual salary in the amount of Four Hundred (\$400.00) Dollars.

ARTICLE 33 – UNIFORMS

A. Each nursing employee who is required to wear a uniform, as a term of his/her employment, shall receive an annual uniform allowance of Two Hundred (\$200.00) Dollars for each calendar year of this Agreement. Such amount will be paid on the first payroll period after January 31<sup>st</sup> of each year of this Agreement. The amount shall be increased to Two Hundred Fifty (\$250.00) Dollars, effective January 1, 2010.

B. Hazmat employees shall, upon hiring, receive an initial uniform allotment. Then every year thereafter, said employees will be entitled to the clothing allowance amounts set forth in §A

above.

C. All other employees who receive a clothing allowance will receive the amount set forth in §A above;

D. All employees who receive a clothing allowance shall, at all times while in the County's employ, wear their uniform.

E. As of June 12, 2004, Direct Care staff in the Bergen County Health Care Center shall be entitled to the uniform allowance amounts set forth in §A and shall thus be required to wear uniforms.

#### ARTICLE 34 – EMPLOYMENT OPPORTUNITIES

Effective as of the signing of this Agreement, the County agrees to establish an interview list of Union members for employment opportunities throughout the County. The County will call the list as job openings occur, consistent with New Jersey State Department of Personnel rules and regulations.

#### ARTICLE 35 – SEVERABILITY

Should any clause of this contract be found unenforceable or invalid, the parties agree to reopen negotiations and consider alternative approaches to the issue involved. In such event, the remaining portions or provisions of this Agreement shall continue in full force and effect.

#### ARTICLE 36 – UNION RIGHTS

Agents of the Union, who are not employees of the Employer, shall be permitted to visit job sites and work locations for the purpose of discussion Union matters, so long as such visitations do not interfere with the general operation of the employer. The Union shall furnish the names of all such agents to the County Personnel Officer upon request.

The Union shall have the right to post Union notices on available bulletin boards for general

purposes and/or those normally used to post notices to employees.

Union employees or the President shall have the right to examine time sheets and other records pertaining to the computation of compensation or fringe benefits of any individual whose pay is in dispute, upon reasonable notice to the Personnel Officer.

Employees shall be entitled to representation by a Shop Steward or other representative when they are summoned to meet with management regarding disciplinary action.

### ARTICLE 37 – MISCELLANEOUS PROVISIONS

A. In the event of layoffs, the parties agree to meet to discuss the wage rates of impacted employees.

B. In the event that the County becomes eligible to join the New Jersey Manufacturers Association, the County shall do so at the earliest practical time subsequent to eligibility.

### ARTICLE 38 - HEALTH/ SAFETY/FAMILY CAREGIVER/WORKPLACE COMMITTEE

There shall be a health and safety/family caregiver/workplace committee consisting of three (3) employees of the bargaining unit who shall be selected by the Union President and three (3) persons employed by the Employer who shall be selected by the County Executive or his/her designee. This committee shall initially meet within forty-five (45) days of ratification and at least quarterly thereafter. The committee shall discuss matters of health and safety/family caregiver/workplace as it pertains to County operations and procedures and shall be entitled to bring its comments and recommendations to the Employer for its consideration. Upon the affirmative vote of three (3) members of the Committee, applicable problems shall be brought directly to the attention of the County Executive or his/her designee.

### ARTICLE 39 – CONTINUATION OF CONTRACT PROVISIONS

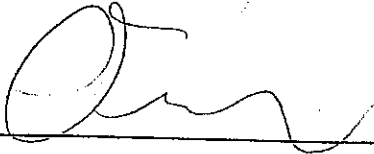
All of the provisions of this Agreement shall continue in full force and effect beyond the

stated expiration date set forth herein until a successor Agreement is executed and becomes effective.

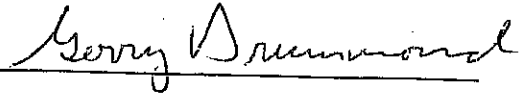
IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and attested by their proper corporate officers and their corporate seal shall be affixed and have hereunto set their hands and seals the day and year first above written.

For: THE COUNTY OF BERGEN

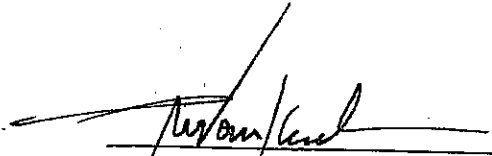
For: UNITED SERVICE WORKERS UNION,  
LOCAL 755



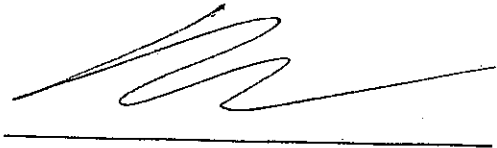
Dennis McNerney,  
County Executive



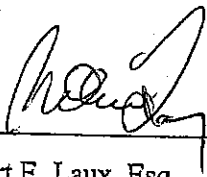
Gerry Drummond  
President, Local 755, USWU



Ralph W. Kornfeld,  
Personnel Director



Kevin E. Boyle, Jr.  
Public Sector Coordinator, USWU



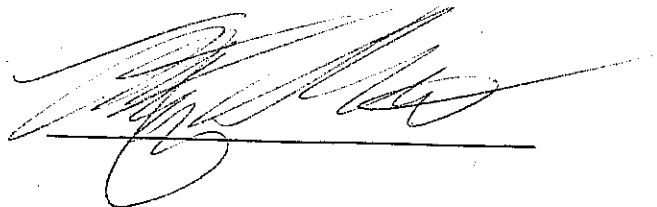
Robert E. Laux, Esq.  
County Administrator



Ed Kahn  
Representative, USWU

ATTEST:

ATTEST:



**SCHEDULE A TITLES (both parties agree that "Schedule A" is not fully inclusive or exclusive of all the Civil Service Titles that may be covered by this Agreement)**

ACCOUNT CLERK  
ACCOUNT CLERK TYPING  
ACCOUNTANT  
ACCOUNTING PROCEDURES ANALYST  
ACCOUNTING ASSISTANT  
ADMINISTRATOR CULTURAL & HISTORIC AFFAIRS  
ADMINISTRATIVE CLERK  
ADMINISTRATIVE CLERK BILINGUAL\*  
ADMINISTRATIVE SECRETARY  
ADMISSION AND RECEIVING OFFICER  
ADMITTING OFFICER  
ADVANCED PRACTICE NURSE\*  
AGENCY AIDE  
ALCOHOLISM COUNSELOR  
ALCOHOLISM COUNSELOR/DRUG ABUSE COUNSELOR\*  
ARCHITECT  
ASSISTANT BUDGET EXAMINER  
ASSISTANT CHIEF CLERK  
ASSISTANT CHIEF MECHANIC VOTING MACHINES  
ASSISTANT CHIEF MICROBIOLOGIST  
ASSISTANT DIRECTOR ALCOHOL REHABILITATION  
ASSISTANT ENGINEER\*  
ASSISTANT FOOD SERVICE MANAGER  
ASSISTANT HEALTH EDUCATOR  
ASSISTANT LAUNDRY MANAGER  
ASSISTANT PLANNER  
ASSISTANT PROGRAM ANALYST  
ASSISTANT PROGRAM COORDINATOR AGING  
ASSISTANT SUPERVISING HEAT A/C MECHANIC  
ASSISTANT SUPERVISOR CENTRAL SUPPLY

ASSISTANT SUPERVISOR FOOD SERVICE  
ASSISTANT SUPERINTENDENT JUVENILE DETENTION  
ASSISTANT TRAFFIC ENGINEER  
BOOKKEEPING MACHINE OPERATOR/CASHIER  
BOOKKEEPING MACHINE OFFICE/CASHIER TYPING  
BOOKKEEPING MACHINE OPERATOR  
BOOKBINDER  
BUILDING SUPERINTENDENT  
BUYER  
CANCELLATION CLERK  
CANCELLATION CLERK TYPIST\*  
CARPENTER FOREMAN  
CASE MONITOR JUVENILE OFFENDER\*  
CASHIER  
CASHIER TYPING\*  
CHIEF ADMINISTRATIVE SERVICES  
CHIEF CHEMIST PATHOLOGY LABORATORY  
CHIEF CLERK  
CHIEF ELECTROCARD TECHNICIAN  
CHIEF HEMATOLOGIST  
CHIEF HISTOLOGIST  
CHIEF MECHANIC VOTING MACHINE  
CHIEF MEDICAL TECHNOLOGIST  
CHIEF PROBATE CLERK  
CHIEF REGULATORY ENVIRONMENTAL HEALTH SPECIALIST\*  
CHIEF SEROLOGIST  
CHIEF STATIONARY ENGINEER  
CHIEF X-RAY TECHNICIAN  
CLERK  
CLERK STENOGRAPHER\*  
CLERK TRANSCRIBER\*  
CLERK TYPIST  
CLERK TYPIST BILINGUAL\*



CLERK TO THE COUNTY CONTRACT OFFICE  
CLINICAL PSYCHOLOGIST  
COUNSELOR ADOLESCENT UNIT\*  
COUNSELOR VICTIM WITNESS PROGRAM  
COMMUNITY ORGANIZATION SPECIALIST  
COMMUNITY RELATIONS AIDE  
COMMUNITY SERVICE AID\*  
COMMUNITY SERVICE WORKER\*  
COMMUNITY SYSTEMS TECHNICIAN  
COMMUNITY SERVICE WORKER COMPTROLLER  
COMPUTER OPERATOR  
COMPUTER OPERATOR/PRINCIPAL CLERK TYPIST\*  
COMPUTER SERVICE TECHNICIAN  
CONFIDENTIAL ASSISTANT  
CONFIDENTIAL SECRETARY  
CONTRACT ADMINISTRATOR 1\*  
CONTRACT ADMINISTRATOR 2  
COORDINATOR OF SPACE ALLOCATION  
COORDINATOR CHILD DAY CARE  
COORDINATOR CONGREGATE HOUSE SERVICES P.R.  
COORDINATOR SPECIAL CHILD HEALTH SERVICES P.R.\*  
COORDINATOR SOCIAL SERVICES  
COORDINATOR SPECIAL TRANSPORTATION  
COST ESTIMATOR PROPERTY  
COST ESTIMATOR PROPERTY IMPROVEMENT\*  
DATA ENTRY MACHINE OPERATOR  
DATA PROCESSING PROGRAMMER  
DATA PROCESSING SYSTEM PROGRAMMER\*  
DATA PROCESSING TECHNICIAN  
DATA CONTROL CLERK TYPING  
DATA ENTRY MACHINE OPERATOR TYPING  
DATA ENTRY MACHINE OPERATOR  
DENTAL ASSISTANT

DENTAL HYGIENIST  
DOCKET CLERK  
DRAFTING TECHNICIAN  
DRUG ABUSE AIDE  
DRUG ABUSE COUNSELOR  
EARLY CHILD SPECIALIST  
EARLY CHILD SPECIALIST BI-LINGUAL  
ELECTIONS CLERK  
ELECTIONS CLERK TYPING  
EMERGENCY MEDICAL TECHNICIAN INSTRUCTOR  
ENVIRONMENTAL COMP INVESTIGATOR 3\*  
ENVIRONMENTAL COORDINATOR  
ENVIRONMENTAL HEALTH SPECIALIST  
ENVIRONMENTAL SCIENTIST 2\*  
EXAMINER 1 CREDENTIALS\*  
EXAMINER/EDUCATION CREDENTIALS  
FAMILY & NEIGHBOR COUNSELOR  
FAMILY COUNSELOR  
FAMILY SERVICE WORKER  
FISCAL ANALYST  
FISCAL OFFICER  
FIELD REPRESENTATIVE DISEASE CONTROL  
FIELD REPRESENTATIVE DISEASE CONTROL BILINGUAL SPANISH/ENGLISH\*  
FIELD REPRESENTATIVE HEALTH EDUCATION\*  
FIELD REPRESENTATIVE SENIOR CITIZENS PROGRAM  
FOOD SERVICE MANAGER  
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST 1\*  
GRADUATE NURSE PUBLIC HEALTH  
GRADUATE NURSE  
GRAPHIC ARTIST  
HEAD NURSE  
HEALTH EDUCATOR  
HOSPITAL ATTENDANT

HOSPITAL UTILIZATION REVIEW COORDINATOR\*  
IDENTIFICATION CLERK  
INDEX CLERK\*  
INDUSTRIAL HYGIENIST  
INSTRUCTOR IN SERVICE NURSING  
INTERVIEWER VETERANS SERVICE BUREAU  
INVESTIGATOR COUNTY ADJUSTER  
INVESTIGATOR ELECTIONS  
LAND SURVEYOR\*  
LAND SURVEY/PRINCIPAL ENGINEERING  
LANDSCAPER FOREMAN  
LEGAL SECRETARY  
LEGAL STENOGRAPHER  
LOAN ADVISOR  
MAIL CLERK  
MANAGEMENT SPECIALIST  
MANAGER MOBILE MEALS PROGRAM  
MECHANIC VOTING MACHINES  
MEDICAL SOCIAL WORKER  
MENTAL HEALTH WORKER  
MICROFILM MACHINE OPERATOR  
MICROFILM SYSTEM SUPERVISOR  
M. I. S. SPECIALIST  
MORGUE KEEPER  
MORTICIAN  
MOSQUITO IDENTIFICATION SPECIALIST  
MOTOR VEHICLE OPERATOR ELDERLY/HANDICAPPED PERSON  
NETWORK ADMINISTRATOR 1\*  
NUTRITION TECHNICIAN\*  
OCCUPATIONAL THERAPIST SUPERVISOR  
OFFICE SUPERVISOR  
PARALEGAL SPECIALIST  
PHOTO PROCESSING & DEVELOPMENT

POLICE RECORDS CLERK  
PRACTICAL NURSE  
PRINCIPAL ACCOUNTANT\*  
PRINCIPAL ACCOUNT CLERK  
PRINCIPAL ACCOUNT CLERK TYPING  
PRINCIPAL CASHIER  
PRINCIPAL CLERK\*  
PRINCIPAL CLERK STENOGRAPHER  
PRINCIPAL CLERK TYPIST  
PRINCIPAL CLERK TYPIST/REGISTRAR VITAL STATISTICS\*  
PRINCIPAL CLERK TYPIST/TELEPHONE OPERATOR\*  
PRINCIPAL CLERK TYPIST/SENIOR TELEPHONE OPERATOR\*  
PRINCIPAL DATA ENTRY MACHINE OPERATOR  
PRINCIPAL DATA CONTROL CLERK  
PRINCIPAL DATA CONTROL CLERK TYPING  
PRINCIPAL DOCKET CLERK  
PRINCIPAL DOCKET CLERK TYPING\*  
PRINCIPAL DATA PROCESSING SYSTEM PROGRAMMER  
PRINCIPAL DRAFTING TECHNICIAN\*  
PRINCIPAL ELECTIONS CLERK\*  
PRINCIPAL ELECTION CLERK TYPING  
PRINCIPAL EMPLOYEE BENEFITS CLERK  
PRINCIPAL ENGINEER  
PRINCIPAL ENGINEER BRIDGES  
PRINCIPAL ENGINEER CIVIL  
PRINCIPAL ENGINEER HYDRAULIC  
PRINCIPAL ENGINEER TRAFFIC  
PRINCIPAL INDEX CLERK  
PRINCIPAL INDEX CLERK TYPING\*  
PRINCIPAL LEGAL STENOGRAPHER  
PRINCIPAL MEDICAL STENOGRAPHER  
PRINCIPAL PLANNER  
PRINCIPAL PLANNING ENGINEER

PRINCIPAL REGULATORY ENVIRONMENTAL HEALTH SPECIALIST PUBLIC\*  
PRINCIPAL SANITARY INSPECTOR  
PRINCIPAL TRAFFIC ANALYST  
PRINCIPAL YOUTH GROUP WORKER  
PRINTING MACHINE OPERATOR 3  
PROBATE ASSISTANT PROBATE CLERK  
PROBATE CLERK\*  
PROGRAM ANALYST  
PROGRAM COORDINATOR AGING  
PROGRAM COORDINATOR ALTERNATIVE DOMESTIC VIOLENCE  
PROGRAM COORDINATOR COMMUNITY CENTER  
PROGRAM COORDINATOR DRUG ALCOHOL ABUSE  
PROGRAM COORDINATOR MENTAL HEALTH  
PROGRAM COORDINATOR SPECIAL EVENTS\*  
PROGRAM DEVELOPMENT SPECIALIST COMMUNITY SERVICE  
PROGRAM DEVELOPMENT SPECIALIST HUMAN RESOURCES  
PROGRAM MONITOR  
PROGRAM NUTRITIONIST\*  
PROGRAM SPECIALIST ALCOHOL ABUSE ACTIVITY\*  
PROJECT COORDINATOR  
PROJECT COORDINATOR CONSTRUCTION  
PSYCHIATRIC SOCIAL WORKER  
PROJECT COORDINATOR JUVENILE COUNSELING & REHABILITATION\*  
PSYCHIATRIC SOCIAL WORKER SUPERVISOR  
PUBLIC HEALTH COORDINATOR  
PUBLIC HEALTH NURSE  
PUBLIC HEALTH NURSE SUPERVISOR  
PUBLIC INFORMATION ASSISTANT  
PURCHASING ASSISTANT  
RADIO DISPATCHER/SENIOR CLERK TYPIST\*  
RECEPTIONIST  
RECEPTIONIST/TELEPHONE OPERATOR  
RECEPTIONIST TYPING

RECORDER OPERATIONS COURTS TYPING\*  
RECORDS MANAGER  
RECORDS MANAGEMENT ANALYST\*  
RECORDS RETRIEVAL OPERATOR  
RECORDS PROGRAM SPECIALIST  
RECORDS SUPERVISOR CULTURAL SERVICES  
RECORDS SUPERVISOR SENIOR CITIZEN  
RECOVERY ASSISTANT DETOXIFICATION UNIT  
RECREATION AIDE  
RECREATION LEADER  
RECREATION PROGRAM SPECIALIST\*  
RECREATION SUPERVISOR SENIOR CITIZEN\*  
REG ENVIRONMENTAL HEALTH SPECIALIST, PU\*  
RESEARCH AIDE TYPING  
RIGHT TO KNOW PROJECT SPECIALIST  
SENIOR ACCOUNT CLERK  
SENIOR ACCOUNT CLERK TYPING  
SENIOR ACCOUNTANT  
SENIOR ALCOHOLISM COUNSELOR  
SENIOR AUDIO VISUAL AIDE  
SENIOR BOOKKEEPING MACHINE OPERATOR  
SENIOR BUYER  
SENIOR CANCELLATION CLERK  
SENIOR CITIZEN PROGRAM AIDE  
SENIOR CLERK  
SENIOR CLERK STENOGRAPHER  
SENIOR CLERK TYPIST  
SENIOR COMPUTER OPERATOR  
SENIOR COST ESTIMATOR  
SENIOR DATA ENTRY MACHINE OPERATOR  
SENIOR DATA ENTRY MACHINE OPERATOR KEYPUNCH  
SENIOR DATA PROCESSING PROGRAMMER  
SENIOR DATA SYSTEMS PROGRAMMER

SENIOR DIETITIAN  
SENIOR DOCKET CLERK TYPING  
SENIOR DRAFTING TECHNICIAN  
SENIOR ELECTIONS CLERK TYPING  
SENIOR ENGINEER TRAFFIC  
SENIOR ENGINEER HYDRAULIC  
SENIOR ENVIRONMENTAL HEALTH TECHNICIAN  
SENIOR ENVIRONMENT HEALTH SPECIALIST  
SENIOR FAMILY & NEIGHBOR COUNSELOR  
SENIOR FIRE INSTRUCTOR  
SENIOR FIELD REPRESENTATIVE COUNTY TAX  
SENIOR FIELD REPRESENTATIVE DISEASE CONTROL  
SENIOR FIELD REPRESENTATIVE HEALTH EDUCATOR  
SENIOR INDEX CLERK  
SENIOR INVESTIGATOR CONSUMER PROTECTION  
SENIOR LEGAL STENOGRAPHER  
SENIOR LOAN ADVISOR  
SENIOR MICROFILM MACHINE OPERATOR  
SENIOR MAINTENANCE REPAIRER  
SENIOR PLANNER  
SENIOR POLICE RECORDS CLERK  
SENIOR PROGRAM DEVELOPMENT SPECIALIST  
SENIOR PROGRAM DEVELOPMENT SPECIALIST AGING  
SENIOR PROGRAM DEVELOPMENT SPECIALIST C/S  
SENIOR PUBLIC HEALTH NURSE  
SENIOR RECOVERY ASSISTANT DETOXIFICATION  
SENIOR RECEPTIONIST  
SENIOR RECEPTIONIST TYPING  
SENIOR RIGHT OF WAY NEGOTIATOR  
SENIOR SANITARY INSPECTOR  
SENIOR SYSTEMS ANALYST  
SENIOR TELEPHONE OPERATOR  
SENIOR TRAFFIC ANALYST

SENIOR WORD PROCESS OPERATOR  
SENIOR YOUTH GROUP WORKER  
SENIOR YOUTH SERVICE COUNSELOR  
SITE MANAGER NUTRITION PROGRAM  
SOCIAL CASE WORKER\*  
SOCIAL CASE WORKER SUPERVISOR\*  
SOCIAL SERVICES ASSISTANT  
SOCIAL SERVICES ASSISTANT BILINGUAL SPANISH/ENGLISH\*  
SOCIAL SERVICES ASSISTANT TYPING  
SOCIAL SERVICES COORDINATOR DRUG ABUSE ALCOHOL  
SOCIAL WORKER\*  
SOCIAL WORKER DRUG ABUSE & ALCOHOLISM COUNSELOR\*  
SOCIAL WORKER HEALTH  
SOCIAL WORKER JUVENILE REHABILITATION\*  
SOCIAL WORKER SUPERVISOR  
STOCK CLERK  
SUPERVISING ACCOUNTS  
SUPERVISING ACCOUNT CLERK\*  
SUPERVISING ACCOUNT CLERK TYPING  
SUPERVISING ADDRESSOGRAPH OPERATORS  
SUPERVISING ADMINISTRATIVE ANALYST  
SUPERVISING ALCOHOLISM COUNSELOR  
SUPERVISING BOOKKEEPING MACHINE OPERATOR  
SUPERVISING CENTRAL MAIL ROOM  
SUPERVISING CLERK  
SUPERVISING CLERK STENOGRAPHER  
SUPERVISING CLERK TYPIST  
SUPERVISING CLINICAL DIETICIAN\*  
SUPERVISING COMMUNICATIONS  
SUPERVISING COMPUTER OPERATOR  
SUPERVISING CONTRACT ADMINISTRATOR\*  
SUPERVISING DATA CONTROL CLERK  
SUPERVISING DATA ENTRY MACHINE OPERATOR



SUPERVISING DIETICIAN\*  
SUPERVISING DRAFTING TECHNICIAN  
SUPERVISING DRUG ABUSE COUNSELOR\*  
SUPERVISING ELECTION CLERK TYPING  
SUPERVISING ELECTIONS CLERK  
SUPERVISING ELECTRICIAN  
SUPERVISING ENGINEER  
SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST  
SUPERVISING FAMILY & NEIGHBOR COUNSELOR  
SUPERVISING GARAGE SERVICES  
SUPERVISING INDEX CLERK\*  
SUPERVISING MAINTENANCE REPAIRER REFRIGERATOR /AC  
SUPERVISING MEDICAL RECORDS  
SUPERVISING PAYROLL CLERK\*  
SUPERVISING PLANNER  
SUPERVISING PROGRAMMING  
SUPERVISING PROGRAM DEVELOPMENT SPECIALIST C/S  
SUPERVISING PROGRAM DEVELOPMENT SPECIALIST  
SUPERVISING RECEPTIONIST\*  
SUPERVISING RESPIRATORY THERAPIST  
SUPERVISING SENIOR CITIZENS ACTIVITIES  
SUPERVISING TRANS VEHICLE MAINTENANCE  
SUPERVISING YOUTH GROUP WORKER  
SUPERVISOR OF ACCOUNTS\*  
SUPERVISOR OF NURSES\*  
SUPERVISOR OF RECORDS\*  
SUPERVISOR SENIOR CITIZEN ACTIVITIES\*  
SUPERVISOR SENIOR CITIZEN OUTREACH & REFERRAL PROGRAMS\*  
SUPERVISOR TRANSPORT/VEHICLE MAINTENANCE\*  
SENIOR ALCOHOLISM COUNSELOR\*  
SENIOR ART THERAPIST\*  
SENIOR BOOKKEPPING OPERATOR\*  
SENIOR CLERK TYPIST BILINGUAL ENGLISH/SPANISH\*

SENIOR CLINICAL PSYCHOLOGIST\*  
SENIOR COMMUNITY SERVICE WORKER\*  
SENIOR COMPUTER OPERATOR\*  
SENIOR DATA PROCESSING SYSTEMS PROGRAMMER\*  
SENIOR ELECTIONS CLERK TYPING\*  
SENIOR ENGINEER CIVIL\*  
SENIOR FIELD REPRESENTATIVE HEALTH EDUCATION\*  
SENIOR MAIL CLERK\*  
SENIOR PROBATE CLERK\*  
SENIOR PSYCHIATRIC SOCIAL WORKER\*  
SENIOR RADIO DISPATCHER\*  
SENIOR REGULATORY ENVIRONMENTAL HEALTH SPECIALIST\*  
SENIOR SOCIAL WORKER JUVENILE REHABILITATION\*  
SENIOR STOCK CLERK\*  
SENIOR YOUTH WORKER\*  
SYSTEMS ANALYST  
TECHNICAL ASSISTANT MANAGEMENT SYSTEMS  
TRAFFIC ENGINEER\*  
TRAINING COORDINATOR  
TRANSPORTATION ANALYST\*  
VIOLATION CLERK  
WARD CLERK TYPING\*  
WORK PROCESSING OPERATOR  
YOUTH GROUP WORKER  
YOUTH OPPORTUNITY COORDINATOR\*  
YOUTH SERVICES COUNSELOR  
YOUTH WORKER\*