

CAMDEN COUNTY COLLEGE  
BLACKWOOD, NEW JERSEY

AGREEMENT

between

BOARD OF TRUSTEES  
OF  
CAMDEN COUNTY COLLEGE

AND

INTERNATIONAL UNION OF ELECTRONIC,  
ELECTRICAL, TECHNICAL, SALARIED & MACHINE WORKERS,  
AFL - CIO, LOCAL 440

Secretaries, Clerks, Bookkeepers,  
Graphic Arts and Switchboard Operators

1985 - 1988

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1. ARTICLE I - PURPOSE

2. It is the intent and purpose of the parties hereto to  
3. set forth herein the Agreement covering rates of pay, hours  
4. of work, and conditions of employment to be observed by the  
5. parties hereto and to secure closer and more harmonious  
6. relations between said parties.

7. ARTICLE II - RECOGNITION

8. The College recognizes the Union as the exclusive  
9. bargaining agent for all its employees for the purpose of  
10. collective bargaining in respect to wages, hours and  
11. working conditions.

12. The term "employees" as used in the Agreement shall  
13. include all Secretaries, Clerks, Bookkeepers, Graphic Arts  
14. and Switchboard Operators, full and part-time exclusive of  
15. employees in the Office of the President, the Office of  
16. Personnel and Labor Relations and the Payroll Clerk.

17. ARTICLE III - RIGHT TO ORGANIZE

18. All present and newly hired employees, covered by this  
19. Agreement, may on the thirtieth (30th) calendar day of their  
20. employment, or thirty (30) days after the effective date of  
21. this Agreement, whichever is the later, become members in good  
22. standing of the Union and may maintain such membership in the  
23. Union during the life of this Agreement.

24. ARTICLE IV - CHECKOFF

25. For the duration of this Agreement, the College shall  
26. deduct from each pay of each month, the semi-monthly Union  
27. dues for those employees in the bargaining unit whose written  
28. and signed authorizations are received by the College.

29. The College shall forward a check for the total of such  
30.

1. deductions to the Financial Secretary of the Union each  
2. pay day for which the deduction is made. The following  
3. dues deduction authorization shall be in the form as  
4. follows:

5. CHECKOFF AUTHORIZATION

6. I.U.E. LOCAL 440

7. TO: \_\_\_\_\_

8. (Name of College & Location) (Effective Date)

9. I authorize and direct that you checkoff from my pay  
10. each month an amount equal to I.U.E. Local 440 membership  
11. dues, and to promptly remit same to Local 440, International  
12. Union of Electrical Workers (Affiliated with the AFL-CIO).

13. This checkoff is valid and is not revocable until:

14. (a) The expiration of contract; or

15. (b) One year from signature.

16. Revocation shall be in effect only if I give you and  
17. Local 440, International Union of Electrical, Radio and  
18. Machine Workers written notice by individual certified mail,  
19. return receipt requested.

20. \_\_\_\_\_  
21. Date

\_\_\_\_\_ Employee's Signature

22. Initiation Dues: \_\_\_\_\_

23. ARTICLE V

24. Agency Shop Provision for Non-Members

25. A. The Union President shall submit to the College  
26. Personnel Office a list of names of employees  
27. covered by this contract who are not currently  
28. dues paying members. The College in compliance  
29. with State Law and this Agreement, will deduct  
30. from non-union employees in this bargaining unit

1. a representation fee equal to eighty-five percent  
2. (85%) of the amount set for union members (this  
3. amount will be determined by the Union Treasurer  
4. and is to be paid by payroll deduction).
5. B. It is agreed by the parties to this Agreement that  
6. the Board shall have no other obligation or liability,  
7. financial or otherwise (other than set forth herein)  
8. because of actions arising out of the understandings  
9. expressed in the language of the Article. It is  
10. further understood that once the funds deducted are  
11. remitted to the Union the disposition of such funds  
12. thereafter shall be the sole and exclusive obligation  
13. and responsibility of the Union.
14. C. The Union shall indemnify and save the Board (and  
15. College) harmless against any and all claims, demands,  
16. suits or other forms of liability including reasonable  
17. legal and/or representation fees resulting from any  
18. of the provisions of this Article or in reliance on  
19. any list, notice or assignment furnished under this  
20. Article.

21. ARTICLE VI - MANAGEMENT

22. Recognition of Rights and Functions of Management

23. I. Subject to the provision of this Agreement, the Union  
24. agrees that supervision, management and control of the  
25. Camden County College operations are exclusively the  
26. function of the College and that the College has the  
27. right to make such reasonable rules and regulations  
28. as it considers necessary or advisable for the orderly  
29. and efficient conduct of its operations.
30. II. It is the prerogative of the College from time to

1. time to modify, change, to select and determine all  
2. qualifications of new employees, and the methods by  
3. which such qualifications are to be determined; to  
4. assign Union members as the College shall in its  
5. judgment determine proper; to fix all or any assign-  
6. ments as to wages and hours which need be uniform.  
7. III. Subject always to the right of the Union to bargain  
8. collectively with the College with respect to salaries,  
9. grievances, and other terms and conditions of employ-  
10. ment, the exercise by the College of any one or more  
11. of its prerogatives, as set forth above, shall not at  
12. any time be subject to collective bargaining as pro-  
13. vided in this Agreement.

14. ARTICLE VII - DISCRIMINATION

15. I. There shall be no discrimination, interference, re-  
16. straint, intimidation or coercion by the College and  
17. its representatives or by the Union and its repre-  
18. sentatives on account of any employee's sex, race,  
19. color, creed, national origin, marital status, age,  
20. handicap, or veteran's status.  
21. II. There shall be no discrimination against any employee  
22. on account of membership in the Union or on account of  
23. employees' participation in any Union activities,  
24. defined to mean the fulfillment of steward functions.

25. ARTICLE VIII - HOURS AND OVERTIME

26. SECTION 1

27. The standard work week shall be thirty-five (35) hours per  
28. week, seven (7) hours per day, five (5) days per week from  
29. Monday through Friday.

30.

1.       SECTION 2

2.       The Union shall be notified within a reasonable time of any  
3.       proposed changes in the above working schedule. Any differ-  
4.       ences or disputes concerning any such proposed changes shall  
5.       be handled through the grievance procedures.

6.       SECTION 3

7.       All work performed in excess of seven (7) hours in a single  
8.       day, in excess of thirty-five (35) hours in any given week  
9.       and all work performed on Saturday shall be paid for at one  
10.      and one-half (1½) times the regular straight time rate.

11.      SECTION 4

12.      Double time shall be paid for all work performed on Sunday.  
13.      Work performed on listed holidays shall be paid for at double  
14.      time and a half (2½) which shall include all remuneration  
15.      including pay for the holiday and overtime premium.

16.      SECTION 5

17.      No employee will be asked to work on holidays that are  
18.      observed by the College and listed in this Agreement. If  
19.      the College knows of its overtime requirements, it will  
20.      endeavor to give notice of three (3) days of overtime re-  
21.      quirements and three (3) days notice of requested Saturday  
22.      overtime.

23.      SECTION 6

24.      If requested to, employees will be expected to work reasonable  
25.      overtime.

26.      SECTION 7

27.      If any employee is injured during the course of the work day  
28.      and requires medical or surgical attention, she/he will be  
29.      paid the balance of the regular work day on which such injury  
30.

1. occurs at his/her regular hourly rate.
2. SECTION 8
3. In the event that the Board of Trustees should institute
4. classes on Saturday during the college year, the work week
5. for this shift should then be from Tuesday through Saturday
6. inclusive. Employees placed on this as a weekly schedule
7. shall either be newly hired for this schedule or old employees
8. may select that as their regular work week.
9. SECTION 8A
10. In the event that the Board of Trustees should institute
11. classes on Sunday during the college year, the work week for
12. these shifts should then be Wednesday through Sunday inclusive.
13. Employees placed on this weekly schedule shall either be newly
14. hired for this schedule or old employees may select that as
15. their regular work week.
16. All work performed in excess of seven (7) hours in a single
17. day, or in excess of thirty-five (35) hours in a given week
18. and all work performed on a sixth day shall be compensated
19. at one and one-half times ( $1\frac{1}{2}$ ) the regular straight time rate.
20. Double time shall be paid for all work performed on a seventh
21. day. Work performed on listed holidays shall be paid at double
22. time and one-half ( $2\frac{1}{2}$ ) which shall include all remuneration
23. including pay for the holiday and overtime premium.
24. SECTION 9
25. Office Hours:
26. (1) Offices during the basic school year, September 1
27. through May 31 shall be open five (5) days per week
28. (Monday to Friday) 8:30 A.M. to 4:30 P.M. These
29. hours will also apply for the Tuesday through
30. Saturday and Wednesday through Sunday work week



1. (One (1) hour for lunch).
2. Regarding work shifts for secretarial personnel:
3. a. The College will attempt to mutually agree with
4. the involved employees regarding the filling of
5. a second shift(s).
6. b. Thereafter, if no mutual agreement is reached the
7. position will be put up for bid and if not satis-
9. factorily resolved thereafter, if necessary,
10. alternative measures regarding new hires to fill
11. positions or transfers will be utilized to com-
12. plete implementation.
13. c. Such new second shift employees shall receive \$.25
14. additional compensation for each hour of such
15. shift(s).
16. d. If a Tuesday through Saturday schedule is initiated
17. then those employees affected shall receive an
18. additional \$250.00 per annum.
19. (2) Offices during the summer months (June 1 through
20. August 31) shall be open from 8:30 A.M. to 4:00 P.M.
21. (One (1) hour for lunch).
22. (3) Employees may be allowed time during the period from
23. Christmas to New Year's when granted such approval
24. by her immediate supervisor. Said time will be
25. either deducted from her salary on a daily prorated
26. basis for the days used or vacation entitlement.
27. ARTICLE IX - COLLEGE CLOSINGS
28. I. If roads and/or weather conditions are deemed unsafe
29. for travel by students and faculty and classes there-
30. fore cancelled, this same policy shall also apply to

1. employees.
2. II. When conditions at the College are such that personal
3. safety and personal property are in danger, employees
4. shall notify their immediate supervisor. At that
5. point, the President or his designee will determine
6. the extent of the conditions relating to the personal
7. safety and personal property of the employees and at
8. that time notify all concerned of this decision.

9. ARTICLE X - REPORTING TIME

10. Employees who report to work at their regular starting

11. time and have not been given at least one day's notice not to

12. report, shall be guaranteed at least four (4) hours work or

13. pay, except when the inability to provide four (4) hours work

14. is due to an "Act of God" beyond the control of the College.

15. ARTICLE XI - SENIORITY

16. SECTION 1

17. Seniority shall be defined as the employee's length of con-

18. tinuous service beginning with her/his original date of hire.

19. SECTION 2

20. A. In the case of a layoff, an employee up for disposi-
21. tion will first be required to fill a vacancy, if
22. one exists, within the same classification with the
23. provision that he/she is qualified to do the work.
24. If no vacancy exists, the qualified employee up for
25. disposition will then have the option of either
26. displacing the least senior employee in the same
27. or lower classification.
28. B. In the event the employee up for disposition elects
29. to displace an employee in a lower classification
30. she/he shall receive the rate of pay of the employee

1. displaced.
2. C. An employee up for disposition may elect to be laid
3. off rather than displace another employee.
4. D. In no event shall this article supersede affirmative
5. action or equal opportunity programs or rules or
6. regulations.

7. SECTION 3

8. Recall from layoff shall be accomplished in the inverse order
9. of the layoff. Employees shall be required to be able to per-
10. form the work.

11. SECTION 4

12. All employees shall be notified by certified mail, directed,
13. to the address of the employee as stated in College records,
14. to return to work and to be allowed five (5) work days in
15. which to report to work after such notice before any loss of
16. seniority occurs.

17. SECTION 5

18. Employees on layoff shall be recalled to work prior to the
19. College hiring new employees. Employees shall be eligible
20. for recall when on layoff for a period not to exceed the
21. following:
  22. Seniority up to three (3) years - not to exceed twelve
  23. (12) months.
  24. Seniority three (3) years and up to five (5) years - not
  25. to exceed eighteen (18) months.
  26. Seniority five (5) years and up to ten (10) years - not
  27. to exceed twenty-four (24) months.
  28. Seniority ten (10) years and up to fifteen (15) years -
  29. not to exceed thirty (30) months.
  30. Seniority fifteen (15) years and up to twenty (20) years

1. not to exceed thirty-six (36) months.
2. Seniority twenty (20) years or more - not to exceed
3. forty-two (42) months.
4. SECTION 6
5. All elected union officials, up to a maximum of twelve (12),
6. shall have super seniority for the purpose of layoffs, during
7. the term of office to which they are elected. They will be
8. returned to their regular standing on the seniority list upon
9. termination of office.
10. SECTION 7
11. The College shall send notification to the Union each month
12. of new hires and terminations showing name, address, date of
13. hire, job title and salary.
14. SECTION 8
15. Seniority shall cease upon voluntary termination, discharge
16. for just cause, and failure to return to work when recalled.
17. SECTION 9
18. Any member being elected or delegated to any Union activities
19. necessitating a temporary leave of absence without pay shall
20. be granted same and at the end of such leave shall be returned
21. to their former job and rate, plus any increases granted in
22. their absence without loss of other benefits.
23. SECTION 10
24. All military leave shall be dealt with in accordance with
25. applicable Federal and Local Regulations.
26. ARTICLE XII - GRIEVANCE PROCEDURE
27. Any differences, disputes or grievances that may arise
28. between the Union and the College regarding interpretation
29. of this Agreement will be taken up as follows:
- 30.

1.     STEP 1
2.     Between the aggrieved employee and the steward on the one
3.     hand and the immediate supervisor on the other hand. If no
4.     satisfactory agreement is reached between them in eight (8)
5.     hours, the grievance shall be reduced to writing and referred
6.     to:
7.     STEP 2
8.     The Union Chairman and the Steward, or their designees, on
9.     the one hand, the College President and the supervisor, or
10.    their designees, on the other hand. If no satisfactory agree-
11.    ment is reached between them within five (5) days, the matter
12.    will be referred to:
13.    STEP 3
14.    The Grievance Committee with the Union Representative on the
15.    one hand and the College and its Representative on the other
16.    hand. If no satisfactory agreement is reached between them
17.    within five (5) days, the matter shall be dealt with as here-
18.    inafter set forth.
19.    STEP 4
20.    All differences, disputes, or grievances between the parties
21.    that are not satisfactorily settled after following the griev-
22.    ance procedure set forth above, shall at the request of either
23.    party, be submitted to arbitration within fifteen (15) days to
24.    the American Arbitration Association.
25.         (a) The decision of the arbitrator shall be final and
26.         binding on both parties.
27.         (b) All time spent in the adjustment of grievances, the
28.         negotiating of the labor contract, and arbitration
29.         will be paid for by the College at straight time.
30.         (c) The time for meetings or for giving of decisions at

1. each step above set forth may be extended by mutual
2. agreement of the parties involved in the particular
3. or respective steps.
4. (d) The Union and the College shall share the cost of
5. arbitration.
6. (e) The Union and the College shall have the right to
7. bring in the aggrieved person(s) in any of the above
8. steps of the grievance procedure as outlined above.
9. (f) A grievance must be filed in writing within fifteen
10. (15) calendar days from the date on which the act
11. which is the subject matter of the grievance occurred
12. or fifteen (15) calendar days from the date on which
13. grievant should reasonably have known of its occurrence
14. or thereafter be barred.
15. (g) Anything to the contrary notwithstanding, any
16. challenge to the propriety of a discharge must be
17. filed in writing to the College within five (5)
18. working days from the date of the discharge or the
19. same will be deemed to have been waived.
20. (h) Without limitation, the College shall have the right
21. to discharge employees within the first ninety (90)
22. calendar days of employment.

23. ARTICLE XIII - NOTICE OF DISCHARGE

24. SECTION 1

25. Employees shall be discharged only for just cause.

26. SECTION 2

27. The Shop Chairperson shall be notified immediately of all  
28. discharges.

29. SECTION 3

30. It is agreed that a discharge grievance shall be processed

1. immediately with the College president or his designee.

2. SECTION 4

3. If any discharge is found to be unfair or discriminatory,  
4. the employee shall be reinstated.

5. SECTION 5

6. Any employee with at least one (1) year seniority will  
7. receive thirty (30) days' notice of layoff or in lieu of  
8. notice two (2) weeks pay.

9. ARTICLE XIV - VACATIONS

10. SECTION 1

11. The College agrees to grant to each employee on the payroll  
12. as of July 1 of each year a vacation with pay, in accordance  
13. with the following schedule, according to the length of  
14. service of each individual:

15. (a) Employees who have worked one (1) year shall  
16. receive two (2) weeks vacation.

17. (b) Employees hired after September 1 will receive  
18. credit at the rate of one (1) day per month for  
19. the time employed.

20. (c) Employees who have worked five (5) years shall  
21. begin to accrue three (3) weeks vacation. Employees  
22. who have worked six (6) years shall begin to accrue  
23. three (3) weeks plus one (1) day vacation. Employees  
24. who have worked seven (7) years shall begin to accrue  
25. three (3) weeks plus two (2) days vacation. Employees  
26. who have worked eight (8) years shall begin to accrue  
27. three (3) weeks plus three (3) days vacation. Employ-  
28. ees who have worked nine (9) years shall begin to  
29. accrue three (3) weeks plus four (4) days vacation.

30. (d) Employees who have worked ten (10) years shall begin

1. to accrue four (4) weeks vacation.
2. (e) Employees who have worked more than ten (10) years
3. shall begin to accrue twenty-two (22) vacation days.
4. (f) Part-time employees shall have their vacation time
5. prorated and receive vacation pay accordingly.
6. (g) It is understood that vacation time will be used
7. within any two (2) year period. Vacation time
8. should be taken so that it is mutually satisfactory
9. with his/her immediate supervisor.
10. (h) An employee who retires at any age shall receive a
11. pro rata vacation pay as of the date he/she leaves
12. the employ of the College.
13. (i) The pro rata vacation pay of an employee who dies
14. while in the employ of the College shall be paid
15. to the beneficiary of his/her group life insurance
16. policy.
17. (j) Vacation time may be taken as it is earned.

18. SECTION 2

19. On July 15 of each year employees will receive a memorandum  
20. from the Personnel Office advising them of the number of  
21. personal days, sick days and vacation days they have re-  
22. maining. Additionally, it is agreed that the Personnel Office  
23. will notify, in writing, any employee who is in danger of  
24. losing time at least sixty (60) days prior to the end of the  
25. fiscal year.

26. ARTICLE XV - HOLIDAYS

27. SECTION 1

28. The College agrees to pay to each eligible employee seven (7)  
29. hours pay for each of the following holidays:

30. 1. July 4th



1. 2. Labor Day
2. 3. Thanksgiving Day
3. 4. Day after Thanksgiving Day
4. 5. Christmas Eve Day
5. 6. Christmas Day
6. 7. New Year's Eve Day
7. 8. New Year's Day
8. 9. Martin Luther King's Birthday
9. 10. Good Friday
10. 11. Easter Monday
11. 12. Memorial Day
12. 13. Employee's Birthday (or an alternate  
13. day mutually agreed upon by the employee  
14. and the immediate supervisor)

15. \* ADDENDUM: Part-time employees shall receive pro rata pay for  
16. holidays they would normally be scheduled to work.

17. SECTION 2

18. Eligible employees shall include all those who are at work  
19. within the work week in which the holiday falls or absent  
20. for bona fide reasons.

21. SECTION 3

22. Should a problem arise with a holiday because of scheduling,  
23. both the Union and the College shall meet and resolve the  
24. problem.

25. ARTICLE XVI - SICK LEAVE

26. All employees are entitled to take time off from work  
27. because of personal illness in the immediate family (father,  
28. mother, spouse, or children) without any loss of pay, according  
29. to the following schedule:

30. (a) Employees are allowed twelve (12) days of

1. sick leave per year.
2. (b) Accumulated days of sick leave will be unlimited.
3. (c) A sick leave is subject to medical verification
4. if requested by the immediate supervisor.
5. (d) Part-time employees will have their sick leave
6. prorated based on time worked.
7. (e) Sick leave will be allocated from the time of
8. employment for those starting other than at the
9. start of the College school year.

10. ARTICLE XVII - MATERNITY

11. Maternity leave of up to six (6) months may be granted  
12. by the College. If such leave is granted the employee shall  
13. have the right to return to her old position in the employment  
14. of the College. Should an extension of six months be requested,  
15. it will not be unreasonably denied.

16. ARTICLE XVIII - PERSONAL LEAVE

17. Employees will be granted a personal leave with pay not  
18. to exceed five (5) days per year, for matters which cannot be  
19. cared for in other ways. Personal leave may not be used for  
20. vacation or work for pay for another employer. Unused personal  
21. leave will be added to accumulated sick leave entitlement.  
22. The employee requesting personal leave will give at least  
23. twenty-four (24) hours advance notification to her/his super-  
24. visor, except in case of emergency.

25. ARTICLE XIX - BEREAVEMENT LEAVE

26. In the event of a death in the immediate family, the  
27. College may grant leave with pay not to exceed five (5) days.  
28. An employee's immediate family shall be considered as husband,  
29. wife, children, brother, sister, stepchildren, grandchildren,  
30. father, mother, mother-in-law, father-in-law, grandfather and

1. grandmother. Additionally one (1) day off with pay may be  
2. granted by the College in the event of a death of an employ-  
3. ee's aunt, uncle, brother-in-law, sister-in-law, nephews,  
4. nieces, and cousins.

5. ARTICLE XX - HOSPITALIZATION AND PRESCRIPTION PLAN

6. The College shall pay all premiums to provide for full  
7. Blue Cross - Blue Shield coverage, with Rider J premiums for  
8. employees and eligible dependents and Major Medical. The  
9. College will provide a prescription plan (\$1.00 per prescrip-  
10. tion) for each employee, spouse, and her/his unmarried eligible  
11. dependents.

12. ARTICLE XXI - JURY DUTY

13. An employee who is required to be absent from work in  
14. order to serve jury duty shall receive from the College the  
15. difference between the daily jury duty pay and the amount  
16. payable at her/his regular straight time earnings for a  
17. normal work day.

18. ARTICLE XXII - WORKMEN'S COMPENSATION INSURANCE

19. All employees are covered by Workmen's Compensation  
20. Insurance.

21. SECTION 1

22. In the event of an accident, the employee shall immediately  
23. notify her/his immediate supervisor.

24. SECTION 2

25. Time lost from work due to an injury occurring while at work  
26. shall not be taken from the employee's allowed sick days until  
27. clarified under the Workmen's Compensation Insurance Program.

28. SECTION 3

29. Employees shall be allowed time off from work, without loss of  
30. pay, to attend compensation hearings which occur during their

1. regular work day.
2. ARTICLE XXIII - DENTAL INSURANCE
3. All full-time employees and eligible dependents will
4. be covered by the New Jersey Dental Plan, premium to be paid
5. by the College. The terms and conditions of the dental bene-
6. fit package will be identical to coverage in existence for
7. other employees of the College as of July 1, 1983.
8. ARTICLE XXIV - DISABILITY INSURANCE
9. The College agrees to pay all premiums to provide a
10. Disability Insurance Plan for employees who have completed
11. their probationary period.
12. ARTICLE XXV - TUITION
13. Employees and their dependents (specifically spouse and
14. children) are to be granted tuition free entrance for credit
15. or audit to any class offered by the College. The College
16. will also pay any General Service fees.
17. ARTICLE XXVI - REST PERIOD
18. Employees will be given a fifteen (15) minute rest period
19. in the morning and a fifteen (15) minute rest period in the
20. afternoon without loss of pay.
21. ARTICLE XXVII - WASHUP TIME
22. All employees shall receive five (5) minutes washup time
23. before the regular lunch period and before quitting time, or
24. supper time if working overtime.
25. ARTICLE XXVIII - SAFETY CONDITIONS
26. The College President or his designee and Union Chair-
27. woman or her designee shall comprise the Safety Committee.
28. They shall meet when deemed necessary to discuss and rectify
29. any safety condition they feel necessary to institute.
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1. ARTICLE XXIX - BULLETIN BOARDS

2. The College shall make available to the Union a bulletin  
3. board for the purpose of posting official Union notices.

4. ARTICLE XXX - UNION VISITATION

5. Officers or Representatives of the Union shall, upon  
6. request of the Union, be admitted to the College during working  
7. hours for the purpose of ascertaining whether or not this Agree-  
8. ment is being observed by the parties or for assisting in the  
9. adjustment of grievances upon permission of the College  
10. President or his designee.

11. ARTICLE XXXI - PROMOTIONS AND POSTING OF VACANCIES

12. SECTION 1

13. It is the policy and intention of the College to upgrade its  
14. employees. Job vacancies on permanent or new positions will  
15. be posted for a period of not less than three (3), but not  
16. more than five (5) working days exclusively within the College  
17. for the information of the employees. The posting will in-  
18. clude, but not be limited to, a general summary of the major  
19. duties expected of the position, as well as the salary.

20. SECTION 2

21. Posted positions will be filled, from those applying by the  
22. most senior employee who has the necessary ability and aptitude  
23. to perform the required duties of the job. If an employee of  
24. the College does not apply for the posted vacancy, or if an  
25. employee's test results do not show evidence of the required  
26. qualifications, the Personnel Office will then advertise the  
27. position external to the College.

28. SECTION 3

29. The College recognizes that in making promotions, considera-  
30. tion shall be given first to the ability and aptitude of an

1. employee to perform the job in question; and second, to  
2. the length of the employee's continuous service. However,  
3. it is understood that if all other variables are equal,  
4. seniority shall prevail in the final selection process.

5. SECTION 4

6. Where possible and practical, the College may use tests to  
7. assist in determining an employee's aptitude and abilities.  
8. The final form and content of such test shall be mutually  
9. agreed upon by a joint union-management committee. The  
10. administration and grading of tests will be the responsibility  
11. of the Personnel Office. Twice each year there will be a test  
12. for the three (3) secretary positions above the "C" Secretary  
13. level. Tests with passing scores will be kept on file for  
14. future openings. Applicants may avail themselves of the oppor-  
15. tunity to examine their individual test after it has been graded.

16. ARTICLE XXXII - MISCELLANEOUS

17. SECTION 1

18. Effective July 1, 1978, all newly created jobs, within the  
19. unit, which have not been posted will be discussed with the  
20. President and/or Vice President of the Local before posting.

21. SECTION 2

22. Employees working a minimum of two (2) hours of overtime will  
23. receive a meal allowance compensation not to exceed \$4.00 for  
24. meals eaten off campus, after submission of a receipt to the  
25. Business Office. During add/drop and registration periods  
26. however, employees who are in the aforesaid overtime status  
27. will continue to secure a slip from the Business Office which  
28. will entitle them to a meal at the College cafeteria.

29. SECTION 3

30. In the event that the College should decide to close during



SALARIES FOR EMPLOYEES HIRED BETWEEN  
JULY 1, 1985 AND JUNE 30, 1988

<u>POSITION</u>	<u>1985-1986</u>	<u>1986-1987</u>	<u>1987-1988</u>
Book Store Clerk	\$ 9,735	\$ 9,967	\$10,281
Mail Clerk	13,117	13,518	14,028
Mail Clerk/Console Attendant	13,225	13,631	14,146
Console Attendant	13,331	13,742	14,264
"C" Secretary	13,970	14,413	14,972
Ledger Clerk	14,395	14,859	15,443
"B" Secretary (10-month)	12,568	12,942	13,420
"B" Secretary	14,818	15,304	15,911
Junior Bookkeeper	15,457	15,975	16,619
"A" Secretary	15,878	16,417	17,085
Offset Machine Operator	16,461	17,040	17,760
Purchasing Secretary	17,158	17,761	18,504
Dean's Secretary	17,158	17,761	18,504
Senior Bookkeeper	17,746	18,379	19,156

SALARIES FOR EMPLOYEES HIRED BETWEEN  
JULY 1, 1984 AND JUNE 30, 1985

<u>POSITION</u>	<u>1985-1986</u>	<u>1986-1987</u>	<u>1987-1988</u>
Book Store Clerk	--	--	--
Mail Clerk	--	--	--
Mail Clerk/Console Attendant	--	--	--
Console Attendant	--	--	--
"C" Secretary	14,028	15,525	16,472
Ledger Clerk	--	--	--
"B" Secretary (10-month)	--	--	--
"B" Secretary	--	--	--
Junior Bookkeeper	--	--	--
"A" Secretary	15,903	17,525	18,585
Offset Machine Operator	--	--	--
Purchasing Secretary	--	--	--
Dean's Secretary	--	--	--
Senior Bookkeeper	--	--	--



SALARIES FOR EMPLOYEES HIRED BETWEEN  
JULY 1, 1983 AND JUNE 30, 1984

<u>POSITION</u>	<u>1985-1986</u>	<u>1986-1987</u>	<u>1987-1988</u>
Book Store Clerk	--	--	--
Mail Clerk	--	--	--
Mail Clerk/Console Attendant	--	--	--
Console Attendant	--	--	--
"C" Secretary	14,709	15,613	16,472
Ledger Clerk	--	--	--
"B" Secretary (10-month)	--	--	--
"B" Secretary	--	--	--
Junior Bookkeeper	16,192	17,175	18,119
"A" Secretary	16,612	17,617	18,585
Offset Machine Operator	--	--	--
Purchasing Secretary	--	--	--
Dean's Secretary	--	--	--
Senior Bookkeeper	--	--	--

SALARIES FOR EMPLOYEES HIRED  
PRIOR TO JULY 1, 1983

<u>POSITION</u>	<u>1985-1986</u>	<u>1986-1987</u>	<u>1987-1988</u>
Book Store Clerk	\$10,635	\$11,167	\$11,781
Mail Clerk	14,017	14,718	15,528
Mail Clerk/Console Attendant	14,125	14,831	15,646
Console Attendant	14,231	14,942	15,764
"C" Secretary	14,870	15,613	16,472
Ledger Clerk	15,295	16,059	16,943
"B" Secretary (10-month)	12,998	13,648	14,398
"B" Secretary	15,718	16,504	17,411
Junior Bookkeeper	16,357	17,175	18,119
"A" Secretary	16,778	17,617	18,585
Offset Machine Operator	17,761	18,649	19,674
Purchasing Secretary	18,058	18,961	20,004
Dean's Secretary	18,058	18,961	20,004
Senior Bookkeeper	18,646	19,579	20,656

1. ARTICLE XXXIV - TERMINATION OR MODIFICATION CHANGE TO:

2. This agreement shall remain in full force and effect  
3. to and including June 30, 1988. Negotiations for the next  
4. subsequent contract shall commence in April 1988.

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BOARD OF TRUSTEES  
CAMDEN COUNTY COLLEGE

INTERNATIONAL UNION OF ELECTRICAL  
RADIO & MACHINE WORKERS, AFL-CIO  
LOCAL 440

BY: GE Dunch

BY: Helen M Albright

BY: [Signature]

BY: Bocco Del Fiammaristo

BY: [Signature]

BY: Helen M Erskine

BY: [Signature]

BY: Patricia Anne Aquilino

BY: W. J. Wilhelm

BY: Diane J. Parkerson

BY: Robert E. Smith

BY: Mary E Flavin

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NOVEMBER 4, 1985

OCTOBER 28, 1985

DATE SIGNED

DATE SIGNED