

#1912

AGREEMENT

Between the

Board of Chosen Freeholders of the County of Sussex

and

Communications Workers of America, AFL-CIO

Local 1083 (Social Services Unit)

**1999-2001**

## Table of Contents

|  |      |
|--|------|
| Absenteeism . . . . .                        | 19   |
| Arbitration . . . . .                        | 11   |
| Bereavement . . . . .                        | 15   |
| Child Care Committee . . . . .               | 28   |
| Dental Program . . . . .                     | 12   |
| Discipline . . . . .                         | 5    |
| Absenteeism . . . . .                        | 20   |
| Doctor's Notes, acceptable . . . . .         | 20   |
| Dues Checkoff . . . . .                      | 7    |
| Duration of Agreement . . . . .              | 31   |
| Educational Leave . . . . .                  | 25   |
| Fully Bargained Provisions . . . . .         | 14   |
| Grievance Procedure . . . . .                | 9    |
| Health Benefits . . . . .                    | 11   |
| Holidays . . . . .                           | 22   |
| Hours of Work . . . . .                      | 8    |
| Job Vacancies . . . . .                      | 27   |
| Jury Duty . . . . .                          | 22   |
| Leave of Absence                             |      |
| and Health Benefits . . . . .                | 23   |
| Educational . . . . .                        | 25   |
| Family & Medical . . . . .                   | 22   |
| for union purposes . . . . .                 | 17   |
| Maternity . . . . .                          | 23   |
| Military . . . . .                           | 23   |
| Personal . . . . .                           | 24   |
| Longevity . . . . .                          | 28   |
| Management Rights . . . . .                  | 4    |
| Medical Benefits . . . . .                   | 11   |
| Eligibility requirements . . . . .           | 13   |
| Miscellaneous . . . . .                      | 27   |
| No Strike Pledge . . . . .                   | 13   |
| Non-Discrimination and Due Process . . . . . | 9    |
| Out-of-Title Pay . . . . .                   | 15   |
| Overtime . . . . .                           | 8    |
| and part time employees . . . . .            | 9    |
| Pay Periods . . . . .                        | 6    |
| two-week delay . . . . .                     | 6    |
| Personal Leave . . . . .                     | 16   |
| Personnel Files . . . . .                    | 25   |
| Policies, establishment of . . . . .         | 5, 6 |
| Prescription Drug Program . . . . .          | 11   |
| Promotions . . . . .                         | 14   |

## Table of Contents

|                                      |    |
|--------------------------------------|----|
| Recognition of Unit . . . . .        | 4  |
| Representation Fee . . . . .         | 7  |
| Safety . . . . .                     | 27 |
| Seniority . . . . .                  | 25 |
| Separability and Savings . . . . .   | 15 |
| Sick Leave . . . . .                 | 18 |
| Conversion to vacation . . . . .     | 21 |
| Sell back 5 . . . . .                | 21 |
| upon resignation . . . . .           | 21 |
| upon retirement . . . . .            | 21 |
| Snow Days . . . . .                  | 16 |
| Temporary assignments . . . . .      | 15 |
| Titles represented . . . . .         | 4  |
| Travel . . . . .                     | 28 |
| Tuition Reimbursement . . . . .      | 26 |
| Union Obligations . . . . .          | 8  |
| Vacations . . . . .                  | 17 |
| Verification of Sick Leave . . . . . | 19 |
| Vision Costs . . . . .               | 12 |
| Wages & Salary Ranges . . . . .      | 29 |
| Workers' Compensation . . . . .      | 24 |

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

THIS AGREEMENT, effective the first day of January, 1999, is entered into by and between the Board of Chosen Freeholders for the County of Sussex (hereinafter referred to as the "County") and the Communications Workers of America, AFL-CIO, and its Local No. 1083 (hereinafter referred to as the "Union").

ARTICLE 1 - RECOGNITION

In accordance with the Certification of the New Jersey Public Employment Relations Commission dated October 15, 1971, as supplemented by agreement of the parties and as supplemented by the Certification of the New Jersey Public Employment Relations Commission dated August 17, 1976, the County recognizes the Union as the exclusive representative of all the employees in the Unit described below for the purpose of collective negotiations with respect to the terms and conditions of their employment: All Social Work Specialists, Income Maintenance Specialists, Child Support Specialists, Social Workers, Income Maintenance Workers, Income Maintenance Technicians, Social Service Technicians, Social Service Aides, Investigators and all clerical employees including: Account Clerks (typing), Principal Clerk Stenographers, Principal Account Clerks, (typing), Clerk Stenographers, Senior Clerk Transcribers, Clerk Transcribers, Clerk Typists, Senior Clerk Typists, Senior Receptionists, Telephone Operators (typing), Senior Data Entry Machine Operators, Data Entry Machine Operators, Word Processing Operators, Senior Account Clerks (typing), Principal Data Entry Machine Operators, Senior Payroll Clerks, Senior Stock Clerks, employed by the County of Sussex, Division of Social Services (Agency) but excluding craft employees, managerial executives, police, confidential employees, Income Maintenance Supervisors, Social Work Supervisors, other supervisory employees within the meaning of the Act and all other employees of the County Social Services Agency.

ARTICLE 2 - MANAGEMENT RIGHTS

Section 1: The County hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the foregoing, the following rights:

- a) To exercise all management functions and responsibilities which the Employer has not expressly modified or restricted by a specific provision of this agreement;
- b) To the executive management and administrative control of the County Government and its properties and facilities and to determine the methods of operation to be offered by its employees and to direct the activities of its employees;

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

c) To establish and administer policies and procedures related to personnel matters, departmental activities, employee training, departmental and work unit operational functions, performance of services and maintenance of the facilities and equipment of the County;

d) To reprimand, suspend, demote, discharge or otherwise discipline employees for just cause;

e) To determine the standards of selection of employment and to hire, promote, transfer, assign, reassign, lay-off and recall employees to work and to determine their qualifications and conditions for continued employment or assignment in accordance with New Jersey Department of Personnel rules and regulations;

f) To determine the number of employees and the duties to be performed;

g) To maintain the efficiency of employees in the performance of their duties and to maintain the efficiency of its operations;

h) To determine staffing patterns and areas worked, to control and regulate the use of facilities, supplies, equipment, materials and other property of the County;

i) To relieve employees from duty because of lack of work, lack of funding, or legal cause, in accordance with State Department of Personnel rules;

j) To determine the amount of overtime to be worked;

k) To determine the methods, means and personnel by which its operations are to be conducted;

l) To determine the content of work assignments in accordance with New Jersey Department of Personnel job descriptions;

m) To exercise complete control and discretion over the organization and the technology used to perform its work;

n) To subcontract for any existing or future service as determined necessary by the County as limited by Section 3, below;

o) To make or change County rules, regulations, policies, and resolutions as the County may from time-to-time deem best for the purposes of maintaining order, safety and/or the effective and efficient operation of the work of the County subject to the limitations contained in this Agreement and in law; and

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

p) To generally manage the affairs of the County, attain and maintain full operation efficiency and productivity and to direct the work force.

Section 2: The exercise of the foregoing powers, rights, authority, duties and responsibilities of the County, the adoption of policies, rules, regulations, and practices in furtherance thereof and the use of judgement and discretion in connection herewith shall be limited only by law and by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.

Section 3: Should the County contract or subcontract for work or services performed by negotiating unit employees, the County shall notify and discuss with the Union of the impact of such contracting or subcontracting upon negotiating unit employees who may be laid off or reassigned. Such notice shall be given prior to the award of the contract or subcontract, except in extraordinary circumstances. The Union must request the opportunity to discuss the impact of a decision to subcontract or contract out work within thirty (30) days after notification by the County. Failure of the Union to make such a timely request shall act as a waiver and shall bar the Union from seeking to discuss the impact of this action.

Section 4: The parties agree that the County has the right to make reasonable rules and regulations. All rules and regulations promulgated by the County for the proper and efficient operation of the public service shall be duly and conspicuously placed. A copy of all rules and regulations will be provided to the Union.

Section 5: The County and the Union understand and agree that all rules promulgated by the New Jersey Department of Personnel concerning any matter whatever not specifically covered in this Agreement shall be binding upon both parties.

The County agrees to negotiate with the Union over the replacement of any right or benefit provided under the New Jersey Administrative Code, Title 4A (Personnel), which may be eliminated or altered by statute or regulation.

ARTICLE 3 - PAY PERIODS

Section 1: All employees shall be paid on a bi-weekly basis. Pay day is every other Wednesday. Pay periods run from Wednesday to Tuesday. The Union recognizes that employees hired after May, 1991 are subject to a two-week payroll delay.

Section 2: The last pay of the calendar year and the first pay of the new year may contain adjustments to adequately close out the year.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

ARTICLE 4 - DUES CHECKOFF AND REPRESENTATION FEE

A. Dues Checkoff for Union Members

The County, upon receipt of a duly executed authorization assignment form acceptable to the County, agrees to deduct from the first and second paycheck each month of employees covered by this Agreement who have executed said form, the established dues of the Union, subject, however, to the provision of NJSA 52-14-15.9e. It is further agreed that the County shall remit such deductions to the Union prior to the 15th day of the month following the month for which such deduction is made. Dues shall be such amount as may be certified to the County by the Union at least thirty (30) days prior to the date on which the deduction of Union dues is to be made.

B. Representation Fee for Non-Members

1. Subject to the provisions of applicable laws and regulations and the conditions set forth below, during the term of this Agreement, the Union shall be entitled to a representation fee not to exceed 85% of regular Union dues. The representation fee shall be deducted from the salaries of employees in the Unit who are not members of the Union, provided, however, that membership in the Union is available to all employees in the Unit on an equal basis and the representation fee in lieu of dues shall be available only so long as the Union remains majority representative of the employees in the Unit and maintains a demand and return system which complies with the provisions of applicable laws and regulations.

2. The Union shall certify to the County that the Amount of such representation fee in lieu of dues was determined in accordance with applicable law. In no event shall such fee exceed 85% of the Union's regular membership dues. Such deductions shall be made in the amounts certified in writing to the County by the Union.

3. In no case shall the representation fee in lieu of dues be deducted sooner than the thirtieth (30th) day following the beginning of an employee's employment in a position included in the Bargaining Unit.

C. Transmittal

1. The County shall transmit to the Union:
  - a) A check for the total amounts deducted and
  - b) A statement setting forth the names of the Unit members for whom dues or representation fees in lieu of dues were deducted.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

2. The check and statement shall be mailed by the fifteenth (15th) day of the month following the month for which the deduction was made.

D. Union Obligations

1. The provisions of this Article are conditioned upon the Union's compliance with all requirements set forth by statute or regulation.

2. The Union hereby agrees to indemnify and save the County harmless against any and all claims, demands, suits and other forms of liability that may arise out of, or by reason of, action taken or not taken by the County for the purpose of complying with any of the provisions of this Article, or in reliance upon any notice furnished under any provision of the Article.

ARTICLE 5 - HOURS OF WORK

Section 1: The normal work week for full time employees shall consist of thirty-five (35) hours. The normal hours of work in existence at the time of execution of this Agreement for the Social Services Agency shall remain in full force and effect for the duration of this Agreement unless changed by mutual consent. Either party reserves the right to request a change in the normal working hours, but no change shall be made unless mutually agreed to.

Section 2: All employees authorized by their supervisor to work in the field or on the road shall compute their hours of work on a portal-to-portal basis for such time spent in the field or on the road.

OVERTIME

Section 3: All employees shall be expected to complete their work in the time allotted for the normal working day.

Section 4: Any employee scheduled by the department head in accordance with the County's policy to work in excess of his/her regular work week shall be paid at the rate of time and one-half for all hours the employee works in excess of his/her regular work week. An employee who is scheduled to work a regular Monday to Friday work week and works on a Saturday, shall receive time and one-half for all hours s/he works on said Saturday, provided that any absence during the regular work week is justified.

An employee who is scheduled to work a regular Monday to Friday work week and works on Sunday, shall receive double time for all hours s/he works on said Sunday, provided that any absence during the regular work week is justified.



County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

Section 5: Part time employees will receive overtime pay only for those hours they work in excess of the normal work week in their department (35).

Section 6: All overtime and/or extra hours must be authorized by the County by budget appropriation and specifically scheduled by the department head.

ARTICLE 6 - NON-DISCRIMINATION AND DUE PROCESS

Section 1: No employee shall be discharged, or discriminated against because of age, race, creed, sex, color, ethnic background, political affiliation, handicap, marital status, or Union activity.

Section 2: The County reserves the right to discipline or discharge any employee for just cause.

Section 3: All discipline shall be progressive in nature and corrective in intent. Discipline for this purpose means any penalty greater than an oral reprimand.

ARTICLE 7 - GRIEVANCE PROCEDURE

A. Definition

A "grievance" shall mean a complaint by an employee, group of employees, or the Union

(1) that there has been a violation, misinterpretation or inequitable application of any of the provisions of this agreement, or

(2) that employee(s) has/have been treated unfairly or inequitably by reason of any act or condition which is contrary to established County policy or administrative practice governing or effecting employees.

However, any matter for which:

(a) a precise method of review is prescribed by State Statute or rule having the force and effect of law, or

(b) the County is without authority to act shall not be permitted to go to arbitration.

B. Procedure

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

The importance of having grievances processed as quickly as possible suggests that the number of days indicated at each level should be considered as a maximum and every effort made to expedite the process. The time limits, may, however, be extended by mutual written agreement. A grievance shall be filed within fifteen (15) work days of the event. The employee shall have the right to be represented by the Union representative.

Level 1

An employee with a grievance shall reduce it to writing and may request a meeting with his/her Division Head, with the objective of resolving the matter informally. If an impasse occurs, a written grievance shall then be presented to the Personnel Director, and said employee shall be entitled to a reply, in writing, within fifteen (15) working days of said written complaint.

Level 2

If the aggrieved is not satisfied with the disposition of the grievance at Level 1, within ten (10) working days from receipt of the reply to the grievance from the Personnel Director, the employee will inform the Department Administrator and County Administrator, in writing, that the grievant wishes to have a non-public meeting with the County Administrator and Department Administrator. The County Administrator shall schedule and conduct a meeting within ten (10) working days of receipt of the appeal to the Administrator and shall render a decision within ten (10) working days of said meeting.

Level 3

If the grievance or dispute has not been satisfactorily adjusted pursuant to Levels 1 and 2, the Union shall present it to the Board of Chosen Freeholders, or their designated representative who shall not be the County Administrator, within five (5) working days after receiving the response from Level 2, or within five (5) working days after the response was due. The Board or its designee shall settle the matter and respond in writing within ten (10) days. If the Board intends to convene a hearing into the matter, the time for this step shall be extended to fifteen (15) calendar days, provided the Union has been notified, in writing, of this intent within fifteen (15) working days after the matter has been presented to the Board. This notice shall specify the time and date of the hearing.

Level 4

If no settlement of the grievance or dispute has been reached between the parties, the Union may move the grievance or dispute to arbitration within thirty (30) calendar days of receiving the Board's response or the Board's designee's response, or within thirty (30) calendar days of the time the response was due.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

Arbitration

If the Union wishes to move a grievance to arbitration, it shall notify the Public Employment Relations Commission and the County that they are moving a grievance to arbitration and request that a list of arbitrators be furnished to the County and the Union. The arbitrator shall be chosen in accordance with the procedures set forth by the Public Employment Relations Commission.

The arbitrator shall hear the matter on the evidence and within the meaning of the Agreement, render his/her award, in writing, which shall be final and binding.

The cost of the arbitrator's fee shall be born equally by the parties.

C. Extension and Modifications

Time extensions may be mutually agreed to by the County and the Union, in writing.

D. Group or policy grievance

A group or policy grievance or dispute shall be presented, in writing, by the Union, at the lowest step at which a settlement may be obtained.

ARTICLE 8 - MEDICAL BENEFITS

Section 1 (Health & Medical): Employees are eligible to receive health and medical benefits provided under the New Jersey State Health Benefits Program. Such employees have the option of selecting one of the following plans: Traditional Indemnity, Point of Service (NJ Plus), or an HMO approved by the State Health Benefits Commission. The plan includes coverage for the employee and eligible immediate family members and shall be fully paid for by the County.

Section 2 (Prescription Drug): Employees are eligible for a prescription drug program which includes \$5.00 co-pay for name brands; \$1.00 co-pay for generic; and no co-pay for mail orders. The plan includes coverage for the employee and eligible immediate family members and shall be fully paid for by the County.

Section 3 (Dental Plan): Employees are eligible for a basic dental program, known as Delta Premier outlined by the Delta Dental Plan. The plan includes coverage for the employee and eligible immediate family members and shall be fully paid for by the County.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

Section 4 (Reimbursement for Vision Costs): Effective January 1, 2001, the County agrees to reimburse an employee up to \$35.00 for his or her regular prescription corrective lenses or up to \$45.00 for bifocal or more complex prescription corrective lenses. Employees are eligible for one reimbursement for each prescription each year. Receipts, indicating amounts paid by health insurance if any, shall be submitted to the County to be eligible for reimbursement but the amount paid by the health insurance and the reimbursement shall not exceed 100% of the costs. This reimbursement is strictly limited to the employee and not applicable to family members. Eligibility for this program shall begin after two months of employment for new employees and shall cease when the employee is no longer actively employed which includes, but is not limited to, leaves of absence, suspensions without pay, retirement/resignation, etc..

Section 5: Coverage for the medical program and/or the prescription program shall begin after two months of employment in accordance with State Health Benefits regulations. Coverage shall begin the first of the month after two (2) months of employment for the Dental Program, providing that the proper application is completed and filed timely with the Central Personnel Division.

Section 6: The County agrees to continue to pay the premium charges for certain eligible retirees and their eligible dependents (but not including survivors) for the Medical Insurance described in Section 1 provided such persons retire from the County service after twenty-five (25) years or more of service credit in the New Jersey State Pension System or for employees who receive a disability retirement regardless of the years of service. Such retirees must apply for full coverage under Part B of the Federal Medicare Program, if the retiree meets the requirements. This health care program is administered by the New Jersey State Division of Pensions, Health Benefits Bureau.

For employees who retire effective January 1, 1991, or thereafter, the County agrees to pay the premium charges for the prescription program described in Section 2, and for the dental program described in Section 3, provided such persons retire from the County service after twenty-five (25) years or more of service credit in the New Jersey State Pension System or for employees who receive a disability retirement regardless of the years of service. The prescription and dental care programs are administered by the County in accordance with the contracts with the respective insurance carriers.

Section 7: The County agrees to reimburse eligible employees for their premium charges under Part B of the Federal Medicare Program for themselves and their eligible immediate family members, provided the County voucher is submitted by the employee to the Treasurer's Office during July and January for the previous six (6) months.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

The County agrees to reimburse retirees with twenty-five (25) years or more of service credit in the New Jersey State Pension System or retirees eligible for disability retirement regardless of the years of service for their premium charges under Part B of the Federal Medicare Program for themselves and their eligible immediate family members, provided a County voucher is submitted to the Treasurer's Office during July and January for the previous six (6) months.

Section 8: Employees who are granted a leave of absence without pay should refer to Article 19, Section 5.

Section 9: Upon an employee's termination, all insurance coverage will be discontinued the first of the month after one month, or as otherwise specified by the insurance carrier.

Section 10: All rights, benefits, eligibility requirements, etc. shall be governed by the applicable policy of insurance.

The minimum number of hours worked for eligibility for health and medical benefits, prescription, dental and vision reimbursement increased from 20 per week to 25 per week effective March 1, 1996 and those eligible prior to March 1, 1996 will continue to be eligible until or unless their current hours are decreased to less than 20 per week. Current employees ineligible for coverage (i.e. work less than 20 hours) will continue to be ineligible for coverage unless or until their hours are increased to at least 25 hours per week.

ARTICLE 9 - NO STRIKE PLEDGE

Section 1: The Union assures and pledges to the County that its goals and purposes are such that it does not condone strikes or threats thereof by public employees, or work stoppages, slowdowns or any other such actions which would interfere with service to the public or violate the Constitution and the laws of the State of New Jersey; and the Union and the employees agree they will not initiate or participate in such activities nor advocate or encourage members of the unit to initiate or participate in the same; and the Union will not support anyone acting contrary to this provision.

Section 2: Nothing stated elsewhere in this Article shall alter the parties' rights to seek judicial relief in law or in equity. Further nothing contained herein in any way diminishes any right the County may have under Article 2, Management Rights.

Section 3: The County agrees that there shall be no lockout of employees during the term of this Agreement.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

ARTICLE 10 - FULLY BARGAINED PROVISIONS

The parties agree that they have fully bargained and agreed upon all terms and conditions of employment and that 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.

ARTICLE 11 - PROMOTIONS

Section 1: Promotional positions shall be filled in accordance with State Department of Personnel Rules. Notice shall be posted at the earliest possible time that a promotional vacancy is to be filled.

Section 2: An employee at the maximum pay range for his/her class of employment shall be given the opportunity to advance to the next higher class where available, provided there is a vacancy and provided the employee has the required qualifications and ability.

Section 3: The following procedure shall be used to determine the salary increase upon promotion or temporary assignment:

- (a) 5% increase to the base salary, or
- (b) should the 5% increase be less than the minimum of the new range, the employee shall be paid the minimum of the new range, or
- (c) should the 5% increase be more than the maximum of the new range, the employee shall be paid the maximum of the new range.

No employee shall receive a pay cut on promotion.

Section 4: An employee serving provisionally under promotional procedures shall be paid for the provisional title effective the date of provisional appointment. If the employee fails the promotional exam or is not eligible for appointment, his/her title and salary shall revert to the previous permanent title and previous salary until eligible for appointment in the promotional title.

Section 5:

A. Temporary Assignments.

The purpose and intent of this section is to insure an employee is compensated for performing the duties assigned to another employee in a higher position. It is not intended to

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

provide additional compensation for duties which fall adequately within an employee's current title. An employee required to perform the duties of a position in a higher range shall be granted a salary increase as described in Section 3 above after more than ten (10) consecutive work days of such performance, retroactive to the first day. An employee may request written confirmation from his/her supervisor on the appropriate form of the title and salary before she/he performs such duties or continues to perform such duties.

The County may conduct an internal audit of the duties to determine the appropriate title for the temporary assignment. The Union agrees that such temporary assignments are not considered a provisional or permanent promotion.

B. In addition to the provisions of "A" above, any five (5) consecutive work days worked in a higher range are accumulated and if and when the employee accumulates twenty (20) such days in a calendar year, then a salary increase shall be granted as described in Section 3, above, retroactive to the first day.

ARTICLE 12 - SEPARABILITY AND SAVINGS

If any provisions of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, including but not limited to the New Jersey Department of Personnel (Civil Service), or if compliance with or enforcement of any provision should be restrained by such tribunal 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 13 - BEREAVEMENT - PERSONAL LEAVE

Employees who are on the payroll on January 1st of any year shall be entitled to a maximum of six (6) days leave per year, except as hereinafter provided in (A), with pay, in accordance with the following:

A. BEREAVEMENT Up to three (3) days per calendar year leave of absence, with pay, for time lost from work due to the death of a spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother in-law, sister-in-law, grandparent, grandchild, step-child, foster child, step-parent, foster parent, niece, nephew, aunt, uncle or any other relative who lives in the employee's home or person residing in an employee's household with whom the employee has a spousal relationship.

Should there be a second incident during the year, up to three (3) additional days paid bereavement leave (not subject to the maximum set forth above) shall be allowed for time lost from work, if one of the incidents involves the death of a spouse, child, parent, brother

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

or sister.

B. PERSONAL Full Time employees shall receive three (3) days leave per year for personal leave, non-accumulative. No personal leave shall be taken for less than a half day and providing it is mutually agreed by the employee and the supervisor. An employee must give his/her supervisor twenty-four (24) hours notice when possible before taking personal leave. Requests to use personal leave for emergencies, with less than 24 hours notice, shall not be unreasonably withheld. The County shall approve the personal leave unless there is a shortage of staff or peak work load periods.

C. Employees hired after January 1st of any year shall accrue one (1) bereavement day pursuant to Section 1, paragraph 1; one (1) bereavement day pursuant to Section 1, paragraph 2; and one (1) personal day after each four (4) months of continuous employment during the calendar year, subject to the conditions set forth above.

ARTICLE 14 - SNOW DAYS

Section 1. The County reserves the right to declare a snow day, early closing, or late opening for all departments. The purpose of a declared snow day, early closing, or late opening is to provide non-essential employees with the ability to stay off roads and highways so that emergency personnel can clear snow and ice. Essential employees are required to work their regular hours without additional compensation, overtime, or compensatory time off. Essential employees are defined as public works employees involved in snow and ice removal and employees in 24 hour facilities directly responsible for patient/inmate care and custody, food preparation, maintenance and security. Essential employees who do not report for regular hours during a declared snow day, early closing, or late opening may request to use a personal day or vacation day.

Section 2. Should a non-essential employee report for work and subsequently the County decides to close County offices, such employee who reports to work shall be credited for the day's work. There shall be no charge against his/her benefit leave time. If the County decides to close County offices after the start of the work day, all offices will remain open until official notification is received.

Should the County close County offices before the start of a work day or declare a delayed opening, all non-essential employees scheduled to work that day will be credited with a day's work. (There shall be no charge against his/her benefit leave time.) Non-essential employees who were scheduled for benefit leave time or for an "off day" prior to the declared snow day, early closing, or late opening, shall not receive compensatory time off or overtime.



County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

Notification of snow days or delayed opening will be made by radio announcements on local radio stations at 6 AM and/or 7 AM and periodically during the day.

Section 3: If the County does not declare a snow day, an employee who does not report to work will be charged with either a vacation day or personal leave day.

Section 4: If an employee who is reasonably late reports to work due to the traveling conditions caused by the snow and ice conditions, that employee shall be credited with a full working day.

Section 5: Snow days may not be taken in the form of compensatory time or accumulated.

ARTICLE 15 - LEAVE OF ABSENCE FOR UNION PURPOSES

The County shall, at the Union's written request, grant a leave of absence with pay to no more than two (2) Union representatives to attend an official Union convention or an authorized group meeting of Union representatives but not to exceed seven (7) days in any year. Request for such leave shall be made in writing no later than three (3) working days prior to the leave when possible. Such leave shall be granted provided that it will not interfere with the efficient operation of the Agency.

ARTICLE 16 - VACATIONS

Section 1 Full time employees shall be granted vacation leave as follows:

One (1) working day for each month of service or major fraction thereof during the first year;

After one (1) year of service through five (5) years of service twelve (12) working days per year;

After five (5) years of service through twelve (12) years of service, fifteen (15) working days per year;

After twelve (12) years of service through twenty (20) years of service, twenty (20) working days per year;

After twenty or more years of service, twenty-five (25) working days per year.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

Section 2: Employees shall be credited on January 1 with any new vacation entitlement which they become eligible for during that calendar year by virtue of achieving a new vacation plateau.

Section 3: No vacation days shall be taken for less than one-half day and providing it is mutually agreed by the employee and the Department Administrator.

Section 4: Employees shall submit requests for vacation times of five consecutive work days or more to the department/agency head in writing no later than four weeks before his/her requested vacation, with first and second choices. The department/agency head shall answer the request in writing within five (5) working days. The requested vacation shall be scheduled where practical on the basis of seniority. Vacations of less than five (5) consecutive work days should be requested in writing four (4) working days, where possible, before the requested vacation leave. The department/agency head should answer the request in writing no later than two working days before the requested vacation leave.

Exceptions to the above minimum request times will be allowed if work load permits.

The department head shall attempt to schedule work, insofar as possible, to preclude changes in the vacation scheduling.

Section 5: Vacation allowance must be taken during the current calendar year at such time as permitted or directed by the department/agency head unless the department/agency head determines that it cannot be taken because of pressure of work. A maximum of one year's allotment may be automatically carried forward into the new year.

Section 6: Any employee whose service with the County terminates shall have unused vacation time paid to him/her or the employee's legal representative in the event of his/her death.

ARTICLE 17 - SICK LEAVE

Section 1: All employees shall be granted sick leave based upon the following from date of last hire:

1-1/4 days per month in the first year of service, then  
15 days per calendar year

Section 2: All unused sick leave may be accumulated from year to year.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

Section 3: Employees are entitled to use sick leave in accordance with New Jersey Department of Personnel (Civil Service) rules, N.J.A.C. 4A:6-1.3. The parties agree to adhere to the following policy concerning [verification of] sick leave usage.

(a) Absenteeism includes paid and unpaid sick leave, excused or unexcused absences whether paid or unpaid, or leaves of absence without pay. Chronic or excessive absenteeism may be cause for disciplinary action up to and including termination of employment (see N.J.A.C. 4A:2-2.2 and 4A:2-2.3).

(b) Verification of Sick Leave An employee shall be required to submit acceptable medical evidence for the following:

1. absences for five or more consecutive working days,
2. absences for periods totaling 10 work days in one calendar year consisting of periods of less than five consecutive days,
3. an employee currently suffering from a catastrophic health condition or injury which necessitates the employee's recurring absences from work, may submit acceptable medical evidence for a maximum of 90 days. Extensions of a maximum of 30 days will be considered on a case-by-case basis. Unlike medical evidence required for other County policies, the medical evidence required for recurring absences shall indicate the nature, severity, and anticipated duration of the disability.
4. an employee who is needed to provide care to a member of the employee's immediate family<sup>1</sup> who is currently suffering from a catastrophic health condition or injury which necessitates the employee's recurring absences from work, may submit acceptable medical evidence for a maximum of 90 days. Extensions of a maximum of 30 days will be considered on a case-by-case basis. Unlike medical evidence required for other County policies, the medical evidence required for recurring absences shall indicate the severity, and anticipated duration of the disability.
5. upon issuance of a disciplinary notice, see (d) below.
6. The County and its representatives retain the right to require acceptable medical evidence and/or initiate progressive discipline whenever there is reasonable cause to

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<sup>1</sup> Immediate Family is spouse, child, or parent. See County Policy on Family and Medical Leave for further details of immediate family definitions.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

suspect abuse of sick leave. Supervisors may deny the use of sick leave for any valid reason and must advise employees of the reason for such denial.

(c) New Employees and/or Working Test Period: A new employee who is absent or sick more than 3 times during his/her first 90 days of employment may be subject to termination if no legitimate reasons for the absences are found. A permanent employee serving a 90-day working test period who is sick or absent more than 3 times during the working test period may be subject to failure of the working test period if no legitimate reasons for the absences are found. Failure of the working test period may result in demotion, if an appropriate vacancy exists, or termination of employment in accordance with N.J. Department of Personnel (Civil Service) rules.

(d.) Disciplinary Notice: an employee who has been absent for periods totaling 10 or more work days in one calendar year consisting of periods of less than five consecutive days without prior acceptable medical evidence, may be given a disciplinary notice.

An employee who has exhibited a pattern of absences (such as single absences on Monday or Friday, paydays, the day after payday, or some other pattern that appears suspicious) without acceptable medical evidence is subject to progressive discipline such as warning, suspension, termination. After progressive discipline is initiated in these circumstances, employees may be required to supply acceptable medical evidence justifying the absence for the next calendar year.

Section 4 Medical Evidence: Employees required to supply medical evidence for sick absences must supply a legible, in English, original note from a doctor's office that "excuses the employee from work". Medical evidence merely stating that the employee had an office visit or is "under my care" is not acceptable. The cost for this medical evidence shall be borne by the employee, except as noted below. The County does not require the doctor to reveal the employee's medical condition nor does it relieve the employee of a reasonable obligation to notify the County of a potential contagious condition. The employee is not required to visit the doctor's office to obtain the note if the employee has made other arrangements with the doctor's office.

An employee who is required to provide acceptable medical evidence and who fails to supply the evidence shall be suspended, without pay, for each unexcused absence. Also, an employee who has exhausted his/her accumulated sick leave shall be suspended, without pay, for each absence. If acceptable medical evidence is supplied, the employee may be granted a leave of absence, without pay.

The County and its representatives may require an employee to be examined by a physician designated and compensated by the County as a condition of the employee's

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

continuation of sick leave. If a physician should determine that the employee is able to return to work but is not able to perform his/her regular duties, the Department Administrator and the County shall determine what other type of work duties, if any, shall be assigned to such employee.

In the event an employee returning to work from sick leave is examined and a dispute ensues between the employee's physician and the County's physician, the County agrees that the employee shall be able to submit the report to his/her physician, and a third party neutral physician. The third party shall make a final recommendation. The cost of the third party neutral physician shall be shared equally by the employee and the County.

Section 5: An employee upon retiring shall be paid for one-half of the unused sick leave she/he accumulated. The employee shall be compensated for this accumulated time at his/her daily rate of pay at the date of retirement. The employee shall forfeit this payment if the resignation/retirement is not in good standing.

An employee whose employment within the County is terminated in good standing for reasons other than retirement shall be paid for unused accumulated sick leave based upon the following schedule:

Upon completion of 5 through 10 years of service =  $1/8$  up to \$15,000

Upon completion of 11 through 20 years of service =  $1/4$  up to \$15,000

Upon completion of 21 years or more =  $1/2$  up to \$15,000

Section 6: Employees who have in excess of thirty (30) sick days on December 31st of any year may convert any or all earned sick days they have in excess of thirty (30) sick days for vacation days at a ratio of two (2) sick days for one vacation day. Those sick days converted to vacation days shall not be reinstated at any future date. However, no employee shall be permitted to convert more than thirty (30) sick days to vacation days in any one calendar year.

Section 7: Employees who use 3 days or less of sick leave per year be allowed, at their option, to sell back up to 5 unused sick days, in full day increments, to the County.

The payment will be made in March of the following year at the prior year's rate. To be eligible the employee must be full time, work the entire year, and not have any leaves of absence or suspensions during the year.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

ARTICLE 18 - HOLIDAYS

Section 1: Fourteen (14) legal holidays shall be observed under this Agreement:

New Year's Day  
Martin Luther King, Jr.'s Birthday  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Election Day  
Veteran's Day  
Thanksgiving Day  
Day After Thanksgiving Day  
Christmas Day

Also to be observed are any other holidays declared by the legally constituted authorities of the County, Governor or President. The term holiday shall refer to the observed holiday unless otherwise stated.

When a holiday as above, falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following day, Monday.

Section 2: A day's holiday pay shall be equal to the employee's pay for his/her regularly scheduled work day.

ARTICLE 19 - JURY DUTY

The County agrees to continue its current Jury Duty Policy of allowing time off, with pay, in addition to the jury salary.

ARTICLE 20 - LEAVES OF ABSENCE

Section 1: The types of Leaves of Absence are (a) those described by the State and Federal Family and Medical Leave Act in accordance with N.J.A.C. 4A:6-1.21A and N.J.A.C. 4A:6-1.21B or (b) personal leave which may include but is not limited to leaves for personal

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

business or educational reasons. Any type of Leave of Absence may include singular days. To be eligible for a leave of absence, the employee shall be employed by the County at least twelve (12) months prior to the requested leave. The Appointing Authority with the approval of the County may grant the privilege of a leave of absence without pay to an employee for a period not less than one working day and not to exceed one year which may be renewed for an additional period only by formal actions of the Appointing Authority with a Resolution of the Board of Chosen Freeholders.

Employees granted a leave of absence need not use all earned benefit leave time prior to the leave of absence unless they so choose.

The parties recognize that under State Department of Personnel (formerly Civil Service) rules, an employee is required to be permanent before granted leave of absence. If the County agrees to grant a non-permanent employee a leave of absence and the State Department of Personnel does not approve such leave of absence, the parties and the employee agree to adhere to the State Department of Personnel's decision.

Section 2: Maternity Leave of Absence.

An employee shall notify the Department Administrator, and the Personnel Department of her pregnancy as soon as it is medically confirmed. Said employee may request a maternity leave of absence without pay as aforementioned in Section 1.

A maternity leave of absence shall be for a period of not more than one year. The employee may elect to return at an earlier date, provided the employee shall be deemed medically fit to resume the duties and responsibilities of her position.

Section 3: Military and all other leaves shall be granted in accordance with N.J.A.C. 4A:6-1.11, "Leaves of Absence."

Section 4: An employee on any type of leave of absence shall be responsible for the employee's share of pension and contributory insurance as per Division of Pensions regulations.

Section 5: The County shall pay the medical insurance premiums, prescription program premiums and/or dental premiums for an employee on medical leave of absence for a maximum of the first three (3) months provided the employee supplies the County with a medical certificate verifying she/he cannot work. Thereafter, the employee shall be entitled to continue their coverage in accordance with the Federal C.O.B.R.A. laws.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

An employee granted a personal leave of absence shall be entitled to continue their coverage in accordance with the Federal C.O.B.R.A. laws provided the leave of absence exceeds one (1) month. (See Article on Medical Benefits)

Within 5 days of return from leave of absence, an employee shall be responsible for completing re-enrollment form.

An employee on leave of absence shall not be reimbursed for Medicare B.

Section 6: Employees on any type of leave of absence shall not accumulate or be eligible for vacations, sick leave, personal leave or holidays.

ARTICLE 21 - WORKERS' COMPENSATION LEAVE

Section 1: Notwithstanding the nature or severity, injuries/accidents on the job shall be reported on the appropriate "Accident Report" preferably within 24 hours. The "Accident Report" acts as a workers' compensation claim for medical expenses, loss of work, and/or damage to personal appliances such as eye glasses. Exposure to serious disease, for example Lyme, scabies, Hepatitis, HIV, or tuberculosis are reportable on the same "Accident Report". If the injury or exposure requires medical attention, employees shall report to their supervisor, where practicable, and seek medical attention from any of the panel physicians approved by the claims administrator as posted on the employee bulletin board unless circumstances require emergency attention.

Section 2: Employees entitled to receive Workers' Compensation Insurance shall be paid their regular salary for the first five (5) days after injury on the job without charges against their sick leave, vacation time, or personal leave. The employee shall be responsible for providing the County with a medical certificate verifying that she/he is unable to return to full duty for those five (5) days.

Should the employee be unable to return to full duty after those five (5) days, she/he shall provide the County with a medical certificate. Should the Workers' Compensation Insurance carrier determine that she/he is eligible to receive Workers' Compensation Insurance payments retroactively, the employee shall reimburse the County for the five (5) days originally paid by the County.

Section 3: The time that the employee shall be paid Workers' Compensation Insurance payments shall not be charged against her/his sick leave, vacation leave, or personal leave, but said employee shall be paid for any holiday which may occur during the time that she/he is receiving Workers' Compensation.



County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

Section 4: During the time that the employee is receiving Workers' Compensation Insurance, the County shall assume both the County's share and the employee's share of pension costs (but not contributory insurance) and the costs for all medical benefits, excepting however, if the employee fails to reimburse the County for contributory insurance.

ARTICLE 22 - PERSONNEL FILES

Section 1: Employees shall have the right, upon 2 days advance notice, to review the contents of his/her personnel file during normal office hours, and upon request, may have a Union representative present. An employee is entitled to a copy of any document in the file, except pre-employment documents.

Section 2: No material derogatory to an employee shall be placed in his/her personnel file unless the employee has been provided with a copy. The employee shall acknowledge that s/he has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall have the right to submit a written response to material and his/her response shall be included in the file.

Section 3: The County's Division of Personnel is designated as the location of the "official" personnel files. Should other files be maintained, the employee shall be advised of their location and allowed an opportunity to review as outlined in Sections 1 and 2.

Section 4: The County agrees to protect the confidentiality of the information contained in each personnel file. The Union agrees that certain job related information is public knowledge and may be released to the media upon request.

ARTICLE 23 - SENIORITY

Seniority, which is defined as continuous employment with the County from the date of most recent hire, will be given due consideration by the County.

In considering employees for promotion, all other factors being equal, seniority will be the deciding factor subject to Department of Personnel (Civil Service) rules and regulations. When vacation requests conflict, the senior employee shall be given preference of vacation.

ARTICLE 24 - EDUCATIONAL LEAVE

A. Any employee with permanent status, who has worked for the County for a period of one year or more and who is desirous of obtaining an undergraduate degree or a graduate degree in accordance with former Ruling 11, may apply to the County for full-time leave with

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

stipend, or without pay, upon recommendation of that employee's supervisor(s), division head and department head.

B. Not more than one employee from the Agency shall receive stipend at any one given time and if the course is not completed, the expense of the course is the employee's responsibility.

C. To be considered, employees must notify the County in writing by November 1st of the year preceding the desired entry into the course of study and, following acceptance in an accredited school, must submit request for leave with or without stipend to the County.

D. Time off not to exceed four (4) hours per week may be granted for an employee, including a provisional employee who has been a full-time employee (or full time equivalent for part timers) of the Agency for twelve (12) continuous months, to attend job-related courses which can only be attended during working hours. Request for such time off shall be submitted in writing. The time may be granted, at the discretion of the Division Head, based on the merits of the individual case and efficient operation of the Agency.

ARTICLE 25 - TUITION REIMBURSEMENT

Section 1: The County agrees to appropriate monies for the unit totaling six hundred dollars (\$600.00) annually (non-accumulative under State regulations) to provide a fifty percent (50%) tuition reimbursement to employees of the Social Services Division who intend to take a course which is clearly job-related. The County shall provide a fifty percent (50%) reduction in tuition cost for employees taking courses at the Sussex County Technical School who present a valid photo identification to the School. This 50% discount shall be applied before the tuition reimbursement described above is processed.

When the \$600.00 appropriation is expended, there will be no further reimbursement.

Section 2: To be eligible for the program, said employee must be permanent or an employee of the County at least twelve (12) continuous months. Part time employees are eligible for pro-rata share of tuition reimbursement based on the minimum average hours per week. A Maximum of 3 credits per employee, per year, are eligible for reimbursement up to the unit maximum of \$600.00.

The courses must be taken at an accredited institution approved by the Personnel Director.

The interested employee must submit a written request for approval and authorization prior to registration for course work on the proper form. The request must be presented to the

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

employee's immediate supervisor for initial approval and the Personnel Director for final approval and authorization. The employee will be notified as to the approval or disapproval of his/her application within two (2) weeks.

Section 3: Within four (4) weeks after completion of the course work, the employee shall submit to the Personnel Director, via his/her immediate supervisor, certification for successful completion of course work, on the proper form. This certification for successful completion contains a statement, to be completed by the accredited institution, as evidence of successful completion of expenses. Payments will be made to the employee, after approval by the Personnel Director and, after the employee has completed and signed the proper voucher form.

Section 4: The tuition reimbursement program will be administered by the Personnel Director.

ARTICLE 26 - MISCELLANEOUS

A. Job Vacancies: Notice of job vacancies, which the County intends to fill, will be posted for five (5) working days, except in exceptional circumstances, provided prior written notice is given to the Union.

B. Newly-Hired Employees: The County agrees to give the Local Union President written notice of the name, title and salary of newly-hired employees in the Bargaining Unit.

ARTICLE 27 - SAFETY

Section 1: The County agrees to provide reasonably safe and adequate working areas and equipment. The County will discharge its responsibility for the development and enforcement of occupational safety and health standards to provide a safe and healthful environment. The County will set up necessary job safety and health programs for all employees covered by this Agreement.

Section 2: The parties agree to cooperate in maintaining and improving safe working conditions and health protection for the employees consistent with established safety standards in the promotion of safety, safe working habits, and good housekeeping throughout the work environment. Each employee shall comply with all reasonable safety rules and regulations.

Section 3: Employee complaints of unsafe or unhealthful conditions shall be reported to the Division Head or Department Administrator and shall be promptly investigated.

Section 4: Employees shall not be required to work under conditions of work which are unsafe or unhealthful which determination shall be made by the County. Should a dispute arise representatives of O.S.H.A. or P.E.O.S.H.A shall make a final determination. An employee

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

whose work is temporarily eliminated as a result of the foregoing, may be promptly assigned on an interim basis to other comparable work or work location.

Section 5: The Union shall have one (1) representative on the County-wide health and safety committee.

ARTICLE 28 - CHILD CARE COMMITTEE

The Union and the County agree to establish a joint labor-management study committee to investigate child care needs among County employees and possible solutions to identified problems. The Union shall have one (1) representative on the County-wide committee.

This shall in no way obligate the County to implement any proposed solutions.

ARTICLE 29 - TRAVEL

The County agrees to continue, for the duration of this Agreement, its current practice of providing vehicles for official County business. When an employee is authorized to use his/her own vehicle, said employee shall be reimbursed for said use provided that a voucher in the prescribed form is submitted to their supervisor. Employees who use their own cars shall submit a "Certificate of Insurance" and be reimbursed at the rate of 22 cents per mile.

Employees shall not be required to use their own vehicles.

ARTICLE 30 - LONGEVITY

Section 1: To be eligible for longevity, an employee must be full time and permanent. part time, permanent employees who work at least seventeen and one-half (17.5) hours per week or more, shall be granted longevity pro rata based on the following formula:

Divide the number of hours worked per week by the regular Agency hours (35).  
This fraction will then be multiplied by the full time longevity amount to obtain a total.

Years of completed service shall be computed on a full calendar year from January 1 to December 31 in accordance with the following schedule (schedule based on full time employment):

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

1999

|                     |   |           |
|---------------------|---|-----------|
| 5 through 9 years   | = | \$ 300.   |
| 10 through 14 years | = | \$ 400.   |
| 15 through 19 years | = | \$ 550.   |
| 20 through 24 years | = | \$ 900.   |
| 25 years or more    | = | \$ 1,100. |

2000

|                     |   |           |
|---------------------|---|-----------|
| 5 through 9 years   | = | \$ 450.   |
| 10 through 14 years | = | \$ 550.   |
| 15 through 19 years | = | \$ 700.   |
| 20 through 24 years | = | \$ 1,050. |
| 25 years or more    | = | \$ 1,250. |

2001

|                     |   |           |
|---------------------|---|-----------|
| 5 through 9 years   | = | \$ 500.   |
| 10 through 14 years | = | \$ 600.   |
| 15 through 19 years | = | \$ 750.   |
| 20 through 24 years | = | \$ 1,100. |
| 25 years or more    | = | \$ 1,300. |

Section 2: Payment will be made in mid-December on a lump sum basis. The parties recognize that under pension regulations, longevity paid on a lump sum basis is not subject to pension contributions and, therefore, not creditable for pension purposes.

Section 3: Any employee granted any leave of absence without pay, shall receive pro rata longevity based upon the actual number of months worked.

An employee who retires in accordance with the New Jersey State Division of Pensions Regulations shall receive pro rata longevity based upon the actual number of months worked.

An employee who terminates for reason other than retirement shall not be granted longevity.

ARTICLE 31 - WAGES & SALARY RANGES

Section 1: Effective January 1, 1999, the maximum of each salary range in effect on December 31, 1998 shall be increased by 4%. There will be no change in the minimum of the range in 1999. Effective January 1, 1999, the increment in effect on December 31, 1998 shall be increased by 5%.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

Effective January 1, 2000, the maximum of each salary range in effect on December 31, 1999 shall be increased by 4% and the minimum shall be increased by 3%. Effective January 1, 2000, the increment in effect on December 31, 1999 shall be increased by 5%.

Effective January 1, 2001, the maximum of each salary range in effect on December 31, 2000 shall be increased by 4% and the minimum shall be increased by 3%. Effective January 1, 2001, the increment in effect on December 31, 2000 shall be increased by 5%.

Section 2: Effective each January 1 of each year of this contract, each employee who was in the employ of the County on December 31 of the prior year shall have their salary increased by one increment in effect for that salary range.

To be eligible for the salary increase on January 1, 1999, an employee must be in the employ of the County on the date this contract was signed.

Any employee, who retired prior to the date this contract was signed, shall be granted pro rata salary increases for the time worked.

The estate of a deceased employee who died prior to the date this contract was signed shall receive the employee's pro rata salary increase for the time worked.

Section 3: In no instance shall any employee be paid less than the minimum of the range nor more than the maximum of the range.

County of Sussex\C.W.A., 1083, Social Services Unit  
1999-2001

ARTICLE 33 - DURATION OF AGREEMENT

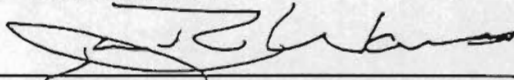
The terms of this Agreement shall be in full force and effect through December 31, 2001. The benefits in this agreement shall remain in full force and effect after termination of this Agreement and until superseded by a successor Agreement.

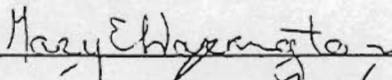
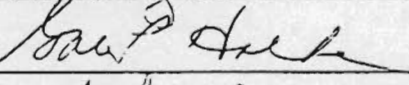
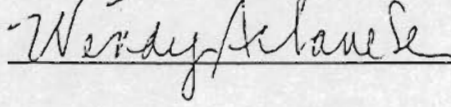
No additional wage and/or increment increases shall be granted in 1999 until and unless negotiated in a successor contract.

Signed this 10th day of March, 1999 by the duly authorized representatives of the parties hereto.

FOR THE COUNTY

FOR THE C.W.A.

  
\_\_\_\_\_  
Levine D. Morgan  
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\_\_\_\_\_  
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| <u>Range W-01</u> |           |    |         |    |                 |
|-------------------|-----------|----|---------|----|-----------------|
|                   | 1999      |    | 1999    |    | 1999            |
|                   | Increment |    | Minimum |    | Maximum         |
| \$                | 0.364     | \$ | 7.197   | \$ | 11.565 hourly   |
| \$                | 665       | \$ | 13,149  | \$ | 21,130 35 Hours |
|                   | 2000      |    | 2000    |    | 2000            |
|                   | Increment |    | Minimum |    | Maximum         |
| \$                | 0.382     | \$ | 7.413   | \$ | 12.028 hourly   |
| \$                | 698       | \$ | 13,543  | \$ | 21,975 35 Hours |
|                   | 2001      |    | 2001    |    | 2001            |
|                   | Increment |    | Minimum |    | Maximum         |
| \$                | 0.401     | \$ | 7.635   | \$ | 12.509 hourly   |
| \$                | 733       | \$ | 13,950  | \$ | 22,854 35 Hours |

| <u>Range W-02</u> |           |    |         |    |                 |
|-------------------|-----------|----|---------|----|-----------------|
|                   | 1999      |    | 1999    |    | 1999            |
|                   | Increment |    | Minimum |    | Maximum         |
| \$                | 0.382     | \$ | 7.530   | \$ | 12.115 hourly   |
| \$                | 698       | \$ | 13,757  | \$ | 22,134 35 Hours |
|                   | 2000      |    | 2000    |    | 2000            |
|                   | Increment |    | Minimum |    | Maximum         |
| \$                | 0.401     | \$ | 7.756   | \$ | 12.600 hourly   |
| \$                | 733       | \$ | 14,170  | \$ | 23,020 35 Hours |
|                   | 2001      |    | 2001    |    | 2001            |
|                   | Increment |    | Minimum |    | Maximum         |
| \$                | 0.421     | \$ | 7.988   | \$ | 13.104 hourly   |
| \$                | 770       | \$ | 14,595  | \$ | 23,940 35 Hours |



| <u>Range W-03</u> |                  |    |                |    |                 |
|-------------------|------------------|----|----------------|----|-----------------|
|                   | 1999             |    | 1999           |    | 1999            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.402            | \$ | 7.878          | \$ | 12.692 hourly   |
| \$                | 734              | \$ | 14,394         | \$ | 23,189 35 Hours |
|                   | 2000             |    | 2000           |    | 2000            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.422            | \$ | 8.115          | \$ | 13.200 hourly   |
| \$                | 771              | \$ | 14,826         | \$ | 24,116 35 Hours |
|                   | 2001             |    | 2001           |    | 2001            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.443            | \$ | 8.358          | \$ | 13.728 hourly   |
| \$                | 809              | \$ | 15,271         | \$ | 25,081 35 Hours |

| <u>Range W-04</u> |                  |    |                |    |                 |
|-------------------|------------------|----|----------------|----|-----------------|
|                   | 1999             |    | 1999           |    | 1999            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.421            | \$ | 8.245          | \$ | 13.295 hourly   |
| \$                | 770              | \$ | 15,064         | \$ | 24,290 35 Hours |
|                   | 2000             |    | 2000           |    | 2000            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.442            | \$ | 8.493          | \$ | 13.827 hourly   |
| \$                | 808              | \$ | 15,516         | \$ | 25,262 35 Hours |
|                   | 2001             |    | 2001           |    | 2001            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.464            | \$ | 8.747          | \$ | 14.380 hourly   |
| \$                | 849              | \$ | 15,981         | \$ | 26,272 35 Hours |

| <u>Range W-05</u> |                  |    |                |    |                 |
|-------------------|------------------|----|----------------|----|-----------------|
|                   | 1999             |    | 1999           |    | 1999            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.443            | \$ | 8.629          | \$ | 13.930 hourly   |
| \$                | 810              | \$ | 15,766         | \$ | 25,451 35 Hours |
|                   | 2000             |    | 2000           |    | 2000            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.465            | \$ | 8.888          | \$ | 14.488 hourly   |
| \$                | 850              | \$ | 16,239         | \$ | 26,469 35 Hours |
|                   | 2001             |    | 2001           |    | 2001            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.489            | \$ | 9.155          | \$ | 15.067 hourly   |
| \$                | 893              | \$ | 16,726         | \$ | 27,528 35 Hours |

| <u>Range W-06</u>                  |                  |    |                |    |                 |
|------------------------------------|------------------|----|----------------|----|-----------------|
| <i>Account Clerk</i>               |                  |    |                |    |                 |
| <i>Account Clerk, typing</i>       |                  |    |                |    |                 |
| <i>Clerk Typist</i>                |                  |    |                |    |                 |
| <i>Data Entry Machine Operator</i> |                  |    |                |    |                 |
| <i>Social Service Aide</i>         |                  |    |                |    |                 |
|                                    | 1999             |    | 1999           |    | 1999            |
|                                    | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                                 | 0.463            | \$ | 9.034          | \$ | 14.598 hourly   |
| \$                                 | 848              | \$ | 16,504         | \$ | 26,670 35 Hours |
|                                    | 2000             |    | 2000           |    | 2000            |
|                                    | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                                 | 0.486            | \$ | 9.305          | \$ | 15.182 hourly   |
| \$                                 | 891              | \$ | 16,999         | \$ | 27,737 35 Hours |
|                                    | 2001             |    | 2001           |    | 2001            |
|                                    | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                                 | 0.511            | \$ | 9.584          | \$ | 15.790 hourly   |
| \$                                 | 935              | \$ | 17,509         | \$ | 28,846 35 Hours |

| <u>Range W-07</u>                              |                  |    |                |    |                 |
|--|------------------|----|----------------|----|-----------------|
| <i>Clerk Transcriber</i>                       |                  |    |                |    |                 |
| <i>Clerk Stenographer</i>                      |                  |    |                |    |                 |
| <i>Receptionist/Telephone Operator</i>         |                  |    |                |    |                 |
| <i>Receptionist/Telephone Operator, typing</i> |                  |    |                |    |                 |
|  | 1999             |    | 1999           |    | 1999            |
|  | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$   | 0.489            | \$ | 9.459          | \$ | 15.299 hourly   |
| \$   | 891              | \$ | 17,282         | \$ | 27,952 35 Hours |
|  | 2000             |    | 2000           |    | 2000            |
|  | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$   | 0.514            | \$ | 9.743          | \$ | 15.911 hourly   |
| \$   | 936              | \$ | 17,800         | \$ | 29,070 35 Hours |
|  | 2001             |    | 2001           |    | 2001            |
|  | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$   | 0.539            | \$ | 10.035         | \$ | 16.548 hourly   |
| \$   | 983              | \$ | 18,334         | \$ | 30,233 35 Hours |

| <u>Range W-08</u> |                  |    |                |    |                 |
|-------------------|------------------|----|----------------|----|-----------------|
|                   | 1999             |    | 1999           |    | 1999            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.512            | \$ | 9.906          | \$ | 16.036 hourly   |
| \$                | 936              | \$ | 18,097         | \$ | 29,298 35 Hours |
|                   | 2000             |    | 2000           |    | 2000            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.538            | \$ | 10.203         | \$ | 16.677 hourly   |
| \$                | 982              | \$ | 18,640         | \$ | 30,470 35 Hours |
|                   | 2001             |    | 2001           |    | 2001            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.565            | \$ | 10.509         | \$ | 17.345 hourly   |
| \$                | 1,031            | \$ | 19,199         | \$ | 31,689 35 Hours |

| <u>Range W-09</u>                             |                  |    |                |    |                 |
|---|------------------|----|----------------|----|-----------------|
| <i>Senior Clerk Typist</i>                    |                  |    |                |    |                 |
| <i>Receptionist/Senior Telephone Operator</i> |                  |    |                |    |                 |
| <i>Senior Account Clerk</i>                   |                  |    |                |    |                 |
| <i>Senior Account Clerk, typing</i>           |                  |    |                |    |                 |
| <i>Senior Payroll Clerk</i>                   |                  |    |                |    |                 |
|   | 1999             |    | 1999           |    | 1999            |
|   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$  | 0.537            | \$ | 10.374         | \$ | 16.810 hourly   |
| \$  | 982              | \$ | 18,953         | \$ | 30,712 35 Hours |
|   | 2000             |    | 2000           |    | 2000            |
|   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$  | 0.564            | \$ | 10.685         | \$ | 17.483 hourly   |
| \$  | 1,031            | \$ | 19,522         | \$ | 31,941 35 Hours |
|   | 2001             |    | 2001           |    | 2001            |
|   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$  | 0.592            | \$ | 11.006         | \$ | 18.182 hourly   |
| \$  | 1,082            | \$ | 20,107         | \$ | 33,218 35 Hours |

| <u>Range W-10</u>                         |                  |    |                |    |                 |
|---|------------------|----|----------------|----|-----------------|
| <i>Senior Clerk Transcriber</i>           |                  |    |                |    |                 |
| <i>Senior Data Entry Machine Operator</i> |                  |    |                |    |                 |
| <i>Senior Stock Clerk</i>                 |                  |    |                |    |                 |
| <i>Word Processing Operator</i>           |                  |    |                |    |                 |
|   | 1999             |    | 1999           |    | 1999            |
|   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$  | 0.565            | \$ | 10.865         | \$ | 17.620 hourly   |
| \$  | 1,031            | \$ | 19,851         | \$ | 32,192 35 Hours |
|   | 2000             |    | 2000           |    | 2000            |
|   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$  | 0.593            | \$ | 11.191         | \$ | 18.325 hourly   |
| \$  | 1,083            | \$ | 20,447         | \$ | 33,480 35 Hours |
|   | 2001             |    | 2001           |    | 2001            |
|   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$  | 0.623            | \$ | 11.527         | \$ | 19.058 hourly   |
| \$  | 1,137            | \$ | 21,060         | \$ | 34,819 35 Hours |

| <u>Range W-11</u>               |           |    |         |    |                 |
|---------------------------------|-----------|----|---------|----|-----------------|
| <i>Senior Clerk Transcriber</i> |           |    |         |    |                 |
|                                 | 1999      |    | 1999    |    | 1999            |
|                                 | Increment |    | Minimum |    | Maximum         |
| \$                              | 0.592     | \$ | 11.379  | \$ | 18.470 hourly   |
| \$                              | 1,084     | \$ | 20,792  | \$ | 33,747 35 Hours |
|                                 | 2000      |    | 2000    |    | 2000            |
|                                 | Increment |    | Minimum |    | Maximum         |
| \$                              | 0.622     | \$ | 11.720  | \$ | 19.209 hourly   |
| \$                              | 1,138     | \$ | 21,416  | \$ | 35,097 35 Hours |
|                                 | 2001      |    | 2001    |    | 2001            |
|                                 | Increment |    | Minimum |    | Maximum         |
| \$                              | 0.653     | \$ | 12.072  | \$ | 19.978 hourly   |
| \$                              | 1,195     | \$ | 22,058  | \$ | 36,501 35 Hours |

| <u>Range W-12</u>                |           |    |         |    |                 |
|----------------------------------|-----------|----|---------|----|-----------------|
| <i>Social Service Technician</i> |           |    |         |    |                 |
|                                  | 1999      |    | 1999    |    | 1999            |
|                                  | Increment |    | Minimum |    | Maximum         |
| \$                               | 0.622     | \$ | 11.921  | \$ | 19.363 hourly   |
| \$                               | 1,137     | \$ | 21,779  | \$ | 35,377 35 Hours |
|                                  | 2000      |    | 2000    |    | 2000            |
|                                  | Increment |    | Minimum |    | Maximum         |
| \$                               | 0.654     | \$ | 12.278  | \$ | 20.138 hourly   |
| \$                               | 1,194     | \$ | 22,432  | \$ | 36,792 35 Hours |
|                                  | 2001      |    | 2001    |    | 2001            |
|                                  | Increment |    | Minimum |    | Maximum         |
| \$                               | 0.686     | \$ | 12.647  | \$ | 20.943 hourly   |
| \$                               | 1,254     | \$ | 23,105  | \$ | 38,263 35 Hours |

| <u>Range W-13</u>                            |                  |    |                |    |                 |
|--|------------------|----|----------------|----|-----------------|
| <i>Income Maintenance Technician</i>         |                  |    |                |    |                 |
| <i>Principal Account Clerk</i>               |                  |    |                |    |                 |
| <i>Principal Account Clerk, typing</i>       |                  |    |                |    |                 |
| <i>Principal Clerk Stenographer</i>          |                  |    |                |    |                 |
| <i>Principal Data Entry Machine Operator</i> |                  |    |                |    |                 |
|  | 1999             |    | 1999           |    | 1999            |
|  | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$   | 0.653            | \$ | 12.488         | \$ | 20.300 hourly   |
| \$   | 1,194            | \$ | 22,816         | \$ | 37,088 35 Hours |
|  | 2000             |    | 2000           |    | 2000            |
|  | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$   | 0.686            | \$ | 12.863         | \$ | 21.112 hourly   |
| \$   | 1,254            | \$ | 23,500         | \$ | 38,572 35 Hours |
|  | 2001             |    | 2001           |    | 2001            |
|  | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$   | 0.720            | \$ | 13.249         | \$ | 21.957 hourly   |
| \$   | 1,316            | \$ | 24,205         | \$ | 40,115 35 Hours |

| <u>Range W-14</u> |                  |    |                |    |                 |
|-------------------|------------------|----|----------------|----|-----------------|
|                   | 1999             |    | 1999           |    | 1999            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.686            | \$ | 13.087         | \$ | 21.285 hourly   |
| \$                | 1,254            | \$ | 23,908         | \$ | 38,888 35 Hours |
|                   | 2000             |    | 2000           |    | 2000            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.721            | \$ | 13.480         | \$ | 22.136 hourly   |
| \$                | 1,316            | \$ | 24,625         | \$ | 40,443 35 Hours |
|                   | 2001             |    | 2001           |    | 2001            |
|                   | <b>Increment</b> |    | <b>Minimum</b> |    | <b>Maximum</b>  |
| \$                | 0.757            | \$ | 13.884         | \$ | 23.022 hourly   |
| \$                | 1,382            | \$ | 25,364         | \$ | 42,061 35 Hours |

Range W-15

| 1999      |           | 1999      |          | 1999 |  |
|-----------|-----------|-----------|----------|------|--|
| Increment | Minimum   | Maximum   |          |      |  |
| \$ 0.719  | \$ 13.711 | \$ 22.318 | hourly   |      |  |
| \$ 1,318  | \$ 25,052 | \$ 40,777 | 35 Hours |      |  |
| 2000      |           | 2000      |          | 2000 |  |
| Increment | Minimum   | Maximum   |          |      |  |
| \$ 0.755  | \$ 14.122 | \$ 23.211 | hourly   |      |  |
| \$ 1,384  | \$ 25,804 | \$ 42,408 | 35 Hours |      |  |
| 2001      |           | 2001      |          | 2001 |  |
| Increment | Minimum   | Maximum   |          |      |  |
| \$ 0.793  | \$ 14.546 | \$ 24.140 | hourly   |      |  |
| \$ 1,453  | \$ 26,578 | \$ 44,105 | 35 Hours |      |  |

Range W-16

| 1999      |           | 1999      |          | 1999 |  |
|-----------|-----------|-----------|----------|------|--|
| Increment | Minimum   | Maximum   |          |      |  |
| \$ 0.757  | \$ 14.371 | \$ 23.404 | hourly   |      |  |
| \$ 1,382  | \$ 26,253 | \$ 42,759 | 35 Hours |      |  |
| 2000      |           | 2000      |          | 2000 |  |
| Increment | Minimum   | Maximum   |          |      |  |
| \$ 0.795  | \$ 14.802 | \$ 24.340 | hourly   |      |  |
| \$ 1,451  | \$ 27,041 | \$ 44,469 | 35 Hours |      |  |
| 2001      |           | 2001      |          | 2001 |  |
| Increment | Minimum   | Maximum   |          |      |  |
| \$ 0.835  | \$ 15.246 | \$ 25.314 | hourly   |      |  |
| \$ 1,523  | \$ 27,852 | \$ 46,248 | 35 Hours |      |  |

| <u>Range W-17</u>                |           |    |         |    |                 |
|----------------------------------|-----------|----|---------|----|-----------------|
| <i>Income Maintenance Worker</i> |           |    |         |    |                 |
|                                  | 1999      |    | 1999    |    | 1999            |
|                                  | Increment |    | Minimum |    | Maximum         |
| \$                               | 0.794     | \$ | 15.061  | \$ | 24.545 hourly   |
| \$                               | 1,452     | \$ | 27,516  | \$ | 44,844 35 Hours |
|                                  | 2000      |    | 2000    |    | 2000            |
|                                  | Increment |    | Minimum |    | Maximum         |
| \$                               | 0.833     | \$ | 15.513  | \$ | 25.527 hourly   |
| \$                               | 1,525     | \$ | 28,341  | \$ | 46,638 35 Hours |
|                                  | 2001      |    | 2001    |    | 2001            |
|                                  | Increment |    | Minimum |    | Maximum         |
| \$                               | 0.875     | \$ | 15.978  | \$ | 26.548 hourly   |
| \$                               | 1,601     | \$ | 29,192  | \$ | 48,503 35 Hours |

| <u>Range W-18</u>                          |           |    |         |    |                 |
|--|-----------|----|---------|----|-----------------|
| <i>Investigator, County Welfare Agency</i> |           |    |         |    |                 |
| <i>Social Worker</i>                       |           |    |         |    |                 |
|  | 1999      |    | 1999    |    | 1999            |
|  | Increment |    | Minimum |    | Maximum         |
| \$   | 0.833     | \$ | 15.789  | \$ | 25.742 hourly   |
| \$   | 1,523     | \$ | 28,843  | \$ | 47,034 35 Hours |
|  | 2000      |    | 2000    |    | 2000            |
|  | Increment |    | Minimum |    | Maximum         |
| \$   | 0.875     | \$ | 16.263  | \$ | 26.772 hourly   |
| \$   | 1,599     | \$ | 29,708  | \$ | 48,915 35 Hours |
|  | 2001      |    | 2001    |    | 2001            |
|  | Increment |    | Minimum |    | Maximum         |
| \$   | 0.919     | \$ | 16.751  | \$ | 27.843 hourly   |
| \$   | 1,679     | \$ | 30,600  | \$ | 50,872 35 Hours |



| <u>Range W-19</u>                    |           |           |          |      |  |
|--------------------------------------|-----------|-----------|----------|------|--|
| <i>Income Maintenance Specialist</i> |           |           |          |      |  |
| <i>Child Support Specialist</i>      |           |           |          |      |  |
| 1999                                 |           | 1999      |          | 1999 |  |
| Increment                            | Minimum   | Maximum   |          |      |  |
| \$ 0.875                             | \$ 16.548 | \$ 27.001 | hourly   |      |  |
| \$ 1,600                             | \$ 30,234 | \$ 49,330 | 35 Hours |      |  |
| 2000                                 |           | 2000      |          | 2000 |  |
| Increment                            | Minimum   | Maximum   |          |      |  |
| \$ 0.918                             | \$ 17.045 | \$ 28.081 | hourly   |      |  |
| \$ 1,680                             | \$ 31,141 | \$ 51,304 | 35 Hours |      |  |
| 2001                                 |           | 2001      |          | 2001 |  |
| Increment                            | Minimum   | Maximum   |          |      |  |
| \$ 0.964                             | \$ 17.556 | \$ 29.204 | hourly   |      |  |
| \$ 1,764                             | \$ 32,075 | \$ 53,356 | 35 Hours |      |  |

| <u>Range W-20</u>             |           |           |          |      |  |
|-------------------------------|-----------|-----------|----------|------|--|
| <i>Social Work Specialist</i> |           |           |          |      |  |
| 1999                          |           | 1999      |          | 1999 |  |
| Increment                     | Minimum   | Maximum   |          |      |  |
| \$ 0.919                      | \$ 17.348 | \$ 28.320 | hourly   |      |  |
| \$ 1,680                      | \$ 31,694 | \$ 51,743 | 35 Hours |      |  |
| 2000                          |           | 2000      |          | 2000 |  |
| Increment                     | Minimum   | Maximum   |          |      |  |
| \$ 0.965                      | \$ 17.868 | \$ 29.453 | hourly   |      |  |
| \$ 1,764                      | \$ 32,645 | \$ 53,813 | 35 Hours |      |  |
| 2001                          |           | 2001      |          | 2001 |  |
| Increment                     | Minimum   | Maximum   |          |      |  |
| \$ 1.013                      | \$ 18.404 | \$ 30.631 | hourly   |      |  |
| \$ 1,852                      | \$ 33,624 | \$ 55,965 | 35 Hours |      |  |