

THIS DOES NOT  
CIRCULATE

CONTRACT BETWEEN

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES

AND

COMMUNICATIONS WORKERS OF AMERICA, LOCAL 1082

(Clerical Employees)

X Effective July 1, 1983 through June 30, 1985

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PREAMBLE

This Agreement is entered into by the Middlesex County Board of Social Services (hereinafter referred to as the Board) and the Communications Workers of America, AFL-CIO, Local 1082 (hereinafter referred to as the Union).



ARTICLE I - UNION RECOGNITION

A. The Board agrees to recognize the Communications Workers of America, AFL-CIO, Local 1082 as the sole and exclusive bargaining representative of employees in the following job titles:

Account Clerk  
Account Clerk (Typing)  
Assistant Payroll Supervisor  
Building Maintenance Worker  
Building Service Supervisor  
Building Service Worker  
Child Support Specialist, Bilingual Spanish/English Clerk  
Clerk-Bookkeeper  
Clerk-Stenographer  
Clerk-Transcriber  
Clerk-Typist  
Clerk-Typist, Bilingual in Spanish and English  
Data Entry Machine Operator  
Employment Specialist  
Guard, Public Property  
Health Aide  
Home Service Aide  
Homemaker Service Supervisor, CWA  
Income Maintenance Aide  
Income Maintenance Specialist  
Income Maintenance Specialist, Bilingual/Spanish  
Income Maintenance Supervisor  
Income Maintenance Technician  
Income Maintenance Technician, Bilingual/Spanish  
Income Maintenance Worker  
Income Maintenance Worker, Bilingual/Spanish

Interpreter, Bilingual  
Investigator, CWA  
Key Punch Machine Operator  
Key Punch Machine Supervisor  
Messenger  
Office Appliance Operator  
Payroll Supervisor  
Personnel Aide  
Principal Account Clerk  
Principal Account Clerk Typing  
Principal Clerk  
Principal Clerk-Bookkeeper  
Principal Clerk-Stenographer  
Principal Clerk-Typist  
Principal Data Entry Machine Operator  
Principal Home Service Aide  
Principal Office Appliance Operator  
Receptionist (Typing)  
Receptionist and Interpreter/Spanish  
Rent and Housing Coordinator, Welfare  
Secretarial Assistant, Typing  
Senior Account Clerk  
Senior Account Clerk (Typing)  
Senior Building Maintenance Worker  
Senior Building Service Worker  
Senior Clerk  
Senior Clerk-Bookkeeper  
Senior Clerk-Stenographer  
Senior Clerk-Transcriber  
Senior Clerk-Typist  
Senior Data Entry Machine Operator  
Senior Guard  
Senior Home Service Aide  
Senior Investigator, CWA  
Senior Key Punch Machine Operator  
Senior Office Appliance Operator



Senior Receptionist  
Senior Rent and Housing Coordinator  
Senior Stock Clerk  
Senior Telephone Operator  
Senior Terminal Operator  
Social Service Aide  
Social Service Technician  
Social Worker  
Social Worker, Bilingual in Spanish and English  
Social Work Specialist  
Social Work Supervisor  
Stock Clerk  
Supervisor of Data Entry Machine Operations  
Supervising Clerk  
Supervising Clerk-Bookkeeper  
Supervising Receptionist  
Supervising Telephone Operator  
Supervising Terminal Operator  
Supervisor of Accounts  
Supervisor of Property and Resources  
Telephone Operator  
Telephone Operator/Receptionist  
Terminal Operator  
Training Technician

B. The following titles shall be excluded from the above bargaining unit:

Accountant  
Administrative Analyst, Welfare  
Administrative Secretary, CWA  
Administrative Supervisor of Income Maintenance  
Administrative Supervisor of Social Work

Assistant Administrative Supervisor of Income  
Maintenance  
Assistant Administrative Supervisor of Social Work  
Assistant Chief Investigator, CWA  
Assistant Training Supervisor  
Chief Clerk  
Chief Investigator, CWA  
Child Support Coordinator  
Consultant on Aging  
Coordinator of Volunteers  
Data Processing Coordinator  
Deputy Director, Welfare  
Director of Welfare  
Field Office Supervisor  
Fiscal Officer  
Management Specialist  
Personne Officer  
Public Information Officer  
Secretarial Assistant to the Director/Deputy Director  
Senior Accountant  
Supervising Administrative Analyst  
Supervisor of Administrative Services  
Training Supervisor, CWA

C. Any new title authorized for use by the Board will be negotiated for inclusion or exclusion from the bargaining unit. If the parties are unable to agree on the inclusion or exclusion of a title, the Union will pursue statutory procedures under the New Jersey Public Employment Relations Act.

D. Workers receiving out-of-title pay to perform duties of a position excluded from the bargaining unit shall continue to be represented by the Union and entitled to all due benefits thereof. Workers temporarily or provisionally assigned to a title excluded from the bargaining unit, reported on a CS-6 form to the Department of Civil Service, shall not continue to be represented by the Union. The Union will be notified of those workers excluded from their bargaining unit under this Article, at the time of appointment.

ARTICLE II - CONTRACT PERIOD

- A. This Agreement shall be effective from July 1, 1983 through June 30, 1985.
- B. By this Agreement, this Contract and all its provisions shall be extended to remain in full force and effect during any period of negotiations on a succeeding contract which continues beyond the expiration date of this Contract.
- C. Should the State of New Jersey and/or the County of Middlesex adopt or allow for an increase or improvement in the following items prior to the termination of this agreement, the Board agrees to reopen negotiations on such increase or improvement within twenty (20) days of receipt of written request for negotiations from the Union. If both parties agree to such increase or improvement, it shall be submitted for review and subject to approval by the Middlesex County Board of Chosen Freeholders.

Medical Insurance

Longevity

Sick Leave

Employees' Child Care\*

Arbitrability of unresolved grievances involving appointment, promotion or assignment or matters within the exclusive province of Civil Service

\*Subject to the Board opening a child care facility.

ARTICLE III - HOURS OF WORK

- A. All full-time employees except Building Maintenance staff covered by this Contract shall adhere to a flex-time schedule as delineated below. Each schedule includes a 45-minute lunch and one (1) 15-minute break during each half-day of work.

The flex-time schedules are:

8:00 A.M. - 3:45 P.M.

8:30 A.M. - 4:15 P.M.

- B. Building Maintenance staff will work from 11:00 A.M. to 6:45 P.M. with 45 minutes for dinner and one (1) 15-minute break during each half-day of work.
- C. A joint Management/Union Committee comprised of the Director, Deputy Director, Personnel Officer and three (3) Union representatives shall work together to mutually resolve any problems and explore alternative flex-time programs.
- D. All employees shall punch in and out on the time clocks using the same standards, practices and procedures.

E. Any employee called back to work after the conclusion of his/her normal workshift shall be entitled to a minimum of three (3) hours of compensation at a rate of pay of time-and-a-half. The three (3) hours must be non-contiguous with either the start or finish of the workday.

ARTICLE IV - HOLIDAYS AND LEAVES

A. Each employee covered by this Contract shall be allowed four (4) days per annum for religious observances or for personal business. Personal days must be pro-rated for employees in the first year of service according to time earned, i.e. employee earns one-half ( $\frac{1}{2}$ ) day every one and one-half ( $1\frac{1}{2}$ ) months, with a maximum of four (4) Personal days per calendar year. These days are not to be deducted from vacation days or sick days allowed to all employees. These days, if unused, shall not be carried over into the following calendar year.

B. 1. Effective January 1, 1984, full time employees will be granted vacation leave as follows:

One (1) working day for each month of service or major fraction thereof during the remainder of the calendar year following date of appointment;

After one year of service through five years of service, twelve (12) working days per year;

After five years of service through nine years of service, fifteen (15) working days per year;

After nine years of service through twelve years of service, sixteen (16) working days per year;

After twelve years of service through twenty years of service, twenty (20) working days per year;

After twenty years of service, twenty-five (25) working days per year.

Service includes all temporary and/or provisional continuous service immediately prior to permanent appointment with the welfare board or other county office of the same county provided there is no break in service of more than one week. Any increase in vacation days based on years of continuous county service will be credited at the beginning of the calendar year in which the employee attains it with the anticipation that his/her employment will be continuous throughout the calendar year.

2. Part-time employees will earn vacation leave on a pro-rated basis in accordance with B.1.
3. Seasonal employees may be granted vacation leave on the basis stated in B.1.



4. Employees resigning or retiring shall be granted vacation leave pro-rated on the basis of current annual allowance divided by 12, multiplied by the months of service completed within the particular year.
  
5. Accumulation of vacation - Where, in any calendar year, the vacation leave or any part thereof is not granted by reason of pressure of work, such leaves of absence or parts thereof not granted shall accumulate and may be carried over to the next succeeding calendar year only.
  
6. Vacation for veterans - A returning veteran shall be entitled to full vacation time for the year of return and for the year preceding, provided that latter can be taken during the year of return.
  
7. Deceased employees - Whenever any employee in the classified service dies, payment shall be made to the estate of such deceased employee for all earned and unused vacation leave, within the limits set forth in (5) above, based on the last approved compensation rate for the deceased employee.

- C. Sick leave shall be accrued at the rate of one (1) day per month or major fraction thereof during the remainder of the first calendar year of employment and  $1\frac{1}{4}$  days per month thereafter. Sick days may be accumulated indefinitely. Sick leave shall be granted in accordance with the following definition:

"Sick leave means the absence of an employee from duty because of illness, injury, pregnancy disability, exposure to contagious disease, necessary attendance upon a member of the immediate family seriously ill, death in the immediate family or other relatives living in the employee's household. A physician's certificate may be required whenever an employee is on sick leave for five consecutive working days or more."

- D. All employees who retire from P.E.R.S. after January 1, 1977, shall be entitled to receive a lump sum payment for unused accumulated sick leave earned during continuous, unbroken service since the most recent date of hire. This shall be computed at the rate of one-half ( $\frac{1}{2}$ ) of the eligible employee's daily rate of pay for each day of earned and accumulated sick leave based upon the average annual compensation received during the last year of employment prior to the effective date of retirement, provided that such payment shall not exceed \$12,000.

An employee who elects a deferred retirement benefit shall not be eligible for this lump sum payment.

- E. Leaves of absence with or without pay may be granted according to Civil Service Rules and further clarified by Agency procedure, and shall not be unreasonably withheld.
  
- F. Every employee covered by this Contract shall receive up to three (3) days Bereavement leave in the event of the death of that employee's spouse, child, parent, grandchild, grandparent, brother or sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, aunt or uncle, step-child, step-parent, niece, nephew, or relative who resides in the home of the employee. The time during which this Bereavement leave will be allowed shall be at the discretion of the employee within ten (10) days of the date of death.
  
- G. It is the policy of the Board that, with respect to employees on vacation, sick leave or authorized leaves of absence of more than five (5) continuous days duration, work assignments will be made with due consideration for such absence and will be distributed as equitably as possible.

H. The following holidays will be observed:

New Year's Day  
Martin Luther King's Birthday  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
General Election Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

Whenever any above holiday falls on a Sunday, the following day is granted. Whenever such holiday falls on Saturday, it shall be granted on the preceding Friday. Additional holidays as established from time to time by gubernatorial proclamation, by appropriate authority by rule, proclamation or order in a given locality may be granted for employees.

If a holiday, as indicated above, occurs while an employee is on leave with pay (excluding educational leave), the day shall be recorded as a holiday instead of sick or vacation leave. Holidays do not accrue during any leave of absence. If an employee is absent without pay before and after a holiday, he/she shall not be paid for that particular holiday.

- I. The Board agrees to provide employees with quarterly statements indicating the balance of their unused sick, vacation and personal days.

ARTICLE V - MEDICAL INSURANCE

- A. 1. The Board and the Union agree on the current practice by which each individual employee is covered by health insurance in the form of Blue Cross/Blue Shield, Major Medical and Rider J, or by the Rutgers Community Health Plan, Healthways or HMO/NJ, if geographically appropriate.
2. Employees' eligible dependents who are enrolled in the above health insurance program will be covered and the premiums will be paid by the Board up to the cost of such coverage under Blue Cross/Blue Shield, Major Medical and Rider J Option of the New Jersey State Health Benefits Plan.
3. The Middlesex County Board of Social Services will extend to a maximum period of ninety (90) days the health insurance coverage of eligible employees and their covered dependents enrolled in the State Health Benefits Program upon exhaustion of such employee's accumulated sick and vacation leave and who are granted approved sick leave without pay, with the Board of Social Services paying the cost.

In those instances where the leave of absence (or an extension of such leave) without pay is for a period

of more than ninety (90) days, the employee may still prepay health benefits premiums for the next two hundred and seventy (270) days of the approved leave of absence following the period of ninety (90) days paid for by the Board of Social Services, as provided in the paragraph above.

- B. The Board and the Union agree on the current practice by which each employee is covered by Dental Insurance through the Middlesex County Employees Group Dental Insurance Program, or a similar plan of equal benefit. The plan is administered by the Great West Life Assurance Company. The schedule of payments shall be that which is adopted by the Middlesex County Board of Chosen Freeholders for the above-mentioned contract period. Dependent coverage premiums will be shared by the Board and the employees. The per-pay premium deductions are as follows:

<u>Coverage</u>	<u>Per-Pay Deduction Effective 12/1/83</u>
Single	\$ 0
Modified Family	\$ 3.46
Family	\$ 14.31

In the event there is any proposed change in this plan by the County of Middlesex before the expiration of this Contract, the parties agree to immediately re-open negotiations regarding same.

- C. The Board and the Union agree on current practice by which each individual employee and eligible dependents are covered by a Drug Prescription Program, known as Pharmaceutical Card System, Inc., insured by the Great West Life Assurance Company, or a similar plan with a \$1.25 deductible.
  
- D. The Board and the Union agree on current practice by which employees who retire and who have completed 25 years of service credit in the Public Employees Retirement System will have hospitalization insurance paid by the Board upon such retirement, according to County policy.
  
- E. The Board and the Union agree on the implementation of a Vision Care Program for all employees who have completed at least two (2) months of continuous service with the Board. Each covered employee shall be eligible to receive a maximum of \$60 per two-year period as reimbursement for vision care services. The eligible family member's group, composed of spouse and/or dependent children, shall be eligible to receive an aggregate maximum of \$60 per two-year period as reimbursement for vision care services. Coverage will be in accordance with the Vision Care Policy contained in the Agency Personnel Manual.
  
- F. The Board agrees to provide Disability Insurance through the New Jersey State Temporary Disability Benefits Program



effective January 1, 1981, in accordance with P.L. 1980, Chapter 18, approved March 26, 1980. It is understood that said law requires contributions from the employer and employee.

- G. The Board and the Union agree to mutually solicit sufficient brochures of all insurance benefits for all employees.
  
- H. The Board and the Union agree on current practice by which employees and appropriate family members are covered by an Employee Assistance Program, known as Priority One, or a similar plan of equal benefit.

ARTICLE VI - COMPENSATION

- A. When there are major additions to workload which have to be done within time limits, Administration will not expect to have this accomplished within the normal work hours; therefore, it shall be accomplished on overtime.
  
- B. Overtime compensation, at the rate of time and a half, shall be paid by the Board to all employees who work in excess of 35 hours per week. Overtime compensation must be authorized by the Director, Deputy Director or his/her designee.
  
- C. If an employee works outside of his/her classification at the request of the Administration for 3½ or more hours per week, he/she shall receive the rate of pay for that classification or the rate of pay for his/her own classification, whichever is higher, for the total number of hours worked outside of his/her classification during that week.

ARTICLE VII - HIRING, PROMOTIONAL, LAY-OFF AND REHIRE

- A. The Board agrees to hire employees until all necessary positions are filled. All vacancies within the Agency are to be filled by present employees meeting the qualifications of the job vacated, prior to hiring from other sources, insofar as permitted under the rules of Civil Service. All entry level vacancies resulting from terminations or promotions and all promotional level vacancies must be posted for a minimum of five (5) working days, provided there is no Civil Service certification list which must be disposed of within two or less weeks of the date when the position becomes vacant.
- B. Unless there is a loss of funding or elimination of a program or disciplinary action, persons presently employed by the Board who have permanent status in any title shall be, during the term of this Agreement, retained in such classification or in an equivalent classification carrying an equal salary range.
- C. Replacement of employees shall be continuous; replacement efforts shall begin immediately upon employee's notification of intent to leave.

- D. In all cases where vacancies occur on unfilled budget lines in any department, and there is a need to fill the position(s), the Director shall immediately request of the proper authorities that an examination be held for the purpose of filling the vacancy.
  
- E. Seniority shall be the determining factor in all promotions within the Agency if all other qualifications as outlined in Agency policy are substantially equal. All promotions are subject to rules and regulations of the Department of Civil Service.
  
- F. If a vacancy occurs which allows the Board to appoint a provisional employee, the Board agrees that former employees will be given priority for rehire providing there has been satisfactory performance before lay-off and the employee continues to meet Agency employment standards and/or requirements. Those persons laid off will be notified of a potential job opening prior to any general advertising. There is a twelve-month limit to this preferential consideration. It is the former employee's obligation to notify the Board of any change of address.
  
- G. In the event Management determines that a department-wide layoff due to financial exigencies or programmatic changes

must take place which will affect provisional employees, the following procedures shall be observed:

1. The Union shall be notified of the layoff as far in advance as possible.
2. Affected employees shall be given a generalized notice of layoff at least twelve (12) working days and, if financially possible, thirty (30) calendar days, prior to the reduction in force.
3. Employees serving in the same job classification within a work unit affected who, in the judgement of Management, have performed unsatisfactorily; or are lacking with respect to having achieved necessary and/or expected certifications, degrees, or like qualifications; or are lacking the abilities and/or skills necessary to perform current or future work assignments shall, at the option of Management, be laid off first. Due consideration shall be given to the concept of affirmative action.
4. Where, in the judgement of Management, the elements set forth in paragraph 3 above, do not distinguish employees affected by the reduction in force, such employees serving in the same job classification

within the work unit shall be laid off in inverse order of job classification seniority.

For purposes of this Article, an employee shall begin to accrue job classification seniority as of six (6) months subsequent to the effective date of the employee's initial appointment to the particular job classification to which he is assigned. Employees who are appointed to a new job title (due to promotion, for example) subsequent to having served the initial six (6) month period shall begin to accrue job classification seniority three (3) months subsequent to the effective date of the employee's appointment to such new job title, provided that there has been no break in service. An employee's job classification seniority approved prior to layoff shall be continued and again begin to accrue immediately upon the employee's return to full employment status in the same job title in which he had been serving prior to the layoff. Job classification seniority shall continue to accumulate until there is a break in service. Employees on unpaid leave of absence or layoff shall not accrue job classification seniority during the leave or during the period of layoff. Employees who are reinstated due to improper applications of this Article shall not suffer any loss of seniority accrued.

5. Nothing herein shall convey any bumping rights to employees covered by this Article. Failure to comply with any element of this Article shall not result in delaying the effectuation of the layoff and any errors identified with respect to the application of this procedure shall be corrected on a prospective basis only. Back pay shall not be awarded.
  
6. The appointing authority shall create and maintain recall lists by title composed of those employees who were laid off. The list shall continue in existence for twelve (12) months following the date of layoff. Employees who are fully qualified, and possess the credentials determined necessary for the position, whose performance has been satisfactory and who are capable of performing the assigned work shall be recalled in inverse order of layoff. The appointing authority shall not be required to recall employees who were laid off pursuant to Paragraph 3 of this Article, however, such employees may be recalled at the option of the appointing authority when the list of eligible employees is exhausted.

Procedure:

The appointing authority shall simultaneously notify by regular mail and certified mail at least three (3)

eligible employees of a vacancy in their particular title and a copy of such notice shall be forwarded to the Union. The most senior employee affirmatively and timely responding to the notice shall fill the position. The employee must respond within two (2) weeks of the receipt of the notice. The letter of recall shall specify the latest date by which the employee may timely contact the appointing authority. Employees who do not respond in a timely manner may be permanently removed from the list. Each employee shall be responsible for keeping the appointing authority advised of their current address and phone number. The employee must report to work within a reasonably prompt period of time which, in no case, shall exceed 20 calendar days. Failure to report within the time frame set forth above may result in forfeiture of the position to which the employee had been recalled and elimination from the recall list.



ARTICLE VIII - FACILITIES AND EQUIPMENT

- A. The Board agrees to make every reasonable effort to provide employees covered by this Contract with the supplies, equipment and telephone services adequate to perform their duties and responsibilities, including manuals and field books.
  
- B. The Board agrees to have on the premises a fully-stocked first aid kit from which supplies may be dispensed by a member of the bargaining unit upon notice to, and with the approval of the Director or Deputy Director. The Union shall be entitled to review the contents of this first aid kit at any reasonable time.
  
- C. The Board agrees to provide First Aid Emergency Training to two (2) employees, chosen by the Union, per office, per annum.
  
- D. The Board agrees to make every reasonable effort to provide an employees' lounge in each office.

ARTICLE IX - TRAINING

All training conferences pertaining specifically to the Board shall be posted on bulletin boards.

ARTICLE X - PERSONNEL PRACTICES

- A. Each employee covered by this Contract shall receive a description of the benefits provided under the Retirement System in the form of a booklet published by the State of New Jersey, as available.
- B. Each employee shall be given the opportunity to review the contents of his/her personnel file upon request to the Director or his/her designee. A representative of the Union may, with the employee's written authorization, accompany said employee while he/she reviews his/her file.

The employee shall have the right to respond to any document in his/her personnel file. Such response shall be directed to the Director of the Board and shall be included in the respondent's personnel file.

Each employee shall have the right to see and respond to any and all documents before they are placed in his/her personnel file, said documents to be initialed by the employee. Should the employee object to any documents, he/she shall have the right to the presence of a Union representative.

Effective with the approval of this Agreement, all warnings and reprimands over fifteen (15) months old shall be deleted

from the Agency's employee personnel file provided there are no subsequent reprimands, warnings, corrective and/or disciplinary actions in the file.

The employee shall have a right to one copy of each document in his/her personnel file. Two (2) days advance notice must be given to request copies. Some allowance will be made for emergent situations. Employees requesting a second copy of any document in his/her personnel file will be charged ten (10¢) cents a page for each copy made.

- C. Every employee shall receive a stub with his paycheck itemizing all deductions and year-to-date totals.
- D. If an announcement is made on Radio Station W.C.T.C. between 6:00 A.M. and 8:30 A.M. that the Middlesex County Administration Building and all its Departments are closed due to inclement weather, it is to be assumed that the Board of Social Services is also closed unless it is announced that the Board of Social Services will be open.
- E. Effective on or about January 1, 1981, the Board will provide twenty (20) copies of the Personnel Manual to the Union, as well as one to each unit and one to each office.

- F. The Board agrees to provide to the Union an updated seniority list of all employees covered by this Agreement once in each calendar year.
- G. The Board shall notify the Union President or designee in writing no later than close of business the following workday when:
1. A Summary Report for Disciplinary Action is submitted;
  2. An annual increment is denied;
  3. A formal corrective action is presented;
  4. A worker is sent home for the day;
  5. An Administrative-level disciplinary hearing is to be conducted.
- H. Employees shall have the right for a Union representative to be present, if the employee so requests, during any meeting at which an employee is being questioned on a matter which may lead to discipline.
- I. The Board agrees to share twenty-five (25%) percent of the cost, up to a maximum of 500 copies, of the Contract provided the Board and Union can mutually agree on a method of reproduction.

ARTICLE XI - TRANSPORTATION AND REIMBURSEMENT

- A. Expenses incurred by employees who attend special conferences and seminars approved by the Board shall be paid in accordance with the Agency Personnel Manual.
- B. Twenty (20) aggregate days with pay shall be granted by the Board for employees to attend approved Welfare Conferences. For Welfare Conference attendance, the Agency Personnel Manual and past practice shall prevail.
- C. Each employee covered by this Contract shall be reimbursed for minor emergency repairs on County vehicles paid for by the employee, as well as any resulting reasonable and necessary transportation costs incurred by the employee in getting either to the office or home, whichever is appropriate.
- D. Employees who are authorized to use their own cars will be compensated at the rate of 18¢/mile, effective July 1, 1983 through June 30, 1984. Effective July 1, 1984, the rate of per-mile reimbursement will increase to 20¢ per mile.
- E. Each employee who is required to utilize his/her automobile on Board of Social Services business shall receive, in addition to the above-mentioned expenses, an allowance of

\$6.00 per month toward the cost of his/her automobile insurance when such insurance is in force. Each such employee shall present to the Board a proper certificate of insurance carried by said employee.

- F. All employees covered by this Agreement shall be eligible for parking benefits on the basis of seniority. The Board shall provide space, within budgetary and allocation limitations, in County-authorized parking facilities.
- G. Upon reasonable notice to Management, agency allocated parking in the closest proximity to the facility will be provided, if available, to retired employees visiting the agency on business relating to their past employment provided a temporary permit is requested and issued.

ARTICLE XII - GRIEVANCES

A. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment. The parties agree that this procedure will be kept as informal as may be appropriate.
  
2. Nothing herein contained shall be construed as limiting the right of any employee to discuss a matter informally with any appropriate member of the Administration. If such discussion involves a matter covered by the definition of a grievance in Section B, the Union shall be advised of the adjustment of the issue.
  
3. This constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement.



B. DEFINITIONS

1. The term "grievance" shall mean an allegation that there has been:

a. A violation, misinterpretation or misapplication of the terms of this Agreement.

b. An inequitable, improper, unjust application or misinterpretation of rules or regulations, existing policy, or Orders applicable to the Board of Social Services.

2. The term "employee" or "grievant" as used in this Article shall also mean a group of employees with a grievance, or the Union.

C. PRESENTATION OF A GRIEVANCE

The Board agrees that in the presentation of a grievance there shall be no loss of pay for the time spent in presenting the grievance by the grievant, a Union representative and a Union recorder.

D. GRIEVANCE PROCEDURE

Step 1

The grievant and his/her Union Shop Steward shall present the employee's written grievance or dispute within fifteen (15) working days of its occurrence to the appropriate Department Head. Failure to act within said fifteen (15) days shall be deemed to constitute an abandonment of the grievance. The Department Head shall schedule a hearing within ten (10) working days of receipt of the grievance and shall render a decision in writing to the grievant within ten (10) working days of the hearing.

Step 1 may be waived by mutual agreement between the parties.

Step 2

If the grievance is not settled through Step 1, the same shall be presented in writing by the employee and the employee's Union representative who is the Shop Steward or Local Union Officer to the Director or Deputy Director within ten (10) working days of the written response from Step 1. The Director or Deputy Director shall hold a hearing within ten (10) working days of the request for the hearing and render a decision within ten (10) working days.

Step 3

If the grievance is not settled through Step 2, the same shall be presented in writing by the employee and the employee's Union representative who is the Shop Steward or Local Union Officer to the Director or Deputy Director within ten (10) working days of the written response from Step 2. Within thirty (30) calendar days of receipt of the notice from the grievant, a hearing shall be held before a committee chosen by the Board of Social Services consisting of three (3) members of the Board. The committee shall render a written decision on the grievance within ten (10) working days of the close of the hearing.

Step 4

- a. If no settlement of the grievance has been reached between the parties, the grievance may be moved to arbitration only by the Union within thirty (30) days of receipt of a decision from Step 3.
  
- b. (1) Any unresolved grievance, except matters involving appointment, promotion, or assignment or matters within the exclusive province of Civil Service may be appealed to arbitration (only by the Union). The Union must file the request for arbitration within thirty

(30) working days after the receipt of the Step 3 decision.

- (2) Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration or to represent an employee before Civil Service. The Union's decision to request the movement of a grievance to arbitration or to terminate the grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Union.
- (3) Where the grievance involved an alleged violation of individual rights specified in Civil Service Law and Rules for which a specific appeal to Civil Service is available, the individual may present his/her complaint to Civil Service directly. The grievant may pursue the Civil Service procedure or the grievance procedure as herein provided. Once the grievant makes the selection of procedure, such election shall be deemed final and binding and constitute an absolute waiver of the procedure not selected. The election will be made in writing at the appropriate time.

- c. Should the Union wish to move a grievance to arbitration, the Union shall notify the American Arbitration Association of same and request a list of arbitrators to be furnished to the Board and Union. Selection of an arbitrator shall conform to the procedures of the American Arbitration Association. The parties shall meet at least ten (10) working days prior to the date of the arbitration hearing to frame the issues to be submitted to the arbitrator and to stipulate the facts of the matter in an effort to expedite the hearing.
  
- d. The arbitrator shall hear the matter on the evidence and within the meaning of this agreement and/or such rules and regulations as may be in effect by the Civil Service Commission. The arbitrator shall have the full power to hear the grievance and make a decision, which decision shall neither modify, add to, nor subtract from the terms of the agreement and the referenced policies. The decision shall be rendered within thirty (30) days of the hearing.
  
- e. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement and shall confine his/her decision solely to the interpretation and application of this Agree-

ment. He/she shall confine him/herself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him/her, nor shall he/she submit observations or declaration of opinions which are not essential in reaching the determination.

- f. The cost of the arbitrator and his/her expenses shall be borne equally by both parties. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring same.
- g. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally.
- h. The arbitrator may prescribe an appropriate back-pay remedy when he/she finds a violation of this Agreement, provided such a remedy is permitted by law, and is consistent with the terms of this Agreement, except that he/she may not make an award which exceeds the Board of Social Services' authority.

The arbitrator shall have no authority to prescribe a monetary award as a penalty for a violation of this Agreement.

- i. The decision or award of the arbitrator shall be final and binding on the Board of Social Services, the Union, and the grievant or grievants to the extent permitted by and in accordance with applicable law and this Agreement. Disciplinary disputes shall be subject to the Grievance Procedure herein set forth except that arbitration, if selected, shall be advisory except as may be permitted by law.
  - j. Either party shall have the right to seek judicial review of the matter as prescribed by New Jersey statutes.
- E. There shall be no loss of pay for employee for time spent either as a grievant, witness, one Union Representative or Union Recorder, in any step of the Grievance Procedure.
- F. Employee grievances shall be presented on prepared forms. The Grievance Procedure as defined herein, shall be strictly adhered to. Time limits may be waived only by mutual consent of the parties. It is understood that employees must sign their individual grievances.
- G. Grievance resolutions or decisions at Step 1 through Step 4 shall not constitute a precedent in any arbitration or

other proceeding unless a specific agreement to that effect is made by the authorized representatives of both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence, including such grievance resolution, as to the prior conduct of the other party.

- H. One (1) Union member, designated by the Union, shall be allowed a maximum of one (1) hour during working hours to investigate each grievance.



ARTICLE XIII - UNION RIGHTS

- A. The Board agrees to deduct from the pay of each employee who furnishes a written authorization for such deduction in a form acceptable to the Board, during each calendar month, the amount of monthly Union Dues. Dues shall be two (2) hours pay per month based on a 40-hour work week, or such other amount as may be certified to the Board by the Union at least thirty (30) days prior to the month in which the deduction of Union Dues is to be made.
- B. The Board further agrees to deduct, in accordance with P.L. 1979, Chapter 477, as it relates to the Agency Shop provisions, from the pay of each employee covered by this Agreement who does not furnish a written authorization for deduction of Union Dues, a Representation Fee equal to 85% of the Union Dues, as may be certified to the Board by the Union at least thirty (30) days prior to the month in which the deduction of dues is to be made, commencing ninety (90) days after the date of hire of such employee. However, in the event of rehire, such dues shall commence after thirty (30) days of date of rehire.

- C. Deduction of Union Dues and Representation Fees made pursuant hereto shall be remitted by the Board to the Union, c/o Secretary-Treasurer, Communications Workers of America, AFL-CIO, 1925 K Street, N.W., Washington, D.C. 20006, by the tenth (10th) day of the month following the calendar month in which such deductions are made, together with a list of employees from whose pay such deductions were made. A copy of such list shall also be delivered to the local Union President.
- D. The Board agrees to provide payroll deductions for the CWA Savings and Retirement Trust, the amount to be deducted as per employee's request on a written authorization form provided by the Union to the Board, effective on or about January 1, 1981. Subsequent cancellation of such deduction by the employee must be reflected on a written form provided by the Union to the Board.
- E. 1. The Union shall have a permanent spot on the public agenda of the regularly scheduled meetings of the Board of Social Services, at which time a Union representative may address the Board as to any issue relating to Board operations.
2. The Union shall be permitted to have one (1) member attend the public session of the monthly Board meet-

ings. Said member shall incur no loss of pay for time so spent.

3. Union representatives (not to exceed three (3) individuals) shall have the right to speak at public sessions of the Board. A request for an allocation of time on the Agenda will be processed in advance and consistent with the procedures of the Board. The Union will be permitted to speak on an issue raised by the Board but not on the Agenda. The Union may raise an issue of an emergent nature provided it occurs subsequent to the time allowed for submission for placement on the Agenda. In such an event, the Union shall be permitted to identify the issue, which the Board shall receive as introduced and either accept as current business or consider for future action.

- F. The Board agrees to grant fifteen (15) months leave of absence without pay in each calendar year to be taken by no more than two (2) persons, not from the same department, at any one time, in segments of no less than three (3) months. The Union must notify the Board thirty (30) days, in writing, in advance of the time that the leave is to be effective. Any employee granted

this leave is required to pay the entire cost of continuing their employee benefits while on said leave without pay.

- G. Union members, to be designated by the Union, shall be granted forty (40) days per calendar year with full pay to attend any Union Conference or Convention which must be attended by a Union member during working hours. The Union shall request, in writing, these days at least one week in advance of the conference or convention. In emergent situations the Board shall consider exceptions to requesting these days one week in advance.
- H. Union Stewards and Officers will be granted an aggregate of fifty (50) unpaid days per contract year to attend to Union business. The Union shall submit written request for these days at least one week in advance. In emergent situations, the Board shall consider exceptions to the one-week advance request for use of this time.
- I. The Board agrees to provide to the Union an updated seniority list of all employees covered by this Agreement once in each calendar year.
- J. The Union shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of any of the above deductions.

ARTICLE XIV - FAIR PRACTICES

- A. The Union agrees to continue to admit employees covered by this Contract to membership without discrimination on the basis of race, creed, color, national origin, sex, marital status, age, armed forces obligations, sexual preference, political or religious opinions or affiliations or physical handicaps.
  
- B. The Board agrees to continue its policy of not discriminating against any employee covered by this Contract on the basis of race, creed, color, national origin, sex, marital status, age, armed forces obligations, sexual preference, political or religious opinions or affiliations or physical handicaps or participation in Union activities.
  
- C. Unless otherwise provided in this Agreement or by all applicable regulations, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to the effective date of this Agreement.

ARTICLE XV - EDUCATION

The purpose of public assistance staff development is to enable the Middlesex County Board of Social Services to achieve its operating goals effectively and efficiently. The quality and extent of service the Board is able to provide is dependent on the competence and skill of the staff charged with delivering these services. Therefore, increasing the competence of staff in order to assure the highest quality of public assistance programs is a continuing objective.

To fulfill the above objective, the Board is committed to:

1. Maintaining staff development and training personnel;
2. Educational Leave Committee which shall contain at least one member of the Union who shall be selected by the Union.
3. Components including initial in-service training, programmatic in-service training, management and supervisory training, career/professional development, and academic, degree-oriented and other long-term educational programs.

ARTICLE XVI - JURY PAY

When an employee covered by this Contract serves as a juror, said employee shall receive full pay less jury pay. When an employee is notified to serve as a juror, he/she should present the official notice to his/her supervisor as soon as possible, but no later than fourteen (14) days in advance of the scheduled date to appear in court. If the employee fails to notify the Board as indicated, the employee could only be entitled to jury pay.

ARTICLE XVII - LONGEVITY

Longevity pay will be granted by the Board in accordance with the County Plan, as promulgated by the Board of Chosen Freeholders of Middlesex County, which is as follows:

All eligible employees shall be entitled to receive Longevity which will be based upon their salary (maximum base \$22,000) as of December 31st of the previous year, starting with the completion of the 8th year of service, i.e.

9 through 15 years of service	=	2%
16 through 20 years of service	=	4%
21 years and over	=	6%

If the Board of Chosen Freeholders makes a change in its Longevity Plan which would allow for any increase or upgrade of the plan herein specified, the Board of Social Services agrees to implement said change as of its effective date.



ARTICLE XVIII - SALARIES

Employees covered by this Agreement shall be compensated in accordance with the following:

A. Effective July 1, 1983

1. All titles with a Salary Differential, as specified in the prior agreement which expired June 30, 1983, will be moved step-to-step up one range on the salary schedule and the Salary Differential will be eliminated.
2. Ranges 1 through 12 will have an additional \$250 added to each step of the range.
3. Titles compensated on Range 12 prior to July 1, 1983 and moved to Range 13 as a result of No. 1 above will, instead, be moved to Range 13A which is Range 13 with \$250 added to each step.
4. All employees covered by this Contract shall have their salaries adjusted step-to-step from Compensation Schedule 40 to the Compensation Schedule effective July 1, 1983 found in Appendix A of this Agreement, which reflects approximately a 3% increase over Compensation Schedule 40.

B. Effective January 1, 1984

1. All employees covered by this Contract shall have their salaries adjusted step-to-step from the July 1, 1983 Compensation Schedule to the January 1, 1984 Compensation Schedule found in Appendix A of this Agreement, which reflects approximately a 3% increase over the Compensation Schedule dated July 1, 1983.
2. The January 1, 1984 Compensation Schedule reflects the inclusion of one additional step on each salary range which establishes a new maximum for each salary range.

All employees who had reached max on or before January 1, 1983 and who have a satisfactory evaluation for the 12 month period ending December 31, 1983 shall receive an Anniversary Increment placing them on the 9th step of their salary range effective January 1, 1984.

C. Effective July 1, 1984

1. All employees covered by this Contract shall have their salaries adjusted step-to-step from the Compensation Schedule dated January 1, 1984 to the Compensation Schedule dated July 1, 1984 found in Appendix A of this Agreement, which reflects approximately a 3% increase over the Compensation Schedule dated January 1, 1984.

D. Effective January 1, 1985

1. All employees covered by this Contract shall have their salaries adjusted step-to-step from the Compensation Schedule dated July 1, 1984 to the Compensation Schedule dated January 1, 1985 found in Appendix A of this Agreement, which reflects approximately a 4% increase over the Compensation Schedule dated July 1, 1984.

E. Employees not at the maximum of their salary range shall be entitled to a Merit Increment on the anniversary date provided they have satisfactorily completed at least one (1) year of continuous service.

1. Employees shall be entitled to a merit increment on a quarterly basis as follows:

a. Employees hired on January 3 through April 1 shall receive an increment on April 1st of the following year.

b. Employees hired on April 2 through July 1 will receive an increment on July 1st of the following year.

- c. Employees hired on July 2 through October 1 will receive an increment on October 1st of the following year.
- d. Employees hired on October 2 through December 31 will receive an increment on January 1st of the second year following date of hire. Those hired on January 1 and January 2 will receive their increment on January 1st of the following year.

2. Anniversary dates once established by the date of hire will not change as a result of promotion. Anniversary dates which changed as a result of promotion prior to the effective date of this Contract will remain as previously changed.

F. The Board agrees to provide uniforms to employees in the titles Home Service Aide, Senior Home Service Aide, Guard, Public Property, Senior Guard, Public Property, Building Maintenance Worker, Building Service Worker, Senior Building Maintenance Worker and Senior Building Service Worker in a manner and method to be determined by the Board.

- G. Hiring rates for all titles covered by this Contract shall be at Step 1 of the appropriate salary range, with the exception of the following titles whose hiring rates will be as indicated below:

Building Maintenance Worker - Step 3, Range 5

Building Service Worker - Step 3, Range 5

Clerk - Step 3, Range 4

- H. All employees in the titles Income Maintenance Technician and Income Maintenance Technician, Bilingual shall be provisionally promoted to the position of Income Maintenance Worker or Income Maintenance Worker, Bilingual effective the beginning of the pay period following the date the employee has attained one (1) year of permanent status in the title Income Maintenance Technician or Income Maintenance Technician, Bilingual.
- I. Any employee who is promoted or reclassified to another title with a higher salary range shall have his/her salary adjusted so that it provides an increase in pay of one increment of the present salary range (5% of the base of the range) plus the amount (if necessary) to adjust and equalize the employee's salary to the proper step of the new salary range.

Any employee who is demoted or being appointed to another title with a lower salary range shall have his/her salary adjusted so that it provides a deduction of one increment of the present salary range less any additional amount (if necessary) to adjust and equalize the employee's salary to the proper step of the title to which he/she is being reassigned. Another acceptable procedure would be to reconstruct the employee's salary on the basis of the employee's previous employment record.

- J. If any person previously employed by the Board is rehired by the Board, returning to the same or related position, the Board shall give special salary consideration to this person.

ARTICLE XIX - EFFECTIVE LAWS

All provisions of this Agreement are subject to law. In the event that any provision of this Agreement shall be rendered illegal or invalid under any applicable law, such illegality or invalidity shall effect only that particular provision which shall be deemed of no force or effect, but it shall not affect the remaining provisions of this Agreement.

ARTICLE XX - MANAGEMENT RIGHTS

- A. The parties agree that they have fully bargained and agreed upon all terms and conditions of employment.
- B. The Board retains and reserves unto itself all rights, powers, duties, authority and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey.
- C. All such rights, powers, authority and prerogatives of management possessed by the Board are retained, subject to limitations imposed by law, except as they are specifically abridged or modified by this Agreement.
- D. The Board retains its responsibility to promulgate and enforce rules and regulations, subject to limitations imposed by law, governing the conduct and activities of employees not inconsistent with the express provisions of this Agreement.
- E. No employee shall be disciplined by discharge, reprimand, reduction in rank or compensation, deprivation of any professional advantage or any adverse evaluation of his/her professional services without just cause. Any such action asserted by the Board, or any agent or representa-



tive thereof, shall be subject to the grievance procedure herein set forth.

ARTICLE XXI - HEALTH AND SAFETY COMMITTEE

A. The Board agrees to the formation of a permanent Health and Safety Committee to be comprised of eight (8) persons. Of the eight, four (4) shall be selected by the Union and will include one (1) Union person from each office, plus the Union President to represent the employees and four (4) shall be selected by the Board to represent the Board. The Committee's responsibilities will include monitoring temperature levels within the physical plant, recommending improvements in the physical plant, developing itself as a resource body in relation to applicable laws and regulations, investigating complaints relating to health and safety matters and documenting same. The existence of the Committee and the names of the Committee members will be posted conspicuously and updated when necessary. The Committee will meet monthly for no more than two hours.

B. The Board agrees to provide a healthful and safe working environment.

Violations of lease provisions will be vigorously pursued and diligent corrective action will be taken by the Board to assure compliance. When a health and safety violation

occurs that involves corrective action by the landlord, the Board will notify the landlord of the problem within one working day of its occurrence. The Union will receive a copy of the notification. When the landlord responds, the Union will be notified within 24 hours with a description of the proposed corrective action and when the action will be taken.

- C. The Board shall continue to make reasonable provisions for the safety and health of its employees during the hours of their employment. In the event the Board, in its sole discretion, shall deem it hazardous or unhealthful for employees to occupy all or any portion of premises maintained by the Board, the Board in such instance shall not require employees to continue to work in such hazardous or unhealthful area until the Board, in its sole discretion, deems the condition corrected or abated.
  
- D. The Board shall arrange for a testing of air quality in all offices occupied by the Board once per year, during the months of June to September, by the Middlesex County Department of Health and shall provide the Union with copies of the results of such tests. A union member of the Health and Safety Committee may accompany the persons making such tests. Should the Union desire additional testing, same shall be permitted at the sole expense of the Union upon reasonable

notice to Management provided that such testing shall not interfere with the orderly conduct of the Board's business. Additionally, Management will provide the Union with a list of the products used for cleaning, exterminating and for the reproductive equipment.

- E. The Union has the right to bring up a matter of health and safety at the Board meeting and, if same is brought before the Board, the Board will consider the issue and respond within five (5) working days.

ARTICLE XXII - RESPONSIBLE RELATIONS

The Board and the Union recognize that it is in the best interests of both parties, the employees and the public that all dealings between them continue to be characterized by mutual responsibility and respect.

To insure that this relationship continues and improves, the Board and the Union and their respective representatives at all levels will apply the terms of this Contract fairly in accord with its intent and meaning and consistent with the Union's status as exclusive bargaining representative of all employees in the unit.

Both parties shall bring to the attention of all employees in the unit, including new employees, their purpose to conduct themselves in a spirit of responsibility and respect and the measures they have agreed upon to insure adherence to this purpose.

APPENDIX A

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
CLASSIFICATION AND COMPENSATION SCHEDULE FOR

C.W.A. LOCAL 1082 CONTRACT

REVISED EFFECTIVE 7/1/83

<u>TITLE</u>	<u>SALARY RANGE</u> <u>EFF. 7/1/83</u>	<u>SALARY RANGE</u> <u>EFF. 7/1/84</u>
Account Clerk	06	06
Account Clerk (Typing)	06	06
Assistant Payroll Supervisor	13 A	13 A
Building Maintenance Worker	05	05
Building Service Worker	05	05
Building Service Supervisor	17	17
Child Support Specialist Bilingual in Spanish and English	18	18
Clerk	04	04
Clerk, Bilingual in Spanish & English	04	04

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
CLASSIFICATION AND COMPENSATION SCHEDULE (CONTINUED) (C.W.A.)

<u>TITLE</u>	<u>SALARY RANGE EFF. 7/1/83</u>	<u>SALARY RANGE EFF. 7/1/84</u>
Clerk Bookkeeper	06	06
Clerk Bookkeeper Typing	06	06
Clerk Stenographer	07	07
Clerk Stenographer Bilingual in Spanish and English	07	07
Clerk Transcriber	07	07
Clerk Typist	06	06
Clerk Typist, Bilingual in Spanish and English	06	06
Clerk Typist and Interpreter Bilingual in Spanish and English	07	07
Data Entry Machine Operator (Variants)	08	08
Employment Specialist	18	18
Guard, Public Property	09	09
Health Aide	09	09

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
 CLASSIFICATION AND COMPENSATION SCHEDULE (CONTINUED) (C.W.A.)

<u>TITLE</u>	<u>SALARY RANGE</u>	
	<u>EFF. 7/1/83</u>	<u>EFF. 7/1/84</u>
Health Aide Bilingual in Spanish and English	09	09
Home Service Aide	07	07
Home Service Aide Bilingual in Spanish and English	07	07
Homemaker Service Supervisor, County Welfare Agency	22	22
Income Maintenance Aide	06	06
Income Maintenance Aide Bilingual in Spanish and English	06	06
Income Maintenance Specialist	18	18
Income Maintenance Specialist, Bilingual in Spanish and English	18	18
Income Maintenance Supervisor	22	22
Income Maintenance Technician	13	13



MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
CLASSIFICATION AND COMPENSATION SCHEDULE (CONTINUED) (C.W.A.)

SALARY RANGE  
EFF. 7/1/84

SALARY RANGE  
EFF. 7/1/83

TITLE

13

Income Maintenance Technician,  
Bilingual in Spanish and English

15

Income Maintenance Worker

15

Income Maintenance Worker, Bilingual  
in Spanish and English.

05

Interpreter Bilingual in Spanish  
and English

18

Investigator, County Welfare Agency

18

Investigator, County Welfare Agency  
Bilingual in Spanish and English

07

Messenger

07

Messenger, Bilingual in Spanish  
and English

06

Office Appliance Operator

16

Payroll Supervisor

13A

13A

Personnel Aide

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
 CLASSIFICATION AND COMPENSATION SCHEDULE (CONTINUED) (C.W.A.)

<u>TITLE</u>	<u>SALARY RANGE</u>	
	<u>EFF. 7/1/83</u>	<u>EFF. 7/1/84</u>
Principal Account Clerk	13 A	13 A
Principal Account Clerk, Typing	13 A	13 A
Principal Clerk	12	12
Principal Clerk Bookkeeper	13 A	13 A
Principal Clerk Stenographer	14	14
Principal Clerk Transcriber	13 A	13 A
Principal Clerk Typist	13 A	13 A
Principal Data Entry Machine Operator	14	14
Principal Home Service Aide	12	12
Principal Home Service Aide Bilingual In Spanish and English	12	12
Principal Office Appliance Operator	12	12

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
CLASSIFICATION AND COMPENSATION SCHEDULE (CONTINUED) (C.W.A.)

SALARY RANGE  
EFF. 7/1/84

SALARY RANGE  
EFF. 7/1/83

TITLE

Receptionist	06	06
Receptionist (Typing)	06	06
Receptionist and Interpreter Bilingual in Spanish & English	06	06
Rent and Housing Coordinator, Welfare	18	18
Rent and Housing Coordinator, Welfare Bilingual in Spanish & English	18	18
Secretarial Assistant, Typing	16	16
Senior Account Clerk	09	09
Senior Account Clerk Typing	09	09
Senior Building Maintenance Worker	08	08
Senior Building Service Worker	08	08
Senior Clerk	08	08
Senior Clerk Bilingual in Spanish and English	08	08

CLASSIFICATION AND COMPENSATION SCHEDULE (CONTINUED) (C.W.A.)

<u>TITLE</u>	<u>SALARY RANGE</u>	
	<u>EFF. 7/1/83</u>	<u>EFF. 7/1/84</u>
Senior Clerk Bookkeeper	09	09
Senior Clerk Stenographer	10	10
Senior Clerk Stenographer Bilingual in Spanish and English	10	10
Senior Clerk Transcriber	10	10
Senior Clerk Typist	09	09
Senior Clerk Typist Bilingual in Spanish and English	09	09
Senior Data Entry Machine Operator (Variants)	10	10
Senior Guard, Public Property	11	11
Senior Home Service Aide	09	09
Senior Home Service Aide Bilingual in Spanish and English	09	09

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
CLASSIFICATION AND COMPENSATION SCHEDULE (CONTINUED) (C.W.A.)

SALARY RANGE  
EFF. 7/1/84

SALARY RANGE  
EFF. 7/1/83

TITLE

22

Senior Investigator, County  
Welfare Agency

22

Senior Investigator, County Welfare  
Agency, Bilingual in Spanish &  
English

08

Senior Office Appliance Operator

09

Senior Receptionist (Variants)

20

Senior Rent and Housing Coordinator,  
Welfare

11

Senior Stock Clerk

09

Senior Telephone Operator

09

Senior Telephone Operator Bilingual  
in Spanish and English

06

Social Service Aide

06

Social Service Aide Bilingual  
in Spanish and English

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
 CLASSIFICATION AND COMPENSATION SCHEDULE (CONTINUED) (C.W.A.)

<u>TITLE</u>	<u>SALARY RANGE</u>	
	<u>EFF. 7/1/83</u>	<u>EFF. 7/1/84</u>
Social Service Technician	12	12
Social Service Technician Bilingual in Spanish and English	12	12
Social Worker	18	18
Social Worker Bilingual in Spanish and English	18	18
Social Work Specialist	20	20
Social Work Specialist Bilingual in Spanish and English	20	20
Social Work Supervisor	22	22
Social Work Supervisor Bilingual in Spanish and English	22	22
Stock Clerk	06	06
Supervising Clerk	16	16

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
CLASSIFICATION AND COMPENSATION SCHEDULE (CONTINUED) (C.W.A.)

SALARY RANGE  
EFF. 7/1/84

SALARY RANGE  
EFF. 7/1/83

TITLE

16

Supervising Clerk Bookkeeper

16

16

Supervising Receptionist (Variants)

16

13A

Supervising Telephone Operator

13A

16

Supervising Terminal Operator

16

18

Supervisor of Accounts

18

18

Supervisor of Data Entry Machine  
Operations

18

22

Supervisor of Property and Resources

22

07

Telephone Operator

07

07

Telephone Operator, Bilingual in  
Spanish and English

07

07

Telephone Operator Receptionist

07

18

Training Technician

18

\*Salary range is determined by the Middlesex County Board of Social Services based on scope of duties and responsibilities for the particular position.





PLANNED SCHEDULE  
Salary Schedule

Effective 7/1/83

RANGE	ST 1	ST 2	ST 3	ST 4	ST 5	ST 6	ST 7	MAX
0	7014	7352	7690	8028	8366	8704	9041	9379
1	7352	7707	8062	8416	8771	9126	9481	9835
2	7707	8079	8452	8824	9197	9569	9942	10314
3	8079	8470	8862	9253	9644	10035	10426	10817
4	8470	8881	9292	9702	10113	10524	10934	11345
5	8881	9312	9743	10175	10606	11037	11468	11899
6	9312	9765	10218	10670	11123	11576	12029	12481
7	9765	10240	10716	11191	11666	12142	12617	13093
8	10240	10740	11239	11738	12237	12736	13235	13734
9	10740	11264	11788	12312	12836	13360	13884	14408
10	11264	11814	12364	12915	13465	14015	14565	15116
11	11814	12392	12970	13547	14125	14703	15281	15859
12	12392	12998	13605	14212	14819	15425	16032	16639
13	12741	13378	14015	14652	15289	15926	16563	17200
13A	12998	13636	14273	14910	15547	16184	16821	17458
14	13378	14047	14716	15385	16054	16723	17391	18060
15	14047	14749	15452	16154	16856	17559	18261	18963
16	14749	15487	16224	16962	17699	18437	19174	19911
17	15487	16261	17035	17810	18584	19358	20133	20907
18	16261	17074	17887	18700	19513	20326	21139	21952
19	17074	17928	18782	19635	20489	21343	22196	23050
20	17928	18824	19721	20617	21513	22410	23306	24203
21	18824	19765	20707	21648	22589	23530	24471	25413
22	19765	20754	21742	22730	23718	24707	25695	26683
23	20754	21791	22829	23867	24904	25942	26980	28017
24	21791	22881	23970	25060	26150	27239	28329	29418
25	22881	24025	25169	26313	27457	28601	29745	30889
26	24025	25226	26427	27629	28830	30031	31232	32434

27	25226	26488	27749	29010	30271	31533	32794	34055
28	26488	27812	29136	30461	31785	33109	34434	35758
29	27812	29203	30593	31984	33374	34765	36155	37546
30	29203	30663	32123	33583	35043	36503	37963	39423
31	30663	32196	33729	35262	36795	38328	39861	41395
32	32196	33806	35415	37025	38635	40245	41854	43464
33	33806	35496	37186	38876	40567	42257	43947	45637
34	35496	37271	39045	40820	42595	44370	46145	47919
35	37271	39134	40998	42861	44725	46588	48452	50315
36	39134	41091	43048	45004	46961	48918	50874	52831
37	41091	43145	45200	47254	49309	51364	53418	55473
38	43145	45303	47460	49617	51774	53932	56089	58246

## SALARY SCHEDULE

EFFECTIVE 1/1/84

RANGE	ST 1	ST 2	ST 3	ST 4	ST 5	ST 6	ST 7	ST 8	MAX
0	7225	7573	7921	8269	8617	8965	9313	9661	10009
1	7573	7938	8303	8669	9034	9400	9765	10130	10496
2	7938	8322	8705	9089	9473	9856	10240	10624	11007
3	8322	8725	9127	9530	9933	10336	10739	11141	11544
4	8725	9148	9570	9993	10416	10839	11262	11685	12108
5	9148	9592	10036	10480	10924	11368	11812	12256	12700
6	9592	10058	10524	10991	11457	11923	12390	12856	13322
7	10058	10548	11037	11527	12016	12506	12996	13485	13975
8	10548	11062	11576	12090	12604	13118	13632	14146	14661
9	11062	11602	12141	12681	13221	13761	14301	14840	15380
10	11602	12168	12735	13302	13869	14436	15002	15569	16136
11	12168	12763	13359	13954	14549	15144	15739	16334	16930
12	12763	13388	14013	14638	15263	15888	16513	17138	17763
13	13123	13779	14436	15092	15748	16404	17060	17716	18372
13A	13388	14045	14701	15357	16013	16669	17325	17982	18671
14	13779	14468	15157	15846	16535	17224	17913	18602	19291
15	14468	15192	15915	16639	17362	18085	18809	19532	20256
16	15192	15951	16711	17470	18230	18990	19749	20509	21268
17	15951	16749	17546	18344	19142	19939	20737	21534	22332
18	16749	17586	18424	19261	20099	20936	21774	22611	23448
19	17586	18466	19345	20224	21104	21983	22862	23742	24621
20	18466	19389	20312	21235	22159	23082	24005	24929	25852
21	19389	20358	21328	22297	23267	24236	25206	26175	27144
22	20358	21376	22394	23412	24430	25448	26466	27484	28502
23	21376	22445	23514	24583	25652	26720	27789	28858	29927
24	22445	23567	24690	25812	26934	28056	29179	30301	31423
25	23567	24746	25924	27102	28281	29459	30638	31816	32994
26	24746	25983	27220	28458	29695	30932	32169	33407	34644

27	25983	27282	28581	29880	31180	32479	33778	35077	36376
28	27282	28646	30010	31374	32739	34103	35467	36831	38195
29	28646	30079	31511	32943	34376	35808	37240	38672	40105
30	30079	31583	33086	34590	36094	37598	39102	40606	42110
31	31583	33162	34741	36320	37899	39478	41057	42636	44216
32	33162	34820	36478	38136	39794	41452	43110	44768	46426
33	34820	36561	38302	40043	41784	43525	45266	47007	48748
34	36561	38389	40217	42045	43873	45701	47529	49357	51185
35	38389	40308	42228	44147	46066	47986	49905	51825	53744
36	40308	42324	44339	46354	48370	50385	52401	54416	56431
37	42324	44440	46556	48672	50788	52904	55021	57137	59253
38	44440	46662	48884	51106	53328	55550	57772	59994	62216

RANGE	ST 1	ST 2	ST 3	ST 4	ST 5	ST 6	ST 7	ST 8	MAX
0	7441	7800	8158	8517	8875	9234	9592	9950	10309
1	7800	8176	8553	8929	9305	9682	10058	10434	10811
2	8176	8571	8967	9362	9757	10152	10547	10942	11337
3	8571	8986	9401	9816	10231	10646	11061	11476	11891
4	8986	9422	9858	10293	10729	11165	11600	12036	12472
5	9422	9879	10337	10794	11252	11709	12167	12624	13081
6	9879	10360	10840	11320	11801	12281	12761	13242	13722
7	10360	10864	11368	11873	12377	12881	13386	13890	14394
8	10864	11394	11923	12453	12982	13512	14041	14571	15100
9	11394	11950	12506	13062	13618	14174	14730	15286	15842
10	11950	12533	13117	13701	14285	14869	15452	16036	16620
11	12533	13146	13759	14372	14985	15598	16211	16824	17437
12	13146	13790	14434	15077	15721	16365	17008	17652	18296
13	13517	14193	14869	15544	16220	16896	17572	18248	18924
13A	13790	14466	15142	15818	16493	17169	17845	18521	19231
14	14193	14902	15612	16322	17031	17741	18451	19160	19870
15	14902	15647	16393	17138	17883	18628	19373	20118	20863
16	15647	16430	17212	17995	18777	19559	20342	21124	21906
17	16430	17251	18073	18894	19716	20537	21359	22180	23002
18	17251	18114	18976	19839	20702	21564	22427	23289	24152
19	18114	19020	19925	20831	21737	22642	23548	24454	25359
20	19020	19971	20922	21873	22824	23775	24725	25676	26627
21	19971	20969	21968	22966	23965	24963	25962	26960	27959
22	20969	22018	23066	24114	25163	26211	27260	28308	29357
23	22018	23118	24219	25320	26421	27522	28623	29724	30825
24	23118	24274	25430	26586	27742	28898	30054	31210	32366
25	24274	25488	26702	27916	29129	30343	31557	32770	33984
26	25488	26762	28037	29311	30586	31860	33135	34409	35683

27	27833	29225	30616	32008	33400	34791	36183	37575	38966
28	29225	30686	32147	33608	35070	36531	37992	39453	40915
29	30686	32220	33754	35289	36823	38357	39892	41426	42960
30	32220	33831	35442	37053	38664	40275	41886	43497	45108
31	33831	35523	37214	38906	40597	42289	43981	45672	47364
32	35523	37299	39075	40851	42627	44403	46180	47956	49732
33	37299	39164	41029	42894	44759	46624	48489	50353	52218
34	39164	41122	43080	45038	46997	48955	50913	52871	54829
35	41122	43178	45234	47290	49346	51403	53459	55515	57571
36	43178	45337	47496	49655	51814	53973	56132	58290	60449
37	45337	47604	49871	52138	54404	56671	58938	61205	63472
38	47604	49984	52364	54744	57125	59505	61885	64265	66645

RANGE	ST 1	ST 2	ST 3	ST 4	ST 5	ST 6	ST 7	ST 8	MAX
0	7739	8112	8485	8857	9230	9603	9976	10348	10721
1	8112	8503	8895	9286	9677	10069	10460	10852	11243
2	8503	8914	9325	9736	10147	10558	10969	11380	11791
3	8914	9346	9777	10209	10640	11072	11503	11935	12366
4	9346	9799	10252	10705	11158	11611	12064	12517	12970
5	9799	10275	10750	11226	11702	12177	12653	13129	13605
6	10275	10774	11274	11773	12273	12772	13272	13771	14271
7	10774	11299	11823	12348	12872	13397	13921	14446	14970
8	11299	11849	12400	12951	13501	14052	14603	15154	15704
9	11849	12428	13006	13584	14162	14741	15319	15897	16475
10	12428	13035	13642	14249	14856	15463	16071	16678	17285
11	13035	13672	14310	14947	15585	16222	16860	17497	18135
12	13672	14342	15011	15680	16350	17019	17689	18358	19028
13	14053	14760	15463	16166	16869	17572	18275	18978	19681
13A	14342	15045	15747	16450	17153	17856	18559	19262	20000
14	14760	15498	16236	16974	17713	18451	19189	19927	20665
15	15498	16273	17048	17823	18598	19373	20148	20923	21698
16	16273	17087	17901	18714	19528	20342	21155	21969	22783
17	17087	17941	18796	19650	20504	21359	22213	23068	23922
18	17941	18838	19736	20633	21530	22427	23324	24221	25118
19	18838	19780	20722	21664	22606	23548	24490	25432	26374
20	19780	20769	21758	22747	23736	24725	25715	26704	27693
21	20769	21808	22846	23885	24923	25962	27000	28039	29077
22	21808	22898	23989	25079	26169	27260	28350	29441	30531
23	22898	24043	25188	26333	27478	28623	29768	30913	32058
24	24043	25245	26448	27650	28852	30054	31256	32458	33660
25	25245	26508	27770	29032	30294	31557	32819	34081	35343
26	26508	27833	29158	30484	31809	33135	34460	35785	37111

27	26762	28101	29439	30777	32115	33453	34791	36129	37467
28	28101	29506	30911	32316	33721	35126	36531	37936	39341
29	29506	30961	32456	33931	35407	36862	38357	39833	41308
30	30981	32530	34079	35628	37177	38726	40275	41824	43373
31	32530	34156	35783	37409	39036	40662	42289	43915	45542
32	34156	35864	37572	39280	40988	42696	44403	46111	47819
33	35864	37658	39451	41244	43037	44830	46624	48417	50210
34	37658	39540	41423	43306	45189	47072	48955	50838	52721
35	39540	41517	43494	45471	47448	49425	51403	53380	55357
36	41517	43593	45669	47745	49821	51897	53973	56049	58124
37	43593	45773	47953	50132	52312	54492	56671	58851	61031
38	45773	48062	50350	52639	54928	57216	59505	61793	64082



IN WITNESS THEREOF, the parties have caused this Agreement to  
be executed by its representative officers or agents on this  
11<sup>th</sup> day of July, 1984.

C.W.A. LOCAL 1082

Adrienne L Taylor  
John T. Farley  
J. Dink  
Thomi Stark  
[Signature]  
Elsa Rudtten  
Roberta Fleischman

MIDDLESEX COUNTY BOARD  
OF SOCIAL SERVICES

Nancy L. Hollis  
John J. O'Brien  
Spencer P. Benedict  
B. H. S. M.  
Frank Moore

