

06-00

ARTICLE I

THIS BOOK DOES NOT CIRCULATE

RECOGNITION

The Cumberland County Welfare Board recognizes the New Jersey Civil Service Association, Cumberland Council No. 18, as the designated representative for the purpose of collective negotiations, according to law, for all employees in the following classifications:

- |                            |                    |
|----------------------------|--------------------|
| Clerk                      | Telephone Operator |
| Account Clerk              | Clerk Bookkeeper   |
| Clerk Typist (Interpreter) | Clerk Stenographer |
| Clerk Typist               |                    |

All senior grades in clerk classifications.  
All principal grades in clerk classifications.

ARTICLE II

SALARY PROGRAM

- The salary schedule for the employees shall recognize and reflect differentiation according to classification of positions under the rules and regulations of the Civil Service Commission and years of experience of the employee.
- A quarterly annual increment system as in effect by the State of New Jersey will be authorized effective January 1, 1973 for all employees.
- For 1973, the salary schedule to be used is the one issued by the Division of Welfare, Bureau of Assistance, State of New Jersey, under Ruling No. 11, Plan B, dated July 1, 1972. For 1974, Plan B, Revised dated July 25, 1973 will be used. Salaries will then be adjusted from the step in the old range to the same step in the new range. (Schedule attached hereto.)
- In reference to the schedule, the following range numbers will be used for the different classification of positions:

Clerk	Range 3
Clerk Typist	Range 5
Clerk Bookkeeper	Range 5
Account Clerk	Range 5
Telephone Operator	Range 5
Clerk Stenographer	Range 6
Clerk Typist (Interpreter)	Range 6
Senior Clerk Bookkeeper	Range 7
Senior Clerk	Range 7
Senior Account Clerk	Range 7
Senior Clerk Typist	Range 8
Principal Clerk	Range 11
Principal Clerk Bookkeeper	Range 11

11/73 - 12/31/74

## IMPLEMENTATION:

- a. This salary program is for the period of January 1, 1973 to December 31, 1974. As soon as practical all employees will receive back pay due them from January 1, 1973.
- b. All employees will have the following anniversary dates:  
Employed and on the payroll as of January 1, 1972, January 1 anniversary date.  
After January 1, 1972:
- |                            |                            |
|----------------------------|----------------------------|
| January 2nd to April 1st   | April 1 anniversary date   |
| April 2nd to July 1st      | July 1 anniversary date    |
| July 2nd to October 1st    | October 1 anniversary date |
| October 2nd to January 1st | January 1 anniversary date |
- c. All anniversary pay increases to be put into effect for the full pay period that includes the anniversary date.
- d. Employees that have a anniversary date on January 1, 1973, will receive a increment on January 1, 1973 and July 1, 1973, thereafter on their anniversary date.
- e. No salary increments shall exceed the maximum of the range.

## LONGEVITY:

Longevity pay will be paid in a lump sum on the anniversary date of employment by the Cumberland County Welfare Board, using the following scale:

Five (5) to Nine (9) year of service	\$100.00 each year
Ten (10) to Fourteen (14) years of service	\$200.00 each year
Fifteen (15) to Nineteen (19) years of service	\$300.00 each year
Twenty (20) to Twenty four (24) years of service	\$400.00 each year
Twenty Five (25) years of service and thereafter	\$500.00 each year

## FRINGE BENEFITS:

All fringe benefits in effect for 1972 (Blue Cross, Blue Shield, Life Insurance, etc.) to remain the same for 1973 and 1974.

## ARTICLE III

### LEAVES OF ABSENCE:

All leaves of absence are to be administered according to the provisions of Title 4, N.J. Administrative Code, Department of Civil Service for State Service.

## ARTICLE IV

### HOURS OF WORK :

A full work week will be of thirty five (35) hours. The hours, Monday to Friday, to be from 8:30 A.M. to 4:30 P.M. with one hour off for lunch. In order to meet the demands of work, employees may be required to work in excess of hours designated as the normal work day for their class title. Any employee who is authorized or required to work beyond the normal work week for his class title shall be compensated by compensatory time off at one and one half times the overtime. Overtime is the hours worked in excess of the normal work week.

Holidays as authorized by law or by the Commission action with the approval of the Governor shall be allowed as days off with pay.

## ARTICLE V

### GRIEVANCE PRODEDURE:

Attached hereto as Exhibit A and made a part of this contract as though it were included herein is the Grievance Procedure to accomplish the objectives outlined in Civil Service Rules 4:1-23.3.

## ARTICLE VI

### EXCEPTIONS TO SALARY PROGRAM:

It is agreed that all part time employees are not covered under this contract.

## ARTICLE VII

### TERMS AND RENEWAL

This Agreement shall be in full force effective as of January 1, 1973 and shall remain in effect to and including December 31, 1974, without any re-opening date, except as otherwise provided herein.

This agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in writing, at least sixty (60) days prior to the expiration date of this Agreement of a desire to change or modify or terminate this Agreement.

IN WITNESS WHEREOF, the New Jersey Civil Service Association Cumberland Council No. 18, has caused this Agreement to be signed by its duly elected officers who represent that they have the authority to execute this Agreement, and the Cumberland County Welfare Board by its Chairman and Secretary and the authorized approval officer of the Division of Welfare, Department of Institutions and Agencies of the State of New Jersey.

DATED: Sept 25, 1973

DATED: Sept 25, 1973

New Jersey Civil Service Association  
Cumberland Council No. 18

Cumberland County Welfare Board

BY: Thomas Cournoyer  
President

BY: Richard P. Thomas  
Chairman of the Board

ATTEST:

W. H. Smith  
Treasurer

ATTEST:

Patricia P. [Signature]

Reviewed and approved by the Division  
of Public Welfare, N.J. Department of  
Institutions and Agencies.

Division of Public Welfare, Department  
of Institutions and Agencies.

A. Thomas [Signature]

Office of Employee Relations  
Governor's Office

Dated: \_\_\_\_\_

Alvin A. Saracino

PLAN B (REVISED)

<u>Salary Range No.</u>	<u>Minimum Rate</u>	<u>First Step</u>	<u>Second Step</u>	<u>Third Step</u>	<u>Fourth Step</u>	<u>Fifth Step</u>	<u>Sixth Step</u>	<u>Maxi- mum</u>
1.	3946	4143	4340	4537	4734	4931	5128	5325
2.	4143	4350	4557	4764	4971	5178	5385	5592
3.	4350	4568	4786	5004	5222	5440	5658	5876
4.	4568	4796	5024	5252	5480	5708	5936	6164
5.	4796	5036	5276	5516	5756	5996	6236	6476
6.	5036	5288	5540	5792	6044	6296	6548	6800
7.	5288	5552	5816	6080	6344	6608	6872	7136
8.	5552	5830	6108	6386	6664	6942	7220	7498
9.	5830	6122	6414	6706	6998	7290	7582	7874
10.	6122	6428	6734	7040	7346	7652	7958	8264
11.	6428	6749	7070	7391	7712	8033	8354	8675
12.	6749	7086	7423	7760	8097	8434	8771	9108
13.	7086	7440	7794	8148	8502	8856	9210	9564
14.	7440	7812	8184	8556	8928	9300	9672	10044
15.	7812	8203	8594	8985	9376	9767	10158	10549
16.	8203	8613	9023	9433	9843	10253	10663	11073
17.	8613	9044	9475	9906	10337	10768	11199	11630
18.	9044	9496	9948	10400	10852	11304	11756	12208
19.	9496	9971	10446	10921	11396	11871	12346	12821
20.	9971	10470	10969	11468	11967	12466	12965	13464
21.	10470	10994	11518	12042	12566	13090	13614	14138
22.	10994	11544	12094	12644	13194	13744	14294	14844
23.	11544	12121	12698	13275	13852	14429	15006	15583
24.	12121	12727	13333	13939	14545	15151	15757	16363
25.	12727	13363	13999	14635	15271	15907	16543	17179
26.	13363	14031	14699	15367	16035	16703	17371	18039
27.	14031	14733	15435	16137	16839	17541	18243	18945
28.	14733	15470	16207	16944	17681	18418	19155	19892
29.	15470	16244	17018	17792	18566	19340	20114	20888
30.	16244	17056	17868	18680	19492	20304	21116	21928
31.	17056	17909	18762	19615	20468	21321	22174	23027
32.	17909	18804	19699	20594	21489	22384	23279	24174
33.	18804	19744	20684	21624	22564	23504	24444	25384
34.	19744	20731	21718	22705	23692	24679	25666	26653

Ruling No. 11  
Classification and Compensation Plan

Revised 7/25/73  
~~SECRET~~

APPENDIX III

PLAN B (REVISED)

<u>Salary Range No.</u>	<u>Minimum Start</u>	<u>First Step</u>	<u>Second Step</u>	<u>Third Step</u>	<u>Fourth Step</u>	<u>Fifth Step</u>	<u>Sixth Step</u>	<u>Maximum</u>
1.	4163	4371	4579	4787	4995	5203	5411	5619
2.	4371	4590	4809	5028	5247	5466	5685	5904
3.	4590	4830	5050	5280	5510	5740	5970	6200
4.	4820	5061	5302	5543	5784	6025	6266	6507
5.	5061	5314	5567	5820	6073	6326	6579	6832
6.	5314	5580	5846	6112	6378	6644	6910	7176
7.	5580	5859	6138	6417	6696	6975	7254	7533
8.	5859	6152	6445	6738	7031	7324	7617	7910
9.	6152	6460	6768	7076	7384	7692	8000	8308
10.	6460	6783	7106	7429	7752	8075	8398	8721
11.	6783	7122	7461	7800	8139	8478	8817	9156
12.	7122	7478	7834	8190	8546	8902	9258	9614
13.	7478	7852	8226	8600	8974	9348	9722	10096
14.	7852	8245	8638	9031	9424	9817	10210	10603
15.	8245	8657	9069	9481	9893	10305	10717	11129
16.	8657	9090	9523	9956	10389	10822	11255	11688
17.	9090	9545	10000	10455	10910	11365	11820	12275
18.	9545	10022	10499	10976	11453	11930	12407	12884
19.	10022	10523	11024	11525	12026	12527	13028	13529
20.	10523	11049	11575	12101	12627	13153	13679	14205
21.	11049	11601	12153	12705	13257	13809	14361	14913
22.	11601	12181	12761	13341	13921	14501	15081	15661
23.	12181	12790	13399	14008	14617	15226	15835	16444
24.	12790	13430	14070	14710	15350	15990	16630	17270
25.	13430	14102	14774	15446	16118	16790	17462	18134
26.	14102	14807	15512	16217	16922	17627	18332	19037
27.	14807	15547	16287	17027	17767	18507	19247	19987
28.	15547	16324	17101	17878	18655	19432	20209	20986
29.	16324	17140	17956	18772	19588	20404	21220	22036
30.	17140	17997	18854	19711	20568	21425	22282	23139
31.	17997	18897	19797	20697	21597	22497	23397	24297
32.	18897	19842	20787	21732	22677	23622	24567	25512
33.	19842	20834	21826	22818	23810	24802	25794	26786
34.	20834	21876	22918	23960	25002	26044	27086	28128
35.	21876	22970	24064	25158	26252	27346	28440	29534
36.	22970	24119	25268	26417	27566	28715	29864	31013

## GRIEVANCE PROCEDURE

### A. Purpose

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

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the Liaison.

### B. Definition

The term "grievance" means a complaint by an employee that, as to him, there has been a violation of the Agreement and includes disciplinary action affecting said employee.

### C. Presentation of a Grievance

The employee shall have the right to present his own appeal, individually or by counsel, or to designate the Liaison as a representative to appear with him. The Board agrees that there shall be no loss of pay for the time spent in presenting the grievance by the aggrieved person and the Liaison representative who is an employee of the Board, throughout the grievance procedure.

### D. 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

a. An aggrieved employee shall institute action under the provisions hereof in writing, signed and delivered to the Supervisor, or the Administrative Supervisor for employees working directly at the office within five (5) working days of the occurrence complained of, or within five (5) working days after he would reasonably be expected to know of its occurrence. Failure to act within said five (5) days shall be deemed to constitute an abandonment of the grievance.

b. The Supervisor or Administrative Supervisor as above shall render a decision in writing within five (5) working days after receipt of the grievance.

#### EXHIBIT A

STEP 2

a. In the event satisfactory settlement has not been reached, the employee shall, in writing and signed, file his complaint with the Director of Welfare within five (5) working days following the determination at Step 1.

b. The Director of Welfare, or his designee, shall render his decision within (5) working days after the receipt of the complaint.

STEP 3

Should the employee disagree with the decision of the Director, or his designee, the employee may, within five (5) working days, submit to the Board a statement in writing and signed as to the issues in dispute. In the event, the employee files his statement with the Board at least six (6) working days prior to a Board meeting, the matter shall be placed on the agenda for that Board meeting. Statements filed less than six (6) days before a Board meeting may be heard by the Board at the meeting or at the Board's discretion placed on the agenda for the following meeting. The Board shall review the decision of the Director together with the disputed areas submitted by the employee. The employee and/or the liaison representative may request an appearance before the Board. The Board will render its decision within eight (8) working days after the Board meeting at which the matter has been reviewed.



CUMBERLAND COUNTY WELFARE BOARD  
GRIEVANCE PROCEDURE FORM

This form will be used for presenting a grievance in accordance with the Department Procedures. Items must be completed in ink or typed.

Institution, agency, or other component of Department \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Date of incident \_\_\_\_\_ My grievance is \_\_\_\_\_

To correct my grievance the following should be done \_\_\_\_\_

- Check one-  
 I will represent myself  
 My employee representative will be

Name \_\_\_\_\_ Title \_\_\_\_\_ Org. (if any) \_\_\_\_\_

Signature of employee

STEP 1  
SUPERVISOR

Action taken \_\_\_\_\_

Date \_\_\_\_\_

Has grievance been satisfactorily resolved: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of employee

Signature of immediate supervisor