

AGREEMENT

Between

MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS

and

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO
(DIVISION OF SOCIAL SERVICES – CLERICAL/PROFESSIONAL)

Local 1087

January 1, 2011 – December 31, 2012

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PREAMBLE

This Agreement (“Agreement”) is by and between the Monmouth County Board of Chosen Freeholders (“Employer” or “County”), and Local 1087 of the Communications Workers of America, AFL-CIO (“Union”), and has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1
RECOGNITION

Section 1. The County recognizes the Union as the sole and exclusive representative of employees of the County at the Monmouth County Division of Social Services (“Agency”) in a unit of clerical and professional employees in the following titles but excluding temporary employees of six (6) months or less, confidential employees, managerial executives, police, blue collar and supervisory employees:

Clerk	Supervising Clerk Stenographer
Account Clerk	Supervising Clerk Typist
Clerk Typist	Supervising Demo
Telephone Operator	Supervising Telephone Operator
Clerk Stenographer	Human Services Specialist 1
DEMO	Human Services Specialist 2
Senior Clerk	Human Services Specialist 3
Senior Telephone Operator	Coordinator of Volunteers
Senior Account Clerk	Investigator, CWA
Senior Clerk Typist	Social Worker
Senior Clerk Stenographer	Training Technician
Senior DEMO	Social Worker Specialist
Principal Clerk	Senior Training Technician
Principal Account Clerk	Data Processing Technician
Principal Clerk Typist	Psychiatric Technician
Principal Clerk Stenographer	Psychiatric Charge Technician
Principal Data Control Clerk	Supervisor of Accounts
Principal DEMO	Senior Telephone Operator Bilingual*
Supervising Account Clerk	Human Services Specialist 1 Bilingual*
Supervising Clerk	Human Services Specialist 2 Bilingual*
Field Representative Housing Rehabilitation	Human Services Specialist 3 Bilingual*
Systems Analyst	Principal Clerk Bilingual*
Accounting Assistant	Social Worker Bilingual*
	Social Work Specialist Bilingual*

** Bilingual: Spanish & English*

It is noted that during the term of this Agreement, the New Jersey Civil Service Commission (“Civil Service Commission”) has consolidated a number of clerical titles into four generic clerical groupings: the Clerk, Keyboarding Clerk, Record Support Technician and Clerk Stenographer series. Any previously recognized titles so affected

by this consolidation shall continue to be recognized by the Union and the Employer under their new name.

Section 2. The individual serving as the clerical assistant to the Fiscal Officer shall be excluded from the bargaining unit as a confidential employee.

Section 3. Any new title authorized for use by the Employer at the Agency will be negotiated for inclusion or exclusion from the bargaining unit. In the event that agreement between the Employer and the Union is not reached on a particular title, that title will be excluded from the bargaining unit pending resolution by the New Jersey Public Employment Relations Commission ("PERC").

ARTICLE 2
UNION SECURITY

Section 1. The Employer agrees to deduct monthly, from the pay of each employee who furnishes a written authorization for such deduction, in a form acceptable to the Employer, the amount of monthly union dues. Monthly union dues shall be two (2) hours pay per month based on a forty (40) hour work week or such other amount as may be certified to the Employer by the Union at least thirty (30) days prior to the month in which the deduction of dues is to be made.

Section 2. Deduction of the union dues made pursuant to this Article shall be remitted by the Employer to the Union by the tenth day of the month following the calendar month in which such deductions were made, together with a list of employees from whose pay such deductions were made. The County will provide said report in electronic format if the County has a system capable of doing so.

Section 3. If an employee chooses not to become a member of the Union, then that employee will be required to pay a representation fee to the Union in lieu of dues. The purpose of this fee will be to offset the employee's cost of services rendered by the Union as majority representative.

The representation fee to be paid by non-members will be equal to 85% of the regular membership dues charged by the Union to its own members as permitted by law under N.J.S.A. 34:13A-5.5 through 5.8, and as that law may be amended.

Section 4. The Union shall indemnify and hold the Employer harmless against any and all such claims, suits, orders of judgments brought or issued against the Employer that arise out of any of the provisions of this Article.

Section 5. Provided space continues to be available on the Employer's computer, payroll deductions will be made available to employees on a voluntary basis for the Committee on Political Education ("COPE").

Section 6. The Employer agrees to grant one half hour to the Union to address new employees at orientation sessions.

Section 7. The Union will be permitted an aggregate of thirty-five (35) days per calendar year of paid time off and twenty (20) days per calendar year of unpaid time off for the purpose of conducting Union business. The CWA Local 1087 President will have an additional ten (10) paid days off per year to conduct Union business for both the Clerical/Professional and Supervisory Units. This time shall be used for any off-site Union activities as well as on-site meetings for which there is no provision elsewhere in the Agreement for the matter to be conducted on Employer paid time. These days shall not be cumulative.

Section 8. Any employee seeking to make use of such time shall notify the Employer and present an authorization form from the Union. The employee shall report to and from his or her normal work location before and after the Union activity. The Employer shall report all usage to the Agency's Human Resources Administrator, who shall maintain a record of the total time utilized.

Section 9. Up to four (4) Union representatives shall be released from duty for such collective negotiations sessions as are mutually scheduled to take place during work time and shall suffer no loss in regular pay.

ARTICLE 3
MANAGEMENT RIGHTS

Section 1. The Employer retains and reserves unto itself all rights, powers, duties, authority and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey.

Section 2. All such rights, powers, authority and prerogatives of management possessed by the Employer are retained, subject to limitations imposed by law, except as they are specifically abridged or modified by this Agreement.

Section 3. The Employer retains the responsibility to promulgate and enforce rules and regulations governing the conduct and activities of employees, subject to the limitations imposed by law, so long as they are not inconsistent with the express provisions of this Agreement.

Section 4. The Employer shall establish reasonable and necessary written rules of work and conduct for employees. Such rules shall be equitably applied and enforced.

Section 5. The Employer shall permit the Union to use the interoffice mail system, but no use of metered postage will be permitted.

ARTICLE 4
PERSONNEL PRACTICES AND DISCIPLINARY ACTION

Section 1. Each employee may review the contents of his or her personnel file upon request and may authorize a Union representative to accompany the employee during this review. An employee shall have the right to respond to any document contained within his or her personnel file within thirty (30) working days of its receipt by the employee. A response shall be directed to the appropriate party and shall be included in the employee's personnel file.

Section 2. Client-Employee Records. Because of the confidential nature of client-employee records, they are to be kept in a separate file under lock and key and shall be accessible only to authorized personnel.

Section 3. Employees shall be given a copy of all memoranda and other documents that are to be included in the personnel file. This shall not apply to routine records, such as attendance records. Additionally, employees will be afforded the opportunity to initial all documents of a disciplinary nature prior to placement in a personnel file.

Section 4. Disciplinary action shall only be taken for just cause.

Section 5. Both parties recognize the preference for the use of progressive discipline, but also understand that such concepts must be applied flexibly, based upon the nature of the alleged infraction and the circumstances surrounding its occurrence.

ARTICLE 5
GRIEVANCE PROCEDURE

Section 1. Purpose. The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to the problems that may arise affecting the terms and conditions of employment. The parties agree that this procedure will be kept as informal as may be appropriate.

Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with a supervisor or other appropriate representative of the Employer. However, if such discussion involves a matter within the definition of a “contractual grievance,” any resulting grievance shall be processed only through the Union.

Section 2. Definitions. The term “grievance” shall mean an allegation that there has been: (1) a misinterpretation or misapplication of the terms of this Agreement that is subject to the grievance procedure outlined herein and shall hereinafter be referred to as a “contractual grievance,” or (2) inequitable, improper, unjust application or misinterpretation of rules or regulations, existing policy, or orders applicable to the Division of Social Services that shall be processed up to and including the Director of the Department of Human Services, and shall hereinafter be referred to as a “non-contractual grievance.”

Section 3. Presentation of a Grievance. The Employer agrees that at each step of the grievance procedure there shall be no loss of pay for the time spent in presenting the grievance by the grievant and one (1) Union representative.

Section 4. Steps of the Grievance Procedure. The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement:

STEP 1

The grievant shall present a written grievance to his or her immediate supervisor within fifteen (15) working days of the occurrence complained of, or within fifteen (15) working days after the grievant would reasonably be expected to know of its occurrence. Failure to act within fifteen (15) days shall be deemed to constitute an abandonment of the grievance. In the event the issue grieved is outside the authority of the immediate supervisor to resolve, the grievant shall file the grievance with the appropriate person as designated by the Agency's Human Resources Administrator. The immediate supervisor shall render a written decision within five (5) working days after receipt of the grievance.

STEP 2

In the event a satisfactory settlement has not been reached at Step 1, the grievant shall file his or her complaint with the grievant's administrative supervisor within five (5) working days after the determination at Step 1 was issued or due. The administrative supervisor will render a written decision within ten (10) working days after receipt of the complaint.

STEP 3

In the event a satisfactory settlement has not been reached at Step 2, the grievant shall file his or her complaint with the grievant's Division director within five (5) working days after the determination at Step 2 was issued or due. The Division director shall render a written decision within ten (10) working days after the receipt of the complaint.

STEP 4

In the event a satisfactory settlement has not been reached at Step 3, the grievant may, within five (5) working days after the determination at Step 3 was issued or due, submit a statement to the Director of the Department of Human Services as to the issue in dispute. The Director shall review the decision of the Division director together with the disputed issues submitted by the grievant. The grievant and/or a Union representative may request an appearance before the Director. The Director shall render a written decision within twenty (20) working days after the matter has been reviewed. If the decision involves a non-contractual grievance, the decision of the Director shall be final.

STEP 5

(a) Any unresolved contractual grievance, except matters involving appointment, promotion or assignment or matters within the exclusive province of the Civil Service Commission may be appealed to arbitration only by the Union. The Union must file the request for arbitration within twenty (20) working days after the receipt of the written decision of the Director of the Department of Human Services on the grievance or lack thereof.

(b) Nothing in the Agreement shall be construed as compelling the Union to submit a grievance to arbitration. The Union's decision to request the movement of a grievance to arbitration or to terminate the grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Union.

(c) The grievant may pursue the Civil Service Commission procedure or the grievance procedure as herein provided. Once the grievant makes the selection of procedure, such election shall be deemed final and binding and constitute an absolute waiver of the procedure not selected.

(d) The arbitrator shall be selected on a case-by-case basis from the members of the arbitration panel maintained by PERC.

(e) The parties shall meet at least ten (10) working days prior to the date of the arbitration hearing to frame the issues to be submitted to the arbitrator and to stipulate the facts of the matter in an effort to expedite the hearing.

(f) The decision or award of the arbitrator shall be final and binding on the Employer, the Union, and the grievant to the extent permitted by and in accordance with applicable law and this Agreement.

(g) The arbitrator may prescribe an appropriate back pay remedy when a violation of this Agreement is found, provided such remedy is permitted by law and is consistent with the terms of this Agreement, except no award may be made that exceeds the authority of the Employer.

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

(i) The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement. The arbitrator shall confine any decision solely to the interpretation and application of this Agreement and to the precise issue submitted for arbitration. The arbitrator shall have

no authority to determine any other issues not so submitted nor shall observations or declarations of opinions, which are not essential in reaching this determination, be submitted.

(j) The costs and services of the arbitrator shall be borne equally by the Employer and the Union. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring the same.

(k) The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally.

(l) The arbitrator shall hold a hearing at a time and place convenient to the parties as expeditiously as possible and shall issue a decision, in writing, within thirty (30) days after the close of the hearing.

(m) Grievance resolutions or decisions at Steps 1 through 4 shall not constitute a precedent in any arbitration or other proceeding unless a specific agreement to that effect is made by both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence as to the prior conduct of the other party.

ARTICLE 6
SALARY

There shall be no step increments paid as a result of the agreed upon across-the-board wage increases set forth in this Article. Base wage rates for all bargaining unit members shall be increased over the term of the Agreement in accordance with Sections 1 and 2 of this Article.

Section 1. 2011. All employees in the bargaining unit employed by the County on or before December 31, 2010, shall receive a raise of one and one quarter percent (1.25%), effective the first pay period of January 2011.

Section 2. 2012. All employees in the bargaining unit employed by the County on or before December 31, 2011, shall receive a raise of one and one quarter percent (1.25%), effective the first pay period of January 2012.

Section 3. All entry-level salaries shall remain unchanged during the duration of the Agreement.

Section 4. The salary schedules included in the appendices to this Agreement are to be used to determine salaries when employees are promoted or demoted and to inform employees of their annual salaries.

Section 5. The agreed upon salary schedules for 2011 and 2012 are appended to this Agreement as Appendices A and B, respectively.

Section 6. Upon expiration of this Agreement, absent an agreement by the parties, employees will remain on their then current step and salary range and will not receive step increments.

Section 7. The job titles and ranges for each of the titles covered by this Agreement are attached as Appendix C.

ARTICLE 7
PROMOTIONS AND DEMOTIONS

Section 1. Hiring Date. Employees hired from January 1st through March 31st will have an anniversary date of April 1st of the following year; employees hired from April 1st through June 30th will have an anniversary date of July 1st of the following year; employees hired July 1st through September 30th will have an anniversary date of October 1st of the following year; and employees hired from October 1st through December 31st will have an anniversary date of January 1st of the second year following the year of hire.

Section 2. Promotion Date. Any employee who receives a promotion in which his or her salary adjustment equals two or more increments in the old range, will automatically have his or her anniversary date changed from the hiring date to the promotion date and the computation will be as set forth above.

Section 3. Any employee who goes on a leave of absence will have his or her anniversary date changed as follows:

<u>Calendar Days of Leave</u>	<u>Anniversary Date Change</u>
30 days or less	No change in AD
Over 30 days but equal to or less than 120	AD change of 1 quarter
Over 120 days but equal to or less than 210	AD change of 2 quarters
Over 210 days but equal to or less than 300	AD change of 3 quarters
Over 300 days but equal to or less than 390	AD change of 4 quarters

Section 4. Promotions. An employee who is promoted or reclassified to another title with a higher salary range shall have his or her salary adjusted so that it provides an increase in pay of one increment of the present salary range plus the amount (if

necessary) to adjust and equalize the employee's salary to the proper step of the new range. The following examples illustrate the application of the promotion language:

Example 1: In calendar year 2011, an employee in an HSS2 title, who is on step four of range 17 (\$53,496 on the 2011 salary schedule), and who is promoted to an HSS3 title, range 19 will be placed on step 3 of the higher range (\$56,418 on the 2011 salary schedule).

Example 2: In calendar year 2012, an employee in an HSS1 title, who is on step 8 of range 13 (\$52,312 of the 2012 salary schedule) and who as a result of a promotion off of an open competitive eligibility list for the position of social worker will be placed on step 2 of range 19 (\$54,527 of the 2012 salary schedule).

Example 3: In calendar year 2012, an employee in a clerk 1 title, who is on "step" E1 of range 6 (\$26,162 on the 2012 salary schedule) and who as a result of a promotion is placed in a clerk 2 title will be placed on "step"E1 of range 10 (\$31,801 on the 2012 salary schedule).

Example 4: In calendar year 2011, a new employee hired as an HSS1, range 13 title, receives an entry level salary of \$33,281 (E4 of range 13 on the 2011 salary schedule). In calendar year 2012, the employee receives a promotion to the HSS2 title at range 17. That employee's salary will be increased from \$33,697 (E4 of range 13 on the 2012 salary schedule) to \$40,959 (E4 of range 17 on the 2012 salary schedule).

Section 5. Demotions. If an employee is subsequently appointed to another title with a lower salary range, the employee's salary will be reconstructed, or equalized, on the basis of his or her previous employment record.

Section 6. Job Postings. The following job openings, except entry-level clerical positions, shall be posted on all official bulletin boards for a period of five (5) working days: a newly created position, a vacancy that occurs through a leave of absence, resignation, termination or the first vacancy resulting from a promotion. No vacancy shall be deemed to exist where one or more employees have bumping rights to the job in accordance with Civil Service Commission regulations. Posting a temporary position or a position reclassified by desk audit will be at the Employer's option. The Union shall receive a copy of all notices, selections, non-posted bumping changes, reclassification, and letters of hire absent the hired employee's address.

Section 7. Transfers. Employees who are interested in being transferred may send a memo to their Section/Office head so that their interest in a transfer will be known and taken into consideration in the event of future non-posted vacancies.

Section 8. Transfers and Reassignments. Employees selected for transfer or reassignment will be given five (5) days notice by the Human Resources Administrator or the Administrative Supervisor. The Employer agrees not to routinely involuntarily transfer the Local Union President, Branch President, and Chief Shop Steward.

Section 9. The Human Resources Administrator will send Civil Service Commission promulgated examination results to the Union President upon receipt.

Section 10. Any Human Services Specialist 1 employed by the County on or before July 1, 2011 will be promoted provisionally to Human Services Specialist 2 after one (1) year. This provision shall not be applicable to any employee of the County hired after July 1, 2011. The County shall abide by all applicable Civil Service Commission regulations governing promotions.

ARTICLE 8
HOURS OF WORK AND OVERTIME

Section 1. All full-time employees agree to work a thirty-five (35) hour week with fifteen (15) minute breaks in the morning and in the afternoon. The normal workweek shall consist of five (5) consecutive seven (7) hour days, Monday through Friday.

Section 2. Overtime is defined as all work performed in excess of the thirty-five (35) hour workweek. The Employer agrees to compensate employees for overtime at the rate of one and one-half (1½) their regular rate of pay. Compensation may be in the form of time off or in the form of a cash payment. All overtime must be authorized by the Employer.

Section 3. In the event of inclement weather, employees may leave their areas of work early, at the discretion of the Monmouth County Administrator. If there arises a need for a skeleton crew, volunteers shall be solicited first. In the event no volunteers are forthcoming, those assigned shall be given priority for early release the next time an inclement weather situation arises. Employees remaining for a skeleton crew shall be give compensatory time off on an hour-for-hour basis.

Section 4. The Agency will close on Christmas Eve at 2:00 p.m.

Section 5. Sick leave shall not count as hours worked for overtime purposes. Employees who utilize sick leave on a day when they are assigned to work overtime assignments shall be paid for those overtime assignments at straight time.

ARTICLE 9
TEMPORARY ASSIGNMENT

Section 1. When an employee works outside a classification at the request of the Employer for a period of five (5) or more consecutive working days, he or she shall receive the rate of pay for whichever job classification is the higher rate for the period of time worked.

Section 2. An employee must actually work in the higher title for five (5) or more consecutive working days. In the event of a break due to a holiday, that day shall be counted towards the consecutive work days needed to qualify for payment under this Article, as will a holiday at the beginning or end.

Section 3. In the event of a break due to an emergency closing, holiday or authorized sick leave, the employee shall be paid at the higher rate for the days actually worked, the holiday and any emergency closing, but excluding sick leave.

ARTICLE 10
EXTENDED HOURS PROGRAM

Section 1. Management Rights. The Employer reserves to itself the complete authority, power and duty to establish, maintain, modify and terminate an Extended Hours Program; and the same is reserved to designate such of its agents as it deems necessary to exercise its authority to administer, manage and supervise the program.

Section 2. Continuation of Terms of Employment and Benefits. Except as modified by the specific terms of this Agreement, all terms and conditions of employment applicable to employees participating in the Extended Hours Program and remaining in effect at the conclusion of the Program's experimental status shall continue in full force and effect. A specific inclusion into this Agreement of a prior benefit enjoyed by bargaining unit members shall not in any way be interpreted as an intent to limit, modify or discontinue non-referenced prior, existing benefits.

Section 3. Employee Participation. Employee participants shall be sought on an annual basis, commencing in June of each year, by requesting interested employees to submit a showing of interest in participating in the Extended Hours Program. In the event the Program is expanded and additional participation is sought during the year, there shall be a similar notice posted for a two week period. Employee selection shall be made by August of each year and extended hour service shall commence in September of each year, or, in the case of additional participation, within a reasonable time after posting is completed.

Only full-time employees may participate in the Extended Hours Program. Employee participant selection shall be in accordance with the following preferences, with seniority with the Employer used to break any ties:

1. new applicant to the Extended Hours Program;

2. prior participant in the Extended Hours Program; and
3. current participant in the Extended Hours Program.

Employees who have volunteered to participate but were not selected shall be placed on a “replacement list” for use in the event a vacancy occurs in the Program.

If there are an insufficient number of volunteers who meet the criteria of a job assignment, qualified volunteers with work experience in the job assignment, including volunteers from another office site, may be considered for selection. In the continuing event that there is insufficient employee participation on a volunteer basis, the Employer retains the right to appoint any qualified employee to participate in the Extended Hours Program.

It is understood that participation in the Extended Hours Program shall be for a one year period of commitment. A participating employee may withdraw from participation if there are serious, extenuating circumstances that would make continued participation a hardship to the employee.

The Employer may deny participation or discontinue participation of an employee in the Program for administrative or performance reasons, including, but not limited to the following: disciplinary history, poor evaluations, performance, attendance, reasonable needs of the unit, promotions, demotions, transfers, reassignments, or extended leaves with or without pay.

Section 4. Hours of Work. The schedule of employment hours for participants within a pay period shall be seven (7) working days of 8:30 a.m. to 4:30 p.m. and two (2) working days of 8:30 a.m. to 8:00 p.m. (extended days) on the same day of each week, comprising a total of seventy (70) work hours in a pay period. The immediate supervisor will approve the scheduled day off and forward it to the Extended Hours Administrator

for final approval. If there is a conflict over scheduling the day off, seniority with the Employer shall be the deciding factor.

Participant meal breaks on extended days shall be completed no later than 4:30 p.m., except in unusual circumstances when approved by the Extended Hours Administrator and the Administrator. A participant shall be entitled to an additional fifteen (15) minute break on extended days.

Section 5. Absences. The Union and the Employer both recognize that attendance on extended days is critical to the success of the Program and it is understood that participant use of all forms of leave time on those days is discouraged and may require verification. If a participant must be absent on an extended day, the immediate supervisor and the Extended Hours Administrator must be notified as soon as the absence is known.

(a) Personal, Sick and Vacation Days. Personal days may be utilized on extended days only in emergent circumstances and will be charged at the rate of 1½ days each. Sick and vacation days taken on extended days will be charged at the rate of 10½ hours each.

(b) Jury Duty. A participant who is scheduled for jury duty on an extended day shall report to work at the conclusion of court proceedings. A participant who is scheduled for jury duty on a scheduled day off will receive an alternate day off.

(c) Conference Attendance. A participant in a conference on an extended day will report to work at the conclusion of the conference and, unless the conference was mandated, such attendance shall require approval by the Extended Hours Administrator in addition to the normal approvals. If a conference is mandated for a scheduled day off, another day off shall be scheduled.

(d) Civil Service Examinations. Where a Civil Service Commission examination for a job title in use by the Employer is scheduled on an extended day, a participant shall be permitted to leave work at the regular close of business on that day and shall not lose his or her scheduled day off. Participants will be permitted to take one (1) hour vacation time.

(e) Unpaid Leave of Absence. A participant who goes on an extended leave may be removed from the Program and upon return be required to assume a regular work schedule of ten (10) work days per payroll period. If a participant is continued on the Extended Hours Program following an extended leave, that employee shall resume the extended hours schedule at the beginning of the first pay period following his or her return.

Section 6. Holidays. When a holiday falls on a scheduled day off, the regular work day as near to the holiday as possible will be utilized as the holiday, subject to supervisory approval. When a holiday falls on an extended day, the employee shall be entitled to his or her regularly scheduled day off during that pay period.

Section 7. Emergency Closings. Emergency closings affecting participants in the Extended Hours Program shall be handled in accordance with the following:

(a) Closing on a Scheduled Day Off. If the Agency is closed the whole day, another day off shall be scheduled. If the Agency is closed for only part of a day, a participant shall receive credit for the number of hours closed, unless the Agency is “closed with a skeleton crew,” in which case no alternate hours will be credited.

(b) Closing on an Extended Hours Day. If the Agency is “closed with a skeleton crew” on an extended hours day, participants serving as part of the skeleton crew shall

receive compensatory time on an hour-for-hour basis. In all cases of closing on an extended hours day, participants shall be entitled to their regularly scheduled day off.

Section 8. Renewal. The terms and conditions of the Extended Hours Program shall not be changed during the life of this Agreement, unless the Employer, at its discretion, terminates the Program. If the Program is terminated, then the Employer and the Union agree to reopen this Agreement to explore options.

Posting of notices shall occur in June of each year.

ARTICLE 11
HOLIDAYS

Section 1. The following days are recognized by the Employer as paid holidays:

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

Section 2. When a holiday falls on a Saturday, it will be celebrated the preceding Friday. When a holiday falls on a Sunday, it will be celebrated on the following Monday.

Section 3. Employees shall be granted an additional day as a floating holiday, which shall be taken with prior supervisory approval.

Section 4. Employees shall be granted any additional days declared to be holidays by proclamation of the Governor of the State of New Jersey or by the Monmouth County Board of Chosen Freeholders. This provision shall not apply to emergency or other special purpose closings.

ARTICLE 12
VACATIONS

Section 1. Vacation leave for full-time employees is granted and earned in accordance with the following schedule:

<u>Years of Service</u>	<u>Days Earned Per Year</u>	<u>Days Earned Per Month</u>
1 st – 5 th	12	1
6 th – 12 th	15	1 1/4
13 th – 20 th	20	1 2/3
21 st onward	25	2 1/2

During the first calendar year of employment an employee must actually earn vacation leave before utilizing it. Vacation leave for part-time employees is pro-rated.

Section 2. Vacation leave must be taken during the current calendar year at such time as permitted or directed by the Employer, unless it has been determined that it cannot be taken. Any unused vacation may be carried forward into the next succeeding year only. Any carryover of unused vacation leave must be requested and approved by the Employer and must be taken on or by March 31st of the successive year, or the time will be lost to the employee. Any vacation time approved for carryover will be scheduled by the employee and approved by the Employer, with such approval not to be unreasonably withheld.

Section 3. Vacation leave may be taken in increments of fifteen (15) minutes.

Section 4. Earned, unused vacation leave will be paid upon termination.

ARTICLE 13
LEAVES OF ABSENCE

Section 1. Sick Leave. All full-time employees will be granted sick leave at the rate of one (1) day per month, or major fraction thereof, during the first calendar year of employment. Thereafter an employee shall receive fifteen (15) sick leave days per year, which shall be cumulative. During the first calendar year of employment an employee must actually earn sick leave before utilizing it. Part-time employees will be granted sick leave on a pro-rated basis. Sick leave may be taken in increments of fifteen (15) minutes.

Section 2. Personal Leave. Providing reasonable notice is given to the Employer, and subject to the discretion of the Director of the Division of Social Services, each full-time employee will be entitled to take three (3) personal leave days during the calendar year. Part-time employees shall receive one (1) personal leave day per year.

During the first calendar year of employment, a new full-time employee will earn one-half (1/2) day of personal leave per month, after completion of one (1) calendar month of employment, up to a maximum of three (3) days. During the first calendar year of employment a new part-time employee will earn one-quarter (1/4) day of personal leave per month.

Employees hired on or before December 31, 2009 will be entitled to four (4) personal leave days after the tenth year of employment. However, employees hired on or after January 1, 2010 shall not be entitled to the fourth personal leave day. Personal leave shall not accrue from year to year. Personal leave may be taken in increments of fifteen (15) minutes.

Section 3. Bereavement Leave. Employees shall be granted five (5) days off with pay in the event of the death of a parent, step-parent, spouse, civil union/domestic partner or child, including step-child. In all other cases, an employee shall be granted three (3)

days off with pay in the event of the death of a member of the immediate family, which is defined as a parent-in-law, sister or brother, grandparent, grandchild, foster child or other member of the employee's immediate household. The Employer reserves the right to verify the legal relationship of the decedent to the employee.

Section 4. Unpaid Leave. Leave without pay may be granted at the discretion of the Employer for permanent employees. Such leave may not be granted for a period exceeding six (6) months at any one time, nor exceeding one (1) continuous year, except for educational leave, which may not exceed two (2) consecutive years. A written statement from the employee setting forth the reasons why such leave is requested and the dates the proposed leave will begin and end shall be submitted to the Employer. In no event shall leave be granted to permit an employee to accept outside employment, except to work for the Union. An employee granted a leave of absence without pay shall have sick, vacation and personal leave credits reduced at the same rate as earned.

Section 5. Staff Development. In the event that the County institutes a tuition reimbursement plan, bargaining unit members shall be entitled to participate in any such plan.

Section 6. Voluntary Leave Donation. There shall be a voluntary leave donation program that follows the requirements established by the Civil Service Commission. This section shall not be subject to the grievance procedure.

Section 7. Family and Medical Leave. Employees may be entitled to family and/or medical leave pursuant to the federal Family and Medical Leave Act ("FMLA") and/or the New Jersey Family Leave Act ("FLA"), and the administrative regulations promulgated thereunder. The Employer agrees to implement the FMLA and the FLA in accordance with law. Employees shall be required to comply with the County's Family

and Medical Leave Policy and shall be required to use paid leave concurrently with family and/or medical leave if the County's policy so requires.

ARTICLE 14
MEDICAL BENEFITS

Section 1. It is agreed that the County will offer a medical point of service (POS) plan for employees covered by this Agreement. Employees shall pay 1.5% of their annual base salary as a contribution towards defraying the County's cost of providing this plan. The parties agree that should an employee voluntarily waive all coverage under the County's health plan, and provide proof of coverage from a source other than the County, the County will waive that 1.5% contribution for the employee. The 1.5% contribution shall be placed by the County into an IRS type 125 cafeteria plan so that it shall be tax free for Federal tax purposes.

Section 2. The County shall continue to maintain a traditional indemnity medical insurance program, as is currently provided on a self-insured basis. However, any employee opting to participate in such program shall be responsible for a portion of the premium costs and made through automatic payroll deductions. The portion of the premium costs for which the employee shall be responsible shall be no less than 1.5% of the employee's annual base salary. The contribution shall be placed by the County into an IRS type 125 cafeteria plan so that it shall be tax free for Federal tax purposes.

Section 3. The traditional indemnity medical insurance program shall not be offered to employees hired on July 1, 1994 or thereafter. Furthermore, in accordance with Freeholder Resolution #94-267, any new employee hired on or after July 1, 1994 will not, regardless of their years of service anywhere, be allowed to retire from Monmouth County with any health benefits at no cost.

Section 4. Bargaining unit members, and those employees receiving benefits under the County temporary disability program, shall be provided with the prescription insurance plan established by the County. All existing prescription drug co-pays shall

remain unchanged unless and until such time as these co-pays are increased for the County's employees not represented for purposes of collective negotiations, or January 1, 2012, whichever is later. If the County imposes such increases, bargaining unit employees shall also be subject to these increases, provided, however, that co-pays shall not exceed the following:

Non-Mail Order

Retail (brand)	\$25.00 (current \$15)
Generics	\$10.00 (current \$5)

90 days Mail Order

Retail (brand)	\$15.00 (current \$10)
Generics	\$5.00 (current \$0)

Section 5. Part-time employees hired on or before July 1, 2011 are eligible for health benefit coverage if they work and receive, on a continuous basis, a salary based on a minimum of twenty (20) hours weekly. Part-time employees hired on or after July 1, 2011 are eligible for health benefit coverage if they work and receive, on a continuous basis, a salary based on a minimum of thirty-one (31) hours weekly. Temporary employees are not eligible for these benefits.

Section 6. The County agrees that it will cooperate with employees to arrange for a payroll deduction from electing employees so that they might purchase additional TDI coverage on the open market.

Section 7. Employees shall be provided at a minimum with the full amount of statutory compensation established by N.J.S.A. 34:15-12(a) and/or applicable law. The terms and conditions of an Employee's entitlement to benefits due to a work-incurred injury or disability shall be identical to those set by existing general County policy or any future amendments thereto.

ARTICLE 15
HEALTH AND SAFETY

Section 1. The Employer and the Union agree that maintenance of a healthy and safe working environment is in their mutual best interest. The Employer agrees to the formation of a Health and Safety Committee to be composed of two members designated by the Union, and two members and a Chairperson designated by the Director of the Department of Human Services. The Committee will meet not more than monthly, and for not more than two hours, upon either the Employer or the Union presenting the other with a written agenda of items sought to be discussed. The Committee shall have the function of advising the Employer as to safety and health issues involving employees and it will propose solutions for those problems. The Employer reserves to itself the final determination regarding any action to be taken.

Section 2. When a health and safety violation occurs that requires corrective action by a landlord, the Director of the Department of Human Services, or a designee, will promptly notify the landlord of the problem, and provide the Union with a copy of the notice. The Union will be informed of the response of the landlord within two working days after receipt.

Section 3. The Employer will make every reasonable attempt to:

- (1) Maintain comfortable room temperatures;
- (2) Maintain adequate humidity levels; and,
- (3) Maintain and clean the ventilation system on a regular basis; and,
- (4) Provide and maintain adequate security for all employees and notify the Union of any serious security problems.

Section 4. If the parties are unable to resolve issues arising under this Article, they may be submitted to the grievance procedure contained in Article 5 of this Agreement.

Section 5. The Employer will provide the Union with a list of products that it uses for cleaning, exterminating and its duplicating equipment.

ARTICLE 16
RETIREMENT

Section 1. Any permanent employee shall be entitled upon retirement from the Public Employees' Retirement System to receive a lump sum payment for earned and unused sick leave. The payment shall be one-half of the eligible employee's daily rate of pay for each day of earned and unused sick leave, based upon the average compensation received during the last year of their employment prior to the effective day of retirement, to a maximum of \$15,000.00.

Section 2. An employee who has incurred or shall incur a break in service, as a result of a separation due to layoff, shall be credited with sick leave accrued both before separation and after return to employment. An employee incurring a break in service for any other type of separation shall have his or her sick leave computed from the date of return to employment.

Section 3. Any employee who elects a deferred retirement benefit shall not be eligible for such payment. This payment shall not affect any pension benefits under any other statute. In the event of the employee's death within one (1) year after the effective date of retirement, but before payment has been made, payment shall be made to the employee's estate.

Section 4. To the extent provided by law, and subject to Freeholder Resolution #94-267, the Employer will pay for health insurance for employees who retire with twenty-five (25) years service or under a disability retirement. In accordance with Freeholder Resolution #94-267, any new employee hired after July 1, 1994 will not, regardless of their years of service anywhere, be allowed to retire from Monmouth County with any health benefits at no cost.

ARTICLE 17
AUTOMOBILE EXPENSES

Section 1. The parties agree that any employee who is authorized and required to use a personal automobile for the Employer's business shall be reimbursed at a rate of \$0.35 per mile, and shall also receive reimbursement for automobile business insurance in the amount of \$25.00 per month providing the employee is assigned by the Employer to Travel Category B or C and shows proof of coverage. These amounts are to be paid after the filing of a monthly voucher.

Section 2. Employees will not be required to transport minor children in a personal automobile. The Employer will provide a vehicle for this purpose.

Section 3. The Employer will endeavor to assign at least one vehicle to each site at which twelve (12) or more non-Income Maintenance field service workers (Social Workers, Social Work Specialists, Coordinators of Volunteers) are assigned. This clause shall not diminish the Employer's right to maintain, service and/or reassign all vehicles in its motor pool in the best interest of the agency.

ARTICLE 18
LEGAL REPRESENTATION

Section 1. The Employer extends to all employees in the bargaining unit the same rights and benefits enjoyed by State employees under N.J.S.A. 59:10A-3, with the exception that the duty and authority of the Attorney General described in that statute shall be exercised by the Employer under the direction of the Monmouth County Counsel.

Section 2. It is understood that the Employer's insurance coverage will not only pay damages or claims, but will also defend an employee in court if he or she acts negligently within the scope of his or her employment.

ARTICLE 19
EQUAL TREATMENT

Section 1. The Employer and the Union hereby agree that they shall not discriminate against any employee because of race, creed, color, national origin, sex, ancestry, religion, marital status, domestic partnership status, sexual or affectional orientation, gender identity or expression, political affiliation, mental or physical or perceived disability, age, familial status, liability for service in the Armed Forces of the United States, union membership, union non-membership, or union activity, in compliance with all applicable federal and state statutes, rules, and regulations.

Section 2. Alleged violations of this Article by either the Union or the Employer shall be pursued before the appropriate administrative or judicial forum, rather than through the grievance procedures contained in this Agreement.

ARTICLE 20
FULL BARGAIN AND SEVERABILITY CLAUSES

Section 1. The parties agree that they have fully bargained and agreed upon all the terms and conditions of employment, which shall not be changed during the life of this Agreement.

Section 2. If any of the provisions of this Agreement should be held invalid by operation of law or regulation by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal or appropriate administrative agency pending a final determination as to its validity, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE 21
TERM AND EXTENT OF AGREEMENT

This Agreement shall be effective and retroactive to January 1, 2011 and shall continue in full force and effect through December 31, 2012.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal on this 20th day of March, 2013:

MONMOUTH COUNTY BOARD
OF CHOSEN FREEHOLDERS

Thomas A. Arnone
Thomas A. Arnone, Freeholder Director

Teri O'Connor
Teri O' Connor, County Administrator

CWA NATIONAL
REPRESENTATIVE

Lynn Buckley CWA RP

CWA LOCAL 1087

Brenda J. Wilson
Brenda J. Wilson, President

Charlene Shannon
V. J. Adels
[Signature]
Jeanne G. McWilliam

Appendix A
Job Titles and Salary Ranges Effective 1/1/2011
CWA 1087 Clerical / Professional Unit

Range Cd	Job Title Cd	Job Title
06	01245	Clerk 1
08	00001	Account Clerk
09	01260	Clerk Stenographer 1
	04649	Data Entry Machine Operator
	01268	Keyboarding Clerk 1
	02903	Psychiatric Technician
	04145@	Telephone Operator
10	03247	Clerk 2
	03552@	Senior Receptionist
12	03256@	Keyboarding Clerk 2
	03165@	Senior Account Clerk
12A	03253	Clerk Stenographer 2
	05180	Senior Data Entry Machine Operator
	03612	Senior Telephone Operator
	04372	Senior Telephone Operator Bilingual In Spanish And English
13	02773	Clerk 3
	02774	Clerk 3 Bilingual In Spanish And English
	07994	Human Services Specialist 1
	09000	Human Services Specialist 1 Bilingual Spanish & English
14	50451	Accounting Assistant
	02781	Keyboarding Clerk 3
	02755	Principal Account Clerk
15	02777	Clerk Stenographer 3
	02279	Legal Stenographer
	04646	Principal Data Control Clerk
	05178	Principal Data Entry Machine Operator
16	02897	Psychiatric Charge Technician
17	03859	Clerk 4
	03862@	Clerk Stenographer 4
	04866	Data Processing Technician
	07995	Human Services Specialist 2
	09001	Human Services Specialist 2 Bilingual Spanish & English
	03864@	Keyboarding Clerk 4
	03405	Senior Legal Stenographer
	03848	Supervising Account Clerk
	03942@	Supervising Telephone Operator
	05183	Supervisor Of Data Entry Machine Operations
19	01371	Coordinator Of Volunteers
	07996	Human Services Specialist 3
	09002	Human Services Specialist 3 Bilingual Spanish & English
	02185	Investigator County Welfare Agency
	03734	Social Worker
	03735	Social Worker Bilingual In Spanish And English
	03969	Supervisor Of Accounts
	04207	Training Technician
21	01818	Field Representative Housing Rehabilitation
	05614	Senior Training Technician
	03732	Social Work Specialist
	05206	Social Work Specialist Bilingual In Spanish And English
23	04116@	Systems Analyst

Job Title Cd	Job Title
00001	Account Clerk
03165@	Senior Account Clerk
02755	Principal Account Clerk
03848	Supervising Account Clerk *
03959	Supervisor Of Accounts *
50451	Accounting Assistant *
01245	Clerk 1
03247	Clerk 2
02773	Clerk 3
02774	Clerk 3 Bilingual In Spanish And English
03859	Clerk 4
01260	Clerk Stenographer 1 *
03253	Clerk Stenographer 2 *
02777	Clerk Stenographer 3
03862@	Clerk Stenographer 4 *
01268	Keyboarding Clerk 1
03256@	Keyboarding Clerk 2
02781	Keyboarding Clerk 3
03864@	Keyboarding Clerk 4
01371	Coordinator Of Volunteers *
04646	Principal Data Control Clerk *
04649	Data Entry Machine Operator *
05180	Senior Data Entry Machine Operator
05178	Principal Data Entry Machine Operator *
05183	Supervisor Of Data Entry Machine Operations
01818	Field Representative Housing Rehabilitation

Job Title Cd	Job Title
07994	Human Services Specialist 1
09000	Human Services Specialist 1 Bilingual Spanish & English *
07995	Human Services Specialist 2
09001	Human Services Specialist 2 Bilingual Spanish & English
07996	Human Services Specialist 3
09002	Human Services Specialist 3 Bilingual Spanish & English
02185	Investigator County Welfare Agency
02279	Legal Stenographer *
03405	Senior Legal Stenographer
03552@	Senior Receptionist *
02903	Psychiatric Technician
02897	Psychiatric Charge Technician
03734	Social Worker
03735	Social Worker Bilingual In Spanish And English
03732	Social Work Specialist
05206	Social Work Specialist Bilingual In Spanish And English *
04116@	Systems Analyst
04145@	Telephone Operator
03612	Senior Telephone Operator
04372	Senior Telephone Operator Bilingual In Spanish And English *
03942@	Supervising Telephone Operator *
04207	Training Technician *
05614	Senior Training Technician *

* Indicates titles without positions budgeted currently

Appendix B
2011 Salary Schedule - Effective 01/01/2011 (1.25% over 01/01/2010)
CWA 1087 Clerical / Professional Unit

Range Cd	E4	E3	E2	E1	01	02	03	04	05	06	07	08	09	10	A Step	B Step	C Step
04	21451	21719	22588	23434	24669	25903	27136	28371	29604	30839	32072	33306	34540	35250	35956	36307	36661
05	22524	22806	23718	24608	25903	27199	28493	29790	31084	32379	33675	34969	36266	37018	37758	38128	38497
06	23651	23947	24904	25839	27199	28558	29917	31278	32638	33998	35359	36718	38078	38874	39651	40039	40429
07	24833	25143	26149	27130	28558	29986	31414	32842	34271	35699	37126	38555	39984	40814	41630	42039	42446
08	26075	26401	27457	28487	29986	31486	32985	34486	35985	37486	38984	40485	41984	42856	43712	44142	44570
09	27379	27721	28830	29911	31486	33061	34636	36211	37784	39360	40934	42510	44084	45002	45903	46352	46803
09A	28064	28415	29552	30660	32273	33886	35501	37114	38726	40340	41954	43567	45181	46125	47048	47511	47971
10	28749	29108	30273	31408	33061	34715	36366	38020	39674	41327	42980	44632	46286	47247	48193	48665	49138
11	30186	30563	31785	32978	34715	36450	38186	39921	41658	43395	45130	46867	48602	49616	50607	51103	51600
11A	30941	31328	32581	33802	35582	37360	39141	40920	42699	44479	46258	48037	49816	50850	51866	52377	52884
12	31696	32092	33376	34628	36450	38273	40095	41918	43740	45563	47384	49206	51030	52087	53128	53649	54170
12A	32489	32895	34211	35493	37360	39229	41097	42965	44832	46701	48569	50437	52304	53390	54457	54992	55526
13	33281	33697	35045	36359	38273	40186	42099	44012	45926	47839	49753	51666	53578	54689	55785	56331	56877
14	34945	35382	36797	38176	40186	42194	44203	46212	48221	50229	52238	54248	56257	57430	58578	59151	59727
15	36691	37150	38636	40085	42194	44305	46414	48524	50634	52744	54854	56963	59074	60298	61502	62106	62710
16	38526	39008	40568	42090	44305	46520	48736	50951	53167	55383	57598	59813	62029	63312	64577	65211	65844
17	40453	40959	42597	44195	46520	48847	51173	53496	55823	58149	60475	62801	65126	66476	67805	68470	69135
18	42475	43006	44726	46404	48847	51289	53731	56175	58618	61060	63503	65946	68388	69807	70975	71558	72145
19	44599	45156	46963	48724	51289	53854	56418	58982	61547	64110	66675	69240	71804	73296	74762	75495	76229
20	46829	47414	49311	51160	53854	56546	59238	61932	64624	67317	70009	72704	75395	76955	78494	79265	80033
21	49171	49786	51777	53719	56546	59372	62200	65026	67854	70680	73506	76333	79160	80809	82424	83233	84041
22	51629	52274	54365	56404	59372	62342	65310	68280	71248	74217	77185	80155	83123	84853	86551	87398	88246
23	54211	54889	57084	59225	62342	65458	68575	71691	74809	77924	81041	84158	87274	89094	90875	91767	92659

Appendix C
2012 Salary Schedule - Effective 01/01/2012 (1.25% over 01/01/2011)
CWA 1087 Clerical / Professional Unit

Range Cd	E5	E4	E3	E2	E1	01	02	03	04	05	06	07	08	09	10	A Step	B Step	C Step
04	21451	21719	21990	22870	23727	24977	26227	27475	28726	29974	31224	32473	33722	34972	35691	36405	36761	37119
05	22524	22806	23091	24014	24916	26227	27539	28849	30162	31473	32784	34096	35406	36719	37481	38230	38605	38978
06	23651	23947	24246	25215	26162	27539	28915	30291	31669	33046	34423	35801	37177	38554	39360	40147	40539	40934
07	24833	25143	25457	26476	27469	28915	30361	31807	33253	34699	36145	37590	39037	40484	41324	42150	42564	42977
08	26075	26401	26731	27800	28843	30361	31880	33397	34917	36435	37955	39471	40991	42509	43392	44258	44694	45127
09	27379	27721	28068	29190	30285	31880	33474	35069	36664	38256	39852	41446	43041	44635	45565	46477	46931	47388
09A	28064	28415	28770	29921	31043	32676	34310	35945	37578	39210	40844	42478	44112	45746	46702	47636	48105	48571
10	28749	29108	29472	30651	31801	33474	35149	36821	38495	40170	41844	43517	45190	46865	47838	48795	49273	49752
11	30186	30563	30945	32182	33390	35149	36906	38663	40420	42179	43937	45694	47453	49210	50236	51240	51742	52245
11A	30941	31328	31720	32988	34225	36027	37827	39630	41432	43233	45035	46836	48637	50439	51486	52514	53032	53545
12	31696	32092	32493	33793	35061	36906	38751	40596	42442	44287	46133	47976	49821	51668	52738	53792	54320	54847
12A	32489	32895	33306	34639	35937	37827	39719	41611	43502	45392	47285	49176	51067	52958	54057	55138	55679	56220
13	33281	33697	34118	35483	36813	38751	40688	42625	44562	46500	48437	50375	52312	54248	55373	56482	57035	57588
14	34945	35382	35824	37257	38653	40688	42721	44756	46790	48824	50857	52891	54926	56960	58148	59310	59890	60474
15	36691	37150	37614	39119	40586	42721	44859	46994	49131	51267	53403	55540	57675	59812	61052	62271	62882	63494
16	38526	39008	39496	41075	42616	44859	47102	49345	51588	53832	56075	58318	60561	62804	64103	65384	66026	66667
17	40453	40959	41471	43129	44747	47102	49458	51813	54165	56521	58876	61231	63586	65940	67307	68653	69326	69999
18	42475	43006	43544	45285	46984	49458	51930	54403	56877	59351	61823	64297	66770	69243	70680	71862	72452	73047
19	44599	45156	45720	47560	49333	51930	54527	57123	59719	62316	64911	67508	70106	72702	74212	75697	76439	77182
20	46829	47414	48007	49927	51800	54527	57253	59978	62706	65432	68158	70884	73613	76337	77917	79475	80256	81033
21	49171	49786	50408	52424	54390	57253	60114	62978	65839	68702	71564	74425	77287	80150	81819	83454	84273	85092
22	51629	52274	52927	55045	57109	60114	63121	66126	69134	72139	75145	78150	81157	84162	85914	87633	88490	89349
23	54211	54889	55575	57798	59965	63121	66276	69432	72587	75744	78898	82054	85210	88365	90208	92011	92914	93817