

THIS BOOK DOES NOT CIRCULATE

AGREEMENT - County of Bergen  
and  
Council #5, New Jersey Civil Service Association  
White Collar Employees 1976 and 1977

	<u>Page</u>
ARTICLE 1 - Recognition	1
ARTICLE 2 - Term of Agreement	1
ARTICLE 3 - Collective Negotiating Procedure	1
ARTICLE 4 - Management Rights	2
ARTICLE 5 - Discrimination and Coercion	2
ARTICLE 6 - Salaries and Wages	3
ARTICLE 7 - Longevity	6
ARTICLE 8 - Health Benefits	6
ARTICLE 9 - Cost of Living	7
ARTICLE 10- Personal Leave	7
ARTICLE 11- Work Schedule, Overtime, CTO	8
ARTICLE 12- <u>Pay During Absence</u>	10 - 18
Unscheduled Absences	10
Scheduled Absences	10
Jury Duty	10
Sick Leave	10
Injury Leave	13
Funeral Leave	15
Terminal Leave	15
Leave of Absence	16
ARTICLE 13- Vacation	18
ARTICLE 14- Holidays	20
ARTICLE 15- Pension	22
ARTICLE 16- Suspension and Grievance Procedure	23
ARTICLE 17- Released Time	26
ARTICLE 18- Seniority Rights	26
ARTICLE 19- Shift Changes	27
ARTICLE 20- Dues Checkoff	27
ARTICLE 21- Out of Title Work	28
ARTICLE 22- Personnel File	28
ARTICLE 23- Layoffs	28
ARTICLE 24- Use of Personal Vehicle	29
ARTICLE 25- Continuation of Contract Provisions	29

1978  
UNIVERSITY

11 6-11-77

651010	SUPERVISING CLERK, PERSONNEL	16
	SUPERVISING ELECTIONS CLERK	13
121010	SUPVG.PRINCIPAL ENGINEERING DRAFTSMAN,M/W	20*
660200	SUPERVISING INVENTORY CLERK	12
121010		
670060	SUPERVISING PHOTOSTAT OPERATOR	16
652010	SUPERVISOR OF CENTRAL MAILING ROOM	AND*
	SUPERVISOR OF RECORDS, COUNTY CLERK	15
	SUPERVISOR OF RECORDS, COUNTY SURROGATE	13
630120	TELEPHONE OPERATOR	7
630170	TELEPHONE OPERATOR - RECEPTIONIST	8
101090	TRAFFIC ANALYST	10
075010	TRAFFIC SIGNAL SUPERINTENDENT	21*
	TRANSPORTATION ANALYST	15*
	TRANSPORTATION COORDINATOR	15*
302310	VAULT CLERK	7
312040	VIOLATIONS CLERK, TRAFFIC	DUA*
	WARRANT OFFICER, PROBATION	AND

SCHEDULE A - page 8

\*Title exempt from Overtime.

Revised to: 7/2/75

This agreement is made this 24 day of September, 1976,  
between the Board of Chosen Freeholders of the County of Bergen,  
hereinafter referred to as "County" and Council #5, New Jersey  
Civil Service Association, hereinafter called the "Association."

WHEREAS the parties have carried on collective bargaining for the  
purpose of developing a contract covering wages, hours of work and  
all other conditions of employment for white collar employees:  
Now, therefore, the parties agree as follows:

ARTICLE 1 - Recognition

The County hereby recognizes the Association as the exclusive  
representative of the employees in the negotiating unit of  
"all white collar workers employed by the County of Bergen,  
but excluding all employees of the Bergen Pines County Hospital,  
Bergen County Park Commission, all other workers including  
blue collar, craft, professional, police and supervisors, as  
defined in the Act," in accordance with the certification of the  
Public Employees Relations Commission, dated December 11, 1972,  
Docket No. RO-507. (See Schedule A, attached hereto, for list  
of titles).

ARTICLE 2 - Term of Agreement

This agreement shall be in force from January 1, 1976, through  
December 31, 1977.

ARTICLE 3 - Collective Negotiating Procedure

1. Collective negotiations with respect to rates of pay,  
hours of work or other conditions of employment shall be conducted  
by the duly authorized negotiating agent of each of the parties.  
Not more than five (5) representatives of each party, plus counsel  
and two experts, shall participate in collective negotiating  
meetings, except by consent of both parties.

2. Collective negotiations for the contract period beginning  
January 1, 1978, shall commence on or about June 1, 1977.

3. Negotiating sessions shall begin at times which will permit at least five (5) consecutive hours of negotiation and shall continue for at least such period and the Association representatives (not exceeding the number shown in Section 1) on duty during the periods agreed upon for negotiation shall be permitted to attend that negotiating session and subsequent regularly scheduled negotiating sessions without loss of pay. No other payment will be made to Association representatives for the negotiating sessions.

ARTICLE 4 - Management Rights

Nothing in this contract shall abrogate the management rights of the elected or appointed officials in charge of the various departments of County government. The County retains the exclusive right to hire, direct and schedule the working force; to plan, direct and control operations; to discontinue, reorganize or combine any department with any consequent reduction or other changes in the working force observing demotional rights established by Civil Service; to hire and lay off employees in accordance with Civil Service procedures; to introduce new or improved methods or facilities regardless of whether or not the same cause a reduction in the working force, and in all respects to carry out the ordinary and customary functions of management, including the establishment of such operational rules as it shall deem advisable. Further, no management prerogative reserved solely to the discretion of the County of Bergen by the terms of this agreement shall be made the subject of a grievance.

ARTICLE 5 - Discrimination and Coercion

There shall be no discrimination, interference or coercion by the County or any of its agents against the employees represented by the Association because of membership or activity in the Association. The Association, or any of its agents, shall not intimidate or coerce employees into membership. Neither the County nor the Association shall discriminate against any employee because of race, creed, color, age, sex or national origin.

c. Subsequent Years:

Employees shall move to the next higher step on the said salary schedule at the first pay period of each subsequent year, until they obtain the maximum salary set forth for their grade.

2. Employees in titles covered by the white-collar unit designated by the Public Employment Relations Commission, who commenced or will commence employment with the County on or subsequent to January 1, 1976, or, who, through promotion, transfer or otherwise, will enter a new grade subsequent to the day prior to the execution of this Agreement shall receive salary increases in accordance with paragraph 1, above, subject, however, to the following:

a. the said employees shall commence step adjustments in the said step system on the first payroll period following the anniversary date of their commencement of service with the County, or of their commencement of service in their new grade; thereafter, movement in the said step system shall take place at the first pay period of each subsequent year and shall be in accordance with the provisions of paragraph 1, above.

3. Each employee in a title covered by the white-collar unit designated by the Public Employment Relations Commission, who, through promotion, transfer or otherwise, entered a new grade between January 1, 1976, and the day prior to the execution of this Agreement, shall be placed in the step system in accordance with the following procedure:

a. For the purpose of determining the amount of the employee's base salary and lump sum entitlement for the period from January 1, 1976, to the date of the employee's promotion, the promotion shall be disregarded and the base salary and lump sum amount shall be computed accordingly;

ARTICLE 6 - Salaries and Wages

1. Employees in titles covered by the white collar unit designated by Public Employment Relations Commission, which employees commenced employment with the County prior to January 1, 1976, shall receive salaries based upon the step system schedule attached hereto as Schedule B and subject to the following conditions:

a. First year step introduction:

All employees covered by this contract shall be placed in that system effective with the first payroll period of 1976. Each employee shall receive a salary increase in an amount which will move that employee to that step within the system which is next higher than the base salary that employee was earning as of the first payroll period of 1976 (inclusive of all retroactive benefits). If the salary adjustment to that higher step is less than 5% or less than the incremental increase for that grade as appears in the margin of the schedule attached hereto, the employee will receive an additional payment in a lump sum in an amount sufficient to provide a total increase over the base salary being received as of the first payroll period of 1976 (inclusive of all retroactive benefits) of 5% or the amount of the said incremental increase for the employee's grade, whichever is greater, except that no adjustment may exceed a total of \$1,000 for 1976 (see example 1 on Schedule C, attached hereto).

Those employees at the maximum step of their grade in the step system as of the first payroll period of 1976 (inclusive of all retroactive benefits) will receive a payment in a lump sum equal to 5% of their salaries as of the said first payroll period or a payment in a lump sum equal to the said incremental increase for their pay grade, whichever is greater, but not to exceed a

total increase of \$1,000; this lump sum payment shall not be added to their base salaries.

b. Second year:

Effective the first payroll period in 1977, each eligible employee will move to the next step in the schedule of the step system, attached hereto, above the one in which the employee had been placed, as of the first pay period of 1976, except that those employees whose salaries as of the first payroll period of 1976 (inclusive of all retroactive benefits) placed them more than halfway to the next higher step in 1976 will skip a step and be moved up to the second higher step above the one in which they were placed in 1976 (see example 2 on Schedule C, attached hereto); however, in 1977, any employee skipping a step shall not receive more than a \$1,000 increase over the actual total amount received by that employee as salary or lump sum in 1976 (cost of living, longevity payments, etc., shall not be included in these computations for either 1976 or 1977) (see example 3 on Schedule C).

i) Employees at the maximum step of their grade as of the said first payroll period of 1976 will move to the "additional step" as set forth on the schedule attached hereto, effective the first pay period of 1977.

ii) Each employee whose salary as of the first payroll period of 1976 (inclusive of all retroactive benefits) placed him or her halfway or less to the next higher step in 1976 will receive in 1977, in addition to his or her movement to the next higher step, a lump sum payment equal to one-half the difference between (a) the sum of the actual monies received by the employee in 1976 under this Agreement (salary, plus lump sum payment), plus the incremental increase for the employee's grade, and (b) the amount of the employee's 1977 base salary as shown on Schedule B (see example 1 on Schedule C, attached hereto).

b. For the purpose of determining the amount of the employee's base salary for the period from the date of the promotion to the first anniversary date thereafter, there shall be added to the 1976 base salary arrived at in paragraph (a), above, the salary increase received by the employee at the time of his or her promotion. Using this as the employee's base salary, the employee shall move in the step system under the same circumstances and conditions as an employee promoted subsequent to the date of this Agreement, as set forth in paragraph 2 above.

This provision shall in no way be interpreted to interfere with the County's prerogatives regarding promotional policies, except as expressed herein.

4. Shift Differential

a. Employees in departments with shift operations shall be paid a shift differential of \$.20 per hour for the late afternoon-evening shift (up to 12 midnight) and a shift differential of \$.25 per hour for late evening-early morning shift (after 12 midnight), if they work either shift.



- b. In the event employees eligible for shift differential are required to work overtime, their overtime shall be computed with regard to base pay and not as the combination of base pay and shift differential.
- c. Employees who are classified as not eligible for overtime or compensatory time off shall not be eligible for shift differential.

ARTICLE 7 - Longevity

- 1. Payments shall be made to employees with unbroken, continuous, long-term service to the County as follows:
  - a. Employees completing 72 months (6 years) of service shall receive \$100.
  - b. Employees completing 108 months (9 years) of service shall receive \$200.
  - c. Employees completing 168 months (14 years) of service shall receive \$400.
  - d. Employees completing 228 months (19 years) of service shall receive \$600.
- 2. Longevity payments shall be paid in lump sum in 1976 and shall be included as part of the base salary in 1977.
- 3. Part-time employees must work a minimum of 20 hours per week to be eligible for longevity. They will receive that proportion of the longevity payment represented by the percentage of their hours of work compared to the standard work week.
- 4. Seasonal and per diem employees are not eligible.

ARTICLE 8 - Health Benefits

- 1. Premiums for the current State Health Benefits Plan, now provided for County employees and their eligible dependents, shall continue to be paid by the County. Employees must work at least 20 hours per week to be eligible for coverage.
- 2. Seasonal and per diem employees are not eligible.

ARTICLE 9 - Cost of Living

1. Taking the 1972 consumer price index increase of 4.45% as a base for 1976, cost-of-living payments shall be made as follows:

a. If, in 1976, the cost-of-living index as determined by the Bureau of Labor's Consumer Price Index for the New York Metropolitan area increases over the prior year by more than 4.45% (the 1972 percentage), each employee shall receive a payment in 1977 representing the difference between 4.45% and the index percent increase for 1976.

Base salary for 1976 shall be used in payment computation. If the cost-of-living index does not increase by more than 4.45% in 1976, no payment will be made.

b. If, in 1977, the said Bureau of Labor's consumer price index percentage increases over the prior year by more than 4.45% (the 1972 percentage), each employee shall receive a payment in 1978 representing the difference between 4.45% and the 1977 index percentage increase. Base salary for 1977 shall be used in payment computation. If the 1977 index percentage is not higher than 4.45%, no payment will be made.

c. Cost-of-living payments shall be added to the base rate increasing the step system schedule by the increased amount.

d. There shall be no lump sum payment for 1976 or 1977.

ARTICLE 10 - Personal Leave

1. Each employee in the white-collar unit shall be entitled to take one day of personal leave with pay for 1976 and one day for 1977. Personal leave days may not be accrued. Department Heads must be notified in advance and, except in case of emergency, prior approval of the Department Head must be obtained.

2. Seasonal and per diem

3. Employees must be employed for 3 months before becoming eligible for personal leave.

ARTICLE 11 - Work Schedule, Overtime, Compensatory Time Off

1. The standard work week shall consist of five days, Monday through Friday, from 9:00 a.m. to 4:30 p.m., with one hour off for lunch. The total work week is 32 1/2 hours, or 65 hours each two-week pay period. Where a department has a shift operation, the hours shall be established by the department head so as not to exceed 65 hours in each two-week pay period.

2. The department head shall have the right, for the efficient operation of County affairs, to make changes in starting and stopping times of the daily work schedule so long as the total work week does not exceed 65 hours in each two-week pay period.

3. Overtime:

a. Employees in those titles on the attached Schedule A who were not eligible for overtime in 1975 shall not be eligible for overtime during the term of this Agreement.

b. Employees who are eligible for overtime and work such overtime shall be paid as follows:

(1) For hours worked beyond 32 1/2 hours per week and up to and including 40 hours per week, payment shall be at straight time.

(2) For hours worked in excess of 40 hours in one week, payment shall be at time and one-half.

(3) The employee's standard hourly rate (annual salary divided by 1,690 annual hours of work) shall be used in computation of overtime pay.

(4) Part-time workers shall not be entitled to time and one-half pay unless they work more than 40 hours in a week.

(5) When a snow emergency is declared by the Director of Public Works, time worked by white collar employees of that department, other than the normal working hours,

shall be paid at tim

(6) When a holiday is observed during the regular bi-weekly pay period and the employee received pay for that day, those hours shall be included in the computation of overtime for that period.

(7) When an employee receives sick pay or vacation pay during the regular bi-weekly pay period, those hours of sick or vacation pay shall be included in the computation of overtime for that period.

(8) When an employee, other than an employee in the exempt category, is required to work on a holiday, the employee shall receive time and one-half for the hours worked on the holiday plus he or she shall receive a day off for the holiday worked; or he or she shall receive standard time plus time and one-half for the hours worked. The option shall be that of the employee. This shall not apply to white collar institutional workers, who shall receive straight time for the hours worked on the holiday and, in addition, such employee shall either receive an alternate day off for the holiday worked, or the employee shall receive double time for the hours worked on such holidays.

(9) Overtime must be authorized by the Department Head or the designated deputy and entered on the weekly time sheets.

(10) Overtime earned, at the option of the employee, may be credited to the employee's Compensatory Time Off account to the extent permitted in the section covering Compensatory Time Off and as limited by applicable Federal and state regulations. The time of taking of such Compensatory Time Off may be arranged only at the discretion of the Department Head.

4. Compensatory Time Off - Employees who work in excess of regular hours may elect to take CTO by the end of the pay period within which the extra hours were worked. If the extra hours are worked at straight time, CTO shall be taken in straight time, with the approval of the Department Head and subject to the needs of the

department. If the extra time is in excess of forty (40) hours, the employee may elect to take off one and one-half (1 1/2) times the hours worked prior to the end of the pay period within which the said extra hours were worked, subject to the approval of the department head and the needs of the department.

ARTICLE 12 - Pay During Absence

1. Unscheduled Absences - If, for any reason, an employee is unable to report for duty, he must notify the department head as soon as possible, and before scheduled starting time. Irregular or poor attendance may be cause for disciplinary action. An employee absent from work without notification for five (5) consecutive working days will be considered to have resigned from the position. Such resignation is not considered to be in good standing.

2. Scheduled Absences - When an employee is on a Leave of Absence without pay for a period in excess of three (3) consecutive months in a calendar year, the annual salary increase shall not be paid upon return to active status, but shall be delayed for a period equal to the period of unpaid leave.

3. Jury Duty - A Leave of Absence shall be granted to an employee called for jury duty. This Leave of Absence shall not be charged against employee's vacation or sick leave privileges. For the time served on the jury, full pay will be given according to the basic rate of pay usually received for a standard work period. Fees received as a juror, other than meal and travel allowances, shall be returned to the County.

4. Sick Leave

a. If the employee is unable to report to work due to illness or for any other reason, it is essential that the employee's department head or supervisor be notified, according to the department's procedure. Failure to give proper notification could result in disapproval of the request for sick leave or be considered as an unscheduled absence.

c. Sick leave must be earned before it can be used.

Should the employee require none or only a portion of the earned sick leave for any year, the amount not taken accumulates to the employee's credit from year to year during employment.

d. Sick leave is earned and accumulated in the following manner:

(1) One working day for each full month of service during the remaining months of the first calendar year of employment and fifteen (15) working days (1-1/4 per month) for each calendar year thereafter. If the employee begins work after the fourth day of the month sick leave is not earned for that month.

e. Part-time employees are eligible for sick leave. The amount earned is proportional to the allowance of a full-time employee. It is determined by the number of standard hours worked in each pay period.

f. Seasonal or per diem employees are not eligible for sick leave.

g. Sick leave may be granted for:

(1) Personal illness or accidental disability by reason of which the employee is unable to perform the usual duties of the position.

(2) Serious illness of member of the employee's immediate family or household (as defined in Funeral Leave) requiring the employee's attention and care. The circumstances of the illness should be of an emergency nature where the employee is required to be in direct attendance for a period not to exceed three (3) working days.

(3) In case of extended illness, the employee may use accrued Compensatory Time Off or Vacation Leave.

b. The cause for the employee's absence must be reported daily, unless adequate explanation and reason is provided to cover several days. In any sick leave of five (5) days or more, a doctor's certificate must be submitted if requested by the Department Head. The Department Head retains the right in sick leave cases under five (5) days to conduct an inquiry into the sick leave request or to require examination by a county physician if the department head has any questions as to the employee's condition.



h. Accumulated sick leave is forfeited upon separation from County service, except as provided for under "Terminal Leave", hereinafter.

5. Injury Leave

a. Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident, illness or injury which occurred while the employee was performing duties and which is covered by Workmen's Compensation insurance.

b. All payments which shall be made concerning injury leave are subject to the same rules and regulations as Workmen's Compensation insurance and shall not be made if the accident is proved to have been due to intoxication or willful misconduct on the part of the employee. If an employee, absent from work due to an accident, illness or injury covered by Workmen's Compensation insurance, willfully fails to fulfill all of the conditions necessary to receive compensation benefits, the employee shall not be entitled to payment of any injury leave benefits from the County until such conditions have been fulfilled.

c. The payments enumerated above will be made for a period not in excess of ninety (90) <sup>working</sup> days for each new and separate injury. After all injury leave is used, the employee may be granted additional injury leave only upon approval of the Board of Chosen Freeholders. After all injury leave is used, the employee may elect to use any sick leave, vacation or compensatory time due at the time of the injury.

d. Use of injury leave - Employees absent from duty due to an accident, illness or injury covered by Workmen's Compensation insurance, who have completed three (3) month's service, will be compensated by the County at the regular base rate of pay. Eligibility will be based on the determination of the New Jersey Division of

Workmen's Compensation under the terms of the New Jersey Workmen's Compensation Act.

e. Contested Injuries - Charges may be made against sick leave accrual, if any, in any case where the County is contesting that the injury occurred on the job. In the event that the State determines in favor of the employee, sick leave so charged shall be recredited to the employee's sick leave accrual balance. In the event eligibility for payment is denied by the State, the employee shall be eligible to utilize sick leave accruals, if any, retroactive to the date of injury, and to use vacation leave.

f. Medical Proofs - In order to limit the obligation of the County for each new separate injury, the County may require the employee to furnish medical proof or submit to medical examination by the County at its expense to determine whether a subsequent injury is a new and separate injury or an aggravation of a former injury received while in the County service.

g. When an employee has suffered an injury while on duty, and is absent for five (5) days or more, it will be necessary for the employee to submit a written certification from a physician setting forth the nature of the injury and the physician's prognosis as to the length of time before the employee can return to duty.

(1) Additional reports shall be filed from the physician every two weeks thereafter indicating the current status of the employee's health and the time of the employee's anticipated return to duty.

(2) In the absence of such certification, the employee shall be removed from injury leave.

6. Funeral Leave

a. Employees shall be entitled to four (4) working days leave with pay to attend or make arrangement for the funeral of a member of their immediate family. Immediate family is defined as and limited to spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren or any other relative residing in the employee's household.

7. Terminal Leave

a. Employees, upon retirement, (Service Retirement, Accidental Disability Retirement, Ordinary Disability Retirement, Early Retirement and Deferred Retirement) or employees who terminate their service after reaching age 60, who are not covered by the Public Employee's Retirement System, shall be granted a terminal leave lump sum payment in accordance with Option 1 or Option 2, whichever is selected by the employee:

(1) Option 1 - One-half of the employee's earned and unused accumulated sick leave hours multiplied by the hourly rate of pay based upon the average base hourly pay received during the twelve-month period immediately prior to the effective date of retirement, provided, however, that no such lump sum payment shall exceed \$12,000.

(2) Option 2 - One day of pay, the hourly rate of pay having been computed as Option 1 above, for each full year of service.

In addition, in the event of the death of an employee, the estate of that employee shall be eligible for terminal leave lump sum payment according to the option selected by the estate, provided that employee has been employed by the County for seven (7) consecutive years.

b. Part-time employees are eligible for this benefit providing they work a minimum of twenty hours per week.

8. Leave of Absence

a. Leave Without Pay - A permanent employee, for reasons satisfactory to the County, may be granted a personal leave of absence without pay or services credit for time absent for a period up to six (6) months. In exceptional circumstances, such leave may be extended for an additional six (6) months, provided it is considered to be in the best interest of the County.

(1) Ordinarily, a personal leave of absence or an excused absence will not be granted to an employee for the purpose of seeking or accepting employment with any other employer.

(2) Personal leaves of absence are granted with the understanding that the employee intends to return to County duty. If an employee fails to return within five (5) working days after the expiration of the leave or excused absence, the employee may be considered to have resigned and not in good standing.

(3) Employees on leave without pay for more than two weeks in any month will not receive paid health benefits, holiday pay, nor will they accrue sick and vacation time.

b. Maternity Leave - a female employee, upon her request may be granted permission to use accumulated sick leave for maternity purposes. In those instances where the employee's sick leave is limited and when requested by the employee, the County may approve a leave of absence without pay not to exceed six (6) months. Upon the employee's request, her department head shall schedule an appointment with the registered nurse in the Medical Clinic.

c. Military Duty Leave - If the employee has permanent employee status, a leave of absence without pay will be granted, except for the first two weeks which will be with pay, if the employee is required to serve actively in any component of the Armed Forces of the United States or New Jersey. Military Duty Leave may extend to three months after the employee's release from required military service. Sufficient proof of active military duty must be presented to the department head prior to requesting such leave.

d. Military Training Leave -

(1) A fulltime or parttime probationary or permanent employee, who is a member of any component of the Armed Forces of the United States or New Jersey, and who is required to undergo Military Field Training for a period of up to two (2) weeks, upon request, shall be granted leave of absence with pay to take part in such training. The employee must provide a certified copy of orders for military training to the department head prior to requesting leave for such training. Any military pay received by the employee while on military training leave may be retained by the employee and shall be in addition to the regular salary which would have been received from the County had such training not been ordered. Except for employees in section (3) below, when military training leave is granted, it shall be in addition to any vacation leave, sick leave or compensatory time off to which an employee may be entitled.

(2) A fulltime or parttime provisional or unclassified employee who has been continuously employed by the County for at least one full year, at the time such military training is to commence, shall be granted a

leave of absence with pay as provided in section (1) above.

(3) A fulltime or parttime, temporary, provisional or unclassified employee who has not been continuously employed by the County for at least one full year at the time military training is to commence, may only be granted a leave of absence without pay, unless said employee chooses to utilize any accrued vacation leave or compensatory time off, for the duration, or any part of, the period of military field training.

#### ARTICLE 13 - Vacation

1. Vacation leave is earned and accumulated in the following manner:

a. One day per month in the first year for the first eleven (11) months, and four (4) days in the twelfth month, provided the initial date of hire is on or before the fourth day of the month.

b. From the beginning of the second year to and including the fifth year, employees earn vacation at the rate of 1-1/4 days per month (15 days per year).

c. From the beginning of the sixth year and thereafter, employees earn vacation at the rate of 1-2/3 days per month (20 days per year).

2. Parttime employees are eligible for vacation leave. The amount earned is proportional to the allowance of a fulltime employee. It is determined by the number of standard hours worked in each pay period and the employee's years of continuous service.

3. Seasonal, summer or per diem employees are not eligible for vacation leave.

4. General

a. When employees complete their first six (6) months of employment they may ask to take the balance of their

vacation leave for that calendar year. Beginning January 1, of each succeeding year of employment, employees may ask to use, in advance of earning, the full amount of vacation leave for that year. Any vacation time borrowed under this policy must be earned back by the last pay period of that calendar year, otherwise any negative vacation balance will either be charged to available compensatory time off time or deducted from the employee's pay.

b. In event of termination of employment prior to repayment of advanced vacation leave, the necessary salary adjustment will be made on the employee's final paycheck.

c. Earned vacation leave for one calendar year may be carried over and used during the following calendar year only. Except upon termination of employment, the employee will not be allowed to receive pay in place of taking his earned vacation leave.

d. If an employee resigns with proper notice, or plans to retire, the employee may be paid for earned and unused vacation leave as of the effective date of termination. In no case may an employee be paid for more than two (2) years of unused vacation leave.

e. If an employee should die while employed, a sum of money equal to earned and unused vacation leave shall be paid to his estate.

f. The salary paid to an employee while on vacation leave will be the same amount the employee would have earned while working regular straight time hours during vacation period.

g. Employees on leaves of absence without pay for more than two (2) weeks in any month do not earn vacation leave for that month.

2. Holiday Schedule

<u>Holiday</u>	<u>Will be Observed On</u>
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Columbus Day	Second Monday in October

3. General

a. If a holiday falls during an employee's vacation, an additional day of vacation shall be granted.

b. Holidays falling within a period of paid absence will entitle the employee to pay for such holidays. Periods of paid absence are: Sick Leave, Terminal Leave, Jury Duty Leave, Compensatory Time Off, Vacation Leave, *Funeral leave 9/25/72*

c. Holidays falling during an unpaid leave of absence will not be credited.

d. A department head, for good cause, may disallow holiday pay for any employee who does not work the day before or the day following a holiday.

e. Those fulltime employees not expressly exempted from overtime who work on a holiday, shall receive, at the option of the employee, either: 1) payment at a rate of time and one-half for all hours worked plus an additional day off for the day worked or, 11) standard time plus time and one-half for the hours worked. This shall not apply to white collar institutional workers who shall receive compensation as set forth in paragraph 3 (b) (8) of Article 11, above. Employees may request equivalent compensatory time off in lieu of pay for all hours worked on the holiday.

f. Parttime employees shall be paid for holidays at a straight time rate in an amount equal to what they would have received if the day on which the holiday fell would have been a regular working day.



- h. Employees on approved paid vacation leave or sick leave will continue to accrue vacation leave according to length of service and regular work schedule.
- i. Seasonal and per diem employees are not eligible for vacation leave.
- j. If a holiday, observed by the County, occurs during the period of the employee's vacation leave, it is not charged against the balance of the employee's vacation leave and an equivalent day off may be requested
- k. Every effort is made to arrange vacation schedules to meet the individual desires of all departmental employees. When there is conflict in the dates of proposed vacation schedules, preference is given to the employees with seniority. All requests for vacation leave must be approved by the employee's department head. The department head may require that vacations be scheduled in other than the summer months when the needs of the department require it.

ARTICLE 14 - Holidays

- 1. The County agrees to furnish the following holidays with pay to all employees covered by this Agreement:

New Year's Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Election Day
Good Friday	Armistice/Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Friday after Thanksgiving
Christmas Day	

g. Seasonal and per diem employees are not entitled to holidays.

ARTICLE 15 - Pension

The County shall continue in effect the pension plan offered to its employees in 1975, which is described, in part, as follows:

1. Membership in the contributory pension plan is compulsory for and only offered to permanent or unclassified employees of the County who earn more than \$500 a year. The payment of any retirement, death or disability benefits under the pension plan is separate and in addition to the Social Security entitlement for which the retiring member or beneficiary may qualify. Pension planning and advisory service are available in the Personnel Department. Employees are encouraged to make use of this service early in their careers.

2. Employees who are required to join the Retirement System receive free life insurance without medical examination under the Group Life Insurance Plan of the Retirement System. In addition, any employee under sixty (60) years of age, who is required to join the Retirement System, must also subscribe to the Contributory Life Insurance Plan of the Retirement System during the first year of pension membership. After one year, the employee may choose to drop the additional Contributory Life Insurance, but once it is terminated, it cannot be reinstated. The employee's rate of contribution for this additional life insurance is  $\frac{3}{4}$  of 1% of base salary.

3. The total amount of life insurance payable to the employees estate depends upon three things: annual salary, age and pension membership status at time of death. If actively employed at the time of death, insurance coverage is 1-1/2 times the employee's annual salary or three times if the employee has Contributory Life Insurance coverage in the final year of service. Upon retirement, life insurance coverage is continued for the retiree without cost to him, but the total amount of coverage is reduced.

ARTICLE 16 - Suspension & Grievance Procedure

1. Major Suspensions

a. In any case where a permanent employee in the classified service, as defined in Title 11 of the Civil Service Rules of the State of New Jersey, or where a temporary or provisional employee who has been employed by the County for at least 90 days, is issued a Preliminary Notice of Disciplinary Action involving: (1) suspension of more than five (5) days at one time; (2) suspensions or fines more than three times or for an aggregate of more than fifteen (15) days in one calendar year; (3) demotion; (4) removal, that employee shall have the right to appeal for a hearing before a Hearing Board of the Board of Chosen Freeholders.

The Hearing Board shall be the standing committee which has jurisdiction over the department of the employee seeking the appeal. The Hearing Board shall conduct a hearing and shall make specific findings of fact and report those findings to the Board of Chosen Freeholders of Bergen County for its final consideration and determination. The procedures set forth in the Civil Service Rules for the State of New Jersey shall also be applicable.

b. The Association shall have the right to represent any employee requesting representation, but individual employees shall have the right to elect to represent themselves.

c. The request for a hearing shall set forth in writing a statement by the employee of the facts relating to the suspension, fine, demotion or removal.

d. A County employee not in the classified service, defined in the Civil Service Rules for the State of New Jersey, appointed by resolution of the Board of Chosen Freeholders of Bergen County and serving at the pleasure of said Board is hereby excluded from the procedures set forth herein and nothing contained herein is intended to give said employee any right of a hearing or to an appeal.

2. Grievances and Minor Suspensions

a. Any grievance relating to the position, wages or working conditions of an employee, including suspensions for less than five days, fines, demotions and other disciplinary actions not covered in paragraph 1 above, shall be handled in the manner set forth below and at all stages

of the grievance procedure, the employee may elect to be represented by the Association or to represent himself or herself.

(1) The employee should discuss the grievance with his immediate supervisor. If the employee or the Association is not satisfied with the result of the discussion, the employee or the Association may file a written notice of grievance with the department head. If, for any reason, the employee does not wish to discuss the grievance with the supervisor, the employee or the Association may begin the procedure with the written notice to the department head.

(2) The department head shall make a determination on the grievance within five (5) days of the date it is received and shall advise the employee and the Association of the decision in writing.

(3) The employee or the Association may appeal the decision of the department head by appealing to the County Administrator, forwarding copies of all previous writings on the matter. The County Administrator shall determine whether a hearing is necessary on the grievance and if the Administrator finds that a hearing is needed may either conduct the hearing or assign it to a Hearing Officer. The County Administrator shall decide the matter within ten (10) days after the final date of the hearing and shall issue a written decision to the employee and the Association.

(4) If the decision of the County Administrator is not satisfactory to the employee or the Association, the employee or the Association shall have the right to submit only such grievances which are claimed violations,

misinterpretation or misapplication of the terms of this agreement and the County's policies directly affecting the employees or the Association to an arbitrator appointed by the parties from the arbitration panel maintained by the Public Employment Relations Commission of the State of New Jersey. The employee or the Association must deliver written notice of its decision to appeal to the County Administrator within ten (10) days of the receipt by the employee and the Association of the County Administrator's decision. The arbitrator shall have full power to hear the grievance and make a final decision, which decision shall neither modify, add to nor subtract from the terms of the agreement and the referenced policies. The decision shall be rendered within thirty (30) days after completion of the hearing and shall be binding on both parties. The cost of the arbitrator and his expense shall be borne equally by both parties, unless otherwise provided by law.

ARTICLE 17 - Released Time

In order to provide the orderly handling of grievance matters, the President, Grievance Chairperson, and Chairperson of the Board of Directors of the Association shall be released from their county duties for reasonable periods of time for the purpose of handling such grievance matters.

ARTICLE 18 - Seniority Rights

1. Permanent employees shall be entitled to recognition for seniority with respect to changes in job assignment, hours or working conditions within that title only.

2. Seniority shall be based on Civil Service title seniority which shall commence with the date of certification in that title.

3. As to employees working at the office of the Superintendent of Elections and Commissioner of Registration who received their first Civil Service certifications during the year 1975, seniority rights, as among themselves, shall be based upon the length of service in the job or title, whose duties were substantially similar to the duties under the title in which such employees were certified by Civil Service. The above is subject to the rules and regulations of the Civil Service Commission.

ARTICLE 19 - Shift Changes

Wherever possible, shift changes will be made at regularly scheduled times established by the department head, except in cases of emergency.

ARTICLE 20 - Dues Checkoff

Payroll deductions for dues may be made upon the submission by the Association of notification by the employee authorizing the deduction of dues from pay. The County Treasurer shall forward dues to the Association at regular intervals. Employees shall have the right to withdraw authority for deduction of dues in accordance with New Jersey State statutes.

ARTICLE 21 - Out of Title Work

In the event a permanent employee is temporarily assigned by the department head to perform duties which are not set forth in the employee's Civil Service job description and which are duties set forth in a Civil Service job description of a higher title and the employee performs those duties during fifty percent (50%) of his working time, over a period in excess of four (4) months, the employee shall be forthwith provisionally appointed by the County to the said higher title and shall be paid accordingly, pending the results of a Civil Service promotional examination. If the employee, as a result of the promotional examination, is not eligible for permanent appointment to the said title, the employee will revert to the previous permanent title and any increase in wages received as a result of the provisional appointment shall be terminated and the employee shall not thereafter be required to perform the duties of the said higher title.

ARTICLE 22 - Personnel File

All entries in an employee's personnel file shall be contained in both the County Personnel Department file and the operating department's file, if one exists. No entries, notations, documents, etc., shall be made or kept in a department file which are not also made or kept in the County Personnel file.

ARTICLE 23 - Layoffs

1. In the event that layoffs become necessary, the provisions of the New Jersey Department of Civil Service Administration Rules 4:1-16 to 4:1-16.6 shall be followed.

2. Notice shall be forwarded to the Association by the County Administrator of any general layoffs or of any layoffs limited to one or more departments at least forty-five (45)



days before such layoffs are due to become effective. Copies of the layoff notices to individual employees shall also be forwarded to the Association.

ARTICLE 24 - Use of Personal Vehicle

Whenever an employee is required to use his or her own vehicle on County business, he or she shall be compensated for such usage at the rate of \$0.14 per mile.

ARTICLE 25 - Continuation of Contract Provisions

All of the provisions of this Agreement shall continue in full force and effect beyond the stated expiration date set forth herein until a successor Agreement is executed and becomes effective.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and attested by its proper corporate officers and its corporate seal to be affixed and have hereunto set their hands and seals the day and year first above written.

COUNTY OF BERGEN

BY: [Signature]

ATTEST:

Louisa Weinberg  
Sept 23, 1976  
5:15 PM

BERGEN COUNCIL NO. 5  
NEW JERSEY CIVIL SERVICE ASSOCIATION

BY: [Signature]  
Agatha Hastings, President  
9/24/76  
[Signature]  
Anthony Parisi, 1st Vice President

WITNESS:

[Signature]

[Signature]  
GEORGE GALLAGHER,  
Member - Negotiating Committee

[Signature]  
ANNETTE VIOLA,  
Member - Negotiating Committee

[Signature]  
LORRAINE DAI,  
Member - Negotiating Committee

[Signature]  
JULIAN GANDOLFO,  
Member - Negotiating Committee

BERGEN COUNTY  
 WHITE COLLAR - STEP SYSTEM  
 \$460 - \$550 - \$650 - \$850 Steps to Maximum

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Additional Step as of 1/1/77
D05)	5,500	5,960	6,420	6,880	7,340	7,923						8,383
D06) 460	5,600	6,060	6,520	6,980	7,440	7,900	8,360					8,820
D07)	5,650	6,110	6,570	7,030	7,490	7,950	8,410	8,870				9,330
D08)	5,700	6,160	6,620	7,080	7,540	8,000	8,460	9,115				9,575
D09)	5,820	6,370	6,920	7,470	8,020	8,570	9,120	9,670				10,220
D10) 550	5,940	6,490	7,040	7,590	8,140	8,690	9,240	9,970				10,520
D11)	6,250	6,800	7,350	7,900	8,450	9,000	9,550	10,100	10,650			11,200
D12)	6,575	7,125	7,675	8,225	8,775	9,325	9,875	10,425	10,975			11,525
D13)	6,920	7,570	8,220	8,870	9,520	10,170	10,820	11,470				12,120
D14)	7,275	7,925	8,575	9,225	9,875	10,525	11,175	11,885				12,535
D15) 650	7,665	8,315	8,965	9,615	10,265	10,915	11,565	12,456				13,106
D16)	8,150	8,800	9,450	10,100	10,750	11,400	12,050	12,700	13,426			14,076
D17)	8,725	9,375	10,025	10,675	11,325	11,975	12,625	13,275	13,925	14,575		15,225
D18)	9,030	9,880	10,730	11,580	12,430	13,280	14,130	14,980				15,830
D19)	9,240	10,090	10,940	11,790	12,640	13,490	14,340	15,190	16,040			16,890
D20)	9,485	10,335	11,185	12,035	12,885	13,735	14,585	15,435	16,285			17,135
D21) 850	10,125	10,975	11,825	12,675	13,525	14,375	15,225	16,075	16,925	17,775		18,625
D22)	10,815	11,665	12,515	13,365	14,215	15,065	15,915	16,765	17,615	18,539		19,389
D23)	11,550	12,400	13,250	14,100	14,950	15,800	16,650	17,500	18,350	19,476		20,326
D24)	12,340	13,190	14,040	14,890	15,740	16,590	17,440	18,290	19,140	19,990	20,840	21,690
D25)	13,020	13,870	14,720	15,570	16,420	17,270	18,120	18,970	19,820	20,670	21,808	22,658

SCHEDULE B

Example 1 - Employee A, Grade D06

	1976		1977	1978
<u>1975</u>	<u>(Base Salary)</u>	<u>(Lump Sum Payment)</u>	<u>(Lump Sum Payment)</u>	<u>(Base Salary)</u>
\$6,265	\$6,520	\$205	\$102.50	\$7,440

Example 2 - Employee B, Grade D06

	1976		1977	1978
<u>1975</u>	<u>(Base Salary)</u>	<u>(Lump Sum Payment)</u>	<u>(Lump Sum Payment)</u>	<u>(Base Salary)</u>
\$6,461	\$6,520	\$401	\$ -0-	\$7,900

Example 3 - Employee C, Grade D24

	1976		1977
<u>1975</u>	<u>(Base Salary)</u>	<u>(Lump sum Payment)</u>	<u>(Base Salary)</u>
\$17,077	\$17,440	\$487*	\$19,140

BUT: Actual payment made to employee in 1977: \$18,927, arrived as follows:

\*Should be \$3.85 higher as a result of 5%, instead of \$850.

\$19,140	- 1977 base salary
- 17,927	- 1976 actual payments in base and lump sum
\$1,213	- (\$213 over \$1,000 limit)

\$19,140 minus \$213 = \$18,927 - actual payment made in 1977.

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
241140	ACCOUNTANT	22*
252140	ACCOUNT CLERK	8
252150	ACCOUNT CLERK (TYPING)	8
650080	ADMINISTRATIVE CLERK, CIVIL DEFENSE	13
650510	ADMINISTRATIVE CLERK, CLERK OF THE BOARD OF FREEHOLDERS	21*
650115	ADMINISTRATIVE CLERK, COUNTY ADJUSTER'S	18*
650290	ADMINISTRATIVE CLERK, COUNTY POLICE DEPARTMENT	18*
650280	ADMINISTRATIVE CLERK, HEALTH	20*
650370	ADMINISTRATIVE CLERK, PROSECUTOR'S OFFICE	18*
640180	ADMINISTRATIVE SECRETARY, CTY. ADM. ADMINISTRATIVE SECRETARY, CLERK OF THE BOARD OF FREEHOLDERS	18* 19*
640085	ADMINISTRATIVE SECRETARY, COUNTY BOARD OF TAXATION	18*
640435	ADMINISTRATIVE SECRETARY, COUNTY COUNSEL	20*
640130	ADMINISTRATIVE SECRETARY, PLANNING BOARD	15*
640360	ADMINISTRATIVE SECRETARY, PUBLIC WORKS	15*
640390	ADMINISTRATIVE SECRETARY, SHERIFF AIDE TO PRESIDING JUDGE, DISTRICT COURT	18* DUA*
121095	ARCHITECTURAL DRAFTSMAN, M/W	18
311040	ASSIGNMENT CLERK, SUPERIOR COURT	DUA*
	ASSISTANT ARCHITECT	18
043105	ASSISTANT CHIEF MECHANIC, VOTING MACHINES	12
043100	ASSISTANT CUSTODIAN & CHIEF MECHANIC VOTING MACHINES	20
110160	ASSISTANT ENGINEER	19*
	ASSISTANT HEALTH EDUCATOR	18*

130070	ASSISTANT PLANNER	16
321110	ASSISTANT PROJECT ADMINISTRATOR, PROBATION VOLUNTEER PROGRAM	AND*
	ASSISTANT SUPERVISOR OF RECORDS, COMMISSIONER OF REGISTRATION	11
603040	BOOKBINDER	14
674070	BOOKKEEPING MACHINE OPERATOR	7
674073	BOOKKEEPING MACHINE OPERATOR (TYPING)	7
294090	CANCELLATION CLERK	11
	CANCELLATION CLERK (TYPING)	11
270100	CASHIER	9
270102	CASHIER (TYPING)	9
354010	CHIEF FIRE INSTRUCTOR	18*
730070	CHIEF INVESTIGATOR, REGISTRATION & ELECTIONS	14
651070	CLERK	5
253060	CLERK BOOKKEEPER	8
253065	CLERK BOOKKEEPER (TYPING)	8
653100	CLERK STENOGRAPHER	8
671040	CLERK TRANSCRIBER	7
654310	CLERK TYPIST	6
481040	CLINICAL PSYCHOLOGIST	20*
682040	COMPUTER OPERATOR	12
	COMMUNITY ASSISTANT, AGRICULTURE	AND
540201	COMMUNITY SERVICES PLANNER, OFFICE OF AGING	AND*
	CONFIDENTIAL AIDE, SHERIFF	17*
	CONFIDENTIAL AIDE, FREEHOLDER DIRECTOR	19*
	CONFIDENTIAL AIDE, JUVENILE AND DOMESTIC RELATIONS COURT	12

	CONFIDENTIAL AIDE, SURROGATE'S OFFICE	17
641490	CONFIDENTIAL SECRETARY	13
	CONFIDENTIAL SECRETARY, ASSIGNMENT JUDGE	15
584060	COUNSELOR, PENAL INSTITUTION	16
360130	COUNTY RADIOLOGICAL DEFENSE COORDINATOR CIVIL DEFENSE (P/T)	AND*
313090	COURT ATTENDANT	ANB
310050	COURT CLERK	18*
310055	COURT CLERK (TYPING)	18*
310050	COURT CLERK SURROGATE'S COURT	18*
683040	DATA CONTROL CLERK	8
	DATA CONTROL CLERK (TYPING)	8
681040	DATA PROCESSING PROGRAMMER	15
	DEPUTY ASSIGNMENT CLERK, DISTRICT COURT	DUA*
	DEPUTY CHIEF CLERK, JUVENILE AND DOMESTIC RELATIONS COURT	19*
	DEPUTY CHIEF CUSTODIAN	15
310125	DEPUTY CLERK, DISTRICT COURT	20*
310140	DEPUTY DISTRICT COURT CLERK	18*
310130	DISTRICT COURT CLERK	25*
302200	DOCKET CLERK	7
302203	DOCKET CLERK (TYPING)	7
	DOCKET FILE, MACHINE OPERATOR	9
122050	DRAFTSMAN, M/W	10
731040	ELECTIONS CLERK	8
731044	ELECTIONS CLERK (TYPING)	8
121060	ENGINEERING DRAFTSMAN, M/W	10
514040	FAMILY COUNSELOR	20*
282050	FIELD REPRESENTATIVE, COUNTY BOARD OF TAXATION	12
492070	FIELD REPRESENTATIVE, DISEASE CONTROL	15

496070	FIELD REPRESENTATIVE, HEALTH EDUCATION	17
354050	FIRE INSTRUCTOR	15
420400	FIRE INSTRUCTOR, P/T GRADUATE NURSE	AND 14
422105	GRADUATE NURSE, PUBLIC HEALTH	14
252010	HEAD ACCOUNT CLERK	16
651010	HEAD CLERK	16
653010	HEAD CLERK STENOGRAPHER	15
496040	HEALTH EDUCATOR	20*
302290	INDEX CLERK	7
	INDEX CLERK & KEYPUNCH MACHINE OPERATOR	7
610040	INTERPRETER, SPANISH (TYPING)	13
730060	INVESTIGATOR, REGISTRATION & ELECTIONS	9
532090	INVESTIGATOR, COUNTY ADJUSTER'S OFFICE	13
321080	INVESTIGATOR, PROBATION DEPARTMENT	13
321090	INVESTIGATOR TRAINEE, PROBATION DEPARTMENT	11
684060	KEY PUNCH MACHINE OPERATOR	6
684010	KEY PUNCH SUPERVISOR	13
590120	LAW LIBRARIAN	AND*
301240	LEGAL RESEARCH ASSISTANT	AND*
653160	LEGAL STENOGRAPHER	11
653160	LEGAL STENOGRAPHER, COUNTY COUNSEL	12
652050	MAIL CLERK	6
043118	MECHANIC, VOTING MACHINES	12
670130	MICROFILM OPERATOR	7
651210	NATURALIZATION CLERK	12
673010	OFFSET MACHINE OPERATOR	11
670090	PHOTOSTAT OPERATOR	7
120050	PLANNING DRAFTSMAN, M/W	12
420510	PRACTICAL NURSE, HEALTH DEPARTMENT	9



252040	PRINCIPAL ACCOUNT CLERK	13
252060	PRINCIPAL ACCOUNT CLERK (TYPING)	13
674030	PRINCIPAL BOOKKEEPING MACHINE OPERATOR	12
270070	PRINCIPAL CASHIER	14
	PRINCIPAL CASHIER (TYPING)	14
651040	PRINCIPAL CLERK	13
651040	PRINCIPAL CLERK, SUPERINTENDENT OF SCHOOLS	12
651050	PRINCIPAL CLERK (TYPING)	13
253030	PRINCIPAL CLERK BOOKKEEPER	13
253030	PRINCIPAL CLERK BOOKKEEPER, TREASURER'S OFFICE	15
253032	PRINCIPAL CLERK BOOKKEEPER (TYPING)	13
653030	PRINCIPAL CLERK STENOGRAPHER	14
681020	PRINCIPAL DATA PROCESSING PROGRAMMER	20*
	PRINCIPAL DOCKET CLERK (TYPING)	13
110090	PRINCIPAL ENGINEER	24*
121030	PRINCIPAL ENGINEERING DRAFTSMAN, M/W	19
302270	PRINCIPAL INDEX CLERK	13
653130	PRINCIPAL LEGAL STENOGRAPHER	15
130035	PRINCIPAL PLANNER	20*
120030	PRINCIPAL PLANNING DRAFTSMAN, M/W	17
110090	PRINCIPAL ENGINEER	24*
111050	PRINCIPAL ENGINEER, STRUCTURAL	24*
	PRIVATE SECRETARY, DIRECTOR OF PUBLIC WORKS	14
302420	PROBATE CLERK	15
	PROJECT COORDINATOR PATIENT EDUCATION, HEALTH	AND*
660620	PROPERTY CLERK	8

422100	PUBLIC HEALTH NURSE	15
004020	PUBLIC HEALTH NUTRITIONIST	20*
642020	RECEPTIONIST	6
642025	RECEPTIONIST (TYPING)	6
292040	RIGHT-OF-WAY NEGOTIATOR	18
167310	SANITARY AND PLUMBING INSPECTOR	18
167200	SANITARY INSPECTOR	17
167220	SANITARY INSPECTOR TRAINEE	6
	SECRETARY, SUPT. OF ELECTIONS & COMM. OF REGISTRATIONS	13
252080	SENIOR ACCOUNT CLERK	10
252090	SENIOR ACCOUNT CLERK (TYPING)	10
603030	SENIOR BOOKBINDER	17
674040	SENIOR BOOKKEEPING MACHINE OPERATOR	10
270080	SENIOR CASHIER	13
270090	SENIOR CASHIER (TYPING)	13
651060	SENIOR CLERK, OFFICE ON AGING P/T	AND
253045	SENIOR CLERK BOOKKEEPER (TYPING)	10
653060	SENIOR CLERK STENOGRAPHER	10
671030	SENIOR CLERK TRANSCRIBER	9
654290	SENIOR CLERK TYPIST	9
682030	SENIOR COMPUTER OPERATOR	14
683030	SENIOR DATA CONTROL CLERK	11
681030	SENIOR DATA PROCESSING PROGRAMMER	19
302190	SENIOR DOCKET CLERK	10
302195	SENIOR DOCKET CLERK (TYPING)	10
122040	SENIOR DRAFTSMAN, M/W	14
	SENIOR ELECTIONS CLERK, (TYPING)	10
110105	SENIOR ENGINEER, CIVIL	21*

112100	SENIOR ENGINEER, HYDRAULIC	21*
121040	SENIOR ENGINEERING DRAFTSMAN, M/W	15
282040	SENIOR FIELD REPRESENTATIVE, COUNTY BOARD OF TAXATION	18
354040	SENIOR FIRE INSTRUCTOR	16
302280	SENIOR INDEX CLERK	9
	SENIOR INDEX CLERK & KEY PUNCH MACHINE OPERATOR	9
532070	SENIOR INVESTIGATOR, COUNTY ADJUSTER'S OFFICE	15
	SENIOR INVESTIGATOR, PROBATION DEPARTMENT	15
684040	SENIOR KEY PUNCH MACHINE OPERATOR	8
653150	SENIOR LEGAL STENOGRAPHER	14
651207	SENIOR NATURALIZATION CLERK	14
673005	SENIOR OFFSET MACHINE OPERATOR	13
670080	SENIOR OFFSET PHOTOSTAT OPERATOR	11
130040	SENIOR PLANNER	18
130130	SENIOR PLANNING AIDE	13
302410	SENIOR PROBATE CLERK	17
422090	SENIOR PUBLIC HEALTH NURSE	17
	SENIOR PURCHASE SPECIFICATIONS WRITER	22*
642019	SENIOR RECEPTIONIST (TYPING)	8
167190	SENIOR SANITARY INSPECTOR	18*
681005	SENIOR SYSTEMS ANALYST	21*
630110	SENIOR TELEPHONE OPERATOR	8
101080	SENIOR TRAFFIC ANALYST	13
512150	SOCIAL CASE WORKER	16
512170	SOCIAL WORKER, CHILDREN'S SHELTER	16
302340	SPECIAL DEPUTY SURROGATE	DUA*
	STUDENT INTERN, PROBATION P/T	AND
270040	SUPERVISING CASHIER	15