2-0113 16-00

AGREEMENT

between

PASSAIC COUNTY WELFARE BOARD

and -

EMPLOYEES OF THE PASSAIC COUNTY WELFARE ASSOCIATION

#### PREAMBLE

This Agreement entered into this Aday of Aday of Aday, 1973, by and between the Passaic County Welfare Board, hereinafter referred to as the "Employer", and the Employees of the Passaic County Welfare Association, hereinafter referred to as the "Association", has as its purpose the effectuation and continuation of harmonious relations as between the Employer and the Association, the establishment of an equitable procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment, and said Agreement represents the complete and final understanding insofar as all issues between the Employer and the Association.

#### ARTICLE I

### RECOGNITION

In accordance with the Resolution passed by the Employer on the 15th day of July, 1970, the Employer recognizes the Association as the exclusive collective negotiations agent for all employees except the Director, Deputy Director, the Supervisor of Administrative Services, the Administrative Supervisors, the Administrative Secretary, the Chief Clerk, the Senior Accountant, the Head Clerk (i.e. Supervising Clerk), Auditors, and Counsels.

#### ARTICLE II

## MANAGEMENT RIGHTS

All of the powers, rights, prerogatives, duties, responsibilities and authority that the Employer had prior to the signing of
this Agreement are retained by the Employer except those and only
to the extent that they are specifically modified by this Agreement,
and are not contrary to public policy nor any law of the State of

New Jersey, or any rules, regulations or directives lawfully promulgated by and within the scope of authority of the State

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### ARTICLE III

### DUES CHECK OFF

Division of Public Welfare.

In accordance with Title 52:14-15.9e of the New Jersey Statute Annotated, the Employer agrees to deduct the Association Monthly membership dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Association and the aggregate deductions of all employees shall be remitted to the Treasurer of the Association together with a list of the names of all employees for whom the deductions were made by the 10th day of the succeeding month after deductions are made. The revocation of this authorization shall be in accordance with applicable statutes as presently existing or as may be amended.

#### ARTICLE IV

### HOURS OF WORK

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

#### ARTICLE V

#### GRIEVANCE PROCEDURE

### A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment.

The parties agree that this procedure will be kept as in-

formal as may be appropriate.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration.

### B. Definition

The term "grievance" as used herein means a complaint by an employee that, as to him (or her), there has been an inequitable, improper or unjust application, interpretation, or violation of this Agreement.

## C. Presentation of a Grievance

In the presentation of a grievance, the aggrieved shall have the right to present his own appeal or to designate an Association representative to appear with him. The Employer agrees that there shall be no loss of pay for the reasonable time spent in presenting the grievance by the aggrieved and the Association representatives who are employees of the Employer, throughout the grievance procedure.

# D. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement.

## Step I

a. The aggrieved shall institute action under the provisions hereof in writing, signed and delivered to his (or her) Supervisor within ten (10) working days of the occurrence complained of, or within ten (10) working days after he would reasonably be expected to know of

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its occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance.

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

### Step 2

- a. In the event satisfactory settlement has not been reached, the aggrieved shall, in writing and signed, file his complaint with the Director of Welfare within five (5) working days following the determination of Step I.
- b. The Director of Welfare, or his designee, shall render his decision within ten (10) working days after the receipt of the complaint.

## Step 3

Should the aggrieved disagree with the decision of the Director, or his designee, the aggrieved may, within five (5) working days, submit to the Employer a statement in writing and signed as to the issues in dispute. In the event, the aggrieved files his statement with the Employer at least ten (10) working days prior to a Board Meeting of the Employer, the Employer, or its duly authorized Personnel Committee, shall review the decision of the Director together with the disputed issues submitted by the aggrieved. The aggrieved and/or the Association Representative may request an appearance before the Employer or its Personnel Committee, as the case may be. The Employer will render its decision within ten (10) working days after the Board meeting at which the matter has been reviewed.

### Step 4

- a. Should the aggrieved be dissatisfied with the Board's decision, such person has ten (10) working days in which to request fact finding. The fact finder shall be associated with the Institute of Management and Labor Relations of Rutgers University. However, no fact finding hearing shall be scheduled sooner than thirty (30) days after the final decision by the Board.
- b. The fact finder's recommendations shall be in writing and shall set forth his findings of fact, reasons, and conclusions on the issues submitted. The fact finder shall be without power or authority to make any decision which shall bind the parties and his opinion shall be advisory in nature only.
- c. The costs for the services of the fact finder shall be borne equally by the Employer and the Employee. Any other expenses incurred in connection with the fact finding shall bepaid by the party incurring same.
- d. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally. In the event the employee elects to pursue Civil Service Procedures, there shall be no resort to fact finding, or if the fact finding procedure is in progress and it shall be cancelled at the request of the employee, the matter shall be withdrawn from fact finding and the Employee shall pay whatever costs may have been incurred in processing the case to the fact finder.

#### MISCELLANEOUS

- 1. Association representation does not preclude representation by an attorney.
- 2. Should the aggrieved elect to present his own grievance without Association representation he should so indicate on the
  grievance form in the procedural Step #1.
- 3. Time limits under this Article may be changed by mutual agreement only.

#### ARTICLE VI

### HOLIDAYS

The legal paid holidays, as specified under Ruling Eleven
of the Department of Institutions and Agencies, Division of Public
Welfare and fixed by New Jersey Statutes are as follows:

New Years
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Independence Day

Labor Day Columbus Day Election Day Veteran's Day Thanksgiving Christmas

In the event any of the above statutory holidays falls on a Sunday, it shall be celebrated on the following Monday. Whenever the work schedule is such that an employee is required to work on a holiday, the employee will be granted a substitute day off with pay as soon thereafter as is convenient.

In addition to the aforementioned holidays, the Employer will grant a holiday when the Governor, in his role as Chief Executive of the State of New Jersey, declares a holiday by Proclamation or when the Board of Chosen Freeholders of Passaic County declares a holiday for all County Employees.

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### VACATIONS

- A. Permanent employees shall be granted vacation leave as follows:
  - 1. Vacation time in the first calendar year shall be allowed at the rate of one (1) day per month of employment and may be taken after it has been earned.
  - 2. Vacation time for the second, third, fourth, and fifth years shall be allowed at the rate of twelve (12) days per year, credited on January 1st of each year.
  - 3. Vacation time in the sixth through and including the tenth calendar years shall be allowed at the rate of fifteen (15) days per year.
  - 4. Vacation time in the eleventh through and including the fifteenth year shall be allowed at the rate of eighteen (18) days per year.
  - 5. Vacation time in the sixteenth through and including the twentieth years shall be allowed at the rate of twenty (20) days per year.
  - 6. Vacation time in the years subsequent to the twentieth year shall be allowed at the rate of twenty-two (22) days per year
  - 7. Except as modified herein, vacation time will be credited on January 1st of each year in anticipation of full employment for that calendar year, and is to be taken during the calendar year (i.e., vacation may be taken in advance subject to the rights of the Employer to receive reimbursement if employee's employment is terminated prior to the end of that year).
- B. Vacation time for all employees shall be scheduled and taken within the calendar year in which it is earned. Vacation leave upon request of the employee and approval by the Employer

may be carried into the following year but no further and only to the extent of five days thereof provided a written request therefor is submitted to the Director no later than July 1 of the year said vacation time is earned.

- C. The present policy of scheduling vacation time by seniority in grade with requests to be submitted in writing and within a given time limitation will be continued.
- D. Temporary employees shall be granted one working day vacation leave for each full month of service or major fraction thereof during temporary employment.

  No vacation leaves in excess of the amount actually earned

will be approved in anticipation of continued employment.

E. The employee shall follow the vacation schedule promulgated by the Director.

#### ARTICLE VIII

## IEAVE OF ABSENCE WITHOUT PAY

- A. Leaves of absence without pay may be granted, at the discretion of the Employer, to permanent employees for any reason considered good by the Employer, for a period not to exceed six (6) months at any one time, subject to approval by the Division of Public Welfare and the Department of Civil Service. Such leaves of absence may be renewed by the Welfare Board for an additional period not to exceed six (6) months. No further renewal may be granted except upon the approval by the Department of Civil Service for reasons as established by Commission Regulations.
- B. In all cases, a letter of request from the employee setting forth the reasons why leave is desired and the dates for the commencing and the terminating of the leave shall be sub-

mitted to the Employer. No leave of absence without pay shall become effective without prior approval of the Employer's Director.

C. Employees granted leaves of absence without pay shall have annual sick leave and vacation leave credit each reduced in accordance with Ruling Eleven of the Division of Public Welfare and the rules and regulations in force as promulgated by the Department of Civil Service.

#### ARTICLE IX

### SICK LEAVE

- A. The current sick leave policy shall be continued during the life of this Agreement as follows:
  - 1. During the remainder of the calendar year in which an employee first acquires permanent status, that employee will accumulate sick leave privileges as earned on the basis of one (1) day per month of service or major fraction thereof.
  - 2. Permanent employees starting with the second year of permanency shall be entitled to fifteen (15) days sick leave each calendar year. The leave is credited in advance at the beginning of the year in anticipation of continued employment for the full year and may be used on the basis of and in accordance with established Employer policy. In the event the employee should use said time and then leave the agency's employ, leaving the agency with no payroll credits to be made, the employee would be notified that the debt exists and an appropriate adjustment payment will be made from the employee to the Employer.
  - 3. Temporary employees shall be entitled to twelve (12) days sick leave each calendar year on an earned basis of one (1) day for each month of employment (i.e. cannot be computed on the basis of anticipated employment; must be earned on basis of actual employment).

- B. Sick leave for absences of long duration must be requested by the employee in writing to his immediate Supervisor. This request must be accompanied by a written and signed statement by a physician prescribing the sick leave and giving the reasons for the sick leave.
- C. In all cases of illness, whether of short or long term, the employee is required to notify his superior of the reason for absence at 8:30 A.M., or as soon as possible thereafter on the first day of absence from the office. If the duration of absence exceeds two (2) days, it will be necessary to report on every third day. Failure to report absences on the part of any employee may be cause for disciplinary action. A physician's certificate must be submitted after five (5) days consecutive sick leave.
- D. All sick leaves are subject to the Director's approval and, where appropriate, to approval by the Division of Public Welfare and the Department of Civil Service.

#### ARTICLE X

#### MATERNITY LEAVE

- A. Permanent employees may request in writing through their Superior, maternity leave for pregnancy and confinement. Such request for maternity leave must be accompanied by a written and signed physician's statement.
- B. All maternity leaves are subject to approval by the Employer's Director, and the Division of Public Welfare of the Department of Institutions and Agencies, and the Department of Civil Service. Such leave, if granted, must be renewed every six months and supported by a written request up to a maximum of one year.

### ARTICLE XI

### HEALTH INSURANCE COVERAGE

The Employer agrees to provide health insurance coverage for eligible employees and their immediate families in accordance with the existing Passaic County Health Benefits program, and to pay the full cost thereof.

#### ARTICLE XII

### INSURANCE AND RETIREMENT BENEFITS

The Employer agrees to provide retirement benefits and life insurance coverage in accordance with the existing Passaic County Retirement Benefits or Public Employees Retirement System (PERS), and life insurance coverage programs.

#### ARTICLE XIII

### SALARIES AND COMPENSATION

The salaries and stipulations contained in this article are based on the standard five (5) day, thirty-five hour work week.

During the term of this Agreement, employees covered by this Agreement shall be compensated as follows:

Each position title shall have a salary range with a minimum and a maximum. See salary schedules attached hereto and incorporated herein.

During the term of this Agreement the following salary plan, which is based on 1973 New Jersey State Salary Range Schedule "B" will be effective and adjustments in the salaries of the employees in this Agreement shall be as follows:

- 1. All employees covered by this Agreement shall be placed in the new salary range as listed in the Salary Range Schedule attached hereto according to their position titles.
- 2. Each employee shall be placed in proper step  $\frac{1}{2}$  the new

salary range which corresponds with the step in the old range that he had actually attained on December 31, 1972. Employees who are off-step shall be placed in the next higher step in the appropriate range according to the Salary Range Schedule, effective October 1, 1973, except that those employees who fall below 50% of the difference between the increment steps of the range shall have their rate of increase computed by commencing with the increment step directly below their present rate of salary.

3. Except as modified hereinafter, employees shall be entitled to an earned merit increment within the salary range on their anniversary date as prescribed below in the years 1973 and 1974. The employee must have served in the position for one year.

All employees will be placed on monthly anniversary dates effective January 1, 1973 except that the anniversary dates of Supervisors shall commence as of January 1, of each calendar year. The date of original employment or date of last promotion shall be used to determine the anniversary date.

The employees' salary increases for 1973 will be computed in accordance with revised Plan "B" of the Division of Public Welfare, State of New Jersey. The formula will be as follows; the employee is placed on his or her proper step in the appropriate present range. From that appropriate step the employee is advanced one increment, and then the employee is placed on the appropriate corresponding step of the new range for thirty-five (35) hours per week. It is understood by the parties hereto that an additional increase of one increment shall be made for the year 1974.

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It is further understood and agreed to by the Parties hereto that in the event the Courts render a final determination with regard to the litigation as between the Employer Et Al and the State of New Jersey, Department of Institutions and Agencies, Division of Public Welfare, insofar as the issues relating to the power of the State to control the salaries paid to the employees, which litigation is presently pending before the Superior Court of New Jersey, Appellate Division, and wherein the Employer as well as the Union County Welfare Board, and Essex County Welfare Board are the appellants, then and in that event the Association shall have the right, if it so desires, to re-negotiate with the Employer insofar as those specific matters affected by such a Court decision. It is specifically understood and agreed to by the parties hereto that this right to re-negotiate shall be vested exclusively in the Association, and furthermore, the Association, in order to avail itself of this right to re-negotiation, shall provide the Employer with thirty (30) days notice of its intention to enter into such supplemental negotiations.

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### ARTICLE XIV

## RULING NO. ELEVEN

All rights, privileges, prerogatives, duties, and obligations of the parties contained in Ruling No. Eleven of the Division of Public Welfare shall be continued during the life of this Agreement.

#### ARTICLE XV

### TRANSFER OF THE WELFARE PROGRAM

Should the Federal or State Government enact Legislation to assume the Supervision and Administration of the Welfare Program, specific provision should be made to protect and guarantee that the Civil Service and Retirement Rights of the Passaic County Welfare Board personnel transferred to employment under the Federal or State Government Welfare Program be continued.

### ARTICLE XVI

### PERSONAL DAYS

Permanent employees of the Welfare Board with one (1) year of continuous service shall be entitled to a total of five (5) days leave per year with pay, in accordance with the following rules and regulations:

- A. Up to two (2) days leave of absence with pay for time lost from work due to a death of any of the following members of the immediate family: father, mother, brothers, sisters, spouse, children, grandparents, or other relatives residing in the employee's household.
- B. Three (3) days leave with pay for personal business subject to the following:
  - 1. Request for leave shall be made in writing at least 72 hours in advance and approved in advance of the requested date or dates by the employee's immediate supervisor, and/or the Director.
  - 2. Leaves must be used within the calendar year and shall not

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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.
- 4. Personal days may be taken either as three (3) whole days or six (6) half days, or any combination thereof.
- 5. Effective date January 1, 1973.

### ARTICLE XVII

### SENIORITY

Seniority, which is defined as continuous permanent employment in grade with the Passaic County Welfare Board, will be given due consideration by the Board with respect to promotions, demotions, layoffs, and recalls. Nothing herein shall contravene Ruling Eleven of the State Division of Public Welfare in its present or amended form.

#### ARTICLE XVIII

## LONGEVITY

The current Passaic County Welfare Board Longevity Plan presently in effect and which provides for 2% of the employees salary at completion of seven years of permanent employment, 4% after ten years, 6% after 15 years, 8% after twenty years, and 10% after twenty-five years shall be continued during the term of this Agreement.

Every full time employee, provisional or permanent, classified or unclassified, of the Passaic County Welfare Board shall be paid longevity payments on a prorated basis with each salary check during the calendar year, and such longevity payment shall

be considered in total with the salary for pension purposes.

#### ARTICLE XIX

### EDUCATION

Leave may be granted to an employee to attend a Graduate
School of Social Work, Public Administration, or Business Administration on the basis that the employee will return to the agency and continue employment and be an asset due to the graduate training received insofar as carrying out the Employer's program.
This education leave plan is in accordance with Ruling Eleven, personnel regulations of the State Division of Public Welfare.
The Board shall permit no more than three professional employees to obtain a Master's Degree in Social Work, and no more than three professional employees to obtain a Master's Degree in Public or Business Administration in any calendar year.

The Employer will underwrite the cost of tuition and will pay to the employee a monthly stipend not to exceed \$500.00 providing the Employer approves the request of the employee, and providing further that the employee agrees in writing to continue in the employ of the Employer for a period of  $1\frac{1}{2}$  months for every month that the Employer pays for the education as aforesaid.

#### ARPICLE XX

## NON-DISCRIMINATION

The Employer and the Association agree there shall be no discrimination against any employee because of age, sex, marital status, race, religion, national origin, political affiliation, or Association Membership.

#### ARTICLE XXI

## BULLETIN BOARD USE BY ASSOCIATION

A section of each bulletin board for Association information will be provided by the Passaic County Welfare Board. Such information shall be reviewed by the Director or his designated representative prior to posting.

### ARTICLE XXII

### FULLY-BARGAINED PROVISION

The parties agree that they have fully bargained and agreed upon all terms and conditions of employment and that this Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

#### ARTICLE XXIII

## SEPARABILITY AND SAVINGS

If any provisions of this Agreement should be held invalid by operation of law or by tribunal of competent jurisdiction, including but not limited to the New Jersey Department of Civil Service, or if compliance with or enforcement of any provision should be restrained by such Court or tribunal pending a final determination as to its validity, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

#### ARTICLE XXIV

## TERM AND RENEWAL

This Agreement shall be in full force and effect as of January 1, 1973 and shall remain in effect to and including December 31, 1974 except as otherwise provided herein.

This Agreement shall continue in full force and effect from year to year thereafter unless one party or the other gives notice in writing, at least ninety (90) days prior to the expiration of this Agreement of a desire to change or modify or terminate this Agreement.

#### ARTICLE XXV

#### TRAVEL

Employees who are required and authorized to use their private automobiles in the course of their employment shall be reimbursed to the extent of 12 cents per mile. In addition thereto, the Employer shall reimburse the said employees for the cost of the automobile business insurance coverage, it being understood that said employees shall obtain business liability insurance coverage for their protection as well as the protection of the Employer; the amount of said reimbursement from the Employer to the employee for said automobile business liability insurance shall be to the extent of the actual additional premiums directly chargeable to said business liability coverage up to but not to exceed the sum of \$120.00 per year. The employee shall present to the Employer evidence of the existence of said business liability insurance policy and the payment of same (i.e. a receipted bill indicating payment of said premium) on the first of December of each year.

#### ARTICLE XXVI

## CONDITIONS OF EMPLOYMENT

The Employer agrees to make every effort to maintain working conditions at such a level as to create a comfortable environment regarding the area within which and the conditions under which the employees must work, and to this end the Employer agrees to

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vigorously pursue its rights under its leases with its landlords insofar as the obligations of said landlords regarding heat, air cooling, sanitary, and other relevant conditions.

IN WITNESS WHEREOF, the parties have entered into this Agreement and caused same to be executed by their respective officers or agents on the lately of out, 1973.

PASSAIC COUNTY WELFARE BOARD

By Coul County

EDMOND A. DE SANTIS, DIRECTOR

ATTEST:

KATHRYN SAÇCOMAN, SECRETARY-TREASURER

EMPLOYEES OF THE PASSAIC COUNTY WELFARE BOARD ASSOCIATION

By Mark Schiffer

ATTEST:

William Kowalski, SECRETARY

Reviewed and approved by the Division of Public Welfare N.J. Department of Institutions & Agencies

G. THOMAS RITI, ACTING DIRECTOR Dated: 304day of Nov., 1973

FRANK A. MASON, DIRECTOR
Office of Employee Relations
Governor's Office

Dated: 30 Tay of Nov., 1973

## PASSAIC COUNTY WELFARE BOARD SALARY RANGES Effective October 1,1973

Title	Range	Min.	Max.	Increment
Social Service Aide Trainee	(3)	4590	***	E, some legal made where
Social Service Aide	(4)	4820	6507	241
Clerks	(3)	4590	6200	230
Clerk Typist	(5)	5061	6832	253
Clerk Stenographer	(6)	5314	7176	266
Clerk Bookkeeper	(5)	5061	6832	253
Telephone Operator	(6)	5314	7176	266
Sr. Clerk Steno	(9)	6152	8308	308
Sr. Clerk Bookkeeper	(7)	5580	7533	279
Sr. Telephone Operator	(8)	5859	7910	293
Welfare Aides	(11)	6783	9156	339
Prin. Clerk Steno	(13)	7478	10096	374
Prin. Clerk Bookkeeper	(11)	6783	9156	339
Caseworkers	(16)	8657	11688	433
Investigator	(16)	8657	11688	433
Accountant	(18)	9545	12884	477
Sr. Clerk Typist	(8)	5859	7910	293
Medical Soc. Serv. Asst.	(18)	9545	12884	477
Supv. of Casework	(50)	10523	14205	526
Supv. P, and R.	(20)	10523	14205	526
Training Supv.	(24)	12790	17270	640

### APPENDIX III

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