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AGREEMENT

between

BERGEN COUNTY (Bergen Pines Hospital
at Paramus, New Jersey)

and

COMMUNICATIONS WORKERS OF AMERICA,

AFL-CIO DISTRICT 1

1/1/76 - 12/31/77

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PREAMBLE

This Agreement entered into by the County of Bergen operating the Bergen Pines Hospital, hereinafter referred to as the "Employer," and the Communication Workers of America, AFL-CIO, District 1, hereinafter referred to as the Union, 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 conditions of employment. All the terms and conditions of this Agreement are to be retroactive to January 1, 1976, unless specifically agreed otherwise.

ARTICLE I. RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining representative for the purpose of collective bargaining concerning wages, hours, and working conditions of employees for all non-medical professional employees of the bargaining unit of the Bergen Pines Hospital. This unit includes the following job categories:

Pharmacist, Senior Physical Therapist, Physical Therapist, Rehabilitation Counselor, Speech and Hearing Therapists, Special Education Teachers, Psychiatric Social Workers, Sr. Psychiatric Social Workers, Occupational Therapists, Sr. Occupational Therapists, Recreational Therapists, Medical Social Workers, Sr. Clinical Psychologists, Clinical Psychologists and Teachers.

It is agreed between the parties to this Agreement that Bergen Pines Hospital is an institution governed by the County of Bergen. Whenever the Hospital is mentioned in this Agreement, it is understood between the parties that the word Hospital is being used in place of the word Employer only for the purpose of clarity.

ARTICLE II. TERM OF AGREEMENT

This Agreement shall take effect on January 1, 1976 and shall remain in effect until December 31, 1977 unless renewed pursuant to Article XXXI.

ARTICLE III. UNION DUES

The Employer agrees to deduct from the pay of each employee monthly who furnishes a written authorization for such deduction in a form acceptable to Employer, the amount of monthly Union Dues. Dues shall be \$7.00 per month or such other 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 remitted by the Employer to the CWA c/o Secretary Treasurer, Communications Workers of America, AFL-CIO, 1925 "K" Street, N. W., Washington, D. C. 20006, by the 15 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 local CWA President.

The Employer's remittance will be deemed correct if the Union does not give written notice to the Employer within 60 calendar days after receipt of the same of its belief that the remittance is believed to be incorrect. The Union assumes full responsibility for the remittance upon receipt of the same. The Union agrees to indemnify and hold the Employer harmless from any claim or action commenced by an employee against the Employer which arises out of the aforesaid deduction.

ARTICLE IV. GRIEVANCE PROCEDURE

Section 1. Grievance Procedure

- a) The purpose of this procedure is to secure promptly, and at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment.
- b) In the wording of this statement of procedures, the term "aggrieved" shall be taken to include all those employees covered by this Agreement.
- c) Any employee shall have the right to present his or her grievance through the steps described in the following paragraphs without restraint, interference, coercion, discrimination or reprisal.
- d) If the Hospital does not answer a grievance or an appeal thereof within the specified time limits or any mutually agreed to extension the grievant shall proceed to the next step of the procedures.

e) A grievance which affects a group of employees shall be defined as a class grievance; such class grievances shall not amend, modify or delete any provision of this Contract.

f) Nothing herein shall prevent the employee from processing his or her own grievance; however, the Grievance Stewards may be present at any step on the individual's grievance.

g) In the event any of the parties claim that a Civil Service rule or regulation has been violated, they shall be permitted to process a grievance or seek a remedy in accordance with the procedures provided by the New Jersey Department of Civil Service.

h) When an employee has processed a grievance through the procedure described in Section 3, and, if the grievance has not been settled satisfactorily upon completing Step 3, the grieving party may elect to seek a remedy in accordance with the procedures provided by the New Jersey Department of Civil Service in lieu of the arbitration process described in Step 4 of the Grievance Procedure, but he or she shall be bound by such election.

i) The term immediate supervisor is hereby defined as the representative of the Employer who is directly responsible for supervising the work of the employee. In certain circumstances the immediate supervisor may also be a Department Head.

j) The term working days as used in this article shall not include Saturdays, Sundays, Holidays or sick days.

k) Time limitations provided for the settlement of disputes may be waived or modified by mutual agreement.

Section 2. Definition

A grievance shall be defined as a complaint by an employee or the Union that there has been a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement; an inequitable application of the hospital administration policies, rules or regulations which directly affect the employee or the Union; or a disciplinary action affecting said employee.

Section 3. Settlement of Grievances

Grievances shall be settled in the following manner:

Step 1. An employee who has a grievance, may, within 10 working days of the occurrence of the grievance or within 10 working days from the time the employee should have reasonably discovered the grievance notify his immediate supervisor of the grievance. Grievances not taken within the 10 working days shall be conclusively deemed waived. The employee and the immediate supervisor shall attempt to resolve the grievance at the earliest mutually convenient time and place.

The employee has the right to the presence of the departmental steward during the attempt to resolve the grievance. In the absence of the departmental steward the employee shall have the right to the presence

of the alternate departmental steward.

A reply to a grievance at Step 1 may be oral or written at the request of employee and shall be given within two (2) working days of receipt of the grievance. If the employee requests a written reply he or she may be required to reduce the grievance to writing. If no reply is received within that period, the grievance shall be deemed denied.

If a grievance is not settled, or is rejected or, is deemed denied by a failure to reply by the employer at the Step 1 level, then the employee or the Union may within four (4) working days proceed to Step 2. If the employee or the Union does not proceed to Step 2 within four (4) working days, further grievance proceedings will be conclusively deemed waived.

Step 2. In the event that the grievance has not been resolved at Step 1, the employee or the departmental steward or a designated Union grievance representative shall present the grievance in writing to the Department Head within four (4) working days.

Within four (4) working days a meeting will be held at a mutually convenient time and place between the Department Head, the employee and the departmental steward or his alternate. The employee has the right to have the Union grievance representative present at this meeting. A written decision will be given within four (4) days, following the meeting. If the grievance has not been resolved or if the Department

Head has not responded at Step 2 the employee or the Union may within four (4) working days proceed to Step 3. If the employee or the Union does not proceed to Step 3 within four (4) working days further grievance proceedings will be conclusively deemed waived.

Step 3. In the event that the grievance has not been resolved at Step 2, the employee or the Union shall present the grievance in writing to the Personnel Director or his designee within four (4) working days of the failure to resolve the grievance. Within ten (10) working days a hearing will be held at a mutually convenient time and place between the Personnel Director or his designee, and the Union grievance representative. A written reply shall be given to the Union within ten (10) working days of the hearing. Both parties may have testimony given by appropriate persons including the aggrieved employee.

Step 4. In the event a grievance has not been resolved at Step 3, the employer, or the Union but not the employee may within thirty (30) days give notice to the other party of its intention to submit the grievance to arbitration. Failure to give such notice shall be deemed a conclusive waiver of the right to arbitration.

The decision of the arbitrator shall be final and binding on the parties. However, the arbitrator shall have no power to add to, subtract from or change in any way the terms of this Agreement and he shall be limited to consideration of only the terms expressed therein.

The expenses of arbitration and related services shall be shared equally by the parties. The parties shall cooperate to schedule a prompt hearing.

The parties have agreed upon Mr. Herbert Haber, Tenafly, N.J., to serve as the arbitrator during the term of this Agreement. All arbitrations shall be submitted to the agreed upon arbitrator.

Section 4.

a) The Hospital will give written notification to the Union of grievance hearings or meetings beginning with Step 2 for all employees in the bargaining unit.

b) The Union reserves the right to have non-employee Union representatives at all steps of the grievance procedure.

c) To the extent necessary, Grievance Committee members (limited to the appropriate steward and the President or his/her designee) may upon obtaining approval from the supervisor, investigate grievances during working hours without loss of pay, provided that such investigation of an already-formalized grievance shall not exceed two (2) hours. Approval for investigation time shall not be unreasonably denied.

d) The names of Officers and Stewards of the Local Union who may represent the employees shall be certified in writing to the Hospital by the Local Union. Individuals so certified shall constitute the Union

Grievance Committee.

e) The Officers of the Union and representatives of the Grievance Committee shall, when situations warrant, be free to bring to the immediate attention of the Personnel Officer any conditions which may be of concern to employees of the bargaining unit or the Union.

Section 5. Additional Provisions

An employee who believes he or she is not properly classified or who believes he or she is working outside the proper classification may file a grievance. However, if the grievance is not settled at Step 3, it may be referred to either the Department of Civil Service or referred to the arbitration procedure set forth in Step 4 but not to both.

ARTICLE V. SPECIAL PROVISION FOR
LABOR MANAGEMENT MEETINGS

Labor-Management Meetings, apart from the Grievance Procedure, for matters considered important by either the Union or the Hospital, may be arranged by mutual agreement between the Local President and the Personnel Officer or his designee. Such meetings shall be attended by such representatives of the parties as each deem useful to the discussion. Arrangements for the time, date and place of such conferences shall be made in advance, including a proposed list of employee attendees,

and with an agenda of the matters to be taken up at the meeting. These shall be presented at the time the conference is requested, and matters taken up at the conference shall be limited to those included in the agenda. The members of the Union attending such conferences shall not lose time or pay for time so spent, nor for up to one-half (1/2) hour spent in meeting together preceding such a conference.

ARTICLE VI

DISCIPLINE & DISCHARGE, EXERCISE OF RIGHTS

a) The procedures for taking disciplinary action or measures against any employees covered by this Agreement shall be as set forth in the following sections.

b) Disciplinary action or measures shall only include Oral Reprimand, Written Reprimand, Suspension and Discharge.

c) Disciplinary action may be imposed upon an employee for failing to fulfill responsibilities as an employee. Where the Hospital seeks the imposition of a suspension without pay, or dismissal from service, notice of such discipline shall be made in writing and served upon the employee. Discipline shall only be imposed for just cause. The conduct for which discipline is being imposed and the penalty proposed shall be specified in the notice. The writing served on the employee shall contain a full description of the specified acts and conduct, including

reference to dates, times and places, when relevant. The Union shall be notified in writing of such action within twenty-four (24) hours.

An employee shall not be disciplined for acts which occurred more than ninety (90) days prior to the imposition of the charges, or more than ninety (90) days after the Hospital learns of a punishable act, or identifies the responsible person. A grievance filed as a result of suspension or termination may be initiated at the third step of the grievance procedure.

ARTICLE VII. EDUCATION & CONFERENCES

A. Employees shall be entitled to time off with pay for attendance at the following:

- 1) professional seminars and conferences;
- 2) to attend courses at an accredited university or college.

B. A total of 120 aggregate days per calendar year shall be allotted for the entire bargaining unit for the above purpose.

C. An employee within the bargaining unit shall be entitled to use a maximum of 24 working hours for either attendance at seminars and conferences or attendance of accredited university and college courses. An employee must get prior approval from her or his immediate supervisor. Final permission must be obtained from the Hospital Administrator. Permission for said attendance shall be granted to

employees on a first come first serve basis until the 120 aggregate days are used up. However, no employee shall use more than 24 working hours for these purposes.

D. The Employer shall set aside a fund of \$3,000 per year noncumulative for the purpose of reimbursement of employee registration cost and fees at professional seminars and conferences. Each conference and seminar, registration cost and fees are reimbursable up to a maximum of \$100 per seminar and conference. Every employee shall receive reimbursement on a first come first serve basis until the funds set aside for these purposes have been fiscally exhausted.

ARTICLE VIII. MEDICAL BENEFITS

Section 1. Blue Cross, Blue Shield, Major Medical

a) Employees shall receive fully paid Blue Cross, Blue Shield with Rider "J" and Major Medical health insurance coverage for themselves and their eligible dependents. This benefit shall be available for all employees covered by this Agreement, provided that they are regularly scheduled to work twenty (20) hours per week or more, and it shall become effective after three (3) months of Hospital employment. Employees working less than twenty (20) hours per week shall not be entitled to such benefit.

b) The Hospital shall also extend the above insurance coverage to

all retired employees and their eligible dependents, at its expense, provided the employee has twenty-five (25) years or more of service with the Hospital and is retired in the Public Employees' Retirement System. The benefit to retired employees will cease upon the death of the employee.

c) The Hospital shall also extend the above insurance coverage to any employee who is on unpaid leave of absence during which there is an eligibility for Workmen's Compensation benefits.

d) If an employee is on an unpaid leave of absence, except as provided in (c) above, he or she shall continue to be covered for a minimum period of one month following his or her last date of payment, after which he or she shall be offered opportunity to continue his or her coverage at the employee's own expense, through the Hospital group.

e) Any insured employee who resigns or is terminated for any reason other than retirement or death, shall continue to be covered for a minimum period of one (1) month following his or her last date of payment after which he or she shall have the opportunity to continue his or her coverage at the employee's own expense, on a direct basis.

Section 2. Prescriptions Ordered by Hospital Physician

When employees are under treatment by Hospital Physicians, either as in-patients, clinic patients or emergency room patients, any medications ordered by such physicians shall be provided to the employee

by the Hospital Pharmacy without charge.

Section 3. Other Medications

In all other situations, the Hospital Pharmacy shall not be permitted to dispense medications to employees or members of their families.

Section 4. Major Medical Insurance

Under the terms of the Major Medical Insurance coverage provided by the Hospital at its expense, the cost of medications for the employee or his or her eligible family is considered an eligible expense, and under the terms of the coverage, is reimbursable after any applicable deductible at 80% of actual cost.

ARTICLE IX. LIFE INSURANCE

The Hospital will provide, at its expense, life insurance to all employees who are members of the New Jersey Public Employees' Retirement System, in the amount of one-and-one-half (1 1/2) times the employee's annual salary.

ARTICLE X. VACATIONS

Section 1. Choice of Vacation Period

- a) When feasible, vacation shall be granted at the time requested

by the employee. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority shall be given his or her choice of vacation.

Unless vacation preferences are submitted within twenty-one (21) calendar days after distribution, the employees shall forfeit his or her seniority rights with respect to vacation preference.

b) At the end of any calendar year, maximum accumulated vacation is the amount earned during that year plus the amount earned in the preceding year. Unless used within that period, any excess is forfeited.

Section 2. Holiday During Vacation Periods

If a holiday occurs during any paid vacation period, credit shall be given for that holiday. Such situation shall not automatically extend the employee's vacation period, but the employee may include such holiday time in his/her request for paid leave.

Section 3. Vacation Rights in Case of Layoff or Separation

a) Any employee who is laid off, discharged, retired or separated from the service of the Hospital for any reason prior to taking his or her vacation shall be paid for any unused vacation they have accumulated at the time of separation.

b) In the case of the death of an employee, such payment shall be

made to their estate.

Section 4. Vacation Schedule

All full-time employees covered by this Agreement shall be entitled to the following consecutive vacation period:

<u>Length of Service</u>	<u>Vacation Due</u>
Less than six (6) months	None
Six (6) months to eleven (11) months	One (1) eight (8) hour work day per month, retroactive to date of hire.
After one (1) year	Fifteen (15) eight (8) hour work days
After six (6) years	Twenty (20) eight (8) hour work days.

ARTICLE XI. LEAVES OF ABSENCE

Section 1. Eligibility Requirements

Permanent employees shall be eligible for leaves of absence after six (6) months' service with the Hospital.

Employees may be granted six (6) months' leave of absence without pay. Said leave is renewable for a period of 6 months. No leave shall exceed more than one (1) year. Said leave may be for educational purposes as well as other reasonable purposes.

Section 2. Application for Leave of Absence Without Pay

a) Any request for a leave of absence shall be submitted in advance,

in writing, by the employee to his or her immediate supervisor. The request shall indicate the starting date of the leave of absence, the length of time being requested, and the reason therefor.

b) Authorization for a leave of absence shall be furnished to the employee by his or her immediate supervisor, in writing, if feasible.

c) Any request for a leave of absence shall be answered promptly.

d) To the extent possible employees shall be returned to the position they held at the time the leave of absence was approved.

e) Approval by the Hospital of requests for leaves of absence will be subject to the needs of the Hospital. Approval will not be unreasonably denied.

ARTICLE XII. LEAVES FOR ILLNESS

Section 1. Sick Leave May Be Granted For:

a) Absence from duty because of any non-service connected personal illness or injury by reason of which the employee is unable to perform his or her usual duties.

b) Exposure to contagious disease which results in quarantine by the Health Authorities.

c) A period not to exceed three (3) working days of emergency attendance upon a member of the immediate family seriously ill and requiring the presence of such employee. Immediate family is defined

as: parent, spouse, child, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchild or any other relative residing in the employee's household.

Section 2. Exclusions

a) Visiting a doctor or dentist, except when such visit takes place during a period of disabling illness or injury.

b) Taking a family member to visit a doctor or dentist, except when such visit takes place as defined in Section 1c of this Article.

c) Eye examinations or having glasses made.

d) Legal matters in connection with a deceased relative's affairs, except when such matters are handled during an approved funeral leave.

Section 3. Eligibility Requirements

a) The Hospital shall be notified of absence in advance or at the employee's scheduled reporting time. Failure to do so means automatic disqualification from sick pay.

b) The employee must complete Form 183 "Absence Notification and Request for Approval of Leave" immediately upon return to work, or sooner in case of lengthy absence.

c) The employee must submit a Doctor's Certificate which attests that he or she, or an eligible family member was under the doctor's care and

unable to work during the period of absence. Such certificate must be obtained for any absence of five (5) days or longer, or for shorter periods if requested. Waiver of such requirement for any period of less than five (5) days shall not constitute a waiver of the Hospital's right to require such certificate for any period of paid sick leave. For a period of less than five (5) days, a Doctor's Certificate shall not be unreasonably requested.

Section 4. Allowance

a) Employees shall earn sick leave at the rate of one (1) day of sick leave for each month of service for full-time employees, and proportionate amounts for part-time employees.

b) At the end of the first year of employment, an additional three (3) days of sick leave shall be allowed, to make a total of fifteen (15) days for the first year. Thereafter, full-time employees shall earn sick leave at the rate of ten (10) hours per month, or fifteen (15) days per year.

c) Employees shall be eligible for sick leave after one (1) month's service at the Hospital.

d) Paid sick leave shall be considered as time worked, for purposes of overtime computation and benefit earnings.

Section 5. Accumulation

Sick leave shall be cumulative, without limit, throughout an

employee's paid service at the Hospital.

Section 6. Unused Sick Leave

Unused sick leave may be chosen by eligible employees as an option in the Terminal Leave benefit described in Article XVIII.

Section 7. Service-Connected Injury

a) The Hospital shall provide coverage for all employees covered by this Agreement under the Workmen's Compensation Law.

b) Employees who are unable to perform their regular duties because injuries received while on duty at the Hospital, and who are eligible to receive Workmen's Compensation benefits, shall receive full-pay Injury Leave in lieu of Workmen's Compensation benefit for a period of up to ninety (90) days. During any such period, a Doctor's Certificate shall be submitted to the Hospital every fourteen (14) days.

c) Injury Leave is granted in lieu of, and not in addition to, Workmen's Compensation benefits.

d) To be eligible for any service-connected injury benefit, the employee must report the injury promptly and formally, through notification to the immediate supervisor, and by reporting to the employee Clinic or Emergency Room of the Hospital.

e) To be eligible for Injury Leave, the employee shall have a minimum of three (3) months' service at the Hospital.

f) No charge is made to the employee by the Hospital for any in-patient or out-patient service provided by the Hospital, but where such service is covered by a health insurance policy, the Hospital shall have the right to seek insurance company reimbursement for services rendered.

ARTICLE XIII. MATERNITY LEAVE

Maternity leave shall be granted at the request of the employee who is pregnant. Earned unused sick leave may be used at the employee's request, to cover any portion of such absence. Where any portion of maternity leave is unpaid, the employee must be pregnant and the total period of unpaid leave shall not exceed one (1) year.

ARTICLE XIV. JURY LEAVE

Employees shall be granted leave of absence with pay when they are required to report for jury duty. Jury fees collected during such service shall be paid to the Hospital as partial reimbursement for salary paid, except for amounts paid for travel and meals. Such reimbursement shall fulfill the employees' responsibility.

During the period of jury duty, the employee shall report for work at the Hospital any days on which he or she is excused from jury service, including Saturdays, Sundays and holidays, except when those

days are regularly scheduled days off for the employee or when the employee has received permission to be off without pay.

ARTICLE XV. PERSONAL LEAVE

Employees who have completed ninety (90) days of full-time employment at the Hospital shall be entitled to one (1) personal leave day each year, non-cumulative, to be used whenever needed. Arrangements for such leave must be made by the employee at least one (1) week in advance, except in case of emergency. Personal leave shall be granted with full pay, and may be taken in half-day periods.

ARTICLE XVI. FUNERAL LEAVE

a) In the event of death in the family of an employee, he or she shall be granted up to four (4) days funeral leave with full pay.

b) Funeral leave is limited to the following family relationships: spouse, parents, children, sister, brothers, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any other relative residing in the employee's household.

c) The Hospital reserves the right to require proof of death.

d) To qualify, employees must notify the Hospital of absence in advance, and not later than the time they are scheduled for duty.

ARTICLE XVII. UNION LEAVE

Members of the Union who are elected or designated by the Union to attend any meeting or educational conference of the Union or other body to which it is affiliated, shall be granted the necessary time off without loss of pay, provided that notification is given to the Hospital in writing by the Union at least two (2) weeks in advance, and also provided that such requests are not in excess of fifteen (15) work days per year for all members. The Union may save union leave as defined and limited above, from the first year of this Agreement for use in the following year.

ARTICLE XVIII. TERMINAL LEAVE

Employees who resign after reaching age 60 and those who retire through the Public Employees' Retirement System, regardless of age, may choose one of the following Terminal Leave options:

Option 1 - Lump sum payment of one-half (1/2) of the employee's earned and unused accumulated sick leave, calculated at the average rate of pay earned during the year of his or her employment immediately preceding the effective date of retirement, provided that such payment shall not exceed \$12,000.

Option 2 - One (1) day of pay for each full year of service with the Hospital.

ARTICLE XIX. HOLIDAYS

Section 1. Holidays Recognized and Observed

a) The following days shall be recognized and observed as paid holidays:

New Year's Day

Lincoln's Birthday

Washington's Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Election Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

Employee's own Birthday (effective 1/1/75)

Employees shall be granted any additional holiday time which is authorized by Resolution of the Bergen County Board of Chosen Freeholders.

b) Whenever any of the holidays listed above shall fall on Sunday,

the succeeding Monday shall be observed as the holiday. If a holiday falls on a Saturday, eligible employees shall receive credit for such holiday.

If a recognized holiday falls on an employee's scheduled day off, or while he is on vacation, or any other previously approved absence with pay, he shall receive full credit for that holiday, and may request an alternate day off.

Section 2. Eligibility

a) Employees regularly scheduled to work forty (40) or more hours per week shall receive eight (8) hours of holiday credit for each holiday, regardless of their assigned work schedule.

b) Employees regularly scheduled to work more than forty (40) hours per week shall receive the same holiday benefit as any full-time employee.

c) Employees regularly scheduled to work less than forty (40) hours per week shall receive holiday benefits on a pro-rata basis.

d) To be eligible for any paid holiday, the employee must be working on his last scheduled work day before the holiday, and on his first scheduled work day after the holiday, except when an employee is absent on a previously-approved absence with pay. Any absence without pay, even for a part of a day, shall disqualify the employee from such holiday pay.

e) An employee who calls in sick on the day immediately preceding or following a holiday shall be required in such cases to bring or mail a Doctor's Certificate to the Payroll Office within five (5) days of the notification, or he shall not be eligible for either sick pay or holiday pay.

f) In those departments which operate on holidays, no holiday may be taken off without obtaining Department Head approval.

Section 3. Holiday Pay for Off-Duty Employees

a) Employees who are authorized to be off duty on a holiday shall receive credit for that day in the pay period in which the holiday falls, and at their regular salary rate.

b) Full-time eligible employees whose work day on a recognized holiday differs from the standard eight (8) hours, shall be paid for eight (8) hours at their regular salary rate.

Section 4. Holiday Pay for Employees Who Work on the Holiday

a) If an employee works on a recognized holiday, he shall receive holiday credit as set forth in Section 3, above. In addition, he shall receive pay at his regular salary rate, plus 30¢ per hour differential for any hours actually worked.

b) An employee may request cash payment for an eligible holiday.

c) In the absence of a request for cash payment for an eligible holiday, the employee shall be credited with the appropriate number of hours, and such hours shall be identified as "saved holiday hours" or "CTO hours." Such saved hours shall be shown on each employee's pay check stub every pay date, and they may be used by the employee to request an alternate day off, or pay in cash if requested, or upon termination of employment.

d) Any accrued holiday time which exceeds twenty-four (24) hours shall be automatically converted to cash payment by the Hospital.

Section 5. Holiday Hours for Overtime Purposes

For the purpose of computing overtime, paid holiday time shall be counted as hours worked.

Section 6. Religious Holidays

Employees may be granted time off without pay, if requested, for religious holidays, or they may ask to have such time charged against earned vacation credits, personal leave or holiday time.

ARTICLE XX. HOURS OF WORK AND OVERTIME

1. The regular work week for full time employees shall consist of forty (40) hours per week.
2. Employees who work forty (40) hours and less than forty (40)

hours may alter their work week if it mutually agreed upon by both the employee and the employer. Whenever an alternation in the work week schedule is agreed upon by these two parties, the Union shall be notified in writing of such altered work week.

3. All employees who work more than forty (40) hours per week shall be paid overtime for all such hours worked. Overtime shall be paid at the rate of time and one half. All overtime worked shall be paid for as promptly as possible and no later than four (4) weeks after it's worked.

4. The provisions of paragraph 2 are intended to continue an existing practice beneficial to employer and employee and not to create any new rights or obligations.

ARTICLE XXI. SENIORITY

Section 1. Definition

Seniority is defined as the period of continuous unbroken service with the Employer. Seniority shall be the controlling factor with respect to vacation scheduling, layoffs and recall and promotions.

Section 2. Job Openings

The Employer will endeavor to fill permanent job openings by promoting employees from the next lower rated job title who possess the

requirements enunciated by Civil Service law, subject to subsequent certification by Civil Service.

If there are two or more persons with equal qualifications to perform the job, the employee with the greatest seniority will be given preference.

Section 3. Seniority List

Every three (3) months the Hospital shall provide the local Union's recording secretary, a seniority list. The seniority list shall show the name, job title, and the date of hire of all employees in the unit.

Section 4. Layoff

a) In the event the Hospital plans to lay off employees within a job classification for any reason, the Hospital shall meet with the Union to review such anticipated layoff where possible at least ninety (90) days prior to date such action is to be taken.

b) 1. When such action takes place, it shall be accomplished by laying off temporary and probationary employees first.

2. Should it be necessary to further reduce the work force,

then regular employees shall be laid off in the inverse order of seniority. In such instances, the Hospital would reserve the right to reassign employees as to shift and work location.

c) The Hospital shall forward a list of those employees being laid off to the Union on the same date that the notices are sent to the employees.

d) Employees to be laid off will have at least forty-five (45) calendar days' notice of layoff.

e) When an employee is laid off due to a reduction in the work force, the Hospital will make reasonable effort to reassign that employee in another job classification.

f) Any employee, having been notified of a layoff (or the Union acting on behalf of one or more such employees) may discuss the matter with the Personnel Officer if he believes an inequity exists with respect to an employee with less seniority who has not been laid off because he or she is in a different, but similar job classification of equal or lower rank. The Hospital agrees to meet with the employee or the Union to review such claimed inequity and to notify the employee (or the Union) promptly of its decision. If the decision does not satisfy the employee, he or she may file a grievance at Step 3.

g) If an employee returns to work in any capacity after lay-off, she or he shall retain credit for the time worked prior to the lay-off.

Section 5. Recall

a) When the work force is increased after a layoff, employees will be recalled according to seniority. Notice of recall shall be sent to the Union and to the employee at the last known address by Registered Mail. If any employee fails to report for work within 15 days from the date of mailing of notice of recall, he or she shall be considered a quit. Recall rights for an employee shall expire after a period equal to his or her seniority, but in no case less than four (4) years from the date of layoff. Written notice of expiration of recall rights shall be sent to the employee at the last known address by registered or certified mail.

b) No new employee shall be hired until all employees on layoff status desiring to return to work in an appropriate title have been given notice of recalled or have been/recall and failed to report for work.

ARTICLE XXII. PROBATION PERIOD

All new employees hired shall be probationary employees for the first ninety (90) calendar days of their employment. Probationary employees shall have no rights under this agreement. Upon completion of the probationary period all employees shall be eligible to become permanent employees.

Upon completion of the probationary period permanent employees shall be entered on the seniority list retroactive to the last date of hire, and shall be given notice thereof.

ARTICLE XXIII. SENIOR TITLES

The major factors for which an employee shall be entitled to promotion to a senior title shall be:

1. Seniority
2. Fulfilling the proper Civil Service rules and regulations.

This is the criteria to be used when a senior title is either to be filled or created.

ARTICLE XXIV. LONGEVITY

Each full-time employee shall receive longevity pay starting with the sixth (6th) anniversary of employment. An additional lump-sum payment shall be made on the completion of each anniversary as follows:

- \$100 for service periods of from 6 to 8 years
- \$200 for service periods of from 9 to 13 years
- \$400 for service periods of from 14 to 18 years
- \$600 for service periods of 19 years or more.

Part-time employees who work 20 hours or more per week shall receive proportionate amounts of the above benefits. Employees who work less than twenty (20) hours per week shall not receive longevity benefit, regardless of length of service, or regardless of whether they worked more hours in prior years.

ARTICLE XXV. USE OF AUTOMOBILE

When an automobile is needed in the employee's work duties, the employee will first request from his or her immediate supervisor, the use of a county automobile. The immediate supervisor will immediately advise the employee whether a county car is available for their use and, if a county car is not available, shall authorize the employee to use his own auto. Whenever an employee is required to use his or her own auto for employer business they shall receive reimbursement at the rate of 14¢ per mile.

ARTICLE XXVI. EMERGENCY CALL-IN PAY

Any employee who leaves his or her job station and is called to return to work from his or her home shall be compensated with a guarantee of four (4) hours' work upon the employee's return to his or her work location for the call-in work assignment. An employee will be paid time and one half for all hours worked as emergency call-in time.

Any employee who is called by the Hospital to return to work at his or her work location after the end of his or her regular hours of work shall be compensated with a minimum of four (4) hours of pay at time and one half the regular rate of pay.

ARTICLE XXVII. PETTY CASH FUND

It is recognized that employees of this bargaining unit frequently have to spend personal monies for job-related purposes. For this purpose, a fund of \$1,000 per year for use of Petty Cash shall be established, \$500 of which shall be used for employees in the Children's Mental Health Clinic and the remainder which shall be used for the other hospital units within the bargaining unit which do not presently have such a fund in existence.

None of the Petty Cash funds which are presently in existence shall be diminished as a result of this contract clause.

ARTICLE XXVIII. PERSONNEL FOLDERS

All employees shall have access to their own personnel files during reasonable working hours and upon written notification to the Personnel Officer. Such requests shall be reasonable as to frequency. All documents contained in the employee's file shall be initialed and dated by the employee at the time of examination.

Such initialling shall not constitute agreement with its content. The employee shall have the right to respond in writing to any document in the file. Such response shall become part of the personnel file. The employee reserves the right to grieve any material in his file dating from

two years prior to the effective date of this Agreement.

Unofficial derogatory materials dated before January 1, 1974 will be removed.

ARTICLE XXIX. NON-DISCRIMINATION CLAUSE

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, union membership, union activity or political affiliation.

ARTICLE XXX. MAINTENANCE OF BENEFITS

Any benefit presently in effect for employees covered by this Agreement which has been recognized by the Hospital shall be retained and remain in force, except where such benefit has been abridged by this Agreement, or where it has been otherwise mutually agreed upon in writing.

ARTICLE XXXI. FULLY-BARGAINED CLAUSE

The foregoing constitutes the entire Agreement between the parties and shall supercede any and all Rules and Regulations in conflict therewith which were previously in effect. All other Rules and Regulations affecting conditions of work which were in effect at the time of signing

of this Agreement shall remain in effect and are made part of this Agreement.

Nothing herein shall be construed to supercede any decision issued by a Governmental Agency of competent jurisdiction relevant to the issues covered in this Agreement.

ARTICLE XXXII. SEPARABILITY CLAUSE

If any provisions of this Agreement should be held invalid by operation of law or regulation by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal or appropriate administrative agency pending a final determination as to its validity, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XXXIII. RENEWAL CLAUSE

This Agreement shall become effective retroactive to January 1, 1976 and shall remain in full force and effect until December 31, 1977. This Agreement shall continue from year to year unless either party requests in writing ninety (90) days prior to its termination a modification or revision of the terms and conditions set forth. Negotiations shall commence as required by law or sooner as mutually agreed upon.

ARTICLE XXXIV. NO STRIKE - NO LOCKOUT

No lockout of employees shall be instituted by the Hospital during the terms of the Agreement.

No strike of any kind shall be caused or sanctioned by the Union. At no time, however, shall employees be required to act as strike breakers or to go through picket lines.

ARTICLE XXXV. MANAGEMENT RIGHTS

Subject to the terms of this Agreement, nothing herein shall abrogate the management rights of the Hospital, its Board of Managers, or the Board of Chosen Freeholders of the County of Bergen, or prevent them from carrying out the ordinary and customary functions of management or otherwise limit the rights, powers, duties, authority and responsibilities conferred upon them by law, or by an agency with regulatory powers or with authority to license or accredit health care agencies or their personnel.

The Union agrees that some of the activities over which Hospital management retains sole authority are the following:

1. The types of health care service to be provided by the Hospital, and the planning, direction and control of all operations.
2. The size and location of the Hospital, the members of specific units and changes therein.

3. The means of providing health care services consistent with the requirements of law, quality standards of care, the practice of the medical staff, and the welfare of patients.

4. Implementation of any program or technological change, and introduction of new or improved methods, programs or facilities.

5. The safety of patients and employees, and the protection of property.

6. Determination of charges for services and other relationships between patients and the administration or Board of Managers of the Hospital.

7. Selection of qualified employees for hire, scheduling, promotion, demotion, laying off, transfer, discipline and discharge for cause.

8. Maintenance of facilities or services, including performance standards, required by licensure, accreditation or the Hospital's standards of patient care.

9. The appointment and conduct of such technical, operational or professional advisory personnel and committees as are required for the information of the Board of Managers and its administration, or to meet the requirements of licensure, accreditation or other obligation.

10. The designation of supervisory employees as agents of Hospital management and the delegation of authority to them.

11. The right to promulgate and enforce reasonable rules and regulations except that this right is subject to the employees right to use the grievance procedure to grieve an inequitable application of a rule or regulation.

When the hospital in the exercise of any management right, makes new rules or modifies existing rules governing those working conditions which are required by statute to be negotiated then, the effect of the action is negotiable and subject to grievance.

ARTICLE XXXVI. ADDENDUM TO EDUCATION AND
CONFERENCES

Professional employees who are required by law to take special courses or attend special seminars and conferences in order to maintain their professional licenses shall be granted time off with pay to take or attend such courses, seminars or conferences within the limits of paragraphs B and C, Article VII. Employees who take or attend such courses, seminars or conferences shall be reimbursed for the cost thereof to a maximum of \$75.00 per employee. However, in no event shall the obligation of the employer under this provision exceed a total amount of \$750.00 per year.

ARTICLE XXXVII. SALARY

All Employees covered by this agreement shall be paid an annual salary rate pursuant to the provisions of this Article.

The parties acknowledge that they have agreed upon the annual salary rates for each of the employees in the bargaining unit during the years 1976 and 1977. The annual salary rates are set forth in "Appendix A" annexed hereto and made a part hereof.

The parties further acknowledge that they have agreed upon a pay grade for each job title within the bargaining unit and the salary ranges for the job titles as set forth, in "Appendix B" annexed hereto and made a part hereof.

ARTICLE XXXVIII, JOB DESCRIPTIONS

Job descriptions drafted pursuant to Civil Service Regulations are annexed hereto as Appendix C and made a part hereof.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals or caused this Agreement to be signed by their duly authorized officers or representatives on the day and year first set forth above.

ATTEST:

BERGEN COUNTY BOARD OF
CHOSEN FREEHOLDERS

by _____

Jeremiah F. O'Connor
JEREMIAH F. O'CONNOR
Freeholder Director

COMMUNICATIONS WORKERS OF
AMERICA AFL-CIO DISTRICT I

by _____

Edward A. Schultz
EDWARD A. SCHULTZ
International Representative

ATTEST:

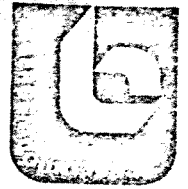
by _____

JO-ANN MARCHAL
Negotiator

by _____

Janice C. Morris
JANICE C. MORRIS
Negotiator

BOARD OF CHOSEN FREEHOLDERS



60

MEMBER	AYE	NAY	NOT VOTING	ABSENT
MAHALICK	✓			
GERECKE	✓			
LESEMANN	✓			
STEINACKER	✓			
CALABRESE	✓			
CARUCCI	✓			
MAZUR	✓			
REID		✓		
O'CONNOR, DIR.				✓
TOTALS	7	1		1

RESOLUTION

SJC/af

Offered by *Leemann*

Seconded by *Mazur*

Date February 2 19 77

RESOLVED, that the terms and conditions agreed upon between the Board of Chosen Freeholders of Bergen County and the Communication Workers of America, AFL-CIO, District 1 at Bergen Pines County Hospital, Paramus, New Jersey regarding wages, hours of work and other conditions of employment covering the period January 1, 1976 to December 31, 1977 be and the same are hereby accepted and be it further

RESOLVED, that acceptance of these terms and conditions by this Board is expressly subject to the acceptance of the same by the membership of the Communication Workers of America, AFL-CIO, District 1, and be it further

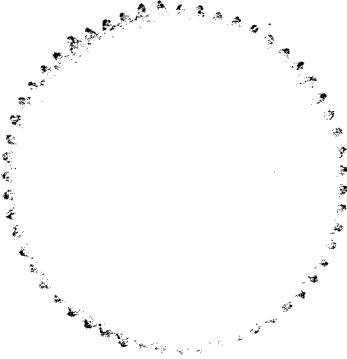
RESOLVED, that the Director and Clerk of this Board be and they are hereby authorized to execute an agreement which shall contain the agreed terms and conditions in form to be approved by the County Counsel and upon execution thereof said agreement shall be filed in the Office of the Clerk of the Board.

*no Michael B. Ryan
action for B.P.
w. Balcock (14)
B.P.
J. White
Feb*

Board of Chosen Freeholders

County of Bergen, Hackensack, New Jersey

This is to certify that the attached RESOLUTION, consisting of page (s),
is a true copy of a Resolution adopted by the BOARD OF CHOSEN FREEHOLDERS OF
THE COUNTY OF BERGEN at a REGULAR Meeting on the
..... 2nd day of FEBRUARY , 19..77.....



Scott C. ...

.....
Clerk, Board of Chosen Freeholders

<u>PHYSICIANS</u>	<u>EMPLOYED</u>	<u>PRESENT SALARY</u>	<u>ADD</u>	<u>REVISED 1976 SALARY</u>	<u>1977 SALARY</u>	<u>INCREASE ON ANN. DATE 77</u>
Martin Belinsky	11/13/73	\$ 13,126	\$ 1000	\$ 14,126	\$ 14,771 (645)	\$ 14,902 (130) 15,554
Synthia Burokas	1/26/76	11,276	1000	12,276	13,059 (783)	- 13,059
Mary Ellen Kaser	5/18/70	13,277	1000	14,277	14,980 (703)	15,502 (522) 15,763
R. Bruce Mullin	7/22/76	12,000	0	12,000	12,383 (383)	12,775 (392) 13,166
Jacob Sandler	3/2/70	14,562	1000	15,562	16,132 (570)	16,707 (655) 16,915
Irving Sharaga	1/2/73	12,710	1000	13,710	14,908 (1221)	- 14,908
Ronald Smith	9/13/71	12,735	1000	13,735	14,699 (964)	14,960 (261) 15,472
Robert Zyla	2/2/76	12,000	458	12,458	12,525 (67)	13,243 (718) 13,308
<u>R. PHYSICAL THERAPIST</u>						
Jane Feltelson	3/3/75	11,803	500	12,383	13,158 (775)	- 13,158
<u>PHYSICAL THERAPISTS</u>						
Carol Campbell	10/2/74	11,825	500	12,325	13,100 (775)	- 13,100
athleen Klump	10/9/73	12,966	500	13,466	14,241 (775)	- 14,241
onna McClean	1/22/76	11,000	458	11,458	12,233 (775)	- 12,233
<u>REHABILITATION COUNSELORS</u>						
osetta Stellar (24 Hrs.)	6/26/67	8,174	600	8,774	9,272 (498)	9,510 (238) 9,681
Richard Ward	6/4/73	11,170	500	11,670	12,048 (378)	12,145 (397) 12,445

<u>HEALTH SOCIAL WORKERS</u>	<u>EMPLOYED</u>	<u>PRESENT SALARY</u>	<u>ADD</u>	<u>REVISED 1976 SALARY</u>	<u>1977 SALARY</u>	<u>INCREMENT OR ADD.</u>	<u>DATE</u>
1 Bienstock	7/6/76	\$ 10,481	-	-	\$ 11,314 (833)	\$ 11,706 (-392)	1/20/77.
2 Bijlani	10/21/75	10,481	1000	\$ 11,481	12,510 (1029)	12,706 (-196)	1/3/29.
Blanchard	10/16/72	11,753	1000	12,753	13,782 (1029)	13,978 (-196)	1/4/56.
rt Culbertson (6 hrs. wk.)	4/6/76						
La Gengo	1/5/76	11,000	1000	12,000	12,775 (775)	-	1/27/75.
Ian Gerber	9/16/74	11,230	1000	12,230	13,194 (964)	13,455 (-261)	1/3/77.
r Good	6/28/76	11,000	387	11,387	11,776 (389)	12,232 (-456)	1/25/59.
Gudelis	7/14/75	11,000	1000	12,000	12,559 (559)	12,951 (-392)	1/3/24.
a Helfmann	6/9/75	11,042	1000	12,042	12,559 (517)	13,015 (-456)	1/3/24.
Kantowitz	2/5/73	11,734	1000	12,734	13,241 (507)	13,959 (-718)	1/4/24.
abeth Marshall (32 hrs. wk.)	10/6/69	11,884	800	12,684	13,307 (623)	13,464 (-157)	1/3/33.
lis Mincis	7/30/73	12,316	1000	13,316	14,126 (810)	14,518 (-392)	1/4/29.
ce Morris (35 hrs. wk.)	5/11/70	13,558	875	14,433	15,111 (678)	15,567 (-456)	1/5/67.
th Rabi	7/7/75	11,000	1000	12,000	12,559 (559)	12,951 (-392)	1/3/42.
ne Seligman	2/17/76	11,500	417	11,917	12,692 (775)	-	1/2/82.
<u>FAMILY THERAPISTS</u>							
a Browne	6/2/75	8,258	1000	9,258	9,651 (393)	10,033 (-382)	1/03/07.
s Higgins	5/1/76	8,216	378	8,594	8,932 (338)	9,370 (-438)	9/5/88.
y Landry	5/24/76	8,216	291	8,507	8,845 (338)	9,282 (-437)	9/5/05.
ent Masucci	4/2/74	8,965	1000	9,965	10,473 (508)	10,965 (-492)	1/1/29.

<u>GENERAL SOCIAL WORKERS</u>	<u>EMPLOYED</u>	<u>PRESENT SALARY</u>	<u>ADD</u>	<u>REVISED 1976 SALARY</u>	<u>1977 SALARY</u>	<u>INCREASE/ON ANH. DATE</u>
John Bordo	9/23/74	\$ 9,535	1000	\$ 10,535	\$ 11,110 (575)	\$ 11,310 (200) 11/70 9
John Haldeman	2/2/76	9,500	458	9,958	10,183 (225)	10,733 (550) 10/78 2
Harvey (24 hrs. wk.)	10/5/70	7,000	465	7,465	7,840 (375)	7,930 (90) 8/20 0.
John Hohman	8/25/69	12,893	500	13,393	13,918 (525)	14,168 (250) 1/4/97.
John Marsland	2/9/76	9,500	458	9,958	10,183 (225)	10,733 (550) 10/78 2.
McCafferty	4/5/71	11,054	1000	12,054	12,379 (325)	12,829 (450) 1/29/78.
Art Schreiber	9/27/71	12,280	500	12,780	13,355 (575)	13,555 (200) 1/3/95 4.

CLINICAL PSYCHOLOGISTS

Anna Arendolara	1/23/67	17,543	1000	18,543	19,768 (1225)	- 19,768.
Bob Boltuch	6/23/69	15,500	1000	16,500	16,820 (320)	17,275 (455) 1/7/03
Roy Eklof	1/29/68	16,669	1000	17,669	18,408 (739)	18,669 (261) 1/9/23 8.

ICAL PSYCHOLOGISTS

Austrian	1/27/75	13,083	500	13,583	14,366 (783)	- 14,366.
John Donohue	8/12/74	11,318	1000	12,318	12,832 (514)	13,093 (261) 1/3/65.
John Foschini	9/23/74	11,318	1000	12,318	12,832 (514)	13,093 (261) 1/3/65.
John Marchal	3/18/66	16,727	1000	17,727	18,287 (560)	18,952 (665) 1/4/08 0
Neil Mendelovitz	9/13/71	12,621	1000	13,621	14,585 (964)	14,846 (261) 1/5/36 2
Israel Mintz	1/12/76	16,500	-	16,500	17,275 (775)	- 17,275.
John McBride	9/9/74	11,318	1000	12,318	12,832 (514)	13,093 (261) 1/3/65.
Mericka Paine	9/13/71	12,621	1000	13,621	14,585 (964)	14,846 (261) 1/5/36 2
John Roltenhagen	9/11/72	12,620	1000	13,620	14,133 (513)	14,395 (262) 1/4/9 16.

NAME	EMPLOYED	PRESENT SALARY	ADD	REVISED 1976 SALARY	TOTAL SALARY	DIFFERENCE
CAL PSYCHOLOGISTS (cont.)						
Stein-Effren	1/13/75	\$ 11,276	775	\$ 12,051	\$ 12,826 (775)	-
Valeri	1/20/75	12,583	775	13,358	14,133 (775)	-
Ward	5/17/76	13,150	250	13,400	13,653 (253)	-
HER, SPEC. EDUC.						
DeKoye	10/1/73	10,366	-	10,366	10,791 (425)	\$ 11,144 (350)
Minervini	6/2/75	9,104	275	9,379	9,804 (425)	10,154 (350)
Saginaw	9/4/73	11,089	500	11,589	12,163 (574)	12,364 (202)
Softer	2/13/73	11,687	500	12,187	12,412 (225)	12,962 (550)
PSYCHIATRIC SOCIAL WORKERS						
Adelman	9/4/73	10,852	800	11,652	12,243 (591)	12,452 (209)
Bedell	10/14/68	13,565	1000	14,565	15,594 (1029)	15,790 (196)
Smith	1/3/72	12,233	1000	13,233	14,458 (1225)	-
Sternitzke	11/29/65	14,855	1000	15,855	16,949 (1094)	17,080 (131)
Thurber						
OCCUPATIONAL THERAPISTS						
Conrad	2/3/73	5,864				
Gold	3/12/74	6,814	500	7,314	7,437 (123)	7,779 (342)
CUPATIONAL THERAPISTS						
Conyers	3/10/75	10,119	500	10,619	10,824 (205)	11,394 (570)
Dilger	1/13/76	9,048	500	9,548	10,323 (775)	-
Gray	9/2/75	9,700	500	10,200	10,747 (547)	10,975 (228)

12826.

14133.

14436.

11641

10407.

12364.

12962.

12871

16377.

14458.

17732

17080.

7726.

11508.

10323

11431

10975.

ADDED IN RATE OF SALARY INCREASE/ON AFTN. DATE

<u>NAME & HEARING THERAPISTS</u>	<u>EMPLOYED</u>	<u>PRESENT SALARY</u>	<u>ADD</u>	<u>REVISED 1976 SALARY</u>	<u>1977 SALARY</u>	<u>INCREASE/ON AFTN. DATE</u>
la Brunner	8/25/75	\$ 9,800	775	\$ 10,575	\$ 11,064 (489)	\$ 11,350 (286) 11/75/
ce Klazkin (20 hrs. wk.)	10/14/75	5,200	250	5,450	5,752 (302)	5,838 (86) 6/95.
icla Klein	9/19/66	14,210	1000	15,210	16,206 (996)	16,435 (229) 1/6/77.
Marcus	5/12/75	9,350	1000	10,350	10,667 (317)	11,125 (458) 11/354

Job Titles	Grade	Starting	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Pharmacist	78	11,776	12,559	13,342	14,125	14,908	15,691	16,474	17,257	18,040	18,823	19,609
Clinical Psychologist	78	11,776	12,559	13,342	14,125	14,908	15,691	16,474	17,257	18,040	18,823	19,609
Psychiatric Soc. Wkr.	78 78	10,981	11,615	12,249	12,883	13,517	14,151	14,785	15,419	16,053	16,687	17,321
Speech & Hear. Therapist	24	9,808	10,495	11,182	11,869	12,556	13,243	13,930	14,617	15,304	15,991	16,677
Occupational Therapist	23	9,548	10,232	10,916	11,600	12,284	12,968	13,652	14,336	15,020	15,704	16,388
Rehab. Counselor	22	9,288	9,969	10,650	11,331	12,012	12,693	13,374	14,055	14,736	15,417	16,095
Physical Therapist	72	9,869	10,492	11,115	11,738	12,361	12,984	13,607	14,230	14,853	15,476	16,095
Recreation Therapist	20	8,716	9,372	10,028	10,684	11,340	11,996	12,652	13,308	13,964	14,620	15,278
Teacher, Spec. Educ.	71	9,604	10,207	10,810	11,413	12,016	12,619	13,222	13,825	14,428	15,031	15,631
Medical Social Worker	70	9,286	9,885	10,484	11,083	11,682	12,281	12,880	13,479	14,078	14,677	15,277
Sr. Clin. Psychologist	82	15,114	15,967	16,820	17,673	18,526	19,379	20,232	21,085	21,938	22,791	23,644
Sr. Psychiatric Soc. Wkr.	78	11,776	12,559	13,342	14,125	14,908	15,691	16,474	17,257	18,040	18,823	19,609
Sr. Occup. Therapist	25	10,120	10,935	11,750	12,565	13,380	14,195	15,010	15,825	16,640	17,455	18,270
Sr. Medical Soc. Wkr.	75	10,716	11,348	11,980	12,612	13,244	13,876	14,508	15,140	15,772	16,404	17,035
Sr. Physical Therapist	74	10,399	11,027	11,655	12,283	12,911	13,539	14,167	14,795	15,423	16,051	16,679

APPENDIX C
JOB DESCRIPTIONS

TEACHER - SPECIAL EDUCATION

DEFINITION: Under direction, provides instruction on the elementary level and/or secondary level in order to further the education and social adjustment of young patients; does related work as required.

EXAMPLES OF WORK: Plans subject matter to be taught; devises courses of study in accordance with individuals abilities; prepares study program in accordance with curriculum of patient's school; prepares periodic examinations designed to measure patient's scholastic knowledge; gives remedial reading and/or other instruction to individual patients; interviews new patients to determine their scholastic standing and assigns them to appropriate classes; stimulates patient interest in the study program; confers with school authorities, psychologists, psychiatrists and other interested persons on patient's progress; provides counsel and advice to juveniles on problems related to social behavior and personal relationships; prepares accurate and informative reports; keeps needed records and files.

REQUIREMENTS:

1. Graduation from a four year course at a college of recognized standing with a major course of study in sociology, psychology, education or related subjects.
2. A teachers certificate or eligibility for certification in the State of New Jersey. (SPECIAL EDUCATION CERTIFICATE)
3. Wide knowledge of the principles and techniques of elementary and/or secondary education, of the problems involved in the care, custody and treatment of patients, of the techniques used in group activities and individual counseling, of the preparation and maintenance of accurate records, and of the precautions to be taken with patients.
4. Ability to analyze, comprehend and interpret problems pertinent to the work involved, to organize assigned work and develop effective work methods, to work harmoniously with associates, to observe and report conditions of patients, to work with a variety of types of patients, and to establish and maintain suitable records and files.
5. Good health and freedom from disabling physical and mental defects.

SENIOR PHYSICAL THERAPIST

DEFINITION: Under direction of a physician, performs the more responsible and/or supervises the work involved in planning and administering treatment, employing physical therapy modalities and restorative techniques to patients in order to assist them in their recovery or adjustment; does related work as required.

EXAMPLES OF WORK: Performs the more responsible and/or supervises the work involved in planning individual programs of physical therapy as prescribed by a physician; under direction of a physician, performs the more responsible and/or supervises the work involved in administering treatment using the therapeutic properties of heat, cold, light, water, electricity and sound, and shall include functional physical restorative activities, all types of therapeutic exercise, mechanotherapy and therapeutic massage but shall not include the use of roentgen or radium, electricity for surgical purposes, including cauterization or electric shock treatment; gives suitable assignments and instructions to physical therapists, aides, students and other assigned employees; participates in professional and related meetings and conferences; confers with physicians and other professional personnel relevant to patient's total treatments; plans and conducts demonstrations of physical therapy modalities and restorative techniques; prepares reports containing physical therapy progress notes; establishes and maintains records and files.

REQUIREMENTS:

1. Registration as a Physical Therapist by the State Board of Medical Examiners.
2. One year of experience as a Physical Therapist.
3. Wide knowledge of and familiarity with approved physical therapy modalities and restorative techniques.
4. Ability to plan and carry out, under medical supervision, individual programs of physical therapy for patients; to give suitable assignments and instructions to assigned employees; to maintain harmonious working relationships with professional and sub-professional personnel; to prepare written and oral reports containing physical therapy progress notes, and to establish and maintain records and files.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

SENIOR OCCUPATIONAL THERAPIST

DEFINITION: Under direction, performs the more responsible and/or supervises the professional work involving occupational therapy principles and practices in the rehabilitation of the mentally or physically ill as referred by physicians; does related work as required.

EXAMPLES OF WORK: Assumes responsibility for occupational therapy in a major service area; in a general hospital may be responsible for occupational therapy in the neurological, general medical and surgical, tuberculosis, psychiatric, and rehabilitation units; in a psychiatric institution, may be responsible for occupational therapy in the acute continual care, geriatric, children's unit, tuberculosis, and out-patient units; confers with and makes recommendations to physicians and other professional personnel regarding to patients' total treatment; plans and conducts demonstrations of occupational therapy techniques; prepares reports containing findings, conclusions, and recommendations; establishes and maintains records and files.

REQUIREMENTS:

1. Graduation from college, supplemented by completion of an approved curriculum in occupational therapy which meets the standards of the Council on Medical Education and Hospital of the American Medical Association, and a nine months' internship in student affiliations.
2. One year of experience as an occupational therapist.
3. Wide knowledge of and familiarity with approved principles, procedures, and equipment used in occupational therapy.
4. Ability to plan and carry out under medical supervision individual programs of occupational therapy for patients, to give suitable assignments and instructions to assigned employees, to maintain harmonious working relationships with professional and non-professional personnel, to prepare written and oral reports containing findings, conclusions and recommendations, and to establish and maintain records and files.
5. Good health and freedom from disabling physical and mental defects.

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OCCUPATIONAL THERAPIST

DEFINITION: Under direction, plans and administers treatment, employing professional occupational therapy principles and practices, to patients in a hospital or institution, in order to assist the patients in their recovery or adjustment; does related work as required.

EXAMPLES OF WORK: Plans individual programs of occupational therapy as prescribed by the referring physician; evaluates extent of patient's disability and obtains needed information through case history and conferences; observes patient's reactions and considers dynamics of the illness to determine underlying emotional needs; analyzes specific activities such as adapted arts and crafts prevocation activities in order to determine their suitability, complexity, psychological or physical benefits; on the basis of such observation and evaluation, plans, implements, and adjusts a program for each patient, incorporating suitable attitudes, relationships and activity, in order to achieve therapeutic goal of the referring physician; participates in professional and related meetings and conferences; gives suitable assignments and instructions to occupational therapy students and other assigned employees; maintains records of treatments given and submits periodic reports to the referring physician, participates in professional and related meetings and conferences; establishes and maintains records and files.

REQUIREMENTS:

1. Graduation from college, supplemented by completion of an approved curriculum in occupational therapy which meets the standards of the Council on Medical Education and Hospital of the American Medical Association, and a nine months' internship in student affiliations.
2. Considerable knowledge of and familiarity with approved principles, procedures, and equipment used in occupational therapy.
3. Ability to plan and carry out under medical supervision individual programs of occupational therapy for patients, to give suitable assignments and instructions to assigned employees, to maintain harmonious working relationships with professional and non-professional personnel; to prepare written and oral reports containing findings, conclusions and recommendations, and to establish and maintain records and files.
4. Good health and freedom from disabling physical and mental defects.

RECREATION THERAPIST

DEFINITION: Under direction of a physician, plans and administers treatment employing professional recreation therapy principles and practices to aid patients in their recovery or adjustment; does related work as required.

EXAMPLES OF WORK: Plans individual programs of recreation therapy as prescribed by a physician; working alone and/or as part of a group, takes into consideration the emotional and physical condition and abilities of patients and plans suitable programs of recreation activities, including such activities as gymnasium classes, playroom activities, sports, outdoor and ward recreation, dances and special entertainment; teaches specific recreation skills and conducts classes in physical training, employing professional recreation therapy principles and practices; participates in professional and related meetings and conferences; maintains records and individual cases and submits periodic progress reports to the referring physician; establishes and maintains records and files.

REQUIREMENTS:

1. Graduation from a four year course at an accredited college or university with a major course of study in recreation or physical education, including or supplemented by six months training and/or experience in recreation therapy work.

NOTE: Applicants who do not meet the above educational requirement may substitute experience in conducting a recreation therapy program on a year for year basis.

2. Considerable knowledge of an familiarity with approved recreation therapy principles, procedures and techniques and adequate basic knowledge of the activities which make up a recreation program is essential.

3. Ability to plan and carry out, under medical supervision, individual programs of recreation therapy for patients; to maintain harmonious working relationships with professional and sub-professional personnel; and to prepare written and oral reports containing recreation therapy progress notes.

4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

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REHABILITATION COUNSELOR

DEFINITION: Under direction, performs the work involved in the vocational rehabilitation of handicapped and/or injured persons; does related work as required.

EXAMPLES OF WORK: Organizes assigned counseling work and develops effective work methods in accordance with established procedures; interviews applicants who suffer from handicaps and determines their particular mental and physical attributes, emotional adjustment, education, abilities, aptitudes, and vocational choices, qualifications, and capabilities in order to plan and put into effect programs of rehabilitation and training designed to help such persons to become employable; assists handicapped persons to choose a feasible and suitable plan for future economic independence; provides vocational information, counsel and guidance to individuals; talks with prospective employers on the subject of employment possibilities and opportunities possible for handicapped persons; prepares detailed reports concerning individual counselees; keeps needed records and files.

REQUIREMENTS:

- 1: Formal or other education and training showing attainment of the level represented by graduation from a college of recognized standing with a major course of study in psychology, sociology, guidance or social work, or in some combination thereof, preferably supplemented by graduation study in vocational guidance and counseling.
- 2: Two years of experience in work involving the counseling of persons from the point of view of vocational rehabilitation.
- 3: Considerable knowledge of the psychological, economic; vocational, employment, and other problems of persons who are mentally and/or physically handicapped or who have been injured or who have suffered a dire disease, of the vocational possibilities and limitations of handicapped persons, of the particular vocational choices likely to be suitable for individual applicants, of the study materials, information, and other resources available in local communities for the rehabilitation of persons, and of preparing accurate and sound reports.
- 4: Ability to organize assigned work and develop effective work methods, to utilize modern vocational counseling, guidance, and other techniques, to comprehend the individual vocational limitations of persons, to interview persons who may be emotionally upset and antagonistic, to prepare clear sound, accurate, and informative

Rehabilitation Counselor (Cont'd).

reports containing findings, conclusions, and recommendations, and to maintain essential records and files.

5. Good health and freedom from disabling physical and mental defects.

PHYSICAL THERAPIST

DEFINITION: Under direction of a physician, plans and administers treatment, employing physical therapy modalities and restorative techniques, to patients in order to assist them in their recovery or adjustment; does related work as required.

EXAMPLES OF WORK: Plans individual programs of physical therapy as prescribed by a physician; under direction of a physician, administers treatment using the therapeutic properties of heat, cold, light, water, electricity and sound, and shall include functional physical restorative activities, all types of therapeutic exercise, mechanotherapy and therapeutic massage but shall not include the use of roentgen or radium, electricity for surgical purposes, including cauterization or electric shock treatment; participates in professional and related meetings and conferences; maintains records of treatment given and submits periodic progress reports to the referring physician; establishes and maintains records and files.

REQUIREMENTS:

1. Possession of a degree or certificate issued by a school of physical therapy approved by the Council on Medical Education and Hospitals of the American Medical Association.
2. Considerable knowledge of and familiarity with approved physical therapy modalities and restorative techniques.
3. Ability to plan and carry out, under medical supervision, individual programs of physical therapy for patients, to maintain harmonious working relationships with professional and sub-professional personnel, to prepare written and oral reports containing physical therapy progress notes, and to establish and maintain records and files.
4. Good health and freedom from disabling physical and mental defects.

SENIOR CLINICAL PSYCHOLOGIST

DEFINITION: Under direction, performs responsible and varied psychological work involved in administering psychometric, personality, aptitude, vocational and other tests, prepares reports and recommendations based thereon and performs psychotherapeutic tasks of difficulty; does related work as required.

EXAMPLES OF WORK: When the work program of the unit has been established, organizes assigned work in the field of psychological testing and/or psychotherapy and develops appropriate work methods requiring wide knowledge of the theory and practice of clinical psychology; performs responsible and varied psychological work involved in administering a variety of tests, including psychometric, aptitude, vocational, performance, special and other tests, using projective methods in an institution, clinic or other setting; performs responsible work involved with placement activities of clients; initiates, conducts and reports on research studies; as may be required, assists in the instruction and supervision of psychological trainees; drafts correspondence; prepares psychological, statistical and other reports of difficulty containing findings, conclusions and recommendations; maintains essential records and files.

REQUIREMENTS:

1. Possession of a Doctorate degree in Psychology, plus the completion of a one year supervised internship.
2. One year of experience beyond the one year supervised internship in the field of clinical psychology.
3. Wide knowledge of the theory and practice of clinical psychology, including the varied problems involved in giving, scoring and analyzing varied types of tests and in interpreting test results, and of performing psychotherapeutic tasks of difficulty.
4. Ability to plan, organize and carry out assigned work in the field of psychological testing and/or psychotherapy and to develop effective work methods; to work harmoniously with children and adult patients, associates, subordinates, superior officers, and other persons interested in or concerned with the mental hygiene and psychology programs of the institution or clinic; to select and administer psychometric, vocational, aptitude, performance and special tests of difficulty to children and adults, score the tests, analyze and interpret the results of tests, and correlate the results of tests with other findings; to collect materials for and prepare, clear, sound, accurate and informative reports of difficulty containing findings, conclusions and recommendations, to keep current with literature, trends of thought and new developments in the field of psychology, psychometry and research; to draft correspondence and to maintain essential records and files.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

CLINICAL PSYCHOLOGIST

DEFINITION: Under direction, administers psychometric, personality, aptitude, vocational, and other tests, prepares reports and recommendations based thereon, and performs psychotherapeutic tasks of varied levels of difficulty; does related work as required.

EXAMPLES OF WORK: When the work program of the unit has been established, organized assigned work in the field of psychological testing and/or psychotherapy and develops appropriate work methods; administers a variety of tests, including psychometric, aptitude, vocational, performance, special, and other tests, using projective methods in an institution, clinic, or other setting; utilizes new techniques, provides psychological treatment for difficult cases, and handles research work; scores and interprets tests and analyzes the results of tests; correlates test results with other findings; interviews clients with a view toward incorporating significant social and psychological facts so determined in recommendations for specific purposes, including vocational and educational guidance, rehabilitation, remedial education, and other purposes; makes special studies of behavior; assists with placement activities with clients; takes an active part in special research studies dealing with psychological and behavior problems, collects and analyzes data and prepares reports thereon; takes part in education projects, case conferences and seminars; interprets the programs of the Department to individuals and groups and gives talks before lay and professional groups interested in or concerned with the problems of mental hygiene, mental deficiency, and the prevention of delinquency; drafts correspondence; prepares psychological, statistical and other reports containing findings, conclusions and recommendations; maintains the essential records and files.

REQUIREMENTS:

1. Graduation from a college of recognized standing, supplemented by a Master's Degree in Psychology and a one year supervised internship, or thirty graduate credits in Psychology and a one year supervised internship.
2. Two years of experience (one of which may be the internship) in work involving the administering, scoring, tabulation, and interpretation of varied types of psychological and mental tests and in preparing reports based thereon.
3. Considerable knowledge of the theory and practice of clinical psychology, including the varied problems involved in giving, scoring, and analyzing varied types of tests and in interpreting test results.

4. Ability to carry on assigned work in the field of psychological testing and/or psychotherapy and to develop effective work methods, to work harmoniously with children and adult patients, associates, subordinates, superior officers, and other persons interested in or concerned with the mental hygiene and psychology programs of the institution or clinic; to select and administer psychometric, vocational, aptitude, performance and special tests to children and adults, score the tests, analyze and interpret the results of tests, and correlate the results of tests with other findings, to collect materials for and prepare clear, sound, accurate and informative psychological, statistical and other reports containing findings, conclusions, and recommendations, to keep current with literature, trends of thought and new developments in the field of psychology, psychometry, and research, to draft correspondence and to maintain essential records and files.

5. Good health and freedom from disabling physical and mental defects.

SENIOR PHYSICAL THERAPIST

DEFINITION: Under direction of a physician, performs the more responsible and/or supervises the work involved in planning and administering treatment, employing physical therapy modalities and restorative techniques to patients in order to assist them in their recovery or adjustment; does related work as required.

EXAMPLES OF WORK: Performs the more responsible and/or supervises the work involved in planning individual programs of physical therapy as prescribed by a physician; under direction of a physician, performs the more responsible and/or supervises the work involved in administering treatment using the therapeutic properties of heat, cold, light, water, electricity and sound, and shall include functional physical restorative activities, all types of therapeutic exercise, mechanotherapy and therapeutic massage but shall not include the use of roentgen or radium, electricity for surgical purposes, including cauterization or electric shock treatment; gives suitable assignments and instructions to physical therapists, aides, students and other assigned employees; participates in professional and related meetings and conferences; confers with physicians and other professional personnel relevant to patient's total treatments; plans and conducts demonstrations of physical therapy modalities and restorative techniques; prepares reports containing physical therapy progress notes; establishes and maintains records and files.

REQUIREMENTS:

1. Registration as a Physical Therapist by the State Board of Medical Examiners.
2. One year of experience as a Physical Therapist.
3. Wide knowledge of and familiarity with approved physical therapy modalities and restorative techniques.
4. Ability to plan and carry out, under medical supervision, individual programs of physical therapy for patients; to give suitable assignments and instructions to assigned employees; to maintain harmonious working relationships with professional and sub-professional personnel; to prepare written and oral reports containing physical therapy progress notes, and to establish and maintain records and files.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

SENIOR PSYCHIATRIC SOCIAL WORKER

DEFINITION: Under direction, performs the more responsible and/or supervises the work involved in providing needed psychiatric and social assistance for clients; does related work as required.

EXAMPLES OF WORK: Performs the more responsible and/or supervises the work involved in organizing tasks concerned with psychiatric social problems of clients; gives suitable assignments and instructions to psychiatric social workers and other assigned employees; participates in professional and related meetings and conferences; confers with psychiatrists and other professional personnel relevant to client's total treatment; performs the more responsible and/or supervises the work involved in interviewing clients, their families, and other concerned persons and obtains significant social, psychological, psychiatric and other data needed for diagnosis and treatment; performs the more responsible work involved in giving assistance to clients who need help in making satisfactory adjustments and talks with their relatives and other interested persons in order that clients may achieve suitable adjustments; performs the more responsible work involved in assisting a psychiatrist in analyzing and evaluating data bearing on emotional problems; performs the more responsible work involved in assisting in administering psychological tests; as a member of a team, assists in group therapy programs; prepares reports containing findings, conclusions and recommendations; establishes and maintains records and files.

REQUIREMENTS:

1. Graduation from a college of recognized standing, supplemented by a Master's Degree in social work from an accredited school of social work.
2. One year of experience as a psychiatric social worker.
3. Wide knowledge of and familiarity with approved psychiatric social work practices and techniques.
4. Ability to plan and carry out individual programs of psychiatric social work for clients, to give suitable assignments and instruction to assigned employees, to maintain harmonious working relationships with professional and sub-professional personnel, to prepare written and oral reports, and to establish and maintain records and files.
5. Good health and freedom from disabling physical and mental defects.

PSYCHIATRIC SOCIAL WORKER

DEFINITION: Under direction, performs office and field work involved in providing needed psychiatric and social assistance for clients; does related work as required.

EXAMPLES OF WORK: Organizes assigned psychiatric social work and develops effective work methods; interviews clients, their families, and other concerned persons and obtains significant social, psychological, psychiatric and other data needed for diagnosis and treatment; gives assistance to clients who need help in making satisfactory adjustments and talks with their relatives and other interested persons in order that clients may achieve suitable adjustments; gives talks before lay, professional and other interested groups; assists a psychiatrist in analyzing and evaluating data bearing on emotional problems; assists in administering psychological tests; as a member of a team, assists in group therapy programs; participates in professional and related meetings and conferences; prepares reports containing findings, conclusions and recommendations; establishes and maintains records and files.

REQUIREMENTS:

1. Graduation from a college of recognized standing, supplemented by a Master's Degree in social work from an accredited school of social work.
2. Considerable knowledge of and familiarity with approved psychiatric social work practices and techniques.
3. Ability to plan and carry out individual programs of psychiatric social work for clients, to maintain harmonious working relationships with professional and sub-professional personnel, to prepare written and oral reports, and to establish and maintain records and files.
4. Good health and freedom from disabling physical and mental defects.

MEDICAL SOCIAL WORKER

DEFINITION: Under direction, performs office and field work involved in providing needed medical and social assistance for clients; does related work as required.

EXAMPLES OF WORK: Organizes assigned tasks concerned with medical social problems of clients and develops effective work methods; investigates cases to ascertain if they are worthy of and in need of hospital, clinical or dispensary care; contacts patients in hospitals to determine their home, financial, and other social conditions and seeks to remedy these conditions if possible and necessary; visits patients subsequent to his release from hospital to insure that physician's instructions are being executed properly; assists a physician in analyzing and evaluating social data bearing on medical problems; consults with other agencies in connection with medical social problems affecting the client; participates in professional and related meetings and conferences; prepares case history reports and special and statistical reports covering medical-social services as may be required; prepares reports containing findings, conclusions and recommendations; establishes and maintains records and files.

REQUIREMENTS:

1. Graduation from a college of recognized standing, supplemented by a Master's Degree in social work from an accredited school of social work.
2. Considerable knowledge of and familiarity with approved medical social work practices and techniques.
3. Ability to plan and carry out individual programs of medical social work for clients, to maintain harmonious working relationships with professional and sub-professional personnel, to prepare written and oral reports concerning case history reports and special and statistical reports covering medical social services, and to establish and maintain records and files.
4. Good health and freedom from disabling physical and mental defects.

PHARMACEUT

DEFINITION: Under direction, compounds and dispenses medicines and preparations according to prescriptions written by practitioners authorized by law to prescribe; does related work as required.

EXAMPLES OF WORK: Prepares and sterilizes injectible medication manufactured in hospital or institution, and manufactures pharmaceuticals; furnishes information concerning medications to physicians, interns, and nurses; plans, organizes, and directs pharmacy policies and procedures in accordance with established policies; dispenses drugs, chemicals, and pharmaceutical preparations; inspects pharmaceutical supplies; maintains an approved stock of antidotes and other emergency drugs; prepares specifications for purchase of all drugs, chemicals, antibiotics, biologicals, and pharmaceutical preparations used in treatment of patients; establishes and maintains a system of records and bookkeeping in accordance with established policies; requisitions supplies; assist'g in the training of physicians, nurses, and interns; supervises assigned personnel.

REQUIREMENTS: 1. Formal and other education and training showing attainment of the level represented by graduation from a school of pharmacy leading to the degree of bachelor of science in pharmacy.

2. Two years experience in _____ work or the completion of a hospital pharmacy internship.

3. The possession of a license issued by the State of New Jersey.

4. Wide knowledge of the professional and commercial phases of pharmacy, of the filling of prescriptions, of the manufacturing of drugs, of the Federal and State laws regulating the profession, of the role of a pharmacy department in a hospital or institution and its interrelationships with other units, and of the principles of personnel management.

5. Ability to analyze, comprehend and interpret the rules, regulations, policies, procedures, and objectives of the organization, to organize assigned work and develop effective work methods, to work harmoniously with associates; to give suitable assignments and instructions to assigned employees, to provide them with advice and assistance when difficult and unusual problems arise, to prepare clear, sound, accurate and informative reports, and to maintain suitable records and files.

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