

J.B. Pisher

06-00

WELFARE EMPLOYMENT CONTRACT 1975

ARTICLE I

RECOGNITION:

The Cumberland County Welfare Board recognizes the New Jersey Civil Service Association, Cumberland County Council No. 18, as the designated representative for the employees in the following job title classifications or as such job titles may be changed or amended by Ruling No. 11 of the State of New Jersey, Department of Institutions and Agencies, Divison of Public Welfare.

✓ Clerk	Range	3
✓ Social Service Aide	Range	4
Bldg. Maint. Worker	Range	4
Clerk Typist	Range	5
✓ Clerk Bookkeeper	Range	5
✓ Account Clerk	Range	5
✓ Telephone Operator	Range	6
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
Income Maint. Technician	Range	11
Income Maint. Tech. (Spanish)	Range	11
Principal Clerk	Range	11
Social Worker	Range	16
Social Worker (Spanish)	Range	16
Supervisor Income Maintenance	Range	20
Supervisor Social Work	Range	20

Excluded are seasonal, part-time, legal, investigator and administrative managerial classes.

ARTICLE II

SALARY PROGRAM:

1. The Salary Schedule shall be the one issued by the Division of Welfare under Ruling No. 11, Part 1, effective July 1, 1974 to be applied as of January 1, 1975, which plan is attached hereto.

2. A quarterly annual increment system as in effect by the State of New Jersey will be authorized effective January 1, 1975 for all employees described in Article I of this contract. All employees who have received normal increments on January 1, 1972 will retain a January anniversary date in accordance with the

SALARY PROGRAM CONTINUED

following:

January 2 through April 1, will have an April anniversary date.

April 2 through July 1, will have a July anniversary date.

July 2 through October 1, will have an October anniversary date.

October 2 through January 1, will have a January anniversary date.

3. This salary program is for the period January 1, 1975 to December 31, 1975, a period of one year. As soon as practicable all employees will receive back pay due them from January 1, 1975.

4. On January 1, 1975 all ranges shall conform with the State of New Jersey, Department of Institutions and Agencies, Division of Public Welfare, for comparable job titles. Salaries will be adjusted for each employee in their classified job title range and their current increment column on Ruling 11 classification and compensation plan revised July 29, 1974. On their assigned anniversary date they will receive an annual increment as established by Ruling No. 11.

LONGEVITY:

1. Longevity pay will be paid in a lump sum on the anniversary date of employment using the following scale.

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

ARTICLE III

FRINGE BENEFITS:

1 All fringe benefits in effect for 1974 (Blue Cross, Blue Shield, Life Insurance, etc.) is to remain the same for 1975. Liability Insurance on all personnel and on all personnel transporting clients shall remain at \$500,000.

2. The Welfare board shall pay Blue Cross-Blue Shield premiums for those employees whose sick leave is exhausted and who have been granted 90 day leave of absence without pay by the board.

FRINGE BENEFITS CONTINUED:

On a second grant of 90 day leave without pay the welfare board will accept Blue Cross-Blue Shield premium payments from such employee at the group rate.

3. All employees utilizing their personal car for necessary welfare business shall be allowed the rate of 12 cents per mile upon itemized voucher. Such payment shall be re-negotiated upon 30 days notice by either party, such payment subject to retro-active payment to the date of the reopened negotiations, subject to the further approval of the Division of Public Welfare.

4. In the event the employees decide to enter into a group plan for health and accident insurance without obligation to the welfare board, the board will, at the request of the employees institute a payroll deduction plan for the payment of insurance premiums.

5. It is understood and agreed that in the event that the Legislature of the State of New Jersey passes legislation specifically designed to authorize payment of a service fee by non-members pursuant to the provisions of such act the welfare board will, upon 30 days notice, meet with Council 18 and reopen the agreement for the purpose of negotiation on the subject on the inclusion of such provision in the contract.

6. Each full time permanent employee of the Cumberland County Welfare Board shall upon retirement be entitled to receive a lump sum payment as termination pay for each full day of earned and unused accumulated sick leave credited to him on the effective date of his retirement. Such termination pay shall be computed at one-half of the employee's daily rate of pay for each day of earned and unused accumulated sick leave based upon the compensation received on the effective date of the employee's retirement. Provided that such payment shall be in a lump sum and provided further that such lump sum payment shall not exceed the sum of \$5,000.00.

Payment under this program shall be made to the employee, his heirs or personal representatives within one month of both the approval of the Welfare Board Budget by the Department of Institutions and Agencies, Division of Public Welfare, and the adoption by the Board of Chosen Freeholders in its annual budget and shall be made in the year succeeding the effective date of the retirement of the employee.

7. All vacations, leaves of absence and holidays shall be in accordance with the rules and regulations established by Ruling 11 as promulgated July 29, 1974.

FRINGE BENEFITS CONTINUED:

Prescription Drugs:

Effective July 1, 1975, the employer shall provide a prescription drug benefit program for all employees covered in this unit and their eligible dependents. The employer agrees to pay 100% of the premiums for this program.

Each prescription required by competent medical authority for federal legend drugs shall be subject to a deductible provision to be paid by the employee which shall not exceed \$1.00 per prescription or renewal of such prescription and further subject to specific procedural and administrative rules and regulations which are part of the program.

Each employee shall, upon initiation of the program, be provided with an authorization card.

ARTICLE IV

PROMOTIONS--WORK WEEK--TUITION REFUND:

1. Promotions will be made in accordance with Civil Service regulations. The personnel committee of the welfare board may request a review of all employee's job classification and salary range.

2. All time worked beyond 40 hours in any week by employees in fixed work week classifications shall be compensated by cash payment at 1½ times the employee's rate of pay.

Overtime worked between 35 and 40 hours may be compensated for either by the granting of compensatory time off at the rate of 1½ hours for each hour so worked or payment therefore by cash payment as set forth in the above paragraph.

3. Educational leave of absence will be considered by the board in accordance with Ruling 11.

Where no leave is required, the tuition refund program shall be continued and is to remain in effect on a case by case basis on approval of the personnel committee. Tuition requests must be submitted 21 days prior to the start of the semester. Tuition only shall be reimbursible. This program is available to employees after one year of employment. The board will not pay for more than two courses a semester or 6 credits. All courses must be work related in order to be reimbursible. Applications received after the start of the course will not be approved.

Clarification of the Above:

Educational tuition refunds allowed by the Cumberland County Welfare Board has previously been administered by Board policy. It is the desire of the staff and agreed to by the negotiating committee of the Cumberland County Welfare Personnel Committee that the Educational Tuition policy be formalized and clarified as a part of our current work contract, in order to maintain equity of treatment. This tuition is for night school and non-work day classes.

ARTICLE V

GRIEVANCE PROCEDURE:

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

ARTICLE VI

CONTRACT TERM:

1. This agreement shall be in full force and effect as of January 1, 1975 and shall remain in effect to and including December 31, 1975. Collective negotiations for the year 1976 shall be conducted in accordance with PERC rules and regulations.

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: 5-22-75

DATED 5-22-75

New Jersey Civil Service Association
Cumberland Council No. 18

CUMBERLAND COUNTY WELFARE BOARD

Thomas Tommaso
PRESIDENT

Richard Bellamy
CHAIRMAN

ATTEST:

ATTEST:

Rose Tommaso
Trustee

John D. Rose
Sec - Treas

NEGOTATORS:

Rose Tommaso Chairlady

Lucy K. Birdsell

Ann H. Khan

Katherine M. DiBenedetto

Jayne Johnson

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

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.

C O M P E N S A T I O N S C H E D U L E

FOR COUNTY WELFARE BOARDS

EFFECTIVE July 1, 1974

A N N U A L S A L A R I E S

<u>Rng.No.</u> <u>Inter-</u> <u>val 5%</u>	<u>Incre-</u> <u>ment 5%</u>	<u>Min.</u> <u>Start</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>7th</u>	<u>Max.</u>
A01	221	4413	4634	4855	5076	5297	5518	5739	5960
A02	232	4634	4866	5098	5330	5562	5794	6026	6258
A03	243	4866	5109	5352	5595	5838	6021	6324	6567
A04	255	5109	5364	5619	5874	6129	6384	6639	6894
A05	268	5364	5632	5900	6168	6436	6704	6972	7240
A06	282	5632	5914	6195	6478	6760	7042	7324	7606
A07	296	5914	6210	6506	6802	7098	7394	7690	7986
A08	311	6210	6521	6832	7143	7454	7765	8076	8387
A09	326	6521	6847	7173	7499	7825	8151	8477	8803
A10	342	6847	7189	7531	7873	8215	8557	8899	9241
A11	359	7189	7548	7907	8266	8625	8984	9343	9702
A12	377	7548	7925	8302	8679	9056	9433	9810	10187
A13	396	7925	8321	8717	9113	9509	9905	10301	10697
A14	416	8321	8737	9153	9569	9985	10401	10817	11233
A15	437	8737	9174	9611	10048	10485	10922	11359	11796
A16	459	9174	9633	10092	10551	11010	11469	11928	12387
A17	482	9633	10115	10597	11079	11561	12043	12525	13007
A18	506	10115	10621	11127	11633	12139	12645	13151	13657
A19	531	10621	11152	11663	12214	12745	13276	13807	14338
A20	558	11152	11710	12268	12826	13384	13942	14500	15058
A21	586	11710	12296	12882	13468	14054	14640	15226	15812
A22	615	12296	12911	13526	14141	14756	15371	15986	16601
A23	646	12911	13557	14203	14849	15495	16141	16787	17433

COMPENSATION SCHEDULE

PART I

<u>Rng. No.</u>	<u>Inter- val 5%</u>	<u>Incre- ment 5%</u>	<u>Min. Start</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>7th</u>	<u>Max.</u>
A24	678		13557	14235	14913	15591	16269	16947	17625	18303
A25	712		14235	14947	15659	16371	17083	17795	18507	19219
A26	747		14947	15694	16441	17188	17935	18682	19429	20176
A27	785		15694	16479	17264	18049	18834	19619	20404	21189
A28	824		16479	17303	18127	18951	19775	20599	21423	22247
A29	865		17303	18168	19033	19898	20763	21628	22493	23359
A30	908		18168	19076	19984	20892	21800	22708	23616	24524
A31	954		19076	20030	20984	21938	22892	23846	24800	25754
A32	1002		20030	21032	22034	23036	24038	25040	26042	27044
A33	1052		21032	22084	23136	24188	25240	26292	27344	28396
A34	1104		22084	23198	24292	25396	26500	27604	28708	29812
A35	1159		23188	24347	25506	26665	27824	28983	30142	31301
A36	1217		24347	25564	26781	27998	29215	30432	31649	32866