

Contract no. 612

LIBRARY  
INSTITUTE OF MANAGEMENT  
AND LABOR RELATIONS  
RUTGERS UNIVERSITY

A G R E E M E N T

Between

THE BOARD OF TRUSTEES OF  
UNION COUNTY COLLEGE

And

UNION COUNTY COLLEGE SECURITY ASSOCIATION

IN EFFECT FROM

July 1, 1991 to June 30, 1994

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Dr. Thomas H. Brown  
For the Board of Trustees of  
Union County College

2/11/92  
Date

Walter B. Bala  
For the Union County College  
Security Association

2/11/92  
Date

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## ARTICLE I

RECOGNITION

A. UNIT -- The College recognizes the Association as the exclusive representative for collective negotiations for all regularly employed, full-time and part-time security employees at the campuses at Cranford, Scotch Plains, Elizabeth, and Plainfield. Excluded from the Unit are the following: The Director of Security, the Campus Sergeants, students, supervisors, and all other employees.

B. DEFINITION OF EMPLOYEE -- Unless otherwise indicated, the term "employee," when used hereinafter in this Agreement, shall refer to all regularly, and actively employed, full-time and part-time employees, represented by the Association in a negotiating unit as above-defined and references to male employees shall include references to female employees.

C. TEMPORARY EMPLOYEES -- A temporary employee is one who is hired by the College and who is on the College payroll for a period up to four (4) months and is so informed at the time of hire or to replace an employee on a leave of absence or vacation. Upon request and by mutual agreement, the said four (4) month period may be extended for the length of a leave of absence. Any temporary position that becomes permanent shall be posted. If a temporary employee is selected to fill a vacancy within the bargaining unit, the previous period of temporary employment shall be credited towards the employee's time related benefits only, i.e., sick days,

vacation days, and layoff and recall rights under the Agreement. If a temporary employee is employed beyond four (4) months, such employee may be approached by the Association and solicited for membership.

ARTICLE II

MANAGEMENT RIGHTS

A. The College hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities vested in it prior to the signing of this Agreement, including, without limiting the generality of the foregoing, the following rights:

1. Control of the College premises, properties and facilities, academic operations and business operations, and the employment activities of its employees;

2. To hire all employees and to determine their qualifications and conditions for continued employment or assignment and to promote, reassign, and transfer employees;

3. To assign work of such quantity and type to employees as the Director of Security determines is necessary;

4. To suspend, promote, demote, discharge, transfer, or take any other disciplinary action for just cause and to lay off employees because of lack of work, or for any other legitimate reason.

B. Student help may be hired to temporarily supplement the existing work force for a special event. There is no intent to displace any member of the bargaining unit by the hiring of student workers.

C. College retains the right to change contract administrator with notice to the Association in advance.

ARTICLE III

NEGOTIATION OF SUCCESSOR AGREEMENT

A. The College shall negotiate concerning any changes in terms and conditions of employment before implementation.

B. Upon request, the College agrees to initiate negotiations with the Association for a successor agreement. The Association and the College shall make a good faith effort to reach agreement as quickly as possible.

C. Each party shall, upon request, in advance, disclose relevant information which is not privileged under law and which is necessary to assist the party during contract negotiations.

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



## ARTICLE IV

GRIEVANCE PROCEDURE

A. Definition -- the term "grievance" as used herein is defined to mean any dispute over the interpretation, application, or alleged violation of the collective agreement. A grievance may be raised by an individual or by the Association acting on behalf of and at the request of an individual or group of individuals.

B. The following procedures shall constitute the sole and exclusive method for resolving grievances between the parties concerning the collective agreement.

STEP 1 -- Within twenty (20) working days after an alleged violation of the provisions of this Agreement has occurred, a grievance shall be reduced to writing and filed with the Director of Security. The Director shall render a decision within ten (10) working days from receipt of the grievance.

The grievance shall set forth, among other things:

1. The nature of the grievance.
2. The date, time, and place of the alleged grievance.
3. Specific provisions of the contract alleged to have been violated.
4. Name or names of witnesses to the alleged violation.

STEP 2 -- In the event that the grievance is not resolved at Step 1, the aggrieved shall, within five (5) working days after receiving a response from the Director, submit the grievance, in

writing, to the Contract Administrator, or his or her designee. The Contract Administrator or his or her designee, shall provide a written answer to the grievance within fifteen (15) working days.

STEP 3 -- If the grievance is not satisfactorily adjusted within fifteen (15) working days from the final determination made under Step 2 above, the aggrieved may submit the grievance to advisory arbitration. The decision of the arbitrator shall be binding on all contractual issues. There shall be no arbitration concerning administrative regulations and/or statutory regulations.

C. Time Limitations -- The time limitations under this article may be extended by mutual consent of the parties.

A failure by Administration to respond shall be construed as an approval of the grievance and shall automatically result in the grievance being granted.

A grievant shall have the right to be represented by the Association at any step of the grievance procedure, or the grievant may refuse such representation. Where representation is refused, the Association may be in attendance at all steps of the procedure and may present its views concerning the impact of any decision on employees it represents.

## ARTICLE V

EMPLOYEE RIGHTS AND PRIVILEGES

The College shall have the right to discipline employees for just cause. In the event of a discharge, the College shall notify the employee and/or the Association, in advance, where possible, in writing, of its intention to discharge the employee. Failure of the College to provide notice to the Association, in advance of discharge, shall require the College to notify the Association, by mail, within 24 hours of discharge.

An employee who, at the request of the College, attends a job-related training course outside of the employee's regular schedule shall receive premium pay at the rate of one and one-half (1-1/2) times the regular straight time rate of pay.

An employee who starts work and who continues to work three (3) hours or more before the employee's normal starting time or an employee who continues to work for a period of three (3) hours or more beyond the employee's normal quitting time, shall receive meal reimbursement at the prevailing College rate. The rate of at least \$8 shall be guaranteed for the duration of this Agreement. The benefit of this provision shall not apply to an employee who is permitted to leave campus and then return to complete the employee's assignment.

## ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

A. Appropriately designated Association representatives may be granted a reasonable amount of time, during regular working hours, without loss of pay, to investigate and process grievances. The representatives shall not leave his or her work station without first obtaining permission from the employee's immediate supervisor. Permission shall not be unreasonably withheld.

B. The Association will have the right to use certain College facilities and equipment for the purpose of official Association business relating to the employees represented by it. This includes the right to use duplicating equipment, calculating machines, audio-visual equipment, when such equipment is not otherwise in use and is available. Permission for such use must be obtained, in advance. The Association shall reimburse the College for any costs in connection with such use.

C. The Association may post official Association bulletins and notices relevant to Association business. Where a bulletin board is visible to individuals other than Association members, the College retains the right to remove statements derogatory to the College or any individual.

D. The Association shall be entitled to reasonable use of the inter-College mail facilities.

E. The President of the Association and designee, upon request in advance, may be granted permission to attend the annual

convention of the New Jersey Education Association for a period of not in excess of two (2) days, with no loss of pay, provided that, upon returning from such convention the employee files a Certificate of Attendance signed by the Executive Secretary of the Association.

It is understood that the College may give due consideration to staffing requirements.

F. Each party will provide to the other, upon request, in advance, necessary information relevant to processing of grievances.

G. The Association shall inform the College, in writing, of the names of its officers.

## ARTICLE VII

DEDUCTION OF DUES FROM PAYROLL

A. The College agrees to deduct Association dues from the pay of members, provided that each member voluntarily authorizes the College to deduct and remit such monies, in accordance with the contractual Agreement.

B. Upon receipt of a properly executed authorization card, the sole responsibility of the College shall be to make monthly deductions and remissions to the local treasurer. The Association agrees to hold the College harmless and indemnify the College if necessary, against any legal liability resulting from such deductions and remissions. That is to say, the sole obligation of the College is to deduct and remit funds in accordance with this contractual agreement.

C. Non-members covered by this agreement shall be required to pay an agency fee in accordance with the following requirement.

1. Purpose of Fee -- If an employee does not become a member of the Association, said employee will be required to pay a representation fee to the Association. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

2. Amount of Fee

a. Notification -- Prior to the beginning of each academic year, the Association will notify the College, in writing, of the amount of the regular membership dues, initiation fees, and

assessments charged by the Association to its own members. The representation fee to be paid by non-members will be determined by the Association in accordance with law.

b. Legal Maximum -- In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representative fee should be equal in amount to the regular membership dues, initiation fees, and assessments charged by the Association to its own members, and the representation fee may be set up to 85 percent of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the academic year immediately following the effective date of the change.

### 3. Deduction and Transmission of Fee

a. Notification -- Once during each academic year covered in whole or in part by this Agreement, the Association will submit to the College a list of those employees who have not become members of the Association for the then current academic year. The College will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

b. Payroll Deduction Schedule -- The College will deduct the representation fee in equal installments as nearly as

possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the academic year in question. The deductions will begin with the first paycheck paid.

(i) ten (10) days after receipt of the aforesaid list by the College, or

(ii) thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the College in a non-bargaining unit position or was on layoff, in which event the deduction will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

c. Mechanics -- Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

d. Changes -- The Association will notify the College in writing, of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions, made more than ten (10) days after the Board received said notice.

e. New Employees -- On or about the last day of each month, beginning with the month this agreement becomes



effective, the College will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.

f. Terminated Employees -- Upon the termination of employment of any employee, the College will not collect any monies for unpaid dues for months subsequent to the employees termination date.

4. Indemnification and Save Harmless Provision

a. Liability -- The Association agrees to indemnify and hold the College harmless against any liability which may arise by reason of any action taken by the College in complying with the provisions of this Article, provided that:

(i) The College gives the Association timely notice, in writing, of any claim, demand, suit, or other form of liability in regard to which it will seek to implement this paragraph; and

(ii) If the Association so requests, in writing, the College will surrender to it full responsibility for the defense of such claim, demand, suit, or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

ARTICLE VIII

SENIORITY

A. The purpose of seniority is to provide job security for all employees based on length of continuous service and giving consideration to the efficiency of College operations. Seniority is defined to mean preference in employment based on the employee's length of continuous service from the date of last hire in an employee's classification.

B. Regardless of their seniority, Association officers shall be the last ones laid off and first ones rehired provided they have the ability to perform the available work.

C. The Association representative shall be called in when laying off employees, and the following procedure shall apply.

1. Probationary employees shall be laid off first.
2. Remaining employees shall be laid off in reverse order of seniority within their classification at each site location.

D. An employee will lose all seniority rights for the following reasons:

1. Voluntary resignation.
2. Discharge for cause.
3. Absent for two (2) consecutive working days without notifying the employer unless he produces a good and sufficient cause for not notifying the employer.
4. Fails to return from a layoff within five (5)

working days from the date of recall unless he produces a good and sufficient cause for not reporting.

5. Layoff for a period of one (1) year.

E. Employees shall be recalled in the reverse order of layoff provided that they have the qualifications to perform the available work. An employee shall remain on the recall list for a period of one (1) year.

1. An employee will be considered recalled to work, if notified by telegram, registered, or certified letter to the last known address on record with the College.

2. Employees must keep the College up-to-date on their addresses and telephone number.

F. An employee whose job is eliminated shall have his choice of any job that his seniority would entitle him to, provided such employee has the ability to perform the job.

G. Multiple hires on any given day shall have their seniority established by lottery as conducted by the College. The seniority rank shall be established and retained during the employees' tenure of employment.

H. Employees who have remained in good standing and transfer into the bargaining unit shall maintain their full seniority from date of hire, for all purposes other than bumping rights and vacation selection. Seniority for bumping rights and vacations shall be counted from the day the individual transferred into the security unit.

I. A part-time employee who transfers to a full-time position shall be credited with one-half (1/2) of the seniority earned while working part-time.

J. All employees shall begin to accrue seniority from date of initial hire after successful completion of probationary period.

## ARTICLE IX

PROTECTION OF EMPLOYEE LIABILITY INSURANCE

The College will maintain a liability insurance policy covering all employees in accordance with past practice. Protection afforded employees shall be in accordance with the policy of insurance.

## ARTICLE X

JOB POSTING PROCEDURE

In the event of a vacancy, in a temporary or permanent bargaining unit position, such vacancy shall be posted for five (5) working days. Priority shall be given to qualified employees covered under this Agreement. If two (2) or more equally qualified employees as determined by the College apply for such a position or promotion, seniority will be the determining factor in the selection of the employee to fill such position before any new employee is hired. However, the College may select the most qualified employee to fill the position. The College agrees to notify the Association when a decision is made.

In the event of a vacancy, the College shall not fill the position without notification and posting as described in this Article. Vacancies which are temporary shall be filled in accordance with Article I, Section C.

ARTICLE XI

EVALUATIONS AND PERSONNEL RECORDS

A. Evaluations

1. An employee shall be evaluated at least once during each fiscal year by his/her supervisor. The employee will sign the copy of the evaluation to be retained by the College. The signing by the employee means that the employee has read the evaluation and does not mean acceptance. The employee has the right to respond to the evaluation by attachment. An example of the type of evaluation form which may be used is attached in the Appendix. Evaluation form attached.

2. A copy of the evaluation of an employee by the College will be given to the employee upon request.

B. Personnel Record

1. An employee shall have the right, upon reasonable notice, to review the contents of the employee's personnel file, provided that the employee does so in the presence of a member of the Personnel Office during regular working hours.

2. The employee may receive copies of any document contained therein (one (1) time only) at College expense.

## ARTICLE XII

HOURS OF WORK AND OVERTIME

## A. Hours of Work

1. The regular work week for all full-time bargaining unit members shall consist of five (5) consecutive days of eight (8) hours per day (forty (40) hour week), including a one-half (1/2) hour lunch.

## B. Lunch, Dinner and Coffee Breaks

1. Lunch/dinner breaks for those employees working an eight (8) hour shift, shall be of one-half (1/2) hour duration. There shall be two (2) coffee breaks for those employees working an eight (8) hour shift. Each coffee break shall be fifteen (15) minutes in duration and shall be provided two (2) times per day in accordance with past practice. Employees who work at least four (4) hours but less than eight (8) hours shall be entitled to a break of fifteen (15) minutes in duration. Lunch and breaks shall be reasonably staggered over an employee's shift to provide coverage.

2. When an employee is required to work through lunch and/or break, every effort shall be made to have the employee take the time prior to the completion of the shift. If the employee is unable to take a lunch break during the employee's shift, then the employee may submit a written request to the Director for compensatory time off, which shall be granted.

## C. Summer Hours

1. Should the College alter the normal work days or



work week during the summer, the normal daily work schedule for full-time employees shall be four (4) consecutive days consisting of ten (10) hours of work per day for a total of forty (40) hours per week, including a one-half hour (1/2) lunch period, two (2) coffee breaks, and a ten (10) minute wash-up time prior to leaving work at the conclusion of the work day.

2. While summer hours are in effect, appropriate clauses in the bargaining agreement shall be modified accordingly.

D. Overtime

1. All hours worked in excess of eight (8) hours in any day and forty (40) hours in any week, shall be paid for at a rate of one and one-half (1-1/2) times the regular straight time rate of pay.

2. The College will maintain two (2) lists from which employees shall be selected for overtime assignments. One list shall pertain to scheduled or special events overtime, including but not limited to theater shows, auto shows, athletic events, graduations, flea markets and/or 5K run.

The second list shall be kept for non-scheduled overtime which is defined as overtime required for the purpose of covering or replacing an employee who is on vacation or on sick leave or for holidays.

Scheduled overtime or special event overtime shall be assigned from a list containing the names of security staff employed on all campuses.

Coverage for non-scheduled or regular overtime shall

be assigned from a list which is to be maintained by the director on a campus by campus basis.

3. Overtime shall be assigned, as needed, on a campus-by-campus and shift-by-shift basis. In the event of a refusal, the least senior employee, on the particular Campus where the overtime is needed, shall accept and work the overtime assignment.

4. An employee shall be compensated at a rate of one and one-half (1-1/2) times the employee's regular rate of pay for work performed on a Saturday provided that Saturday does not fall within the employee's regularly scheduled work week.

5. An employee shall be compensated at a rate of two (2) times the employee's regular rate of pay for work performed on a Sunday, provided that, Sunday does not fall within the employee's regularly scheduled work week.

6. An employee who is scheduled to work Saturday overtime or who is scheduled to work a special event shall be guaranteed a minimum of four (4) hours of work or pay in lieu thereof. The above shall not apply to an employee who is scheduled for overtime during the employee's work week, in which case the minimum guarantee shall not apply.

## ARTICLE XIII

VACATION DAYS

A. The vacation year (period of time during which vacations may be taken) will begin on July 1st and end on the following June 30th.

B. After six (6) months of continuous employment, during the first year of employment, employees shall be entitled to vacation days for each month worked, on or before July 1st, retroactive to the date of hire, according to the following schedule:

1. During the first year of employment, 5/6 vacation day per month of service.
2. After one (1) full fiscal year of continuous employment, but less than two (2) full fiscal years of service, ten (10) vacation days, to be earned at a rate of 5/6 days per month.
3. After two (2) full fiscal years of continuous employment, twenty (20) vacation days to be earned at the rate of 1.66 days per month.
4. After five (5) full fiscal years of continuous employment, twenty-four (24) vacation days to be earned at the rate of 2 days per month.

C. The College encourages employees to take vacations when classes are not in session. In the event an employee wishes to take vacation during the school year, then every effort will be made to accommodate the employee's request, subject to the supervisor's approval, which shall not be unreasonably withheld.

D. Upon termination, all accumulated vacation time shall be paid to the employee; however, no employee shall receive accrued vacation unless the employee has given at least two (2) weeks notice, where possible, in advance of the employee's resignation.

E. Vacation days may be carried over from one year to the next. The total accumulation of vacation time carried into the following year shall not exceed twenty-five (25) days.

F. Part-time employees shall accrue vacation for the months worked from July 1st through the following June 30th based on the number of years of service as indicated below:

| <u>Years of Service</u> | <u>Vacation Accrual</u> |
|-------------------------|-------------------------|
| 0 - 1 year              | 1 work week             |
| 1 - 5 years             | 2 work weeks            |
| 5 - 10 years            | 3 work weeks            |
| 10 - 15 years           | 4 work weeks            |
| 15 or more years        | 5 work weeks            |

ARTICLE XIV

HOLIDAY AND HOLIDAY PAYMENT

A. Full-time employees shall be entitled to the following ten (10) regular holidays:

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

In addition to the holidays listed above, employees shall be entitled to three (3) additional holidays which will be determined at the discretion of the College.

B. The holiday calendar will be announced at the beginning of the academic year.

C. An employee who is not required to work on a holiday, or the designated observance of the holiday, shall be paid at his straight time rate for the holiday.

D. An employee who is required to work on a holiday, or the designated observance of a holiday, shall receive his normal day's pay and an additional pay at the rate of time and one-half (1-1/2) for hours worked.

E. An employee who is required to work on a day school is closed when it would normally be open shall receive his normal day's pay and an additional pay at the rate of straight time.

F. When a holiday falls on a regularly scheduled work day and the employee is not required to work, the employee shall be paid at a rate of straight time pay.

G. To be eligible for holiday pay, an employee must have been employed by the College for a period of thirty (30) days of employment.

H. Part-time Employees

1. Part-time employees shall be eligible for payment of legal holidays only when the legal holiday falls on a day they are scheduled to work.

2. When a part-time employee works a legal holiday, he/she will receive his/her normal day's pay and an additional pay at the rate of time and one-half (1-1/2).

## ARTICLE XV

SICK LEAVE

A. During the first year of service and thereafter until one (1) full fiscal year of service has been completed, an employee shall accrue sick days at the rate of one (1) day per month to a maximum of ten (10) days. Following one (1) full fiscal year of service, the employee shall be entitled to one (1) additional sick day for a total of eleven (11) days. During the second fiscal year, the employee shall be entitled to one (1) additional day for a total of twelve (12) days.

B. Unused sick days may be carried over from year to year and will be applied to the waiting period before temporary disability payments begin and the period after temporary disability payments end.

C. During the first year of employment, sick leave shall accrue at a rate of one (1) day per month to the next succeeding July first. After completion of one (1) full fiscal year of service, or July first, whichever is sooner, an employee shall be eligible for immediate use of days earned up to the maximum amount of days.

D. Employees must call in absences due to illness and the extent of the illness to their immediate supervisor before the start of their shift each day. An employee who uses five (5) consecutive days or more shall provide a doctor's certificate verifying the days absent, the reason for the absence, and the

ability of the employee to return to full duty before being permitted to return to work.

E. If the College determines that sick leave of a given employee is being abused or a pattern of absence is noted, it reserves the right to request reasonable proof of illness from the employee's doctor.

F. No payment shall be made for unused sick time at termination.

G. Employees who qualify for temporary disability will not accrue vacation, holiday pay, nor any other time related benefits, exclusive of sick leave, for the period of their absence.

H. Part-time employees shall accrue one (1) sick day every three (3) months for a total of four (4) days per fiscal year. Part-time employees may carry over sick days from one year to the next. Effective commencing in the second year of the Contract part-time employees shall accrue one and one-half (1.5) sick days every three (3) months for a total of six (6) days per fiscal year. Effective during the third year of the Contract part-time employees shall accrue two (2) sick days every three (3) months for a total of eight (8) days per fiscal year.



## ARTICLE XVI

BEREAVEMENT LEAVE

A. In the event of the death of a full-time employee's legal spouse, mother, father, or child, the employee shall receive pay for the five (5) consecutive work days following the death on which the employee would have otherwise worked.

B. In the event of the death of a full-time employee's grandchild, brother, sister, mother-in-law, father-in-law, grandparent, son-in-law, or daughter-in-law, the employee shall receive pay for the three (3) consecutive work days following the death on which the employee would have otherwise worked.

C. In the event of the death of a full-time employee's brother-in-law or sister-in-law, the employee shall be entitled to pay for up to one (1) work day following the date of death during which the employee would have otherwise worked.

D. Such reimbursement shall be paid at the employee's regular straight time hourly rate of pay for a period not to exceed eight (8) hours per day and is limited to absences occurring when the employee would have otherwise worked. Bereavement shall be paid for the period of time when an employee is on vacation or celebrating a holiday, provided that the deceased is a relation classified under Paragraphs A or B.

E. The College reserves its right to require the employee to present proof evidencing death and relationship before reimbursing an employee for bereavement leave. Failure of the employee to

provide such evidence, upon request, shall result in the College refusing to reimburse the employee.

F. Part-time employees shall qualify for bereavement leave as outlined above.

## ARTICLE XVII

UNIFORM CLEANING ALLOTMENT

A. Upon presentation of dry cleaning receipts, the College shall reimburse full-time, actively employed, bargaining unit members for cleaning expenses up to a maximum of Thirty Five Dollars (\$35) per month during the effective date of this Agreement. Part-time employees shall receive up to Twenty Two Dollars (\$22) per month during the effective dates of this Agreement.

B. Reimbursement for uniform cleaning shall be paid during the first (1st) pay period of the month, with employee receipts to be submitted during the next pay period. Adjustments, if any, are to be made during the month following payment.

C. A terminated employee shall return all articles of clothing prior to receipt of the employee's final pay check.

D. All full-time employees shall be issued and are expected to wear the following uniform articles.

SUMMER UNIFORMS

1 summer cap  
3 short-sleeved shirts  
2 pair trousers

WINTER UNIFORMS

1 winter cap  
3 long-sleeved shirts  
2 pair trousers  
summer & winter  
1 winter jacket

E. The College shall pay each bargaining unit member the following stipend to be applied by the member toward the purchase of black uniform shoes:

1991/92 contract year      \$60 total for year

1992/93 contract year      \$60 total for year

1993/94 contract year      \$60 total for year

All employees are expected to wear uniform black shoes, and failure to do so may result in disciplinary action.

## ARTICLE XVIII

TUITION REMISSION, TUITION REIMBURSEMENT, JOB RELATED COURSES,  
BOOK STIPEND, C.U.P.S.A. CERTIFICATION, AND  
FIRST AID TRAINING

## A. Tuition Remission

1. The College agrees to accord to full-time members of the Association and their dependents free tuition in any course of study at the College, provided space is available and they meet the normal College requirements for admission to credit courses. This benefit covers tuition costs, laboratory fees, and general fees. Additional expenses for books, supplies, materials, and any other fees shall be paid for by the student.

2. No member of the Association may enroll in, or take, courses during his work day, which includes the time period designated as lunch break.

3. Employees and/or dependents must obtain a "Certification of Employment" form from Personnel. Proof of dependency status is required. A dependent is a person for whom the employee claims an exemption under the provision of the Internal Revenue Service laws, rules, and regulations.

## B. Tuition Reimbursement

The College agrees to provide tuition reimbursement for full-time permanent employees covered by this agreement for up to six (6) credit hours per academic year for the following:

1. Undergraduate courses leading to a baccalaureate degree provided that the employee possesses an associate's degree,

or its equivalent (60 credit hours) and successfully completes the course.

2. Reimbursement shall be at actual cost, not to exceed state university rates and at the discretion and upon prior approval of the College. Such approval shall not be unreasonably denied. An employee may be reimbursed for courses which are required toward a baccalaureate degree, which are not offered by the College.

3. Payment will be made once a year, on or about July 31st for courses taken in the preceding academic year.

C. Job Related Courses

1. In the event the College requires an employee to take a job related course which is held other than during their normally scheduled hours, the employee shall be compensated at one and one-half (1/1/2) times the employee's straight time rate for the hours spent in class and travel.

D. Book Stipend

1. When a full-time employee is required by the College to attend a course, the College shall reimburse the employee for any books required by the course, upon presentation of the book receipts.

2. During the term of this Agreement, any change in College policy which would authorize the payment of a book stipend to all members of the College staff will automatically include such benefits for full-time security officers.

## E. C.U.P.S.A.

All security staff employees shall receive premium pay which shall be added to the employee's base rate of pay as follows. C.U.P.S.A. pay is for an employee who possesses C.U.P.S.A. Certification or its equivalent.

Increases for C.U.P.S.A.

| <u>7/1/91</u> | <u>7/1/92</u> | <u>7/1/93</u> |
|---------------|---------------|---------------|
| + \$.10       | + \$.10       | + \$.10       |
| total \$.55   | total \$.65   | total \$.75   |

F. All employees are required to attend first aid training courses and must be certified as required by the course.

(a) Effective retroactive to July 1, 1991 covering the period between July 1, 1991 and July 1, 1992 the first aid stipend shall be increased to a lump sum of three hundred dollars (\$300) annually. Payment to be made similar as in the past.

(b) Effective second year beginning July 1, 1992 the stipend shall be increased to three hundred fifty dollars (\$350) annually.

(c) Effective third year beginning July 1, 1993 the stipend shall be increased to four hundred dollars (\$400) annually.

## ARTICLE XIX

SNOW CLOSINGS AND EMERGENCY CLOSINGS

A. It is expected that the security employees will continue to make an effort to report to work when school has been closed due to snow, or other emergencies, unless contacted by the Director of Security, or his designee, not to.

B. If any employee is directed to stay home, he will suffer no loss in his day's pay.

C. If an employee is not asked to stay home and he successfully reports to work, he will receive his normal day's pay and a minimum of an additional four (4) hours pay at straight time, even if he is immediately sent home.

D. If an employee is called specifically to report to work, he will receive his normal day's pay and an additional pay at the rate of straight time for each hour worked up to eight (8) hours, after which he will be compensated at the rate of time and one-half (1-1/2).

E. If an employee does not report to work and does not report to the Director of Security, informing him of the circumstances for the absence and the reason as to why he did not telephone, he may be in jeopardy of losing that day's pay. It is incumbent upon the employee to report to the Director of Security on the first day the College is reopened, or as soon as can be mutually agreed upon, to submit an explanation for his actions. Each such situation will be individually reviewed, and a final



determination in writing will be issued to the employee.

F. If an employee is working and the College is closed prior to the end of his regular shift, the Director of Security shall have the option of sending the employee home early or having the employee complete his normal shift. If the employee is sent home early, he shall not suffer any loss of wages for the day. If the employee is retained until the end of his shift, he will be entitled to pay at the rate of time and one half (1-1/2) for those hours worked beyond the closing time of the College.

G. These guidelines shall be applied separately and exclusively to each shift. That is, if the College's normal schedule of opening is interrupted, the guidelines will be applied only to those shifts affected by the interruption.

H. Part-time Employees

Part-time employees shall be entitled to the same provisions indicated for full-time employees.

## ARTICLE XX

LEAVESA. LEAVE OF ABSENCE DUE TO ILLNESS, INJURY, OR PREGNANCY

An employee must notify the College as soon as it is practical of the employee's illness, injury, or pregnancy and the anticipated duration of the absence.

For the protection of the employee, an individual desiring to work during pregnancy shall furnish the Personnel Office with a physician's certification, indicating the expected date of birth and the physician's opinion as to how long the employee may continue to work.

Any employee returning from temporary disability must furnish the Personnel Office with a statement from his/her physician of the employee's ability to resume normal job duties.

The employee's accumulated sick days shall be applied during the period before temporary disability payments begin and the period following the expiration of temporary disability payments.

B. MATERNITY-PATERNITY/CHILD CARE LEAVES

Upon completion of one (1) year of continuous employment with the College, a bargaining unit member covered by this Agreement may be granted an unpaid leave, without benefits, for up to one (1) year for maternity-paternity and/or child care with the approval, in advance, of the Board of Trustees. The employee must submit a request in writing to the employee's immediate supervisor setting forth the purpose of the leave. Health and welfare benefits may be continued at the employee's expense where the terms of the

applicable policy of insurance permits such continuation. A request for a leave must be submitted at least two (2) months before the leave is to begin. A request for an extension of leave must be in writing and is subject to College approval or disapproval which must also be in writing and shall not be unreasonably denied. An employee shall inform the employee's immediate supervisor of the employee's decision to return from a leave at least two (2) months before the expected date of return.

C. ENTRY INTO ARMED FORCES

Any employee who voluntarily or involuntarily enters the Armed Forces of the United States for active or inactive duty for training shall, upon being discharged in good standing from such service, be entitled to reinstatement to the employee's former position, provided that the employee makes application to return to former employment within ninety (90) days of discharge. There shall be no loss of seniority rights for time spent in the military service. Accrued vacation benefits shall be paid to the employee upon notification of such induction.

D. ACTIVE DUTY FOR TRAINING

A bargaining unit member with five (5) or more years of continuous service with the College, who is actively working at the time when the employee is called to active duty for training, on a temporary basis, shall receive the employee's regular rate of pay for any period of temporary duty not to exceed a maximum of ten

(10) working days in any calendar year. An employee with less than five (5) years of service, shall receive the difference between the employee's regular pay and the military training pay. When applying for a leave for training, the employee shall make application to the employee's immediate supervisor, furnishing the supervisor with a copy of the employee's military orders, in advance, as much as possible, so that the College may arrange for coverage while the employee is on leave.

E. UNPAID LEAVES

Upon completion of one (1) year of continuous employment with the College, a bargaining unit member, covered by this Agreement, may be granted an unpaid leave, without benefits, for up to one (1) year for personal reasons, with the approval, in advance, of the Board of Trustees. A personal reason is defined to include maternity and/or child care leave. In order to qualify for an unpaid leave, the employee must submit a request, in writing, to the Director of Security, setting forth the purpose of the leave. Health and welfare benefits may be continued at the employee's expense, where the terms of the applicable policy of insurance permits such continuation. A request for a leave must be submitted at least two (2) months before the leave is to begin. A request for an extension of leave must be in writing and is subject to College approval or disapproval, which must also be in writing and shall not be unreasonably denied. An employee shall inform the Director of Security of the employee's decision to return from a leave at least two (2) months before the expected date of return.

ARTICLE XXI

PROBATIONARY PERIOD

A. It is expressly understood and agreed that the first sixty (60) calendar days of employment of any newly-hired employee shall be a trial period, during which the College shall have the unqualified right to dismiss or transfer such new employee. However, the employee will receive a post probationary wage increase after thirty (30) days.

B. During the probationary period, the probationary employee shall earn an hourly rate of forty cents (\$.40) less than the normal hourly rate. Upon successful completion of the probationary period, the employee shall receive the normal hourly rate.

C. Solely at the discretion of the College, as individual cases merit, the probationary period may be decreased. In no case, however, shall the probationary period be less than thirty (30) days.

D. Part-time Employees

Part-time employees shall be covered by the provisions of this Article.

## ARTICLE XXII

ANNUAL FITNESS REVIEW FOR EMPLOYEES ATTAINING SEVENTY YEARS

An employee who reaches seventy (70) years of age shall be reviewed by the Director to determine the employee's fitness to continue to perform the requirements of the job. Thereafter the employee shall be reviewed annually. The decision of the Director as to the employee's ability to perform the requirements of the job shall be reviewable by a medical doctor whose selection shall be by mutual agreement. The cost to be shared equally by the parties.

## ARTICLE XXIII

EMERGENCY CALL IN OR CALL BACK PAY

An employee who is called in to work before the employee's regularly scheduled shift or is called back after completing his or her regularly scheduled shift shall receive pay for all work actually performed with a minimum guarantee of four (4) hours work or pay in lieu thereof. If an employee is called back to work before leaving the premises, the employee shall have been deemed to have worked continuously. This Article shall also apply when an employee is called in on Saturday or Sunday.

## ARTICLE XXIV

INSURANCE AND RETIREMENT PLAN

## A. Insurance Coverage

All full-time employees and those employees who regularly work twenty (20) hours per week, or more, shall be provided with coverage under the State Health Benefits Program. Coverage is effective following sixty (60) days of employment, and the College will pay for the full cost of participation of the employee and the employee's dependents.

## B. Dental Insurance

The College will provide dental insurance coverage for all full-time bargaining unit employees and their eligible dependents, at College expense. Benefits and all other terms of coverage are provided in accordance with the policy of insurance.

## C. Completion of Forms

Newly-hired employees must contact the Personnel Office on the first day of employment to complete the necessary application forms. Failure to do so, may result in the employee's coverage being delayed or denied.

## D. Pension Program

Upon commencement of employment, all employees will become participants in the Public Employees Retirement System (PERS). The PERS program provides for life insurance coverage. Rights, benefits, qualifications and restrictions and/or conditions are all established by the Public Employees Retirement System and shall be



in accordance with applicable law. Upon commencement of employment, it is the obligation of the employee to contact the Personnel Office to complete the necessary application forms, prior to employee eligibility dates.

E. Temporary Disability Benefits

All employees are covered under a Temporary Disability Benefit Program. Coverage is effective upon commencement of employment and shall be in accordance with the applicable contract of insurance.

F. The College reserves the right to change any insurance carrier or carriers and/or consolidate any of its insurance plans, provided that the insurance coverage set forth above remains substantially unchanged.

G. The sole liability of the College is to remit payment to the insurance carrier set forth. Claims for benefits, eligibility questions, and other conditions shall be as set forth in the policy of the insurance and the terms and conditions of said policy or policies shall govern and control all questions or claims arising hereunder.

H. An employee on layoff status shall not be entitled to coverage under this Article.

I. The College will reimburse a Unit member for the difference between the cost of a complete annual physical examination by a physician of the Unit member's own choosing and reimbursement for the same from the New Jersey State Health Plan. Reimbursement shall not exceed \$100 per contract year.

## ARTICLE XXV

SEPARABILITY AND SAVINGS

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

## ARTICLE XXVI

FULLY BARGAINED PROVISIONS

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

## ARTICLE XXVII

WAGESSection I

Effective retroactive to July 1, 1991 each full-time Security Staff bargaining unit member shall receive an increase of six and one-half percent (6.5%) applied to base salary. The application of the six and one-half (6.5%) increase shall be as in the past.

Section II

Effective July 1, 1992 an additional six and one-half percent (6.5%) will be applied to each bargaining unit member's base salary. The application of the six and one-half (6.5%) increase shall be as in the past.

Section III

Effective July 1, 1993 an additional six and one-half percent (6.5%) will be applied to each bargaining unit member's base salary. The application of the six and one-half (6.5%) increase shall be as in the past.

Section IVSalaries: Full-Time

A. For full-time security officers, effective July 1, 1991:

1. Days \$10.75 per hour
2. Evenings \$11.00 per hour  
(\$10.75/hr. + \$.25/hr. shift differential)
3. Nights \$11.15 per hour  
(\$10.75/hr. + \$.40/hr. shift differential)

B. For full-time security officers, effective July 1, 1992:

1. Days \$11.45 per hour
2. Evenings \$11.70 per hour  
(\$11.45/hr. + \$.25/hr. shift differential)
3. Nights \$11.85 per hour  
(\$11.45/hr. + \$.40/hr. shift differential)

C. For full-time security officers, effective July 1, 1993:

1. Days \$12.19 per hour
2. Evenings \$12.54 per hour  
(\$12.19/hr. + \$.35/hr. shift differential)
3. Nights \$12.69 per hour  
(\$12.19/hr. + \$.50/hr. shift differential)

Section VI

## A. For part-time security officers, effective July 1, 1991:

1. Days \$10.61 per hour
2. Evenings \$10.86 per hour  
(\$10.61/hr. + \$.25/hr. shift differential)
3. Nights \$11.01 per hour  
(\$10.61/hr. + \$.40/hr. shift differential)

## B. For part-time security officers, effective July 1, 1992:

1. Days \$11.37 per hour
2. Evenings \$11.62 per hour  
(\$11.37/hr. + \$.25/hr. shift differential)
3. Nights \$11.77 per hour  
(\$11.37/hr. + \$.40/hr. shift differential)

## C. For part-time security officers, effective July 1, 1993:

1. Days \$12.19 per hour
2. Evenings \$12.54 per hour  
(\$12.19/hr. + \$.35/hr. shift differential)
3. Nights \$12.69 per hour  
(\$12.19/hr. + \$.50/hr. shift differential)

ARTICLE XXVIII

DURATION OF AGREEMENT

This Agreement shall be in full force and effect as of the date hereof, and shall remain in full force and effect to and including June 30, 1994. This Agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in writing, no sooner than March 30th, nor later than April 30th, of the year in which the Agreement is to expire of a desire to change, modify, or terminate this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals at Cranford, New Jersey on the \_\_\_\_\_ day of \_\_\_\_\_, 1992.

UNION COUNTY COLLEGE  
SECURITY ASSOCIATION

UNION COUNTY COLLEGE

Walter P. Bala  
Harry J. Davis  
Thomas A. Quinn  
John J. Burton, Jr.  
\_\_\_\_\_

Carol Flynn  
Frank Hallam  
Salvatore Bruschetti  
\_\_\_\_\_  
\_\_\_\_\_

UNION COUNTY COLLEGE  
EMPLOYEE PERFORMANCE APPRAISAL

CLASSIFIED PERSONNEL

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

POSITION \_\_\_\_\_ GRADE \_\_\_\_\_ 3 month \_\_\_\_\_ 1 year \_\_\_\_\_

DATE \_\_\_\_\_ OTHER \_\_\_\_\_

THE FOLLOWING APPRAISAL CODE SHOULD BE USED IN RATING EACH ELEMENT OF PERFORMANCE:

- 4. Exceptional performance - far above what is typical
- 3. Very good performance - considerably above what is typical
- 2. Performance which consistently meets the requirements of the position
- 1. Requires improvement - somewhat below what is typical
- 0. Inadequate - evidence of unsatisfactory performance
- NA NOT APPLICABLE TO THIS POSITION

PLEASE FILL IN COMMENTS UNDER EACH SECTION TO CLARIFY RATINGS.

ELEMENTS OF PERFORMANCE

1. ATTITUDE

- a. Toward other staff members \_\_\_\_\_
  - b. Toward students \_\_\_\_\_
  - c. Enthusiasm for job \_\_\_\_\_
  - d. Willingness to comply with rules and regulations of College \_\_\_\_\_
  - e. Ability to accept criticism \_\_\_\_\_
  - f. Stability of temperament \_\_\_\_\_
  - g. Is available when needed \_\_\_\_\_
- COMMENTS \_\_\_\_\_

2. QUALITY OF WORK

- a. Ability to work with minimum of supervision \_\_\_\_\_
  - b. Ability to plan work and organize \_\_\_\_\_
  - c. Ability to cooperate in getting job done \_\_\_\_\_
  - d. Ability to communicate \_\_\_\_\_
  - e. Ability to meet deadlines \_\_\_\_\_
  - f. Thoroughness, accuracy, precision \_\_\_\_\_
  - g. Creativity \_\_\_\_\_
  - h. Works in systematic, orderly manner \_\_\_\_\_
- COMMENTS \_\_\_\_\_

3. QUANTITY OF WORK

- a. Volume of work \_\_\_\_\_
  - b. Rate of accomplishment \_\_\_\_\_
  - c. Initiative \_\_\_\_\_
- COMMENTS \_\_\_\_\_

4. PERSONAL QUALITIES AND CHARACTERISTICS

- a. Attendance \_\_\_\_\_
- b. Punctuality \_\_\_\_\_



4. PERSONAL QUALITIES AND CHARACTERISTICS (cont'd.)

- c. Dependability
- d. Appearance
- e. Respects confidential information
- f. Uses criticism to good advantage
- g. Works toward self improvement
- h. Keeps outside interests from interfering with work

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

5. WHAT ARE EMPLOYEE'S STRENGTHS? \_\_\_\_\_

IF ANY, HOW COULD THEY BE BETTER UTILIZED BY COLLEGE? \_\_\_\_\_

6. WHAT ARE EMPLOYEE'S WEAKNESSES? \_\_\_\_\_

7. NOTE ANY SKILLS NOT CONTAINED IN JOB DESCRIPTION THAT WOULD BE OF BENEFIT TO THE COLLEGE. \_\_\_\_\_

8. RECOMMENDATIONS:

|   |           |          |
|---|-----------|----------|
| Continued Employment                    | YES _____ | NO _____ |
| Salary Increment (for 1 yr. eval. only) | YES _____ | NO _____ |
| Promotability                           | YES _____ | NO _____ |

(If promotability is "yes" please indicate to what capacity \_\_\_\_\_)

OVERALL PERFORMANCE APPRAISAL

(Please circle one)

4            3            2            1            0

IF YOU HAVE ADDITIONAL COMMENTS, PLEASE USE ADDITIONAL PAGE, AND WHEN POSSIBLE, KEY YOUR COMMENTS TO ELEMENTS OF PERFORMANCE.

Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_

PLEASE DISCUSS YOUR EVALUATION WITH THE EMPLOYEE, HAVE EMPLOYEE SIGN FORM, AND RETURN FORM TO PERSONNEL DEPARTMENT.