

A G R E E M E N T

BETWEEN

Elizabeth City
CITY OF ELIZABETH, NEW JERSEY

AND

UNION COUNCIL NO. 8, NEW JERSEY CIVIL SERVICE ASSOCIATION
(City Hall Employees)

X APRIL 1, 1984 through MARCH 31, 1986

CITY HALL EMPLOYEES

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AGREEMENT entered into this 27th day of November
1984 by and between the CITY OF ELIZABETH, NEW JERSEY here-
inafter referred to as the "City" and UNION COUNCIL NO. 8,
NEW JERSEY CIVIL SERVICE ASSOCIATION, hereinafter referred
to as the "Association" is designed to promote a harmonious
relationship between the City, the Association and such of
the City's employees as are represented by the Association.

ARTICLE I

RECOGNITION

1. The City hereby recognizes Union Council #8 New Jersey Civil Service Association as the exclusive and sole representative for collective negotiations concerning salaries, hours and other terms and conditions of employment for all City Hall employees, but excluding all foremen and supervisors, managers and department heads.

2. Unless otherwise indicated, the terms "employee" or "employees", when used in this Agreement, refer to all persons represented by Union Council #8 New Jersey Civil Service Association.

ARTICLE II

ASSOCIATION SECURITY (MAINTENANCE OF MEMBERSHIP)

1. The Employer agrees to deduct from the salaries of employees, dues for the Association when authorized in writing to do so by each employee. Individual authorization forms shall be furnished and filed by the Association with the appropriate business office of the Employer.

An authorization for deduction of Association membership dues shall be terminated automatically when an employee is removed from the payroll of the City of Elizabeth. Where an employee takes a leave of absence without pay for one month or more during any payroll deduction period, there shall be no obligation on the part of the City of Elizabeth to collect funds from his salary during such absence. Upon his return to employment at the termination of his leave, the City of Elizabeth shall continue to deduct dues from his salary in accordance with the payroll deduction program agreed upon by the parties.

2. The amount of monthly Association membership dues will be certified by the President of the Association in writing to the employer, and the amount so certified will be uniform for all members of the Association.

The above will be in compliance with N.J.S.A. 52:14-15.9e.

Assignees shall have no right or interest whatsoever in any money authorized withheld until such money is actually paid over to them. The City or any of its officers and employees shall not

be liable for any delay in carrying out such deductions, and upon forwarding check in payment of such deductions by mail to the assignee's last known address, the City and its officers and employees shall be released from all liability to the employee-assignors and to the assignees under such assignments.

If any provision of this Article is invalid under Federal law or the Law of the State of New Jersey, said provisions shall be modified to comply with the requirements of Federal or State Law or shall be re-negotiated for the purpose of adequate replacement.

ARTICLE IIA

UNION SECURITY

1. Upon the request of the Union, the employer shall deduct a representation fee from the wages of each employee who is not a member of the Union.

2. These deductions shall commence thirty (30) days after the beginning of employment in the unit or ten (10) days after re-entry into employment in the Union.

3. The amount of said representation fee shall be certified to the employer by the Union, which amount shall not exceed 85% of the regular membership dues, fees and assessments charged by the Union to its own members.

4. The Union agrees to indemnify and hold the employer harmless against any liability, cause of action, or claims of loss whatsoever arising as a result of said deductions.

5. The employer shall remit the amounts deducted to the Union monthly, on or before the 15th of the month following the month in which such deductions were made.

6. The Union shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.4(2) (c) and (3) (L. 1979, c. 477), and membership in the Union shall be available to all employees in the unit on an equal basis at all times. In the event the Union fails to maintain such a system, or if membership is not so available, the employer shall immediately cease making such deductions.

ARTICLE III

BULLETIN BOARDS

The Association shall have the use of bulletin boards throughout City Hall. Such boards to be used solely for the purpose of exhibiting official business of the Association. All materials to be posted shall be submitted to the Business Administrator or his designee prior to posting.

ARTICLE IV

ASSOCIATION BUSINESS LEAVE

Every effort will be made to schedule meetings between representatives of the City and of the Association to negotiate the terms of the Agreement during regular working hours. However, should the scheduling of negotiating sessions during non-working time of the employer be required, they may be scheduled for any time.

Leaves of absences with pay shall be granted as provided in Section 38:23-2 of the Revised Statutes of New Jersey. Notice of elected delegates to attend convention in accordance with said statute shall be made in writing to the Office of the Business Administrator not less than two (2) weeks in advance by Union Council #8 secretary.

Failure of employees to return to work promptly upon expiration of authorized leave without reasonable notice satisfactory to the Director shall be subject to disciplinary action in accordance with Civil Service Rules and Regulations.

ARTICLE V

GRIEVANCE PROCEDURE AND ARBITRATION

In the event any difference or dispute should arise between the City and the Association or its members employed by the City over the application and interpretation of the terms of this Agreement, an earnest effort shall be made to settle such differences immediately and in the following manner, provided the grievance is filed in writing within ten (10) working days of its occurrence or employee knowledge thereof.

- STEP 1. Between the aggrieved employee and his immediate supervisor. If no satisfactory agreement is reached within three (3) working days, then

- STEP 2. Between the aggrieved employee in the company of officers of the Association or his attorney in conference with the employee's director or his designee. Should no acceptable agreement be reached within an additional three (3) working days, then (Should the final decision of the director involve a suspension from duty without pay said suspension will not become effective until at least ten (10) days after the final meeting).

- STEP 3. The matter shall be referred to the Civil Service Commission.

ARTICLE VI

WORK WEEK

The employer shall have the right, for the efficient operation of its facilities, to make changes in starting and stopping time of the daily work schedule and to vary the daily or weekly work schedule. However, prior to making any change, the director or directors, involved, shall meet with the Association to discuss the proposed changes.

ARTICLE VII

MANAGEMENT RESPONSIBILITY

It is recognized that the management of the City Hall, the control of its properties and the maintenance of order and efficiency are solely responsibilities of the City. Accordingly, the City retains the following rights, except as they may be abridged in this Agreement, including, but not limited to selection and direction of the force; to hire; to suspend or discharge for just cause; to assign, promote, demote or transfer; to determine the amount of overtime to be worked; to relieve employees from duty for reasons of economy as provided for in N.J.S.A. 11:22-10.1 and N.J.A.C. 4:1-16.1 et seq., or for other legitimate reasons, not inconsistent with the terms and provisions of this Agreement; to decide on the number and locations of facilities, to determine the work to be performed; amount of supervision necessary, equipment, methods, together with the selection, procurement, designing, engineering and control of equipment and materials; and to purchase services of others by contract or otherwise. It also retains the right to discontinue this service, at any time, for reasons of economy.

City-wide employee benefits granted during the life of this agreement will include employees covered by this contract.

ARTICLE VIII

ACCESS

A duly, authorized representative of the Association, designated in writing, after reporting to the Office of the Business Administrator, or his designee, shall be admitted to the premises for the purpose of assisting in the adjustment of grievances and for investigation of complaints that the contract is being breached. Upon request, the Association representative shall state the purpose of his visit. Except in an emergency, at least four (4) hours advance notice must be given by telephone. Such visits shall not be permitted to interfere with, hamper or obstruct normal operations.

Facilities in City Hall shall be made available to the Association for meetings that are scheduled after working hours provided advanced permission is received from the Superintendent of Public Buildings.

ARTICLE IX

LONGEVITY

1. All permanent employees covered by this Agreement shall be entitled to be paid longevity pay in accordance with the schedule contained in this Article. Longevity pay shall be applied on the basis of the employee's anniversary date of employment as follows--if the employee's anniversary falls between January 1 and June 30, he shall be entitled to adjusted longevity pay retroactive to January 1; if the employee's anniversary date falls between July 1 and December 31, he shall be entitled to adjusted longevity pay retroactive to July 1. Longevity pay, in the case of salary increases, will be credited retroactively to the January 1st preceding the execution date of this contract and will accordingly be computed on the new base salary.

2. The scale of longevity pay shall be as follows:

5th year of employment to completion of	
9th year-----	2½
10th year of employment to completion of	
14th year -----	4½
15th year of employment to completion of	
19th year-----	6½
20th year of employment to completion of	
24th year-----	8½
25th year of employment and over-----	10½

ARTICLE X

SENIORITY

Seniority is defined to mean the accumulated length of continuous service with the City, computed from the last date of hire. An employee's length of service shall not be reduced by time lost due to authorized leave with pay for a bona fide illness or injury certified by a physician. Seniority may be lost and employment terminated if any of the following occur:

1. Discharge
2. Resignation
3. Absence for five (5) consecutive days without leave or notice.
4. Absence for illness, injury or leave without pay for more than one (1) continuous year.

Nothing in this paragraph shall restrict the powers of the employer or the rights of the employee as set forth in Civil Service Statutes, rules and regulations.

ARTICLE XI

HOLIDAYS

1. An employee not required to work shall receive time off with straight time pay for each of the following holidays:

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

2. If any of the holidays fall on Sunday, Monday shall be considered as the holiday. If the holiday falls on Saturday, the previous Friday shall be considered as the holiday.

3. If one of the above holidays falls within an employee's vacation period, the employee shall not be charged a vacation day for said holiday.

ARTICLE XII

PERSONAL DAY

After one (1) year of service, computed from the last date of hire, full-time employees may be granted one (1) Personal Leave Day during each year of this contract for any of the following reasons:

- A. Religious
- B. Death of a blood relative not included in the Funeral Leave section.
- c. Personal, legal, business, household or family matters of an emergency nature, not covered elsewhere in this Agreement provided the employee states the specific reason for the request and such is approved in writing by the department head.

This day shall not be accumulated.

ARTICLE XIII

VACATIONS

1. The employees covered by this Agreement shall be entitled to vacation leave with pay according to the following schedule:

1st year -- 1 working day per month
(1st three months - earned but cannot spend)

<u>BEGINNING</u>	<u>END</u>	
2nd year	5th year	13 working days
6th year	10th year	15 working days
11th year	15th year	18 working days
16th year	20th year	20 working days
21st year	25th year	23 working days
after 25 years		26 working days

2. Vacations shall normally begin following the regular days off of the employee.

3. When any vacation or part of it cannot be taken in the calendar year when earned because of work load in a department, the same can be taken in the following year, with the consent of the department head, but such accumulated vacation days may not be extended beyond the second year.

4. The vacation period shall be the calendar year from the 1st day of January to the 31st day of December. Vacations shall be scheduled by the Director, giving preference to employee choice according to seniority, where practicable and where consistent with continued, efficient operation.

5. Any City Hall employee covered by this Agreement, who is entitled to vacation leave at the time of retirement, shall receive the earned vacation which has not been taken prior to the date of retirement. In the event an employee is entitled to vacation leave at the time of death, the employee's estate shall receive the earned vacation pay on the same basis as an employee who is retiring.

6. Upon completion of twenty-five (25) years of continuous service, the employee shall receive five (5) extra days of vacation for that anniversary year only.

ARTICLE XIV

OVERTIME

Employees who work thirty (30) hours per week, when required to work overtime, will receive the first ten (10) hours in compensatory time. All hours over forty (40) hours in the work week shall be paid at the rate of one and one-half times his base hourly rate. Employees who work forty (40) hours per week shall be paid at the rate of one and one-half times his base hourly pay when he works more than forty (40) hours in the work week. Employees working thirty-five (35) hours a week will work the next five (5) hours at compensatory time and receive time and one-half for all over forty (40) hours.

The employee's base salary is the salary he receives before longevity has been paid.

Upon execution of this contract, employees required to work on a scheduled holiday, shall be paid time and one-half his base hourly pay for all hours worked. This will be in addition to his regular pay.

Effective January 1, 1981 employees required to work over their required hours in a work week may elect to receive payment at the straight time for time up to 40 hours or compensatory time. Should an employee accrue compensatory time in lieu of payments, such compensatory time shall not exceed ninety (90) hours.

ARTICLE XV

CALL BACK

If an employee covered by this Agreement is called back to work at a time other than his regular working hours, he shall be guaranteed a minimum of three (3) hours of compensatory time, payment at straight time, or two (2) hours at time and one half, whichever applies as explained in Article XIV of this contract.

ARTICLE XVI

LEAVE WITHOUT PAY

The appointing authority may grant the privilege of a Leave of Absence without pay to a permanent employee for a period not to exceed six (6) months at any one time.

1. Such leaves of absence may be renewed for an additional period not to exceed six months only by formal action of the appointing authority with the approval of the governing body. No further renewal may be granted except upon the approval by the Department of Civil Service for reasons as established by Commission Regulations.

2. Request for such leave shall be in writing to the appointing authority no less than two (2) weeks in advance of the date for which such leave is desired, except in the event of an emergency, stating the reason for the leave and the time requested.

ARTICLE XVII

DISCIPLINE AND DISCHARGE

Discipline and discharge of employees shall be as provided in Civil Service statutes, rules and regulations.

ARTICLE XVIII

INSURANCE

1. All employees covered by this Agreement and eligible members of their family shall be entitled to full coverage of Blue Cross and Blue Shield hospitalization plans, including Rider "J" of the New Jersey Blue Cross and Major Medical Insurance, the premiums of which shall be paid for by the City.

2. The City acknowledges that the rules and regulations of the State Health Benefits Commission established that Chapter 88, P.L. 1974 does:

A. apply to all eligible present and future pensioners of the employer and their dependents.

B. continue as long as the State is paying the costs of its eligible pensioners and their dependents in accordance with the provisions of Chapter 75, Public Laws of 1972.

C. provide for local employer reimbursement of Federal Medicare premiums for eligible pensioners and/or their spouses, as well as the payment of health insurance premiums required by the program, on a basis comparable to the reimbursement made by the State to its eligible pensioners and their spouses in accordance with the provisions of Chapter 75, Public Laws of 1972.

D. require the local employer to pay the full cost of such premiums and Medicare charges.

3. The City hereby agrees to pay the premium or periodic charges for the benefits provided to all eligible retired employees

and their dependents covered under the program, but not including survivors, if such employees retired from a State or locally-administered retirement system effective after the date the employer adopted the State Health Benefits Program on a benefit based on 25 years or more of service credited in such retirement system, excepting the employees who elected deferred retirement, but including employees who retired on disability pensions based on fewer years of service credited in such retirement system and also to reimburse such retired employees for their premium charges under Part B of the Federal Medicare Program covering the retired employees and their spouses in accordance with the regulations of the State Health Benefits Commission.

4. All employees covered by this Agreement and eligible members of their families will be covered by a Prescription Drug Plan. The premiums will be paid by the City.

5. All employees covered by this Agreement and eligible members of their families will be covered by a Dental Plan. The premiums will be paid by the City.

6. All other insurance benefits presently in effect shall be maintained throughout the period of the contract.

ARTICLE XIX

ASSOCIATION PRIVILEGES

Copies of general orders, rules and regulations and communications affecting wages, hours and other terms and conditions of employment covered by this Agreement shall be furnished to the Association within two (2) working days of their promulgation.

ARTICLE XX

RULES AND REGULATIONS

The City may establish and enforce binding rules and regulations in connection with its operation and maintenance of discipline, provided such rules and regulations are not in conflict with the provisions of this Agreement. Copies shall be furnished to the Association.

It is understood that employees shall comply with all rules and regulations made by the City from time to time. Employees shall promptly and efficiently execute the instructions and orders of the director and supervisors. If an employee or employees believe a rule, regulations, instruction or order of an officer or other supervisor is unreasonable or unjust, the employee or employees shall comply with the rule, regulation, order or instruction, but with further provision that such employee or employees may regard the rule, regulation, order or instruction as a grievance which shall be handled in accordance with the grievance procedure set forth in Article V of this contract.

In the event that an employee or employees shall refuse to execute promptly and efficiently an instruction or order of an officer or other supervisor, the City shall have the right, at its option, to suspend, or discharge the offending employee or employees, subject only to the right of the employee or employees to have the suspension or discharge treated as a grievance. This shall not operate as a stay of the suspension or discharge.

ARTICLE XXI

SICK LEAVE

Sick leave shall be as provided for in Civil Service Statutes, Rules and Regulations as follows: 4:1-17.18 - Verification of Sick Leave

"(a) An employee who has been absent on sick leave for five or more consecutive work days may be required to submit acceptable medical evidence substantiating illness."

"1. An employee who has been absent on sick leave for periods totaling more than 15 days in one calendar year consisting of periods less than five days shall have his or her sick leave record reviewed by the respective appointing authority and thereafter may be required to submit acceptable medical evidence for any additional sick leave in that year. In cases where an illness is of a chronic or recurring nature causing recurring absences of one day or less, only one submission of such proof shall be necessary for a period of six months."

"2. The appointing authority may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action."

"(b) In the case of leave of absence due to exposure to contagious disease, a certification from the Department of Health shall be required."

ARTICLE XXII

MILITARY LEAVE

Military Leave shall be as provided by Civil Services Rules and Regulations.

"(c) In the case of death in the immediate family, reasonable proof shall be required."

"(d) The appointing authority may require an employee who has been absent because of personal illness, as a condition of his return to duty to be examined, at the expense of the agency, by a physician designated by the appointing authority. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees."

ARTICLE XXIII

FUNERAL LEAVE

Leave with pay, not exceeding three (3) days, shall be granted to any employee in the event of a death in his immediate family without penalty of sick leave or vacation time.

Immediate family for purposes of the above is defined as follows:

1. Mother and Father
2. Husband or Wife
3. Children
4. Brother or Sister
5. Mother-in-law and Father-in-law
6. Grandmother and Grandfather
7. Sister-in-law and Brother-in-law
8. Grandchildren of employee or spouse

This provision also applies for any other relative who resides with the employee.

One (1) working day shall be allowed in the event of the death of an Aunt or Uncle.

Special cases will be referred to the director.

Sick leave with pay as provided for in this section is intended to be used for the purpose of handling necessary arrangements and attending the funeral of the deceased member of the immediate family and shall neither be accumulated to nor deducted from his

normal sick leave above. If the employee does not attend the funeral of the deceased, pay allowance (as provided in this section) will not be allowed.

ARTICLE XXIV

MATERNITY LEAVE

Upon request in writing to the appointing authority, a regular, full-time employee shall be entitled to a maternity leave of absence not to exceed six (6) months. The employee may request that such leave shall be with pay to the extent of accrued sick leave, otherwise, the time on leave shall be without pay. When an employee is informed by a physician that she is pregnant, the employee shall immediately inform her director in writing of same. The director, upon learning that an employee is pregnant, shall require a written statement from the treating physician attesting to the fact that said employee is physically capable of continuing employment and is able to perform all the duties of her position. The director shall advise the treating physician of the employee's title and duties prior to the physician preparing the statement as referred to hereinabove.

Employee on maternity leave must return to work not more than thirty (30) days after birth or termination of pregnancy, whichever occurs sooner, unless the employee submits a statement in writing from the treating physician stating the need for an extended leave and indicating the length of such extension.

An employee returning to work from maternity leave must present to the director a physician's statement certifying her

ability to resume all normal duties. Seniority shall be accrued while the employee is on paid leave, but shall be retained during leave without pay.

ARTICLE XXV

JURY DUTY

1. An employee who is called to Jury Duty shall immediately notify his supervisor.
2. An employee who is excused from Jury Duty service on any day shall report for work on such day.
3. An employee shall not be required to report back for work on any day he is in attendance at Court for jury duty service, regardless of the employee's shift.
4. The employer retains the right to request that the employee be excused from jury duty because he is required on the job.

ARTICLE XXVI

BAN ON STRIKES

It is recognized that the need for continued and uninterrupted operation of the City's departments and agencies is of paramount importance to the citizens of the community and that there should be no interference with such operation.

1. Adequate procedures having been provided for the equitable settlement of grievances arising out of this Agreement, parties hereto agree that they will not engage in, encourage, sanction or suggest strikes, slowdowns, lockouts, or mass resignations, mass absenteeisms or other similar action which would involve suspension of or interference with normal work performance.

2. The City shall have the right to discipline or discharge any employee encouraging, suggesting, fomenting or participating in a strike, slowdown or other interference.

ARTICLE XXVII

SAVINGS CLAUSE

In the event that any Federal or State legislation, governmental regulation or Court decision causes invalidation of any Article, said Article or portion of this Agreement shall have no force or effect. However, the invalidity of any Article or portion of this Agreement shall not affect the validity of the remaining Articles or portions of this Agreement, they will remain in full force and effect for the duration of this contract.

ARTICLE XXVIII

DISCRIMINATION AGAINST ASSOCIATION MEMBERS

The City agrees that neither it nor any of its supervisors or representatives shall interfere with, coerce, intimidate or discriminate against any employee because of membership or activity in the Association.

ARTICLE XXIX

WAGES

Effective April 1, 1984, Ranges from 1-30 to and including Range 6-30 shall be increased by \$800.00 across the board. Ranges 7-30 to 12-30, inclusive, shall be increased by \$700.00 across the board. Ranges 13-30 to 18-30, 18-40 inclusive, shall be increased by \$600.00 across the board. Ranges 1-35 to 6-35, inclusive, shall be increased by \$700.00 across the board. Ranges 1-40 11-40 and 2-40 shall be increased by \$700.00 across the board.

Effective April 1, 1985, Ranges from 1-30 to and including Ranges 6-30 shall be increased by \$500.00 across the board. Ranges 7-30 to 12-30, inclusive, shall be increased by \$450.00 across the board. Ranges 13-30 to 18-30 and 18-40, inclusive, shall be increased by \$400.00 across the board. Ranges 1-35 to 6-35, inclusive, shall be increased by \$450.00 across the board. Ranges 1-40, 11-40 and 2-40 shall be increased by \$450.00 across the board.

Effective October 1, 1985, ranges from 1-30 to and including Range 6-30 shall be increased by \$450.00 across the board. Ranges 7-30 to 12-30, inclusive, shall be increased \$400.00 across the board. Ranges 13-30 to 18-30 and 18-40, inclusive, shall be increased by \$350.00 across the board. Ranges 1-35 to 6-35, inclusive shall be increased by \$400.00 across the board. Ranges 1-40 and 11-40 and 2-40 shall be increased by \$400.00 across the board.

RANGE ADJUSTMENTS

The following positions will be adjusted:

Effective 4-1-84

Senior Transportation Inspector to Range 7-30

Effective 8-20-84

Assistant Pension Fund Supervisor to Range 3-30

CITY HALL EMPLOYEES ASSOCIATION

EFFECTIVE APRIL 1, 1984

<u>RANGE NO.</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>INCREMENT</u>	<u>STEPS</u>
1-30	19650	20950	325	4
2-30	16650	17950	325	4
3-30	16150	17450	325	4
4-30	15850	17150	325	4
5-30	15550	16850	325	4
6-30	15250	16550	325	4
7-30	14475	15775	325	4
8-30	14100	15400	325	4
9-30	13775	15075	325	4
10-30	13475	14775	325	4
11-30	13150	14450	325	4
12-30	12900	14200	325	4
13-30	12100	13400	325	4
14-30	11850	13150	325	4
15-30	11600	12900	325	4
16-30	11250	12550	325	4
17-30	10950	12250	325	4
18-30	10850	12150	325	4
1-35	13312	14812	375	4
2-35	13115	14615	375	4
3-35	12940	14440	374	4

CITY HALL EMPLOYEES ASSOCIATION

EFFECTIVE APRIL 1, 1984

<u>RANGE NO.</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>INCREMENT</u>	<u>STEPS</u>
4-35	12765	14265	375	4
5-35	12650	14150	375	4
6-35	12400	13900	375	4
1-40	20650	21950	325	4
2-40	17800	19100	325	4
11-40	16150	17450	325	4
18-40	12850	14150	325	4
1-40EDP	22700	24000	325	4

CITY HALL EMPLOYEES ASSOCIATION

EFFECTIVE APRIL 1, 1985

<u>RANGE NO.</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>INCREMENT</u>	<u>STEPS</u>
1-30	20150	21450	325	4
2-30	17150	18450	325	4
3-30	16650	17950	325	4
4-30	16350	17650	325	4
5-30	16050	17350	325	4
6-30	15750	17050	325	4
7-30	14925	16225	325	4
8-30	14550	15850	325	4
9-30	14225	15525	325	4
10-30	13925	15225	325	4
11-30	13600	14900	325	4
12-30	13350	14650	325	4
13-30	12500	13800	325	4
14-30	12250	13550	325	4
15-30	12000	13300	325	4
16-30	11650	12950	325	4
17-30	11350	12650	325	4
18-30	11250	12550	325	4
1-35	13762	15262	375	4
2-35	13565	15065	375	4
3-35	13390	14890	374	4

CITY HALL EMPLOYEES ASSOCIATION

EFFECTIVE APRIL 1, 1985

<u>RANGE NO.</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>INCREMENT</u>	<u>STEPS</u>
4-35	13215	14715	375	4
5-35	13100	14600	375	4
6-35	12850	14350	375	4
1-40	21100	22400	325	4
2-40	18250	19550	325	4
11-40	16600	17900	325	4
18-40	13250	14550	325	4
1-40EDP	23150	24450	325	4

CITY HALL EMPLOYEES ASSOCIATION

EFFECTIVE OCTOBER 1, 1985

<u>RANGE NO.</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>INCREMENT</u>	<u>STEPS</u>
1-30	20600	21900	325	4
2-30	17600	18900	325	4
3-30	17100	18400	325	4
4-30	16800	18100	325	4
5-30	16500	17800	325	4
6-30	16200	17500	325	4
7-30	15325	16625	325	4
8-30	14950	16250	325	4
9-30	14625	15925	325	4
10-30	14325	15625	325	4
11-30	14000	15300	325	4
12-30	13750	15050	325	4
13-30	12850	14150	325	4
14-30	12600	13900	325	4
15-30	12350	13650	325	4
16-30	12000	13300	325	4
17-30	11700	13000	325	4
18-30	11600	12900	325	4
1-35	14162	15662	375	4
2-35	13965	15465	375	4
3-35	13790	15290	374	4

CITY HALL EMPLOYEES ASSOCIATION

EFFECTIVE OCTOBER 1, 1985

<u>RANGE NO.</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>INCREMENT</u>	<u>STEPS</u>
4-35	13615	15115	375	4
5-35	13500	15000	375	4
6-35	13250	14750	375	4
1-40	21500	22800	325	4
2-40	18650	19950	325	4
11-40	17000	18300	325	4
18-40	13600	14900	325	4
1-40EDP	23550	24850	325	4

CITY HALL EMPLOYEES RANK & FILE

SALARY SCHEDULE --- EFFECTIVE APRIL 1, 1984

<u>RANGE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>T/O</u>	<u>TITLE</u>
1-30	19,650	20,950	3 2	Electrical Inspector Supervising Clerk Bookkeeper

2-30	16,650	17,950	2 1 1 1 2	Asst. Comprehensive Planner Building Inspector/Zoning Officer Sr. Air Pollution Inspector Sr. Building Inspector Sr. Sanitary Inspector

3-30	16,150	17,450	4 2 3 5 1 4 2 1 2 1	Administrative Analyst Assistant Engineer Building Inspector Cost Estimator Property Improve. Housing Inspector Loan Advisor Principal Accountant Relocation Officer Senior Assistant Assessor Asst. Pension Fund Supervisor
		(Effective 8-20-84)	1	

4-30	15,850	17,150	4 1 4 1 2	Administrative Secretary Data Control Clerk Legal Stenographer Secretary to City Engineer Senior Accountant

5-30	15,550	16,850	3 1 2 1	Assistant Planner Deputy Registrar Vital Statistics Relocation Assistant Senior Purchasing Assistant

6-30	15,250	16,550	1 1 2 1	Asst. Secretary to A.B.C. Sanitary Inspector Secretarial Assistant Supervisor of Senior Citizen Activities

7-30	14,475	15,775	1 2 1 1 1 1	Analyst (Grant Applications) Accountant Assistant Violations Clerk Investigator--Venereal Disease Plumbing Inspector Sr. Transportation Inspector

RANGE	MINIMUM	MAXIMUM	T/O	TITLE
8-30	14,100 (Effective 10-1-84)	15,400	3	Air Pollution Inspector
			1	Amusement Games Inspector
			2	Asst. Municipal Superintendent Weights and Measures
			10	Field Representative Housing Inspections
			1	License Inspector
			1	Personnel Aide
			1	Supervising Account Clerk
			2	Supervising Clerk
			2	Transportation Inspector
			(1 effective 10-1-84)	

9-30	13,775	15,075	4	Administrative Clerk
			2	Buyer
			1	Health Aide in Spanish & English
			1	Investigator--Consumer Protection
			10	Principal Clerk Stenographer
			1	Principal Engineering Clerk
			1	Supervisor of Data Machine Operations

10-30	13,475	14,775	3	Assistant Assessor
			2	Principal Engineering Aide
			1	Principal Engineering Draftsman
			1	Senior Assessing Clerk
			1	Senior Mail Clerk
			2	Senior Planning Aide
			1	Supervisor of Accounts

11-30	13,150	14,450	1	Chief Clerk--Hsg. & Inspections
			1	Collector of Delinquent Accounts
			1	Field Representative Disease Control
			1	Food and Drug Inspector
			1	Health Insurance Benefits Clerk
			1	Meat Inspector
			1	Planning Aide
			6	Principal Account Clerk
			1	Principal Cashier
8	Principal Clerk			
1	Water Meter Reader Foreman			

RANGE	MINIMUM	MAXIMUM	T/O	TITLE
12-30	12,900	14,200	1	Draftsman M/W
			1	Engineering Draftsman M/W
			1	Planning Draftsman
			2	Sanitary Inspector Trainee
			1	Senior Cashier
			1	Senior Engineering Draftsman
			1	Water Utility Inspector

13-30	12,100	13,400	6	Cashier
			1	Principal Clerk Bookkeeper
			1	Secretary to the Mayor
			8	Senior Account Clerk
			2	Senior Account Clerk-Typing
			1	Senior Citizen Program Aide
			1	Senior Engineering Aide
			8	Senior Clerk Stenographer
			1	Senior Telephone Operator
			1	Tax Searcher
			6	Water Meter Reader
10	Welfare Investigator			

14-30	11,850	13,150	1	Assessing Clerk (Typing)

15-30	11,600	12,900	2	Clerk/Telephone Operator
			3	Data Entry Machine Operator (Keypunch)
			1	Dental Assistant
			1	Mail Clerk
			1	Microfilm Operator
			2	Principal Clerk Typist
			2	Principal Clerk Typist Bilingual Spanish and English

16-30	11,250	12,550	25	Clerk Stenographer
			1	Senior Clerk
			9	Senior Clerk Typist

17-30	10,950	12,250	4	Account Clerk
			21	Clerk Typist
			1	Engineering Aide

RANGE	MINIMUM	MAXIMUM	T/O	TITLE
18-30	10,850	12,150	8	Clerk

1-35	13,312	14,812	2	Property Clerk, Bilingual in Spanish/English
			2	Senior Clerk Transcriber

2-35	13,115	14,615	2	Clerk Stenographer
			1	Senior Clerk Typist

3-35	12,940	14,440	6	Clerk Transcriber
			4	Data Entry Machine Operator
			4	Telephone Operator

4-35	12,765	14,265	3	Clerk Typist
			6	Parking Violation Officer

6-35	12,400	13,900	12	Recreation Center Director

1-40EDP	22,700	24,000	1	Senior Data Processing Programmer

1-40	20,650	21,950	4	Data Processing Programmer
			1	Supervisor Data Processing Operations

2-40	17,800	19,100	1	Senior Computer Operator

11-40	16,150	17,450	2	Computer Operator

13-40	12,850	14,150	1	Computer Operator Trainee

5-35	12,650	14,150		

CITY HALL EMPLOYEES RANK AND FILE

SALARY SCHEDULE --- EFFECTIVE APRIL 1, 1985

<u>RANGE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>T/O</u>	<u>TITLE</u>
1-30	20,150	21,450	3	Electrical Inspector
			2	Supervising Clerk Bookkeeper

2-30	17,150	18,450	2	Asst. Comprehensive Planner
			1	Building Inspector/Zoning Officer
			1	Sr. Air Pollution Inspector
			1	Sr. Building Inspector
			2	Sr. Sanitary Inspector

3-30	16,650	17,950	4	Administrative Analyst
			2	Assistant Engineer
			3	Building Inspector
			5	Cost Estimator Property Improve.
			1	Housing Inspector
			4	Loan Advisor
			2	Principal Accountant
			1	Relocation Officer
			2	Senior Assistant Assessor
			1	Asst. Pension Fund Supervisor

4-30	16,350	17,650	4	Administrative Secretary
			1	Data Control Clerk
			4	Legal Stenographer
			1	Secretary to City Engineer
			2	Senior Accountant

5-30	16,050	17,350	3	Assistant Planner
			1	Deputy Registrar Vital Statistics
			2	Relocation Assistant
			1	Senior Purchasing Assistant

6-30	15,750	17,050	1	Asst. Secretary to A.B.C.
			1	Sanitary Inspector
			2	Secretarial Assistant
			1	Supervisor of Senior Citizen Activities

7-30	14,925	16,225	1	Analyst (Grant Applications)
			2	Accountant
			1	Assistant Violations Clerk
			1	Investigator--Venereal Disease
			1	Plumbing Inspector
			1	Sr. Transportation Inspector

RANGE	MINIMUM	MAXIMUM	T/O	TITLE
8-30	14,550	15,850	3	Air Pollution Inspector
			1	Amusement Games Inspector
			2	Asst. Municipal Superintendent Weights and Measures
			10	Field Representative Housing Inspections
			1	License Inspector
			1	Personnel Aide
			1	Supervising Account Clerk
			2	Supervising Clerk
			3	Transportation Inspector

9-30	14,225	15,525	4	Administrative Clerk
			2	Buyer
			1	Health Aide in Spanish & English
			1	Investigator-Consumer Protection
			10	Principal Clerk Stenographer
			1	Principal Engineering Clerk
			1	Supervisor of Data Machine Operations

10-30	13,925	15,225	3	Assistant Assessor
			2	Principal Engineering Aide
			1	Principal Engineering Draftsman
			1	Senior Assessing Clerk
			1	Senior Mail Clerk
			2	Senior Planning Aide
			1	Supervisor of Accounts

11-30	13,600	14,900	1	Chief Clerk--Hsg. & Inspections
			1	Collector of Delinquent Accounts
			1	Field Representative Disease Control
			1	Food and Drug Inspector
			1	Health Insurance Benefits Clerk
			1	Meat Inspector
			1	Planning Aide
			6	Principal Account Clerk
			1	Principal Cashier
			8	Principal Clerk
1	Water Meter Reader Foreman			

RANGE	MINIMUM	MAXIMUM	T/O	TITLE
12-30	13,350	14,650	1	Draftsman M/W
			1	Engineering Draftsman M/W
			1	Planning Draftsman
			2	Sanitary Inspector Trainee
			1	Senior Cashier
			1	Senior Engineering Draftsman
			1	Water Utility Inspector

13-30	12,500	13,800	6	Cashier
			1	Principal Clerk Bookkeeper
			1	Secretary to the Mayor
			8	Senior Account Clerk
			2	Senior Account Clerk-Typing
			1	Senior Citizen Program Aide
			1	Senior Engineering Aide
			8	Senior Clerk Stenographer
			1	Senior Telephone Operator
			1	Tax Searcher
			6	Water Meter Reader
10	Welfare Investigator			

14-30	12,250	13,550	1	Assessing Clerk (Typing)

15-30	12,000	13,300	2	Clerk/Telephone Operator
			3	Data Entry Machine Operator (Keypunch)
			1	Dental Assistant
			1	Mail Clerk
			1	Microfilm Operator
			2	Principal Clerk Typist
			2	Principal Clerk Typist Bilingual Spanish and English

16-30	11,650	12,950	25	Clerk Stenographer
			1	Senior Clerk
			9	Senior Clerk Typist

17-30	11,350	12,650	4	Account Clerk
			21	Clerk Typist
			1	Engineering Aide

RANGE	MINIMUM	MAXIMUM	T/O	
18-30	11,250	12,550	8	Clerk
1-35	13,762	15,262	2	Property Clerk, Bilingual in Spanish/English
			2	Senior Clerk Transcriber
2-35	13,565	15,065	2	Clerk Stenographer
			1	Senior Clerk Typist
3-35	13,390	14,890	6	Clerk Transcriber
			4	Data Entry Machine Operator
			4	Telephone Operator
4-35	13,215	14,715	8	Clerk Typist
			6	Parking Violation Officer
6-35	12,850	14,350	12	Recreation Center Director
1-40EDP	23,150	24,450	1	Senior Data Processing Programmer
1-40	21,100	22,400	4	Data Processing Programmer
			1	Supervisor of Data Processing Operations
2-40	18,250	19,550	1	Senior Computer Operator
11-40	16,600	17,900	2	Computer Operator
13-40	13,250	14,550	1	Computer Operator Trainee
5-35	13,100	14,600		

CITY HALL EMPLOYEES RANK & FILE

SALARY SCHEDULE — EFFECTIVE OCTOBER 1, 1985

<u>RANGE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>T/O</u>	<u>TITLE</u>
1-30	20,600	21,900	3	Electrical Inspector
			2	Supervising Clerk Bookkeeper
2-30	17,600	18,900	2	Assistant Comprehensive Planner
			1	Building Inspector/Zoning Officer
			1	Sr. Air Pollution Inspector
			1	Sr. Building Inspector
			2	Sr. Sanitary Inspector
3-30	17,100	18,400	4	Administrative Analyst
			2	Assistant Engineer
			3	Building Inspector
			5	Cost Estimator Property Improvement
			1	Housing Inspector
			4	Loan Advisor
			2	Principal Accountant
			1	Relocation Officer
			2	Senior Assistant Assessor
			1	Assistant Pension Fund Supervisor
4-30	16,800	18,100	4	Administrative Secretary
			1	Data Control Clerk
			4	Legal Stenographer
			1	Secretary to City Engineer
			2	Senior Accountant
5-30	16,500	17,800	3	Assistant Planner
			1	Deputy Registrar Vital Statistics
			2	Relocation Assistant
			1	Senior Purchasing Assistant
6-30	16,200	17,500	1	Ass't Secretary to ABC
			1	Sanitary Inspector
			2	Secretarial Assistant
			1	Supervisor of Senior Citizen Activities

RANGE	MINIMUM	MAXIMUM	T/O	TITLE
7-30	15,325	16,625	1	Analyst (Grant Applications)
			2	Accountant
			1	Assistant Violations Clerk
			1	Investigator-Venereal Disease
			1	Plumbing Inspector
			1	Sr. Transportation Inspector
8-30	14,950	16,250	3	Air Pollution Inspector
			1	Amusement Games Inspector
			2	Ass't Municipal Sup't of Wts. & Measures
			10	Field Representative Hsg. & Inspections
			1	License Inspector
			1	Personnel Aide
			1	Supervising Account Clerk
			2	Supervising Clerk
			3	Transportation Inspector
			9-30	14,625
2	Buyer			
1	Health Aide in Spanish & English			
1	Investigator—Consumer Protection			
10	Principal Clerk Stenographer			
1	Principal Engineering Clerk			
1	Supervisor of Data Machine Operations			
1				
10-30	14,325	15,625	3	Assistant Assessor
			2	Principal Engineering Aide
			1	Principal Engineering Draftsman
			1	Senior Assessing Clerk
			1	Senior Mail Clerk
			2	Senior Planning Aide
			1	Supervisor of Accounts
11-30	14,000	15,300	1	Chief Clerk—Housing & Inspections
			1	Collector of Delinquent Accounts
			1	Field Representative Disease Control
			1	Food and Drug Inspector
			1	Health Insurance Benefits Clerk
			1	Meat Inspector
			1	Planning Aide
			6	Principal Account Clerk
			1	Principal Cashier
			8	Principal Clerk
			1	Water Meter Reader Foreman

CITY HALL EMPLOYEES RANK AND FILE

Salary Schedule
10/1/85

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<u>RANGE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>T/O</u>	<u>TITLE</u>
12-30	13,750	15,050	1	Draftsman M/W
			1	Engineering Draftsman M/W
			1	Planning Draftsman
			2	Sanitary Inspector Trainee
			1	Senior Cashier
			1	Senior Engineering Draftsman
			1	Water Utility Inspector
13-30	12,850	14,150	6	Cashier
			1	Principal Clerk Bookkeeper
			1	Secretary to the Mayor
			8	Senior account Clerk
			2	Senior Account Clerk-Typing
			1	Senior Citizen Program Aide
			1	Senior Engineering Aide
			8	Senior Clerk Stenographer
			1	Senior Telephone Operator
			1	Tax Searcher
			6	Water Meter Reader
10	Welfare Investigator			
14-30	12,600	13,900	1	Assessing Clerk (Typing)
15-30	12,350	13,650	2	Clerk/Telephone Operator
			3	Data Entry Machine Operator (Keypunch)
			1	Dental Assistant
			1	Mail Clerk
			1	Microfilm Operator
			2	Principal Clerk Typist
			2	Principal Clerk Typist Bilingual (Spanish and English)
16-30	12,000	13,300	25	Clerk Stenographer
			1	Senior Clerk
			9	Senior Clerk Typist

CITY HALL EMPLOYEES RANK AND FILESalary Schedule
10/1/85

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<u>RANGE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>T/O</u>	<u>TITLE</u>
17-30	11,700	13,000	4 21 1	Account Clerk Clerk Typist Engineering Aide
18-30	11,600	12,900	8	Clerk
1-35	14,162	15,662	2 2	Property Clerk Bilingual in Spanish and English Senior Clerk Transcriber
2-35	13,965	15,465	2 1	Clerk Stenographer Senior Clerk Typist
3-35	13,790	15,290	6 4 4	Clerk Transcriber Data Entry Machine Operator Telephone Operator
4-35	13,615	15,115	8 6	Clerk Typist Parking Violation Officer
6-35	13,250	14,750	12	Recreation Center Director
1-40EDP	23,550	24,850	1	Senior Data Processing Programmer
1-40	21,500	22,800	4 1	Data Processing Programmer Supervisor Data Processing Operations
2-40	18,650	19,950	1	Senior Computer Operator

CITY HALL EMPLOYEES RANK AND FILE

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Salary Schedule
10/1/85

<u>RANGE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>T/O</u>	<u>TITLE</u>
11-40	17,000	18,300	2	Computer Operator
18-40	13,600	14,900	1	Computer Operator Trainee
5-35	13,500	15,000		

ARTICLE XXX

TRAVEL ALLOWANCE

Effective upon the signing of this Agreement, the employees covered by said agreement who are required to use privately-owned automobiles in the performance of their duties shall be reimbursed for such use at the rate of eighteen cents (18¢) per mile.

ARTICLE XXX-A

TRAVEL ALLOWANCE (Meter Readers)

Effective upon the signing of this Agreement, employees of the Water Utility that are required to use public transportation in the performance of their duties, shall be reimbursed at the rate of two dollars (\$2.00) per day.

Said payment will only be made when employees work in the field and transportation is not provided.

ARTICLE XXXI

EMBODIMENT OF AGREEMENT

This document constitutes the sole and complete agreement between the parties and embodies all the terms and conditions governing the employment of employees in the unit. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject which is (or may be) subject to collective bargaining. Any prior commitment or agreement between the City and the Association or any individual employee covered by this Agreement is hereby superceded.

ARTICLE XXXII

APPROPRIATION OF FUNDS

All wages and other financial benefits accruing to employees covered by this Agreement shall be specifically subject to the appropriations of adequate and necessary funds therefore by the Elizabeth City Council in its annual municipal budget or as otherwise allowed by law.

ARTICLE XXXIII

TERM OF AGREEMENT

1. This Agreement shall be in full force and effect from April 1, 1984 through and including the 31st day of March, 1986. If either party wishes to terminate, amend or otherwise modify terms and conditions set forth herein at the time of expiration, he must notify either party in writing not less than sixty (60) days prior to such expiration date.

2. The Agreement shall remain in full force and effect on a day-to-day basis during collective negotiations between the parties extending beyond the date of expiration set forth herein, unless and until either party serves the other with written notice of termination, by registered mail, in which event, the Agreement shall terminate five (5) days following receipt of such notice.

IN WITNESS WHEREOF, the parties have caused their names to be signed on this 27th day of November 1984.

UNION COUNCIL NO. 8, NEW JERSEY
CIVIL SERVICE ASSOCIATION

BY: Bernard Eagan
BERNARD EAGAN - President

Edwin S. Tankiewicz
Edwin S. Tankiewicz - V. President

Lorraine O. Davis
LORRAINE O. DAVIS - SECRETARY
CITY OF ELIZABETH, NEW JERSEY

BY: Thomas G. Dunn
THOMAS G. DUNN, Mayor

ATTEST:

ATTEST:

John J. Dwyer
JOHN J. DWYER
City Clerk

CITY OF
ELIZABETH

APPROVED AS TO FORM
<i>LN</i>
PHYSICAL CONDITIONS
TERMS & CONDITIONS
<i>J.P.</i>
DESCRIPTION