

THIS DOES NOT  
CIRCULATE

AGREEMENT

between

THE COUNTY OF MERCER

and

LOCAL 2287 OF  
THE AMERICAN FEDERATION  
OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES  
AFL-CIO

LIBRARY  
Institute of Management and  
Labor Relations

JUN 11 1979

RUTGERS UNIVERSITY

EFFECTIVE: January 1, 1979

EXPIRES: December 31, 1980

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PREAMBLE

Whereas, the County has voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting its relations with its employees insofar as such practices and procedures are appropriate to the functions and obligations of the County, to retain the right to effectively operate in a responsible and efficient manner and are consonant with the paramount interests of the County and its citizens; and,

Whereas, the parties recognize that this Agreement is not intended to modify any of the discretionary authority vested in the County by the statutes of the State of New Jersey; and,

Whereas, it is in the intention of this Agreement to provide, where not otherwise mandated by Statute, ordinance and where applicable to employees covered by Rule 1:17 of the rules governing the Courts of the State of New Jersey, then court rules or directives of the Administrative Office of the Courts, for the salary structure, fringe benefits and employment conditions of employees covered by this Agreement, to prevent interruptions of work and interference with the efficient operations of the County and its Courts and to provide an orderly and prompt method for handling and processing grievances;

This Agreement dated May 22, 1979, between the COUNTY OF MERCER, a body politic of the State of New Jersey, hereinafter referred to as "County" and Local No. 2287, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, HEREINAFTER REFERRED TO AS THE "UNION", and,

Whereas, the County and the Union entered into an Agreement on May 22, 1979, which agreement was approved by the Board of Chosen Freeholders of Mercer County.

NOW THEREFORE, the parties agree with each other as follows:

1.

RECOGNITION

1.1 The employer recognizes the Union as the sole and/or exclusive bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for all of its employees in the classifications listed under Appendix A attached hereto, and by reference made a part of this Agreement, and for such additional classifications as the parties may later agree to include.

2.

UNION SECURITY

2.1 Upon receipt of a lawfully executed written authorization from an employee, the County agrees to deduct the regular monthly union dues of such an employee from his pay and remit such deduction by the 10th day of the succeeding month to the official designated by the Union in writing to receive such deductions. The Union will notify the County in writing of the exact amount of such regular membership dues to be deducted. Such deductions shall be made in compliance with "Title 52 of the Revised Statutes" as amended. The authorization shall remain in effect unless terminated by the employee who must give written notice of such cancellation (notice of withdrawal) to the County and the Union. Such termination of dues deductions shall take place as of the July 1st next succeeding the date on which written notice of withdrawal is filed by an employee with the County and the Union.

2.2 Dues deduction for any employee covered by the terms and conditions of this Agreement shall be limited to AFSCME. Existing written authorization for dues deduction to an employee organization other than AFSCME must be terminated within sixty (60) days of the date of the execution of this Agreement.

2.3 It is understood and agreed between the parties that in the event that legislation is enacted, authorizing the Agency Shop concept for Public Employees in the State of New Jersey, the County will, upon thirty (30) days notice, meet with the Union for the purpose of negotiating such legislation.

2.4 The Union agrees to indemnify and hold the County harmless against any and all claims, suits, orders of judgements brought or issued against the County as a result of any action by the County under the provisions of this Article.

3.

MANAGEMENT RIGHTS

3.1 The County retains and may exercise all rights, powers, duties, authority and responsibilities conferred upon and vested in them by the laws and constitutions of the State of New Jersey. Except as specifically abridged, limited or modified by the terms of this Agreement between the County and the Union, all such rights, powers, authority, prerogatives of management and responsibility to promulgate and enforce reasonable and necessary rules and regulations governing the conduct and the activities of the employees are exclusively retained by the County.

4.

WORK SCHEDULES  
(Blue Collar)

4.1 The work week shall consist of five (5) consecutive days, Monday through Friday, inclusive, except for employees in continuous operations. A continuous operation is defined as an operation where the nature of the work provides for more than an eight (8) hour period per day and/or more than five (5) days per week. Any exceptions to the work schedules as outlined above may be made by the County and the Union by mutual agreement.

4.2 Where the nature of the work involved requires continuous operations, employees will have their schedules arranged in a manner which will assure, on a rotation basis, that all employees will have an equal share of Saturdays and Sundays off, distributed evenly throughout the year.

4.3 The starting times of work shifts shall be determined by the County on January 1st of each year.

4.

WORK SCHEDULES  
(White Collar)

4.1 The work week shall consist of five (5) consecutive days, Monday through Friday, inclusive.

4.2 Work schedules and the starting time of work shifts shall be determined by the County after consultation with the Union and may be changed by giving the employees and Union a minimum of two (2) weeks advance notice. In emergency situations the work schedules and starting time of work shifts may be changed at the discretion of the County.



5.

OVERTIME  
(Blue Collar)

5.1 Time and one-half the employee's regular rate of pay shall be paid for all work performed under any of the following conditions, but compensation shall not be paid twice for the same hours.

- (a) Weekly - All work performed in excess of forty (40) hours.
- (b) All work performed on the sixth work day as such of any work week, excepting those operations exempted by mutual agreement between the County and the Union.
- (c) All work performed on a holiday plus the regular day's pay, except as modified by 5.2(c) below.
- (d) For employees in continuous operations all work performed on the sixth work day of the work week schedule referred to in Article 4.1 on "Work Schedules".
- (e) For employees working in the job classification of Airport Security Officer all work performed on the first and third nonworking days of their work schedule.

5.2 Double time the employee's regular rate of pay shall be paid for work performed under the following conditions:

- (a) All work performed on the seventh day as such of any work week, excepting those operations exempted by mutual agreement between the County and the Union.
- (b) All consecutive hours of work performed in excess of sixteen (16) consecutive hours.
- (c) All nonscheduled work performed on a holiday after an initial eight (8) hour shift when an employee is called in to work because of a natural emergency (i.e. snow, ice and wind storms, flooding conditions).

(d) For employees in continuous operations all work performed on the seventh work day of the work week schedule referred to in Article 4.1 on "Work Schedules".

(e) For employees working in the job classification of Airport Security Officer all work performed on the second and fourth nonworking days of their work schedule.

5.3 Authorized sick days, vacation days, personal days or any other authorized leave of absence are considered work days for the purpose of computation of overtime payments in 5.1 and 5.2 above.

5.4 Specific operations shall be exempted from the overtime provisions outlined in 5.1 and 5.2 above by mutual agreement between the County and the Union.

5.5 Overtime opportunities will be distributed as equally as possible among employees in the same job classification, department and shift. It is understood that nothing in this clause shall require payment for overtime hours not worked.

5.6 The County will provide meals for employees working overtime through a regularly scheduled meal period with the stipulation that the employee has worked four (4) hours overtime, or if the employee is called in on an emergency basis before his starting time and works through the regular breakfast hour.

5.7 No employee covered by the provisions of this Agreement shall be allowed to receive compensatory time off in lieu of monies earned on overtime.

5.

OVERTIME  
(White Collar)

5.1 Time and one-half the employee's regular hourly rate of pay shall be paid for all authorized overtime work performed under any of the following conditions, but compensation shall not be paid twice for the same hours.

- (a) Daily - All work performed beyond the normal work schedule as provided in paragraph 5.3 below.
- (b) Weekly - All work performed beyond the normal work week.
- (c) All work performed on Saturday.
- (d) All work performed on a holiday plus the regular day's pay.

5.2 Double time the employee's regular hourly rate of pay shall be paid for all authorized overtime work performed under the following conditions:

- (a) All work performed on Sunday.
- (b) All consecutive hours of work performed in excess of sixteen (16) consecutive hours.

5.3 Authorized overtime work performed beyond the normal work schedule shall be calculated and paid in the following manner:

- (a) From the termination of the normal work schedule through the first fifteen (15) minutes of authorized overtime--no compensation.
- (b) From the sixteenth (16th) minute through the thirtieth (30th) minute of authorized overtime - a one-half hour overtime payment.

(c) From the thirty-first (31st) minute and thereafter of all authorized overtime - payment for all overtime worked, commencing with the termination of the normal work schedule through the termination of authorized overtime assignment.

5.4 Authorized sick days, vacation days, personal days or any other authorized leave of absence are considered work days for the computation of overtime payments in paragraphs 5.1 and 5.2 above.

5.5 The County agrees to provide a meal allowance for employees working overtime through a regularly scheduled meal period with the stipulation that the employee has worked two (2) hours overtime or is called in on an emergency basis before his/her normal starting time and works through his/her regular meal period. Employee's so entitled, based on the above criteria, will be paid a meal allowance at the rate of \$2.00, \$3.00 and \$5.00 for breakfast, lunch or dinner respectively.

Employee's working authorized, regularly scheduled overtime on Saturday, Sunday or Holidays will not be entitled to a meal allowance.

5.6 All employees covered by the provisions of this Article shall be entitled to elect to be paid for authorized overtime hours worked in accordance with 5.1, 5.2 and 5.3 above or to be given compensatory time off on an hour for hour basis. Should the situation arise where an employee is required to take compensatory time off in lieu of payment for overtime hours worked, said employee shall be granted compensatory time off at the rate of one and one-half hours for each overtime hour worked.

5.7 Overtime opportunities will be distributed as equally as possible according to seniority among those employees within a division who regularly perform such work. It is understood that nothing in this clause shall require payment for overtime hours not worked.

6.

PAY SCALES OR RATES OF PAY

6.1 The 1979 pay scales for all employees covered by this Agreement shall be as set forth in Appendix A attached, and the 1980 pay scales for all employees covered by this Agreement shall be as set forth in Appendix B attached.

6.2 During the terms of this Agreement the pay scales will not be changed unless by mutual consent of the County and the Union.

6.3 All employees covered by this Agreement, hired prior to January 1, 1978, shall have their salaries increased during calendar years 1979 and 1980 based upon the following schedule:

- (a) Effective January 1, 1979, the new minimum as set forth in Appendix A (if applicable).
- (b) Effective January 1, 1979, six (6) percent on their base annual salary as of January 1, 1979.
- (c) Effective July 1, 1979, five (5) percent on their base annual salary as of June 30, 1979, not to exceed the maximum of the range as set forth in Appendix A.
- (d) Effective January 1, 1980, six (6) percent on their base annual salary as of December 31, 1979.
- (e) Effective July 1, 1980, five (5) percent on their base annual salary as of June 30, 1980, not to exceed the maximum of the range as set forth in Appendix B.

6.4 All employees covered by this Agreement, hired during the period January 1, 1978 through June 30, 1978, shall have their salaries increased during calendar years 1979 and 1980 based upon the following schedule:

- (a) Effective January 1, 1979, the new minimum as set forth in Appendix A.
- (b) Effective July 1, 1979, five (5) percent on their base annual salary as of June 30, 1979.
- (c) Effective January 1, 1980, the new minimum as set forth in Appendix B (if applicable).
- (d) Effective January 1, 1980, six (6) percent on their base annual salary as of January 1, 1980.
- (e) Effective July 1, 1980, five (5) percent on their base annual salary as of June 30, 1980, not to exceed the maximum of the range as set forth in Appendix B.

6.5 All employees covered by this Agreement, hired during the period July 1, 1978 through December 31, 1978, shall have their salaries increased during calendar years 1979 and 1980 based upon the following schedule:

- (a) Effective January 1, 1979, the new minimum as set forth in Appendix A.
- (b) Effective January 1, 1980, the new minimum as set forth in Appendix B.
- (c) Effective January 1, 1980, six (6) percent on their base annual salary as of January 1, 1980.
- (d) Effective July 1, 1980, five (5) percent on their base annual salary as of June 30, 1980, not to exceed the maximum of the range as set forth in Appendix B.

6.6 All employees covered by this Agreement, hired during the period January 1, 1979 through June 30, 1979, shall receive the minimum of

their job classification as set forth in Appendix A, effective their date of hire, and shall have their salaries adjusted during calendar year 1980 based upon the following schedule:

- (a) Effective January 1, 1980, the new minimum as set forth in Appendix B.
- (b) Effective July 1, 1980, five (5) percent on their base annual salary as of June 30, 1980, not to exceed the maximum of the range as set forth in Appendix B.

6.7 All employees covered by this Agreement, hired during the period July 1, 1979 through December 31, 1979, shall receive the minimum of their job classification as set forth in Appendix A, effective their date of hire, and shall have their salaries adjusted during calendar year 1980 based upon the following schedule:

- (a) Effective January 1, 1980, the new minimum as set forth in Appendix B.

6.8 All employees covered by this Agreement, hired during the period January 1, 1980 through December 31, 1980, shall receive the minimum of their job classification as set forth in Appendix B, effective their date of hire.

6.9 A blue collar employee who performs work in a higher pay classification other than his own for at least four (4) hours in any work day shall receive the higher rate of pay for such work for the time it is performed and his salary shall be adjusted to the minimum of the new range or to an amount equal to five (5) percent above his present salary, whichever is higher, and in no instance would an employee receive less than his present salary.

6.10 A white collar employee who performs work in a higher pay classification shall receive the minimum of the higher classification or an amount equal to five (5) percent above his/her present salary, whichever is higher, provided, however, such assignment is authorized by the Department Director and County Administrator and submission of CS-6 forms is made to Civil Service effecting said temporary appointment.

6.11 Those employees in this unit who receive a promotion to a higher classification shall go to the minimum of the new range or receive a salary increase of five (5) percent, whichever is higher. The anniversary date for such employees shall not change.



7.

CALL-IN TIME

7.1 Any employee who is requested and returns to work during periods other than his regularly scheduled shift shall be paid time and one-half for such work and is guaranteed not less than four (4) hours pay at the overtime rate, provided, however, if the employee elects to leave upon completion of the work assignment and such assignment requires two (2) hours or less, said employee will be paid a minimum of two (2) hours at the overtime rate.

If the assignment exceeds two (2) hours, the employee shall be entitled to the guaranteed four (4) hours pay at the overtime rate.

If the employee's call-in-time work assignment and his regular shift overlap he shall be paid at least two (2) hours at the time and one-half rate.

8.

INSURANCE AND RETIREMENT BENEFITS

8.1 The County agrees to provide Hospital/Medical insurance through the New Jersey State Health Benefits Program to eligible employees and their families as defined in the amended program and set forth in the Group Insurance contracts issued to the State Health Benefits Commission.

8.2 The County agrees to provide Hospital/Medical insurance to eligible retired employees in accordance with the provisions of Chapter 88, Public Law of 1974.

8.3 The County agrees to provide retirement benefits to eligible employees in accordance with the provisions of the New Jersey Public Employees' Retirement System.

8.4 The County agrees to provide a \$1.00 co-payment Prescription Drug Program to eligible employees in accordance with the provisions of the contractual agreement between the County of Mercer and Blue Cross of New Jersey.

8.5 The County agrees to provide for the payment of accumulated unused sick leave at the time of retirement of an eligible County employee in accordance with the provisions established by Resolution No. 76-405, adopted September 14, 1976.

8.6 Effective January 1, 1980, the County agrees to provide a Dental Insurance Program to eligible employees and their families; the premium costs for said program to be paid for by the County.

9.

PAID LEAVES OF ABSENCE

9.1 BEREAVEMENT DAYS - In the event of the death of a member of the immediate family of any employee covered by this Agreement, the immediate family being mother, father, sister, brother, spouse, child, mother-in-law, father-in-law or any other relative living in the household of the employee, said employee shall be excused for a period not to exceed five (5) consecutive days for bereavement purposes, commencing the day of death or day after date of death. In the event of the death of a grandparent, or grandchild not living in the household of the employee, said employee shall be excused for a period not to exceed one (1) day. The employee will be paid his/her regular hourly rate of pay for any such days of excused absence which occur during his/her normal work week, but in no event more than eight (8) hours pay (blue collar) or seven (7) hours pay (white collar) for any one day.

9.2 UNION BUSINESS DAYS - An employee who is duly authorized in writing to be a representative of the Union shall be granted a leave of absence with pay for the time necessary to conduct union business or attend conventions. The Union shall be authorized an aggregate of no more than sixty (60) days in any calendar year for the above purpose, provided, a request for such days is made in writing and authorization granted by the County Administrator. The Union president or his designee shall be allowed such time off as is necessary to conduct intra-county union business provided that prior approval is requested and authorization granted by the Division Director, such authorization shall not be unreasonably denied.

9.3 OCCUPATIONAL INJURY LEAVE - Any employee who is disabled because of occupational injury or illness shall be charged with loss of time

up to and including the fifth (5th) consecutive working day from day of injury or illness.

Any permanent employee who is disabled for a period of more than five (5) consecutive working days as a result of occupational injury or illness shall be granted a leave of absence with full pay for the entire period of disability; such leave to be limited to a maximum period of one (1) year from date of injury or illness. In the event that an employee, working in the title of Airport Security Officer, sustains a disability resulting from a hazardous duty incident (i.e. fire, explosion, air crash, assault or battery), then the maximum of one (1) year shall be extended to eighteen (18) months. Employees returning from authorized leave of absence as set forth above will be restored to their original job classification and shift at the then appropriate rate of pay with no loss of seniority or other employee rights, privileges or benefits.

Any temporary, provisional or CETA employee who is disabled as a result of occupational injury or illness shall not be entitled to a leave of absence with full pay as outlined above but shall be covered by the provisions of the Workers' Compensation Law from date of injury or illness.

9.4 SICK LEAVE - All full-time permanent, full-time temporary or full-time provisional employees shall be entitled to sick leave with pay.

(a) Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease. Sick leave may also be utilized for short periods for the attendance of the employee upon a member of the immediate family who is seriously ill.

(b) The minimum sick leave with pay shall accrue to any full-time permanent employee on the basis of one working day per month during the remainder of the first calendar year of employment after initial appointment and fifteen (15) working days in every calendar year thereafter, said fifteen (15) days to be credited effective January 1st of each succeeding year.

(c) The minimum sick leave with pay shall accrue to any full-time temporary, full-time provisional or full-time CETA employee at the rate of one working day per month.

(d) Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.

(e) An employee shall not be reimbursed for accrued sick leave at the time of termination of his employment excepting as provided under Article 8.5.

(f) If an employee is absent for reasons that entitle him to sick leave, his supervisor shall be notified promptly as of the employee's usual reporting time, except in those work situations where notice must be made prior to the employee's starting time in compliance with specific department regulations.

(1) Failure to so notify his supervisor shall be cause of denial of the use of sick leave for that absence.

(2) Absence without proper notice for five (5) consecutive days shall constitute a resignation.

(g) (1) The appointing authority may require proof of illness of an employee on sick leave, whenever such requirements appear reasonable. Abuse of sick leave shall be cause for disciplinary action.

(2) In case of leave of absence due to exposure to contagious disease a certificate from the Department of Health shall be required.

(3) The appointing authority may require an employee who has been absent because of personal illness, as a condition of his/her return to duty, to be examined by the County Medical Examiner or by a physician designated by the Medical Examiner. Such examination shall establish whether the employee is capable of performing his normal duties without limitations and that his return will not jeopardize the health of the other employees.

(h) Part-time temporary, part-time provisional, seasonal or hourly paid employees shall not be entitled to sick leave.

(i) Sick leave credits shall continue to accrue while an employee is on leave with pay. Credits shall not accrue while an employee is on any leave without pay except military leave.

9.5 PERSONAL LEAVE DAYS - All employees covered by the provisions of this Agreement shall be entitled to three (3) days a year leave of absence with pay for personal business which may be taken in one-half day units. Said leave shall not be taken unless 48 hours notice thereof has been given to the employee's supervisor. In the event that less than 48 hours notice is given, said leave may be taken only upon authorization of said supervisor. The County reserves the right to deny requests for personal days as conditions warrant but authorization shall not be unreasonably withheld. Personal days shall not be taken in conjunction with vacation leave.

9.6 JURY DUTY - All employees covered by the terms of this Agreement shall be granted a leave of absence with pay when required to

serve on jury duty. Employees granted this leave of absence shall not be required to return or reimburse the County for any jury fees or compensation received by them for serving on jury duty.

10.

ABSENCE WITHOUT LEAVE

10.1 Any unauthorized absence of an employee from duty shall be an absence without leave and is cause for disciplinary action.

10.2 Leave granted for a particular reason and used for a purpose other than that for which such leave has been granted shall be an unauthorized absence and may be cause for disciplinary action.



11.

MATERNITY LEAVE OF ABSENCE

11.1 A permanent employee may be granted a maternity leave of absence for any period providing the employee has accrued time and presents a written doctor's certificate. Maternity leave may be renewed every three (3) months upon medical certification by the employee's doctor and presentation to the County Medical Examiner. Such leave may be renewed without pay. The maximum amount of maternity leave may not exceed one (1) year.

12.

NON-PAID LEAVES OF ABSENCE

12.1 A permanent employee shall be entitled to a leave of absence without pay to accept a permanent appointment with another governmental agency in New Jersey for a period not to exceed four (4) months.

12.2 The County will grant leaves of absence to two employees, not more than one from any Division, to accept full time Union employment. Sixty (60) days notice in writing shall be given to the County by any employee requesting such leave.

12.3 All other leaves of absence without pay shall be at the discretion of the County.

12.4 Employees returning from authorized leaves of absence as set forth in Articles 11 and 12 above will be restored to their original classification and salary which they were earning at the time leave was granted. Said employees will suffer no loss of seniority or other employee rights, privileges or benefits, provided, however, that sick leave, vacation leave and longevity credits shall not accrue excepting for those on military leave.

13.

SENIORITY

13.1 Seniority is defined as an employee's total continuous length of service with the County beginning with his initial date of hire. In the case of employees of Donnelly Memorial Hospital, date of hire shall be defined as date of hire with that institution. Any authorized leave of absence is considered to be continuous service.

13.2 Seniority shall be given preference in promotions, demotions, layoffs, recall, vacation scheduling and work shifts as defined in 13.3 below.

Where ability to perform work and physical fitness are considerations in application of the above paragraph, determinations shall be made by the County. For court employees covered by Rule 1:17 (Supra), the determination referred to above shall be made by the Assignment Judge or his designee.

13.3 Where more than one work shift per day within a given classification is in effect, employees within such classification will be given preference of shifts on a seniority basis only when vacancies occur or changes in the number of employees per shift are being made. Where such vacancy occurs, or where there is a change in the number of employees per shift, a senior employee will not be permitted or required to wait longer than one year to exercise his preference of shift over a less senior employee.

13.4 The County shall maintain an accurate, up to date seniority roster showing each employee's date of hire, classification and pay rate and shall furnish copies of same to the Union upon request.

13.5 The County shall promptly advise the appropriate Union representative of any changes which necessitate amendments to the seniority list.

14.

HOLIDAYS

14.1 The following days are recognized paid holidays whether or not worked:

New Year's Day	Columbus Day
Martin Luther King's Birthday	General Election Day
Washington's Birthday	Veterans' Day
Lincoln's Birthday	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Day before Christmas Day - 1979
Independence Day	Christmas Day
Labor Day	Day after Christmas Day - 1980

14.2 -Holidays enumerated in (1) above which fall on a Saturday shall be celebrated on the preceding Friday; holidays that fall on Sunday shall be celebrated on the following Monday; holidays which fall within an employee's vacation period shall be celebrated, at the employee's option unless the County determines that it cannot be taken because of pressure of work.

14.3 In order to be eligible for holiday pay an employee must be on the active payroll of the County and must have worked his full regularly scheduled work day before and after the holiday, unless such absence is authorized with pay or ordered.

14.4 Part-time temporary, part-time provisional, seasonal or hourly paid employees shall not be entitled to holiday pay.

15.1 A grievance is defined as:

(1) A claimed breach, misinterpretation or improper applications of the terms of this Agreement (hereafter referred to as contractual): or

(2) A claimed violation, misinterpretation or misapplication of rules or regulations, existing policy or orders, applicable to the Division or Department which employees the grievant affecting the terms and conditions of employment.

A claimed grievance shall be discussed between the employee and a supervisor and, if unresolved after discussion shall be resolved in the following manner:

*Step 1:* The Union steward or employee, or both, shall take up the grievance or dispute with the employee's Division Head within ten (10) days of its occurrence. It shall be stated in writing and signed by the grievant. No later than five (5) days after receipt of grievance, the Division Head shall meet with the grievant to discuss the grievance. The Division Head shall render a decision in writing within five (5) days after the meeting.

*Step 2:* If the grievance has not been settled to the employee's satisfaction, it shall be presented in writing to the Department Director within five (5) days from receipt of the response from the Division Head. For *Step 2* grievances involving employees in the Probation Department, said grievance should be presented in writing to the Assignment Judge or his designee. No later than five (5) days after receipt of grievance, the Department Director or the Assignment Judge or his designee shall meet with the grievant to discuss the grievance. The Department Director or the

Assignment Judge or his designee shall give an answer in writing no later than five (5) days after this meeting.

*Step 3:* If the grievance has not been settled to the employee's satisfaction, it shall be presented in writing to the County Administrator within five (5) days from receipt of the response from the Department Director. No later than five (5) days after receipt of the grievance, the County Administrator shall meet with the grievant to discuss the grievance. The County Administrator shall give an answer in writing no later than five (5) days after this meeting. *Step 3* of the grievance procedure shall not apply to employees of the Probation Department.

*Step 4:* If the grievance is still unsettled, the Union may within fifteen (15) days after the reply of the County Administrator or Assignment Judge or his designee is due, by written notice to the County Administrator or the Assignment Judge or his designee shall request the Public Employment Relations Committee to supply the parties with a panel of arbitrators. The arbitrator shall be selected by the parties in accordance with the rules promulgated by the Public Employment Relations Commission. The decision of the arbitrator shall be final and binding on all parties; it being expressly understood that such binding arbitration is limited exclusively to disputes involving the application, meaning or interpretation of this Agreement.

Expenses for the arbitrator's services and the proceedings shall be borne equally by the employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record.

The Union will notify the employer in writing of the names of its employees who are designated by the Union to represent employees under the grievance procedure. An employee so designated by the Union will be permitted to confer with other Union representatives, employees, and employer representatives regarding matters of employee representation, during working hours and without loss of pay provided, however, all said employees shall secure the permission of their immediate superior, which permission shall not be unreasonably withheld.

Representatives of the Union, who are not employees previously accredited to the employer in writing by the Union, shall be permitted to come on the premises of the employer for the purpose of investigating and discussing grievances, so long as such right is reasonably exercised and there is no undue interference with work progress, provided, however, they first obtain permission to do so from the employee's department director or his designated representative, permission for which shall not be unreasonably withheld.

16.

DISCIPLINE - DISCHARGE

16.1 It is expressly understood that the County shall have the right to discipline or discharge any employee; however, the County agrees that it shall not discipline or discharge any employee covered by the terms of this Agreement without just cause.

16.2 Any employee, so disciplined or discharged, shall have the right to appeal the outcome of a disciplinary action. This appeal may be made either to the Civil Service Commission or to *Step 4* (binding arbitration) of the grievance procedure. It is expressly understood that an employee shall only be entitled to one avenue of appeal and furthermore, that any employee exercising his/her right of appeal to the Civil Service Commission waives his/her right to arbitration and conversely, that any employee exercising his/her right of appeal to arbitration waives his/her right to appeal to Civil Service.



17.

SAFETY AND HEALTH

17.1 The employer shall at all times maintain safe and healthful working conditions, and will provide employees with wearing apparel, tools or devices deemed necessary in order to insure their safety and health. When such materials are issued, they shall be used. Failure to utilize said safety materials when issued shall be cause for disciplinary action.

17.2 The employer and the Union shall each designate a safety committee member and two alternates. It shall be the joint responsibility of the members or their alternates to investigate and correct unsafe and unhealthful conditions. The members or their alternates shall meet periodically as necessary to review conditions in general and to make recommendations to either or both parties when appropriate. The safety committee member representing the Union or one of his alternates, with the approval of the employer, shall be permitted reasonable opportunity to visit work locations throughout the employer's facilities for the purpose of investigating safety and health conditions during working hours with no loss of pay.

18.

EQUAL TREATMENT

18.1 The employer agrees that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, political affiliation, Union membership or Union activities.

18.2 The County and the Union agree not to interfere with the right of employees to become or not to become members of the Union and further that there shall be no discrimination or coercion against any employees because of Union membership or nonmembership.

19.

WORK RULES

19.1 The County may after negotiation with the Union establish reasonable and necessary rules of work and conduct for employees. Work rules and conduct for court employees will be established by the Assignment Judge or his designee. Such rules shall be equitably applied and enforced. Such work rules shall be subject to the grievance procedure.

20.

ANNUAL VACATION LEAVE

20.1 All full-time permanent employees shall be entitled to vacation leave based on their years of continuous service. Periods on a leave of absence without pay except military leave shall be deducted from an employee's total continuous service for purposes of determining the earned service credit for vacation leave.

20.2 Annual vacation leave with pay for all full-time permanent employees shall be earned as follows:

(a) One working day of vacation for each month of service during the remainder of the calendar year following the date of appointment.

(b) After one year and to completion of five (5) years, twelve (12) working days.

(c) From beginning of sixth year to completion of tenth year, fifteen (15) working days.

(d) From beginning of eleventh (11th) year to completion of fifteenth (15th) year, twenty (20) working days.

(e) After completion of fifteenth (15th) year, twenty five (25) working days.

20.3 Annual vacation leave with pay for all full-time temporary, full-time provisional and CETA employees shall be earned at the rate of one day per month.

20.4 The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the pay day immediately preceding the employee's vacation period.

20.5 An employee who is called back to work while on authorized vacation, shall be paid one day's pay in addition to regular day's pay and shall not lose vacation day or days.

20.6 Vacation allowance must be taken during the current calendar year unless the employee's department director determines that it cannot be taken because of the pressure of work. Any vacation allowance so denied may be carried over into the next succeeding year. A maximum of ten (10) vacation days, at the option of the employee, may be carried over from calendar year 1979 into calendar year 1980 and each succeeding year thereafter.

20.7 A permanent employee who returns from military service is entitled to full vacation allowance for the calendar year of return and for the year preceding, providing the latter can be taken during the year of return.

20.8 An employee who is retiring or who has otherwise separated shall be entitled to the vacation allowance for the current year prorated upon the number of months worked in the calendar year in which the separation or retirement becomes effective and any vacation leave which may have been carried over from the preceding calendar year.

Whenever a permanent employee dies, having to his credit any annual vacation leave, there shall be calculated and paid to his estate a sum of money equal to the compensation figured on his salary rate at the time of death.

20.9 Part-time temporary, part-time provisional, seasonal or hourly paid employees shall not be entitled to vacation leave.

20.10 Vacation leave credits shall continue to accrue while an employee is on leave with pay. Vacation credits shall not accrue while an employee is on leave without pay except military leave.

21.

SHIFT PAY

21.1 Employees working on shifts of which the majority of working hours fall between 4:00 P.M. in the afternoon and 12:00 Midnight shall receive in addition to their regular pay an additional fifteen (15) cents per hour.

21.2 Employees working on shifts of which the majority of working hours fall between 12:00 Midnight and 8:00 A.M, the following morning shall receive in addition to their regular pay twenty (20) cents per hour.

22.

LONGEVITY

22.1 Every full time employee, temporary or permanent, classified or unclassified, of the County of Mercer, 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.

Employees having completed five (5) years of continuous service will have added to their gross per annum pay an additional \$200, commencing with the first pay of the first full pay period following said anniversary of hire, and for the completion of each additional five (5) years of service calculated in the same manner using employee anniversary dates, shall have added to their gross per annum pay, an additional \$300.00.

Any interruption of service due to a cause beyond the control of the employee, i.e., for military service, injury or illness shall be considered as service for the County of Mercer for the purpose of determining the completion of said cumulative periods of service with the County of Mercer. Nothing contained in this Article shall be construed to apply to any person whose employment has been terminated for any reason prior to the effective date of the adoption of this contract.

Such additional longevity payments shall be paid notwithstanding the maximum salary provided for such employment.

23.

WORK UNIFORMS  
(Blue Collar)

23.1 Work uniforms will be supplied by the County to all full-time employees as set forth below:

A. OUTSIDE DEPARTMENTS - Highway, Shade Tree, Bridges and Culverts, Mosquito, Airport and Park Commission will receive the following:

1. Initial Issue

Two (2) winter uniforms (2 trousers, 2 shirts\*)

Three (3) summer uniforms (3 trousers, 3 shirts\*)

Two (2) three quarter length lightweight jackets

One (1) three quarter length jacket with hood

One (1) pair of safety shoes

2. Annual Replacement Issue

One (1) winter uniform (1 trouser, 1 shirt\*)

One (1) summer uniform (1 trouser, 1 shirt\*)

3. Safety shoes and jackets will be replaced as needed upon authorization by the Department Director.

\* 4. Outside departments have the option to receive five (5) orange T-shirts in place of one each winter and summer shirt.

B. INSIDE DEPARTMENTS - Administration Building, Court House, Youth House, Detention Center, Correction Center, Library, and personnel working at Donnelly Memorial Hospital in the following job classifications: Carpenter, Gardener, Laborer, Maintenance Repairman, Painter, Plumber, Senior Building Maintenance Worker, Senior Maintenance Repairman, Stationary Engineer, Stationary Fireman and Truck Driver will receive the following:



1. Initial Issue

Two (2) winter uniforms (2 trousers, 2 shirts)

Two (2) summer uniforms (2 trousers, 2 shirts)

One (1) three quarter length jacket with hood

One (1) three quarter length lightweight jacket

One (1) pair of safety shoes

2. Annual Replacement Issue

One (1) winter uniform (1 trouser, 1 shirt)

One (1) summer uniform (1 trouser, 1 shirt)

3. Safety shoes and jackets will be replaced as needed upon authorization by the Department Director.

C. DONNELLY MEMORIAL HOSPITAL - All full-time employees working in the following job classifications: Barber, Butcher, Cook, Hospital Attendant, Physical Therapy Aide, Recreation Therapy Aide, Seamstress, Senior Building Service Worker, Senior Cook, Senior Food Service Worker, Senior Laundry Worker, Senior Linen Room Attendant, Senior Recreation Therapy Aide, Senior Seamstress and Ward Clerk will receive the following:

1. Initial Issue

Three (3) uniforms

One (1) pair of shoes

2. Annual Replacement Issue

One (1) Uniform

3. Shoes will be replaced as needed upon authorization by the Department Director.

D. MERCER COUNTY AIRPORT - All full-time Airport Security Officers will receive the following:

1. Initial Issue

Two (2) winter uniforms (2 trousers, 2 shirts)

Three (3) summer uniforms (3 trousers, 3 shirts)

One (1) three quarter length jacket

One (1) winter hat

One (1) summer hat

One (1) pair of safety shoes

One (1) Black Garrison belt

One (1) black tie

2. Annual Replacement Issue

One (1) winter uniform (1 trouser, 1 shirt)

One (1) summer uniform (1 trouser, 1 shirt)

3. The three quarter length jacket, winter and summer hats, safety shoes, Garrison belt and tie will be replaced as needed upon authorization by the Department Director.

23.2 Laundry services will be provided by the County for Automotive Mechanics on coveralls provided by the County.

23.3 In all cases where uniforms and an allowance are provided, said uniforms shall be worn. Failure to wear said uniforms when issued shall be cause for disciplinary action.

24.

CLOTHING MAINTENANCE ALLOWANCE  
(Blue Collar)

24.1 The County agrees to pay each full-time employee covered by this Agreement an annual clothing maintenance allowance for calendar years' 1979 and 1980 to be used by the employee for the maintenance of his/her uniform based upon the following schedule:

1. \$100 annually - All full-time employees working in those job classifications set forth in "Appendix A" (Blue Collar) with the exception of Airport Security Officers.
2. \$150 annually - All full-time employees working in the job classification of Airport Security Officer.

24.2 The allowance referred in paragraph 24.1 above shall be earned on a monthly basis, provided the employee works a minimum of one (1) day in any calendar month and shall be paid annually during the first week in December.

24.3 New employees, retired employees, deceased employees or employee's on an authorized leave of absence excepting educational leaves of absence or those leaves of absence provided for in "Article 12.1", shall be paid a prorated share of the annual clothing maintenance allowance for each calendar month in which the employee works at least one (1) day, payable during the first week in December.

24.4 Employees who voluntarily terminate their employment with the County of Mercer, excepting as provided in Article 24.3 above, or whose employment is terminated for cause shall not be entitled to payment of the annual clothing maintenance allowance or any prorated portion thereof.

24.5 The annual clothing maintenance allowance shall only be applicable to those employee's who are uniformed.

25.

CLASSIFICATIONS AND JOB DESCRIPTIONS

25.1 The classifications for employees covered by this Agreement are attached hereto as Appendix A and Appendix B and by reference are made part of this Agreement.

25.2 If during the term of this Agreement the County determines that new job descriptions and/or classifications be established or that changes be made in existing job descriptions and/or classifications the parties agree that they will consult with a view to arriving at a mutually acceptable determination, including the rate of pay thereof, prior to such changes being made effective. Should the parties fail to agree, the matter will be referred to the grievance procedure commencing with *Step 2* of this Agreement.

25.3 The provisions of this Article do not apply to court employees covered by Rule 1:17 of the rules governing the Courts of the State of New Jersey.

26.

STRIKES AND LOCKOUTS

26.1 In addition to any other restriction under the law, the Union and its members will not cause a strike or work stoppage of any kind, nor will any employees take part in a strike, intentionally slow down in the rate of work, or in any manner cause interference with or stoppage of the employer's work. The employer shall follow the grievance procedure for which provision is made herein and the employer shall not cause any lockout.

27.

GENERAL PROVISIONS

27.1 The employer agrees to make available one locked glass enclosed bulletin board at each of the following locations:

Court House

Administration Building

Donnelly Hospital

Mercer County Garage

The said bulletin board shall be used for posting of the following notes: Union meetings, Union elections, Union election returns, Union appointments to office and Union recreational or social affairs. Such notices shall first be approved by the Department Director.

27.2 The County agrees to provide a mileage reimbursement allowance of 17 cents per mile to all white collar employees covered by this Agreement who are required to use their own private vehicle in connection with the performance of their duties as employees of the County of Mercer.

27.3 One meal per shift will be granted to all Donnelly Memorial Hospital employees.

27.4 The provisions of this Agreement shall only apply to those employees in the Unit who are on the County payroll and actively at work on or after the date of the execution of this Agreement and those former employees whose employment was terminated by death or retirement prior to the date of the execution of this Agreement.

28.

SEPARABILITY AND SAVINGS

28.1 If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority or court of competent jurisdiction to be unlawful, unenforceable or not in accordance with applicable statutes and/or court rules, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

Upon request of either party, the parties agree to meet immediately and renegotiate any provision so affected.

29.

HOLD HARMLESS

29.1 It is the intention and interpretation of the parties that the terms of this contract meet the requirements of the "Wage and Price Standards" issued by the Council on Wage and Price Stability, dated December 13, 1978. In the event that subsequent changes and/or interpretations are made, or if the interpretations of the parties hereto are incorrect or not acceptable to the Council on Wage and Price Stability, then in that case the parties agree to abide by the terms of this Agreement without recourse to each other.



30.

TERMINATION

30.1 Subject to the terms of this Agreement and the grievance procedure; the County has the right and responsibility to direct the affairs of the County including the right to plan, control and direct the operation of the equipment and work forces, to relieve employees due to lack of work; and to contract for and subcontract out services except that the employer agrees there will be no subcontracting of work which can be done by the regular work forces.

30.2 This Agreement shall be effective as of the 1st day of January 1979 and shall remain in full force and effect until the 31st day of December, 1980. It shall be renewed from year to year thereafter unless either party shall give written notice of its desire to modify the Agreement. Such notice shall be by certified mail by August 18th of any succeeding year.


In the event that such notice is given, negotiations shall begin not later than 120 days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their proper officers and attested to on the 23<sup>rd</sup> day of May, in the year Our Lord, One Thousand Nine Hundred and Seventy Nine.


ATTEST:

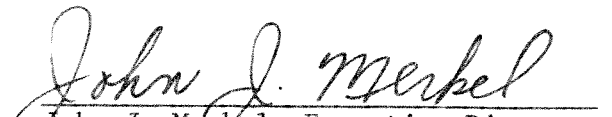
COUNTY OF MERCER

  
Joyce L. McDade, Clerk  
Board of Chosen Freeholders

  
Arthur R. Sypek, Sr.  
County Executive

AFSCME LOCAL 2287

  
Beverly Blakey, President  
AFSCME Local 2287

  
John J. Merkel, Executive Director  
AFSCME Council No. 73

COURT CLERK'S ADDENDUM

1. Seniority for all employees covered by this Agreement who are working in the title of Senior Court Clerk or Court Clerk will be calculated from the date of initial (temporary or permanent) and continuous appointment in title. Said seniority shall only apply to courtroom assignments in the case of the appointment of a new judge and/or the creation of a vacancy in an already existing courtroom assignment and shall be subject to the consent and approval of the judge assigned to a specific court. Any court clerk who voluntarily leaves a courtroom assignment or due to personal circumstances, elects not to take a courtroom assignment, may retain seniority position for future assignments. The provisions of this clause shall in no way negate or mitigate the overall application of Article 13 of this Agreement.
2. Court Clerks who are called in to write bail shall be paid a minimum of four (4) hours pay at the rate of time and one-half their hourly rate of pay for evenings, Saturdays and holidays and a minimum of four (4) hours pay at the rate of double time their hourly rate of pay for Sundays and after a normal work day schedule on holidays. Additional overtime payments will only be paid in those situations where a Court Clerk is required to work in excess of the initial four (4) hours.
3. Court Clerks assigned to the Juvenile Section of the County Clerk's Office shall be paid a minimum of four (4) hours pay at their straight time hourly rate of pay when required to perform standby duty for Detention hearings at the Youth House. Should any Court Clerks be required to report to duty at the Youth House, said personnel shall be entitled to a minimum of four (4) hours pay at the rate of time and one-half their hourly rate of pay for evenings, Saturdays and holidays and a minimum of four (4) hours pay at the rate of double time their hourly rate of pay for Sundays and after the

normal work schedule on Holidays, but shall not be entitled to the four (4) hours straight time pay. Additional overtime payments will be paid only in those situations where a Court Clerk is required to work in excess of the initial four (4) hours.

4. Any overtime accrued by Court Clerks, excepting bail writing situations and Detention hearings at the Youth House, shall be paid at the employee's option at either the applicable overtime rate or with compensatory time off on an hour for hour basis.

5. Any Court Clerk who is disabled because of an assault or battery incurred during the performance of his/her duties in their assigned Court-room shall be granted a leave of absence with full pay for the entire period of disability; such leave to be limited to maximum of eighteen (18) months from the date of disability.

6. Any Court Clerk who is ordered by their Judge to work during a regularly scheduled lunch period shall be granted one (1) hour of compensatory time or one (1) hour of overtime at the rate of time and one-half their hourly rate of pay; at the employee's option; provided that the employee is not granted a one hour lunch period for that day.

APPENDIX A

1979 ANNUAL SALARY RANGES  
(Blue Collar)

<u>TITLE</u>	<u>RANGE</u>
Airport Security Officer	\$ 9,100 - 12,972
Asphalt Raker	7,600 - 10,895
Barber	7,428 - 11,225
Bridge Rapairman/Repairer	9,100 - 13,399
Butcher	7,749 - 11,733
Carpenter	10,000 - 13,399
Cemetery Caretaker	7,000 - 9,845
Chauffer	7,000 - 9,845
Chief Mechanical Repairman	10,044 - 15,307
Clerk Driver	7,000 - 9,578
Clubhouse Attendant	7,000 - 9,845
Cook	8,000 - 10,744
Electrician	10,000 - 13,399
Equipment Operator	8,700 - 12,266
Equipment Operator (Roads)	8,700 - 12,266
Equipment Operator (Shade Tree)	8,700 - 12,266
Equipment Operator (Sweeper)	8,700 - 12,266
Farmer	7,749 - 11,733
Garage Attendant	7,000 - 10,031
Gardener	7,428 - 11,225
Guard (LPL)	7,000 - 9,845
Guard - Public Property	7,000 - 9,845
Heavy Equipment Operator	10,000 - 13,399
Heavy Equipment Operator (Roads)	10,000 - 13,399

<u>TITLE</u>	<u>RANGE</u>
Heavy Equipment Operator (Crane)	\$10,500 - 14,003
Hospital Attendant	7,000 - 9,578
Inspector (Mosquito Control)	9,500 - 13,092
Laborer	7,300 - 10,455
Library Clerk Driver	7,200 - 9,918
Mail Clerk Driver	7,000 - 10,342
Maintenance Repairman/Repairer	7,700 - 11,225
Maintenance Repairman/Repairer (Carpenter)	7,700 - 11,225
Maintenance Repairman/Repairer (Plumber)	7,700 - 11,225
Mason	9,500 - 12,820
Mechanic	10,000 - 13,399
Mechanic's Helper	7,600 - 10,747
Mechanical Repairman	10,000 - 13,399
Painter	10,000 - 13,399
Parking Lot Attendant	7,000 - 10,031
Park Maintenance Man	7,700 - 11,225
Payroll Supervisor	9,203 - 15,002
Physical Therapy Aide	7,000 - 10,744
Plumber	10,000 - 13,399
Plumber & Steamfitter	9,500 - 12,820
Plumber & Steamfitter (HPL)	10,000 - 13,399
Recreation Therapy Aide	7,122 - 10,744
Road Inspector	9,500 - 12,820
Seamstress	7,000 - 10,286
Senior Automotive Mechanic	10,500 - 14,003
Senior Building Maintenance Worker	7,000 - 10,031
Senior Building Service Worker	7,000 - 10,031
Senior Cemetery Caretaker	7,122 - 10,744

<u>TITLE</u>	<u>RANGE</u>
Senior Cook	\$ 8,300 - 11,733
Senior Cook - Butcher	8,440 - 12,820
Senior Food Service Worker	7,000 - 9,578
Senior Laundry Worker	7,000 - 9,578
Senior Linen Room Attendant	7,000 - 9,578
Senior Maintenance Repairman/Repairer	8,700 - 12,266
Senior Maintenance Repairman/Repairer (H & A.C.)	8,700 - 12,266
Senior Mechanic	10,500 - 14,003
Senior Mechanical Repairman	10,500 - 14,003
Senior Park Maintenance Worker	8,700 - 12,266
Senior Recreation Therapy Aide	8,086 - 12,266
Senior Road Inspector	9,900 - 14,841
Senior Seamstress	7,428 - 11,225
Senior Traffic Signal Electrician	10,500 - 14,547
Senior Tree Climber	9,100 - 13,416
Sign Designer, Letterer and Processor	7,700 - 11,225
Stationary Engineer	10,000 - 13,399
Stationary Fireman	9,100 - 12,266
Storekeeper	8,700 - 12,820
Traffic Maintenance Man	7,749 - 12,341
Traffic Maintenance Worker	7,749 - 12,341
Traffic Signal Electrician	8,440 - 12,820
Tree Trimmer	7,000 - 9,845
Truck Driver	7,700 - 10,744
Ward Clerk	7,000 - 9,116
Ward Clerk (Typing)	7,000 - 9,116
Watchman	7,000 - 9,845

<u>TITLE</u>	<u>RANGE</u>
Watchman (LPL)	\$ 7,000 - 9,845
Welder	10,000 - 13,399
X-Ray Technician	8,700 - 12,896



APPENDIX A

1979 ANNUAL SALARY RANGES  
(White Collar)

<u>TITLE</u>	<u>RANGE</u>
Account Clerk	\$ 7,000 - 9,377
Account Clerk (Typing)	7,000 - 9,377
Administrative Clerk - County Clerk	9,203 - 14,978
Administrative Clerk - Engineering	9,203 - 14,978
Administrative Clerk - Mosquito Control	9,203 - 14,978
Administrative Clerk - Tax Board	9,203 - 14,978
Administrative Secretary - Probation Department	9,203 - 14,978
Admitting Officer (Typing)	8,812 - 13,579
Assistant Chief Clerk - Prosecutor's Office	9,203 - 14,978
Bookkeeping Machine Operator	7,000 - 9,377
Cashier (Typing)	7,300 - 10,388
Clerk	7,000 - 9,377
Clerk Bookkeeper	7,000 - 9,377
Clerk Stenographer	7,300 - 9,918
Clerk Transcriber	7,000 - 9,480
Clerk Typist	7,000 - 9,377
Court Clerk	9,500 - 14,946
Court Clerk (Transcriber)	9,500 - 14,946
Court Clerk (Typing)	9,500 - 14,946
Deputy District Court Clerk	10,044 - 16,427
Disposition Clerk	8,086 - 11,384
Docket Clerk	7,300 - 10,388
Docket Clerk (Typing)	7,300 - 10,388
Elections Clerk	7,300 - 10,388

<u>TITLE</u>	<u>RANGE</u>
Field Representative - Senior Citizen Program	\$ 9,203 - 13,579
Head Clerk	9,203 - 14,308
Head Clerk (Stenographer)	9,203 - 14,308
Head Elections Clerk	9,203 - 14,308
Index Clerk	7,000 - 9,918
Index Machine Operator (Typing)	7,000 - 10,388
Investigator Consumer Protection	8,440 - 12,716
Investigator, Probation (Bilingual-Spanish and English)	8,424 - 12,716
Investigator, Probation Department (Stenography)	8,424 - 12,716
Investigator, Probation Department (Typing)	8,424 - 12,716
Investigator, Property & Resources (Adjuster)	8,700 - 13,664
Legal Stenographer	7,300 - 10,877
Mail Clerk	7,000 - 9,377
Medical Records Clerk	7,300 - 10,877
Medical Stenographer	8,000 - 11,919
Medical Technician	8,000 - 11,919
Microfilm Operator	7,000 - 10,388
Microfilm System Supervisor	8,700 - 13,053
Passport Clerk	7,000 - 10,388
Payroll Supervisor - Finance	9,203 - 14,578
Pension Fund Supervisor	9,203 - 14,308
Principal Account Clerk	8,000 - 11,919
Principal Account Clerk (Stenography)	8,600 - 11,919
Principal Account Clerk (Typing)	8,300 - 11,919
Principal Bookkeeping Machine Operator	8,300 - 11,919
Principal Clerk	8,000 - 11,919
Principal Clerk Bookkeeper (Stenography)	8,600 - 11,919
Principal Clerk Bookkeeper (Typing)	8,300 - 11,919

<u>TITLE</u>	<u>RANGE</u>
Principal Clerk Stenographer	\$ 8,600 - 13,053
Principal Clerk (Typing)	8,300 - 11,919
Principal Docket Clerk	8,600 - 12,472
Principal Legal Stenographer	9,200 - 14,308
Probate Clerk (Typing)	8,600 - 12,472
Receptionist	7,000 - 9,377
Receptionist (Typing)	7,000 - 9,377
Secretarial Assistant	9,200 - 14,308
Senior Account Clerk	7,300 - 10,877
Senior Account Clerk (Typing)	7,300 - 10,877
Senior Bookkeeping Machine Operator	7,600 - 10,388
Senior Cashier	8,086 - 12,472
Senior Clerk	7,300 - 10,388
Senior Clerk Bookkeeper	7,300 - 10,388
Senior Clerk Stenographer	7,600 - 10,877
Senior Clerk Typist	7,300 - 10,388
Senior Court Clerk	10,000 - 15,476
Senior Docket Clerk	7,600 - 10,877
Senior Index Clerk	7,300 - 10,877
Senior Index Machine Operator	7,300 - 10,877
Senior Legal Stenographer	8,700 - 13,053
Senior Medical Records Clerk	8,000 - 12,472
Senior Microfilm Operator	7,300 - 10,877
Senior Passport Clerk	7,300 - 10,706
Senior Probate Clerk (Typing)	8,700 - 13,664
Senior Telephone Operator	7,600 - 10,877
Senior Terminal Operator	7,600 - 10,877
Storekeeper and Laundry Supervisor	9,200 - 14,308

<u>TITLE</u>	<u>RANGE</u>
Supervising Account Clerk	\$ 9,200 - 14,308
Supervising Bookkeeping Machine Operator	9,203 - 14,978
Supervising Cashier	9,203 - 14,978
Supervising Clerk	9,203 - 14,308
Supervising Clerk Stenographer	9,203 - 14,308
Supervisor of Hospital Stores	9,203 - 14,308
Supervisor of Records - Probation Department	9,203 - 14,308
Supervisor of Records (Steno) - Probation Department	9,593 - 14,308
Telephone Operator	7,000 - 9,480
Telephone Operator - Receptionist	7,000 - 9,480
Terminal Operator	7,000 - 9,377
Vault Clerk	7,000 - 9,377

APPENDIX B

1980 ANNUAL SALARY RANGES  
(Blue Collar)

<u>TITLE</u>	<u>RANGE</u>
Airport Security Officer	\$ 9,500 - 13,750
Asphalt Raker	8,000 - 11,548
Barber	7,828 - 11,899
Bridge Repairman/Repairer	9,500 - 14,203
Butcher	8,149 - 12,437
Carpenter	10,400 - 14,203
Cemetery Caretaker	7,400 - 10,436
Chauffer	7,400 - 10,436
Chief Mechanical Repairman	10,444 - 16,225
Clerk Driver	7,400 - 10,153
Clubhouse Attendant	7,400 - 10,436
Cook	8,400 - 11,389
Electrician	10,400 - 14,203
Equipment Operator	9,100 - 13,002
Equipment Operator (Roads)	9,100 - 13,002
Equipment Operator (Sweeper)	9,100 - 13,002
Equipment Operator (Shade Tree)	9,100 - 13,002
Farmer	8,149 - 12,437
Garage Attendant	7,400 - 10,633
Gardener	7,828 - 11,899
Guard (LPL)	7,400 - 10,436
Guard-Public Property	7,400 - 10,436
Heavy Equipment Operator	10,400 - 14,203

<u>TITLE</u>	<u>RANGE</u>
Heavy Equipment Operator (Roads)	\$10,400 - 14,203
Heavy Equipment Operator (Crane)	10,900 - 14,843
Hospital Attendant	7,400 - 10,633
Inspector (Mosquito Control)	9,900 - 13,878
Laborer	7,700 - 11,082
Library Clerk Driver	7,400 - 10,513
Mail Clerk Driver	7,400 - 10,963
Maintenance Repairman/Repairer	8,100 - 11,899
Maintenance Repairman/Repairer (Carpenter)	8,100 - 11,899
Maintenance Repairman/Repairer (Plumber)	8,100 - 11,899
Mason	9,900 - 13,589
Mechanic	10,400 - 14,203
Mechanic's Helper	8,000 - 11,392
Mechanical Repairman	10,400 - 14,203
Painter	10,400 - 14,203
Parking Lot Attendant	7,400 - 10,633
Park Maintenance Man	8,100 - 11,899
Payroll Supervisor	9,603 - 15,902
Physical Therapy Aide	7,400 - 11,389
Plumber	10,400 - 14,203
Plumber and Steamfitter	9,900 - 13,589
Plumber and Steamfitter (HPL)	10,400 - 14,203
Recreation Therapy Aide	7,522 - 11,389
Road Inspector	9,900 - 13,589
Seamstress	7,400 - 10,903
Senior Automotive Mechanic	10,900 - 14,843
Senior Building Maintenance Worker	7,400 - 10,633

<u>TITLE</u>	<u>RANGE</u>
Senior Building Service Worker	\$ 7,400 - 10,633
Senior Cemetery Caretaker	7,522 - 11,389
Senior Cook	8,700 - 12,437
Senior Cook-Butcher	8,840 - 13,589
Senior Food Service Worker	7,400 - 10,633
Senior Laundry Worker	7,400 - 10,633
Senior Linen Room Attendant	7,400 - 10,633
Senior Maintenance Repairman/Repairer	9,100 - 13,002
Senior Maintenance Repairman/Repairer (H & A.C.)	9,100 - 13,002
Senior Mechanic	10,900 - 14,843
Senior Mechanical Repairman	10,900 - 14,843
Senior Park Maintenance Worker	9,100 - 13,002
Senior Recreation Therapy Aide	8,486 - 13,002
Senior Road Inspector	10,300 - 15,731
Senior Seamstress	7,828 - 11,899
Senior Traffic Signal Electrician	10,900 - 15,420
Senior Tree Climber	9,500 - 14,221
Sign Designer, Letterer and Processor	8,100 - 11,899
Stationary Engineer	10,400 - 14,203
Stationary Fireman	9,500 - 13,002
Storekeeper	9,100 - 13,589
Traffic Maintenance Man	8,149 - 13,081
Traffic Maintenance Worker	8,149 - 13,081
Traffic Signal Electrician	8,840 - 13,589
Tree Trimmer	7,400 - 10,436
Truck Driver	8,100 - 11,389
Ward Clerk	7,400 - 9,663
Ward Clerk (Typing)	7,400 - 9,663

<u>TITLE</u>	<u>RANGE</u>
Watchman	\$ 7,400 - 10,436
Watchman (LPL)	7,400 - 10,436
Welder	10,400 - 14,203
X-Ray Technician	9,100 - 13,670



## APPENDIX B

1980 ANNUAL SALARY RANGES  
(White Collar)

<u>TITLE</u>	<u>RANGE</u>
Account Clerk	\$ 7,400 - 9,940
Account Clerk (Typing)	7,400 - 9,940
Administrative Clerk - County Clerk	9,603 - 15,877
Administrative Clerk - Engineering	9,603 - 15,877
Administrative Clerk - Mosquito Control	9,603 - 15,877
Administrative Clerk - Tax Board	9,603 - 15,877
Administrative Secretary - Probation Department	9,603 - 15,877
Admitting Officer (Typing)	9,212 - 14,394
Assistant Chief Clerk - Prosecutor's Office	9,603 - 15,877
Bookkeeping Machine Operator	7,400 - 9,940
Cashier (Typing)	7,700 - 11,011
Clerk	7,400 - 9,940
Clerk Bookkeeper	7,400 - 9,940
Clerk Stenographer	7,700 - 10,513
Clerk Transcriber	7,400 - 10,049
Clerk Typist	7,400 - 9,940
Court Clerk	9,900 - 15,843
Court Clerk (Transcriber)	9,900 - 15,843
Court Clerk (Typing)	9,900 - 15,843
Deputy District Court Clerk	10,444 - 17,413
Disposition Clerk	8,486 - 12,067
Docket Clerk	7,700 - 11,011
Docket Clerk (Typing)	7,700 - 11,011
Elections Clerk	7,700 - 11,011
Field Representative - Senior Citizens Program	9,603 - 14,394

<u>TITLE</u>	<u>RANGE</u>
Head Clerk	\$ 9,603 - 15,166
Head Clerk (Stenographer)	9,603 - 15,166
Head Elections Clerk	9,603 - 15,166
Index Clerk	7,400 - 10,513
Index Machine Operator (Typing)	7,400 - 11,011
Investigator Consumer Protection	8,840 - 13,479
Investigator, Probation (Bilingual - Spanish and English)	8,824 - 13,479
Investigator, Probation Department (Stenography)	8,824 - 13,479
Investigator, Probation Department (Typing)	8,824 - 13,479
Investigator, Property & Resources (Adjuster)	9,100 - 14,484
Legal Stenographer	7,700 - 11,530
Mail Clerk	7,400 - 9,940
Medical Records Clerk	7,700 - 11,530
Medical Stenographer	8,400 - 12,634
Medical Technician	8,400 - 12,634
Microfilm Operator	7,400 - 11,011
Microfilm System Supervisor	9,100 - 13,836
Passport Clerk	7,400 - 11,011
Payroll Supervisor - Finance	9,603 - 15,453
Pension Fund Supervisor	9,603 - 15,166
Principal Account Clerk	8,400 - 12,634
Principal Account Clerk (Stenography)	9,000 - 12,634
Principal Account Clerk (Typing)	8,700 - 12,634
Principal Bookkeeping Machine Operator	8,700 - 12,634
Principal Clerk	8,400 - 12,634
Principal Clerk Bookkeeper (Stenography)	9,000 - 12,634
Principal Clerk Bookkeeper (Typing)	8,700 - 12,634
Principal Clerk Stenographer	9,000 - 13,836

TITLE	RANGE
Principal Clerk (Typing)	\$ 8,700 - 12,634
Principal Docket Clerk	9,000 - 13,220
Principal Legal Stenographer	9,600 - 15,166
Probate Clerk (Typing)	9,000 - 13,220
Receptionist	7,400 - 9,940
Receptionist (Typing)	7,400 - 9,940
Secretarial Assistant	9,600 - 15,166
Senior Account Clerk	7,700 - 11,530
Senior Account Clerk (Typing)	7,700 - 11,530
Senior Bookkeeping Machine Operator	8,000 - 11,011
Senior Cashier	8,486 - 13,220
Senior Clerk	7,700 - 11,011
Senior Clerk Bookkeeper	7,700 - 11,011
Senior Clerk Stenographer	8,000 - 11,530
Senior Clerk Typist	7,700 - 11,011
Senior Court Clerk	10,400 - 16,405
Senior Docket Clerk	8,000 - 11,530
Senior Index Clerk	7,700 - 11,530
Senior Index Machine Operator	7,700 - 11,530
Senior Legal Stenographer	9,100 - 13,836
Senior Medical Records Clerk	8,400 - 13,220
Senior Microfilm Operator	7,700 - 11,530
Senior Passport Clerk	7,700 - 11,348
Senior Probate Clerk (Typing)	9,100 - 14,484
Senior Telephone Operator	8,000 - 11,530
Senior Terminal Operator	8,000 - 11,530
Storekeeper and Laundry Supervisor	9,600 - 15,166
Supervising Account Clerk	9,600 - 15,166
Supervising Bookkeeping Machine Operator	9,603 - 15,877

<u>TITLE</u>	<u>RANGE</u>
Supervising Cashier	\$ 9,603 - 15,877
Supervising Clerk	9,603 - 15,166
Supervising Clerk Stenographer	9,603 - 15,166
Supervisor of Hospital Stores	9,603 - 15,166
Supervisor of Records - Probation Department	9,603 - 15,166
Supervisor of Records (Steno)-Probation Department	9,993 - 15,166
Telephone Operator	7,400 - 10,049
Telephone Operator-Receptionist	7,400 - 10,049
Terminal Operator	7,400 - 9,940
Vault Clerk	7,400 - 9,940