

AGREEMENT BETWEEN

THE STATE UNIVERSITY OF NEW JERSEY  
**RUTGERS**

and

**AFSCME  
LOCAL  
1761**



July 1, 1999 — June 30, 2003

**AGREEMENT**

This Agreement, made and entered into the 17th day of July, 2000, by and between RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY (hereinafter called "Rutgers") and the AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO; Council 52; and its affiliate LOCAL UNION No. 1761 (hereinafter called the "Union").

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## ARTICLE 1 - PURPOSE

Rutgers and the Union have entered into this Agreement for the purpose of establishing conditions under which employees as hereinafter defined shall be employed to work for Rutgers and procedures for the presentation and resolution of grievances, and to regulate the mutual relations among themselves with the view of promoting and insuring harmonious relations through communications, cooperation and understanding between Rutgers and its employees.

## ARTICLE 2 - RECOGNITION

1. Rutgers recognizes the Union as the sole and exclusive negotiator representative for wages, hours, terms and conditions of employment of its employees as hereby defined.

2. The terms "employee" and "employees" as used herein shall include regular employees, both full time and part time employees\* (those who work for twenty (20) hours or more per week), employed in the classifications listed under Appendix "A" attached hereto and included herein by reference made a part of this Agreement, and for regular employees in such other classifications as the parties hereto may later agree to include; but excluding all probationary employees, confidential employees as agreed previously by Rutgers and the Union, students, casual employees and employees, faculty, professional employees, supervisors, employees in the jurisdiction of other unions now recognized by Rutgers, and all other employees of Rutgers.

\* Inclusion in the unit does not change the current benefits of part time employees.

### 3. Definitions -

A. Temporary Employee - A temporary employee is defined as an individual who is hired to work on an hourly basis as an interim replacement or short term work. If an individual is hired to perform a job which, in a regularly appointed position would be included in the negotiations, that individual will not be retained in that job for more than twelve consecutive months, with a four (4) month extension if necessary. Effective in July 1991, when such individual has worked for twelve (12) months in that job, the University will notify the Union, and the Union will grant a four (4) month extension. If the department needs to retain the individual beyond sixteen (16) months, the University will notify the Union prior to the expiration of the sixteen (16) months. If agreement is reached on this further extension for this individual prior to the expiration of the sixteen (16) months, the individual will not be retained by the department.

B. Casual Employee - A casual employee is defined as an employee who is employed on an intermittent basis.

C. Regular Employee - A regular employee is defined as an employee appointed on a ten (10) or twelve (12) month continuous salaried basis with a specific or indefinite expiration date.

### ARTICLE 3 - UNION SECURITY

#### UNION DUES:

Rutgers agrees to deduct from the paycheck the biweekly Union dues of an employee, as defined herein, who furnishes a voluntary written authorization for such deduction, on a form acceptable to Rutgers. Each employee may cancel such written authorization giving written notice of such cancellation to Rutgers and the Union between December 15 and December 31 of the year immediately preceding the effective January 1 of the ensuing year. The amount of Union dues to be deducted by Rutgers from the employee's paycheck shall be in such amount as is authorized by the Union at least thirty (30) days prior to the date on which deduction of Union dues is to be made. Deduction of Union dues pursuant hereto shall be remitted by Rutgers to the Union every four weeks together with a list of the names of employees from whose pay such deductions were made.

#### PRESENTATION FEE:

##### Representation Fee Deduction

The parties agree that effective approximately thirty (30) days after agreement on this contract all employees in the bargaining unit who do not become members of AFSCME Local 1761 within thirty (30) days shall have deducted from their salaries and forwarded to the Union a representation fee in a manner and in an amount as provided below.

##### Representation Fee Amount

At least thirty (30) days before the effective date of the representation fee, or any subsequent modification thereof, the Union shall notify the University of the biweekly amount to be deducted from non-members' salaries. Any change in the representation fee shall be made upon written notification to the University.

##### Representation Fee Deductions

The representation fee shall be deducted from nonmembers' salaries in equal biweekly installments. Representation fee deductions from the salaries of all nonmember employees shall commence on the payroll begin date following thirty (30) days after the expiration of a COLT eligible employee's probationary period or the tenth (10th) day following reentry into the bargaining unit for employees who previously served in bargaining unit positions and who continued in the employ of the University in a nonbargaining unit position. For the purpose of this Article, ten (10) month employees shall be considered to be in continuous employment.

If, during the course of the year, the nonmember becomes a Union member, the University shall cease deducting the representation fee and commence deducting the Union dues after written notification by the Union of the change in status. Conversely, if the Union member directs the University to cease dues deductions in a manner appropriate under the terms of the dues checkoff agreement, the University shall commence deduction of the representation fee after written notification by the Union of the change in status. After deduction, representation fees shall be

transmitted to the Union in the same manner and at the same rate as Union dues.

4. Indemnification

The Union hereby agrees to indemnify, defend, and save harmless the University from any claim, suit or action, or judgment including reasonable costs of defense which may be brought or in equity, or before any administrative agency with respect to or arising from the deduction from the salaries of any employee of any sum of money as a representation fee under the provisions of the Agreement.

**ARTICLE 4 - UNION REPRESENTATIVES**

1. Authorized representatives of the Union, who are not employees of Rutgers, shall be admitted to the premises of Rutgers. At the time of entering the premises of Rutgers, the Union representatives shall make their presence and destination known to the Office of Employee Relations or the Division Head, or his/her representative responsible for the area to be visited.

2. Stewards (not to exceed 41 in number throughout the University) shall be designated in specific, geographic areas. Names of the employees selected to act as Stewards and their areas of responsibility and the names of other union representatives who represent employees shall be certified in writing to Rutgers by the local Union.

3. Stewards shall be granted a reasonable amount of time during their regular working hours, without loss of pay, to interview an employee with a grievance and to discuss the grievance with the employee's immediate supervisor. The Union President or his/her designee shall be granted a reasonable amount of time during his/her regular working hours, without loss of pay, to present, discuss and adjust grievances with Rutgers, provided the person is an employee of Rutgers. When a designee is assigned to act on a particular grievance, the Union will give Rutgers prior notice. Neither a steward, nor a Union officer nor a designee shall leave his/her work without first obtaining permission of his/her immediate supervisor, which permission shall not be unreasonably withheld.

4. The Union may have ten (10) members, who are in the bargaining unit covered by this Agreement, on the contract negotiating committee (6) members on the economic reopener. Rutgers agrees that these members shall not lose pay for time spent during their regular working hours while in such capacity.

5. Rutgers agrees to permit authorized representatives of the Union employed by Rutgers to take time off without loss of pay for the purpose of attending Union conventions, conferences and educational classes, provided that the total amount of such time off without loss of pay during the term of this Agreement shall not exceed one hundred sixty (160) days. Permission for such time off must be obtained from Rutgers. Such permission shall not be unreasonably withheld. Names of persons attending such activities and the amount of time charged shall be certified in writing to the Office of Employee Relations.

#### ARTICLE 5 - NONDISCRIMINATION

There shall be no discrimination by Rutgers or the Union against any employee or applicant for employment because of race, creed, color, sex, age, marital status, national origin, disability, status as a former or present Veteran or disabled Veteran, membership or nonmembership in the Union, or sexual orientation.

#### ARTICLE 6 - RULES AND REGULATIONS

Rutgers may establish and issue reasonable rules and regulations governing the work to be performed by, and the conduct of, its employees, and shall apply and enforce such rules and regulations fairly and equitably. Such rules and regulations shall not be inconsistent with the terms of this Agreement, and Rutgers will make every reasonable effort to have prior consultation on those rules and regulations that may be of general interest or concern to the employees as provided for in Article 7. Neither party waives any rights it may have under the virtue of New Jersey statutes.

#### ARTICLE 7 - LABOR/MANAGEMENT CONFERENCES

A Labor/Management Conference is a meeting between the Union, the Office of Employee Relations and such other representative of Rutgers as appropriate, to discuss matters of general interest and concern other than grievances. Such a meeting may be called by either party, shall take place at a mutually convenient time and place and may be attended by no more than five (5) Union representatives employed by Rutgers who shall not lose pay for time spent during their regular working hours at such a meeting. International representatives and/or Council Representatives may attend such meetings. The meeting should be free from harassment. Any claims of harassment shall be the subject of a Labor/Management Conference. Agreements reached at Labor/Management Conferences will be reduced to writing.

#### ARTICLE 8 - GRIEVANCE PROCEDURE

A grievance is defined as any claimed violation of any provision of the Agreement or of any Rutgers policy relating to wages, hours or other conditions of employment of the employees.

Any grievance of an employee, or of the Union, shall be handled in the following manner:

##### Step 1

The grievance shall initially be presented within ten (10) working days after the occurrence of the event or knowledge of the event out of which the grievance arises. The grievance shall be presented in writing stating the alleged violation. The grievance normally shall be presented to the employee's immediate supervisor or the person with the authority to resolve the grievance. If the employee so requests, the steward may be present at any meeting that takes place at this level in attempting to adjust the grievance. Such meeting shall be held within two (2) working days after the grievance is submitted in writing. The first level of supervision shall give his/her answer in writing within four (4) working days after the grievance is submitted in writing.

In cases where the event giving rise to the grievance is initiated by the employee's immediate supervisor, the grievance initially shall be presented to the first level of supervision authority to effect a remedy.

#### Step 2

If the grievance is not resolved at Step 1, the employee Union may within five (5) working days of the written answer to the grievance to the second level of authority with a copy to the first level of authority and to the Office of Employee Relations. If the grievance is filed by an individual employee, the employee shall send a copy to the Union president. This second level of authority shall within ten (10) working days of receipt of the written grievance hold a hearing. The employee shall be entitled to be accompanied by a steward and/or by either a Union officer or the president's designee. This second level of authority shall send to the employee, to the representative(s) present at the hearing, to the Union president a written answer within five (5) working days after the date of the hearing.

#### Step 3

If the Union is not satisfied with the Step 2 answer, the Union may within three (3) working days of receipt of that answer submit the grievance to the Office of Employee Relations in New Brunswick and where appropriate to the Personnel Officer in Newark the written statement of the grievance along with a written request for a Third Step Hearing.

Such hearing shall take place at a mutually agreeable time and place not later than five (5) working days after receipt of the request for such hearing. The employee shall be entitled to be accompanied by a steward, and/or either the Union President or his/her designee. The Council representative may be present.

The Third Step Hearing Officer shall give his/her written decision to the employee and to the Union within five (5) working days after the hearing. These five (5) days may be extended by mutual agreement.

If the Union believes that the third step Hearing Officer based his/her decision on material not presented or referenced at the third step, the Union may request a reconvening of the hearing to present or rebut this material.

A general grievance, one that may affect all or a group of employees, may be presented by the Union at Step 3.

#### Step 4

If the Union is not satisfied with the decision of the Third Step Hearing Officer, the Union may within ten (10) working days after receipt of the written decision of the Third Step Hearing Officer request the grievance to binding arbitration.

Rutgers and the Union agree that the arbitrator to be chosen jointly shall be selected from a panel or panels to be provided by the American Arbitration Association, except that for the life of the Agreement the arbitrator will be chosen from panel(s) provided



ic Employment Relations Commission. The arbitrator will be selected in accordance with the rules and procedures of the agency.

The costs and expenses incurred by each party shall be paid by the party incurring the costs except that the fees of the neutral arbitrator and the administering agency shall be borne equally by Rutgers and the Union.

When documents are discovered by the University which were not presented at third step but which will be used at arbitration, the University will provide such documents to the Union four (4) days prior to the arbitration hearing, with the parties realizing that situations necessitate shorter notice.

No arbitrator functioning under the provisions of the grievance procedure terminating at Step 4 in binding arbitration shall have the power to modify or delete any provision of this Agreement.

In the case of discharge, the grievance may begin at Step 2 above.

In the case of grievances relating to selection of a candidate for Promotion and Transfer Procedure, Steps 1, 2, and 4 above shall be applicable.

Saturdays, Sundays and holidays shall not be considered working time in computing the time limits provided for above. Any written decision or answer to a grievance made at any step which is not appealed to the next step within the time limits provided, or such additional period of time may be mutually agreed upon in writing, shall be considered a final settlement and such settlement shall be binding upon Rutgers, the Union and the employee or employees involved.

An employee shall not lose pay for the time spent during his/her working hours at the foregoing steps of the grievance procedure. In the event that it is necessary to require the attendance of other employees, during regular working hours, at the Step 4 meeting of the grievance procedure, such employees shall not lose pay for such time.

In the event of the discharge for cause of any employee, Rutgers shall promptly give written notice of the discharge to the employee's steward and attempt to give telephone notice to the President of the Union or the Vice President of the Union responsible for the campus on which the discharged employee had been employed.

Rutgers and the Union agree to process a grievance over a grievance in an expeditious manner.

Rutgers shall provide a copy of any written reprimand which is to be placed in the part of the employee's central personnel file to the employee and to the President, or in Newark and Camden to the Vice President. The employee shall sign such reprimand, the signature serving only to acknowledge that he/she has read the reprimand. Any employee may file a grievance with respect to a document written to the employee which expresses dissatisfaction with the employee's work performance or conduct and with which he/she does not agree.

Annually, through a joint letter from the Union and the Office of Employee Relations, employees will be informed that a document from a reprimand or to an employee which expresses dissatisfaction with the employee's work performance or conduct may be grieved under this article.

When an employee's record is free from any disciplinary action for a period of one (1) year, any letters of reprimand or documents which reflect dissatisfaction with the employee's work performance or conduct in the employee's record shall be deemed to be removed. Disciplinary action other than letters of reprimand shall remain part of the employee's record.

11. If an employee is being questioned about his/her work performance or conduct and if the employee has a reasonable belief that the answers to such questions will result in discipline, then the employee may request a steward be present.

12. No employee shall be discharged, suspended or disciplined except for just cause and the sole right and remedy under this Agreement of any such employee shall be to file a grievance through and in accordance with the grievance procedure.

13. If Rutgers should exceed the time limits in replying to a grievance at any step in the grievance procedure, the grievance may be advanced to the next step.

14. In addition, an employee may appeal the interpretation, application of agreements and administrative decisions which affect the conditions of employment, as that concept has been defined by law, by presenting such appeal for determination to the Office of Employee Relations.

#### **ARTICLE 9 - SENIORITY AND LAYOFF**

1. All employees shall be considered as probationary employees for the first ninety (90) calendar days of their employment. The probationary period may not be extended without concurrence of the Union. Probationary employees may be disciplined or terminated at any time for any reason whatsoever at the sole discretion of Rutgers and they shall not be eligible to utilize the provisions of Article 8 - Grievance Procedure. Upon completion of such probationary period, their seniority will be dated as of the date of commencement of their employment. In the event that two (2) employees have the same seniority date, their respective seniority shall be determined in alphabetical order of their last names.

2. Seniority for full time and part time type 1 employees for the purpose of this article shall be based upon an employee's continuous service in the bargaining unit, except that employees employed on a part-time basis shall be credited with their seniority after thirteen (13) months of continuous service in the bargaining unit. Part time employees' seniority shall be maintained on separate seniority lists for Camden, Newark and Brunswick.

3. The Office of Employee Relations shall maintain seniority lists for all employees by seniority units, copies of which shall be furnished to

Seniority units are as defined as follows:

- a. Camden
- b. Newark
- c. New Brunswick

An employee's seniority shall cease and his/her employee status terminate for any of the following reasons.

- a. Resignation or retirement
- b. Discharge for cause
- c. Continuous layoff for a period exceeding six (6) months for with less than two (2) years continuous service; continuous layoff period exceeding one (1) year and one (1) day for employees with two (2) more continuous service.
- d. Failure of laid off employee to report for work either (i) specified in written notice of recall mailed seven (7) or more days prior to such date, or (ii) within three (3) working days after specified in written notice of recall mailed less than seven (7) calendar days prior to such date, unless return to work as herein provided is excused for such absence. Written notice of recall to work shall be sent by Rutgers by first class mail, return receipt requested, to the employee's last known address on Rutgers' personnel records.
- e. Failure to report for work for a period of three (3) consecutive scheduled working days without notification to Rutgers of a valid excuse for such absence.
- f. Failure to report back to work immediately upon expiration of leave of absence or any renewal thereof unless return to work is approved by Rutgers, and such excuse shall not unreasonably be withheld by Rutgers.

When Rutgers decides to reduce the number of employees in any particular job title in a particular department(s), the employee(s) so affected may displace the least senior employee in his/her job title in that department, who is also less senior than the affected employee. Such displaced employee may displace the least senior employee, who is also less senior than the affected employee, in his/her job title in the seniority unit, provided he/she has the requisite qualifications and abilities to perform the work available.

If the employee(s) so affected does not have the requisite qualifications and abilities to perform the work available in order to displace the least senior employee in his/her job title, he/she may displace the next senior employee, who is also less senior than the affected employee, in his/her job title in his/her expanded job family (A or B) in the seniority unit for which he/she has the requisite qualifications and abilities to perform the work available.

Any employee(s) so displaced may in turn displace the least senior employee, who is also less senior than the affected employee, in the next job title classification in his/her expanded job family in the seniority unit for which he/she has the requisite qualifications and ability to perform the work available.

Employees hired on a 10-month basis shall not be entitled to the provisions above during the off season of July and August. Such provisions may apply to the Division of Personnel for casual work during this off season without jeopardizing the status of their regular appointment.

Employees laid off during a layoff which persists for thirty (30) days or less shall not be entitled to displace any other employee.

during this layoff period. Such temporary layoff is not subject to the notification provisions of Article 30. This paragraph 9 which is in extraordinary circumstances shall not be utilized to circumvent the seniority and layoff provisions of this Article.

10. Any employee exercising his/her right to displace another with less seniority in any lower rated job title shall be paid at the such job in accordance with regulations governing an employee being a to a lower rated title, but not more than the maximum of such job.

11. Employees laid off from Rutgers shall be recalled to work seniority unit from layoff in order of their seniority to a position same job title as the one vacated at time of layoff provided that the the requisite qualifications and ability to perform the work available employees may apply to the Division of Personnel for casual work with jeopardizing their rights of recall.

12. For purposes of layoff and recall, the President, three V Presidents, the Secretary/Treasurer, Recording Secretary, Corresponding Secretary and all recognized stewards, or an alternate steward temporarily filling the role of the steward during the absence of the steward, shall be granted top seniority in their seniority units during their terms of provided that they have the requisite qualifications and ability to perform the work available at the time of layoff or recall. The Union will provide the University with a list of names and geographic areas of responsibility for these persons holding the positions described as being granted top seniority and will keep the list current.

13. An employee who is promoted or permanently transferred to a position not covered by this Agreement shall retain and accumulate seniority in the seniority unit from which he/she was promoted or transferred for a period of one (1) year from the time of his/her promotion or transfer which period of time the employee may be returned to work in a position comparable to the one which he/she held at the time of his/her promotion or transfer.

14. In determining requisite qualifications and abilities to perform the work available, Rutgers will give the same consideration to employees exercising their seniority rights as they would to new employees in consideration for the specific position.

15. If a department lays off an employee but continues to employ a casual employee (Type 4) to perform the same or similar functions as the laid off employee, the department will offer that employee that work as an option to termination of employment, if the employee has the qualifications and ability to perform it. The employee will be paid the rate the casual employee was being paid. An employee who elects to work as a casual employee will remain on the recall list in accordance with the Agreement.

16. When there is more than one vacancy in the job title of an affected employee, all of the vacancies in that title in the seniority list will be considered the least senior.

#### **ARTICLE 10 - VACATION ELIGIBILITY AND ALLOWANCE**

Regularly appointed full time employees are first eligible for vacation upon completion of the fiscal year during which they are employed, and will accrue vacation at the rate of one (1) day for each full month of

he period. The allowance earned in one (1) fiscal year must be used by the end of the following fiscal year or it is forfeited. However, if mutually agreed between the employee and his/her supervisor, then a portion of one (1) year's vacation allowance may be carried forward into the succeeding year. However, an employee may not expect to combine the vacation allowance from two (2) fiscal years unless the supervisor and employee mutually agree to such an extended vacation.

Where a University holiday falls within an approved vacation period, it is counted as a vacation day except if the vacation allowance is being used on resignation or death. If an employee becomes ill during five (5) or more of his/her vacation days, he/she may request that that portion of his/her vacation during which he/she was ill be converted from vacation time to sick leave provided that:

He/she was hospitalized during his/her vacation period; or

He/she was under a doctor's care for illness other than a chronic condition during the course of his/her vacation.

In order to be eligible for such conversion of vacation to paid sick leave, the employee must submit acceptable evidence of hospitalization or of absence from attendance. When a death occurs in the immediate family while an employee is on vacation, bereavement time may be charged.

Any vacation allowance accrued at the time of retirement must be taken by the effective date of retirement. The retiring employee is entitled to unused vacation earned in the previous fiscal year plus the amount of vacation accrued on a pro-rata basis for service in the fiscal year in which retirement occurs. The total amount may exceed the normal annual allowance. Where a holiday falls within the vacation period, it is not counted as a vacation day.

Upon separation, an employee shall be entitled to payment for his/her unused vacation allowance. Such allowance shall include any unused vacation earned in the previous fiscal year plus the amount of vacation earned in the fiscal year when separation occurs.

Payment will be made for unused vacation allowance of a deceased employee who had been a regularly appointed staff member. Such payment shall include any unused vacation earned in the previous fiscal year, and vacation allowance accrued on a pro-rata monthly basis for service in the fiscal year in which the employee died.

Vacation allowances are based on fiscal years of service as follows:

- . Less than one year of service: - one full working day for each full month of service.
- . One through twelve years: - fifteen working days.
- . Thirteen through twenty years: - 20 working days.
- . Over twenty years: - 25 working days.

When an employee completes twelve (12) years of service during a fiscal year, he/she will earn vacation for the remainder of the fiscal year at the rate of 1-2/3 days for each full month of service. When an employee completes twenty (20) full years of service during a fiscal year, he/she will earn

vacation for the remainder of that fiscal year at the rate of two (2) each full month of service.

Vacations shall be taken at the convenience of the department with consideration given to employees' preferences.

In the event of any conflict, the employee with the greater seniority shall be given preference.

Vacation schedules, once decided, cannot be changed without mutual agreement by all employees affected, subject to approval by supervisory personnel.

The rate of vacation pay shall be the employee's regular straight rate of pay.

#### **ARTICLE 11 - HOLIDAYS**

1. The regular paid holidays observed by Rutgers are: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. When any of the above holidays falls on a Sunday, the following Monday is observed in lieu of the holiday. When any of the above holidays falls on a Saturday, the preceding Friday will be observed in lieu of the holiday.

In addition, Rutgers shall observe as holidays either one (1) full holiday or two (2) half holidays during the Christmas Season, three (3) holidays to be annually determined by Rutgers, and two (2) holidays to be individually selected by the employee. Employees shall be eligible for individually selected holidays after six (6) months of employment and the rules for their use will be governed by those applicable to administrative leave as provided in Article 19 of this Agreement.

An employee whose regularly scheduled day off falls on a University holiday may request a particular day off in that workweek as an Alternate Day off. If the request can be granted without interfering with the needs of the department, it will be granted. If the department determines that it cannot grant the request, the department may assign another day off in that workweek as the Alternate Day off. If the employee is not given an Alternate Day off during that workweek the University holiday counts as compensable hours toward overtime.

#### **ARTICLE 12 - REST PERIODS**

Where the nature of the work lends itself to pauses during the workday, full time employees working in such an environment are eligible, during each one-half shift, for either an aggregate of fifteen (15) minutes rest period or for one 15-minute rest period.

In those situations where the nature of the work is continuous and uninterrupted, (for example, when an employee(s) is required to remain at a definite station or machine), full time employees working in such an environment are eligible for a formally scheduled rest period of fifteen (15) minutes during each one-half shift.

Part-time employees are eligible for either an aggregate of fifteen (15) minutes rest period, or for one fifteen (15) minute rest period, for each half shift the employee is regularly scheduled to work.

it is necessary to leave the work station, it is understood that sufficient coverage of said work station. Type of rest period and amount of such shall be at the discretion of the employee's supervisor. Sick leave time is not cumulative.

#### ARTICLE 13 - SICK LEAVE

Sick leave is defined as a necessary period of absence because of the employee's own illness or for exposure of the employee to contagious disease.

The meaning of sick leave may be extended to include a charge to the employee's accrued sick leave time to provide medical care to a seriously ill member as defined in the special circumstances described below. The maximum number of days that the employee may charge to accrued sick leave time for the circumstances described in sections 1 and 2, below, shall not exceed a maximum of five (5) days per fiscal year.

##### Special Circumstances:

###### Emergency Attendance.

Employee's emergency attendance on a member of the employee's immediate family (mother, father, spouse, child, step child, foster child, sister, brother, grandmother, grandfather) who is seriously ill.

###### Medically Certified Care.

Employee's attendance upon the employee's seriously ill spouse, parent, or child at a hospital, health care facility, or at home, or the employee's transport of the employee's seriously ill spouse, parent, or child, to medical treatment, when properly certified by a Health Care Provider on the form designated in Appendix E. Use of sick time will not be permitted where the employee has failed to provide the certified form.

Medically certified care does not cover such situations as illness not defined as seriously ill, matters unrelated to medical needs, baby-sitting, running errands, and/or running a business for the family member while he/she is ill.

Full-time employees hired prior to July 1, 2000 earn fifteen (15) days sick leave in each fiscal year at the rate of 1-1/4 days per month. During the first year of employment, employees will earn sick leave at the rate of one day per month of service except that employees appointed on July 1, 2000 earn sick leave at the rate of 1-1/4 days per month.

Full-time employees hired on or after July 1, 2000 will earn sick leave at the rate of one (1) day per month of service. After twelve (12) years of service, full-time employees hired on or after July 1, 2000 will earn sick leave at the rate of one and one-quarter (1-1/4) days per month of service.

Accrued sick leave is cumulative.

Employees are expected to notify their supervisor preferably by telephone as early as possible at the beginning of the work day on which sick leave is used and to keep the supervisor adequately informed should the absence extend beyond one day.

Employees who require more sick time than accumulated will have their absence noted accordingly except that the employee may charge such time to

vacation or administrative leave. In such cases, all sick leave policies apply. Employees may request that the supervisor make available for the employee's review a current record of the employee's sick leave, such will not be unreasonably denied.

#### **ARTICLE 14 - BEREAVEMENT LEAVE**

An employee who is absent from work due to death in the immediate family (mother, father, spouse, child, foster child, sister, brother, grandmother, great grandmother, grandfather, great grandfather, grandchild, or any other member of the employee residing in the employee's household) may charge up to (3) days for such absence to bereavement leave. However, in the event the funeral of a member of the immediate family is held at some distant location, and the employee will attend, an exception to the above may be requested by the employee to provide for up to five (5) days of absence charged to bereavement leave.

Employees are eligible to receive one (1) day of bereavement leave for attendance at the funeral of the employee's mother-in-law, father-in-law, son-in-law, daughter-in-law.

If an employee requests to use available vacation time to extend bereavement leave, it will not be unreasonably denied.

#### **ARTICLE 15 - PREGNANCY/CHILDBIRTH, ADOPTION, CHILD CARE LEAVE**

A. Pregnancy/Childbirth An employee desiring to work during pregnancy must furnish Rutgers with a physician's certificate indicating the expected date of birth and the physician's opinion as to how long the employee can continue to work. Unless the University requires an additional medical opinion, the employee will be permitted to work until the time specified by her own physician. An employee who is unable to work during pregnancy or of a disability may charge the time to vacation, administrative leave, personal holiday or sick leave to the extent it is available. For the period of disability after childbirth, she may also charge vacation, administrative leave, personal holiday or sick leave to the extent it is available. If leave is not available, the employee should apply for temporary disability insurance. An employee who has no earned time to charge will be given leave of absence without pay in accordance with Article 17 and may elect to continue Rutgers benefit programs by personal contributions while on such leave.

The employee must keep the department fully advised as to the expected date of return, whether she will also request Family Leave for the child, and any complications that may keep her from returning on the expected date of return. She will be reinstated to her original position under most circumstances, or to a position of similar status. If necessary, the department may fill the position on an interim basis with the clear understanding that this is a temporary arrangement which will be terminated at the time she returns.

An employee who wishes to work part-time for some period before childbirth should discuss this request with her supervisor to determine whether such request can be accommodated.



is policy applies to all female employees regardless of marital

option An employee who wishes to take unpaid time off upon  
of a child for adoption should apply for Family Leave. Family Leave  
granted in accordance with the provisions of the Act.

Child Care Leave An employee who wishes to take unpaid time off for  
care after the birth of a child should apply for Family Leave. Family  
Leave will be granted in accordance with the provisions of the Act.

The provisions of B. and C. apply to male and female employees.

#### ARTICLE 16 - MILITARY LEAVE

Training

Any full-time regularly appointed employee who is a member of a reserve  
unit of the armed forces of the United States of America shall be  
entitled to a leave of absence with pay for the usual prescribed training  
which shall not exceed fifteen (15) working days per year. Such leave shall not  
be deducted against vacation time.

Such employee must give the supervisor a two (2) week advance notice of  
leave and must present to the supervisor a copy of the official  
military orders authorizing the military training.

Re-entry on Enlistment

Any full-time regularly appointed employee, excluding grant and  
fellowship employees, who initially enters active service in any branch of the  
armed forces of the United States of America for more than six (6) months  
voluntarily or pursuant to law shall be granted a leave of absence  
with pay for the period of such service plus ninety (90) days immediately  
following separation.

Such an employee, unless dishonorably discharged, shall be entitled to  
reemployment by Rutgers provided application for reemployment is made prior to  
the end of the leave.

In the case a service-connected disability prevents the employee from  
returning to work within the normally prescribed time, the employee may  
request that the leave be extended and upon submitting to Rutgers  
satisfactory medical evidence, a six (6) month leave extension may be  
granted. The total of such extensions not to exceed twelve (12) months from  
the date of separation.

Upon reemployment, the returning veteran employee's salary shall be  
adjusted to reflect any normal increments or general adjustments the employee  
would have received had the employee continued working for Rutgers.

Such leave days will not accrue during the military service leave but  
will count as University service in applying vacation scales and with  
respect to seniority.

#### **ARTICLE 17 - LEAVE OF ABSENCE WITHOUT PAY**

1. An employee may submit a written request for leave of absence without pay for consideration by Rutgers. Such request shall be granted by Rutgers only in exceptional situations.

2. An employee who is unable to perform the duties of his/her position because of illness or injury shall be given a leave of absence without pay. Such leave of absence shall be limited to a period of three (3) months but shall be renewable for a justifiable reason for additional three (3) periods, not to exceed a total leave of absence of one (1) year.

3. Employees on leave of absence shall retain and accumulate seniority during such leaves of absence. Upon expiration of an employee's leave of absence, the employee shall be returned to his/her former position if it is open, or to a position comparable to the one previously held.

4. Employees on leave without salary for one (1) month or longer shall not accrue vacation or sick leave benefits. Employees on leave of absence due to injuries occurring in the course of and arising out of employment with Rutgers, will earn sick leave and vacation until workers' compensation payments cease.

#### **ARTICLE 18 - JURY DUTY**

Rutgers shall grant time off with full normal pay to those employees who are required to serve on jury duty during such periods as the employee is actually serving. If jury duty does not require a full day, it is expected that the employee will return to his/her duties.

If an employee whose regular work schedule is an afternoon or night shift is required to serve on jury duty during non-shift hours, the employee will be released from his/her scheduled work shift on the date(s) of jury duty for an amount of time equal to the non-shift hours spent on jury duty, but will not exceed the number of hours in the employee's regularly scheduled work shift.

Employees are required to submit to their supervisors the notification of jury duty upon receiving it and to submit verification of daily attendance upon return to work.

#### **ARTICLE 19 - ADMINISTRATIVE LEAVE**

Full time employees shall be granted three (3) days administrative leave at the beginning of each fiscal year. Employees hired after the beginning of the fiscal year shall be granted a half (1/2) day administrative leave at the beginning of each full calendar month of service in the first fiscal year of employment, up to a maximum of three (3) days.

Employees appointed on a 10-month basis shall be granted administrative leave on the same basis except the maximum shall be two and one half (2 1/2) days per year. Administrative leave for part time employees shall be granted in accordance with the length of their work week.

Administrative Leave shall be granted by Rutgers upon request of an employee and shall be scheduled in advance provided the request can be met without interference with the proper discharge of the work in the work unit involved. Requests for such leave shall not be unreasonably denied.

Administrative Leave may be used for personal business, including emergencies and religious observances. Administrative Leave may be taken in conjunction with other types of paid leave. Where there are more requests at a time than can be granted without interfering with the proper conduct of the work unit, priorities in granting such requests shall be: (1) emergencies; (2) religious holidays; and (3) personal matters. If there is still a matter pending, the matter will be resolved on the basis of seniority within the unit. In the case of an emergency, where advance notice and approval are not possible, requests for Administrative Leave for emergencies shall not be automatically denied.

Administrative Leave may be scheduled in half day units; one-half (1/2) day, one day, one and one-half (1-1/2) days.

Such leave shall not be cumulative. Unused balances in any year shall not be carried over. An employee who leaves employment shall not be required to reimburse the University for earned days already used.

#### ARTICLE 20 - SALARY

In the case of employees paid from other than State funds, the University will endeavor to persuade funding agencies to conform in accordance with the University salary structure.

In the event funding agencies do not conform in accordance with the University salary structure, the failure to do so will be the subject of a Management Conference under Article 7.

##### Salary Program

The following salary adjustments are subject to the appropriation of and allocation to the University by the State of adequate funding for the specific items identified for the full period covered by this Agreement.

When it is possible to do so, salary detail as to overtime and rates shall be printed on check stubs.

##### Year 1999-2000

. Each eligible employee will receive a normal merit increment on the appropriate anniversary date.

. Full-time, 12-month employees who were on the payroll as of July 1, 1999 and who remain on the payroll as of the date of ratification of this Agreement, March 29, 2000, shall receive a \$450 lump sum bonus. Full-time, 10-month employees who were on the payroll as of September 1, 1999 and who remain on the payroll as of the date of ratification of this Agreement, March 29, 2000, shall receive the \$450 lump sum bonus pro-rated accordingly. The \$450 bonus will be appropriately pro-rated for part-time employees. The \$450 lump sum bonus shall not be added to, or made part of, an employee's base salary.

3. Effective July 1, 1999, the salary schedule in effect on June 30, 1999 shall be increased across the board by two and one-half percent (2.5%). Those employees who are on the payroll as of the date of ratification, March 29, 2000, shall receive appropriate retroactive payment due.
4. An employee who was on the payroll on June 30, 1999 and who remains on the payroll through the date of ratification of Agreement, March 29, 2000, whose annualized base salary on June 30, 1999 was less than \$30,000 shall receive a lump sum bonus, not added to or made part of the base salary, calculated the difference between two and one-half percent (2.5%) of employee's annualized base salary on June 30, 1999 and two and one-half percent (2.5%) of \$30,000. This lump sum bonus shall be appropriately pro-rated for part-time and 10-month employees.

Fiscal Year 2000-2001

1. Each eligible employee will receive a normal merit increase on the appropriate anniversary date.
2. Full-time, 12-month employees who are on the payroll on July 1, 2000 shall receive a \$450 lump sum bonus. Full-time, 10-month employees who are on the payroll on September 1, 2000 shall receive a \$450 lump sum bonus appropriately pro-rated. This lump sum bonus shall be pro-rated accordingly for part-time employees. The \$450 lump sum bonus shall not be added to, but shall be a part of, an employee's base salary.
3. Effective July 1, 2000, the salary schedule in effect on June 30, 2000 shall be increased across the board by two and one-half percent (2.5%).
4. A full-time, or part-time, 12-month employee, whose annualized base salary on June 30, 2000 was less than \$30,000, who was on the payroll through July 1, 2000 shall receive a lump sum bonus, not added to or made part of the base salary, calculated the difference between two and one-half percent (2.5%) of employee's annualized base salary on June 30, 2000 and two and one-half percent (2.5%) of \$30,000. This lump sum bonus shall be appropriately pro-rated for part-time, 12-month employees. The bonus shall be paid in July 2000 to 12-month employees.
5. A full-time, or part-time, 10-month employee, whose annualized base salary on June 30, 2000 was less than \$30,000, who was on the payroll through September 1, 2000 shall receive a lump sum bonus, not added to or made part of the base salary, calculated the difference between two and one-half percent (2.5%) of employee's annualized base salary on June 30, 2000 and two and one-half percent (2.5%) of \$30,000 and appropriately pro-rated. The bonus shall be paid in September 2000 to 10-month employees.

ear 2001-2002

Each eligible employee will receive a normal merit increment on the appropriate anniversary date.

Effective July 1, 2001, the salary schedule in effect on June 30, 2001 shall be increased across the board by two percent (2.0%).

Effective January 1, 2002, an amount equal to two percent (2.0%) of the salary schedule in effect on June 30, 2001 shall be added to the salary schedule in effect on July 1, 2001.

A full-time, or part-time, 12-month employee, whose annualized base salary on June 30, 2001 was less than \$30,000, who continues on the payroll through July 1, 2001 shall receive a lump sum bonus, not added to or made part of the base salary, calculated as the difference between two percent (2.0%) of the employee's annualized base salary on June 30, 2001 and two percent (2.0%) of \$30,000. This lump sum bonus shall be appropriately pro-rated for part-time, 12-month employees. The bonus shall be paid in July 2001 for 12-month employees.

A full-time, or part-time, 12-month employee, whose annualized base salary on June 30, 2001 was less than \$30,000, who continues on the payroll through January 1, 2002 shall receive a lump sum bonus, not added to or made part of the base salary, calculated as the difference between two percent (2.0%) of the employee's annualized base salary on June 30, 2001 and two percent (2.0%) of \$30,000. This lump sum bonus shall be appropriately pro-rated for part-time, 12-month employees. The bonus shall be paid in January 2002 for 12-month employees.

A full-time, or part-time, 10-month employee, whose annualized base salary on June 30, 2001 was less than \$30,000, who continues on the payroll through September 1, 2001 shall receive a lump sum bonus, not added to or made part of the base salary, calculated as the difference between two percent (2.0%) of the employee's annualized base salary on June 30, 2001 and two percent (2.0%) of \$30,000 and appropriately pro-rated. This bonus shall be paid in September 2001 for 10-month employees.

A full-time, or part-time, 10-month employee, whose annualized base salary on June 30, 2001 was less than \$30,000, who continues on the payroll through January 1, 2002 shall receive a lump sum bonus, not added to or made part of the base salary, calculated as the difference between two percent (2.0%) of the employee's annualized base salary on June 30, 2001 and two percent (2.0%) of \$30,000 and appropriately pro-rated. This bonus shall be paid in January 2002 for 10-month employees.

Year 2002-2003

Each eligible employee will receive a normal merit increment on the appropriate anniversary date.

2. Effective July 1, 2002, the salary schedule in effect on June 30, 2002 shall be increased across the board by two percent (2.0%).
3. Effective January 1, 2003, an amount equal to two and one percent (2.5%) of the salary schedule in effect on June 30, 2002 shall be added to the salary schedule in effect on July 1, 2002.
4. A full-time, or part-time, 12-month employee, whose annual base salary on June 30, 2002 was less than \$30,000, who was on the payroll through July 1, 2002 shall receive a lump sum bonus, not added to or made part of the base salary, calculated as the difference between two percent (2.0%) of the employee's annualized base salary on June 30, 2002 and two percent (2.0%) of \$30,000. This lump sum bonus shall be appropriately pro-rated for part-time, 12-month employees. The bonus shall be paid in January 2003 for 12-month employees.
5. A full-time, or part-time, 12-month employee, whose annual base salary on June 30, 2002 was less than \$30,000, who was on the payroll through January 1, 2003 shall receive a lump sum bonus, not added to or made part of the base salary, calculated as the difference between two and one-half percent (2.5%) of the employee's annualized base salary on June 30, 2002 and two and one-half percent (2.5%) of \$30,000. This lump sum bonus shall be appropriately pro-rated for part-time, 12-month employees. The bonus shall be paid in January 2003 for 12-month employees.
6. A full-time, or part-time, 10-month employee, whose annual base salary on June 30, 2002 was less than \$30,000, who was on the payroll through September 1, 2002 shall receive a lump sum bonus, not added to or made part of the base salary, calculated as the difference between two percent (2.0%) of the employee's annualized base salary on June 30, 2002 and two percent (2.0%) of \$30,000 and appropriately pro-rated. This bonus shall be paid in September 2002 for 10-month employees.
7. A full-time, or part-time, 10-month employee, whose annual base salary on June 30, 2002 was less than \$30,000, who was on the payroll through January 1, 2003 shall receive a lump sum bonus, not added to or made part of the base salary, calculated as the difference between two and one-half percent (2.5%) of the employee's annualized base salary on June 30, 2002 and two and one-half percent (2.5%) of \$30,000 and appropriately pro-rated. This bonus shall be paid in January 2003 for 10-month employees.

#### **ARTICLE 21 - BIWEEKLY PAY**

Employees are to be paid on a bi-weekly basis.

## ARTICLE 22 - ANNIVERSARY DATES

new employee is assigned an initial salary anniversary date based on effective date of appointment. When the date of appointment is the first day of the calendar quarter, that date, in the next fiscal year, becomes the anniversary date. When the date of appointment occurs after the first day of the calendar quarter, the first day of the following calendar quarter, in the next fiscal year, becomes the initial anniversary date. An employee's anniversary date may, however, change as a result of other actions such as promotion or salary adjustments.

## ARTICLE 23 - PROMOTION COMPENSATION

Upon promotion, an employee's salary is increased one increment in the present range; then, if no step in the new range is equal to this increased rate, his/her salary will be adjusted to the next higher rate.

In the case of employees paid from other than State funds, the University will endeavor to persuade funding agencies to conform in accordance with the University salary structure.

In the event funding agencies do not conform in accordance with the University salary structure, the failure to do so will be the subject of a management conference under Article 7.

## ARTICLE 24 - ACTING CAPACITY

When Rutgers appoints by written notice an employee to temporarily work in a higher title in an acting capacity as an interim replacement for a period of more than (15) calendar days or more, the employee will be paid, effective to the first day of his/her temporary assignment, a rate of pay which would be equal to the rate the employee would receive if he/she were promoted to the higher title. It is not the intention of the University to use such assignments solely for the purpose of circumventing this benefit. If such an assignment is not put in writing to the employee, the employee will not be held accountable for performing the higher level work.

## ARTICLE 25 - OVERTIME

Overtime hours requested and authorized by the employee's supervisor beyond forty (40) hours in the standard workweek shall be paid at a rate of one and one-half the employee's regular hourly rate. Hours worked in excess of thirty five (35) but less than or equal to forty (40) hours in the standard workweek by employees whose regular workweek is thirty five (35) hours shall be compensated by either paying time and one-half the employee's regular hourly rate or by providing compensatory time off at a time and rate at the supervisor's discretion.

The standard workweek to be used in computing overtime hours and requirements will extend from 12:01 a.m. Saturday through Midnight Friday.

Overtime Distribution - Rutgers will make every reasonable effort to provide for an equitable distribution of overtime work among employees in each classification within each work unit, after taking into consideration the nature of the work to be performed during the overtime hours and the qualifications and abilities of the employees in the work unit. Employees

shall be expected to work a reasonable amount of overtime upon request refusal of overtime work shall be recorded as an opportunity to work c by the employee. The Union shall have access to the overtime record c reasonable basis. If, because of refusals to work overtime, there are insufficient number of employees available to perform the overtime wor Rutgers may assign the overtime work to the necessary number of the le senior employees in the work unit who have the qualifications and abil perform the work. Employees will be given 24 hours advance notice of scheduled overtime. When such notice has not been given, scheduled ov will be on a voluntary basis.

4. Paid time off for vacation, sick leave, holidays, administ leave, and jury duty is counted as hours worked in determining the nun hours an employee has worked in a given week.

5. An eligible employee who is authorized to work on an obser holiday will earn compensation at time and one-half the normal rate du the holiday. This premium compensation for the holiday will be earned regardless of the total number of hours worked during the workweek.

#### **ARTICLE 26 - CALL BACK PAY**

Any employee who is called back to work after he/she has complet his/her regular shift and has left his/her place of work shall be guar minimum of four (4) hours work or compensation in lieu thereof. Such shall be required to work all hours, in addition to the four (4) hour guarantee, which are required by his/her supervisor.

#### **ARTICLE 27 - AUTO ALLOWANCE**

No employee will be required to use his/her car for Rutgers bus: unless Rutgers designates his/her job as one requiring use of the emp: car, or designates such requirement as a result of change in job cont:

Neither may an employee use his/her personal car on Rutgers bus: unless advance approval is given by the employee's supervisor.

The employee must carry Automobile Liability Insurance with lial limits of at least 25/50/10. The cost of any physical damage to the is the sole responsibility of the owner. Any accident must be report: Rutgers Insurance Department.

Use of a personal car on authorized Rutgers business is reimbur: the rate of 25 cents per mile, effective August 15, 1990, which amoun: cover all related expenses. If the University increases the rate of reimbursement for other staff employees, the rate will be increased f: bargaining unit members to the same extent.

#### **ARTICLE 28 - CHANGE IN WORKSHIFTS**

Prior to effecting a change other than minor in the regular sta: time of work shifts, Rutgers will give reasonable notice to affected: and will discuss such change and the need for same with the represent: the Union, unless circumstances, such as in emergency situations, mak: notice and prior discussion impracticable.



#### ARTICLE 29 - SHIFT PREFERENCE

When a vacancy occurs or a new job is created within a given job classification in a work unit having more than one shift, any employee in the classification may elect, in accordance with seniority, to change his/her shift to that shift in which the opening occurs, provided in the judgment of the University that the efficiency of the particular operation will not be impaired by such a change and provided that no employee shall voluntarily waive his/her seniority rights for such purpose more than once in any year. An employee shall be considered for a change in shift unless he/she shall in writing have requested a change in shift no earlier than six (6) months and no later than two (2) weeks before any such opening occurs.

A full time employee who is regularly scheduled to start work on or after 5:00 PM and before 3 AM and who works at least one hundred ninety five (195) shifts during the period from July 1, 1996 until June 30, 1997 shall be entitled to a payment of \$275 in September of 1997.

A full time employee who is regularly scheduled to start work on or after 5:00 PM and before 3 AM and who works at least one hundred ninety five (195) shifts during the period from July 1, 1997 until June 30, 1998 shall be entitled to a payment of \$300 in September of 1998.

Mid time off is considered to be time worked for eligibility for

Employees must be employed on the date of payment in order to receive payment.

#### ARTICLE 30 - LAYOFF, RESIGNATION NOTICE

The University agrees that prior to any layoff it will, except in case of emergencies, give at least twenty (20) calendar days notice to the employees laid off (except probationary employees), and in consideration therefore, the employees agree that the employees covered by this Agreement will, except in case of emergencies, give at least fourteen (14) calendar days notice prior to resigning from employment.

#### ARTICLE 31 - TECHNOLOGICAL CHANGE

The University shall have the sole right to make technological and other major changes in its operation as it may deem advisable for its efficient operation. However, prior to the introduction of any such changes, the University shall notify the Union of such contemplated changes and of any opportunities for training. In the event the introduction of any new process or equipment results in layoff of persons, these matters shall also be discussed with the designated Union representative prior to their implementation. Any such layoffs shall be made pursuant to the layoff procedure set forth in Article 9.

#### ARTICLE 32 - JOB POSTING PROCEDURE

The procedure to be used by the employer to indicate a promotional opportunity or a transfer shall be called a "posting procedure." The posting procedure for clerical, office, laboratory and technical employees shall be divided into two categories: Promotional Opportunities-Vacant Positions, and Transfer Notifications. The posting procedure shall be used in a manner

consistent with the goals of the Affirmative Action Program and the provisions of the collective negotiations Agreement between Rutgers and AFSCME Local 1761.

#### PROMOTIONAL OPPORTUNITY-VACANT POSITION

Promotional Opportunities-Vacant Positions are defined as those positions within the COLT bargaining unit which are above the elementary category (see Appendix C) for each job family. When vacancies occur and are to be filled for any of these job classifications, each such promotional opportunity shall be posted on an individual job by job basis in the geographic area concerned (New Brunswick, Newark or Camden) and in one location on each of the other geographic campuses for a period of five work days. The posting shall be on a form entitled "Promotional Opportunity-Vacant Position" and will include the following information:

1. Title of Position
2. Salary Range
3. Geographic Location
4. Department
5. "Scope and Function" and "Requirements" paragraphs of the job description.
6. Date Posted
7. Workweek designation if other than 35 hours
8. Expiration Date of Posting
9. Special Conditions
10. Specific requirements such as specialized skills, special machine capabilities or language skills.
11. Positions awarded by listing job number, name of successful bidder, old job title, new job title and seniority date; or listing job number and the term "new hire" whichever is applicable.
12. The heading will include "AFSCME Local 1761, AFL-CIO."

This information is to be prepared by the Personnel Office for publication. Positions which are posted are not to be reposted in subsequent weeks if they have not been filled. Copies of all job postings will be provided to the Union President. Copies of all job postings will be provided to all stewards and Vice Presidents in the geographic areas concerned. Rutgers will provide to a Union designee in each seniority unit a list of applicants who were successful in the posting procedure.

#### RECRUITMENT NOTIFICATION

At the discretion of the administration, any position vacancy in a classification other than those listed in the COLT bargaining unit, or elementary level positions, or confidential positions may be made known if such information seems appropriate for distribution. It shall be the responsibility of the appropriate Personnel Office to prepare and distribute such recruitment notices.

#### GENERAL

##### POSITIONS TO BE POSTED

All permanent 12 or 10 month vacant positions of twenty (20) hours or more per week that are to be filled and are included within the COLT bargaining unit shall be posted.

#### ES ELIGIBLE TO USE THE POSTING PROCEDURE

Those Rutgers University employees who are considered eligible to use the posting procedure shall be defined as those employees eligible for positions in the COLT bargaining unit, including employees working twenty (20) hours per week or more, and having been employed by Rutgers University on a continuous basis for a period of at least six (6) months. Casual and temporary employees are not eligible to bid. Reclassification shall not be a condition of bidding. Employees holding confidential positions may also use this procedure.

#### APPLY

Employees covered by this procedure who feel qualified for any posted position may apply for it. A completed bid form for each position applied for shall be submitted to the designated Personnel Office at the time specified on the form. If an interview takes place, the employee shall request permission from his/her immediate supervisor to be absent for the time required. Permission will not be unreasonably denied.

The contents of the job requisition for a position will be shared with an applicant at his/her request in accordance with specific instructions on the requisition sheet.

#### PERIOD

All positions which must be posted shall be posted for five (5) consecutive work days. Saturdays, Sundays, and holidays shall not be counted as work days for purposes of this procedure.

Only if application is made for a posted position during this five (5) day period is there an obligation to consider that applicant for the position.

#### SELECTION OF CANDIDATES

The selection of the successful candidate will be determined with equal consideration given to performance, demonstrated ability and qualifications. After these factors have been carefully considered, if two or more candidates for the vacancy are equally qualified based on the aforementioned criteria, then seniority shall be the determining factor in the selection of the successful applicant for the position.

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If a position is funded as opposed to being supported by a regular salary line, a notation should be made on the posting of this fact; in this case, employees will be aware that this is a term appointment rather than an indefinite one.

#### NUMBER OF APPLYING FOR A POSTED POSITION

There shall be no limitation on the number of times an individual who is eligible may bid on posted positions, except that after an employee has successfully bid and has been accepted, the employee must wait six (6) months before bidding on another position.

#### RECLASSIFICATIONS WITHIN DEPARTMENTS

Where, because of increase in duties and responsibility or for other valid reasons, a department wishes to recommend that a position be

reclassified, the reclassification procedure shall be followed. This reclassification cannot be used, however, to promote an existing employee to a vacant position. In such a case, the vacant position must be posted as outlined above.

### ARTICLE 33 - POSITION CLASSIFICATION REVIEW

1. An employee wishing to request a position classification review will submit a completed request to the Department Head/Director and simultaneously send a copy to the appropriate Personnel Office on forms designed by Rutgers. The Personnel Office will complete such review within eight (8) weeks, with a two (2) week extension if necessary, after signing the forms by the Vice President/Provost. Compensation for any new job classification will be effective retroactively to the payroll begin date following receipt of completed request-for-review materials at the appropriate Personnel Office.

2. If the employee is dissatisfied with the results of the review, he/she may appeal within six (6) weeks to the Office of Wage & Salary Administration for a second review of the classification material. Such review will be completed within six (6) weeks with a two (2) week extension if necessary.

3. If the employee and the Union are dissatisfied with the decision of this first appeal the Union may, within thirty (30) days of receipt of the decision, submit the appeal to a neutral Classification Review Officer.

The Classification Review Officer, who will be an expert in the field of salary and classification, will be selected mutually by the Union and the University and will serve for the duration of the Agreement.

The Classification Review Officer will consider each case on its individual merits and any determination by the Classification Review Officer will not be applicable to other employees. The Classification Review Officer will conduct hearings in an expeditious and informal manner. The Classification Review Officer will submit his/her written recommendations to the parties within thirty (30) calendar days of the hearing date or extension mutually agreed to by the parties.

4. The determination of the Classification Review Officer will not be denied arbitrarily by the University; the University will provide reasonable writing for any denial of a Classification Review Officer determination.

A decision by the University not to reclassify an individual position whose reclassification has been recommended by the CRO will not be made for budgetary reasons.

5. If a position classification review is requested of Wage & Salary by other than the incumbent in the position, the incumbent shall be informed by Wage & Salary that such a review has been initiated. Contents of the job description submitted and the decision of Wage & Salary will be shared with the department with the incumbent at his/her request in writing. The employee has the right to respond in writing to Wage & Salary, with a copy to his/her supervisor, concerning all data submitted to Wage & Salary.

6. Wage & Salary will inform the Union of any change in the field and the rationale for the change.

When an employee's position has been reclassified to a lower grade, the employee may accept the downgrade; may use the layoff, bumping privilege or may appeal the downgrade through steps two and three of this article. If the latter option is chosen, no salary reduction will be effective until the payroll begin date after the final decision is made.

#### **ARTICLE 34 - JOB EVALUATION MANUAL**

Rutgers shall provide to the Union a job evaluation manual containing descriptions for all jobs in the bargaining unit.

In the event that Rutgers establishes a new bargaining unit job title or changes the duties as described in the generic job description of an existing job title, the Union will be notified in writing of the new job title, the new job description and/or the changed generic job description, and the salary range assigned. If requested by the Union within fifteen (15) working days of notification, Rutgers and the Union shall negotiate the salary range and subject to the Public Employment Relations Commission rules governing negotiations. Any range designation established through said negotiations shall be retroactive to the date of said notification. Retroactive payment shall be applicable only to those employees who are in said title at the time of the assignment on the designation.

A list of all bargaining unit employees promoted or reclassified out of grade will be sent to the Union President on a monthly basis. Copies of administrative job posting sheets will be sent to the Union President as directed.

#### **ARTICLE 35 - BULLETIN BOARDS**

Rutgers shall provide for each agreed-upon area a bulletin board, space for a bulletin board or space for a bulletin board for posting by Union representatives of notices related to official Union matters. The Union shall ensure that notices posted on such bulletin boards shall not contain political or controversial material or any material not related to official Union business.

#### **ARTICLE 36 - SAFETY COMMITTEE**

Rutgers and the Union agree to establish jointly a committee to discuss problems concerning employee safety and health. The committee shall be a standing committee, and once constituted shall meet regularly bimonthly to discuss a long range, overall safety and health problems of employees. Video terminals and their operation will be discussed at such safety committee meetings. Immediate safety problems should be reported to the supervisor or to the Department of Radiation and Environmental Health and Safety.

The Union may appoint two (2) employees who shall not lose pay for time spent at committee meetings. A representative of AFSCME may attend committee meetings.

#### **ARTICLE 37 - UNIVERSITY PROCEDURES**

Rutgers and the Union agree that employees shall be entitled to enjoy, to the maximum extent possible, all terms and conditions of employment applicable to the bargaining unit provided for in the University Regulations, Procedures, and Terms Usage Manual and not provided for herein. During the life of the

Agreement, any change in the University Regulations, Procedures, and F Usage Manual affecting terms and conditions of employment of members o bargaining unit shall be negotiated.

#### **ARTICLE 38 - RETIREMENT AND LIFE INSURANCE BENEFITS**

Appointed employees shall be eligible for participation in the F Employees Retirement System consistent with its rules and regulations. there be changes made in this plan by legislation during the term of t Agreement, all such changes appropriate to members of this negotiating shall be made and effected in accordance with the provisions of such legislation.

Administrative rules are established by the Division of Pensions Rutgers.

#### **ARTICLE 39 - HEALTH BENEFITS**

All employees represented by the Union who are eligible for heal insurance benefits coverage under P.L. 1961 c.49 (N.J.S.A. 52:14-17.25 shall pay premium or periodic charges therefore on the same basis and same extent as the State establishes for State AFSCME employees. This provision will become effective July 1, 2000.

#### **ARTICLE 40 - TEN-MONTH EMPLOYEES**

Full time employees appointed on a regular 10-month basis (those employed for the standard academic year beginning September 1 and endi 30) generally receive benefits on a pro-rata basis except for holiday which will be granted for those holidays that fall during the academic only.

#### **ARTICLE 41 - PERSONNEL FILES**

All employees shall have access to their central personnel files review their employee records. The request for review of such records be made in writing in advance to the Division of Personnel and such re shall be during regular office hours. An employee may respond in writ any document in the file. Such response shall become a part of the fi

In addition, upon a specific written request by an employee, the through a designated steward or Union officer, shall have the right to that employee's file. Such request for review shall state the reason request and shall be scheduled in advance with the Division of Personr shall take place during regular business hours. Grievances and Classi Review records shall not be a part of the employee's personnel file. such documents are found in the personnel file, they shall be removed.

#### **ARTICLE 42 - GENERAL PROVISIONS**

1. This Agreement supersedes any individual agreement between individual employee and Rutgers.

2. Rutgers and the Union recognize the commitment of the University students to provide part time employment. Rutgers will not use s to undermine the bargaining unit.

3. Employees may be given permission to attend classes during the , provided the attendance at such classes does not interfere with the operation of the work unit, where such classes are related to the e's job or career improvement and arrangements are made to make up the me. Any such arrangement shall be subject to approval by Rutgers.

4. The annual motor vehicle registration fee for employees wishing to r their vehicles for the use of surface campus parking facilities shall th of 1% of the employee's annual salary for employees earning less 5,000. Thereafter, beginning January 1993, for salaries from \$25,000 999 the rate shall be 11/100th of one percent (.0011). For salaries 0,000 to \$34,999, the rate shall be 12/100th of one percent (.0012). aries from \$35,000 to \$39,999 the rate shall be 14/100th of one percent . For salaries from \$40,000 to \$44,999 the rate shall be 16/100th of cent (.0016). For salaries from \$45,000 to \$49,999 the rate shall be h of one percent (.0018). Thereafter, the rate shall increase 2/100th percent (.0002) for each additional \$10,000 of salary or portion , the new rate to be applied to the entire salary.

he fee shall be based on the employee's annual salary at the time of .

to the extent permitted by law, effective with the registration next ng January 1, 2000, employees who pay the motor vehicle registration the use of campus parking facilities by way of payroll deduction shall n the option of paying said fee by way of a pretax payroll deduction.

5. Rutgers and the Union will establish a committee to study the and feasibility of a career ladder program. This committee shall be a ng committee consisting of three (3) Union and three (3) University . Rutgers and the Union agree that the committee shall first discuss inities for technical training in the computer and word processing

6. Rutgers agrees to have raingear available for those postal es who regularly pick up and deliver mail and in kiosks on the New ck campus for the use of bus dispatchers.

utgers agrees to have two (2) smocks or aprons available for employees ographics.

7. Meal Allowance. Employees who are required to work for twelve onsecutive hours or more shall be entitled to one meal allowance of e effective July 1, 1998; \$4.50 effective July 1, 2000; \$4.75 effective , 2001; and \$5.00 effective July 1, 2002.

8. Dispatcher (University Police) shall receive a uniform maintenance ce of \$70 in fiscal year 1999-2000; then \$70 on December 1, 2000; \$75 ember 1, 2001; and \$75 on December 1, 2002.

9. At the request of an employee, access to his/her medical records are maintained by the University will be granted. The request must be ting and signed by the employee. The request must be made to the l office where the records are maintained at least two (2) working days to the time the employee wishes to have access to such records. The al medical records may not leave the medical office where they are

maintained and any inspection of the records must be completed in the presence of a member of the medical office staff during regular working hours. An employee may purchase copies of such medical records for his/her use at a cost of \$.10 per page.

10. For the term of this Agreement, if in recruiting an employee in salary range 13 and above, the University cannot hire the successful applicant at a salary higher than step one (1) of the appropriate salary range, the University will immediately notify the Union that it intends to offer the applicant such a salary up to step five (5) of the range. The Union will provide the Union with information about the position at issue. If the Union wishes to negotiate particular future salary adjustments for that individual, the Union shall request such negotiations.

#### **ARTICLE 43 - VDT OPERATORS**

A full-time employee who operates a Video Display Terminal full-time and is pregnant and is experiencing significant discomfort at her work station may request reassignment to other work. Such request shall be granted in whole or in part when there is comparable work available, and in accordance with the needs of the employee's department. When it is not feasible to accommodate the employee, she shall be entitled to a leave without pay upon a doctor's certification that such leave is necessary. Under most circumstances, the employee will be returned to the same or similar position. Grievances concerning leaves of absence will be arbitrable; grievances concerning assignment will be processed exclusively under Article 8, Section 14.

Full-time employees who operate VDT's on a full-time basis shall be eligible for the cost of eyeglasses each year should there be a change in vision requiring new glasses. The rate at which the employee will be reimbursed is as described in Article 39.

#### **ARTICLE 44 - SEVERABILITY**

Rutgers and the Union understand and agree that 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, the illegality or invalidity shall affect only the particular provision which shall be deemed of no force and effect, but it shall not affect the remaining provisions of this Agreement.

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

#### **ARTICLE 45 - PRINTING OF AGREEMENT**

Rutgers shall be responsible for reproducing this Agreement and shall furnish a sufficient number of copies to the Union for distribution to employees in the unit. The printing cost shall be shared equally between Rutgers and the Union.



ARTICLE 46 - TERM

reement shall be effective from July 1, 1999 until 12 midnight on 2003.

July 17, 2000

THE STATE UNIVERSITY

John J. Gable  
John H. MacIndoe  
James M. Schaefer  
My M. Spontak

James E. Port  
Robert Martanic  
[Signature]

FEDERATION OF STATE, COUNTY AND  
LOCAL EMPLOYEES, AFL-CIO

Chris C. [Signature]

UNION NO. 1761 AFFILIATED WITH AMERICAN  
ASSOCIATION OF STATE, COUNTY AND MUNICIPAL  
EMPLOYEES, AFL-CIO

Marjorie B. [Signature]  
[Signature]  
[Signature]  
Tricia A. Wald  
[Signature]  
[Signature]

Pamela Joney-Boss  
[Signature]  
Della C. [Signature]  
Paul D. Harrigan

APPENDIX A

AFSCME Local 1761 (COLT)  
JOB TITLES (ALPHABETICAL LIST)

<u>Title</u>	<u>Range</u>
Accounting Clerk	7
Assistant Equipment Manager - Athletics	12
Assistant Instrument Maker/Repairer	18
Assistant Lab Mechanic	7
Assistant Museum Installer/Preparator	11
Audio-Visual Technician	8
Budget Clerk	9
Business Aide	13
Carpenter/Scenery Painter	14
Classroom Assistant	9
Clerk Bookkeeper	8
Clerk Stenographer	7
Clerk Transcriber	7
Clerk Transcriber - Languages	8
Clerk Typist	8
Clerk Typist - Languages	9
Clinic Assistant	12
Computer Aided Design Technician	18
Computer Design Technician	19
Computer Operator I	17
Computer Operator II	14
Computer Operator III	11
Computer Operator/Librarian	13
Contract Post Office Clerk	13
Contract Post Office Head Clerk	15
Copier Operator I	13
Copier Operator II	9
Courier	9
Crew Rigger	16
Crime Analysis Technician	15
Curatorial Assistant	13
Customer Services Representative	15
Data Control Coordinator I	17
Data Control Coordinator II	15
Data Entry Machine Operator	8
Data Processing Machine Operator I	13
Data Processing Machine Operator II	9
Data Processing Machine Operator III	7
Digital Electronics Service Technician	19
Dispatcher (Buses)	11
Dispatcher	14
Dispatcher 9-1-1	15
Drafting Technician	10
Drafting Technician - Electronics	13
EDC Assistant - PBP	14
Electronics Technician	14
Engineering Aide	9
Equipment Manager Athletics	16
Equipment Manager (N)	14
Events Coordinator	15
Financial Aid Clerk	9
Financial Aid Technician	17
Finishing Clerk I	11

APPENDIX A (continued)

<u>TITLE</u>	<u>RANGE</u>
Finishing Clerk II	8
General Clerk	8
Graphics Coordinator	15
Graphics Technician	13
Head Accounting Clerk	15
Head Audio Visual Technician	16
Head Clerk	15
Head Clerk Bookkeeper	15
Head Data Entry Machine Operator	15
Head Dispatcher (Buses)	14
Head Drafting Technician	18
Head Offset Machine Operator	17
Head PBP Clerk	15
Head Photocopy/Repro Tech	15
Head Postal Clerk	12
Head Registrations Clerk	17
Head Stock Clerk	15
Head Telephone Operator	12
Health & Safety Technician	16
Health Technician I	18
Health Technician II	15
Health Technician III	13
Housing Access Coordinator	15
Instrument Maker/Repairer	20
Insurance Clerk	12
Keypunch Operator	7
Laboratory Animal Care Tech	10
Laboratory Animal Care Tech - Nwk	12
Laboratory Assistant	8
Laboratory Mechanic	14
Laboratory Services Assistant (RC)	13
Laboratory Technician	13
Language Laboratory Assistant	13
Lead Copier Operator	18
Lead Finishing Clerk	15
Lead Library Utility Worker	13
Lead Offset Print Operator	20
Library Assistant II	13
Library Assistant III	10
Library Assistant IV	8
Library Utility Worker	9
Lighting Specialist	14
Machinist	16
Marketing Assistant	15
Medical Technician	15
Museum Installer/Preparator	14
Network Installation Assistant	14
Network Installation Technician	19
Office Machine Clerk	7
Offset Press Operator I	14
Offset Press Operator II	11
Operations Coordinator	13
PBP Clerk	8
Pharmacy Technician	13
Photocopy/Reprographic Technician	13

APPENDIX A (continued)

<u>TITLE</u>	<u>RANGE</u>
Photographer	14
Photographic Communications Coordinator	17
Photographic Technician - Publications	11
Postal Clerk	9
Postal Clerk/Telephone Operator (C)	9
Principal Accounting Clerk	13
Principal Audio-Visual Technician	13
Principal Clerk	11
Principal Clerk Bookkeeper	12
Principal Clerk Typist	12
Principal Data Entry Machine Operator	13
Principal Drafting Technician	14
Principal Engineering Aide	16
Principal Key punch Operator	13
Principal Laboratory Animal Care Tech - Nwk	17
Principal Laboratory Animal Care Tech	15
Principal Laboratory Assistant	11
Principal Laboratory Technician	18
Principal Office Machine Clerk	11
Principal Offset Machine Operator	13
Principal PBP Clerk	13
Principal Secretary	13
Principal Secretary-Languages	14
Principal Secretary-Technical	14
Principal Statistical Clerk	11
Principal Stock Clerk	13
Printing Operations Clerk	8
Printing Operator I	15
Printing Operator II	13
Printing Operator III	11
Production Assistant (SCPA)	13
Production Control Clerk	8
Program Assistant	13
Promotional Assistant (University Press)	7
Property & Supply Worker	12
Publications Assistant	15
Publications Clerk	11
Publications Compositor	11
Radiologic Technician	19
Receptionist	8
Registration/Records Clerk	11
Research Aide	13
Sales Clerk	8
Scanner/Measurer-Physics	8
Secretarial Assistant I	19
Secretarial Assistant II	17
Secretarial Assistant III	15
Secretarial Assistant - Languages	16
Secretarial Assistant - Technical	16
Secretary	10
Secretary-Languages	11
Secretary-Technical	11
Secretary-Word Processing	11
Senior Accounting Clerk	10
Senior Architectural Drafting Technician	12

APPENDIX A (continued)

<u>TITLE</u>	<u>RANGE</u>
Senior Audio-Visual Technician	10
Senior Classroom Assistant	11
Senior Clerk	8
Senior Clerk Bookkeeper	9
Senior Clerk Typist	9
Senior Clerk Typist - Languages	10
Senior Data Entry Machine Operator	10
Senior Drafting Technician	12
Senior Electronics Technician	16
Senior Engineering Aide	14
Senior Financial Aid Clerk	13
Senior Keypunch Operator	9
Senior Laboratory Animal Care Tech - Nwk	15
Senior Laboratory Animal Care Tech	13
Senior Laboratory Assistant	8
Senior Laboratory Mechanic	16
Senior Laboratory Technician	16
Senior Office Machine Clerk	8
Senior Offset Machine Operator	10
Senior PBP Clerk	10
Senior Registration/Records Clerk	13
Senior Sales Clerk	9
Senior Scanner/Measurer (Physics)	11
Senior Statistical Clerk	7
Senior Stock Clerk	10
Senior Tandem Accelerator Technician	19
Senior Television Technician	16
Senior Teller	9
Senior Teller (SAR)	11
Stage Hand/Electrician	14
Stage Manager	12
Statistical Assistant (Institutional Research)	13
Statistical Clerk	5
Stock Clerk	8
Studio Technician	14
Surplus Property Clerk	11
Tandem Accelerator Technician	15
Telephone Operator	11
Television Technician	14
Teller	7
Teller (SAR)	9
Theater Technician	14
Ticket Sales Assistant - Athletics	13
Typist - Technical	10
Unit Coordinator	13
Word Processing Machine Operator I	14
Word Processing Machine Operator II	11
Word Processing Machine Operator III	9

**APPENDIX B**

<u>Secretarial</u>	<u>Range</u>	<u>Drafts/Engineering</u>
Sec Asst I	19	Head Drafting Tech
Health Tech I	18	Prin Engineering Aide
Sec Asst II	17	Prin Drafting Tech
Sec Asst-Lang	16	Sr Engineering Aide
Sec Asst-Tech	16	Drafting Tech-Electronics
Sec Asst-III	15	Sr Architect Draft Tech
Health Tech II	15	Sr Drafting Tech
Prin Secretary-Lang	14	Drafting Tech
Prin Secretary-Tech	14	Engineering Aide
Word Process Mach Oper I	14	
Prin Secretary	13	
Health Tech III	13	
Prin Clk Typist	12	
Secretary-Lang	11	
Secretary-Tech	11	
Sec-Word Processing	11	
Word Process Mach Oper II	11	
Secretary	10	
Sr Clk Typist-Lang	10	
Typist-Technical	10	
Clerk Typist-Lang	9	
Sr Clk Typist	9	
Word Process Mach Oper III	9	
Clk Trans-Lang	8	
Clk Typist	8	
Clk Steno	7	
Clk Transcriber	7	
<u>Laboratory</u>	<u>Range</u>	<u>Office Clerks</u>
Inst Maker/Repairer	20	Financial Aid Technician
Radiologic Tech	19	Head Registration Clerk
Sr Tandem Acc Tech	19	Dispatcher 9-1-1
Asst Inst Maker/Repairer	18	Events Coordinator
Prin Lab Tech	18	Head Accounting Clerk
Prin Animal Care Tech-Nwk	17	Head Clerk
Crew Rigger	16	Head Clerk Bookkeeper
Electro/Mechanical Tech	16	Head PBP Clerk
Health & Safety Tech	16	Housing Access Coord
Machinist	16	Marketing Asst
Sr Electronics Tech	16	Publications Asst
Sr Lab Mechanic	16	Dispatcher
Sr Lab Tech	16	Head Dispatcher (Buses)
Medical Tech	15	Business Aide
Sr Lab Animal Care Tech-Nwk	15	Curatorial Asst
Prin Lab Animal Care Tech	15	Language Lab Asst
Lab Mechanic	14	Lead Lib Utility Worker
Lab Services Asst (RC)	13	Library Asst II
Lab Technician	13	Operations Coord
Sr Lab Animal Care Tech	13	Pharmacy Technician
Clinic Asst	12	Photocopy/Reprographic Tech
Prin Lab Asst	11	Prin Accounting Clerk
Sr Scanner/Measurer	11	Prin PBP Clerk
Lab Animal Care Tech	10	Production Asst (SCPA)
Lab Asst	8	Program Asst
Scanner/Measurer	8	Research Aide
Sr Lab Asst	8	Sr Financial Aid Clerk
Asst Lab Mechanic	7	Sr Registration/Records Cle:
		Statistical Asst (Inst Res)
		Ticket Sales Asst
		Unit Coord
		Head Telephone Oper
		Insurance Clerk
		Prin Clerk Bookkeeper
		Dispatcher (Buses)
		Prin Clerk
		Prin Statistical Clerk
		Publications Clerk
		Registration/Records Clerk
		Sr Teller (SAR)
		Senior Classroom Assistant
		Telephone Operator
		Library Asst III
		Sr Accounting Clerk
		Sr PBP Clerk

APPENDIX B (continued)

<u> Clerks (cont)</u>	<u>Range</u>	<u>Machine Operators (cont)</u>	<u>Range</u>
Clerk	9	Printing Operator III	11
l Aid Clerk	9	Publications Compositor	11
Utility Worker	9	Photocopy/Reprographic Tech	10
Bookkeeper	9	Sr Offset Mach Oper	10
Clerk	9	Copier Operator II	9
r	9	Finishing Clerk II	8
SAR)	9	Printing Operations Clerk	8
m Assistant	9	Sr Office Machine Clerk	8
okkeeper	8	Office Machine Clerk	7
Clerk	8		
Asst IV	8		
k	8		
on Control Clerk	8	<u>Comp-DP Keypunch</u>	<u>Range</u>
nist	8	Computer Design Tech	19
erk	8	Digital Electronics Svc Tech	19
:	8	Network Installation Tech	19
ng Clerk	7	Computer Aided Design Tech	18
nal Asst (UP)	7	Computer Operator I	17
.stical Clerk	7	Data Control Coordinator I	17
	7	Data Control Coordinator II	15
		Head Data Entry Mach Oper	15
		Computer Operator II	14
		Network Installation Asst	14
		Computer Operator/Librarian	13
<u> Mail Clerk</u>	<u>Range</u>	Data Processing Mach Oper I	13
it Manager Athletics	16	Prin Data Entry Mach Oper	13
: Post Office Hd Clk	15	Prin Keypunch Operator	13
alysis Technician	15	Computer Operator III	11
ock Clerk	15	Sr Data Entry Mach Oper	10
it Manager (N)	14	Data Processing Mach Oper II	9
ock Clerk	13	Sr Keypunch Oper	9
: Post Office Clk	13	Data Entry Mach Oper	8
y & Supply Worker	12	Keypunch Operator	7
ip Mgr - Athletics	12	Data Processing Mach Oper III	7
stal Clerk	12		
Property Clerk	11		
k Clerk	10		
	9	<u>Audio-Visual</u>	<u>Range</u>
Clerk	9	Photo Communications Coord	17
Clerk/Tele Oper (C)	9	Head Audio-Visual Tech	16
Clerk	8	Sr Television Tech	16
		Graphics Coord	15
		Carpenter/Scenery Painter	14
		Lighting Specialist	14
<u>Operators</u>	<u>Range</u>	Museum Installer/Preparator	14
fset Press Operator	20	Photographer	14
pier Operator	18	Stage Hand/Electrician	14
fset Machine Oper	17	Studio Technician	14
r Services Rep	15	Television Technician	14
oto/Repro Tech	15	Theater Technician	13
nishing Clerk	15	Graphics Technician	13
g Operator I	15	Prin Audio-Visual Tech	13
Press Operator I	14	Stage Manager	12
Operator I	13	Asst Museum Install/Preparator	11
fset Mach Oper	13	Photographic Tech - Pub	11
g Operator II	13	Sr Audio-Visual Tech	10
ng Clerk I	11	Audio Visual Tech	8
Press Operator II	11		
fice Machine Clerk	11		

APPENDIX C

COLT TITLES BY FAMILY

Account Clerk

Head Accounting Clerk  
Principal Accounting Clerk  
Senior Account Clerk  
Accounting Clerk

Animal Caretaker - IAB Laboratory

Prin Lab Animal Care Tech - Nwk  
Sr Lab Animal Care Tech - Nwk  
Lab Animal Care Tech - Nwk

Animal Caretaker - Laboratory

Prin Lab Animal Care Tech  
Sr Lab Animal Care Tech  
Lab Animal Care Tech

Audio Visual-Technician

Head Audio-Visual Technician  
Principal Audio-Visual Technician  
Senior Audio-Visual Technician  
Audio-visual Technician

Clerk

Head Clerk  
Principal Clerk  
Senior Clerk  
General Clerk

Clerk Bookkeeper

Head Clerk Bookkeeper  
Principal Clerk Bookkeeper  
Senior Clerk Bookkeeper  
Clerk Bookkeeper

Clerk Typist

Principal Clerk Typist  
Senior Clerk Typist - Lang  
Senior Clerk Typist  
Typist - Technical  
Clerk Typist - Lang  
Clerk Typist

Compositor

Publications Compositor

Computer Operator

Computer Operator I  
Computer Operator II  
Computer Operator/Librarian  
Computer Operator III

Computer Technician

Computer Design Tech  
Computer Aided Design Tech  
Digital Electronics Service

Copier Operator

Lead Copier Operator  
Copier Operator I  
Copier Operator II

Data Control Coordinator

Data Control Coordinator I  
Data Control Coordinator II

Data Entry Machine Operator

Head Data Entry Machine Oper  
Principal Data Entry Machine  
Senior Data Entry Machine Op  
Data Entry Machine Oper

Data Processing Machine Oper

Data Processing Machine Oper  
Data Processing Machine Oper  
Data Processing Machine Oper

Dispatcher - Buses

Head Dispatcher - Buses  
Dispatcher - Buses

Drafting Technician

Head Drafting Technician  
Principal Drafting Technicia  
Drafting Technician - Elect  
Senior Architectural Drafti  
Senior Drafting Technician  
Drafting Technician

Electronics Technician

Senior Electronics Technici  
Electronics Technician

Engineering Aide

Principal Engineering Aide  
Senior Engineering Aide  
Engineering Aide

Equipment Manager

Equipment Manager Athletics  
Equipment Manager (N)  
Assistant Equip Mgr Athleti

Financial Aid

Financial Aid Technician  
Senior Financial Aid Clerk  
Financial Aid Clerk



**ing Clerk**

Shipping Clerk  
ing Clerk I  
ing Clerk II

Coordinator  
Technician

**Technicians**

Technician I  
Technician II  
Technician III

**h Operator**

al Keypunch Operator  
Keypunch Operator  
h Operator

**ory Assistant**

al Lab Assistant  
Lab Assistant  
istant

**ory Mechanic**

ent Maker Repairer  
strument Maker/Repairer  
Lab Mechanic  
hanic  
nt Lab Mechanic

**ory Technician**

al Lab Technician  
Lab Technician  
hnician

**Assistant**

Assistant II  
Assistant III  
Assistant IV

**Utility Worker**

brary Utility Worker  
Utility Worker

**aneous**

Clerk  
s Aide  
er/Scenery Painter  
om Assistant  
Assistant  
Analysis Technician  
gger  
er Services Representative  
cher (University Police)  
o/Mechanical Technician

**Miscellaneous (cont)**

Events Coordinator  
Health & Safety Technician  
Housing Access Coordinator  
Insurance Clerk  
Lab Services Assistant (RC)  
Language Lab Assistant  
Lighting Specialist  
Machinist  
Marketing Assistant  
Medical Technician  
Operations Coordinator  
Pharmacy Technician  
Production Assistant (SCPA)  
Production Control Clerk  
Program Assistant  
Promotional Assistant (UP)  
Publications Assistant  
Publications Clerk  
Radiologic Technician  
Receptionist  
Research Aide  
Senior Classroom Assistant  
Stage Hand/Electrician  
Stage Manager  
Studio Technician  
Theater Technician  
Ticket Sales Assistant  
Unit Coordinator

**Museum**

Curatorial Assistant  
Museum Installer/Preparator  
Asst Museum Installer/Preparator

**Network Installation**

Network Installation Technician  
Network Installation Assistant

**Office Machine Clerk**

Principal Office Machine Clerk  
Senior Office Machine Clerk  
Office Machine Clerk

**Office Machine Operator**

Head Offset Machine Operator  
Principal Offset Machine Operator  
Senior Offset Machine Operator

**Offset Press Operator**

Lead Offset Press Operator  
Offset Press Operator I  
Offset Press Operator II

APPENDIX C (continued)

**PBP Clerk**

Head PBP Clerk  
Principal PBP Clerk  
Senior PBP Clerk  
PBP Clerk

**Photocopy/Reprographics**

Head Photocopy/Reprographics Tech  
Photocopy/Reprographics Tech

**Photography**

Photographic Communications Coord  
Photographer  
Photographer Technician

**Postal Clerk**

Contract Post Office Head Clerk  
Contract Post Office Clerk  
Head Postal Clerk  
Postal Clerk  
Postal Clerk/Telephone Operator

**Printing Operator**

Printing Operator I  
Printing Operator II  
Printing Operator III  
Printing Operations Clerk

**Registration Clerk**

Head Registration Clerk  
Senior Registration/Records Clerk  
Registration/Records Clerk

**Sales Clerk**

Senior Sales Clerk  
Sales Clerk

**Scanner/Measurer**

Senior Scanner/Measurer - Physics  
Scanner Measurer - Physics

**Secretarial**

Secretarial Assistant I  
Secretarial Assistant II  
Secretarial Assistant - Tech  
Secretarial Assistant - Lang  
Secretarial Assistant III  
Principal Secretary - Lang  
Principal Secretary - Tech  
Principal Secretary  
Secretary - Lang  
Secretary - Tech  
Secretary - Word Processing  
Secretary  
Clerk Transcriber - Lang  
Clerk Transcriber  
Clerk Stenographer

**Statistical Clerk**

Statistical Assistant  
Principal Statistical Clerk  
Senior Statistical Clerk  
Statistical Clerk

**Stock Clerk**

Head Stock Clerk  
Property & Supply Worker  
Surplus Property Clerk  
Senior Stock Clerk  
Courier  
Stock Clerk

**Tandem Accelerator Technicians**

Senior Tandem Accelerator Technician  
Tandem Accelerator Technician

**Telephone Operator**

Head Telephone Operator  
Telephone Operator

**Teller**

Senior Teller (SAR)  
Teller (SAR)  
Senior Teller  
Teller

**TV Technician**

Senior Television Technician  
Television Technician

**Word Processing**

Word Processing Machine Operator  
Word Processing Machine Operator  
Word Processing Machine Operator

APPENDIX D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
 OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND ASSOCIATE TREASURER  
COMPENSATION SCHEDULE - ANNUAL SALARIES  
 EFFECTIVE JULY 1, 1999

TABLE: AFSCME LOCAL 1761		FISCAL DAYS: 262							
STEP:	O1	O2	O3	O4	O5	O6	O7	O8	
ANNL	18076	18821	19566	20299	21042	21781	22519	23386	
BIWK	689.93	718.36	746.80	774.78	803.13	831.34	859.51	892.60	
ANNL	18829	19609	20389	21165	21943	22720	23500	24412	
BIWK	718.67	748.44	778.21	807.83	837.52	867.18	896.95	931.76	
ANNL	19624	20439	21254	22074	22887	23706	24523	25482	
BIWK	749.01	780.12	811.23	842.52	873.55	904.81	936.00	972.60	
ANNL	20455	21312	22172	23028	23891	24747	25608	26610	
BIWK	780.73	813.44	846.26	878.94	911.88	944.55	977.41	1015.65	
ANNL	21325	22227	23125	24029	24929	25827	26731	27775	
BIWK	813.94	848.36	882.64	917.14	951.49	985.77	1020.27	1060.12	
ANNL	22239	23183	24129	25076	26021	26961	27902	29012	
BIWK	848.82	884.85	920.96	957.10	993.17	1029.05	1064.97	1107.33	
ANNL	23202	24191	25184	26173	27165	28157	29142	30300	
BIWK	885.58	923.33	961.23	998.97	1036.84	1074.70	1112.30	1156.49	
ANNL	24209	25248	26286	27330	28366	29406	30440	31654	
BIWK	924.01	963.67	1003.29	1043.13	1082.68	1122.37	1161.84	1208.17	
ANNL	25265	26356	27450	28544	29638	30731	31827	33104	
BIWK	964.32	1005.96	1047.71	1089.47	1131.23	1172.94	1214.78	1263.52	
ANNL	26376	27523	28671	29818	30967	32114	33264	34598	
BIWK	1006.72	1050.50	1094.32	1138.10	1181.95	1225.73	1269.62	1320.54	
ANNL	27540	28743	29946	31156	32356	33563	34772	36170	
BIWK	1051.15	1097.07	1142.98	1189.17	1234.97	1281.04	1327.18	1380.54	
ANNL	28765	30034	31305	32569	33839	35106	36370	37853	
BIWK	1097.91	1146.34	1194.85	1243.10	1291.57	1339.93	1388.17	1444.78	
ANNL	30053	31388	32718	34048	35379	36708	38042	39595	
BIWK	1147.07	1198.02	1248.78	1299.55	1350.35	1401.07	1451.99	1511.26	
ANNL	31408	32803	34198	35597	36989	38383	39782	41406	
BIWK	1198.78	1252.03	1305.27	1358.67	1411.80	1465.00	1518.40	1580.39	
ANNL	32827	34289	35756	37224	38690	40150	41617	43327	
BIWK	1252.94	1308.75	1364.74	1420.77	1476.72	1532.45	1588.44	1653.71	
ANNL	34315	35858	37396	38938	40475	42014	43557	45351	
BIWK	1309.74	1368.63	1427.33	1486.19	1544.85	1603.59	1662.49	1730.96	

APPENDIX D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
 OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND ASSOCIATE TREASURER  
COMPENSATION SCHEDULE - ANNUAL SALARIES  
 EFFECTIVE JULY 1, 2000

SALARY TABLE: AFSCME LOCAL 1761		FISCAL YEAR								
RANGE	STEP:	01	02	03	04	05	06	07	08	09
05	ANNL BIWK	18528 712.62	19292 742.00	20055 771.35	20806 800.24	21568 829.54	22326 858.70	23082 887.77	23911 921.11	24671 954.28
06	ANNL BIWK	19300 742.31	20099 773.04	20899 803.81	21694 834.39	22492 865.08	23288 895.70	24088 926.47	25011 962.11	25811 992.78
07	ANNL BIWK	20115 773.66	20950 805.77	21785 837.89	22626 870.24	23459 902.27	24299 934.58	25136 966.77	26111 1004.11	27011 1031.42
08	ANNL BIWK	20966 806.39	21845 840.20	22726 874.08	23604 907.85	24488 941.85	25366 975.62	26248 1009.54	27211 1049.11	28111 1078.42
09	ANNL BIWK	21858 840.70	22783 876.27	23703 911.66	24630 947.31	25552 982.77	26473 1018.20	27399 1053.81	28411 1094.11	29311 1124.42
10	ANNL BIWK	22795 876.74	23763 913.97	24732 951.24	25703 988.58	26672 1025.85	27635 1062.89	28600 1100.00	29711 1143.11	30611 1174.42
11	ANNL BIWK	23782 914.70	24796 953.70	25814 992.85	26827 1031.81	27844 1070.93	28861 1110.04	29871 1148.89	31011 1194.11	32011 1224.42
12	ANNL BIWK	24814 954.39	25879 995.35	26943 1036.27	28013 1077.43	29075 1118.27	30141 1159.27	31201 1200.04	32411 1247.11	33411 1284.42
13	ANNL BIWK	25897 996.04	27015 1039.04	28136 1082.16	29258 1125.31	30379 1168.43	31499 1211.50	32623 1254.74	33911 1305.11	35011 1344.42
14	ANNL BIWK	27035 1039.81	28211 1085.04	29388 1130.31	30563 1175.50	31741 1220.81	32917 1266.04	34096 1311.39	35411 1363.11	36611 1404.42
15	ANNL BIWK	28229 1085.74	29462 1133.16	30695 1180.58	31935 1228.27	33165 1275.58	34402 1323.16	35641 1370.81	37111 1425.11	38311 1464.42
16	ANNL BIWK	29484 1134.00	30785 1184.04	32088 1234.16	33383 1283.97	34685 1334.04	35984 1384.00	37279 1433.81	38993 1492.11	40111 1534.42
17	ANNL BIWK	30804 1184.77	32173 1237.43	33536 1289.85	34899 1342.27	36263 1394.74	37626 1447.16	38993 1499.74	40911 1560.11	42011 1604.42
18	ANNL BIWK	32193 1238.20	33623 1293.20	35053 1348.20	36487 1403.35	37914 1458.24	39343 1513.20	40777 1568.35	42811 1632.11	44011 1674.42
19	ANNL BIWK	33648 1294.16	35146 1351.77	36650 1409.62	38155 1467.50	39657 1525.27	41154 1582.85	42657 1640.66	44311 1708.11	45511 1754.42
20	ANNL BIWK	35173 1352.81	36754 1413.62	38331 1474.27	39911 1535.04	41487 1595.66	43064 1656.31	44646 1717.16	46311 1787.11	47511 1834.42

APPENDIX D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
 OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND ASSOCIATE TREASURER  
COMPENSATION SCHEDULE - ANNUAL SALARIES  
 EFFECTIVE JULY 1, 2001

RY TABLE: AFSCME LOCAL 1761 FISCAL DAYS: 260

STEP:	O1	O2	O3	O4	O5	O6	O7	O8
ANNL	18899	19678	20456	21222	21999	22773	23544	24450
BIWK	726.89	756.85	786.77	816.24	846.12	875.89	905.54	940.39
ANNL	19686	20501	21317	22128	22942	23754	24570	25522
BIWK	757.16	788.50	819.89	851.08	882.39	913.62	945.00	981.62
ANNL	20517	21369	22221	23079	23928	24785	25639	26641
BIWK	789.12	821.89	854.66	887.66	920.31	953.27	986.12	1024.66
ANNL	21385	22282	23181	24076	24978	25873	26773	27821
BIWK	822.50	857.00	891.58	926.00	960.70	995.12	1029.74	1070.04
ANNL	22295	23239	24177	25123	26063	27002	27947	29038
BIWK	857.50	893.81	929.89	966.27	1002.43	1038.54	1074.89	1116.85
ANNL	23251	24238	25227	26217	27205	28188	29172	30332
BIWK	894.27	932.24	970.27	1008.35	1046.35	1084.16	1122.00	1166.62
ANNL	24258	25292	26330	27364	28401	29438	30468	31679
BIWK	933.00	972.77	1012.70	1052.47	1092.35	1132.24	1171.85	1218.43
ANNL	25310	26397	27482	28573	29657	30744	31825	33094
BIWK	973.47	1015.27	1057.00	1098.97	1140.66	1182.47	1224.04	1272.85
ANNL	26415	27555	28699	29843	30987	32129	33275	34611
BIWK	1015.97	1059.81	1103.81	1147.81	1191.81	1235.74	1279.81	1331.20
ANNL	27576	28775	29976	31174	32376	33575	34778	36172
BIWK	1060.62	1106.74	1152.93	1199.00	1245.24	1291.35	1337.62	1391.24
ANNL	28794	30051	31309	32574	33828	35090	36354	37815
BIWK	1107.47	1155.81	1204.20	1252.85	1301.08	1349.62	1398.24	1454.43
ANNL	30074	31401	32730	34051	35379	36704	38025	39575
BIWK	1156.70	1207.74	1258.85	1309.66	1360.74	1411.70	1462.50	1522.12
ANNL	31420	32816	34207	35597	36988	38379	39773	41397
BIWK	1208.47	1262.16	1315.66	1369.12	1422.62	1476.12	1529.74	1592.20
ANNL	32837	34295	35754	37217	38672	40130	41593	43290
BIWK	1262.97	1319.04	1375.16	1431.43	1487.39	1543.47	1599.74	1665.00
ANNL	34321	35849	37383	38918	40450	41977	43510	45298
BIWK	1320.04	1378.81	1437.81	1496.85	1555.77	1614.50	1673.47	1742.24
ANNL	35876	37489	39098	40709	42317	43925	45539	47415
BIWK	1379.85	1441.89	1503.77	1565.74	1627.58	1689.43	1751.50	1823.66

**APPENDIX D**

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND ASSOCIATE TREASURER  
COMPENSATION SCHEDULE - ANNUAL SALARIES  
EFFECTIVE JANUARY 1, 2002

SALARY TABLE: AFSCME LOCAL 1761		FISCAL DA							
RANGE	STEP:	01	02	03	04	05	06	07	C
05	ANNL BIWK	19270 741.16	20064 771.70	20857 802.20	21638 832.24	22430 862.70	23220 893.08	24006 923.31	24800 958.00
06	ANNL BIWK	20072 772.00	20903 803.97	21735 835.97	22562 867.77	23392 899.70	24220 931.54	25052 963.54	25900 1000.00
07	ANNL BIWK	20919 804.58	21788 838.00	22657 871.43	23532 905.08	24397 938.35	25271 971.97	26142 1005.47	27000 1044.00
08	ANNL BIWK	21804 838.62	22719 873.81	23636 909.08	24548 944.16	25468 979.54	26380 1014.62	27298 1049.93	28200 1091.00
09	ANNL BIWK	22732 874.31	23695 911.35	24651 948.12	25616 985.24	26574 1022.08	27531 1058.89	28495 1095.97	29400 1138.00
10	ANNL BIWK	23707 911.81	24713 950.50	25722 989.31	26731 1028.12	27738 1066.85	28741 1105.43	29744 1144.00	30700 1189.00
11	ANNL BIWK	24734 951.31	25788 991.85	26846 1032.54	27901 1073.12	28958 1113.77	30015 1154.43	31065 1194.81	32100 1242.00
12	ANNL BIWK	25806 992.54	26915 1035.20	28021 1077.74	29133 1120.50	30239 1163.04	31347 1205.66	32449 1248.04	33600 1297.00
13	ANNL BIWK	26933 1035.89	28095 1080.58	29262 1125.47	30428 1170.31	31595 1215.20	32759 1259.97	33927 1304.89	35200 1357.00
14	ANNL BIWK	28117 1081.43	29339 1128.43	30564 1175.54	31785 1222.50	33011 1269.66	34233 1316.66	35460 1363.85	36800 1418.00
15	ANNL BIWK	29359 1129.20	30640 1178.47	31923 1227.81	33213 1277.43	34491 1326.58	35778 1376.08	37067 1425.66	38500 1482.00
16	ANNL BIWK	30664 1179.39	32017 1231.43	33372 1283.54	34719 1335.35	36073 1387.43	37424 1439.39	38771 1491.20	40200 1551.00
17	ANNL BIWK	32036 1232.16	33459 1286.89	34878 1341.47	36295 1395.97	37713 1450.50	39132 1505.08	40553 1559.74	42100 1620.00
18	ANNL BIWK	33481 1287.74	34967 1344.89	36455 1402.12	37947 1459.50	39430 1516.54	40917 1573.74	42409 1631.12	44000 1690.00
19	ANNL BIWK	34994 1345.93	36552 1405.85	38116 1466.00	39681 1526.20	41243 1586.27	42800 1646.16	44363 1706.27	46000 1770.00
20	ANNL BIWK	36579 1406.89	38224 1470.16	39865 1533.27	41507 1596.43	43147 1659.50	44786 1722.54	46432 1785.85	48200 1850.00

APPENDIX D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
 OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND ASSOCIATE TREASURER  
COMPENSATION SCHEDULE - ANNUAL SALARIES  
 EFFECTIVE JULY 1, 2002

Y TABLE: AFSCME LOCAL 1761 FISCAL DAYS: 261

STEP:	O1	O2	O3	O4	O5	O6	O7	O8
ANNL	19655	20465	21274	22071	22879	23684	24486	25428
BIWK	753.07	784.10	815.10	845.64	876.60	907.44	938.17	974.26
ANNL	20473	21321	22170	23013	23860	24704	25553	26542
BIWK	784.41	816.90	849.43	881.73	914.18	946.52	979.05	1016.94
ANNL	21337	22224	23110	24003	24885	25776	26665	27706
BIWK	817.51	851.50	885.45	919.66	953.45	987.59	1021.65	1061.54
ANNL	22240	23173	24109	25039	25977	26908	27844	28934
BIWK	852.11	887.86	923.72	959.35	995.29	1030.96	1066.82	1108.59
ANNL	23187	24169	25144	26128	27105	28082	29065	30199
BIWK	888.40	926.02	963.38	1001.08	1038.51	1075.94	1113.61	1157.05
ANNL	24181	25207	26236	27266	28293	29316	30339	31546
BIWK	926.48	965.79	1005.22	1044.68	1084.03	1123.22	1162.42	1208.66
ANNL	25229	26304	27383	28459	29537	30615	31686	32946
BIWK	966.63	1007.82	1049.16	1090.39	1131.69	1172.99	1214.03	1262.30
ANNL	26322	27453	28581	29716	30844	31974	33098	34418
BIWK	1008.51	1051.84	1095.06	1138.55	1181.77	1225.06	1268.13	1318.70
ANNL	27472	28657	29847	31037	32227	33414	34606	35996
BIWK	1052.57	1097.97	1143.57	1189.16	1234.76	1280.23	1325.91	1379.16
ANNL	28679	29926	31175	32421	33671	34918	36169	37619
BIWK	1098.82	1146.60	1194.45	1242.19	1290.08	1337.86	1385.79	1441.35
ANNL	29946	31253	32561	33877	35181	36494	37808	39327
BIWK	1147.36	1197.44	1247.55	1297.97	1347.94	1398.24	1448.59	1506.79
ANNL	31277	32657	34039	35413	36794	38172	39546	41158
BIWK	1198.36	1251.23	1304.18	1356.82	1409.74	1462.53	1515.18	1576.94
ANNL	32677	34128	35576	37021	38467	39915	41364	43053
BIWK	1252.00	1307.59	1363.07	1418.43	1473.84	1529.32	1584.83	1649.55
ANNL	34151	35666	37184	38706	40219	41735	43257	45022
BIWK	1308.47	1366.52	1424.68	1482.99	1540.96	1599.05	1657.36	1724.99
ANNL	35694	37283	38878	40475	42068	43656	45250	47110
BIWK	1367.59	1428.47	1489.58	1550.77	1611.81	1672.65	1733.72	1804.99
ANNL	37311	38988	40662	42337	44010	45682	47361	49312
BIWK	1429.55	1493.80	1557.94	1622.11	1686.21	1750.27	1814.60	1889.35

**APPENDIX D**

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND ASSOCIATE TREASURER  
COMPENSATION SCHEDULE - ANNUAL SALARIES  
EFFECTIVE JANUARY 1, 2003

SALARY TABLE: AFSCME LOCAL 1761		FISCAL DA							
RANGE	STEP:	01	02	03	04	05	06	07	0
05	ANNL BIWK	20137 771.54	20967 803.34	21795 835.06	22612 866.37	23440 898.09	24265 929.70	25086 961.15	260 998.
06	ANNL BIWK	20975 803.64	21844 836.94	22713 870.23	23577 903.34	24445 936.60	25310 969.74	26179 1003.03	271 1041.
07	ANNL BIWK	21860 837.55	22769 872.38	23676 907.13	24591 942.19	25495 976.82	26408 1011.81	27319 1046.71	283 1087.
08	ANNL BIWK	22785 872.99	23741 909.62	24700 946.37	25653 982.88	26614 1019.70	27568 1056.25	28526 1092.96	296 1135.
09	ANNL BIWK	23755 910.16	24761 948.70	25760 986.98	26768 1025.60	27769 1063.95	28770 1102.30	29777 1140.89	308 1185.
10	ANNL BIWK	24774 949.20	25825 989.47	26879 1029.85	27934 1070.27	28986 1110.58	30035 1150.77	31083 1190.92	321 1238.
11	ANNL BIWK	25847 990.31	26949 1032.53	28054 1074.87	29157 1117.13	30261 1159.43	31365 1201.73	32463 1243.80	337 1293.
12	ANNL BIWK	26967 1033.22	28126 1077.63	29282 1121.92	30444 1166.44	31600 1210.73	32758 1255.10	33909 1299.20	351 1351.
13	ANNL BIWK	28145 1078.36	29359 1124.87	30579 1171.61	31798 1218.32	33017 1265.02	34233 1311.61	35454 1358.40	366 1412.
14	ANNL BIWK	29382 1125.75	30659 1174.68	31939 1223.72	33216 1272.65	34496 1321.69	35774 1370.66	37056 1419.78	381 1476.
15	ANNL BIWK	30680 1175.48	32019 1226.79	33359 1278.13	34707 1329.78	36043 1380.96	37388 1432.50	38735 1484.10	401 1543.
16	ANNL BIWK	32044 1227.74	33457 1281.88	34873 1336.14	36281 1390.08	37696 1444.30	39108 1498.40	40515 1552.30	421 1615.
17	ANNL BIWK	33478 1282.69	34964 1339.62	36448 1396.48	37928 1453.19	39410 1509.97	40893 1566.79	42378 1623.68	441 1685.
18	ANNL BIWK	34988 1340.54	36540 1400.00	38095 1459.58	39655 1519.35	41205 1578.74	42758 1638.24	44317 1697.97	461 1761.
19	ANNL BIWK	36569 1401.12	38197 1463.49	39831 1526.10	41467 1588.78	43099 1651.31	44726 1713.64	46359 1776.21	481 1841.
20	ANNL BIWK	38225 1464.56	39944 1530.43	41659 1596.14	43375 1661.88	45089 1727.55	46802 1793.19	48522 1859.09	501 1931.



**RUTGERS, The State University of New Jersey  
CERTIFICATIONS REQUIRED FOR USE OF SICK LEAVE TO CARE FOR  
A SERIOUSLY ILL FAMILY MEMBER**

It must be submitted to your supervisor for approval in advance of your absence to provide care for a seriously ill family member whenever possible. In cases when it is not possible to submit the form in advance, it must be submitted not later than 30 days after your absence to provide care for a seriously ill family member. Incomplete and complete certification Sick Leave use will not be permitted for the employee.

**CERTIFICATION BY THE EMPLOYEE (please print clearly):**

I refer to the **DEFINITIONS** on the reverse side and I certify that on the following **DATE(S)**:

\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; I will/did provide the following **CARE**  
(Specify type of care and frequency) \_\_\_\_\_

**SERIOUSLY ILL FAMILY MEMBER** \_\_\_\_\_  
(Name of seriously ill family member)

Select one):  Spouse    Parent    Child under 18    Child 18 or over  
incapable of self care

\_\_\_\_\_  
Employee Name    Employee Signature    \_\_\_\_\_  
Date

**CERTIFICATION BY HEALTH CARE PROVIDER:**

I refer to the **DEFINITIONS** on the reverse side and I certify that the individual named above as the **SERIOUSLY ILL FAMILY MEMBER** is my patient who suffers from a **SERIOUS MEDICAL CONDITION** as defined. I also certify that the above named employee of Rutgers University needs/needed to provide **CARE** for the seriously ill family member identified above during the following dates:

\_\_\_\_\_

\_\_\_\_\_  
Print or type Name of Health Care Provider

\_\_\_\_\_  
Type of Practice

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date of certification

\_\_\_\_\_  
Professional Title of Health Care Provider

\_\_\_\_\_  
License No. or SSN:

**APPENDIX E – page 2 of 2**

**DEFINITIONS FOR USE OF SICK LEAVE TO CARE FOR  
A SERIOUSLY ILL FAMILY MEMBER**

**Definition of Serious Health Condition**

**A. Illness, injury, impairment, physical or mental condition that involves one or more of the**

1. **Inpatient care** in a hospital, hospice, residential medical care facility for treatment, recovery treatment in connection with the inpatient care.
2. **Continuing treatment for:**
  - a. **a period of incapacity (inability to work, attend school, perform regular daily activities) more than 3 consecutive calendar days if the period of incapacity also includes two or more times by a health care provider followed by a return to continuing treatment** under the supervision of a health care provider. Required includes a course of prescription medication or therapy requiring special equipment to resolve or alleviate the serious health condition, e.g., oxygen.
  - b. **a period of incapacity due to chronic serious health condition.** A chronic condition (1) requires periodic visits for treatment by a health care provider; (2) continues for an extended period of time; and (3) may cause episodic rather than a continual incapacity, e.g., asthma, diabetes, epilepsy, etc.
  - c. **a period of incapacity which is permanent or long-term** due to a condition for which treatment may not be effective such as Alzheimer's, a severe stroke, terminal stages of cancer, etc.
  - d. **medical intervention**, such as chemotherapy, dialysis, etc.

**Not Included in Definition of Serious Health Condition**

- A. **Ordinary cosmetic treatments, the common cold, flu, ear aches, upset stomach, minor injuries, headaches, routine dental problems** are not serious health conditions. Mental illness, depression, allergies are not a serious health condition unless all other conditions are met.
- B. **Substance abuse** is not a serious health condition unless treatment by a health care provider is required.
- C. **Over the counter medication, bed rest, exercise, and other similar activities** that can be performed without a visit to a health care provider are not, by themselves, a regimen or treatment.
- D. **Treatment does not include routine medical, physical, eye, or dental exams.**

**Definition of Care of A Seriously Ill Family Member**

**Care of a Seriously Ill Family Member** is the employee's attendance at a hospital, health care facility, or home, or transport to medical treatment, when certified by a health care provider. It **does not** cover activities unrelated to medical needs such as baby-sitting, running errands, and/or running a business for the family member while he/she is ill; for these purposes, the appropriate charge is vacation, administrative leave, or personal holiday, or leave without pay.

**Covered Family Members**

**Spouse** is a husband or wife as recognized under New Jersey state law for purposes of marriage.

**Child** is a son/daughter of the employee under age 18 who is the biological, adopted, or foster stepchild, or legal ward; or over age 18 who is incapable of self care because of a mental or physical impairment.

**Parent** is a biological, adoptive, or step-parent, or legal guardian.

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## ADDENDUM

The following Side Bar Agreement is included as an addendum, but part of, the July 1, 1999 to June 30, 2003 Contract. It sets forth the agreement to form a committee during the term of the current contract purpose of gathering information and discussing forms of compensation it does not change any terms and conditions of the existing contract, not commit either party to change any term during this contract, or in contracts, it is not included in, nor does it become part of the collective negotiations agreement. Rather, it is a separate document by which the parties agree to form the committee, gather information and discuss the subject. It is binding only for the limited purpose and duration set forth in the side bar.

### **SIDE BAR AGREEMENT BETWEEN RUTGERS AND LOCAL 1761 FOR THE 1999 THROUGH JUNE 30, 2003 AGREEMENT REGARDING THE RUTGERS LOCAL 1761 JOINT COMPENSATION COMMITTEE**

1. Rutgers, The State University of New Jersey, and AFSCME Local #1761 hereby establish a Joint Committee on Compensation (JCC).
2. The JCC shall be composed of three (3) representatives from AFSCME #1761 and three (3) representatives from Rutgers.
3. The JCC shall meet no less than once per semester beginning in 2000. The JCC agrees to jointly collect data/information which is accomplished through the establishment of sub-groups.
4. The JCC shall discuss various/alternate forms of compensation systems possible for different job titles in the unit with a view toward informing the parties. For example, parties may gather information regarding:
  - \_\_\_ Job rate systems
  - \_\_\_ Seniority based compensation systems
  - \_\_\_ Performance based compensation systems
  - \_\_\_ Variable based compensation systems
  - \_\_\_ Peer based evaluation systems
  - \_\_\_ Incentive compensation systems
5. The information may be used by the parties to formulate positions on salary and compensation during the next round of negotiations but in no way, be binding on either party.
6. Both parties agree that these discussions shall not be construed as tacit approval of any matter discussed.