

AGREEMENT

Between

Newark, City of
CITY OF NEWARK

ESSEX COUNTY, NEW JERSEY

and

ESSEX COUNCIL NO. 1,

NEW JERSEY CIVIL SERVICE ASSOCIATION

(White-collar Workers)

X January 1, 1976 through December 31, 1978

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PREAMBLE

This Agreement, effective this _____ day of _____ 1976 entered into by and between THE CITY OF NEWARK, IN THE COUNTY OF ESSEX, a Municipal Corporation of the State of New Jersey (hereinafter referred to as the "City" and Essex Council No. 1, New Jersey Civil Service Association) (hereinafter referred to as the "Association"), represents the complete and final understanding on all bargainable issues between the City and the Association and is designed to maintain and promote a harmonious relationship between the City and such of its employees who are covered by Article I, recognition in order that more efficient and progressive public service may be rendered.

ARTICLE I - RECOGNITION

In accordance with the "Certification of Representative" of the Public Employment Relations Commission dated April 15, 1971, (Docket No. RO-78) the City recognizes the Association as the exclusive collective negotiations agent for all white collar workers employed by the City of Newark, New Jersey but excluding inspectors as identified in RO-102, craft and professional employees, managerial executive, supervisors within the meaning of the Act, confidential employees, department heads and deputy department heads and policemen covered in the aforementioned Certification and more specifically enumerated by job titles in Appendix A.

ARTICLE II - MANAGEMENT RIGHTS

A. The City hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

1. To the executive management and administrative control of the City Government and its properties and facilities, and the activities of its employees.
2. Subject to provision of law hire all employees and subject to the provisions of law, determine their qualifications and conditions for continued employment, assign and promote and transfer employees.
3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law, including Civil Service Law.

B. The exercise of the foregoing powers, rights, authority, duties or responsibilities of the City, the adoption of policies, rules, regulations and practices and furtherance thereof, and the use of judgment and discretion in connection herewith shall be limited only by the specific and express terms hereof and are in conformance with the Constitution and Laws of New Jersey and of the United States.

C. This Agreement and Article are subject to the terms of this Agreement and to applicable laws including R.S.40, R.S. 11, the Employer-Employee Relations Act, or any other national, state, county or local laws and ordinances provided nothing in this Agreement shall be construed as allowing the City to alter or change this Agreement.

Nothing contained herein shall be construed to deny or restrict the City of its rights, responsibilities and authority provided under said laws.

D. Employee procedural and substantive rights under Civil Service law shall be preserved.

ARTICLE III - SENIORITY

A. Seniority is defined as the total length of service of an employee with the City commencing with his latest date of hire in conformance with Civil Service regulations.

In conformance with Civil Service Law and other applicable regulations, and whenever possible and practicable according to said Civil Service Law, employees with the greatest seniority will be given preference in layoffs, recalls, job and shift assignments and vacation schedules.

ARTICLE IV - GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement. The parties agree that this procedure will be kept as informal as may be appropriate.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the department supervisory staff and having the grievance adjusted without the intervention of the Association.

B. Definition: The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement and may be raised by an individual, the Association or the City. Other grievances or other complaints shall end at step four of this Article.

C. Steps of the Grievance Procedures: The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement subject to Law and shall be followed in its entirety unless any step is waived by mutual consent and provides that an Association representative may, at the option of the aggrieved, be present at step one and shall have the right to be present and participate at each step of the grievance procedure thereafter, especially if the grievance should lead to a suspension.

The words "render a decision" or "decisions" used below includes the requirement that each such decision shall be in writing, with reasons, and that a copy thereof shall be delivered to the employee and Essex Council or its representative.

Step One

a. An aggrieved employee may institute action under the provisions hereof within five (5) working days of the occurrence and notice of the grievance and an earnest effort shall be made to settle the differences between the aggrieved employee and his immediate supervisor for the purpose of resolving the matter informally.

Failure to act within said five (5) working days shall be deemed to constitute an abandonment of the grievance.

b. The Supervisor shall render a decision within five (5) working days following the receipt of the grievance.

Step Two

a. In the event a satisfactory settlement has not been reached, the employee may, in writing and signed, file his complaint with the Division Head (or his representative) within five (5) working days following the decision by the Supervisor or within five (5) days allotted for such decision.

b. The Division Head, or his representative, shall review the matter and render a decision in writing within five (5) working days following the receipt of the complaint.

Step Three

a. In the event the grievance has not been resolved at Step Two, then within five (5) working days following the determination of the Division Head or within five (5) working days following the time allotted for such decision, the matter may be submitted to the Director of the Department or his representative.

b. The Director of the Department, or his representative, shall review the matter and render a decision within five (5) working days following the receipt of the complaint or within five (5) working days following the time allotted for such decision.

Step Four

a. In the event the grievance has not been resolved at Step Three, then within five (5) working days following the decision of the Director of the Department or within the five (5) working days following the time allotted for such decision, the matter may be submitted to the Business Administrator or his representative.

b. The Business Administrator or his representative shall review the matter and render a decision within five (5) working days following the receipt of the complaint.

Step Five - Arbitration

a. Should the aggrieved person be dissatisfied with the decision of the Business Administrator, the Association may within ten (10) working days request arbitration either from when the Step 4 decision is due or rendered. The arbitrator shall be chosen in accordance with the Rules of the Public Employment Relations Commission.

b. However, no arbitration hearing shall be scheduled sooner than thirty (30) days after the final decision by the Business Administrator or the time when it was due. In the event the aggrieved elects to pursue Civil Service procedures, the arbitration hearing shall be cancelled and the matter withdrawn from arbitration. The Association shall pay whatever arbitrators fees and costs may have been incurred in processing the case to arbitration.

c. The arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto or to add new provisions to this Agreement or any amendment or supplement thereto.

d. The costs for the services of the arbitrator shall be borne equally between the City and the Association. Any other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.

e. Employees and necessary witnesses shall have time off with pay to attend to grievances. The arbitrator shall set forth his findings of facts and reasons for making the award which shall be binding on the parties within thirty (30) days after conclusion of the arbitration hearing unless agreed to otherwise by the parties.

D. City Grievances

Grievances initiated by the City shall be filed directly with the Association within ten (10) calendar days after the event giving rise to the grievance has occurred. A meeting shall be held within ten (10) calendar days after filing a grievance between the representative of the City and the Association in an earnest effort to adjust the differences between the parties. In the event no such adjustment has been satisfactorily made, either party may file for arbitration in accordance with Step Five above, except matters which are cognizable before the Civil Service Commission under the provisions of Title II. In the event the City elects to withdraw the matter from arbitration, the City shall pay whatever costs may have been incurred in processing the case for arbitration.

ARTICLE V - ASSOCIATION REPRESENTATIVES

Accredited representatives of the Association may enter the City facilities or premises for the purpose of observing working conditions or assisting in the adjustment of grievances. When the Union desires to have such a representative enter the City's facilities, or premises, it will request such permission from the appropriate City representative. Permission will not be unreasonably withheld, provided there should be no interference with the normal business of City government. There shall be no Association meetings on City time. Association meetings may be held on City property provided such facilities are available and further provided that permission is secured in advance from the appropriate department head. The Association shall select three employee representatives to handle employee grievances. The employee representatives shall be permitted to spend a reasonable amount of time to process grievances provided there is no interference of city services.

ARTICLE VI - WORK WEEK

A. The present normal work week for individuals including number of hours per day per week employed at the date of signing of this Agreement shall be continued for the life of this Agreement.

ARTICLE VII - DEFINITION OF OVERTIME

A. Definition of Overtime

Authorized work performed in excess of the assigned normal daily or weekly working hours for each class of positions shall be considered overtime. Employees shall be required to work a reasonable amount of overtime. Seniority shall be a factor in the assignment of overtime which shall be distributed as equitably as possible and all provisions of this Article shall apply to such overtime which has been properly directed and authorized in advance by the appropriate department head or his designee.

B. Compensatory Time Off or Cash Payment for Overtime

1. Employees who are required to work in excess of their normal work day or work week shall be compensated in cash or compensatory time off at the discretion of the City in accordance with the schedule noted below:

a. For those employees whose normal work day is less than eight (8) hours any overtime work beyond the maximum of that work day and up to eight (8) hours shall be compensated for at straight time (one time).

b. For those employees whose normal work week is less than forty (40) hours any overtime work beyond the maximum of that work week and up to forty (40) hours in any calendar week shall be compensated for at straight time (one time) up to forty (40) hours.

c. Work beyond eight (8) hours in any day or forty (40) hours in any calendar week shall be compensated for at one and one-half (1½) time.

Employees shall have the opportunity of requesting particular compensatory days off. Such requests shall be made within five (5) working days in advance and shall be subject to the approval of the Division head. Approval of the Division head shall not be unreasonably withheld. Reasonable attempt shall be made to provide the employee with the opportunity to utilize compensatory days within the calendar year in which they were earned. Compensatory time shall not be lost at time of termination or otherwise.

C. Employees who are required to work on a holiday shall be compensated on the following basis:

1. Employees who are regularly scheduled to work on a holiday who have worked less than forty (40) hours in that work week shall receive straight time pay for the holiday as such and straight time for all work on the holiday. Those employees who have worked forty (40) or more hours in that work week exclusive of holidays shall receive straight time for the holiday as such and time and one-half for all time worked on the holiday.

2. Employees who have worked less than forty (40) hours in that work week on a holiday, on an emergency basis, shall be compensated on the following schedule:

a. Those employees who have worked less than forty (40) hours in that work week shall receive straight time pay for the holiday as such plus time and one-half for all time worked on the holiday.

b. Those employees who have worked over forty (40) hours in that work week exclusive of the holiday shall receive straight time pay for the holiday as such plus double time (2 time) for all time worked on the holidays.

c. An employee who is called in to work on an emergency or on his normal day off shall be compensated for a minimum of four hours according to the schedule hereinabove for holidays.

ARTICLE VIII - COMPENSATION

A. The Association agrees that there shall be no salary increases beyond the regular earned increments for the year 1976, other than adjustments already made. The present increment and compensation procedures shall be maintained.

B. Effective January 1, 1977 all employees covered by this Agreement shall receive salary adjustments, on their base pay, accordingly.

1. The present Master Pay Grade Schedule shall be adjusted at the maximum and minimum schedules and intermediate steps as per the Master Pay Grade Schedule adopted January 1, 1977 which shall be attached hereto and made part hereof, Appendix A. Appendix B, which shall be made part hereof and attached hereto shall contain a listing of titles and salaries covered in this Agreement effective for 1977.

C. Effective January 1, 1978 all employees covered by this Agreement shall receive salary adjustments on their base pay effective January 1, 1978 accordingly.

1. The January, 1977 Master Pay Grade Schedule shall be adjusted at the maximum and minimum schedules and intermediate steps as per the Master Pay Grade Schedule adopted January 1, 1978 which shall be attached hereto and made part hereof, Appendix C. Appendix B attached hereto and made part hereof shall contain a listing of titles and salaries covered in this Agreement effective for 1978.

2. If, during the lifetime of this Agreement, another Association or Union shall receive salaries in excess of those which have been agreed to hereinabove, Essex Council No. 1 C.S.A. shall be treated equitably in accordance with said adjustments.

3. All compensation procedures, promotion, compensation and increment schedules shall be according to applicable and adopted ordinances. Present increment procedures shall be preserved for the life of this Agreement.

4. Longevity benefits shall be granted to all employees covered by this Agreement in accordance with Ordinance 6S&Fh adopted 11/2/66.

ARTICLE IX - HOLIDAYS

Paid holidays shall be granted to all employees subject to this Agreement in accordance with the schedule ordained by the Municipal Council to be effective commencing January of each year.

ARTICLE X - VACATION LEAVE

A. Annual vacation leave with pay shall be earned according to New Jersey State Department of Civil Service Rules and Regulations and as provided in Section 2:14-5, Title 2 of the Revised Ordinances of the City of Newark, New Jersey, 1966, as follows:

1. Up to one year of service, one working day vacation for each month of services.

After one year and up to 10 years of service, 12 working days vacation;

After 10 years and up to 20 years of service, 15 working days vacation;

After 20 years of service, 20 working days vacation.

2. The provisions of N.J.S.A. 11:24-A-1.1,2 shall apply for employees covered by this Agreement.

3. Where in any calendar year the vacation leave or any part thereof is not granted by reason of the pressure of the City's business, such vacation periods or parts thereof not granted shall accumulate and shall be granted during the next succeeding year only. In determining all vacation leaves, the years of service of such employees prior and subsequent to the adoption of this Section shall be used.

B. Vacation Leave Due Upon Separation.

1. An employee who is retiring or who has otherwise separated shall be entitled to the vacation allowance for the current year prorated upon the number of months worked in the calendar year in which the separation or retirement becomes effective and any vacation leave which may have been carried over from the preceding calendar year.

2. Whenever a permanent employee dies having to his credit any annual vacation leave, there shall be calculated and paid to his estate a sum of money equal to the compensation figured on his salary rate at the time of the death.

ARTICLE XI - HEALTH INSURANCE AND LIFE INSURANCE

A. The City agrees to continue to provide Health Insurance coverage during the lifetime of this Agreement for all employees and the eligible members of their families in accordance with the current hospitalization plan (Blue Cross) Major Medical and Medicare "B" for eligible employees. The Medical-Surgical plan shall be adjusted at the Blue Shield "750" series level including Rider J or a substantially equivalent plan provided by another insurance carrier, no later than July 1, 1977. The above benefits shall be paid by the City.

Retirees with 25 years of service shall be continued to be provided medical benefit insurance as per present resolution adopted by the Municipal Council.

B. The City reserves the right to change insurance carriers during the lifetime of the Agreement so long as substantially similar benefits but no less than those presently in effect are provided by the new carrier. The City shall notify the Association if such change is made. In any event there shall be no interruption of medical benefit coverage for the employees covered by this Agreement.

C. Each active permanent employee covered by this Agreement shall be covered, as per the effective date of the Agreement, with the Insurance carrier or the City, no later than July 1, 1977, by a \$5,000.00 Death Benefit plan which includes a \$10,000.00 Accidental Death and Accidental Dismemberment coverage.

The said benefits shall reduce to a total of \$1,500.00 for all active employees who are age sixty-five (65) or who shall attain the age of sixty-five (65). Said total \$1,500.00 coverage shall include all employees who retire after the execution of this Agreement and who shall have served a minimum of fifteen years of service with the City of Newark.

D. Active employee shall mean those employees who are on actual duty on the date of the Agreement with the insurance carrier or the date the City is authorized to be self insured, but no later than July 1, 1977. Employees who are on sick leave without pay, leave of absence or any other leave of absence at the effective date of the contract shall be enrolled for death benefits from the first day of actual return to assigned duty.

E. Said Death Benefit Insurance coverage shall apply only to employees of the City of Newark and not eligible dependents.

F. A provisional employee shall have served a minimum of ninety (90) days of continuous service with the City of Newark to be eligible for coverage in all instances.

G. If this coverage is provided by a contract of insurance, the liability of the City shall be limited to the terms of the contract provided the contract is in accord with the agreement.

ARTICLE XII - SICK LEAVE

A. General

Every employee subject to this Agreement shall be entitled to paid sick leave benefits per annum according to applicable Rule 14:17.14 et seq., of the Civil Services Rules for the State of New Jersey, revised April 15, 1977 and applicable provisions of N.J.S.A. 11:24-A.

B. Service Credit for Sick Leave

1. All permanent employees, or full time provisional employees shall be entitled to sick leave with pay based on their aggregate years of service.

2. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease. Sick leave may also be used for short periods because of death in the employee's immediate family or for the attendance of the employee upon the member of the immediate family who is seriously ill.

C. Amount of Sick Leave

1. Sick leave with pay shall accrue to any full time employee on the basis of one working day per month during the remainder of the first calendar year of employment after initial appointment and fifteen (15) days in every calendar year thereafter.

2. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.

3. An employee shall not be reimbursed for accrued sick leave at the time of termination of his employment. Upon termination, the City shall certify to the Department of Civil Service the employee's accumulated sick leave which shall be made a part of the employee's permanent record.

D. Reporting of Absence on Sick Leave

1. If an employee is absent for reasons that entitle him to sick leave, his supervisor shall be notified promptly as of the employee's usual reporting time, except in those work situations where notice must be made prior to the employee's starting time.

a. Failure to so notify his supervisor may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.

b. The City may consider an absence by an employee without notice for five (5) consecutive days to constitute a resignation.

E. Verification of Sick Leave

1. An employee who shall be absent on sick leave for three (3) or more consecutive working days may be required to submit acceptable medical evidence substantiating the illness.

a. An employee who has been absent on sick leave for periods totalling ten (10) days in one calendar year consisting of periods of less than five (5) days, shall submit acceptable medical evidence for any additional sick leave in that year unless such illness is of a chronic or recurring nature requiring recurring absences of one day or less in which case only one certificate shall be necessary for a period of six (6) months.

b. The City may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable and warranted under the circumstances. Abuse of sick leave shall be cause for disciplinary action.

2. In case of leave of absence due to exposure to contagious disease a certificate from the Department of Health shall be required.

3. In case of death in the immediate family, reasonable proof may be required.

4. The City may require an employee who has been absent because of personal illness, as a condition of his return to duty to be examined, at the expense of the City, by a physician designated by the City. Such physician designated by the City may consult with the employees physician and shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.

ARTICLE XIII - LEAVE OF ABSENCE

A. Every employee subject to this Agreement may be granted a Leave of Absence according to applicable Civil Service Rule for the State of New Jersey, revised April 15, 1971.

B. Any employee who is a duly authorized representative of Essex Council shall be granted a Leave of Absence to attend a State Convention of the New Jersey Civil Service Association pursuant to the provisions of N.J.S.A. 38:23-2.

C. The provisions of N.J.S.A. 2A-69-5 shall apply for employees covered in this Agreement.

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ARTICLE XIV - DISABILITY LEAVE

An employee who is disabled because of occupational injury or disease shall be accorded disability leave with pay according to Civil Service Rule 4:1-17.9 (b) and N.J.S.A. 11:24 A-4.

ARTICLE XV - EMPLOYEE TRAINING

A. The City and the Association agree that training is an integral function of management and an essential requirement for all employees to promote acceptable and increased levels of competence.

B. The Association agrees that it will encourage members of the bargaining unit to maintain acceptable and increased levels of competence by:

1. Keeping abreast of changes occurring in their field, craft, trade, profession or occupation.

2. Participating in development activities in order to perform more efficiently in current and future assignments. These development activities may include on-the-job training and classroom training.

3. Realizing that not all training and development are directly related to their jobs and that they have a responsibility for self development.

C. The City will plan and provide for training and development of employees to meet acceptable and increasing levels of competence.

D. The City and the Association agree to meet upon written notice of either party to consider training and development programs for employees covered by this Agreement. Such programs may include partial or full reimbursement by the City for approved courses which are completed by employees.

ARTICLE XVI - BULLETIN BOARDS

Bulletin Boards shall be made available by the City at each work location for the use of the Union for the purpose of posting Association announcements and other information of an unethical nature. The Director of the Department, or his representative may have removed from the Bulletin Boards any material which does not conform with the intent and provisions of this Article.

ARTICLE XVII - EMPLOYEE PERFORMANCE

A. The Association agrees to support and cooperate with the City and the City agrees to support and cooperate with the Association in improving employee performance. In furtherance thereof the Association shall encourage all employees to:

1. Be in attendance and punctual for scheduled work hours, unless unavoidably prevented.
2. Give such effort to their work as is consistent with the requirements thereof.
3. Avoid waste in the utilization of materials and supplies.

4. Maintain and improve levels of performance.
5. Assist in preventing accidental injury to themselves and others.
6. Cooperate in the installation of methods and technological improvements and suggest other improvements where possible.
7. Assist where possible in building good will between the City, the Association and the public at large.

B. The Association recognizes that it is the City's responsibility to determine levels of performance for employees, and to establish standards and methods to provide services to the public in the most efficient manner possible.

C. Pursuant to Civil Service Rules and Regulations, standards for acceptable levels of performance may be established and employees evaluated by the City in relation to the duties and responsibilities of each job.

D. An acceptable level of employee performance shall be attained only if performance is adequate and acceptable in all major aspects of the job requirements. Consideration shall be given to all aspects of performance including requisite attitudes and conduct as well as production and efficiency of work. Consistently poor judgement, lack of diligence, undependability, inaccurate work, improper use of leave, and personal relationships which hamper individual or group effectiveness are representative of conduct and attitudes which may be the basis for disapproval of a salary increment or adjustment.

E. Appeals from denial of a salary increment or adjustment for failure to meet acceptable levels of employee performance may be processed through the grievance procedure.

ARTICLE XVIII - DEDUCTIONS FROM SALARY

A. The City agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Union. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967, N.J.S.A. (R.S.) 53:14-15,9e as amended. Said monies, together with records of any corrections, shall be transmitted to the Association office by the fifteenth (15th) of each month following the monthly pay period in which deductions were made.

B. If during the life of this Agreement there shall be any change in the rate of membership dues, Association shall furnish to the City written notice prior to the effective date of such change and shall furnish to the City either new authorizations from its official notification on the letterhead of the Association and signed by the President and Secretary of the Association advising of such changed deduction.

C. The Association will provide the necessary "Check-off authorization" form and the Association will secure the signature of its members on the forms and deliver the signed forms to the Director of Finance. The Association shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the City in reliance upon salary deductions authorization cards submitted by the Association to the City or in reliance upon the official notification on the letterhead of the Association and signed by the President and Secretary of the Association advising of such changed deduction.

The Association, its members and agents shall not discriminate against, interfere with, restrain or coerce any employees covered under this Agreement who are not members of the Association.

ARTICLE XXIII - SEPARABILITY AND SAVINGS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XXIV - FULLY BARGAINED PROVISIONS

A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither parties will be required to negotiate with respect to any such matter whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing only executed by both parties.

ARTICLE XXV - DURATION

This Agreement shall be in full force and effect as of January 1, 1976 and shall be in effect to and including December 31, 1978. The Agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in writing, at least ninety (90) days prior to the expiration date of this Agreement or of any such annual renewal of a desire to change, modify or terminate the Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals at Newark, New Jersey on this 9th day of May 1977.

CITY OF NEWARK
BY: [Signature]

ATTEST: Frank D'Ascensio
FRANK D'ASCENSIO
City Clerk

ESSEX COUNCIL NO. 1
NEW JERSEY CIVIL SERVICE ASSOCIATION

BY: [Signature]

ATTEST: [Signature]

James Franklin

CITY OF NEWARK
MASTER PAY GRADE SCHEDULE
EFFECTIVE JANUARY 1, 1977

<u>GRADE</u>	<u>RANGE</u>	<u>1ST STEP</u>	<u>2ND STEP</u>	<u>3RD STEP</u>	<u>4TH STEP</u>	<u>5TH STEP</u>	<u>AMOUNT OF INCREMENT</u>
1	5,168 - 6,283	5,168	5,446.75	5,725.50	6,004.25	6,283	278.75
2	5,427 - 6,598	5,427	5,719.75	6,012.50	6,305.25	6,598	292.75
3	5,699 - 6,927	5,699	6,006.00	6,313.00	6,620.00	6,927	307.00
4	5,983 - 7,274	5,983	6,305.75	6,628.50	6,951.25	7,274	322.75
5	6,283 - 7,638	6,283	6,621.75	6,960.50	7,299.25	7,638	338.75
6	6,598 - 8,020	6,598	6,953.50	7,309.00	7,664.50	8,020	355.50
7	6,927 - 8,421	6,927	7,300.50	7,674.00	8,047.50	8,421	373.50
8	7,274 - 8,842	7,274	7,666.00	8,058.00	8,450.00	8,842	392.00
9	7,538 - 9,284	7,538	8,049.50	8,461.00	8,872.50	9,284	411.50
10	8,020 - 9,749	8,020	8,452.25	8,884.50	9,316.75	9,749	432.25
11	8,421 - 10,045	8,421	8,827.00	9,233.00	9,659.00	10,045	406.00
12	8,842 - 10,547	8,842	9,268.25	9,694.50	10,120.75	10,547	426.25
13	9,284 - 11,074	9,284	9,731.50	10,179.00	10,626.50	11,074	447.50
14	9,749 - 11,628	9,749	10,218.75	10,688.50	11,158.25	11,628	469.75
15	10,045 - 12,209	10,045	10,586.00	11,127.00	11,668.00	12,209	541.00
16	10,547 - 12,819	10,547	11,115.00	11,683.00	12,251.00	12,819	563.00
17	11,073 - 13,457	11,073	11,669.00	12,265.00	12,861.25	13,457	596.00
18	11,628 - 14,133	11,628	12,254.25	12,880.50	13,506.75	14,133	626.25
19	12,209 - 14,840	12,209	12,866.75	13,524.50	14,182.25	14,840	657.75
20	12,819 - 15,590	12,819	13,511.75	14,204.50	14,837.25	15,590	692.75
21	13,457 - 16,361	13,457	14,183.00	14,909.00	15,635.00	16,361	726.00
22	14,133 - 17,179	14,133	14,894.50	15,656.00	16,417.50	17,179	761.50
23	14,840 - 18,038	14,840	15,639.50	16,439.00	17,238.50	18,038	799.50
24	15,590 - 18,940	15,590	16,427.50	17,265.00	18,102.50	18,940	837.50
25	16,361 - 19,887	16,361	17,242.50	18,124.00	19,005.50	19,837	881.50
26	17,179 - 20,881	17,179	18,104.50	19,030.00	19,955.50	20,881	925.50
27	18,038 - 21,925	18,038	19,009.75	19,981.50	20,953.25	21,925	971.75
28	18,940 - 23,025	18,940	19,961.25	20,982.50	22,003.75	23,025	1,021.25
29	19,887 - 24,172	19,887	20,958.25	22,029.50	23,100.75	24,172	1,071.25
30	20,881 - 25,381	20,881	22,006.00	23,131.00	24,256.00	25,381	1,125.00
31	21,925 - 26,598	21,925	23,093.25	24,261.50	25,429.75	26,598	1,163.25
32	23,025 - 27,928	23,025	24,250.75	25,476.50	26,702.25	27,928	1,225.75
33	24,172 - 29,324	24,172	25,460.00	26,748.00	28,036.00	29,324	1,283.00
34	25,381 - 30,851	25,381	26,748.50	28,116.00	29,483.50	30,851	1,367.50
35	26,650 - 32,394	26,650	28,086.00	29,522.00	30,958.00	32,394	1,436.00
36	27,983 - 34,014	27,983	29,490.75	30,998.50	32,506.25	34,014	1,507.75
37	29,332 - 35,715	29,332	30,965.25	32,548.50	34,131.75	35,715	1,583.25
38	30,851 - 37,501	30,851	32,513.50	34,176.00	35,838.50	37,501	1,662.50
39	32,394 - 39,376	32,394	34,139.50	35,385.00	37,630.50	39,376	1,745.50
40	34,014 - 41,345	34,014	35,846.75	37,679.50	39,512.25	41,345	1,832.75

APPENDIX B
ALPHABETICAL LISTING

TITLE	TITLE AND RANGE NO.
Account Clerk 252140	Administrative Secretary, Department of Engineering
Account Clerk, Typing 252150	Administrative Secretary, Department of Finance 640490
Accountant, (37½ hrs.) 999474	Administrative Secretary, Department of Public Works 640360
Accountant (30 hrs.) 241140	Administrative Secretary, Department of Recreation & Parks 640140
Accountant, Health & Welfare 999268	Administrative Secretary, Division of Water Supply 640450
Accounting Assistant (37½ hrs.) 241180	Administrative Secretary, Division of Welfare 640625
Accounting Assistant (30 hrs.) 999700	Administrative Secretary, Fire Department 640660
Accounting Procedures Analyst 240050	Allergy Technician 442120
Accounts Payable Manager	Analyst, Health & Welfare 701
Addressograph Machine Oper.	Architectural Draftsman 12109
Administrative Clerk, Department of Administration 650125	Assesment Data Coordinator 291
Administrative Clerk, Department of Health & Welfare	Assesment Records Librarian (11) 91
Administrative Clerk, Division of Water Supply	Assessing Clerk 294050
Administrative Clerk, Medical Records Review 650480	Assistant Assessor 293170
Administrative Officer, Fire Department (37½ hrs.) 650030	Assistant Chemist 999269
Administrative Officer, Police Department 650290	Assistant Chief Bacteriologist
Administrative Secretary 640140	Assistant Chief Clerk, Division of & Sidewalks 690260
Administrative Secretary, Municipal Courts 999011	Assistant Chief Clerk, Department of Health & Welfare 690560
Administrative Secretary, Police Department 640535	Assistant Chief Clerk, Director's (Public Works) 690610
Administrative Secretary, Assesments 640550	Assistant Chief Clerk, Division of 999270
Administrative Secretary, Department of Administration, 640065	Assistant Chief Clerk, Division of 690570

Assistant Chief Clerk, Division of
Motors 690590

Assistant Chief Clerk, Division of
Sanitation 690600

Assistant Chief Clerk, Division of
Welfare 690565

Assistant Chief Clerk, Fire-Department
690660

Assistant Chief Clerk, Office of the
Mayor 690540

Assistant Chief Clerk, Police Department
690640

Assistant Chief Municipal Court Clerk
310090

Assistant Chief Pharmacist 460040

Assistant Chief Serologist 207020

Assessment Data Coordinator 293110

Assessment Records Librarian 999042

Assistant Engineer 110160

Assistant Fire Surgeon 391080

Assistant Municipal Comptroller (37½ hrs.)
232060

Assistant Municipal Treasurer 231040

Assistant Payroll Supervisor 260050

Assistant Planner 130070

Assistant Planning Director 130020

Assistant Police Surgeon 391070

Assistant Secretary, A.B.C. 641250

Assistant Supervising Cashier
270050

Assistant Supervisor, Accounts Payable
250270

Assistant Supervisor of Collection
Representatives 280020

Assistant Supervisor, Special Tax Services
999271

Assistant Supervisor of Tax Services
282020

Assistant Supervisor of Water Meter
Readers 053050

Assistant Supervisor, Bureau of Dog Control
999272

Assistant Supervisor, Chemical Laboratory
999273

Assistant Supervisor, Customer Service

Assistant Supervisor, Tabulating Machine
Operators 685040

Assistant Supervisor, Visual Health Education
999092

Assistant Traffic Engineer 100040

Assistant Water Conservator 999274

Attendant, Baths & Pools 623180

Auditor, (37½ hrs.) 233050

Bacteriologist 202050

Bond & Interest Clerk 999044

Building Maintenance Inspector 163250

Building Service Worker 181070

Buyer 662140

Biostatistician, C. H. S. 999346

Cashier, Municipal Courts 999100

Cashier, Mayor's Office 270100

Cashier, Health & Welfare 999100

Cashier, Water Accounting 270100

Chaplain, Fire Department 722020

Chaplain, Police Department 722030

Chauffeur

Chauffeur, Department of Health & Welfare (40 Hrs.)
Chauffeur, Department of Public Works (40 hrs.)
Chemist
Chemist, Testing and Analytical Laboratory 200207
Chemist, Water (40 hrs.) 200180
Chief Accountant (30 hrs.) 241010
Chief Accountant (37 1/2 hrs.) 241010
Chief Accountant, Tax Accounting 241040
Chief Accountant, Tax Accounting (37 1/2 hrs.) 241040
Chief Bacteriologist (14) 202010
Chief Chemist 200010
Chief Chemist, Water 200030
Chief Clerk, Assesments 690225
Chief Clerk, Division of Streets And Sidewalks 690050
Chief Clerk, Division of Traffic & Signals 690070
Chief Clerk, Law Department 690010
Chief Clerk, NHRC 191106
Chief Clerk, Department of Engineering 690230
Chief Clerk, Department of Health & Welfare 690120
Chief Clerk, Department of Public Works 690370
Chief Clerk, Division of Central Purchase 690160
Chief Clerk, Division of Health 690270

Chief Clerk, Division of Inspections 690190
Chief Clerk, Division of Licenses 690180
Chief Clerk, Division of Motors 690500
Chief Clerk, Division of Sanitation 690210
Chief Clerk, Division of Sewers 101100
Chief Clerk, Division of Welfare 690125
Chief Clerk, Office of the Mayor 690300
Chief Clerk, Recreation & Parks 999035
Chief Community Relations Specialist 999003
Chief Guard, Watershed 332010
Chief Municipal Court Clerk 310080
Chief Purchasing Inspector 662150
Chief Serologist 207010
Chief Surveyor, Engineering 999970
Chief Surveyor, Assesments 132010
Chief Clerk, Department of Recreation & Parks 999035
Chief Veterinarian 370010
Chief Water Plant Operator 055400
Claims Examiner 530020
Claims Examiner, Compensation 530040
Clerk (2) 651070
Clerk Chauffeur 090110
Clerk Messenger
Clerk Stenographer 653100
Clerk Typist 654310

Civil Engineer 999971
Collection Representative 280050
Community Relations Coordinator 999113
Community Relations Specialist 540110
Community Relations Specialist, Puerto Rican & Spanish Affairs 540120
Compensation Awards Clerk 999114
Court Attendant 313090
Court Interpreter 313100
Culture Collector 206180
Customer Service Representative (10) 999281
Cytologist, C. H. S. 204030
Custodian of Records, City Clerk 655050
Data Control Clerk 683040
Data Control Clerk, Water Accounts 683045
Data Processing Coordinator Fire Department 999361
Demolition Expediter 999473
Dental Assistant 471060
Dental Hygienist 471090
Deputy Municipal Court Clerk 310110
Deputy Registrar of Vital Statistics 302060
Assistant Tax Collector 280191
Designing Engineer 999216
Docket Clerk 302200
Dog Warden 371050
Draftsman 122050
Draftsman, Water 122050
Elevator Operator (35 hrs.) 022020

Engineering Draftsman 121060
Estimator of Water Services 169280
Epidemiologist 394030
Environmental Specialist 200113
Field Representative, NHRC 999498
Field Representative, Audio Visual Education 602020
Field Representative, City Clerk's Office
Field Representative, Division of Inspection
Field Representative, Venereal Disease, C. H. 999067
Fire Alarm Systems Mechanic
Fire Medical Records Coordinator 191109
Fire Surgeon 391050
Forester 152010
Health Aide 261010
Health Educator, C. H. S. 496040
Interpreter, Spanish-City Clerk 610040
Investigator, Board of Adjustments 131100
Investigator, Division of Inspections
Investigator, Venereal Disease 492100
Investigator, ABC 999454
Keypunch Machine Operator 684060
Laboratory Assistant, Health & Welfare: 206140
Laboratory Technician 206070
Laborer, City Clerk's Office 999050
Legal Stenographer 653160

Legal Stenographer, Health & Welfare 653160

Legal Stenographer, Office of the Mayor 033270

Lifeguard & Swim Instructor

Lineman Helper, (42 hrs.) Fire 033270

Lineman Helper (40 hrs.) Police 033280

Licensed Practical Nurse, C. H. S.

Mail Clerk

Market Supervisor 210010

Mechanical Stores Clerk (40 hrs.) 660430

Medical Records Clerk 999762

Medical Social Worker 511210

Medical Stenographer 653240

Medical Technologist 443070

Medical Technologist, C.H.S. 443070

Messenger 643130

Messenger, Public Works

Municipal Court Clerk 310095

Municipal Emergency Welfare Coordinator 999236

Nutritionist, C. H. S. 999060

Occupational Therapist

Parking Lot Attendant 090450

Parking Meter Cashier 999065

Parking Meter Supervisor 045010

Parking Violations Officer (37½ hrs.) 312090

Payroll Supervisor 260016

Pharmacist 460060

Photographer Office Appliance Operator

Photographer and Supervising Office Appliance Operator 600070

Photostat Operator 670090

Physical Education Instructor 354070

Planning Draftsman 120050

Police Matron (40 hrs.) 340230

Police Property Clerk (37½ hrs.) 660270

Police Records Clerk 343150

Police Surgeon 391040

Practical Nurse 420510

Principal Account Clerk 252040

Principal Account Clerk, Typing 252060

Principal Accountant, Water 241100

Principal Accountant, Water (37½ hrs.) 241100

Principal Assistant Assessor 293150

Principal Auditor (30 hrs.) 233030

Principal Auditor (37½ hrs.) 233030

Principal Clerk 651040

Principal Clerk, Typing 651050

Principal Clerk Bookkeeper 253030

Principal Clerk Stenographer 653030

Principal Engineer 110090

Principal Engineer, Water 999096

Principal Engineering Aide 124030

Principal Engineering Draftsman 121030

Principal Index Clerk 302270

Principal Legal Stenographer 653130

Principal Office Appliance Operator
 Principal Planner 130030
 Process Server 313170
 Public Relations & Recruitment 999008
 Public Relations Officer, Fire 541050
 Public Works Inspector 166090
 Purchasing Expediter, Division of Motors 662030
 Purchasing Inspector 662180
 Real Estate Officer
 Receptionist, Food Service Worker 642050
 Receptionist, Typing 999353
 Receptionist, Mayor's Office, Typing 642020
 Receptionist, Planning Office, Typing
 Receptionist, Public Building 999290
 Receptionist, Welfare Office 642020
 Records Control Clerk
 Recreation Leader (40 hrs.) 620350
 Recreation Maintenance Man 620530
 Recreation Supervisor (40 hrs.) 999778
 Recreation Supervisor, Arts & Crafts (40 hrs.) 620280
 Recreation Supervisor, Aquatics (40 hrs.) 620320
 Recreation Supervisor, Drama (40 hrs.) 620210
 Recreation Supervisor, Music 620230
 Recreation Supervisor, Sports (40 hrs.) 620310

Rent Collection Analyst 999291
 Rent Collector 999292
 Reservoir Attendant (40 hrs)
 Sanitary Landfill Supervisor 050010
 Secretarial Assistant 641510
 Secretary, Board of Adjustment 641070
 Secretary, Board of Alcoholic Beverage Control 999234
 Secretary, Employees Retirement System 641220
 Senior Account Clerk 252090
 Senior Accountant (30 hrs.) 241120
 Senior Accountant (37½ hrs.) 241120
 Senior Accountant, Health & Welfare 999238
 Senior Accounting Procedures Analyst 240040
 Senior Assessing Clerk 294040
 Senior Assistant Assessor 293160
 Senior Attendant, Baths & Pools 623170
 Senior Auditor (37½ hrs.) 233040
 Senior Bookkeeping Machine Operator 674040
 Senior Bookkeeping Machine Operator, Health & Welfare 674040
 Senior Buyer 662130
 Senior Cashier 270080
 Senior Chemist, Testing and Analytical Laboratory 200205
 Senior Clerk 651060
 Senior Clerk Attendant
 Senior Clerk Stenographer 653060
 Senior Clerk Transcriber 671030

Senior Clerk Typist 6542
 Senior Community Relations Specialist 99325
 Senior Computer Operator
 Senior Data Control Clerk 683030
 Senior Engineer 110100
 Senior Engineer, Water 110100
 Senior Engineering Aide 124040
 Senior Engineering Draftsman 121040
 Senior Keypunch Machine Operator (8) 684040
 Senior Legal Stenographer 653150
 Senior Medical Stenographer 653230
 Senior Microfilm Operator 670320
 Senior Office Appliance Operator 670030
 Senior Photostat Operator 670080
 Senior Planner 130040
 Senior Records Control Clerk
 Senior Sewer Inspector 169080
 Senior Skate Guard 622150
 Senior Statistical Typist 221020
 Senior Stock Clerk 660880
 Senior Street & Sidewalk Inspector 164080
 Senior Systems Analyst 681005
 Senior Tabulating Machine Operator 685070
 Senior Venereal Disease Attendant 492120
 Senior Water Meter Reader 053140
 Senior Welfare Investigator 522040
 Senior X-Ray Technician 440170

Shelter Coordinator 360190
 Social Case Worker
 Social Casework Supervisor 512070
 Stableman 373040
 Stock Clerk 660390
 Stock Handler 660310
 Stock Handler, Water 660310
 Storekeeper (30-hrs.) 660040
 Storekeeper, Central Purchase (30 hrs.) 660040
 Storekeeper, Division of Motors (10) 660080
 Storekeeper, Pharmaceutical Supplies 660040
 Storekeeper, Water 999242
 Street and Sidewalk Inspector 164190
 Street Lighting Inspector 076100
 Supervising Cashier 270040
 Supervising Chemist, Testin and Analytical Laboratory 999243
 Supervising Control Clerk 999298
 Supervising Court Attendant 390001
 Supervising Inspector, Public Works 166060
 Supervising Inventory Clerk 660200
 Supervising Office Appliance Operator 670010
 Supervising Principal Account Clerk 25203
 Supervising Principal Assistant Assesor 293190
 Supervising Principal Clerk 651020
 Supervising Principal Clerk, City Clerk's Office
 Supervising Principal Clerk Stenographer 653020

Supervisor; Telephone Operator
630070

Supervisor of Accounts; Engineering
250030

Supervisor of Accounts, Finance
999478

Supervisor of Accounts; Fire
250030

Supervisor of Accounts; Health
999249

Supervisor of Accounts; Inspections
250030

Supervisor of Accounts, Police
250030

Supervisor of Accounts; Public Works
250030

Supervisor of Accounts, Sanitation
250030

Supervisor of Accounts, Water
250040

Supervisor of Collection Representatives
280010

Supervisor of Customer Service
250018

Supervisor of Data Control, Accounts Payable
250170

Supervisor of Accounts, Directors Office
999251

Supervisor of Data Control; Water Accounts
683020

Supervisor of Data Processing Programming
S

Supervisor of Housekeeping
999256

Supervisor of Inventory Control
()

Supervisor of Patient Accounts
250160

Supervisor of Operations; Special Taxes
999257

Supervisor of Records Control
999258

Supervisor of Special Tax Services
999259

Supervisor of Tabulating Machine Operations
685010

Supervisor of Tax Services
282010

Supervisor of Telephone Systems
999260

Supervisor of Welfare Accounts
521030

Supervisor of Welfare Central Clearance
521020

Supervisor, Accounts Payable
995414

Supervisor; Addressograph Machine Operator
999261

Supervisor, Adjustment Section
999264

Supervisor, Audio Visual Education
999261

Supervisor; Bookkeeping Machine Operators
250030

Supervisor, Bureau of Dog Control
371010

Supervisor, Check Reconciliation
25028

Supervisor, Bureau of Vital Statistics
302070

Supervisor, Central Mailing Room
250030

Supervisor, Public Health Laboratories
490080

Supervisor, Real Estate Sales
290041

Supervisor, Surplus Commodities
661045

Supervisor; Water Accounts; Receivable
Records

Surveyor, Assessments
999305

Systems Analyst
681010

Tabulating Machine Operator
685100

Tape Librarian
999266

Tax Account Searcher
281110

Telephone Operator
630120