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1972

AGREEMENT

Between

SALEM COUNTY WELFARE BOARD

and

SALEM COUNTY COUNCIL #21

NEW JERSEY CIVIL SERVICE ASSOCIATION

THIS BOOK
NOT CIRCULATE

Preamble

This agreement entered into by the Salem County Welfare Board, hereinafter referred to as the "Employer" and Salem County Council #21, New Jersey Civil Service Association, hereinafter referred to as "Representative", has as its purpose the promotion of harmonious relations between the Employer and the Representative; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment.

I. Recognition

The Employer recognizes the Representative as the sole 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 Annex 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. This recognition, however, shall not be interpreted as having the effect of, or in any way abrogating the rights of employees as established under Title 11, Civil Service Laws and Ruling 11 of the Division of Public Welfare Rules and Regulations.

II. General Rules

A. The proposed salary ranges shall be established and applied to all authorized classified positions, except where positions and salary are set by statute, part-time employment or professional services on specialized basis. See Annex A. Summer employees are to be employed on a daily or hourly basis and will be paid only for days or hours actually worked.

B. The salary rate of each person, if less than the minimum rate designated for his position, shall be adjusted to the proposed minimum.

C. The minimum rate shall normally be the hiring rate for each title. If it becomes necessary, due to exceptional circumstances, to hire someone at a rate higher than the minimum, written notice will be sent to the Secretary of the Salem County Council #21.

D. Promotional opportunities shall be filled in accordance with Civil Service Rules, and eligible employees shall be advised by posted notice at the earliest possible time that a promotional vacancy is to be filled. In the event that no employee of a department can qualify for a promotional position, any one meeting required Civil Service qualifications may be hired.

E. Whenever an employee is promoted to a classification having a higher salary range, salary increases for such a promotion shall be made only after State Department of Civil Service has approved of the promotion on a permanent basis. The salary increase resulting from the title change will be retroactive to the effective date of promotion, however, the increased salary adjustment for promotion shall be retroactive for a period not to exceed 12 months.

F. Rate of compensation provided for in these regulations are fixed on the basis of full-time service in full-time positions. When a full-time employee is accepted for employment on a part-time basis, the compensation shall be reduced in proportion to the reduction of scheduled hours of work.

G. The salary ranges authorized under these regulations shall be interpreted as exclusive of any longevity pay, authorized pursuant to statute.

H. Automobiles used for County Welfare Board Business - County Welfare Board employees using personal automobiles for authorized business will be compensated at a rate of 10¢ (ten cents) per mile except those governed by state law or court orders.

Insurance Clause - County Welfare Board Employees using their personal cars on authorized business are covered under the county insurance limits and are not required to provide any insurance coverage beyond what they consider adequate for their own personal use of the automobile. The Salem County Welfare Board will reimburse those employees utilizing their personal car on welfare business up to \$100.00 to compensate for the increased premium they become subject to because of this business use. These employees must provide a certificate of insurance to the Welfare Director citing the minimum coverage required.

I. Office Organizational Structure - Insofar as it is compatible with Civil Service Rules and Regulations opportunities will be afforded employees to advance within the competitive system by promotional examinations.

III. Detailed Plan

A. Increases - All employees with more than four months full time service shall receive an annual increment on January 1st, subject to a favorable recommendation of the individual department heads except those employees presently receiving the maximum salary in their respective salary range.

B. Service award pay will be given at the end of the quarter following the employee's service anniversary date. This will be paid in a separate check to all classified permanent Civil Service employees with more than five years continuous full-time service on the following basis:

5 through 9 years service - 1 1/4% Annual earning Base Rate
10 through 14 years service - 2 1/2% Annual earning Base Rate
15 through 19 years service - 3 3/4% Annual earning Base Rate
20 years and up service - 5% Annual earning Base Rate

C. Work Schedule - The basic work week for all employees working in a classified Civil Service position will be 35 (thirty-five) hours per week.

1. The regular starting time of work shifts will not be changed without reasonable notice to the affected employees and without first having discussed such changes and the needs for same with the representative of the employees.

2. Holidays - The following days are recognized paid County holidays: New Years Day, Washington's Birthday (3rd Monday in February), Lincoln's Birthday, Good Friday, Memorial Day, (4th Monday of May), Independence Day, Labor Day, Columbus Day, (2nd Monday of October),

General Election Day, Veteran's Day, (4th Monday of October), Thanksgiving Day, Christmas, and any such holidays as Board of Chosen Freeholders may legally deem appropriate for all county employees.

3. Holidays designated above that officially fall on a Sunday shall be celebrated on the following Monday.

4. Leave of Absence

a. A permanent employee holding a classified position who is temporarily mentally or physically incapacitated to perform his duties pursuant to Ruling 11, may be granted special leave of absence without pay.

b. A permanent employee holding a classified position who desires to pursue a course of study that will increase his usefulness on return to his classified position may request a special leave of absence without pay, and same granted by the Salem County Welfare Board.

c. Request for special leave of absence shall be submitted in writing stating reasons request should be granted, the date leave is to begin, and probable date of return to duty. Special leaves of absence, if granted, shall be for period not exceeding six months and same may be extended for an additional period not exceeding six months by the Salem County Welfare Board.

d. Maternity Leave - An employee shall notify the employer of her pregnancy as soon as it is medically confirmed. In all cases an approximate due date shall be provided the employer by her physician. The employee may be granted upon her written request a maternity leave of absence without pay for up to six months. She may use her accumulated sick leave and vacation time before her expected confinement and up to one month beyond the delivery date. An employee may not work beyond the end of the seventh month. In all cases an employee must provide a medical

certificate indicating that she is capable of safely performing her duties and normal work load for the period from the 4th month through the 7th month.

e. Upon the return of a permanent employee from an approved leave of absence, the employee assumes his prior seniority rights. If conditions warrant that they be laid off and placed on a re-employment list, proper Civil Service procedures must be followed.

5. Overtime - Overtime is defined as hours worked beyond 40 hours in one calendar week. The calendar week is defined as from midnight Sunday to midnight the following Sunday.

The Welfare Department is authorized overtime for certain emergency conditions. Their overtime schedule is as follows:

Overtime is to be paid only when the employee is ordered to work by the Department Head. (Overtime refers to $1\frac{1}{2}$ times salary or compensatory time off.) For Sunday hours worked, an employee will be paid $1\frac{1}{2}$ times regular rate.

For Holidays worked, an employee shall be paid overtime pay at $1\frac{1}{2}$ times his regular rate for all hours worked. In addition he is entitled to a Holiday allowance equivalent to pay for his regularly scheduled working hours, not to exceed eight (8) hours, at his regular rate.

6. Workmen's Compensation, Safety & Health - When an employee is seriously injured on duty and receives Workmen's Compensation, it will be in accordance with statutory regulations.

a. The employer shall at all times maintain safe and healthful working conditions. The employer will provide employees with any tools or devices reasonably necessary in order to insure their safety and health. The proper use of this equipment is mandatory on the part of the employee.

7. Equal Treatment - The parties agree that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, marital status, political status, political affiliation, representative membership or representative activities.

8. Work Rules - The employer through his Department Heads shall establish reasonable and necessary rules of work and conduct for employees. Such rules shall be equitably applied and enforced.

The Personnel file and salary of individual employees shall be kept in confidence and not revealed to other employees except upon the direct approval of the individual employee. Informational request on these matters shall be transmitted to the Welfare Director or Administrative Supervisor for any action. However, each employee shall have the right to inspect their own personnel file upon request and at a reasonable time.

9. Grievance Procedure - When an employee has a grievance, he should discuss his problems with his immediate supervisor. If he does not receive any satisfactory answer thereto, he should pursue the following procedure with the assurance from the administration that no prejudicial action will result.

Step 1 - The employee shall present in writing the text of the grievance to his immediate supervisor and Department Head.

Step 2 - If no mutually satisfactory solution is developed to this written problem within 10 working days after Step 1, the employee with his Civil Service Council Representative from the Welfare Office may make arrangements to meet with the Welfare Board Executive Committee. Copies of the written grievance will be provided to all participants.

Step 3 - If the grievance has not been settled within ten working days after Step 2, the employee with the Executive Committee of the Civil Service Council will meet with the Salem County Welfare Board in order to resolve the grievance.

Step 4 - If the grievance still remains unsettled, the employee with the Executive Committee of the Civil Service Council will then arrange a hearing with the Civil Service Commission. This step can only be taken on those grievances which are applicable to the Civil Service Commission under the provisions of Civil Service Law, Rules, and Regulations.

IV. Supplementary Benefits

A. Hospital, Surgical, and Major Medical Benefits - Temporary and Permanent employees, after ninety days service, may enroll for benefits for the entire family. The employee's benefits will be paid by the employer; the additional cost of family benefits will be borne by the employee. Regularly scheduled part-time employees must work at least three days per week to be considered eligible for the benefits.

B. There shall be no change in the Group Hospital Medical Plan presently maintained and paid by the Employer on behalf of the employees as shown above.

C. Annual Vacations.

1. Permanent employees in the county service shall be entitled to the following annual vacations with pay subject to the approval of the requested times by the employee's immediate supervisor.

Up to one year of service, one working day's vacation for each month of service; after one year and up to ten years of service, twelve working days' vacation; after ten years and up to twenty years of service, 15 working days' vacation; after twenty years 20 working days vacation.

When in any calendar year the vacation or any part thereof is not granted by reason of pressure of work, such vacation periods or parts thereof not granted shall accumulate and shall be granted during the next succeeding calendar year only.

At the employee's request, vacation period of up to 10 working days may be banked for the next succeeding calendar year.

2. Temporary employees in the county service shall be entitled to the following annual vacation with pay:

One working day's vacation for each month served during such temporary full-time employment providing the employee intends to take an examination for the position held in a temporary capacity and provided further that said employee has indicated in writing to the Head of the Department and the certifying agent his intention to take the next scheduled examination for the position held in a temporary capacity.

3. Seasonal employees are not eligible.

4. Regularly scheduled part-time employees will be eligible for pro rated benefits.

5. Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason, prior to taking his vacation, shall be compensated in cash for the unused vacation he has accumulated at the time of separation.

D. Sick Leave with Pay

1. Permanent employees in the county service shall be entitled to the following sick leave of absence with pay:

One working day's sick leave with pay for each month of service from the date of permanent appointment up to and including December 31st, next following such date of appointment, and fifteen days' sick leave with pay for each calendar year thereafter, which can be taken only as earned. If such employee requires none or a portion only of such allowable sick leave for any calendar year, the amount of

such leave not taken shall accumulate to his credit from year to year, and he shall be entitled to such accumulated sick leave with pay if and when needed. Sick leave for purposes herein is defined to mean absence from duty of an employee because of personal illness by reason of which such employee is unable to perform the usual duties of his position, exposure to contagious disease, a short period of emergency attendance upon a member of his immediate family critically ill and requiring the presence of such employee, or death in the immediate family.

A member of the employee's immediate family shall be limited for the above purpose to father or mother, husband or wife, brother or sister, son or daughter, and mother-in-law or father-in-law.

If an employee is absent for three or more consecutive working days, for any of the reasons set forth in the above rule, the Department Head may require acceptable medical evidence. The nature of the illness should be stated on the doctor's certificate unless it is confidential between doctor and patient.

The Department Head may at any time require the employee seeking sick leave to submit acceptable medical evidence. If the sick leave is not approved, the time involved during which the employee was absent shall be charged to his vacation credit, if any; otherwise, he will suffer loss of pay for such time.

Any employee who does not expect to report for work because of personal illness or for any of the reasons included in the definition of sick leave hereinabove set forth shall notify his immediate supervisor, or some other person in his particular employment unit, by telephone or personal message, if possible prior to the normal starting hour of work, or within one hour after the beginning hour of work for his position.

Sick leave claimed by reason of quarantine or exposure to contagious diseases may be approved on the certificate of the local department of health, or upon such reasonable proof as the Department Head shall require.

In accumulating sick leave due, the total years of continuous service after the last certified permanent appointment of each such employee in the classified Civil Service with the County Welfare Board shall be considered, less sick leave utilized.

2. Temporary employees in the County Welfare Board Service shall be entitled to sick leave with pay pursuant to the provisions of Ruling 11, Division of Public Welfare.

3. Seasonal employees are not eligible.

4. Regularly scheduled part-time employees will be eligible for pro-rated sick leave benefits.

E. Seniority

1. Seniority is defined as an employee's total length of continuous service with the Employer, beginning with his date of permanent appointment.

2. The Employer shall maintain an accurate, up-to-date seniority roster showing each employee's date of permanent employment, classification and pay rate, and shall furnish copies of same to the representative upon request.

3. Except where New Jersey Civil Service Statutes require otherwise, in all cases of promotion, demotions, layoff, recall, vacation schedules, a permanent employee with the greatest amount of seniority in the work classification affected shall be given preference, provided he has the ability to perform the work involved.

F. Term of Agreement - This Agreement shall be accepted and become effective as the date the parties hereto having set their signatures upon the Agreement, and shall remain in full force and effect until the 31st day of December, 1974. Either party shall notify the other, in writing, ninety (90) calendar days prior to the end of any calendar year should it desire to negotiate and modify salaries and other economic issues of this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the end of the calendar year; and this Agreement shall remain in full force and be effective during the period of negotiations.

IN WITNESS WHEREOF, the parties hereto have set their hands this 27th day of September 19 72.

John A. Davis
President-Salem County Welfare Board

Maria Johanna Geiger
Council President

James C. Lomas
Vice-President-Salem County Welfare Board

Margaret M. Stanley
Negotiating Committee Chairman

Joseph J. Geyer
Freeholder Member

Maria R. Minor
Committee Member

Benjamin W. Timberman
Freeholder Member

Joseph M. Spence
Committee Member

Harry Conrad Smith
Board Member

Conrad L. Kurland
Committee Member

Joseph H. Lawrence
Board Member

Attested By,
Norman Selig
Notary Public

Katherine Grouse
Board Member

Board Member

Attested by:

Katherine Grouse
Secretary-Salem County Welfare Board

State of New Jersey)

County of Salem)

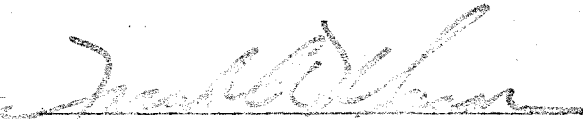
BE IT REMEMBERED, that on this 27th Day OF September in the year of our Lord one thousand nine hundred seventy two (1972), before me, the undersigned authority, personally appeared the above named people who, I am satisfied, are the persons who executed the above instrument and acknowledge that they signed, sealed and delivered the same as their acts and deeds. All of which is hereby certified.

Norman Selig
Notary Public

This Agreement between the Salem County Welfare Board and Salem County Council #21, New Jersey Civil Service Association, signed by the parties on the 27th day of September, 1972 is approved by the Division of Public Welfare, New Jersey Department of Institutions and Agencies and the Office of Employee Relations, Governor's Office.



Irving J. Engelman, Director
Division of Public Welfare
N.J. Dept. of Institutions and
Agencies



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

APPENDIX I

CONTRACT 1972

<u>Name of Employee and Title</u>	<u>Range Plan B (1972)</u>	<u>Step</u>	<u>Incr. fm 1971</u>	<u>To 1/1/72</u>
<u>Caseworker II</u>				
Casper, Jean D., Caseworker	16 (8203-11073)	3	8936	9433
Fox, Wanda "	" "	4	9342	9843
Geiger, Johanna "	" "	3	8936	9433
Gorman, Christine "	" "	1	8124	8613
Hoffman, Richard "	" "	2	8530	9023
Kurland, Cyndi "	" "	2	8530	9023
Lipman, Aaron "	" "	3	8936	9433
Lounsbury, Thelma "	" "	6	10154	10663
McLaughlin, Mildred "	" "	6	10154	10663
Springer, Katherine "	" "	2	8530	9023
Shoemaker, Richard "	" "	5	9748	10253
Wilke, Katherine "	" "	2	8530	9023
Wolffbrandt, Mary Ann "	" "	2	8530	9023
Wade, Hyacinth, Home Economist	" "	1	8124	8613

Welfare Aides

Adams, Natalie, Welfare-Aide	10 (6122-8264)	2	6366	6734
*Benevides, Elsa, " "	" "	1	6063	6428
*Benevides, Telma, " "	" "	1	6063	6428
Coffey, Jean, " "	" "	1	6063	6428
Gross, Elizabeth, " "	" "	3	6669	7040
Green, Lorraine, " "	" "	2	6366	6734
Haskell, Lois, " "	" "	3	6669	7040
Smith, Hersell, " "	" "	1	6063	6428
Walker, Delores, " "	" "	1	6063	6428
Warich, Eva, " "	" "	1	6063	6428

Food Stamp Program

Roberts, James, Caseworker	16 (8203-11073)	5	9748	10253
Pilkinton, Kenneth, Welfare-Aide	10 (6122-8264)	3	6669	7040
Taylor, Ruth " "	10 (" ")	3	6669	7040
Crispin, Jeanne, Clerk-Typist	4 (4568-6164)	Min	4104	4568

Administrative and Other

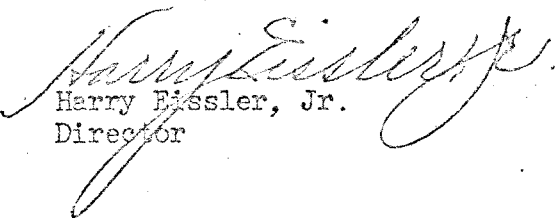
Johnson, G. Elizabeth, Prin. Clk-Bkpr	10 (6122-8264)	3	6669	7040
Gurlin, Janet R. Prin. Clk-Steno	10 " "	4	6972	7346
Ruhl, Donna, Prin. Clk (Typing)	10 " "	1	6366	6428
Minor, Marian, Sr. Clk-Typist	8 (5552-7498)	2	5761	6108
Barbara, Helen, Sr. Clk-Typist	8 " "	2	5761	6108

*Temp. Employees

<u>Name of Employee and Title</u>	<u>Range Plan B (1972)</u>	<u>Step</u>	<u>Incr. fm 1971</u>	<u>To 1/1/72</u>
<u>Administrative and Other (cont.)</u>				
Gross, Rosalynne, Clk-Bkpr.	4 (4568-6164)	2	4739	5024
Stanley, Margaret, Clk-Bkpr.	4 " "	2	4739	5024
Thomas, Cora, Clk-Bkpr.	4 " "	1	4524	4796
Meheffey, Darlene, Clk-Typist	4 " "	Min.	4104	4568
Molinari, Rene, Clk-Typist	4 " "	1	4524	4796
Monticolo, Carole, Clk-Typist	4 " "	Min.	4309	4568
Hogate, Lois, Clk-Typist	4 " "	Min.	4309	4568
Terry, Jean, Clk-Typist	4 " "	Min.	4309	4568
Timmons, Christola, Clk-Typist	4 " "	Min.	4104	4568
Williams, Alberta, Clk-Typist	4 " "	Min.	4104	4568
Telsey, Norman, Counsel (part-time)			2800	3000
Fletcher, John W., Bldg. Maint. Wkr.	(25 Hr. Week 2.33 Hr)		2813	3029

Very truly yours,

SALEM COUNTY WELFARE BOARD


Harry Fessler, Jr.
Director

HE:Ej

1972 SALARY RANGES

Caseworker II	Range 16	8,203. - 11,073
Welfare - Aides	Range 10	6,122. - 8,264
Principal Clk. Steno.	Range 10	6,122. - 8,264
Principal Clk. Bookkeeper	Range 10	6,122. - 8,264
Principal Clk. (Typing)	Range 10	6,122. - 8,264
Sr. Clk. Typist	Range 8	5,552. - 7,498
Clerk Bookkeeper	Range 4	4,568. - 6,164
Clerk Typist	Range 4	4,568. - 6,164
Bldg. Maint. Wkr.		
(25 hrs. weekly - \$2.33 per hr.)		