

2020 – 2022 AGREEMENT

BETWEEN

Board of County Commissioners of the County of Burlington,
Burlington County Superintendent of Elections

and

Communications Workers of America
CWA LOCAL 1036

SUPERINTENDENT OF ELECTIONS UNIT



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**Burlington County Superintendent of Elections
and
CWA LOCAL 1036**

Agreement by and between The Superintendent of Elections (referred to as the "Employer") and the Communications Workers of America, AFL-CIO, (referred to as "Employee Representative" or "The Union"); the Union acknowledges the Board of County Commissioners as the funding agent of this agreement.

ARTICLE 1 PREAMBLE

This agreement has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other terms and conditions of employment.

ARTICLE 2 RECOGNITION

The Employer recognizes the CWA as the sole representative of all full-time employees in the following titles:

- Deputy Registrar
- Senior Registrar

ARTICLE 3 PROBATIONARY PERIOD

New employees shall serve a three (3) month probationary period. The Employer has the right to remove said employees during such probationary period, provided said period has not been satisfactory in accordance with the standards established by the Employer. Dismissal during this period shall not be subject to the grievance procedure.

It is understood that the three (3) month probationary period shall also apply to those employees who have been in the service but have been promoted to a higher title. It is understood that employees shall have the right to return to their previous title should their probationary period in the higher title prove unsatisfactory to the Employer.

ARTICLE 4 PROMOTIONS

- A. Other than Deputy Registrar, all other position openings within the bargaining unit shall be posted with appropriate salary ranges for at least ten (10) days before said positions are to be filled.
- B. All employees shall be considered on the basis of merit. If two (2) employees are equally qualified, as determined by the Employer, the most senior shall be selected. The Employer will endeavor to promote from within. The determination of equally qualified shall not be grievable.
- C. Any employee promoted from one (1) class or title to a class or title with a higher salary range, shall receive a seventeen hundred and fifty dollar (\$1,750) salary adjustment added to their base pay or shall go to the new minimum salary for said title, whichever is greater.
- D. Any employee who performs work in a higher paid classification than his own for more than five (5) consecutive days shall be entitled to the adjustment in pay provided for in Paragraph C of this article.

ARTICLE 5 SENIORITY

Seniority is defined as net service with the Employer and will be the controlling factor with respect to vacation schedules.

An employee who is re-engaged after having previously completed five (5) or more years of continuous service to the Superintendent of Elections from August 8, 1984 shall have all prior service credited to them upon completion of two (2) years of newly credited service.

ARTICLE 6 NON-DISCRIMINATION

The Employer and the Union agree there will be no discrimination or favoritism practiced upon or shown employees for any reasons of sex, age, nationality, race, religion, marital status, political status, political affiliation, sexual orientation, gender expression and any other legally protected class, national origin, color, handicap, Union membership, Union activities, or the exercise of any concerted rights or activities. For the purposes of this Agreement, "he" shall be a generic term referring to any employee regardless of their sex. Said usage is not intended to be discriminatory or sexually based.

The Union and the County shall continue to discourage bias, prejudice and bigotry, and foster understanding of others in the workforce regardless of race, creed, color, national origin, sexual preference, gender and its expression, age, or physical condition.

ARTICLE 7 PART-TIME EMPLOYEES

Part-time employees shall work no more than forty-eight (48) hours in any given payroll period. These employees shall not be entitled to any benefits afforded to full-time employees.

ARTICLE 8 JOB CLASSIFICATION

Management reserves the right to create new job titles in this unit. However, before said job titles are created, notice will be given to the CWA and an opportunity to discuss said titles and negotiate said titles' salaries will be afforded to the CWA.

The Superintendent of Elections shall issue a memorandum to all employees of the bargaining unit explaining the promotional criteria for Senior Registrar. A copy of the memorandum and criteria shall be sent to the union for review and comment.

ARTICLE 9 SALARIES

To be retroactively covered by this agreement, an employee shall have maintained continuous full time employment up to and including the date of full execution of this agreement by both parties with the exception of those employees who have retired.

A. Salary Adjustments

1. All employees employed as of ratification shall receive an increase to base salary and wages of 1.0%, retroactive to January 1, 2020. In addition, each employee employed as of ratification shall receive a lump sum off-base payment of \$500.00.
2. Effective January 1, 2021, all employees who have maintained continuous employment since on or before September 30, 2020 shall receive an increase to base salary and wages of 1.95%.
3. Effective January 1, 2022, all employees who have maintained continuous employment since on or before September 30, 2021 shall receive an increase to base salary and wages of 1.95%.

4. All retroactive compensation will be issued in a check or checks separate from the employee's regular pay. Chapter 78 health care contributions will not be calculated or deducted from retroactive pay or the lump sum payment.
 5. The Employer in its discretion shall create bi-lingual variants for each title in the bargaining unit. An employee placed in a bi-lingual variant title shall receive a one time \$250 stipend added to his/ her base pay upon passing a State approved bi-lingual test.
 6. Additional Compensation. In the event that an employee is required to take any training to maintain or acquire a license or certification, the County will reimburse the employee for the full cost only if the employee passes a test which may be required as part of the certification or license.
- B. The County shall pay all employees' salaries by way of direct deposit each payday, and shall furnish employees with a pay stub for each pay period. All employees shall complete and periodically update, as necessary, direct deposit forms which shall be delivered to the Department of Human Resources/Payroll Unit.
- C. Effective every year of this Agreement, minimum and maximum salary ranges shall be increased by the amount of the across the board percentages above.

ARTICLE 10 AUTOMOBILE, MEAL AND EDUCATIONAL EXPENSES

A. Automobile Allowance

Each employee who is authorized and required to use his personal automobile during the course of employment shall be paid the Internal Revenue Service mileage rate.

B. Meal Expense

Employees who are required to work through the dinner hour shall be paid a supper allowance of \$12.50 for the length of this agreement.

In order to be eligible for said meal allowance, an employee must work through the dinner hour until 7:00 PM.

The per diem rate for meals shall be \$38, will not be broken down by category (e.g., breakfast, lunch or dinner) and the requirement of submitting receipts will continue. Should the event not require all three meals, the individual meals will be reimbursed at \$20 dinner/\$10 lunch/\$8 breakfast.

The County shall issue all applicable reimbursements for meals, mileage, etc. through the Department of Human Resources/Payroll unit. The County will not deduct taxes from reimbursements unless required by the IRS to do so.

C. Educational Expense

1. **General Policy:** Permanent, full-time employees or full-time provisional employees with one year of service will be eligible for tuition reimbursement for courses which are job related provided prior approval is received from the Board of County Commissioners after a written request to and recommendation by the Department Head to the Director of Human Resources. An employee seeking to take classes for the following year must declare his or her intention to take classes by September 30th of the current year, to include an estimate number of credits to be pursued.

If prior approval is granted, the employee must submit evidence that he has attained a grade equivalent to a "C" or better. In addition, the employee must agree to remain in County service for a period of six (6) months following completion of each three (3) credits reimbursed. Such period of County service is to be cumulative. If such employee does not remain in the County service for the appropriate length of time, the total amount of tuition, fees and costs of books paid will be reimbursed to the County by the employee or deducted from the employee's final pay. The amount of reimbursement shall be limited to the equivalent cost of three (3) undergraduate credit hours at Rowan College at Burlington County per semester, up to twelve (12) credits per year and fees and costs of books.

The County shall reimburse employees within 60 days of receiving the completed submission of all necessary documentation. The County shall allocate up to \$50,000 per year for tuition reimbursement for employees covered by this labor agreement.

For permanent, full time employees, the Board will reimburse employees for tuition up to the cost of three undergraduate credits per semester at the standard, in-State undergraduate rate at Rowan College at Burlington County and costs of books. The maximum annual reimbursement shall be limited to the tuition cost of twelve (12) undergraduate credits and costs of books. The parameters outlined above shall apply to the programs explained below unless specifically modified below.

2. **Special Program for courses taken at or through Rowan College at Burlington County ("RCBC"):**

Permanent full time employees or full time employees with one year of full-time service shall be eligible for tuition, standard fees and costs of books reimbursement at RCBC for courses

taken in pursuit of an Associate's degree or Bachelor's degree. Standard fees shall include the General, Student Activity and Technology fees, and costs of books; but shall exclude all other fees or costs such as parking, etc.

The total reimbursement for fees per course shall not, however, exceed 35% of the cost of course tuition. A laboratory fee for a science course may also be covered subject to approval by the Director of Human Resources.

For the courses taken at RCBC, the employee shall remain in County service for a period of six (6) months after completion of the course. The commitment required for each course taken shall be cumulative. For any and all courses taken above, should an employee fail to meet the required commitment to remain in County service, the employee shall reimburse the County for all tuition, fees and costs of books reimbursements paid by the County on behalf of said employee.

Employees shall be eligible for a maximum of eighteen (18) credits per year and costs of books for courses taken at RCBC in pursuit of a specific degree. The County will not, however, cover the cost of any non- credit, remedial courses.

For employees wishing to take courses at RCBC other than in pursuit of a specific degree, the terms of the special program above shall continue to apply. However, employees shall be eligible for a maximum of twelve (12) credits per year and costs of books.

For employees seeking to earn a bachelor's degree, the degree must be in a field of County government service in order to be approved for tuition reimbursement. All courses taken as electives to the bachelor's degree must be job related. "Job related" for undergraduate elective courses shall be loosely construed.

3. **Graduate School:**

For employees seeking to earn a graduate degree or pursuing job-related graduate courses, permanent full time employees or full-time employees with one year of service will be eligible for tuition reimbursement for courses which are job related provided prior approval is received from the Board of County Commissioners after a written request to and recommendation by the Department Head to the Director of Human Resources. "Job related" for graduate school courses shall be strictly construed.

If prior approval is granted, the employee must submit evidence that he has attained a grade equivalent to a "B" or better. In addition, the employee must agree to remain in County service for a period of six (6) months following completion of each three (3) credits reimbursed. Such period of County service is to be cumulative. If such employee does not remain in the County service for the appropriate length of time, the total amount of tuition paid will be reimbursed to the County by the employee or deducted from the employee's final pay. The amount of reimbursement shall be limited to the equivalent cost of nine (9) credits per year at the RCBC in-State tuition rate and the cost of books.

4. Technical or Trade School programs:

For employees wishing to enroll in a program at a technical or trade school in pursuit of a certification or other approved course of study, the County shall cover the cost of tuition at the RCBC rate per credit for courses successfully completed up to a maximum of 18 credits per year. For the purposes of determining the value of a credit, fifteen hours of class time shall be equal to one credit. General, required fees and cost of books may be reimbursed subject to the approval of the Director of Human Resources, but may not exceed 25% of the cost of tuition per course. Employees shall continue to work in County service for a period of six (6) months per three credit course.

5. Special Program for Nursing:

For recent graduates of approved nursing programs that have enabled the person to become employed with the County as a full-time Licensed Practical Nurse (LPN) or Registered Nurse (RN), the County shall institute a special tuition forgiveness program as explained below. In order to be eligible for forgiveness, the employee must maintain continuous employment for the six-month period preceding payment as outlined below. Continuous employment shall mean the employee must have physically worked for the entire period. In order to be eligible for forgiveness, the employee must be actively employed on the date of payment.

Title	Period of Work	Reimbursement Date	Reimbursement Amount
RN	1/1 to 6/30	Following September	\$650
LPN	1/1 to 6/30	following September	\$500
RN	7/1 to 12/31	following March	\$650
LPN	7/1 to 12/31	following March	\$500

Employees may be eligible for forgiveness up to a period of five years from the date of graduation. In order to obtain forgiveness, an employee must supply proof of the date of graduation (e.g., a graduation certificate) and proof of outstanding debt (e.g., current student loan statements). The forgiveness period shall end on the reimbursement date nearest the fifth-year anniversary of the graduation or whenever the employee has satisfied his/her student loans, whichever is sooner. In no circumstances shall the County pay reimbursement for tuition when another reimbursement source (such as VA benefits) is available. Employees may earn a lifetime maximum of \$5,000 in forgiveness.

ARTICLE 11 HOLIDAYS

The following paid holidays will be observed:

1. January 1, known as New Year's Day
2. Third Monday in January known as Martin Luther King's Birthday
3. February 12, known as Lincoln's Birthday
4. The third Monday in February, known as President's Day
5. Good Friday
6. The last Monday in May, known as Memorial Day
7. July 4, known as Independence Day
8. The first Monday in September, known as Labor Day
9. The second Monday in October, known as Columbus Day
10. November 11, known as Veterans Day
11. The fourth Thursday in November, known as Thanksgiving Day
12. The Friday after Thanksgiving Day
13. December 25, known as Christmas Day
14. One (1) additional day shall be granted to each employee of the unit in lieu of General Election Day. The employee shall request the date to be taken subject to the approval of the Employer. Any additional hours worked beyond seven (7) hours on General Election Day shall be compensated with pay at the rate of one and one half (1 1/2).

Holidays which fall on Saturday shall be observed on the previous Friday and those which fall on Sunday shall be observed on the following Monday.

In order for an employee to be eligible for holiday pay, such employee must be in a pay status the entire day before and the entire day after the holiday, unless the employee provides a medical certification excusing the employee for the day(s) at issue.

For the purpose of eligibility for holiday pay, vacation, personal leave and sick time as specified below shall be considered time worked.

During the calendar year, employees who have previously taken a sick day before or after a holiday or the day of the holiday, shall be required to provide a doctor's note for any further such absences of two hours or more for the remainder of the calendar year. Should the employee fail to provide the required doctor's note, he shall not receive holiday pay or earn said holiday. This provision shall not be abused.

ARTICLE 12 HOURS OF WORK AND OVERTIME

- A. All employees shall work thirty-five (35) hours per week.
- B. The Office of the Superintendent of Elections shall be open between the hours of 8:30 AM and 4:30 PM. Employees of the Superintendent of Elections may be scheduled to work in accordance with Department policy.

C. Overtime

Any additional hours worked above thirty-five (35) hours in the work week shall be compensated in pay at the rate of one and one-half (1 1/2) however, sick leave, shall not be considered as time worked. Personal Leave, Holiday and Vacation time shall be considered time worked if properly scheduled and approved. Compensatory time shall be considered time worked for the purposes of calculating overtime unless said overtime was worked on a day in which compensatory time was used. However, it is mutually agreed and understood that should an employee work overtime on a Saturday or a holiday, or Sundays for a Presidential Election, with the approval of the Superintendent of Elections, the employee shall receive payment at the double time rate.

The Superintendent of Elections shall prepare a seniority roster based upon date of hire for the job titles of Senior Deputy Registrar and Deputy Registrar. Such roster shall be available for review by the employees and union representatives. The Employer shall offer overtime to employees in the order they appear on the seniority roster.

In the event that an employee shall decline to work overtime when afforded the opportunity, such employee's name shall be placed at the bottom of the roster. In the event the Employer is unable to fulfill its overtime needs on a voluntary basis, it may require mandatory overtime based on inverse seniority according to the seniority roster. An employee's refusal to work mandatory overtime may result in disciplinary action. However, personal hardships will be taken into consideration. Management's judgment shall determine what constitutes a hardship. On

General and Primary Election days and for the three days following such elections for the purposes of tabulating provisional ballots, a hardship excuse will not be accepted.

- D. For employees in the classification of Deputy Registrar and Senior Registrar overtime shall be calculated in accordance with the Fair Labor Standards Act. Such employees may elect to receive compensatory time in lieu of overtime pay.

Employees in the classifications of Deputy Registrar and Senior Registrar may elect to receive up to twenty-eight (28) hours of compensatory time. Such employees must request to receive compensatory time for overtime in writing on the next day worked after working the overtime.

Request for use of accrued compensatory time shall be submitted in writing to the Superintendent of Elections no later than seventy-two (72) hours prior to the requested use of the compensatory time. Any request not submitted in accordance with the seventy-two (72) hour time frame will automatically be denied.

Any unused compensatory time remaining at the end of the calendar year shall be paid in cash no later than the second pay period in January of the succeeding calendar year.

- E. Wages for overtime work will normally be included with the wages for the week in which the overtime occurred.

ARTICLE 13 HEALTH BENEFITS

- A. **Health Benefits**: Family Hospital, Surgical and Major Medical or other medical benefits shall be available for all full-time employees on the first of the month following sixty (60) days of service pursuant to the following provisions:

- 1. **Health Insurance Plan Offerings**. Eligible employees shall be given the option of coverage for themselves and their dependents through one of the four contributory, comprehensive County-funded medical, optical and prescription plans which are described below. The specific copays, deductibles, coinsurances, limits, and other terms of each plan shall not be altered except through agreement of the parties. The four plans to be offered are as follows:

- a. **Plan 1**: The County shall continue to offer the health insurance plan which is known as Plan 1 ("Current Plan"). The specific copays, deductibles, coinsurances, limits, and other terms of the Current Plan shall not be altered

except through agreement of the parties. Under the Current Plan, doctor's visits to a specialist or to a primary care doctor, or to any other doctor or such provider in the network shall have a copay charge of \$20. Additionally, visits to the emergency room will have the following co-pay: \$50.00. The annual deductible for using out-of-network providers shall be \$400 for single coverage and \$600 for family coverage with a 20% co-insurance contribution.

- b. **Plan 2**, which shall be known as the "Modified Version" or "PPO2" shall be modeled after the Current Plan (Plan 1) but shall have the following co-payments and co-insurance requirements: for primary care physician visits, \$20; for specialist visits, \$35; for Emergency Room (ER) visits, \$100 (which shall not be waived upon admission); for use of Out-of-Network (OON) facilities and service providers, a fifty percent (50%) co-insurance contribution; additionally, pursuant to the federal Affordable Care Act (ACA), wellness exams and preventative care as determined by the United States Secretary of Health shall be furnished at no charge to the employee and his/her eligible dependents within the PPO network.
- c. **Plan 3**, which shall be known as the "High Deductible Health Plan" ("HDHP"), shall be modeled after the Current Plan but shall have a \$1,500 single/ \$3,000 multi-party deductible which shall be paid by the employee before the plan begins to cover eligible expenses, along with the following co-payments and co-insurance: for primary care physician visits, \$20; for specialist visits, \$35; for Emergency Room (ER) visits, \$100 (which shall not be waived upon admission); for use of Out-of-Network (OON) facilities and service providers, a twenty percent (20%) co-insurance contribution; additionally, pursuant to the federal Affordable Care Act (ACA), wellness exams and preventative care as determined by the United States Secretary of Health shall be furnished at no charge to the employee and his/her eligible dependents within the PPO network.

Further, the County will contribute the following sums toward a Health Savings Account (HSA) to partially offset the cost of the deductible: on or after January 15 -- \$250 single/ \$500 multi-party; May 15 -- \$250 single/ \$500 multi-party; and if the employee and his/her eligible dependents participate in wellness screenings and preventative care in accordance with guidelines established by the U.S. Secretary of Health and/or the third party administrator, on September 15, an additional \$250 single/ \$500 multi-party. In order to participate in the HDHP/HSA, an employee must not be enrolled in (or a dependent on) any other healthcare plan.

- d. **Plan 4**, which shall be known as the "Premiere Choice Plan," shall be modeled after the Current Plan but shall offer a three (3) tiered network for hospital facilities along with the following co-payments and co-insurance requirements: for primary care physician visits, \$20; for specialist visits, \$35; for Emergency Room (ER) visits, \$100 (which shall not be waived upon admission).

Within Tier 1, there shall be no deductible or coinsurance. Within Tier 2, there shall be a deductible of \$500 single/ \$1,250 multiparty plus a fifty percent (50%) co-insurance for use of Tier 2 providers. Within Tier 3, which shall apply to out-of-network facilities and providers, there shall be a \$2,000 single/ \$4,500 multiparty deductible (which shall be inclusive of any Tier 2 deductible), plus a fifty percent (50%) coinsurance. Notwithstanding the tiers outlined above, employees and/or their eligible dependents can visit any hospital without penalty for bona-fide Emergency Room treatment; additionally, pursuant to the federal Affordable Care Act (ACA), wellness exams and preventative care as determined by the United States Secretary of Health shall be furnished at no charge to the employee and his/her eligible dependents within the PPO network.

- e. All four plans offered shall have the same network unless a change in network occurs due to a change of third party administrators after a public bidding process. Each of the four plans shall be offered to eligible employees through the duration of the contract term and shall continue to be offered without alteration, unless agreed otherwise, during the time that a successor contract is being negotiated between the parties. Employees shall select a health care plan during the Winter Open Enrollment period and must participate in the chosen plan for the entire calendar (plan) year. The County will continue to use its best efforts to offer a broad network for Plans 1, 2 and 3 [as Plan 4 has a tiered network] unless the parties negotiate newer plans with limited or exclusive provider networks.
- f. The County shall make copies of Summary Plan Descriptions ("SPDs") for each of the four plans available to all employees through the BurlCo Portal (County Intranet), and to the union during open enrollment periods, and shall forward any changes in the SPDs to the union at the time such are made. The SPDs with regard to specific copays, deductibles, coinsurances, limits, and other terms of each plan shall not be altered except through agreement of the parties.
- g. A copy of the Current Plan shall be provided to each employee. In the case of a husband and wife working for the County, the employee with the earliest hire

date shall be listed for coverage and the other spouse will not have separate coverage. If, for any reason, the subscriber has his/her coverage terminated, the spouse shall be added immediately. The children dependents of the employee shall be covered until an age specified by law. Employees must submit a copy of their Federal 1040 tax form and information from the school that demonstrates that the child is still a dependent and still in school. Pursuant to the Affordable Care Act, children dependents who are not eligible for health benefits through an employer may remain covered until the end of the month in which they reach the age of 26. Employees shall certify that no employer or other coverage is available to the adult dependent.

2. Prescription Program.

- a. All prescription medications must be processed through a pharmaceutical clinical case management program through the third-party administrator (TPA) or pharmaceutical benefits manager (PBM). As a pre-condition to using the prescription benefits plan, all employees must sign a HIPAA compliant release enabling the health benefits third-party administrator to share protected health information (PHI) with the prescription benefits TPA or PBM. During the life of this contract, prescriptions shall have the following retail copays:

<u>Prescription Generic</u>	<u>Brand Preferred</u>	<u>Brand Non-Preferred</u>
\$0.00	\$30.00	\$45.00

- b. After the first 90 days a prescription has been filled, all maintenance medications (with the exception of insulin for diabetics) must be filled via Mail Order (examples of maintenance medications include high blood pressure, cholesterol, kidney and heart medications, etc.). Mail Order medications for a 90 day supply shall cost one-and-a-half times (1.5x) the applicable retail copay indicated above.
 - c. The County and Union negotiated agreements regarding cost containment measures for prescription drugs, including quantity limits, duration and other issues. These agreements are incorporated herein.
3. During the term of this Agreement, there shall be no change in the Health Benefits set forth in paragraph A paid for by the Employer on behalf of the employees as shown above. However, this shall not prevent the Employer from substituting new and equivalent or more beneficial plans for the ones set forth herein. However, whenever the Employer determines that it may be in its interest to change the health care

provider or administrator, the County shall give the union at least 30 days advance notice, along with a copy of the proposed contract. In the event that a change in the health care provider or administrator results in a change in panel providers (network), all employees will be given advance notice of the change and will be notified of where they can obtain a copy of the list of new health care providers.

4. The County will extend to a maximum of ninety (90) days within a rolling 12-month period the health insurance coverage of eligible employees and their covered dependents upon exhaustion of such employee's accumulated sick leave and who are granted approved sick leave without pay, with the County paying the cost in accordance with Paragraph A above.

In those instances where the leave of absence (or an extension of such leave) without pay is for a period of more than ninety (90) days, the employee's coverage shall be terminated effective the first of the month following the ninetieth day. Said employee shall then be eligible for coverage under the COBRA regulations. Upon returning to work, coverage will be reinstated effective the first of the month following the date of return, provided completed enrollment forms are returned to the Benefits Office within the required timeframe.

5. The County shall furnish an annual stipend for opting out of the County's health benefits plan (medical and Rx – so long as employee furnishes proof of other coverage) in the amount of \$750 payable in November of each year of the contract. An employee who experiences a catastrophic life event wherein other, available coverage is lost shall be automatically reenrolled in the County's plan.

B. Dental

1. The Employer shall pay for and provide an 80/20 family dental plan for preventive, diagnostic and basic benefits.
2. Effective January 1, 2008, employees shall contribute the following amounts each pay period (to be deducted from bi-weekly paychecks twice per month):

\$8.00 (single)

\$10.00 (two or more persons)

To off-set the cost of the dental contributions/ premiums, employees may sign up under IRS Sec. 125 to have the dental premiums/ expenses funded with pre-tax dollars.

3. Employees who provide proof of dental coverage elsewhere (for self and any dependents) may elect a non-stipend opt-out for dental coverage. Similarly, for couples employed by the County, one spouse may opt-out of dental coverage so long as s/he becomes a dependent on the remaining spouse's policy (earlier date of hire remains subscriber).
4. The family program of dental care shall include orthodontics for children only and prosthodontics. Employee's eligibility shall be determined in accordance with Paragraph A (Health Benefits).
 - a. Effective January 1, 2008, the maximum payable by the carrier for services other than orthodontic benefits shall be two thousand dollars (\$2,000) per eligible patient in any calendar year.
 - b. Effective January 1, 2008, Orthodontic benefits for new cases are subject to a two thousand dollar (\$2,000) maximum per lifetime, which is separate from the maximum mentioned above.
5. The children dependents of the employee shall be covered until the end of the month in which they reach the age of 19, or if the dependent (as evidenced by being claimed on the employee's Federal income tax), is in school as a full-time student, until the end of the month in which they reach the age 23.

C. Vision Care Program

Employees shall be offered participation in the Vision Care plan.

D. Life Insurance

At the beginning of each enrollment period, permanent employees shall have the option to enroll in a contributory life insurance plan under which the Employer shall provide a five thousand dollar (\$5,000) life policy, premiums for the first one thousand dollars (\$1,000) of which shall be paid by the Employer. Premiums for the remaining four thousand dollars (\$4,000) coverage shall be paid by the employee through the payroll deduction plan.

E. Disability Plan

All employees in the bargaining unit will be covered by the New Jersey State Temporary Disability Plan. A copy of the plan is to be provided to each employee. It is understood that this Plan or a plan with equivalent benefits requires the employee to make a contribution of at least fifty percent (50%) of the cost.

F. Employee Assistance Program (EAP)

The County shall guarantee a traditional EAP (at no cost or co-pay) for employees. All information discussed or generated by the EAP shall be confidential, unless the employee is sent by the County for a mandatory work assignment, and then any medical information will remain confidential as per law.

ARTICLE 14 VACATION

Full-time employees of the Superintendent of Elections shall be entitled to the following annual vacations with pay subject to scheduling approval by the Superintendent of Elections:

<u>Time of Service</u>	<u>Amount of Vacation</u>
Up to 1 year	1 day for each month of service
After 1 year and up to 5 years	12 days
After 5 years and up to 12 years	15 days
After 12 years and up to 20 years	20 days
After 20 years and over	25 days

An employee may elect to use up to two (2) vacation days in cases of emergency with less than 24 hours notice provided that all PL has been exhausted. Emergency is defined as an event which could not be anticipated and over which the employee has not control. The request shall not be unreasonably denied. An employee's request may be denied if such request would interfere with proper functioning of the department.

Additional days based upon years of full-time service are credited on January 1 in the calendar year of the employee's anniversary. Time worked in permanent, part-time service shall count toward years of service for vacation calculations.

New employees shall be credited with one (1) working day for the initial month of employment if they begin work on the first (1st) through the fifteenth (15th) day of the calendar month. Employees who begin work on or after the sixteenth (16th) day shall be credited with one-half (1/2) working day for that month, credited on the last day of the month.

All vacation leave is to be taken only as credited. Although each employee is credited with his vacation time at the beginning of the calendar year; vacation time is earned pro-rated to the amount of years of service. The amount of time earned shall be pro-rated to calculate time owed to the Superintendent of Elections should an employee leave the Superintendent of Elections for any reason. Deductions will be made from employee's final pay if more vacation has been taken than has been earned.

Any employees who are laid off, discharged, retired or separated from the service of the Employer for any reason prior to taking their vacation, shall be compensated in money for their accumulated unused earned vacation at the time of separation.

When, in any calendar year, the vacation, or any part thereof is not granted by reason of necessity to work, that part of the vacation period not granted shall accumulate to the next succeeding calendar year only. Employees electing not to use all or part of their vacation in the calendar year shall accumulate the remainder of time to the next succeeding year only.

Vacation time may be granted by the Superintendent of Elections with at least a twenty-four (24) hour notice, however, unforeseen emergencies will be given proper consideration as well. Notwithstanding the conditions as stated above, deductions for overdrawn vacation leave shall occur upon an employee's return to work from a leave of absence.

ARTICLE 15 SICK LEAVE

Full-time employees shall be entitled to the following sick leave of absence with pay.

One (1) working day's sick leave for each month of service from the date of hire up to and including December 31st following such date of hire, and fifteen (15) days sick leave with pay for each calendar year thereafter. Unused sick leave shall accumulate from year to year.

Sick leave for purposes herein is defined to mean absence of an employee from duty because of personal illness by reason of which the employee is unable to perform the usual duties of his position, exposure to contagious disease, ten (10) working days of emergency attendance upon a member of his family seriously ill and requiring the presence of such employee; or five (5) days for a death in the immediate family. The Employer shall have the right to request a physician's certification in the event of a family illness claim.

If an employee is absent for five (5) consecutive working days (35 or 40 hours) for any of the reasons set forth in the above rule, the Superintendent of Elections shall require acceptable medical evidence on the form prescribed. The nature of illness shall be stated on the doctor's certificate under his original signature unless it is confidential between doctor and patient.

If it is reasonably suspected that the employee is abusing the sick leave privilege, the Superintendent of Elections, through the Human Resources Office may at that time require the employee seeking sick leave to submit proof of illness. If the sick leave is not approved, the employee will suffer loss of pay for such time. The Superintendent of Elections reserves the right to establish a sick leave verification policy should it be deemed necessary.

An employee who does not expect to report for work because of personal illness or for any of the reasons included in the definition of sick leave set forth above, shall notify his immediate supervisor, or designee, by telephone, prior to the normal starting time, or follow policies determined by the Superintendent of Elections, as long as it is not contrary to this rule. If an employee does not report prior to starting time, he shall suffer loss of pay. Employees shall notify the employer about scheduled doctors' appointments and shall be permitted to use sick time for such appointments (to include reasonable travel time to and from).

Sick leave claimed by reason of quarantine of exposure to a contagious disease may be approved on the basis of a certificate of a municipal Board of Health. Notwithstanding the conditions as stated above, deductions for overdrawn sick leave shall occur upon an employee's return to work from a leave of absence.

Donated Sick Leave Program. The County and Union have negotiated a Donated Sick Leave Program which shall be incorporated by County policy and incorporated into this Agreement.

ARTICLE 16 FAMILY AND MEDICAL LEAVE

Family Leave as set forth in 29 U.S.C. Section 2601 et seq., N.J.S.A. 34:11-B.1 et seq. and N.J.A.C. 4A:6-1.21 or any amendments thereto shall be available to all employees covered under this agreement pursuant to the terms of that act and/or regulations.

An employee seeking a leave of absence shall file a request for such by submitting a County "Leave Request Form" to his/ her department head or the department head's designee. The "Certification of Healthcare Provider" form shall be filed directly with the Department of Human Resources.

Employees must use all earned sick time during an approved FMLA/NJFLA absence. Should an employee's earned sick time not be sufficient to reach the commencement of State Disability, the employee shall be permitted to use up to five (5) additional days of credited sick time. The County shall continue its current practice of allowing employees to elect to use earned vacation or personal time as substitute for any unpaid period of leave.

ARTICLE 17 WORKERS' COMPENSATION

When an employee is injured on duty, he shall notify the Superintendent of Elections immediately so that a report may be prepared. The employee and his immediate supervisor are also required to prepare an accident report. He will be placed on a leave of absence without pay unless he

desires to use his accumulated time during this period of disability. If it is determined by the Employer that the injury is work related, the employee shall then be entitled to Workers' Compensation.

If he is on leave of absence without pay, he shall be entitled to his workers' compensation check without loss of any accumulated time.

If the employee has opted to use his accumulated time, he shall receive his normal pay with appropriate charges against accumulated time up to the point a final determination is made concerning whether the employee is found to be entitled, his personnel records shall then be modified, if necessary to reflect the employee's entitlement to workers' compensation benefits with the balance of his salary, if any, to be paid by County payroll check.

If accumulated time is completely exhausted before workers' compensation benefits terminate, the employee shall thereafter receive only his workers' compensation benefits.

Credit for sick and vacation leave shall continue to accrue to employee's benefit during a leave of absence without pay for an injury for which the employee is entitled workmen's compensation benefits, however, credit for said leave shall be actually added to an employee's account only upon his return to work.

ARTICLE 18 SAFETY AND HEALTH

- A. Upon ratification of the Agreement, the Superintendent of Elections and designee and two (2) members of the Union will be elected to serve on a Safety and Health Committee. This Committee shall be convened by mutual agreement of the parties. The purpose of this Committee will be to ensure safe and healthy working conditions. This will be accomplished by periodic reviews of the locations and by the Committee's investigation of any matters referred to it by the Union.
- B. The Employer shall at all times maintain safe and healthful working conditions.
- C. VDT, LCD and CRT Users. All persons engaged in continual VDT, LCD and/or CRT usage as determined by management to take five (5) hours or more shall be permitted a ten (10) minute rest period every hour. During this time other types of work may be performed.

Pregnant VDT, LCD and/or CRT operators shall be allowed the opportunity to transfer to non-VDT work during the term of their pregnancy without loss of contractual benefits. Such transfer shall be contingent upon other non-VDT work being available and at the recommendation of the employee's physician.

ARTICLE 19 PERSONAL LEAVE

- A. On January 1 of each year, employees shall be credited with three (3) personal leave days with pay for personal business with no accumulation of such leave from year to year. Personal leave time shall be earned during the year.
- B. New employees in the Superintendent of Elections shall be accorded one (1) personal leave day for each four (4) months of service in the first calendar year of employment. Any new employee hired after January 1 and prior to May 1 shall have two (2) personal leave days. Each shall be credited on the first day of the month following four (4) months of service. A new employee hired on May 1, up to and including July 31 shall have one (1) personal leave day credited on the first day of the month following four (4) months service.
- C. An employee shall give no less than twenty-four (24) hours advance notice of his request to take a personal leave day. Such request shall be made through the Superintendent of Elections or designee.
- D. In the event of an emergent situation the Superintendent of Elections or designee may grant permission to an employee to take a personal leave day with less than the required notice.
- E. In the event of retirement or termination, deductions will be made from the final pay of the employee for used but unearned personal leave time.
- F. Deductions for overdrawn personal leave shall occur upon an employee's return to work from a leave of absence.

The County shall deduct 1.75 hours (for 35 hour employees) per month should an employee not be in a pay status for any of the monthly periods (1st – 8th, 9th – 23rd and 24th to end of month). 1.75 hours shall be both the minimum and maximum amount deducted, per month, for an employee who is not in a pay status for all or a portion of the month. One personal day, divided over four (4) months, shall equate to 1.75 hour per month for the purposes of making adjustments to leave time accounts for employees who are on unpaid leaves of absence, suspended without pay, have W time, etc.

ARTICLE 20 OTHER LEAVES OF ABSENCE

A. Special Leave of Absence

A full-time employee holding a position who is temporarily either mentally or physically incapacitated to perform his duties or who desires to engage in a course of study that will increase his usefulness on his return to the service, or who for any reason considered good by the Superintendent of Elections desires to secure leave from his regular duties may, with the approval of the Superintendent of Elections be granted special leave of absence without pay for a period not exceeding six (6) months. With the approval of the Superintendent of Elections such leave may be extended for an additional period not exceeding six (6) months. Any employee requesting special leave without pay shall submit his request in writing stating the reason why in his opinion the request should be granted, the date when he desires the leave to begin, and the probable date of his return to duty.

B. Bereavement Leave

All employees are entitled to use up to three (3) working days for bereavement leave related to immediate family members (as defined in the Sick Leave article of this Agreement), which shall not exceed fifteen (15) total bereavement days in a calendar year. If bereavement leave is exhausted, the employee may use sick, holiday, compensatory time, personal leave, and vacation time in that order, with supervisory approval which shall not be unreasonably denied.

ARTICLE 21 RETIREMENT

- A. Employees should provide at least six (6) months advance notice of anticipated retirement to his/her Department Head to ensure timely payment of leave time benefits. Payment of terminal sick leave shall be issued the same time as payment for unused vacation days, compensatory time, and other eligible leave time. In emergent or unusual circumstances, such notice may be waived.
- B. Each employee who has been granted sick leave shall be entitled upon retirement to receive a lump sum payment as supplemental compensation for each full day of earned and unused accumulated sick leave which is credited to him on the effective date of his retirement.
 - 1. The amount of the supplemental compensation payment shall be computed at the rate of one-half (1/2) of eligible employee's daily rate of pay for each day of earned and unused accumulated sick leave based upon the average annual compensation received during the last year of his employment prior to the effective date of his retirement, provided, however, that no lump sum supplemental compensation payment shall exceed fifteen thousand dollars (\$15,000) in each year of the contract.
- C. Consistent with Chapter 78, P.L. 2011, all employees who have retired or who shall retire with twenty-five (25) years or more of credited service to Burlington County shall be covered

by a comprehensive, self-funded, medical plan subject to the provisions of Article XIII, Benefits paragraph A (3). For employees hired on or after January 1, 2007, twenty-five (25) years of service, for the purposes of health benefits in retirement, shall include a minimum of twenty years of full-time service, with the last five years of service being full-time. Prior to being eligible for the benefits as listed in paragraphs B and C, all retirees who are sixty-five (65) years or older must be carriers of Medicare A & B.

- D. The County shall continue its current practice of payment of full coverage for the first ninety (90) days following the date of retirement regardless of the number of years of service. If an employee has taken a leave of absence in the twelve months preceding retirement, the employee shall have coverage for the difference between the amount of leave previously taken and the 90 days heretofore described.
- E. The lump sum supplemental compensation provided herein for accumulated sick days shall, in no way, affect, increase, or decrease any pension or retirement benefits to such retiring employee under any other statute.
- F. In the event of an employee's death within one (1) year after the effective date of retirement but before payment of the lump sum is made, the payment of the lump sum shall be made to the employee's estate.

ARTICLE 22 DISCIPLINARY ACTION

- A. Any unauthorized absence of an employee from duty shall be an absence without leave and is cause for disciplinary action.
- B. No employee shall be disciplined or discharged without just cause. Discipline shall be progressive in nature and corrective in intent.
- C. This article shall not in any way be in conflict with N.J.S.A. 9:32-27. Any disciplinary action may only be appealed to advisory arbitration.
- D. The Employer agrees to provide employees and the Union with at least five (5) working days notice of a hearing.

ARTICLE 23 GRIEVANCE PROCEDURE

Any grievance or dispute which arises between an employee and the Employer shall be processed and settled in strict accordance with the time limits set out herein. It is understood that all of the time limits, unless otherwise expressed, refer to working days, and not calendar days.

STEP 1: Within fifteen (15) days from the date of the grievance event, or occurrence, the grievant shall prepare his grievance in writing, stating the remedy desired, on forms approved by the parties to this Agreement, and submit the same to the Union representative who shall have three (3) days within which to approve the filing. Within five (5) days after such approval, the grievance shall be served upon the Office Supervisor who shall schedule, hear and determine the grievance within ten (10) days after receiving it. The decision shall be made in writing and in triplicate and copies thereof, together with copies of the grievance, shall be served upon the employee, representatives and the Superintendent of Elections within said ten (10) day period.

STEP 2: Upon receipt of an adverse determination by the Office Supervisor, the Union representative shall have a period of ten (10) days to appeal such determination to the Superintendent of Elections or designee who shall schedule, hear and determine the grievance within fifteen (15) days after receiving it. The Superintendent of Elections or designee shall hear the grievance de novo and issue a decision in writing and in triplicate, and copies thereof, together with copies of the grievance and previous decision, shall be served upon the employee representative within five (5) days after the hearing date.

STEP 3: Upon receipt of an adverse decision from the Superintendent of Elections, the Union representative shall have thirty (30) days to appeal such determination to the Public Employment Relations Commission. Thereafter, all further proceedings shall be conducted in accordance with the rules and regulations of such agencies.

A failure to schedule, hear and determine the grievance at any step by the person designated to do so shall cause the matter to proceed immediately to the next step and it shall be deemed pending in the next step without the necessity of a formal written appeal.

Under no circumstances shall the Employer have the right to appeal a grievance adjudicated favorably to the employee, except a determination by P.E.R.C.

At all steps in the grievance procedure, the grievant shall have the right to be represented by the union and only the union.

If the grievance alleges acts against a person designated to schedule, hear and decide grievances, the grievance shall be filed with, heard by and determined at the next highest step in the grievance procedure.

A group or class grievance may be filed by a member of the affected group or class, or by the Union representative; but any such grievance shall clearly delineate the group or class involved, and shall, where practicable, list the names and the titles of the individual employees involved.

Extensions of time limits may be obtained only by written consent of the Union representative and person designated to hear and determine the grievance.

The County Department Head or Human Resources Office will send the union copies of all grievances not filed by staff representatives of the Local.

ARTICLE 24 UNION DUES

The Employer agrees to deduct monthly from the base pay of each employee, who furnishes a written authorization for such deduction in a form acceptable to the Employer, the amount of monthly Union Dues. Dues shall be per month or such amount as may be certified by the CWA to the Employer at least thirty (30) days prior to the month in which the deduction of Union Dues is to be made. Deduction of Union Dues made pursuant hereto shall be remitted by the Employer to the following address: CWA Dues, P.O. Box 79176, Baltimore, MD, 21279-0176., by the tenth (10th) day of the month following the calendar month in which such deductions are made, together with a list of employees from whose pay such deductions were made. A copy of such list shall also be delivered to the CWA Local 1036 Mount Holly Office.

The CWA agrees to indemnify and hold the County and Employer harmless against any, and all claims, suits, orders of judgments brought or issued against the County with regard to the dues check-off, except for any claims that result from negligent or improper acts of Employer or its agent or servants.

The County will immediately supply the Union a copy of any request to halt dues. Dues deduction may only be stopped if the employee so requests. Any such request must be in writing and submitted to the County. Dues shall be halted beginning with July 1st immediately following the request to halt dues.

ARTICLE 25 REPRESENTATION FEE

- A. The Union and County mutually agree to negotiate terms regarding representation fees or related matters.

ARTICLE 26 UNION RIGHTS and PRIVILEGES

It is agreed that the CWA will be allowed up to eight (8) days in the aggregate, with pay, per calendar year, which can be delegated to any one or more Union representatives for the specific purpose of conducting Union business upon at least three (3) business day's notice.

For contract negotiations, the County shall release up to two (2) bargaining unit representatives without loss of pay or benefit time to attend negotiations for a successor agreement.

The County shall transmit via email to the Union a monthly report of all negotiations unit employees, noting separations (resignations, retirements, terminations). This report will include name, home address, title, department, worksite location, work telephone numbers, and any home or cellular telephone numbers on file with the Employer, date of hire, work email address and any personal email address the Employer may have on file.

The Union shall have the right to meet with newly hired employees, without charge to the pay or leave time of the employees, for a minimum of thirty (30) minutes within thirty (30) days from the date of hire, during new employee orientations, or at individual or group meetings if the employer does not conduct new employee orientations within 30 days of date of hire.

ARTICLE 27 MANAGEMENT RIGHTS

- A. The Employer retains the right in accordance with applicable laws and regulations directly and by way of delegation to designated personnel:
1. To direct all operations of the Superintendent of Elections.
 2. To direct all employees of the Superintendent of Elections.
 3. To hire, promote, transfer, assign and retain employees in positions within the office, and to suspend, demote, discharge, or take other disciplinary action against employees.
 4. To maintain the efficiency of the government operations entrusted to it.
 5. To determine the methods, means, and personnel by which such operations are to be conducted.
 6. To determine the number and kind of job classifications, title and positions.

7. To contract and/or sub-contract work including but not limited to professional and other specialized services.
 8. To take whatever action may be necessary to comply with State and Federal law and regulations.
- B. It is the intention of the parties hereto that all matters affecting the wages, hours, and other terms and conditions of employment for the employees covered hereby, which are not specifically governed by this Agreement, remain within the discretion of the Superintendent of Elections until the expiration of this Agreement.

ARTICLE 28 LAYOFFS

The Employer shall provide forty-five (45) calendar days notice of a layoff action to the effected employees and the Union. A notice shall also be conspicuously posted at the work site. Layoffs will be based on seniority in each job title. Seniority for this purpose shall be defined as the amount of continuous service in their current title.

In the event of a layoff by the Employer, effected employees shall be permitted to displace other employees with lesser seniority in their current positions. The rights of employees effected by a layoff shall be as follows:

- A. An effected full-time employee shall displace any part-time employee.
- B. An effected employee who is employed as a Senior Registrar may exercise their demotional right to displace an employee with lesser seniority in the position of Deputy Registrar.
- C. Laid off employees based upon order of seniority shall have first right of recall to any position in their former title for up to two (2) years from the date of layoff. Recall notice shall be by certified mail return receipt requested to the employee's last known address. It shall be the employee's responsibility to notify management of a change of residence.

ARTICLE 29 GENERAL PROVISIONS

- A. Bulletin boards will be provided by the Employer at permanent work locations for the use of the Union for the sole purpose of posting Union announcements and other information of a non-controversial or non-political nature.
- B. Should any portion of this Agreement be held unlawful and unenforceable by any Court of competent jurisdiction or by any other means, such decision of the Court or such other

determination shall apply only to the specific portion of the Agreement affected by such decisions, whereupon the parties agree to commence negotiations within ten (10) working days of such determination relative to the invalidated portion only.

- C. It is agreed that representatives of the Employer and the Union will meet from time to time upon reasonable request of either party to discuss items of general interest or concern which are not necessarily a grievance as such. Such meeting shall be initiated by written request of either party and a precise agenda shall be established.
- D. Employees who are covered by this Agreement shall perform the duties and responsibilities outlined for their positions by the Employer. A copy of the employee's job specifications shall be provided to each employee.

ARTICLE 30 EFFECTIVE DATES OF AGREEMENT

A. Duration and Effect

This Agreement shall be effective as of the date of signing herein by all of the parties hereto, and shall remain in full force and effect from **January 1, 2020** through **December 31, 2022**. It is agreed to and understood by and between the parties hereto, that, unless specifically referred to as retroactive thereto, all terms and provisions of this Agreement are not retroactive to January 1, 2020, and shall assume full force and effect beginning only on the date of signing of this Agreement and continuing thereon to expiration of this Agreement.

B. Renewal

This Agreement shall automatically renew itself on **January 1, 2023**, and continue from that point, on a year to year basis, unless one (1) or more of the parties hereto shall notify the other parties hereto in writing, at least ninety (90) calendar days prior to the scheduled expiration date of this Agreement. In the event that such notice is given, negotiations for a new Agreement shall begin not later than sixty (60) days prior to the scheduled expiration date of this Agreement.

ARTICLE 31 COMPLETE AGREEMENT

The Employer and the Union Representative acknowledge this to be their complete Agreement and that this Agreement incorporates the entire understanding by the parties on all negotiable issues whether or not discussed.

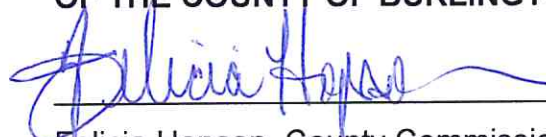
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their Director, Chairpersons and President respectively, attested by their Clerk and Secretaries, respectively, and their seals to be hereto affixed this _____ day of _____, 2021.

FOR THE SUPERINTENDENT
OF ELECTIONS




George Kotch, Supt. Of Elections

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF BURLINGTON




Felicia Hopson, County Commissioner Director



Eye Cullinan, County Administrator

FOR CWA



Adam Liebtag, CWA Local 1036 President



Billie Scelza, Staff Representative

CWA National Representative

SALARY RANGES

	Effective Jan. 1, 2020		Effective Jan. 1, 2021		Effective Jan. 1, 2022	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Deputy Registrar	32,017	45,908	32,641	46,803	33,278	47,716
Senior Registrar	34,102	54,457	34,767	55,519	35,445	56,602