

2-0058

01-00



Atlantic

THIS BOOK DOES  
NOT CIRCULATE

A G R E E M E N T

Between:

BOARD OF WELFARE, COUNTY OF ATLANTIC

AND

THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

AFL - CIO, COUNCIL NO. 64.

APRIL 1, 1972 THROUGH MARCH 31, 1974.

ATLANTIC COUNTY WELFARE BOARD

TABLE OF CONTENTS

<u>ARTICLE #</u>	<u>TITLE</u>	<u>Page #</u>
	PREAMBLE	1
I	RECOGNITION	1
II	DUES CHECK OFF	1
III	HOURS OF WORK	2
IV	GRIEVANCE PROCEDURE	2
V	OVERTIME	4
VI	SICK LEAVE	5
VII	VACATION LEAVE WITH PAY	6
VIII	LEAVE WITHOUT PAY	8
IX	LEAVE WITHOUT PAY FOR EDUCATIONAL PURPOSES	9
X	EDUCATIONAL LEAVE	10
XI	LEAVE WITH PAY AS A RESULT OF DISABILITY	10
XII	SPECIAL LEAVE WITH OR WITHOUT PAY	11
XIII	LEAVE FOR ATTENDANCE AT UNION CONFERENCES OR CONVENTIONS	12
XIV	RESIGNATIONS	13
XV	ABSENCE UNDER PENALTY OF LAW	13
XVI	HOSPITALIZATION & MEDICAL-SURGICAL INSURANCE, WITH RIDER 'J' & MAJOR MEDICAL INSURANCE	13
XVII	MANAGEMENT RIGHTS	13
XVIII	SENIORITY	14
XIX	HOLIDAYS	14
XX	EQUAL TREATMENT	15
XXI	RULING NO. 11	15

XXII	MILEAGE ALLOWANCE	15
XXIII	BULLETIN BOARDS	15
XXIV	ADMINISTRATIVE LEAVE	15
XXV	SALARIES	17
XXVI	TERMINATION	18
	SALARY RANGES (PLAN B)	19
	SALARY RANGES & STEPS	20

SCHEDULES OF SALARY AND ADJUSTMENT:

TABLE I	SUPERVISORS OF CASE WORK	21
TABLE II	CASE WORKERS	22
TABLE III	WELFARE AIDES	23
TABLE IV	PRINCIPAL CLERKS	24
TABLE V	SENIOR CLERK TYPIST	25
TABLE VI	SENIOR CLERK	26
TABLE VII	CLERK TYPIST	27
TABLE VIII	CLERK	28

---

PREAMBLE

This Agreement entered into by the Board of Welfare, County of Atlantic, hereinafter referred to as the "Employer" and the American Federation of State, County and Municipal Employees, AFL-CIO, Council No. 64, hereinafter referred to as "Union", has as its purpose the harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE I

RECOGNITION

The Employer recognizes the Union as the sole bargaining agent for the Supervisors of Case Workers, Case Workers, Home Economists, Supervisor of Property and Resources and any other classifications that the parties may mutually agree to. All other employee classifications are excluded from this Agreement.

ARTICLE II

DUES CHECK OFF

The Employer agrees to deduct the Union monthly membership dues from the pay of those employees who individually request in writing that such deductions be made by executing an authorization-assignment form acceptable to the Board. 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 each deduction is made. It is understood that

such authorization shall remain in effect for the term of this Agreement providing it does not contravene any law.

ARTICLE III  
HOURS OF WORK

The normal work week shall consist of thirty-five hours (35) per week, seven (7) hours per day, five (5) days per week, Monday through Friday.

ARTICLE IV  
GRIEVANCE PROCEDURE

Any grievance or dispute that might arise between the parties with reference to the application, meaning or interpretation of this agreement shall be settled as set forth in the following:

Any grievance or dispute not involving the application, meaning or interpretation of this agreement will be processed through Steps 1, 2 or 3 only.

STEP 1. The aggrieved employee or the Union Steward at the request of the employee shall take up the grievance or dispute with the employee's Administrative Supervisor, in writing within (10) working days of the occurrence, or within (10) working days after he would reasonably be expected to know of its occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance. Upon proper presentation of a grievance, the Supervisor shall then attempt to adjust the matter and shall respond to the employee or Steward within three (3) working days.

STEP 2. If the grievance has not been settled, it shall be presented in writing, by the Union Steward (or Union Grievance Committee or Employee) to the Director of Welfare Board within five (5) working days following the determination at Step 1. The Director shall meet with the Union Steward (or Union Grievance Committee or Employee) and

respond in writing within seven (7) working days, after the receipt of the grievance.

STEP 3. If the grievance still remains unadjusted, it shall be presented by the Union Steward or Grievance Committee or Employee to the Welfare Board in writing within five (5) working days after the response from the Director is due. In the event the grievance is filed with the Board at least ten (10) working days prior to a Board meeting. Grievances filed less than ten (10) working days before a Board meeting may be heard by the Board at the meeting or at the Board's discretion placed on the Agenda for the following meeting. The aggrieved and/or the Union representatives may request an appearance before the Board. The Board will render its decision within eight (8) working days after the Board meeting at which the matter has been reviewed.

STEP 4. Should the aggrieved be dissatisfied with the Board's decision, such person has ten (10) working days in which to request fact-finding. The fact-finder shall be designated by the Office of Employee Relations in the Office of the Governor. However, no fact-finding hearing shall be scheduled sooner than thirty (30) days after the final decision by the Board. The fact-finder's recommendation shall be in writing and shall set forth his findings of fact, reasons, and conclusions on the issues submitted. The fact-finder shall be without power or authority to make any decision which shall bind the parties and his opinion shall be advisory in nature only.

The costs for the services of the fact-finder shall be borne equally by the Board and the Union. Any other expenses incurred in connection with the fact-finding shall be paid by the party incurring same.

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.

The Union will notify the employer in writing, of the names of its Shop Stewards and Officers who are designated by the Union to represent employees under the grievance procedure. The Union will be permitted the necessary time during working hours to investigate a grievance which has been put forth in writing and further, permission for such time will not be unreasonably withheld or abused and providing that a limit of one hour will be observed unless specifically extended by the Director.

Such Union Officials shall also have the opportunity to consult with employees before the start of the work shift, during lunch or breaks, or after completion of the work shift. The Board will designate appropriate places for such consultations.

The employer and the Union agree in conjunction with the Grievance Procedure each will give reasonable consideration to requests of the other party for meetings to discuss grievances pending at any step of the grievance procedure.

#### ARTICLE V

##### OVERTIME

In all times of emergency, the full cooperation of the Case Workers and Supervisors is expected to alleviate the emergency. This may mean working overtime. Overtime will be paid by compensatory time on an hour-for-hour basis; compensatory time will only be given for overtime ordered by the Director. The compensatory time must be taken within thirty (30) days of the accrual.

## ARTICLE VI

SICK LEAVE

Sick leave means the absence of an employee from duty because of illness, injury, maternity leave (during the period of actual incapacitation as shown by a physician's certificate but not in excess of six (6) weeks following date of confinement), exposure to contagious disease, necessary attendance upon a member of the immediate family seriously ill, death in the immediate family or attendance at the funeral of a relative. A physician's certificate will be required where duration of illness is five (5) consecutive working days or more for a single period.

1. PERMANENT EMPLOYEES will accumulate sick leave privilege on the basis of one (1) day per month of service ~~or~~ major fraction thereof during the remainder of the first year of employment and fifteen (15) days annually thereafter. Permanent employees may be credited with fifteen (15) working days sick leave at the beginning of the year and may be permitted to use sick leave on the basis and in accordance with established welfare board and/or established policy. Employees resigning or terminating their services with the County/<sup>Welfare Board</sup> shall be permitted to use only that sick leave which has been earned and accumulated up to the date of termination on a pro-rated basis.

THE UNUSED PORTION OF SICK LEAVE WILL BE ACCUMULATED WITHOUT LIMIT.

2. TEMPORARY EMPLOYEES shall be granted sick leave with pay on the basis of one (1) day sick leave for each full month of service or major fraction thereof. Sick leave may be taken by temporary employees not exceeding the amount earned. Temporary employees will be permitted to accumulate sick leave without limit. Temporary employees becoming permanent during the year will continue to accumulate sick leave at the rate of one (1) day sick leave for each full month of service or major fraction



thereof for the remainder of that year and will thereafter be granted fifteen (15) days annual sick leave thereafter the same as set forth for permanent employees.

3. PART TIME AND SEASONAL EMPLOYEES, permanent or temporary, shall receive sick leave on a pro-rated basis subject to the provisions of Ruling 11.

4. DOCTOR'S CERTIFICATE. For illness longer than five (5) days at any one time, a doctor's certificate is required. If there are abuses, a certificate may be required for a shorter period of illness at the discretion of the Director. Recurring short-term sickness will require a certificate.

## ARTICLE VII

### VACATION LEAVE WITH PAY

1. PERMANENT EMPLOYEES shall be granted minimum vacation leave as follows: Up to one year of service, one (1) working day vacation for each full month or major fraction thereof;

After one year of service, and up to ten (10) years of service, twelve (12) working days vacation per year;

After ten (10) years and up to twenty (20) years of service, fifteen (15) working days vacation per year;

After twenty (20) years of service, twenty (20) working days vacation per year. Service includes all temporary continuous service immediately prior to permanent appointment with the Welfare Board or other county office provided there is no break in service of more than one (1) week.

2. TEMPORARY EMPLOYEES shall be granted one (1) working day vacation leave for each full month of service or major fraction thereof during temporary employment for each full month of service or major

fraction thereof during temporary employment. No vacation leave in excess of the amount actually earned will be approved in anticipation of continued employment.

3. PART-TIME AND SEASONAL EMPLOYEES, permanent or temporary, will earn vacation leave on a pro-rated basis in accordance with the provisions of Ruling 11.

4. PERMANENT EMPLOYEES RESIGNING or whose services are otherwise terminated for reasons other than retirement shall be granted vacation leave earned and accumulated only on the basis of one (1) vacation day for each full month of service or major fraction thereof during that particular year.

5. PERMANENT EMPLOYEES RETIRING shall be granted vacation leave pro-rated on the basis of current annual allowance divided by twelve (12), multiplied by the months of service completed within the particular year.

6. ACCUMULATION OF VACATION LEAVE. Up to one year vacation allowance may be accumulated and carried forward into the succeeding year.

7. VACATION FOR VETERANS. A returning veteran shall be entitled to full vacation time for the year of return and for the year preceding, providing the latter can be taken the year of return.

8. VACATION REQUEST. Requests for vacation will be submitted to the immediate Supervisors on the proper form. Any conflict on vacations between employees will be resolved by seniority. Vacation requests are expected to be submitted a reasonable time in advance of taking the actual vacation.

9. DECEASED EMPLOYEES. Whenever any employee in the classified service dies, payment shall be made to the estate of such deceased employee for all earned and unused vacation leave, within the limits set

forth in paragraph 6 above, based on the last approved compensation rate for the deceased employee.

## ARTICLE VIII

### LEAVE WITHOUT PAY

#### 1. REASONS FOR GRANTING

Leaves without pay may be granted and not unreasonably withheld, at the discretion of the Welfare Board, to permanent employees for any reason considered good by the Welfare Board, but not in excess of one (1) year, subject to approval by the New Jersey Division of Public Welfare and the Department of Civil Service.

Temporary Employees may be granted authorized leave of absence without pay for a maximum of fifteen (15) days for reasons deemed appropriate by the Welfare Board and such leave may not be consecutively renewed or extended. No leave of absence without pay will be granted to any employee for the sole purpose of trying out a new job. A resignation must be tendered before starting new employment.

In all cases, a letter of request from the employee setting forth the reasons why leave is desired and the dates for the commencing and Terminating of the leave, shall be submitted to the County Welfare Board. No leave of absence without pay shall become effective without prior approval of the County Welfare Board or the County Director of Welfare.

Employees granted leave of absence without pay shall have annual sick leave and vacation leave credits each reduced by one (1) day for every full month or major fraction thereof that employee is on such leave without pay for the year in which such leave is taken.

#### 2. MILITARY LEAVE WITHOUT PAY

Any permanent employee who enters the military or naval service including service in the United States Merchant Marine, or similar organi-

zation, in time of war, either voluntarily or pursuant to law, or in time of peace pursuant to law, shall upon his or her request, be granted leave of absence for the period of such service and three months thereafter. In case of service connected illness or wound, the employee shall be allowed three months after recovery to return to his position up to a maximum of two (2) years after discharge. All rights, privileges and benefits formerly enjoyed and accrued during service are retained, except compensation.

#### ARTICLE IX

##### LEAVE WITHOUT PAY FOR EDUCATIONAL PURPOSES

1. Leave of absence without pay shall be granted to permanent employees who are veterans desiring to further their education under the G. I. Bill of Rights or other Federal authorization providing educational opportunities for veterans. Such leave shall be approved for the period of training up to one school year and such leave shall be reviewed on request until the veteran employee has completed his education work under the appropriate Federal authorization. If any veteran employee on leave hereunder is released from the institution which he is attending or discontinues such attendance for any reason, authorized leave of absence will terminate automatically and he must return to duty within thirty (30) days of the effective date of such release. Failure to return within the authorized period will result in loss of status and separation from the service. An employee desiring leave for educational purpose shall request such leave in advance, specifying the institutions which he is to attend, the date of matriculation, the course or courses to be taken and the probable length of attendance.

2. Leaves of absence for non-veterans for further educational training may be granted, at the discretion of the County Welfare Board, on

the merits of the individual case in the same manner as any other leave of absence without pay, except that the limitation of one year otherwise applicable to leaves of absence without pay shall not apply to leave of absence without pay for educational purposes. Educational leaves of absence without pay granted non-veterans, however, will not exceed two consecutive years, provided there is a return to active duty of at least one month between the two periods of leave.

## ARTICLE X

### EDUCATIONAL LEAVE

1. Leave with stipend and tuition will be approved for permanent employees for educational advancement within the guidelines of Ruling 11.

The purpose of such leave is to permit an employee to pursue special work or training related to his employment and which will improve his competence in the service and will lead to a degree of MSW. Such service will be of direct benefit to the Department of Welfare.

No more than five (5) permanent employees will be eligible for such leave in any one (1) year provided funds are available. The Director of Public Welfare will include this item in his Annual Budget.

2. Employees shall also be granted part-time educational leave with pay and tuition to pursue special work or training related to his employment, subject to the approval of the Director of Public Welfare.

## ARTICLE XI

### LEAVE WITH PAY AS A RESULT OF DISABILITY

#### 1. DEFINITION

Leave with pay as the result of employee disability refers to leave granted, with full pay, or with part pay when the employee who is disabled received Workmen's Compensation by injury incurred in the performance of his duty or by illness as a direct result of or arising out of his

11.

employment without contributory negligence on his or her part. Such leave is separate from and in addition to normal sick leave and any leave with pay granted as a result of disability as thus defined shall not be charged against the employee's normal sick leave.

## 2. EXTENT AND DURATION

In accordance with the provisions of Ruling 11, leave of absence as a result of disability on the job may be granted with full pay, but such leave is limited to a maximum of one (1) year unless similar disability or injury in private industry would entitle the employee to compensation for a longer period under the Workmen's Compensation Laws, in which case payments as provided under such laws may be paid.

## 3. FISCAL LIMITATIONS

Where disability leave with pay or with part pay is granted to an employee with respect to a certain period of absence, and the employee subsequently recovers an award under the Workmen's Compensation laws which includes pay or part pay with respect to the same period, restitution shall be required of the employee to the extent necessary to avoid duplication or augmentation of pay for the same period.

# ARTICLE XII

## SPECIAL LEAVE WITH OR WITHOUT PAY

### 1. MILITARY CONVENTIONS

Accredited representatives of organizations stemming from the military shall be given leaves of absence with pay to attend New Jersey State or national conventions of such organizations, including reasonable allowance for travel time.

### 2. OFFICIAL CONVENTIONS, CONFERENCES, ETC.

Time, including reasonable travel time, required for attendance at conferences, conventions, meetings, training institutes, etc., officially

arranged or sponsored by the Department of Institutions and Agencies, the Division of Public Welfare or the County Welfare Boards, shall be considered as time on duty and no employee whose attendance is required or authorized shall suffer any loss of pay by reason of such attendance nor shall the time, including reasonable travel time, required for such attendance be counted as a period of absence.

#### ARTICLE XIII

##### LEAVE FOR ATTENDANCE AT UNION CONFERENCES OR CONVENTIONS

Union delegates will be afforded leave with pay to attend the four (4) conventions specified herein, namely:

- The State-wide AFSCME Annual Convention;
- The State AFL-CIO Annual Convention;
- The Annual Industrial Union Convention; and
- The Bi-Annual AFSCME National Convention.

Written notice, from the Union, of the authorization of a delegate to utilize such leave time shall be given to the Board at least twenty-one (21) days in advance of the date or dates of such convention.

Leave will be granted to not more than three (3) delegates at any one time who are authorized by the President or the Executive Director of the Union, and shall be limited to an aggregate total of twenty (20) days of paid leave in a year period and five (5) days of paid leave for any single conference or convention for any individual delegate except in the case where special approval of an exception may be granted by the Board.

Leave not utilized in any yearly period shall not be accumulated except that where the Union requests in writing not later than thirty (30) days prior to the end of the year period a maximum of five (5) days may be carried over into the succeeding year period exclusively for the Bi-

Annual AFSCME National Convention or for other approved special meetings.

In addition, leave of absence without pay may be granted to any employee desiring to attend at his own expense not exceeding five (5) days for any single conference or convention.

#### ARTICLE XIV

##### RESIGNATIONS

Any employee who is absent without notification from his duty for more than five (5) consecutive working days will be considered as having resigned his position.

#### ARTICLE XV

##### ABSENCE UNDER PENALTY OF LAW

Any employee who is required to appear in Court under a Subpoena unless the appearance is as an individual and not as an employee of the Board, or to appear for military examination prior to induction, or for any other cause required by law, shall be granted leave of absence with pay.

#### ARTICLE XVI

##### HOSPITALIZATION AND MEDICAL-SURGICAL INSURANCE, WITH RIDER 'J' AND MAJOR

##### MEDICAL INSURANCE

Each employee has membership in Blue Cross and Blue Shield, together with Rider 'J' for the employee and members of his family. Also, Major Medical Insurance is available for the employee and members of his family. These coverages are paid in full by the County for all eligible employees and their dependents. Eligibility will commence after ninety (90) days of employment from the first of the following month employed.

#### ARTICLE XVII

##### MANAGEMENT RIGHTS

Except those and only to the extent that they are specifically modi-



fied or limited by this Agreement, the Board has the following rights:

It is the right of the Board to determine the standards of service to be offered by its agency, to determine the standards of selection for employment according to Civil Service; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for any other legitimate reasons; maintain the efficiency of its operations; determine the method, means and personnel by which its operations are to be conducted; schedule the hours; take all necessary action to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

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.

#### ARTICLE XVIII

##### SENIORITY

Seniority is defined as an employee's total length of service with the employer, beginning with his original date of hire.

#### ARTICLE XIX

##### HOLIDAYS

New Year's Day  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day  
Fourth of July

Labor Day  
Columbus Day  
Election Day  
Veterans' Day  
Thanksgiving Day  
Christmas

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 Atlantic County declares a holiday for all County employees.

ARTICLE XXEQUAL TREATMENT

The Employer and the Union agree that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, marital status, political affiliation, union membership or union activities.

ARTICLE XXIRULING NO. 11

All rights, privileges, prerogatives, duties and obligations of the parties contained in Ruling No. 11 of the Division of Public Welfare, in its present or amended form, should be continued during the life of this Agreement.

ARTICLE XXIIMILEAGE ALLOWANCE

Mileage allowance for authorized use of personal automobile will be in accordance with present County policy.

ARTICLE XXIIIBULLETIN BOARDS

Bulletin Boards will be made available by the employer at permanent work locations for use of the Union for the purpose of posting Union announcements and other information of a non-controversial nature.

ARTICLE XXIVADMINISTRATIVE LEAVE

1. Effective July 1, 1972, all employees in the Classified Service with not less than six months service shall be granted an allowance of one and one-half (1½) days Administrative Leave for the remainder of the current calendar year and on January 1, 1973 shall be granted a yearly allowance of three (3) days Administrative Leave.

2. For the current calendar year (1972) all employees in Classified

Service with less than six (6) months service and those hired after July 1, 1972 shall be granted one-half ( $\frac{1}{2}$ ) day of Administrative Leave for each calendar month of service after July 1, 1972 to a maximum of one and one-half ( $1\frac{1}{2}$ ) days.

3. All employees in Classified Service hired on or after January 1, 1973 shall be granted one-half ( $\frac{1}{2}$ ) day of Administrative Leave after each full calendar month of employment to a maximum of three (3) days during the remainder of that calendar year and three (3) days of Administrative Leave in each calendar year thereafter.

4. Administrative Leave shall not be cumulative and any such Leave credit remaining unused by an employee at the end of the calendar year or upon separation shall be cancelled. Unlike other leaves, when an employee separates, there shall be no reduction or repayment of funds for days already used in the calendar year of separation.

5. Administrative Leave may be scheduled in units of half- ( $\frac{1}{2}$ ) days or multiples thereof.

6. Requests for Administrative Leave of absence must be approved in advance by the appointing authority. Priority in granting such requests shall be:

- (1) Emergencies.
- (2) Observation of religious or other days of celebration but not public holidays.
- (3) Personal business.
- (4) Other personal affairs.

However, requests for religious observances shall be granted on the days and hours required insofar as the absence will not interfere with the proper conduct of Board business.

7. Administrative Leave may be taken in conjunction with other types of paid leave.

ARTICLE XXVSALARIES

The salaries and stipulations contained in this Article are based on the standard thirty-five (35) hour work week.

During the term of this Agreement, employees covered herein shall receive the increases and adjustments as indicated on the attached schedules. Increases to be granted shall not exceed the maximum of the respective ranges.

Employees eligible to receive payment effective April 1, 1972, shall have been on the payroll as of April 1, 1972 and presently employed.

Employees hired subsequent to April 1, 1972, and who are presently employed shall receive salary adjustments effective from the date of hire.

Employees must have been employed for a year or longer subsequent to April 1, 1972 to be eligible for a salary increment effective April 1, 1973.

The entrance salary shall be the minimum of the range and there shall be seven (7) additional steps.

During the term of this Agreement annual increments as earned will be granted to eligible employees on a quarterly basis as follows:

All employees who complete one (1) year of service as of April 1, 1973, will be eligible to receive an increment as of April 1, 1973.

An employee who completes one (1) year of service subsequent to April 1, 1973 and prior to or on July 1, 1973, will be eligible to receive an increment as of July 1, 1973.

An employee who completes one (1) year of service subsequent to July 1, 1973 and prior to or on October 1, 1973, will be eligible to receive an increment as of October 1, 1973.

An employee who completes one (1) year of service subsequent to October, 1973, and prior to January 2, 1974 will be eligible to receive an increment as of January 1, 1974.

ARTICLE XXVITERMINATION

This contract shall be effective as of April 1, 1972 and shall remain in full force and effect until midnight, March 31, 1974.

Time extensions of this Agreement can be granted by mutual Agreement of the parties. Either party shall notify the other in writing sixty (60) calendar days prior to the expiration date, that it desires to modify this Agreement, and negotiations shall begin within fifteen (15) working days after notification.

IN WITNESS WHEREOF the parties have entered into this Agreement and caused same to be executed by its respective officers or agents on the First day of November, 1972.

UNION

/S/ Ralph H. Wilt  
 /S/ Anderson May  
 /S/ Edward J. Rodriguez

WELFARE BOARD

/S/ John P. Miraglia  
 /S/ John Kabala, Jr.  
 /S/ Harry I. Waxmann

Reviewed and approved by the  
 DIVISION OF PUBLIC WELFARE  
 NEW JERSEY DEPARTMENT OF INSTITUTIONS AND  
 AGENCIES

/S/ Frank A. Mason  
 Frank A. Mason  
 Director  
 Office of Employee Relations  
 Office of the Governor

/S/ Irving Engelman  
 Irving J. Engelman  
 Director

## ATLANTIC COUNTY WELFARE BOARD

## SALARY RANGES - PLAN B

Title	Range No.	April 1, 1972	Range No.	April 1, 1973
Clerk	2	\$ 4143 - 5592	3	4350 - 5876
Clerk Typist	4	4568 - 6164	5	4796 - 6476
Telephone Oper.	4	4568 - 6164	5	4796 - 6476
Addressograph Machine Operator	4	4568 - 6164	5	4796 - 6476
Senior Clerk	6	5036 - 6800	7	5288 - 7136
Sr. Clerk Typist	7	5288 - 7136	8	5552 - 7498
Sr. Addressograph Machine Operator	7	5288 - 7136	8	5552 - 7498
Principal Clerk	10	6122 - 8264	11	6428 - 8675
Pr. Acc't. Clerk	10	6122 - 8264	11	6428 - 8675
Pr. Clk. Stenog.	10	6122 - 8264	11	6428 - 8675
Supervising Tele- phone Operator	10	6122 - 8264	11	6428 - 8675
Welfare Aide	10	6122 - 8264	11	6428 - 8675
Case Worker	15	7812 - 10,549	16	8203 - 11,073
Investigator	15	7812 - 10,549	16	8203 - 11,073
Home Economist	15	7812 - 10,549	16	8203 - 11,073
Case Work Specialist	17	8613 - 11,630	18	9044 - 12,208
Supervisor, Case Work	19	9496 - 12,821	20	9971 - 13,364
Supervisor, Pro- perty & Resources	19	9496 - 12,821	20	9971 - 13,464
Senior Investiga- tor	19	9496 - 12,821	20	9971 - 13,464

## ATLANTIC COUNTY WELFARE BOARD

PLAN B

Salary Range No.	Minimum Rate	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step	Maximum Step
2.	\$ 4143	4350	4557	4764	4971	5178	5385	5592
3.	4350	4568	4786	5004	5222	5440	5658	5876
4.	4568	4796	5024	5252	5480	5708	5936	6164
5.	4796	5036	5276	5516	5756	5996	6236	6476
6.	5036	5288	5540	5792	6044	6296	6548	6800
7.	5288	5552	5816	6080	6344	6608	6872	7136
8.	5552	5837	6108	6386	6664	6942	7220	7498
10.	6122	6428	6734	7040	7346	7652	7958	8264
11.	6428	6749	7070	7391	7712	8033	8354	8675
15.	7812	8203	8594	8985	9376	9767	10,158	10,549
16.	8203	8613	9023	9433	9843	10,253	10,663	11,073
17.	8613	9044	9475	9906	10,337	10,768	11,199	11,630
18.	9044	9496	9948	10,400	10,852	11,304	11,756	12,208
19.	9496	9971	10,446	10,921	11,396	11,871	12,346	12,821
20.	9971	10,470	10,969	11,468	11,967	12,466	12,965	13,464

TABLE I

ATLANTIC COUNTY WELFARE BOARDCASEWORKER SUPERVISOR

<u>COLUMN A</u>	<u>COLUMN B</u>	<u>COLUMN C</u>	<u>COLUMN D</u>
	<u>RANGE 19</u>	<u>RANGE 2C</u>	
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73</u> (Quarterly Increment System)
8760	9496	9971	10,470
8761 - 9180	9971	10,470	10,969
9181 - 9600	10,446	10,969	11,468
9601 - 10,020	10,921	11,468	11,967
10,021 - 10,440	11,396	11,967	12,466
10,441 - 10,860	11,871	12,466	12,965
10,861 - 11,280	12,346	12,965	13,464
11,281 - 11,700	12,821	13,464	--



TABLE II  
ATLANTIC COUNTY WELFARE BOARD  
CASEWORKER

<u>COLUMN A</u>	<u>COLUMN B</u>	<u>COLUMN C</u>	<u>COLUMN D</u> (Quarterly Increment System)
	<u>RANGE 15</u>	<u>RANGE 16</u>	
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73</u>
7500	7812	8203	8613
7501 - 7800	8203	8613	9023
7801 - 8100	8594	9023	9433
8101 - 8400	8985	9433	9843
8401 - 8700	9376	9843	10,253
8701 - 9000	9767	10,253	10,663
9001 - 9300	10,158	10,663	11,073
9301 - 9600	10,549	11,073	

---

TABLE III  
ATLANTIC COUNTY WELFARE BOARD  
WELFARE AIDES

<u>COLUMN A</u>	<u>COLUMN B</u>	<u>COLUMN C</u>	<u>COLUMN D</u> (Quarterly Increment System)
	<u>RANGE 10</u>	<u>RANGE 11</u>	
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73</u>
5220 - 5460	6122	6428	6749
5461 - 5700	6428	6749	7070
5701 - 5940	6734	7070	7391
5941 - 6180	7040	7391	7712
6181 - 6420	7346	7712	8033
6421 - 6660	7652	8033	8354
6661 - 6900	7958	8354	8675
6901 - 7140	8264	8675	

---

TABLE IV  
ATLANTIC COUNTY  
PRINCIPAL CLERKS

<u>COLUMN A</u>	<u>COLUMN B</u>	<u>COLUMN C</u>	<u>COLUMN D</u>
	<u>RANGE 10</u>	<u>RANGE 11</u>	
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73</u> (Quarterly Increment System)
5220 - 5460	6122	6428	6749
5461 - 5700	6428	6749	7070
5701 - 5940	6734	7070	7391
5941 - 6180	7040	7391	7712
6181 - 6420	7346	7712	8033
6421 - 6660	7652	8033	8354
6661 - 6900	7958	8354	8675
6901 - 7140	8264	8675	

---

TABLE V  
ATLANTIC COUNTY  
SENIOR CLERK TYPIST

<u>COLUMN A</u>	<u>COLUMN B</u>	<u>COLUMN C</u>	<u>COLUMN D</u>
	<u>RANGE 7</u>	<u>RANGE 8</u>	
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73</u> (Quarterly Increment System)
4500 - 4740	5288	5552	5830
4741 - 4980	5552	5830	6108
4981 - 5220	5816	6108	6386
5221 - 5460	6080	6386	6664
5461 - 5700	6344	6664	6942
5701 - 5940	6608	6942	7220
5941 - 6180	6872	7220	7498

---

TABLE VI  
ATLANTIC COUNTY  
SENIOR CLERK

<u>COLUMN A</u>	<u>COLUMN B</u>	<u>COLUMN C</u>	<u>COLUMN D</u>
	<u>Range 6</u>	<u>Range 7</u>	
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73</u> (Quarterly Increment System)
Up to \$4740	\$ 5288	5552	5816
4741 - 4980	5540	5816	6080
4981 - 5220	5792	6080	6344
5221 - 5460	6044	6344	6608
5461 - 5700	6296	6608	6872
5701 - 5940	6548	6872	7136
5941 - 6180	6800	7136	---

As of 4/1/72, Senior Clerks having a salary rate up to \$4740 and one year of service will move to 5288. Employees in other salary brackets listed in Column A will move correspondingly to the rate shown in Column B.

An employee with less than one year of service having a salary rate up to 4740 will as of 4/1/72 move to 5036. Those hired subsequent to 4/1/72 shall move to 5036 as of the date of hire. Upon completion of one year of service such employees shall move to 5288.

As of 4/1/73, Senior Clerks will receive a range change as shown in Column C and will be entitled to a merit increment (Column D) on their quarterly anniversary date.

TABLE VII  
ATLANTIC COUNTY  
CLERK TYPIST

<u>COLUMN A</u>	<u>COLUMN B</u>	<u>COLUMN C</u>	<u>COLUMN D</u>
	<u>Range 4</u>	<u>Range 5</u>	
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73</u> (Quarterly Increment System)
Up to 4020	4568	4796	5036
4021 - 4200	4796	5036	5276
4201 - 4380	5024	5276	5516
4381 - 4560	5252	5516	5756
4561 - 4740	5480	5756	5996
4741 - 4920	5708	5996	6236
4921 - 5100	5936	6236	6476
5101 - 5280	6164	6476	---

TABLE VIII

ATLANTIC COUNTY WELFARE BOARDCLERKS

<u>COLUMN A</u>	<u>COLUMN B</u>	<u>COLUMN C</u>	<u>COLUMN D</u>
	<u>Range 2</u>	<u>Range 3</u>	
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73</u> (Quarterly Increment System)
	4350	4350	
3480 - 4020	4557	4786	5004
4021 - 4200	4764	5004	5222
4201 - 4380	4971	5222	5440
4381 - 4560	5178	5440	5658
4561 - 4740	5385	5658	--
4741 - 4920	5592	5876	

As of 4/1/72, Clerks having a salary rate of 3900 and one year of service will move to 4557. Employees in other salary brackets listed in Column A will move correspondingly to the rate shown in Column B.

An employee with less than one year of service having a salary rate of 3480 will as of 4/1/72 move to 4350. Those hired subsequent to 4/1/72 shall move to 4350 as of the date of hire. Upon completion of one year of service such employees shall move to 4557.

As of 4/1/73, Clerks will receive a range change as shown in Column C and will be entitled to a merit increment (Column D) on their quarterly anniversary date.