

THIS AGREEMENT, made and entered into as of this 15th day of August, 1983, by and between:

THE BOARD OF TRUSTEES OF THE BOROUGH OF RAMSEY FREE PUBLIC LIBRARY, ^{Board of Trustees} a municipal corporation, having an office at 30 Wyckoff Avenue, in the Borough of Ramsey, County of Bergen and State of New Jersey, ("Board"), and

THE RAMSEY LIBRARY EMPLOYEES ASSOCIATION, a non-profit municipal employees' association, having an address at 30 Wyckoff Avenue, in the Borough of Ramsey, County of Bergen and State of New Jersey, ("Association").

WHEREAS, The Association is a recognized employee organization composed of certain personnel working in the Borough of Ramsey Free Public Library; and

WHEREAS, the Board has recognized the Association as the official bargaining agent for certain full-time and part-time personnel working in the Borough of Ramsey Free Public Library with regard to terms and conditions of employment; and

WHEREAS, the Board and the Association have concluded negotiations relating to the terms and conditions

X January 1, 1983 - December 31, 1985

of employment for certain full-time and part-time personnel working in the Borough of Ramsey Free Public Library for the calendar year 1983.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements hereinafter set forth, the parties hereto do hereby agree as follows:

1. DURATION. This Agreement shall be effective from January 1, 1983 to December 31, 1985.
2. PERSONNEL COVERED. This Agreement shall apply to all full-time and part-time personnel working in the Borough of Ramsey Free Public Library

excluding the Director and Assistant Director of the Library.
3. SALARIES. Effective January 1, 1983 each employee's 1982 base salary shall be increased by 8%. In addition, Cassella, Olkiewicz and Finch shall receive an adjustment of \$.17 per hour on the base hourly rate. All of the above shall be retroactive to January 1, 1983 as follows:

		<u>BASE</u>	<u>LONGEVITY</u>	<u>TOTAL</u>
A. Children's Librarian	Ann Scarpellino	\$14,836.61	\$593.46	\$15,430.07
Secretary/Bookkeeper	Virginia Casson	9,855.81	---	9,855.81
Custodian	John Ott	9,845.28	---	9,845.28
<u>PART TIME PERSONNEL</u>		<u>BASE</u>	<u>LONGEVITY</u>	<u>TOTAL</u>
	Nancy S. Hamilton	\$7.07/per hour	\$.57	\$7.64
	Lorene L. Remien	\$5.81/per hour	.23	6.04
	Doris J. Finch	\$4.61		
		<u>.17</u>		
		\$4.78	.10	4.88

<u>PART TIME PERSONNEL</u>	<u>BASE</u>	<u>LONGEVITY</u>	<u>TOTAL</u>
Jody Olkiewicz	\$4.35 .17 <u>\$4.52</u>	.18	\$4.70
Geraldine R. Cassella	\$4.44 .17 <u>\$4.61</u>	--	4.61
Pages	\$3.35/per hour	--	3.35

Effective January 1, 1984, each employee's 1983 base salary shall be increased by 7%.

Effective January 1, 1985, each employee's 1984 base salary shall be increased by 8%.

The amounts set forth in this schedule do not apply to personnel employed as replacements for the individuals named herein.

B. LONGEVITY PAY:

Employees shall receive longevity compensation computed at 2% of the employee's annual base salary, if paid an annual salary, or hourly rate if paid by the hour, for each four years of service to a maximum of 10%.

4. VACATIONS. Vacations with pay shall be granted on the following schedule:

- A. For all full-time employees in their first year of employment, one week (five working days), provided that they have had three months of continuous service before July 1 of that year.
- B. For all employees except the Children's Librarian, two weeks after completion of 12 consecutive months of employment.

- C. For the Secretary/Bookkeeper and Custodian, one additional day each year after five consecutive years of service, until, after ten years, they receive three weeks.
 - D. For the Children's Librarian, three weeks after completion of 12 consecutive months of employment, four weeks after completion of 8 consecutive years of employment.
 - E. For all full-time employees, four weeks after completion of 15 consecutive years of employment.
 - F. Vacations shall not be cumulative. Unused vacation time for the final year of employment shall be paid upon termination.
5. HOLIDAYS. The following days shall be considered as holidays, subject to change by the Board:

New Year's Day	Independence Day	Veterans' Day
Washington's Birthday	Labor Day	Thanksgiving Day
Good Friday	Columbus Day	Christmas
Decoration Day	Presidential Election Day	

Holidays falling on Sunday are observed the following day. Date for observation of movable holidays shall be those officially designated by governing authority. If a holiday falls on Saturday, generally no alternate day is granted except by special approval of the Board.

- A. Full-time employees shall be paid for holidays.
- B. Part-time employees, except Pages, shall be compensated for holidays on the basis of one holiday (one-fifth of time worked per average week) for each full year of service as of January 1, to a maximum of five holidays. Such compensation shall be provided as paid time off or paid time at the discretion of the Director of the Library.

6. WORK SCHEDULES: Within the weekly schedule, every effort shall be used to permit flexibility when schedule adjustments are requested or desirable. When overtime is required by the Board, it will be considered proper to allow equivalent time off within a reasonable time following the additional hours worked. If it is impossible to grant the time off within a reasonable time, the employee so working shall be paid at the rate of time-and-one-half. In all cases, overtime shall be kept at a minimum and only used as an emergency, temporary solution.
 - A. Full-time employees shall work five days per week and not more than 35 hours per week, except as noted above.
 - B. Employees shall not be required to work regularly more than two evenings per week, the Custodian excepted.
 - C. Saturday work shall be rotated among employees so that there is a fair distribution of this assignment.
 - D. One hour for lunch and one hour for dinner shall be allowed for meal times. This time is not included in the hours worked per day.
7. SICK LEAVE. Sick leave with pay shall be granted to employees by the schedule shown below. Sick leave is hereby defined to mean absence from duty because of illness, accident, exposure to contagious disease, attendance upon a member of the employee's family who is seriously ill and requires the care or attendance of the employee, and absence caused by death in the immediate family of the employee. Under no circumstances shall sick pay be construed as additional time off, if such time has not been used for the purpose for which it was designated.

A. Sick leave benefits shall be as follows:

<u>Continuous Service</u>	<u>Per Annum Sick Leave</u>
0 to 1 Year	1½ Workdays for Every Month Worked
1 to 5 Years	3 Weeks
5 to 10 Years	6 Weeks
10 to 15 Years	8 Weeks
15 or More Years	12 Weeks

B. "Days" is taken to mean one-fifth of the average number of hours worked per week. "Week" means the average number of hours worked per week.

8. HOSPITALIZATION BENEFITS: Full-time employees and part-time employees who work two-thirds of full-time may participate in the State Health Benefits Program, which includes basic Blue Cross, Blue Shield, Major Medical and Rider J. The Borough pays the fee for the employee and his dependents for such benefits. The aforesaid employees shall also be provided with Group Dental Insurance as follows:

During the 1983 contract year, the premiums shall be paid 50% by the Borough and 50% by the employee; during the 1984 contract year, the premiums shall be paid 75% by the Borough and 25% by the employee; during the 1985 contract year, the premiums shall be paid totally by the Borough. The group dental insurance plan during the term of this Agreement shall be as set forth in the proposal of International Health Case Services, Inc. Plan I which is attached hereto and made a part hereof.

9. RETIREMENT. The retirement pension will be provided through the State Pension Plan in accordance with the rules and regulations governing same.

10. HEALTH EXAMINATION. Health adequate to the duties involved should be a prerequisite for employment. The library administration shall require a physical examination. Usual and customary expense will be borne by the Board.

11. RESIGNATION. The Children's Librarian should give 30 days written notice. All other employees must give two weeks notice.

12. GRIEVANCE PROCEDURE. The following grievance procedure shall be established:

- A. The term "grievance" is any alleged violation of this Agreement.
- B. A grievance shall be raised within five working days after the occurrence of the grievance or within five working days after the grievant would reasonably be expected to know of its occurrence.
- C. The grievance shall be submitted either orally or in writing by the grievant to the Assistant Director. The grievant may, at his or her option, have an Association representative present at the time the grievance is presented to the Assistant Director.
- D. If the grievance is not resolved within seven working days of its submission to the Assistant Director, the grievance shall be submitted by the grievant in writing to the Director.
- E. If the grievance is not resolved within seven days of its submission to the Director, the Director shall immediately forward the grievance to the Board for consideration at the next regularly scheduled Board meeting. If such submission is during the summer months, a special meeting shall be called within thirty days of notice.
- F. If the grievance is not resolved within 14 days after the Board meeting, the grievance shall be submitted to a Board of Arbitration composed of three members, as follows:
 - One Member from the Board
 - One Member from the Association
 - One Member to be agreed upon by both the Board and the Association.

Any determination resulting from arbitration shall be non-binding.

- 13. INCENTIVE DAYS. An employee shall be provided with one personal day if the employee does not take a sick day during a period of 180 consecutive days.

IN WITNESS WHEREOF, this Agreement has been duly executed the day and year above set forth.

THE BOARD OF TRUSTEES OF THE
BOROUGH OF RAMSEY FREE PUBLIC LIBRARY

BY *Robert W. Peterson*
President

THE RAMSEY LIBRARY EMPLOYEES
ASSOCIATION

BY *Lois L. Rennie*
President

ATTEST:

Mary Fillmore
Secretary

Signed, sealed and delivered in the presence of:

Nancy M. Ecke

NANCY M. ECKE
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires September 24, 1986

LETTER OF INTENT

August 15, 1983

By January 1, 1985 the Board of Trustees of the Borough of Ramsey Free Public Library agrees to develop job descriptions for the position of Library Assistant and to determine each Assistant's proper job classification and salary adjustment if appropriate.

THE BOARD OF TRUSTEES OF THE
BOROUGH OF RAMSEY FREE PUBLIC
LIBRARY

BY *Robert W. Peterson*
President

THE RAMSEY LIBRARY EMPLOYEES
ASSOCIATION

BY *Lois L. Renner*
President

ATTEST:

Mary Fillmore
Secretary

Signed, sealed and delivered in the presence of:

Nancy M. Ecke

NANCY M. ECKE
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires

Proposed Plan and Rates

This proposal is based on a U.C.R. fee schedule.

PLAN I

Yearly Maximum	\$1,000.00
Deductible	\$25.00-\$75.00
Co-payments	
A- Preventive and Diagnostic	50/50%
B- Basic	50/50%
C- Major restorative	50/50%

Monthly Rates

Single- \$6.51

2 Party- \$10.79

Family- \$16.24