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This agreement made this 13th day of January,
1978, between the Camden County Welfare Board, hereinafter referred to as
the Board, and the Camden County Welfare Board Employees' Association,
hereinafter referred to as the Association, has as its purpose the promotion
of harmonious relations between the Board and the Association in order that
continuous and efficient service be rendered to the community.

INTRODUCTORY STATEMENT

It is the intention of both the Board and the Association
that this Agreement effectuate the policies of the NJSA 34:13A-1 et seq.
and be construed in harmony with the Rules and Regulations of the New Jersey
Civil Service Commission.

WITNESSETH:

Whereas, the Association has presented proof that it re-
presents a majority of public employees in a professional negotiating unit
in accordance with NJSA 34A-5.3 and has also submitted proof that by a vote
of said professional personnel it has agreed to admit clerical and parapro-
fessional employees to its association; and

Whereas, the Board and the Association have in good faith
conducted negotiations with respect to grievances and terms and conditions
of employment, and

Whereas, it is agreed that all the rights, powers, pre-
rogatives and authorities that the Board had prior to the signing of this
agreement are retained by the Board except those and only to the extent
that they are specifically abridged or modified by this Agreement. It is
further agreed that the said management rights are not subject to any
grievance procedures set forth in Article X hereof.

ARTICLE I

The Employer recognizes the Association as the exclusive representative for collective negotiations with respect to establishing salaries, wages, hours and other conditions of employment for all of the employees of the Board but excluding the Director, ^{Personnel Officer, Chief Clerk} Deputy Director/and Administrative Supervisors of the Board. Included in the Association shall be all employees, as stated above, whether temporary, provisional or permanent employees of the Board.

ARTICLE II

The Board, upon receipt of a duly authorized assignment form, in writing, signed by the member of the Association, agrees to deduct, from the second pay check, each month, the established monthly dues of the Association. It is further agreed that only 12 such deductions shall be made during the calendar year. It is further agreed that the Board shall remit such deductions to the Association prior to the 10th day of the month following the month for which deductions are made. Any change in the amount of dues to be deducted shall be submitted to the Board by the Association at least 30 days prior to the date on which the deduction of Association dues is to be made.

ARTICLE III

A. The normal work week from January 1, 1971 to December 31, 1971, shall consist of $32\frac{1}{2}$ hours per week, $6\frac{1}{2}$ hours per day, five days per week. Compensable time shall be granted to employees for extended work beyond the six and one half hour day. In emergent situations employees may be requested to work overtime and may be paid at a rate of one and one-half times their regular salary subject to the approval of the Director or Deputy Director, and the Board.

B. The Director or his designee may stagger lunch hours so that the public may be served, and such lunch hour shall not be construed as an hour of work in the $6\frac{1}{2}$ work hour day.

C. In the event of emergencies, hours other than the customary 6½ hour work day may be requested by the Board of the employees.

ARTICLE IV

Seniority, which is defined as continuous service with the Board, will be given due consideration by the Board, with respect to promotions.

ARTICLE V

A. The legal paid holidays, as specified by the Department of Institutions and Agencies, are as follows:

New Years	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Election Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving
Independence Day	Christmas

In addition to the aforementioned holidays, the Board will grant a holiday when the Board of Chosen Freeholders of Camden County declares a holiday for all County employees other than those holding constitutional positions. In the event any of the above holidays falls on a Sunday, it shall be celebrated on the following Monday.

B. The employee shall be eligible for holiday pay if he worked his last scheduled day prior to the holiday and also worked his first scheduled day after the holiday unless he is excused by the Board or is absent for reasonable cause, in the discretion of the Board.

C. If the holiday falls during an employee's vacation, he shall be given an additional day's vacation for the holiday.

D. If an employee works on any of the above holidays he shall be given a compensatory day and one half off from work at the earliest possible opportunity.

ARTICLE VI

A. Permanent employees shall be granted vacation leave as follows:

1. One working day for each month of employment during the first calendar year of employment.

2. Twelve working days after the first calendar year of employment up to and including 10 years of employment.

3. Fifteen working days after the first ten years of employment and up to and including the 20th year of employment.

4. Twenty working days after 20 years of employment.

B. Temporary employees shall be granted one working day of vacation for each full month of employment.

C. No vacation leave in excess of the amount actually earned will be approved in anticipation of continued employment.

ARTICLE VII

Permanent employees of the Board will be allowed one day with pay for personal business or religious holidays subject to the following conditions:

1. Requests must be made in writing in advance of the requested day from the employee's immediate superior.

2. Leave must be used within the calendar year and shall not be cumulative from year to year.

3. Personal leave shall not be granted at the beginning or end of a vacation, paid holiday, or at the beginning or end of a work week

except in cases of emergency or religious holiday.

ARTICLE VIII

A. Leave of absence without pay may be granted, at the discretion of the Board, to permanent employees, for any reason considered good by the Welfare Board, for a period not to exceed 3 months. Such leaves may be renewed by the Welfare Board for a period not to exceed 3 months.

B. Employees granted leave of absence without pay shall not acquire sick leave or vacation leave during the months of their absence.

ARTICLE IX

The sick leave policy for employees of the Board shall be in accordance with Civil Service Rules and New Jersey Statutes, Title 11:24A-3.

ARTICLE X

A. Grievances mean complaints by employees that there has been an unfair, inequitable or unjust treatment of him in regard to the performance of his duties. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the Administration, and have the grievance adjusted without the intervention of the Association.

B. Steps of the Grievance Procedure:

Step 1. a. An aggrieved employee shall institute action under the provisions hereof in writing, signed and delivered to his supervisor within 15 working days of the occurrence complained of. Failure to act within 15 days shall be deemed to constitute an abandonment of the grievance.

b. The Supervisor shall render a decision in writing within 3 working days after receipt of the grievance.

Step 2. a. In the event a satisfactory settlement has not been reached, the employee shall, in writing and signed, file his complaint with the Director of Welfare within 5 working days following the determination by the Supervisor.

b. The Director of Welfare or his representative shall conduct a hearing within 5 working days from the receipt of the complaint.

c. The Director shall render his decision in non-disciplinary matters within 10 working days. On disciplinary matters resulting in suspension the Director shall submit his findings of fact to the aggrieved person and the Board within 10 working days following the hearing.

Step 3. Should the employee disagree with the findings of the Director or his representative the employee may, within 3 days, submit to the Board a statement in writing and signed as to the issues in dispute and request a hearing. The Board shall at its next regular meeting review the decision of the Director, hold such hearing, and render a decision thereon within the next 5 working days.

ARTICLE XI

A. All professional employees, including Case Workers and Casework Supervisors shall receive a wage increase for 1971 in the amount of 10% of their base salary adjusted to the nearest multiple of \$60.00 in their present classification. All clerical, paraprofessionals, and homemaker service employees shall receive a wage increase for 1971 in the amount of 11% of their base salary adjusted to the nearest multiple of \$60.00 in their present classification. It is understood and

agreed that no salary increase will be made to any employee over the maximum of the range in which they are placed.

B. The salary range for all employees of the Board commencing on January 1st, 1971, shall be as follows:

<u>TITLE</u>	<u>RANGE #</u>	<u>SALARY RANGE</u>
Clerk	13	3840-5280
Clerk Typist	14	4020-5460
Service Aide Trainee	14	4020-5460
Receptionist (Typing)	14	4020-5460
Key punch Mech. Operator	15	4200-5640
Multigraph Operator	15	4200-5640
Account Clerk	15	4200-5640
Clerk Transcriber	15	4200-5640
Account Clerk (Typing)	16	4380-5780
Telephone Operator	16	4380-5780
Clerk Typist-Int. Spanish	16	4380-5780
Receptionist-Int. Spanish	16	4380-5780
Homemaker	17	4500-6420
Senior Clerk Typist	18	4740-6660
Senior Clerk Transcriber	18	4740-6660
Senior Account Clerk	18	4740-6660
Senior Clerk	18	4740-6660
Welfare Aide	20	5220-7140
Principal Account Clerk	22	5700-8100
Principal Clerk (Typing)	22	5700-8100
Principal Tab. Operator	22	5700-8100
Principal Clerk Stenographer	23	6000-8400
Head Account Clerk	26	6900-9300
Investigator Co. Welfare Board	26	6900-9300
Caseworker	27	7200-9600
Chief Clerk	28	7500-9900
Accountant	31	8340-11,700
Supervisor of Casework	32	8760-12,120
Training Supervisor	34	9600-12,960
Personnel Officer	34	9600-12,960

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ARTICLE XII

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

ARTICLE XIII

This Agreement shall be in effect from January 1st, 1971 through December 31st, 1971. Negotiations over a successor contract shall begin not later than September 15th, 1971, at the request of either party, a copy of which written request shall be delivered to the other party. This Agreement is subject to the provision of funds for the purpose of enacting the salary increments by the Board of Chosen Freeholders of Camden County and the State of New Jersey, Department of Institutions and Agencies, Division of Public Welfare.

In Witness Whereof, the parties have caused the same to be executed by its respective officers or agents on this 13th day of ^{January 1971} ~~December~~, 1970.

Camden County Welfare Board
Employees' Association

[Signature]

[Signature]

Camden County Welfare Board

[Signature]
John Lane, Chairman

Attest:

[Signature]
Helen Segal, Secy. Treasurer

Reviewed and approved by the Division of Public Welfare, New Jersey Department of Institutions and Agencies

[Signature]
Irving J. Engelman, Director

[Signature]
Frank A. Mason, Director,
Office of Employee Relations
Governor's Office