

AGREEMENT

Between

SOMERSET COUNTY BOARD OF SOCIAL SERVICES

and

LOCAL 2513, AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

JANUARY 1, 2018 - DECEMBER 31, 2021

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PREAMBLE

This Agreement, dated as of the 1st day of January, 2018, and effective the 1st day of January, 2018, is entered into by and between the Somerset County Board of Social Services (hereinafter referred to as the "Board" and Local 2513, American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the "Union").

S E C T I O N I

ARTICLE 1

RECOGNITION

In accordance with existing certification, the Board recognizes the Union as the exclusive collective negotiations agent for non-supervisory professional and non-professional employees as set forth below:

Senior Account Clerk
Principal Account Clerk
Clerk Typist
Clerk Typist Bilingual/Spanish and English
Senior Clerk Typist
Senior Clerk Typist Bilingual/Spanish and English
Principal Clerk Typist
Human Services Specialist 1
Human Services Specialist 1 Bilingual/Spanish and English
Human Services Specialist 2
Human Services Specialist 2 Bilingual/Spanish and English
Human Services Specialist 3
Human Services Specialist 3 Bilingual/Spanish and English
Income Maintenance Aide
Income Maintenance Aide Bilingual/Spanish and English
Building Maintenance Worker
Senior Building Maintenance Worker
Motor Vehicle Operator/Elderly and Handicapped
Investigator
Investigator/Bilingual
Senior Investigator
Senior Investigator/Bilingual
Social Service Aide
Social Service Technician
Social Worker
Social Worker Bilingual/Spanish and English
Social Work Specialist
Alcoholism Counselor/Drug Abuse Counselor
Clinical Psychologist
Graduate Nurse
Principal Purchasing Assistant
Technical Assistant/MIS
Technical Technician/MIS
Clerk

ARTICLE 2

MANAGEMENT RIGHTS

All the powers, rights, prerogatives, duties, responsibilities and authority that the Board had prior to the signing of this Agreement are retained by the Board, except those and only to the extent that they are specifically modified by this Agreement and are not contrary to public policy nor any law of the State of New Jersey, or any rules, regulations or directives promulgated by the State Division of Family Development.

ARTICLE 3

Section 1. Dues Check Off/Representation Fee in Lieu of Dues

In accordance with Title 52:14-15.9e of the New Jersey Statutes Annotated, the Board agrees to deduct the Union monthly membership dues from the pay of those employees who individually request in writing that such deduction be made. The amounts to be deducted shall be certified to the employer by the Treasurer of the Union and the aggregate deductions of all employees shall be remitted to the Treasurer of the Union together with a list of the names of all employees for whom the deductions were made by the 10th day of the succeeding month after deductions are made. The revocation of this authorization shall be in accordance with the application statutes as presently existing or as may be amended.

Section 2. Representation Fee in Lieu of Dues

In accordance with N.J.S.A. 34:13A-5.5, the parties agree that the Board will deduct a representation fee from all nonmember employees under the following conditions:

(1) The majority of the employees in the Bargaining Unit are voluntary dues paying members; and

(2) The Union maintains a demand and return system as described in N.J.S.A. 34:13A-5.5(c); and

(3) The representation fee in lieu of dues shall be in an amount equivalent to the regular membership dues, less the cost of benefits financed through the dues which are available and benefit only its members, but in no event shall such fee in lieu of dues exceed 85% of the regular membership dues.

ARTICLE 4

TRANSFER OF WELFARE PROGRAM

Should the Federal, State or County Government enact legislation to assume the supervision and administration of the Welfare Program, specific provision should be made by the State to protect and guarantee that the Civil Service and Retirement Rights of Board personnel transferred to employment under the Federal or State Government Welfare Program be continued.

S E C T I O N I I

ARTICLE 5

HOURS OF WORK

Normal working hours shall be from 8:30 a.m. to 4:30 p.m. or 9:00 a.m. to 5:00 p.m., Monday through Friday, or at such other times or on such other days as may be established by the Board after consultations with the Union. A normal work week shall consist of thirty-five (35) hours. A normal work day as used in the Agreement shall mean seven (7) hours work for full-time employees.

On a work day when the Agency is considered to be closed for the entire normal work day, employees who have been approved for vacation, sick, personal or bereavement days with pay shall not be charged with the time specified in their request.

Hours of work other than as set forth above including four (4) day work weeks are covered by Board policy.

ARTICLE 6

SALARIES

Section 1. Salaries

(a) Effective January 1, 2018:

1. All employees in the bargaining unit will receive a one step advancement in salary based upon the salary step and range in place on January 1, 2018.

(b) Effective July 1, 2018

1. All employees in the bargaining unit will receive a 1.0% of base increase in salary based upon the salary step and range in place on July 1, 2018.

(c) Effective January 1, 2019

1. All employees in the bargaining unit will receive a one step advancement in salary based upon the salary step and range in place on January 1, 2019.

(d) Effective January 1, 2020

1. All employees in the bargaining unit will receive a one step advancement in salary based upon the salary step and range in place on January 1, 2020.

(e) Effective July 1, 2020

1. All employees in the bargaining unit will receive a 1.0% of base increase in salary based on the salary step and range in place on January 1, 2020.

(f) Effective January 1, 2021

1. All employees in the bargaining unit will receive a one step advancement in salary based upon the salary step and range in place on January 1, 2021.

(g) Any employee who is located on Step 22 on January 1, 2018, January 1, 2019, January 1, 2020, or January 1, 2021 shall receive a salary increase equal to the percentage difference between that individual's income at Step 21 and Step 22.

(h) Retroactive pay (for 2018 only) shall be delivered in a separate check from the employee's regular paycheck.

A copy of the Salary Guide for 2018, 2019, 2020 and 2021 is attached hereto as Exhibit A

Section 2. Bilingual Payments

Any Employee covered by this Agreement who is classified with a bilingual Spanish/English variant and is assigned by Administration to provide translation services shall receive a \$500.00 annual salary differential which will be paid in one annual payment in addition to their base salary.

Section 3. Pay Days

Employees will be paid every two (2) weeks, with twenty-six (26) pay periods in a calendar year. If pay day occurs during the time an employee is scheduled to be on vacation, the employee may request and receive his/her paycheck before leaving on vacation in accordance with County policy.

ARTICLE 7

OVERTIME

Employees covered by this Agreement will be compensated at the rate of time and one-half (1-1/2) in cash compensation for hours in excess of forty (40) in any calendar week. Hours worked on a holiday shall be compensated at time and one-half (1-1/2) in addition to the holiday credit. No overtime shall be incurred without prior written authorization of the supervisor.

Hours worked in excess of thirty-five (35), up to forty (40), will be compensated for by compensatory time off at straight time. All compensatory time off credit must be approved by the employee's supervisor/unit administrator in writing.

The Board may, based upon demand for services, authorize a "special work project". Said project will involve staff from designated units of the agency to volunteer to work up to an additional 5 hours in a given week. Staff who are eligible to and volunteer for a work project and work over a total of 35 but less than 40 hours in a given week maybe compensated for those hours worked in excess of 35 in compensatory time off credit or cash at their regular straight time rate. The option for compensatory time off or cash payment will be at the discretion of the Board, but in all cases the Board's option will be clearly stated in advance of the scheduled work project.

S E C T I O N III

ARTICLE 8

HOLIDAYS

The following shall be paid holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
General Election Day	
President's Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Eve
	Christmas Day

In addition to the aforementioned holidays, the Board will grant a holiday when the Governor, in his role as Chief Executive of the State of New Jersey, declares a holiday by Proclamation, or when the Board of Chosen Freeholders of Somerset County declares a holiday for all County employees. Should any of the above paid holidays fall on a weekend, it shall be celebrated on such day as designated by the county or state.

ARTICLE 9

VACATION DAYS

Full-time employees shall be granted vacation benefits as follows:

One (1) seven (7) hour working day for each full month of service or major fraction thereof during the remainder of the calendar year following date of appointment;

After one (1) year of service through five (5) years of service, twelve (12) seven (7) hour working days per year;

After five (5) years of service through twelve (12) years of service, fifteen (15) seven (7) hour working days per year;

After twelve (12) years of service through twenty (20) years of service, twenty (20) seven (7) hour working days per year;

With the twenty-first (21) year of service and beyond, twenty-five (25) seven (7) hour working days per year.

Part-time employees, eligible for benefits, shall be granted vacation benefits on a prorated basis as above.

Vacation requests should be made to the employees' supervisor whenever possible at least one (1) month in advance. The one (1) month in advance request may be waived at the discretion of the employees' supervisor should sudden and unanticipated vacation needs of the employee arise.

ACCUMULATION OF VACATION DAYS

When, in any calendar year, vacation leave or any part thereof is not granted by reason of pressure of work such leaves or parts thereof not granted shall accumulate and may be carried over to the next succeeding calendar year only.

Termination

When an employee terminates service with the agency they will receive payment for any accumulated vacation time that was not used from the prior year.

The employee shall also receive payment for 1/12th of the vacation leave granted at the beginning of the terminating year for each full month worked said year provided the employee had not already used vacation time. For the purposes of this policy, if an employee's last day worked is on or after the 15th of a given month, he/she shall receive credit for said month.

ARTICLE 10

SICK LEAVE

Sick leave policies shall be in accordance with the following Board policy.

Section 2. Sick Leave During Remainder of First Calendar Year

A. Full-time employees shall earn one seven (7) hour sick leave day for each full month of service during the remainder of the calendar year in which employed. Part-time employees shall earn sick leave time during the remainder of the calendar year in which employed in accordance with the following chart:

Employees who work five, 4-hour days per week shall earn one, 4-hour sick leave day for each full month of service.

Employees who work three, 7-hour days per week shall earn one, 7-hour sick leave day for each full month of service, up to seven days.

Employees who work five, 5-hour days per week shall earn one, 5-hour sick leave day for each full month of service.

Employees who work four, 7-hour days per week shall earn one, 7 hour sick leave day for each full month of service up to nine days.

B. For the purpose of this policy, all employees hired on or before the 15th of a given month shall earn sick leave time at the end of said month.

C. During the remainder of the calendar year in which employed, employees may use sick leave days only as earned.

Section 3. Accumulation of Sick Leave Days

A. At the beginning of each subsequent calendar year, each full-time employee shall be credited with 105 sick leave hours. At the beginning of each subsequent calendar year, each part-time employee shall be credited with sick leave in accordance with the following chart:

Employees who work five, 4-hour days per week shall be credited with fifteen, 4-hour sick leave days.

Employees who work three, 7-hour days per week shall be credited with nine, 7-hour sick leave days.

Employees who work five, 5-hour days per week shall be credited with fifteen, 5-hour sick leave days.

Employees who work four, 7-hour days per week shall be credited with twelve, 7-hour sick leave days.

B. Full-time employees may accumulate unused sick leave days, but the maximum permissible accumulation shall not exceed 180 seven (7) hour days or 1,260 hours. Part-time employees may accumulate unused sick leave days, but the maximum permissible accumulation shall not exceed the number of days designated as follows:

Employees who work five, 4-hour days per week may accumulate up to 180, 4-hour sick leave days.

Employees who work three, 7-hour days per week may accumulate up to 108, 7-hour sick leave days.

Employees who work five, 5-hour days per week may accumulate up to 180, 5-hour sick leave days.

Employees who work four, 7-hour days per week may accumulate up to 144, 7-hour sick leave days.

C. Any annual sick leave hours beyond the maximum allowable shall be converted to vacation hours on the basis of one seven (7) hour vacation day for each three seven (7) hour sick leave days (Note: for part-time employees who work less than a 7-hour day, the word "day" refers to the number of hours they are regularly scheduled to work in any one, 24-hour period). Excess sick leave days shall be converted to vacation days at the end of each calendar year.

Section 4. Termination

A. When an employee resigns in good standing or is terminated through no

fault of his/her own after ten years or more service with the Board, the employee shall receive payment for one-third of his/her accumulation of unused sick leave hours carried over from the previous calendar year. The employee shall also receive payment for 1/3 of the sick leave hours earned for each full month worked during said year, provided the employee had not already used such time. For the purpose of this policy, if an employee's last day worked is on or after the 15th of a given month, he/she shall receive credit for said month.

- B. An employee who resigns not in good standing or who is terminated as a result of disciplinary action shall not receive payment or any accumulation of unused sick leave days, regardless of his/her number of years of service with the Board.

Section 5. Death

In the event of death of an employee, the employee's survivor, estate, or administrator shall receive payment for the employee's unused sick leave time, regardless of the number of years of service the employee had with the Board, computed in the same manner as it is for an employee who resigns in good standing after ten years or more of service.

Section 6. Retirement

When an employee retires, the employee shall receive payment for one-half of his/her accumulation of unused sick leave days carried over from the previous calendar year, regardless of the number of years of service the

employee had with the Board. The employee shall also receive payment for 1/2 of the sick leave hours earned at the beginning of his/her retiring year for each full month worked during said year, provided the employee had not already used such time. For the purpose of this policy, if an employee's last day worked is on or after the 15th of a given month, he/she shall receive credit for said month.

PROCEDURE

Section 1. Notification of Sick Leave Use

It shall be the responsibility of all employees to notify their supervisor no later than the start of their regularly schedule work day if they are ill and find it necessary to use a sick leave day. It shall also be the responsibility of these employees to notify their supervisor daily if their illness or disability continues for longer than one day.

In cases of planned disabilities such as surgery or pregnancy, it shall be the employee's responsibility to notify and submit to their supervisor a doctor's certificate with a prognosis, dates of anticipated duration of the disability and an expected return to work date; and a request of the type(s) of leave to be used to cover the disability.

In case of grave illness of a spouse, child or parent where an employee wishes to use Sick Leave or accrued Sick Leave, the employee shall submit an "Emergency Leave Request" to the Personnel Office with the recommendation of the Supervisor. The application shall include a physician's statement concerning the prognosis and anticipated duration of the patient's illness.

Section 2. Physician's Statements

In an instance where an employee shall be using sick leave days for a period of five working days or longer, the employee must submit a

written statement from his/her physician to the employee's Supervisor who shall forward it to the Personnel Office for placement in the employee's medical file. In other instances when it is deemed appropriate to request a written statement from the employee's physician, such statement shall also be forwarded to the Personnel Office of placement in the employee's medical file. Written statements shall consist of a prognosis of the illness, injury or pregnancy; extent and estimated duration of same. A return-to-work statement shall also be required.

Section 3. Physical Examinations

If an employee is required to undergo a physical examination by a Board-designated physician, the appointment shall be arranged through the Personnel Office, and the employee shall be notified by that office.

Section 4. Recording Sick Leave Use

- A. Each pay period all supervisors shall have their employees record any sick leave time taken during that period on the "Payroll Voucher".
- B. The Personnel Office shall maintain a "Memorandum of Employee's Leave Balances" sheet on each employee for each year, and shall record monthly any sick leave time that the employee has taken. At the end of each calendar year, the number of sick leave hours used by each employee will be reconciled and a copy provided to each employee.

ARTICLE 11

EXTENDED SICK LEAVE

The Board agrees to implement the following "Extended Sick Leave" plan.

1. Reference to the Board Personnel Office shall be construed to mean the Office of the Director, Somerset County Board of Social Services.

2. Any personal days earned during extended sick leave cannot be carried over to the next calendar year as indicated in Article 13.

3. When the employee is on extended sick leave for the full month or major fraction thereof, he or she shall receive vacation or sick leave benefits on a prorated basis as is indicated for employees in part time status in Article 9, Vacation Days and Article 10, Sick Leave, and they shall be credited for these days as stated in the above plan.

4. Full time employees will become eligible for extended sick leave benefits on the first day of the month following the date that the employee has completed at least three (3) months of continuous active employment with the Board. In the event that an employee's illness or disability does not arise out of or in the course of any employment and continues for a prolonged period and the employee has exhausted his/her accumulation of unused sick leave days, upon receipt of medical evidence of the total disabilities, the Board may extend sick leave benefits to the employee while the employee is under the care of a licensed physician and the disability continues for each week or portion thereof, but not to exceed the maximum period of twenty-six (26) weeks at the rate of 50% of the

employees daily salary.

5. An employee must be unable to perform duties required by the Board, and not be engaged in any gainful occupation, nor shall the employee be entitled to this benefit if the employee is receiving a disability benefit from Workers Compensation or Federal Social Security or similar legislation.

EXTENDED SICK LEAVE

POLICY

Section 1. General

In the event that an employee's illness; disability; or incapacitation caused by pregnancy, childbirth and confinement continues and the employee has exhausted his/her accumulation of unused sick leave days, extended sick leave benefits may be available to him/her for a maximum period of twenty six (26) continuous weeks at the rate of 50% of the employee's base salary, which continuous 26 week period may extend into the next calendar year. However, no employee will be entitled to more than 26 weeks in any one calendar year.

Section 2. Conditions of Eligibility

Extended sick leave benefits shall be available to employees who meet all of the following conditions:

- A. An employee shall have completed his/her probationary period and shall be permanent or provisional, and a non-classified employee shall have completed three months of service with the Board.

- B. An employee shall have exhausted his/her accumulation of unused sick leave days and shall have continued to be ill; disabled; or incapacitated due to pregnancy, childbirth and recuperation.
- C. An employee must be under the Care of a legally licensed physician and must have that physician complete an "Extended Sick Leave Application" and submit it to the Administrator in charge of the personnel unit prior to the expiration of the employee's accumulation of unused sick leave days.
- D. An employee on extended sick leave shall be required to produce periodic written statements from his/her physician advising of the nature, extent, and estimated duration of the illness; disability; or incapacitation due to pregnancy, childbirth or recuperation, as well as a return-to-work statement. An employee on extended sick leave may, at any time, be required to undergo a physical examination by a Board designated physician.

Section 3. Exceptions of Eligibility

- A. Extended sick leave shall not be permissible beyond recuperation period for childbirth unless for complications which are fully documented by the physician.
- B. Extended sick leave is offered only for the employee's personal illness or injury and is not available for illness or injury of a family member.

Section 4. Status of Benefits

- A. For the purposes of computing an employee's total length of service

with the Board, any period of extended sick leave shall not be considered a break in service, and the employee shall be able to accumulate service credit during the entire period of extended sick leave.

- B. If an employee is on extended sick leave for the last seven or less consecutive work days of a given calendar year and continues to be on extended sick leave into the following calendar year, he/she shall be credited with vacation, sick leave, and personal days as if he/she had been working. If an employee is on extended sick leave for longer than the last seven consecutive work days of given calendar year and continues to be on extended sick leave into the following calendar year, he/she shall be credited with vacation, sick leave, and personal days upon return from extended sick leave. If an employee is on extended sick leave sometime during the remainder of the calendar year in which he/she is hired, he/she shall be credited, upon return from extended sick leave, with those vacation, sick leave, and personal days he/she would have earned had he/she continued working.
- C. If a Board-recognized holiday occurs while an employee is on extended sick leave, and if the employee would have received pay for this holiday had he/she been working, the employee shall receive half pay for the holiday but shall not receive half pay for extended sick leave.

D. An employee on extended sick leave shall not be eligible for bereavement leave.

Section 5. Computation of Extended Sick Leave

Computation of payment for extended sick leave benefits shall be made on the basis of the number of hours normally scheduled for the employee to work per day, whether on full-time or part-time basis.

Section 6. Maximum Use of Extended Sick Leave

If an employee has exhausted the maximum of 26 weeks of extended sick leave, a statement shall be requested from his/her physician concerning the employee's ability to return to work. If the employee's physician certifies that the employee is totally and permanently incapacitated and unable to return to work, the employee shall be terminated or retired or placed on a leave of absence without pay pending the ability to be placed on appropriate benefits, i.e., social security. Such termination shall be considered to be in good standing. If the employee's physician states that the employee is unable to return to work upon conclusion of extended sick leave, but shall be able to at a later date or to a different position, the employee shall have the choice to terminate or may request a leave of absence without pay as per Board policy. An employee who is placed on leave without pay shall be required to produce periodic written statements from his/ her physician concerning the condition and may, at any time, be required to undergo a physical examination by a Board-designated physician. If such employee desires, he/she shall be

considered for any vacancy that he/she would be capable of performing, as certified by his/her physician.

PROCEDURE

Section 1. Application for Extended Sick Leave

When it become apparent that an employee will be exhausting his/her accumulation of unused sick leave days, the employee or his/her supervisor shall immediately notify the Personnel Office. An "Extended Sick Leave Application" shall then be sent to the employee for his/ her physician to complete. The completed "Extended Sick Leave Application" must be returned to the Personnel Office prior to the expiration of the employee's accumulation of unused sick leave days so that it can be processed and so that a determination as to eligibility can be made. In the event that the completed "Extended Sick Leave Application" is not returned to the Personnel Office prior to the expiration of an employee's accumulation of unused sick leave days, the employee shall be placed on leave without pay until the completed "Extended Sick Leave Application" is received by the Personnel Office and a determination is made. If, in such a instance, it is determined that an employee is eligible to receive extended sick leave payments, the employee would then be reimbursed retroactively to the date he/she was first placed on a leave without pay.

Section 2. Recording Use of Extended Sick Leave

A. Each pay period all supervisors shall record any extended sick leave

taken on the corresponding payroll vouchers.

- B. The administrator in charge of the personnel unit shall maintain a "Memorandum of Employee's Leave Balances" sheet on each employee for each year, and shall record monthly any extended sick leave days that an employee has taken, maintaining a record of the total length of extended sick leave taken by an employee in each calendar year.

Section 3. Return to Work

On the first day of an employee's return to work after extended sick leave, the employee shall submit a return-to-work statement from his/her physician to his/her supervisor. The supervisor shall forward this statement to the administrator in charge of the personnel unit for placement in the employee's medical file. In addition, the employee should telephone his/her supervisor as well as the administrator in charge of the personnel unit prior to returning to work so that arrangements can be made to change the employee's status from half pay to full pay.

Section 4. Maximum Use of Extended Sick Leave

Three weeks prior to the expiration of the 26th week of extended sick leave, the administrator in charge of the personnel unit shall send a letter to the employee requesting him/her to obtain a statement from his/her physician concerning the employee's ability to return to work. The statement from the physician must be received in the personnel unit no later than one week before the expiration of the 26th week of extended sick leave. If this statement is not received

by the administrator in charge of the personnel unit in the time limit specified, the employee shall be placed on an unauthorized leave without pay after the expiration of the 26th week of extended sick leave. A certified letter shall be sent to the employee advising him/her of this action and advising that failure of the administrator in charge of the personnel unit to receive the required statement within five working days of receipt of the warning letter shall result in the employee's services being terminated. Such termination shall not be considered to be in good standing.

If the employee's physician certifies that the employee is totally and permanently incapacitated and unable to return to work, the administrator in charge of the personnel unit shall process the necessary forms to terminate or retire the employee or place on a leave without pay pending the ability to be placed on appropriate benefits.

If the physician certifies that the employee is unable to return to work upon conclusion of extended sick leave, but shall be able to at a later date, the administrator in charge of the personnel unit shall process the necessary forms to place the employee on a leave without pay.

If a vacancy does not exist within the Department to which the employee can qualify nor a vacancy to which the employee can

transfer, the employee shall have the choice to terminate employment, or terminate from the Department and be placed on leave without pay.

An employee who has been placed on a leave without pay may not return to work unless he/she follows the steps outlined in Section 3 of this procedure.

ARTICLE 11A

Donated LEAVE BANK

Policy

Section 1. General

Employees or their families sometimes suffer from a catastrophic illness or injury which necessitates the employee's prolonged absence from work and for which the employee has no available paid leave. The Board recognizes that employees would like to assist their fellow employees or their families under such circumstances by volunteering to donate a portion of their accumulated benefit hours to the employee(s) suffering from catastrophic illness or injury so the employee can provide care to a family member.

Section 2. Purpose

The Donated Leave Bank will consist of voluntarily donated benefit hours given by employees to assist an employee or their family member suffering from catastrophic illness or injury for which the employee has exhausted their benefit leave hours, and the catastrophic illness or injuries continue. The Bank will also consist of other accrued leave as available.

Section 3. Definition of Family

The immediate family will consist of a father, mother, father-in-law, mother-in-law, spouse, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, or a step or half relation of a similar nature. Any other requests may be reviewed by the Benefits Leave Committee.

Section 4. Definition of Catastrophic Illness or Injury

For the purpose of this policy, catastrophic illness or injury is defined as a debilitating illness or injury that requires the

employee to be on a prolonged leave of absence of work.

Section 5. Donated Leave Bank

- A. The Donated Leave Bank will be maintained by Personnel. An accounting of its balances and uses will be published annually.
- B. Each year, or as needed, Personnel will ask employees to voluntarily donate hours from their individual sick leave or vacation banks to the Donated Leave Bank. Donated hours will be deducted from the donor's individual leave balances and added to the Donated Leave Bank.
- C. The Donated Leave Bank will be maintained as long as a minimum balance of 1104 hours is maintained. If this balance cannot be maintained through donations, the program will be continued on an as needed basis, with donations sought on a case-by-case basis.

Section 6. Donated Leave Program Committee

The Donated Leave Program Committee shall be comprised of at least 5 staff members appointed by the Director.

Procedure

Section 1. General

In each calendar year, employees may donate Sick Leave and/or Vacation Hours to the Donated Leave Bank for the purpose of continuing an employee's income during the catastrophic illness or injury of the employee or family member.

Section 2. Eligibility

- A. Participating donors must meet the following eligibility requirements:
 - 1. Full time employees must have 200 hours remaining in their Sick Leave Bank if donating Sick Leave or 80 hours of

vacation if donating vacation hours.

2. The donor may donate up to 40 hours in any one calendar year. If the donor has more than 400 sick hours in their sick leave bank, the donor may donate more hours as long as their remaining balance is at least 200 hours.

B. Recipients must meet the following requirements:

1. The employee or family member (as defined above) must be suffering from a catastrophic illness or injury which necessitates the employee's prolonged absence from work.
2. The catastrophic illness or injury is documented by medical evidence signed by the physician describing the nature of the illness, the diagnosis and prognosis or injury and the anticipated duration.
3. The employee must have used all available Sick Leave and Vacation Leave from their individual banks.
4. The employee must have completed at least 6 months of continuous services with the agency.

Section 3. Application for Donated Leave

A. Participation may be initiated as follows:

1. The employee applies.
2. The supervisor or administrator of the department recommends that the employee be a recipient.
3. The Personnel Assistant notifies the Director and the Administrator of the department of an employee's situation and secures their approval for the employee's participation.

- B. An employee, supervisor, Administrator or Personnel on behalf of an employee, may apply to the Donated Leave Program Committee for an allocation of hours.
- C. A physician's statement must accompany the application, indicating the prognosis of the illness, the extent and anticipated duration of the illness.
- D. The Donated Leave Program Committee will review the application and may allocate up to 1,000 hours to the employee, or the anticipated length of the illness, whichever is less.

Section 4. Use of Donated Leave

- A. An employee using donated leave will receive full pay for any such hours used. Supervisors shall record any employee using donated leave hours on the timesheet.
- B. If the employee returns to work prior to the anticipated date of return, the unused donated leave hours will be returned to the bank.
- C. If the employee's absence is due to personal illness or injury and extends beyond the allocated number of donated hours, the employee may be eligible for Extended Sick Leave (see separate policy).
- D. If the employee's absence is due to illness or injury of a family member and extends beyond the allocated number of donated hours, the employee may be placed on a Leave of Absence Without Pay.

Section 5. Employee's Individual Benefit Leave Bank

The employee will accrue sick leave and vacation hours during the use of donated benefits leave hours and they will be credited to their banks upon return to work. Thereafter, if the employee

experiences any short term illness or injury, the employee will use all accrued time and then be placed on a Leave of Absence Without Pay.

ARTICLE 12

HEALTH BENEFITS

1. The Board agrees to continue those health benefits which were in existence on December 31, 2017, for the term of the Agreement. These benefits consist of those benefits which are contained within the State Health Benefits Plan as of December 31, 2017 and as modified or changed by the State during the term of the Agreement. Mandatory Health Benefit contributions by employees will be made in accordance with N.J.S.A. 40A:10-21 as required, for the duration of the agreement unless amended by legislation.

2. Dental Plan - The Dental Plan in effect on December 31, 2017, will be continued for the term of this Agreement. The Board will continue to pay all premiums for the employee. Employees will be entitled to participate in family coverage at their own expense with any additional premium for children, spouse or full family coverage to be paid by the employee.

3. The parties agree that if a Prescription Plan is implemented for a majority of County employees that plan will immediately become effective for the employees of the Board.

4. Vision Care Plan - Each employee and each eligible dependent is entitled to one (1) reimbursement every other year counted from the last year of the prior contract and continued forward to any succeeding contract.

This reimbursement will not exceed \$300.00 for single lenses or \$400.00 for bifocal or trifocal lenses.

Employees may receive this benefit by obtaining a receipted bill from the optician which clearly indicates the full name of the recipient of the glasses and type of lens, i.e., single, bifocal or trifocal, and the dollar amount. The receipt should then be given or sent to the Director of the

Board of Social Services or to the person designated for this purpose at the Agency.

Reimbursement will be by check on supplemental pay days.

Eligible dependents for this program are the same as described in Paragraph 1.

PROCEDURE

SECTION 1. Enrollment and Charges

Enrollment of New Employees

On the first day of employment, an employee shall complete an enrollment card, either electing single coverage or rejecting coverage entirely. The Personnel Office shall give the employee a booklet describing the benefits and shall inform the employee of the effective date of coverage.

If an employee elects enrollment in the Dental Program he/she shall receive identification cards through interoffice mail, approximately four to five months after beginning work with the Board.

Section 2. Leave Without Pay

If an employee is on an approved leave of absence without pay, dental coverage shall be continued at the expense of the Board.

Section 3. Termination

Dental coverage shall cease on the first of the month following the first full month for which salary was not received.

ARTICLE 13

PERSONAL DAYS BEREAVEMENT AND JURY DUTY

1. Employees who have completed at least one (1) year of service shall be granted up to 24.5 hours of personal leave with pay per calendar year. Part-time employees shall be granted pro-rated personal leave according to work hours. Employees with less than one (1) year of service shall have their personal time pro-rated in the same manner as their vacation leave.

2. Personal excused absence days shall be granted subject to the prior approval of the Supervisor and will not be used in conjunction with vacation but may be used in conjunction with sick leave or holidays.

3. Personal excused absence days and bereavement days shall not accumulate from year to year.

4. Bereavement leave shall be in accordance with the following Somerset County bereavement policy.

BEREAVEMENT LEAVE

POLICY

Section 1. General

If required, an employee may be granted excused absence with pay for a death in the immediate family and attendance at the funeral. Immediate family shall be limited to father, mother, father-in-law, mother-in-law, husband, wife, civil union or domestic partner, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, or a step or half relation of a similar nature. In the event of the death of other relatives or in-laws, an employee may request a vacation day(s), personal day(s), or a leave without pay. Temporary employees shall be eligible for bereavement leave.

Section 2. Length of Bereavement Leave

Full-time employees may be granted up to thirty-five (35) hours (five (5), seven (7) hour days or four (4) eight and three quarter (8 3/4) hour days of bereavement leave. Part-time employees may be granted bereavement leave in accordance with the following chart:

Employees who work five, 4-hour days per week may be granted up to five, 4-hour days of bereavement leave.

Employees who work three, 7-hour days per week may be granted up to three, 7-hour days of bereavement leave.

Employees who work five, 5-hour days per week may be granted up to five, 5-hour days of bereavement leave.

Employees who work four, 7-hour days per week may be granted up to four, 7-hour days of bereavement leave.

Jury Duty

When four (4) day work week employees are scheduled for Petit Jury Duty, they shall be switched to a five (5) day work week for the duration of their Petit Jury Duty.

ARTICLE 14

INSURANCE AND RETIREMENT BENEFITS

The Board agrees to participate to the extent required by law in the New Jersey Public Employees Retirement system.

ARTICLE 15

EDUCATIONAL LEAVE

Leave of absence without pay for education course work may be granted by the Board as the Board determines appropriate.

ARTICLE 16

LEAVE OF ABSENCE WITHOUT PAY

Leaves of absence without pay may be granted at the discretion of the Board to permanent employees for any reason considered good by the Board, for a period of not to exceed six (6) months at any one time, subject to approval by the Division of Family Development and the Civil Service Commission. Such leaves of absence may be renewed by the Board for an additional period not to exceed six (6) months. No further renewal may be granted except upon the approval by the Civil Service Commission for reasons as established by Commission regulations. In all cases, a letter of request from the employee setting forth the reasons why leave is desired and the dates for commencing and terminating the leave shall be submitted to the Board. No leave of absence without pay shall become effective without prior approval of the Board and/or the Director of the Somerset County Board of Social Services.

Employees granted leaves of absence without pay shall not accrue annual sick leave or vacation leave credit for every full month or major fraction thereof that the employee is on such leave without pay for the year in which such leave is taken.

ARTICLE 17

MATERNITY LEAVE

Maternity leave is currently covered under sick leave (Article 10), extended sick leave (Article 11) and Leave Without Pay (Article 16).

ARTICLE 18

PART-TIME EMPLOYEES

Permanent part-time employees with benefits, who work at least 20 hours per week, shall have the same rights and privileges under this contract as full-time employees, with the following limitations: part-time employees shall receive holidays, vacation, and sick leave and extended sick leave on a prorated basis. In addition, both State Health Benefits and the Public Employment Retirement Commission have specific requirements regarding the eligibility of part-time employees.

S E C T I O N I V

ARTICLE 19

SENIORITY

1. Seniority, which is defined as continuous employment in grade with the Board, will be given due consideration by the Board with respect to promotions, transfers, demotions, layoffs and recalls.

2. The Board agrees to supply current seniority lists to the Union on a semi-annual basis.

3. In scheduling vacations and personal days, preferences will be based on seniority from date of hire. In the event two or more persons have the same in-grade seniority date, the one with more time in service with the Agency shall be considered as having greater-seniority.

4. For Promotion purposes, relevant experience with the Somerset Board of Social Services, will be considered and given credit to the same extent as relevant experience with another agency.

"Seniority" for the purposes of this section shall be based upon the individual employee's date of hire and continuous employment with the Board and shall not be construed to reflect "seniority" as it is defined by the Civil Service Commission.

ARTICLE 20

JOB POSTING

Existing or planned job vacancies will be posted and dated on the bulletin board. The posting will include any required qualifications, the location of the vacancies and the procedures to be followed by employees interested in making application. Said application must be made within ten (10) working days, if possible, of posting. A copy of the posting and job specification will be given to the Union President.

ARTICLE 21

PERSONNEL FILES AND EVALUATIONS

1. A duplicate copy of the evaluation by the immediate supervisor which is required for probationers shall be given in its entirety to the respective employee.

2. Each employee shall be notified of an evaluation of his/her performance and receive a copy of this evaluation with his/her supervisor.

3. All employees shall be notified of any documents to be entered into their personnel files and be given a copy of that document(s), upon request.

4. An employee by request for appointment shall have access to examine his/her own personnel file during office hours at a reasonable time set by the employer or his/her designee.

5. The signature of the employee affixed to any document does not indicate in any way that the employee agrees with the contents of the documents or file. The employees' signature is affixed to show only that the documents or file has been reviewed in accordance with this Agreement. The employee shall have the right to respond in writing to any document in the file. Such response shall become a part of the personnel file unless as a result of the response, the questioned document is removed or destroyed.

6. Warning memoranda and/or corrective memoranda shall be removed at an employee's written request at any time after eighteen (18) months from the date of the document was placed in the employees personnel file provided the employee has received no additional warning memoranda and/or corrective memoranda during the two (2) years prior.

ARTICLE 22

DISCIPLINE

1. Major or minor discipline of an employee shall be imposed only for just cause. The Union recognizes the Board's right and obligation to impose and implement disciplinary actions.

2. Where the Director of the Somerset County Board of Social Services, or his/her designee, imposes discipline, written notice of such discipline shall be given to the employee in the form of a "Preliminary Notice of Disciplinary Action". Such notice shall contain a reasonable specification of the nature of the charge, a general description of the alleged acts and/or conduct upon which the charge is based and the nature of the discipline. A copy of such notice shall be given to the Local Union President.

3. Minor Discipline is defined as those categories of discipline that are up to and include suspensions or fines for 35 hours or less.

4. The parties agree that prior to implementation of suspensions of not more than thirty-five (35) hours as a matter of general practice and intent, and where in the judgment of the Director/Deputy Director of the Board such suspension is not directed at the immediate need to maintain safety, order or effective direction of work assignments, suspensions will not be implemented until after a three (3) day period of notification within which time the Local President of the Union, representing the involved employee, may undertake informal discussion with the Director or his/her designee.

5. Major Discipline. In general, Major Discipline includes those categories of discipline that are more than 35 hours (see Title 4A:2-2.2).

6. Department Hearing. When the Board imposes major discipline the Director/Deputy Director of the Board, who shall not be an individual who was personally involved in the facts of the dispute, will convene and conduct a Departmental hearing in accordance with N.J.A.C. 4A:2-1.1 et seq. At any such disciplinary hearing, the employee may elect to be represented by the Local Union President or another individual designated by the Union. The Department Hearing will be scheduled in as expeditious a manner as possible. Unless the suspension of the employee is immediate as per Title 4A:2-2.5 the actual imposition of discipline shall be held pending the decision of the Director/Deputy Director at the above hearing. See Title 4A:2-2.6

The decision rendered at the hearing shall be provided to the employee in the form of a "Final Notice of Disciplinary Action".

APPEALS

7. Minor Discipline:

In the event that discipline of an employee involves suspension or fine of 35 hours or less a grievance may be filed in accordance with the existing grievance procedures, Article 23.

Major Discipline:

In the event that discipline of an employee involves suspension of more than 35 hours and/or other penalties as indicated in N.J.A.C. 4A:2-2.2, the following appeals process shall apply:

a. The employee may request or petition the Director of Human Resources of the Division of Family Development (DFD) in lieu of the Civil Service Commission for a hearing. Such request, pursuant to Civil Service Commission rules, must be received by the Director of Human Resources, DFD, within twenty (20) days from the date of receipt by the employee of the final notice of disciplinary action. The Civil Service Commission Law and the Rules and Regulations promulgated hereunder shall govern the disposition by the Personnel Officer of such a request or petition. In the event the employee involved elects the procedure as provided above, such election will be deemed final and binding and constitute an absolute waiver of the option to appeal as provided in the disciplinary arbitration process.

b. The Union may elect to appeal the matter to disciplinary arbitration provided that such an appeal is joined by the employee in writing. The employee shall not be denied the right to appropriate representation. The election of this procedure will be deemed final and binding and constitute an absolute waiver of the employee's option to appeal under the Civil Service procedure provided above.

c. All waivers or elections will be made in writing by the employee involved.

d. An appeal to disciplinary arbitration may be brought only by the Union, through its Council Representative, by mailing a written request for disciplinary arbitration by certified or registered mail to the Director of the Somerset County Board of Social Services, which must be postmarked within thirty (30) calendar days from the date of receipt by the employee of the final notice of disciplinary action. A request for disciplinary arbitration shall contain the name of the employee involved, a copy of the original appeal, the notice of discipline and any written decision rendered concerning the matter.

e. The selection of the arbitrator shall be determined on the same basis as indicated in the grievance procedure.

f. Arbitrators in disciplinary matters shall confine themselves to determinations of guilt or innocence and the appropriateness of penalties and shall neither add to, subtract from, nor modify any of the provisions of this Contract by any award. The arbitrator's decision with respect to guilt, innocence or penalty shall be final and binding upon the parties. In the event the arbitrator finds the employee guilty, he may approve penalty as appropriate to the circumstances, in accordance with this Contract however, removal from service shall not be substituted for a lesser penalty. In the event the arbitrator finds the employee innocent or modifies a penalty he may order reinstatement with back pay for any part or an imposed suspension or reduction in grade or period that the employee was dismissed from service. Should the arbitrator's award provide reinstatement with back pay, the employee may be paid for the hours he would have worked in his normally scheduled work week, at his normal rate of pay, but not exceeding thirty-five (35) hours per week or seven (7) hours per day, less

any deduction required by law, or other offsetting income for the back pay period specified by the arbitrator. The arbitrator's decision shall contain a short statement of the nature of the proceedings, the positions of the parties and specific findings and conclusions of the facts. In addition, the arbitrator's decision shall discuss any of the testimony, evidence or positions of the parties which merit special analysis.

g. The fees and expenses of the arbitrator and recording of the procedure shall be divided equally between the parties. Any other cost of this proceeding shall be borne by the party incurring the cost.

h. Nothing in this Article shall be construed to limit the right of the Board to implement any disciplinary action notwithstanding the pendency of an appeal proceeding.

8. The following shall constitute the disciplinary appeal procedure rights for provisional employees, who have been employed in such capacity for a minimum of six (6) months.

a. In disciplinary matters of suspension of more than five (5) days, except dismissal from service, such employees

Shall be entitled to utilize the provisions of this Article only to departmental hearing level.

b. In disciplinary matters involving dismissal from service, such employees upon written request shall be entitled to a conference with the Director or his/her designee, to discuss the matter. The Director, or his/her designee, may conduct an administrative investigation of the matter.

c. In no event shall the provision of this Article apply where the employee is being removed as a result of the certification of a Civil Service eligible list.

d. Nothing in this Article shall be construed as a waiver of rights of any employee may have under Civil Service Statute or the Civil Service Rules and Regulations.

6. Oral warnings shall not be subject to the provisions of this Article and the Article pertaining to grievances.

ARTICLE 23

GRIEVANCE PROCEDURE

A. Purpose: The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment. The parties agree that this procedure will be kept as informal as may be appropriate. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted without the intervention of the Union.

B. Definition: The term "grievance" shall mean an allegation that there has been:

1. A misinterpretation or misapplication of the terms of this Agreement, which is subject to the grievance procedure outlined herein, and shall hereinafter be referred to as a "contractual grievance"; or

2. Inequitable, improper, unjust application or misinterpretation of rules or regulations, existing policy, or orders applicable to the Board, which shall be processed up to and including the Board, and shall hereinafter be referred to as a "non-contractual grievance".

C. Presentation of a Grievance: In the presentation of a grievance, the aggrieved shall have the right to present his/her own appeal or to designate a Union representative to appear with him/her. The Board agrees that there shall be no loss of pay for the time spent in presenting the grievance by the aggrieved and one Union representative who is an employee of the Board, through out the grievance procedure.

D. Steps of the Grievance Procedure. The following constitutes the sole and exclusive method for resolving grievance between the parties

covered by the Agreement.

STEP 1 - The aggrieved shall institute action under the provisions hereof in writing, signed and delivered to his/her supervisor within ten (10) working days after they would reasonably be expected to know of its occurrence. Failure to act within said ten (10) working days shall be deemed to constitute an abandonment of the grievance. The supervisor shall render a decision in writing within five (5) working days after receipt of the grievance. A Union steward may participate at the request of the employee.

STEP 2 - In the event satisfactory settlement has not been reached, the aggrieved shall, in writing and signed, file his complaint with the Director of the Board of Social Services within ten (10) working days following receipt of the determination of STEP 1. The Director of the Board of Social Services, or his/her designee, shall render his/her decision within five (5) working days after the receipt of the complaint. The Union Steward, or local Union officer, may participate at the request of the employee.

STEP 3 - Should the aggrieved disagree with the decision of the Director, or his/her designee, the aggrieved may, within ten (10) working days of receipt of the decision, submit to the Board a statement in writing and signed as to the issues in dispute. In the event the aggrieved files his/her statement, the Board shall review the decision of the Director, together with the disputed areas submitted by the aggrieved. The aggrieved and/or Union representative may request an appearance before the Board. The Board will render its decision within ten (10) working days after the Board meeting at which the matter has been reviewed. If necessary, a special Board meeting will be held to hear the appeal prior to the next regularly scheduled Board meeting. All members of the Board are members of a

committee to hear appeals. However, a decision can be made by a minimum of three (3) Board members, which shall be the decision of the Board. If the Board's decision involves a non-contractual grievance, the decision of the Board shall be final.

STEP 4 - Any unresolved contract grievance (as defined in the B.1. Definition), except matters involving appointment, promotion or assignment, or matters within the exclusive province of Civil Service, may be appealed to arbitration only by the Union. The Union must file the request for arbitration within ten (10) working days after the receipt of the Board's decision.

a. It is understood and agreed between the parties that the subject of change in wages shall not be subject to binding arbitration.

b. Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration. The Union's decision to request the movement of a grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Union.

c. Where the grievance involves an alleged violation of individual rights specified in Civil Service Law and Rules for which a specific appeal to Civil Service is available, the individual may present his complaint to the Civil Service procedure or the grievance procedure as herein provided. Once the grievant makes the selection of procedure, such election shall be deemed final and binding and constitute an absolute waiver of the procedure not selected. The election will be made in writing at the appropriate time on the grievance form.

d. The arbitrator shall be selected by agreement between the parties from the panel of arbitrators maintained by the Public Employment Relations Commission, in accordance with the selection procedures of the

Public Employment Relations Commission.

e. The parties shall meet at least ten (10) working days prior to the date of the arbitration hearing to frame the issues to be submitted to the arbitrator and to stipulate the facts of the matter in an effort to expedite the hearing.

f. The decision or award of the arbitrator shall be final and binding on the Board, the Union and the grievant or grievant, to the extent permitted by and in accordance with applicable law and this Agreement.

g. The arbitrator may prescribe an appropriate back pay remedy when he finds a violation of this Agreement, provided such remedy is permitted by law and is consistent with the terms of this Agreement, except that he may not make an award which exceeds the Board's authority. The arbitrator shall have no authority to prescribe a monetary award as a penalty for a violation of this Agreement.

h. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement, and shall confine his decision solely to the interpretation and application of this Agreement. He shall confine himself to the precise issue submitted for arbitration, and shall have no authority to determine any other issues not so submitted to him, nor shall he submit observations or declarations of opinions which are not essential in reaching the determination.

i. The costs of the services of the arbitrator shall be borne equally by the Board and the Union. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring same.

j. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally.

k. The arbitrator shall hold a hearing at a time and place convenient to the parties as expeditiously as possible after his selection and shall issue his decision within thirty (30) days after the close of the hearing.

l. Grievance resolutions or decisions at STEPS 1 through 4 shall not constitute a precedent in any arbitration or other proceeding, unless a specific agreement to the effect is made by the authorized representatives of both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence, including such grievance resolutions, as to the prior conduct of the other party.

Miscellaneous:

1. Union representation does not preclude representation by an attorney.

2. A minority organization should not present or process grievances.

3. Should the grievant elect to present his own grievance, without Union representation, he should so indicate on the grievance form in the procedural STEP 1.

4. Time limits under this Article may be changed by mutual agreement only.

S E C T I O N V

ARTICLE 24

NON-DISCRIMINATION

The Board and the Union agree that there shall be no discrimination against any employee because of race, creed, color, religion, ancestry, age, sex, national origin, marital, parental, familial or birth status, affectional or sexual orientation, liability for service in the Armed Forces of the United States, nationality or handicap/disability or Union membership.

ARTICLE 25

UNION ACTIVITY

1. The Board agrees to grant officially elected delegates of the Somerset County Board of Social Services Local Union time off with pay for the purpose of attending Union conventions and/or conferences, provided that:

a. Total time off does not exceed an aggregate of thirteen (13) working days in any one (1) calendar year.

b. Not more than two (2) such Union delegates shall be permitted to attend such convention or conference at any one time, except that the five (5) shop stewards shall be able to attend a one (1) day training session once per year.

c. Written request specifying the amount of time off is to be received by the Board at least five (5) days in advance of the granting of each time off. Under certain circumstances this five (5) day period may be waived by the Board.

2. Labor Management Meeting - The employer and two (2) people representing the Union shall meet quarterly for the purpose of reviewing the administration of this Agreement and to discuss other matters of mutual interest. These meetings are not intended to bypass the grievance procedure nor to be considered collective bargaining meetings, but rather are intended as a means of fostering good employment relations through communications between the parties. Either party may submit their part of the agenda one (1) week prior to such meetings. Union representatives shall be granted time off during working hours to attend without loss of pay.

3. New Employees - The Union may supply membership packets which contain certain information for distribution to new employees during the initial phase of employment. The Board will provide a fifteen (15) minute

period during the new employee's training period to allow an AFSCME Council Representative or the President of the Union to meet and explain the Union's responsibilities.

4. Bulletin Board Use - The Board shall allow a section of each bulletin board to be used by the Union or wherever possible, space for the Union to place its own bulletin board.

S E C T I O N VI

ARTICLE 26

SEPARABILITY AND SAVINGS

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

ARTICLE 27

FULLY-BARGAINED PROVISION

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 where or could have been the subject of negotiations.

ARTICLE 28

CIVIL SERVICE REGULATIONS

The parties agree to be bound by all applicable Civil Service Regulations covering transfers, reassignments, promotions, discipline and layoff.

ARTICLE 29

MISCELLANEOUS

Section 1. Cellular Phone

The administration in consultation with the Labor Management Committee will provide for cellular phones for employees in the bargaining unit as needed for safety or for other client reasons. The administration will work with the Labor Management Committee to determine the number of phones to be provided and the policy for their use. It is anticipated that departments such as Adult Protective Services will be provided with cellular phones as part of this program.

Section 2. Layoff

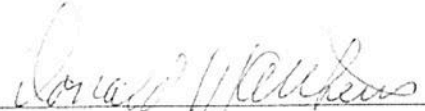
In the event of any layoff, the Board will provide all affected employees with services through the State of New Jersey Department of Labor (services to include job retraining where applicable, access to job bank and resume writing assistance).

ARTICLE 30

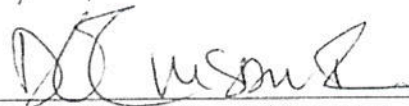
DURATION OF AGREEMENT

This Agreement shall be effective from January 1, 2018, and shall remain in full force and effect through December 31, 2021. Negotiations on the successor contract shall commence at least ninety days prior to the expiration date of this Agreement upon written notice by one party to the other.

SOMERSET COUNTY BOARD OF SOCIAL SERVICES

By: 
Donald Matthews, Board Chairman

Date: 3/20/2019

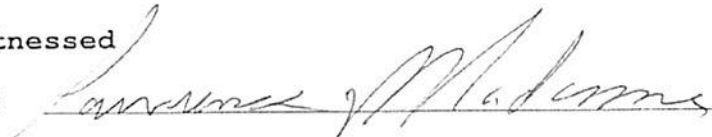
Witnessed
By: 
Dominic Crisall, Director
Somerset County Board of Social Services

Date: 3/20/19

AFSCME, AFL-CIO, LOCAL 2513

By: 

Date: 3/7/19

Witnessed
By: 

Date: 3/7/19

Somerset County Board of Social Services

Salary Guide For Collective Bargaining Unit _ 01/01/2018

Range	Inc	Final																				Range																																																																					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20		Step 21	Step 22	Step 23																																																																		
11	28649	29460	30271	31082	31892	32702	33513	34324	35135	35945	36756	37566	38377	39188	39998	40808	41619	42431	43264	44124	44984	45843	46703	47563	48423	49283	50143	51003	51863	52723	53583	54443	55303	56163	57023	57883	58743	59603	60463	61323	62183	63043	63903	64763	65623	66483	67343	68203	69063	69923	70783	71643	72503	73363	74223	75083	75943	76803	77663	78523	79383	80243	81103	81963	82823	83683	84543	85403	86263	87123	87983	88843	89703	90563	91423	92283	93143	94003	94863	95723	96583	97443	98303	99163	100023						
12	30082	30932	31783	32634	33486	34337	35188	36039	36889	37740	38591	39442	40293	41144	41996	42847	43698	44550	45401	46252	47103	47954	48805	49656	50507	51358	52209	53060	53911	54762	55613	56464	57315	58166	59017	59868	60719	61570	62421	63272	64123	64974	65825	66676	67527	68378	69229	70080	70931	71782	72633	73484	74335	75186	76037	76888	77739	78590	79441	80292	81143	81994	82845	83696	84547	85398	86249	87100	87951	88802	89653	90504	91355	92206	93057	93908	94759	95610	96461	97312	98163	99014	99865	100716							
13	31583	32476	33369	34263	35157	36052	36945	37838	38732	39626	40519	41413	42307	43201	44095	44989	45882	46776	47670	48564	49458	50352	51246	52140	53034	53928	54822	55716	56610	57504	58398	59292	60186	61080	61974	62868	63762	64656	65550	66444	67338	68232	69126	70020	70914	71808	72702	73596	74490	75384	76278	77172	78066	78960	79854	80748	81642	82536	83430	84324	85218	86112	87006	87900	88794	89688	90582	91476	92370	93264	94158	95052	95946	96840	97734	98628	99522	100416													
14	33160	34099	35038	35977	36915	37852	38792	39733	40671	41610	42549	43488	44427	45363	46303	47242	48182	49120	50059	51000	51940	52880	53820	54760	55700	56640	57580	58520	59460	60400	61340	62280	63220	64160	65100	66040	66980	67920	68860	69800	70740	71680	72620	73560	74500	75440	76380	77320	78260	79200	80140	81080	82020	82960	83900	84840	85780	86720	87660	88600	89540	90480	91420	92360	93300	94240	95180	96120	97060	98000	98940	99880	100820																		
15	34817	35800	36787	37770	38756	39741	40726	41710	42696	43680	44665	45650	46635	47620	48604	49589	50574	51559	52543	53528	54513	55498	56483	57468	58453	59438	60423	61408	62393	63378	64363	65348	66333	67318	68303	69288	70273	71258	72243	73228	74213	75198	76183	77168	78153	79138	80123	81108	82093	83078	84063	85048	86033	87018	88003	88988	89973	90958	91943	92928	93913	94898	95883	96868	97853	98838	99823	100808																							
16	36556	37590	38624	39658	40693	41728	42761	43797	44830	45865	46899	47934	48968	49999	51034	52069	53104	54139	55174	56209	57244	58279	59314	60349	61384	62419	63454	64489	65524	66559	67594	68629	69664	70700	71735	72770	73805	74840	75875	76910	77945	78980	80015	81050	82085	83120	84155	85190	86225	87260	88295	89330	90365	91400	92435	93470	94505	95540	96575	97610	98645	99680	100715																												
17	38385	39471	40557	41643	42728	43815	44902	45988	47073	48159	49245	50331	51417	52503	53589	54675	55761	56847	57933	59019	60105	61191	62277	63363	64449	65535	66621	67707	68793	69879	70965	72051	73137	74223	75309	76395	77481	78567	79653	80739	81825	82911	83997	85083	86169	87255	88341	89427	90513	91599	92685	93771	94857	95943	97029	98115	99201	100287																																	
18	40307	41448	42589	43731	44872	46014	47154	48295	49437	50577	51718	52859	53999	55140	56281	57422	58563	59704	60845	61986	63127	64268	65409	66550	67691	68832	69973	71114	72255	73396	74537	75678	76819	77960	79101	80242	81383	82524	83665	84806	85947	87088	88229	89370	90511	91652	92793	93934	95075	96216	97357	98498	99639	100780																																					
19	41417	42590	43763	44936	46108	47281	48452	49627	50800	51972	53145	54318	55491	56664	57837	59010	60183	61356	62529	63702	64875	66048	67221	68394	69567	70740	71913	73086	74259	75432	76605	77778	78951	80124	81297	82470	83643	84816	85989	87162	88335	89508	90681	91854	93027	94200	95373	96546	97719	98892	100065																																								
20	43489	44719	45951	47182	48412	49644	50874	52106	53336	54568	55799	57030	58261	59492	60723	61954	63185	64417	65648	66879	68110	69341	70572	71803	73034	74265	75496	76727	77958	79189	80420	81651	82882	84113	85344	86575	87806	89037	90268	91499	92730	93961	95192	96423	97654	98885	100116																																												
21	48445	49817	51188	52560	53931	55304	56676	58047	59419	60790	62161	63532	64903	66274	67645	69016	70387	71758	73129	74500	75871	77242	78613	79984	81355	82726	84097	85468	86839	88210	89581	90952	92323	93694	95065	96436	97807	99178	100549																																																				
22	50868	52309	53748	55188	56626	58066	59505	60945	62384	63824	65263	66703	68142	69581	71020	72459	73898	75337	76776	78215	79654	81093	82532	83971	85410	86849	88288	89727	91166	92605	94044	95483	96922	98361	99800	101239																																																							
23	53827	55350	56872	58395	59918	61442	62966	64489	66012	67535	69058	70581	72104	73627	75150	76673	78196	79719	81242	82765	84288	85811	87334	88857	90380	91903	93426	94949	96472	97995	99518	101041																																																											
Range	Inc	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30	Step 31	Step 32	Step 33	Step 34	Step 35	Step 36	Step 37	Step 38	Step 39	Step 40	Step 41	Step 42	Step 43	Step 44	Step 45	Step 46	Step 47	Step 48	Step 49	Step 50	Step 51	Step 52	Step 53	Step 54	Step 55	Step 56	Step 57	Step 58	Step 59	Step 60	Step 61	Step 62	Step 63	Step 64	Step 65	Step 66	Step 67	Step 68	Step 69	Step 70	Step 71	Step 72	Step 73	Step 74	Step 75	Step 76	Step 77	Step 78	Step 79	Step 80	Step 81	Step 82	Step 83	Step 84	Step 85	Step 86	Step 87	Step 88	Step 89	Step 90	Step 91	Step 92	Step 93	Step 94	Step 95	Step 96	Step 97	Step 98	Step 99	Step 100

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Salary Guide For Collective Bargaining Unit _ 07/01/2018														
Range	Inc	Final										Range		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10			
11	28935	29755	30574	31392	32211	33029	33848	34667	35486	36304	36304	11		
12	30383	31241	32101	32960	33821	34680	35540	36399	37258	38117	38117	12		
13	31899	32801	33703	34606	35509	36413	37314	38216	39119	40022	40022	13		
14	33492	34440	35388	36337	37284	38231	39180	40130	41078	42026	42026	14		
15	35165	36158	37155	38148	39144	40138	41133	42127	43123	44117	44117	15		
16	36922	37966	39010	40055	41100	42145	43189	44235	45278	46324	46324	16		
17	38769	39866	40962	42059	43155	44253	45351	46448	47544	48641	48641	17		
18	40710	41862	43015	44168	45321	46474	47626	48778	49931	51083	51083	18		
19	41831	43016	44201	45385	46569	47754	48937	50123	51308	52492	52492	19		
20	43924	45166	46411	47654	48896	50140	51383	52627	53869	55114	55114	20		
21	48929	50315	51700	53086	54470	55857	57243	58627	60013	61398	61398	21		
22	51377	52832	54285	55740	57192	58647	60100	61554	63008	64462	64462	22		
23	54365	55904	57441	58979	60517	62056	63596	65134	66672	68210	68210	23		
Range	Inc	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Range
11	37124	37942	38761	39580	40398	41216	42035	42855	43697	44565	45434	46301	11	
12	38979	39838	40697	41556	42416	43276	44135	44996	45880	46794	47703	48615	12	
13	40925	41827	42730	43633	44536	45439	46341	47244	48174	49131	50088	51045	13	
14	42974	43923	44871	45817	46766	47714	48664	49611	50586	51592	52597	53601	14	
15	45112	46108	47101	48096	49090	50085	51080	52075	53099	54155	55210	56264	15	
16	47369	48411	49458	50502	51546	52591	53637	54679	55757	56865	57971	59079	16	
17	49737	50835	51932	53027	54126	55223	56320	57416	58546	59708	60873	62035	17	
18	52235	53388	54540	55692	56846	57999	59153	60303	61491	62712	63933	65154	18	
19	53674	54861	56044	57228	58413	59598	60781	61967	63187	64440	65695	66950	19	
20	56357	57599	58843	60086	61329	62574	63818	65061	66341	67658	68975	70294	20	
21	62784	64169	65554	66939	68325	69711	71096	72482	73907	75376	76844	78311	21	
22	65916	67371	68824	70279	71733	73166	74641	76095	77591	79135	80674	82216	22	
23	69749	71288	72826	74363	75902	77440	78979	80517	82102	83734	85366	86994	23	

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Salary Guide For Collective Bargaining Unit _ 01/01/2019														
Range	Inc	Final										Range		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10			
11	28935	29755	30574	31392	32211	33029	33848	34667	35486	36304	36304	11		
12	30383	31241	32101	32960	33821	34680	35540	36399	37258	38117	38117	12		
13	31899	32801	33703	34606	35509	36413	37314	38216	39119	40022	40022	13		
14	33492	34440	35388	36337	37284	38231	39180	40130	41078	42026	42026	14		
15	35165	36158	37155	38148	39144	40138	41133	42127	43123	44117	44117	15		
16	36922	37966	39010	40055	41100	42145	43189	44235	45278	46324	46324	16		
17	38769	39866	40962	42059	43155	44253	45351	46448	47544	48641	48641	17		
18	40710	41862	43015	44168	45321	46474	47626	48778	49931	51083	51083	18		
19	41831	43016	44201	45385	46569	47754	48937	50123	51308	52492	52492	19		
20	43924	45166	46411	47654	48896	50140	51383	52627	53869	55114	55114	20		
21	48929	50315	51700	53086	54470	55857	57243	58627	60013	61398	61398	21		
22	51377	52832	54285	55740	57192	58647	60100	61554	63008	64462	64462	22		
23	54365	55904	57441	58979	60517	62056	63596	65134	66672	68210	68210	23		
Range	Inc	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Range
11		37124	37942	38761	39580	40398	41216	42035	42855	43697	44565	45434	46301	11
12		38979	39838	40697	41556	42416	43276	44135	44996	45880	46794	47703	48615	12
13		40925	41827	42730	43633	44536	45439	46341	47244	48174	49131	50088	51045	13
14		42974	43923	44871	45817	46766	47714	48664	49611	50586	51592	52597	53601	14
15		45112	46108	47101	48096	49090	50085	51080	52075	53099	54155	55210	56264	15
16		47369	48411	49458	50502	51546	52591	53637	54679	55757	56865	57971	59079	16
17		49737	50835	51932	53027	54126	55223	56320	57416	58546	59708	60873	62035	17
18		52235	53388	54540	55692	56846	57999	59153	60303	61491	62712	63933	65154	18
19		53674	54861	56044	57228	58413	59598	60781	61967	63187	64440	65695	66950	19
20		56357	57599	58843	60086	61329	62574	63818	65061	66341	67658	68975	70294	20
21		62784	64169	65554	66939	68325	69711	71096	72482	73907	75376	76844	78311	21
22		65916	67371	68824	70279	71733	73166	74641	76095	77591	79135	80674	82216	22
23		69749	71288	72826	74363	75902	77440	78979	80517	82102	83734	85366	86994	23

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Salary Guide For Collective Bargaining Unit _ 01/01/2020														
Range	Inc	Final										Range		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10			
11	28935	29755	30574	31392	32211	33029	33848	34667	35486	36304	36304	11		
12	30383	31241	32101	32960	33821	34680	35540	36399	37258	38117	38117	12		
13	31899	32801	33703	34606	35509	36413	37314	38216	39119	40022	40022	13		
14	33492	34440	35388	36337	37284	38231	39180	40130	41078	42026	42026	14		
15	35165	36158	37155	38148	39144	40138	41133	42127	43123	44117	44117	15		
16	36922	37966	39010	40055	41100	42145	43189	44235	45278	46324	46324	16		
17	38769	39866	40962	42059	43155	44253	45351	46448	47544	48641	48641	17		
18	40710	41862	43015	44168	45321	46474	47626	48778	49931	51083	51083	18		
19	41831	43016	44201	45385	46569	47754	48937	50123	51308	52492	52492	19		
20	43924	45166	46411	47654	48896	50140	51383	52627	53869	55114	55114	20		
21	48929	50315	51700	53086	54470	55857	57243	58627	60013	61398	61398	21		
22	51377	52832	54285	55740	57192	58647	60100	61554	63008	64462	64462	22		
23	54365	55904	57441	58979	60517	62056	63596	65134	66672	68210	68210	23		
Range	Inc	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Range
11	37124	37942	38761	39580	40398	41216	42035	42855	43697	44565	45434	46301	11	
12	38979	39838	40697	41556	42416	43276	44135	44996	45880	46794	47703	48615	12	
13	40925	41827	42730	43633	44536	45439	46341	47244	48174	49131	50088	51045	13	
14	42974	43923	44871	45817	46766	47714	48664	49611	50586	51592	52597	53601	14	
15	45112	46108	47101	48096	49090	50085	51080	52075	53099	54155	55210	56264	15	
16	47369	48411	49458	50502	51546	52591	53637	54679	55757	56865	57971	59079	16	
17	49737	50835	51932	53027	54126	55223	56320	57416	58546	59708	60873	62035	17	
18	52235	53388	54540	55692	56846	57999	59153	60303	61491	62712	63933	65154	18	
19	53674	54861	56044	57228	58413	59598	60781	61967	63187	64440	65695	66950	19	
20	56357	57599	58843	60086	61329	62574	63818	65061	66341	67658	68975	70294	20	
21	62784	64169	65554	66939	68325	69711	71096	72482	73907	75376	76844	78311	21	
22	65916	67371	68824	70279	71733	73166	74641	76095	77591	79135	80674	82216	22	
23	69749	71288	72826	74363	75902	77440	78979	80517	82102	83734	85366	86994	23	

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Salary Guide For Collective Bargaining Unit_ 07/01/2020

		Final																								
Range	Inc	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Range		
11		29224	30053	30880	31706	32533	33359	34186	35014	35841	36667															
12		30687	31553	32422	33290	34159	35027	35895	36763	37631	38498															
13		32218	33129	34040	34952	35864	36777	37687	38598	39510	40422															
14		33827	34784	35742	36700	37657	38613	39572	40531	41489	42446															
15		35517	36520	37527	38529	39535	40539	41544	42548	43554	44558															
16		37291	38346	39400	40456	41511	42566	43621	44677	45731	46787															
17		39157	40265	41372	42480	43587	44696	45805	46912	48019	49127															
18		41117	42281	43445	44610	45774	46939	48102	49266	50430	51594															
19		42249	43446	44643	45839	47035	48232	49426	50624	51821	53017															
20		44363	45618	46875	48130	49385	50641	51897	53153	54408	55665															
21		49418	50818	52217	53617	55015	56416	57815	59213	60613	62012															
22		51891	53360	54828	56297	57764	59233	60701	62170	63638	65107															
23		54909	56463	58015	59569	61122	62677	64232	65785	67339	68892															
Range	Inc	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Range												
11		37495	38321	39149	39976	40802	41628	42455	43284	44134	45011	45888	46764	11												
12		39369	40236	41104	41972	42840	43709	44576	45446	46339	47262	48180	49101	12												
13		41334	42245	43157	44069	44981	45893	46804	47716	48656	49622	50589	51555	13												
14		43404	44362	45320	46275	47234	48191	49151	50107	51092	52108	53123	54137	14												
15		45563	46569	47572	48577	49581	50585	51591	52596	53630	54697	55762	56827	15												
16		47843	48895	49953	51007	52061	53117	54173	55226	56315	57434	58551	59670	16												
17		50234	51343	52451	53557	54667	55775	56883	57990	59131	60305	61482	62655	17												
18		52757	53922	55085	56249	57414	58579	59745	60906	62106	63339	64572	65806	18												
19		54211	55410	56604	57800	58997	60194	61389	62587	63819	65084	66352	67620	19												
20		56921	58175	59431	60687	61942	63200	64456	65712	67004	68335	69665	70997	20												
21		63412	64811	66210	67608	69008	70408	71807	73207	74646	76130	77612	79094	21												
22		66575	68045	69512	70982	72450	73898	75387	76856	78367	79926	81481	83038	22												
23		70446	72001	73554	75107	76661	78214	79769	81322	82923	84571	86220	87864	23												

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Salary Guide For Collective Bargaining Unit _ 01/01/2021																								
Range	Inc	Final																						
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Range												
11	29224	30053	30880	31706	32533	33359	34186	35014	35841	36667	37495	38321	39149	39976	40802	41628	42455	43284	44134	45011	45888	46764	11	
12	30687	31553	32422	33290	34159	35027	35895	36763	37631	38498	39366	40234	41104	41972	42840	43709	44576	45446	46339	47262	48180	49101	50022	12
13	32218	33129	34040	34952	35864	36777	37689	38598	39510	40422	41334	42245	43157	44069	44981	45893	46804	47716	48656	49622	50589	51555	52522	13
14	33827	34784	35742	36700	37657	38613	39572	40531	41489	42446	43404	44362	45320	46275	47234	48191	49151	50107	51092	52108	53123	54137	55155	14
15	35517	36520	37527	38529	39535	40539	41544	42548	43554	44558	45563	46569	47572	48577	49581	50585	51591	52596	53630	54697	55762	56827	57892	15
16	37291	38346	39400	40456	41511	42566	43621	44677	45731	46787	47842	48895	49953	51007	52061	53117	54173	55226	56315	57434	58551	59670	60789	16
17	39157	40265	41372	42480	43587	44696	45805	46912	48019	49127	50234	51341	52448	53557	54667	55775	56883	57990	59131	60305	61482	62655	63826	17
18	41117	42281	43445	44610	45774	46939	48102	49266	50430	51594	52757	53922	55085	56249	57414	58579	59745	60906	62106	63339	64572	65806	67039	18
19	42249	43446	44643	45839	47035	48232	49426	50624	51821	53017	54214	55411	56608	57805	59002	60199	61396	62587	63819	65084	66352	67620	68888	19
20	44363	45618	46875	48130	49385	50641	51897	53153	54408	55665	56921	58177	59433	60689	61945	63201	64456	65712	67004	68335	69665	70997	72328	20
21	49418	50818	52217	53617	55015	56416	57815	59213	60613	62012	63411	64811	66210	67608	69008	70408	71807	73207	74646	76130	77612	79094	80576	21
22	51891	53360	54828	56297	57764	59233	60701	62170	63638	65107	66576	68045	69512	70982	72450	73919	75387	76856	78367	79926	81481	83038	84571	22
23	54909	56463	58015	59569	61122	62677	64232	65785	67339	68892	70446	72001	73554	75107	76661	78214	79769	81322	82923	84511	86220	87864	89511	23
Range	Inc	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30	Step 31	Step 32	Range
11	37495	38321	39149	39976	40802	41628	42455	43284	44134	45011	45888	46764	47641	48518	49395	50272	51149	52026	52903	53780	54657	55534	56411	11
12	39369	40236	41104	41972	42840	43709	44576	45446	46339	47262	48180	49101	50022	50943	51864	52785	53706	54627	55548	56469	57390	58311	59232	12
13	41334	42245	43157	44069	44981	45893	46804	47716	48656	49622	50589	51555	52522	53489	54456	55423	56390	57357	58324	59291	60258	61225	62192	13
14	43404	44362	45320	46275	47234	48191	49151	50107	51092	52108	53123	54137	55155	56170	57184	58199	59214	60229	61244	62259	63274	64289	65304	14
15	45563	46569	47572	48577	49581	50585	51591	52596	53630	54697	55762	56827	57892	58957	59972	60987	61992	62997	63992	64997	65992	66997	67992	15
16	47843	48895	49953	51007	52061	53117	54173	55226	56315	57434	58551	59670	60789	61908	63027	64146	65265	66384	67503	68622	69741	70860	71979	16
17	50234	51343	52451	53557	54667	55775	56883	57990	59131	60305	61482	62655	63826	65003	66180	67357	68534	69711	70888	72065	73242	74419	75596	17
18	52757	53922	55085	56249	57414	58579	59745	60906	62106	63339	64572	65806	67039	68272	69505	70738	71971	73204	74437	75670	76903	78136	79369	18
19	54211	55410	56604	57800	58997	60194	61389	62587	63819	65084	66352	67620	68888	70156	71424	72692	73960	75228	76496	77764	79032	80300	81568	19
20	56921	58175	59431	60687	61942	63200	64456	65712	67004	68335	69665	70997	72328	73659	74990	76321	77652	78983	80314	81645	82976	84307	85638	20
21	63412	64811	66210	67608	69008	70408	71807	73207	74646	76130	77612	79094	80576	82058	83540	85022	86504	87986	89468	90950	92432	93914	95396	21
22	66575	68045	69512	70982	72450	73919	75387	76856	78367	79926	81481	83038	84571	86113	87655	89197	90739	92281	93823	95365	96907	98449	99991	22
23	70446	72001	73554	75107	76661	78214	79769	81322	82923	84511	86220	87864	89511	91155	92800	94444	96088	97732	99376	101020	102664	104308	105952	23