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ESSIX

AGREEMENT

BETWEEN

Irvington General Hospital

AND THE

IRVINGTON GENERAL HOSPITAL

EMPLOYEES' ASSOCIATION

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ARTICLE I (1) PREAMBLE

- 1. Agreement made and entered into this 18th day of December, 1981 by and between Irvington General Hospital, 832 Chancellor Avenue, Irvington, N.J. 07111 (hereinafter "EMPLOYER") and Irvington General Hospital Employee's Association, 832 Chancellor Avenue, Irvington, N.J. 07111 (herein after "ASSOCIATION").
- 2. Wheras, the Irvington General Hospital has an obligation pursuant to Chapter 123, Public Laws of 1974 to negotiate with the ASSOCIATION as the representatives of employees hereinafter designated with respect to the terms and conditions of employment; and

Whereas, the parties, through negotiations in good faith, have reached certain agreements which they desire to set forth in this collective negotiation agreement;

Now, therfore, in consideration of the following mutual covenants and other good and valuable consideration, the EMPLOYER and the ASSOCIATION agree:

ARTICLE II (2) RECOGNITION

- 1. The EMPLOYER recognizes the ASSOCIATION as the sole and exclusive collective bargaining representative of all full and part-time employees employed an average of twenty (20) hours per week or more, exculsive of Administration, Administrative Staff, Confidential Employees, Department Heads, Supervisory Staff, Registered Nurses, Graduate Nurses, Licensed Practical Nurses, and per diem employees.
- 2. Wheneve the word EMPLOYEE is used in this Agreement, it shall be deemed to mean the employees in the bargaining unit.
- 3. Upon the signing of this Agreement, the EMPLOYER shall furnish the ASSOCIATION with a copy of a list of their employees covered by this Agreement. This list of employees in the bargaining unit is to contain the following information: employee's name in order of seniority, date of hire and rate of pay. The EMPLOYER shall supplement this list at six (6) month intervals to keep it up to date as far as practicable.

At the time a new bargaining unit employee, as defined in this Agreement, is hired, the EMPLOYER shall deliver to said bargaining unit employee, with a copy th the Association representative, a written notice the the employy recongnizes and is in contractual relations with the Association.

4. Part-time employees working an average of twenty (20) hours per week or more shall be included with the bargaining unit and shall receive all benefits including but not limited to fringe benefits on a pro-rated basis.

Part-time employees shall be designated as more or less than twenty (20) hours per week employees upon hiring.

Twice annually, in July and December, the EMPLOYER shall average the hours of part-time employees working less than twenty (20) hours per week. If the average equals or exceeds twenty (20) hours per week, then the employee shall receive fringe benefits on a pro-rated basis.

The ASSOCIATION shall be informed of the data contained in the part-time calculations referred to in this section.

- 5. The EMPLOYER shall notify the ASSOCIATION with five (5) working days of any new bargaining employees hired and said notification shall include the following information: employee's name, date of hie, job classofocation, and rate of pay.
- 6. It is agreed that per diem employees shall not be employed more than ninety (90) consecutive calendar days in any individual position unless in an emergency, in which case the ASSOCIATION shall be notified that an emergency exists.

ARTICLE III (3) SEPARABILITY

1. It is understood and agreed by the parties that if any of the provisions of this Agreement or the application thereof shall be held invalid as a matter of law, the remainder of this Agreement or the application shall not be affected thereby.

ARTICLE IV (4) NO DISCRIMINATION

1. Neither the EMPLOYER nor the ASSOCIATION shall discriminate against or in favor of any employee on account of race, color, creed, national origin, political belief, sex, age, handicap, or Association membership.

ARTICLE V (5) NEGOTIATION PROCEDURE

- 1. This Agreement incorporates the entire understanding of the parties on all issues which were, or could have been, the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- 2. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974 in good faith effort to reach an Agreement on all matters concerning the terms and conditions of employement. Such negotiations shall not begin later than October 1st of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all members of the negotiating unit as set forth in ARTICLE I herein, and shall be reduced to writing, be signed by the EMPLOYER and the ASSOCIATION and be adopted by the Hospital.

- 3. Time for negotiations will be mutually agreed upon by the ASSOCIATION and the EMPLOYER. Up to seven (7) members of the ASSOCIATION Negotiation Committee shall receive their customary rate of pay for the time spent at the negotiations, provided such negotiations take place during the employee's regularly scheduled shift.
- 4. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing only, excuted by both parties.

ARTICLE VI (6) MANAGEMENT RIGHTS

- 1. This Agreement shall not affect, limit or restrict the rights, power, or authority of the Irvington General Hospital to direct its work force, the performance of services in the Hospital, or the assignment of work, or its other rights as employer, including but not limited to, the right to hire, fire, suspend, transfer, classify or assign employee for economic, administrative or other reasons.
- 2. This Agreement shall not restrict, limit, derogate from or affect the rights, power or authority of the Irvington General Hospital (or the governing Board thereof), under the law to determine, establish, administer and carry out policies, practices and procedures or adopt rules, regulations and orders in relation to the Hospital or in the discharge of their functions under the law; it is understood that should proper discharge by the Hospital (or governing Board thereof) of their responsibility under the law to operate the Irvington General Hospital according to the best interest of the public health require, in their discretion, the adoption and execution of particular policies, practices and procedures; the same may be adopted and carried out.
- 3. It is understood that this Agreement, in its execution, its interpretation, and its effect, shall generally be subject to the provisions and requirements of the law as it may from time to time exist. Any provisions of this Agreement which may at any time be in conflict with any governing, federal, state or local law shall be, and herein is, deemed modified, amended and/or waived to conform with such law.

ARTICLE VII (7) ALTERATION OF AGREEMENT

1. No Agreement or amendment shall be binding on any of the parties hereto, unless such Agreement is made and executed in writing between the parties.

ARTICLE VIII (8) COMPLIANCE WITH RULES, REGULATIONS AND ORDERS OF THE HOSPITAL

1. There shall be full and faithful compliance by employees with all rules, regulations and orders of the Hospital and there shall not be caused, encouraged, or participated in any stoppage or interruption of work in the Hospital, during the term of this Agreement.

ARTICLE IX (9) EMBODIMENT OF AGREEMENT

1. This document constitutes the sole and complete Agreement between the parties, and embodies all the terms and conditions governing the employment of employees in the unit. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject which is (or may be) subject to collective bargaining. Any prior commitment or agreement between the EMPLOYER and the ASSOCIATION or any individual employee covered by this Agreement is hereby superseded.

ARTICLE X (10) HOURS OF WORK

- 1. The full time employee's regular work period shall be designated by the Hospital and shall be a consecutive period of fourteen (14) calendar days. Straight time hourly rates shall apply up to a maximum of eighty (80) hours bi-weekly pay period, eight (8) hours per day. All work in excess of eight (8) hours per day or eighty (80) hours per bi-weekly pay period shall be paid for at the rate of one and one-half $(1\frac{1}{2})$ times the basis straight time hourly rate.
- 2. Each full time employee shall receive four (4) days off each bi-weeklt pay period; provided that the days off may be split or rotated according to the Hospital's personnel needs and/or the employee's requests without penalty.
- 3. The immediate supervisor shall assign a one-half $(\frac{1}{2})$ hour paid lunch period for each employee under their jurisdiction. The paid lunch period constitutes working time and is part of, not in addition to, the regular eight (8) hour day.
- 4. The immediate supervisor of each department shall keep accurate and current records of attendance and absence of all employees under their supervision. He or she shall complete and submit the reports to the Coordinator of Employee Relations of the Hospital on the approved form.
- 5. *Shift Differential The EMPLOYER shall pay a shift differential as listed below. Said differential shall apply only to those employees whose normal tour of duty begins on or after 3:00 PM but before 5:00AM. Part-time employees in the listed classification shall receive a pro-rated shift differential.

Job Classification	Shift Differential Per Year
(a)Admitting Clerks	\$600.00
(b)Clerk Typists	\$600.00
(c)Computer Operators	\$600.00
(d)Hospital Attendants	\$600.00
(e)Inhalation Therapy, Medical	
Technicians, X-Ray Technicians	,\$900.00
EKG - EEG Technicians	
(f)Receptionists	\$600.00
(g)Security Guards	\$700.00
(h)Stationary Fireman	\$800.00
(i)Swichboard Operators	\$600.00
(j)Ward Clerks	\$600.00

* See STIPULATION III (3)

6. Call Time

- A. Call time for departments with on call status will be paid at the rate of fifteen (15) dollars per period of coverage plus time and one-half $(1\frac{1}{2})$ of the basic straight time hourly rate for hours actually worked.
- B. Hospital Attendants receiving Emergency Medical Technician (EMT) Certification will receive an additional three hundred eighteen (\$318.00) dollars per year as long as certification is maintained current.

ARTICLE XI (11) OVERTIME

- 1. Overtime will be recompensed at time and one-half $(1\frac{1}{2})$ in pay or compensatory time, in accordance with the Fair Labor Standards Act for non-exempt personnel. (the Full time employee's regular work period is determined by the Hospital.) It consits of a consecutive period of fourteen (14) calendar days. Straight time hourly rates apply up to a maximum of eighty (80) hours per bi-weekly pay period and/or eight (8) hours a day. Time worked in excess of eight (8) hours per day and/or eighty (80) hours per pay period is paid at the rate of one and one-half $(1\frac{1}{2})$ times the basic straight time hourly rate.
- 2. Holidays and vacation time will be included when computing overtime rates of pay. Sick time will not be included in this calculation, if such sick time is deemed inappropriate or abusive throught procedures established in the contract and/or New Jersey Civil Service Rules and Regulations.
- 3. Overtime hours worked will not be considered in the calculation of compensation, holiday, vacation, personal and sick time benefits.
- 4. The Hospital agrees that be fore overtime is assigned out of the Department, the employees assigned to that Department will be given first preference.

ARTICLE XII (12) SALARY AND WAGES

SEE ATTACHED PROGRESSION GUIDES #1 and #2.

ALSO STIPULATION IV (4). <u>IMPLEMENTATION OF THE EMPLOYEES' ASSOCIATION</u>

AUTOMATIC PROGRESSION SALARY GUIDES

ARTICLE XIII (13) LONGEVITY

SEE STIPULATION II (2).

ARTICLE IV (14) MERIT BONUS

1. The Hospital agrees to implement a one time merit bonus program for employees covered under the terms of this Agreement. It is specifically understood and agreed that (1) the Hospital has the sole discretion in determining who shall receive the bonus as well as the amount, (2) the bonus will not be made a part of salary, (3) the program will not be considered an existing benefit or be deemed a past practice, and (4) the implementation of this program and the application of same shall not be grievable under the grievance procedure contained herein.

ARTICLE XV (15) WORKING IN A HIGHER CAPACITY

1. Any employee covered under the terms of this Agreement who assumes the temporary responsibility of a higher classification herein, for greater than ninety (90) days in a one (1) year period (not necessarily consecutive) will receive a higher salary to be negotiated between Management, the President of the Association, and the Employee. Said salary will take effect on the ninety-first (91st) day until the conclusion of the temporary service in the higher classification. At the conclusion of the temporary service, the employee will return to the salary rate appropriate for the original job classification.

ARTICLE XVI (16) SENIORITY

- 1. Seniority, for purposes of this contract, shall be defined as the length of an employee's continuous unbroken service with the EMPLOYER.
- 2. Service will be considered broken, for the purposes of this Article, if any employee is discharged for cause.
- 3. Employees shall accrue seniority following the completion of the probationary periond but retroactive to the first day of employment.
- 4. Layoff shall be according to Civil Service Rules and Regulations. Layoff and recall shall occur in inverse order.
- 5. Seniority shall continue to accrue while an employee is on leave with pay. Seniority shall not accure while an employee is on any leave without pay, except military leave (in accordance with Civil Service Rules and Regulations).

ARTICLE XVII (17) EMPLOYEE STATUS

- 1. Employees covered by this Agreement will be classified as either:
 - A. Full-time employees; or
 - B. Part-time employees
- 2. Full-time employees shall be defined as those who have completed the Civil Service required probationary period and who regularly work forty (40) hours inclusive of two and one-half $(2\frac{1}{2})$ hours paid lunch per weekly pay period.
- 3. Part-time employees should be defined as set forth in Article II (2), Section 4.
- 4. Those employees who do not meet the requirement set forth in Sections 2 and 3 above should be deemed to be "per diem" employees as defined in Article II (2), Section 6, and excluded for the initial ninety (90) consecutive calendar days from the bargaining unit.
- 5. The Personnel Office will post, within twenty-four (24) hours of receipt, Civil Service job opportunity bulletin notices which will remain posted until the final date of application.

ARTICLE XVIII (18) PROBATIONARY PERIOD

- 1. All employees hired after the date of this Agreement shall be probationary for a period of ninety (90) days from the date of commencement of work. During the period of probation, an employee shall have all rights under this Agreement.
- 2. Upon successful completion of the probationary period, an employee shall have seniority as defined in Article XVI (16) herein retroactive to the commencement of work.
- 3. The Hospital shall furnish a new employee an application for Civil Service Examination upon hire. It is specifically understood and agreed that the employee assumes total responsibility for the proper and timely submission of the completed application.

ARTICLE XIX (19) DISCIPLINE AND DISCHARGE

- 1. The Hospital may discipline or discharge an employee for just cause, however, an employee terminated during the probationary period for any reason shall not be permitted to grieve or arbitrate such termination, pursuant to this Agreement.
- 2. An employee suspended, fined or demoted more than three (3) times in any one (1) year (one year being from date of first suspension, fine or demotion) or more than five (5) days at any one time, or for a period of more than fifteen (15) days in the aggregate in any one calendar year shall be served with written charges and have the right to appeal to the Civil Service Commission.
- 3. The Hospital shall notify the employee and the President of the Association or designee of the reasons for the discharge, suspension, fine or demotion regardless of the extent or duration of the disciplinary action no more than forty-eight (48) hours following such action.
- 4. If the Association desires to contest the discharge or suspension, it shall give written notice thereof to the Hospital within five (5) working days, but no later than ten (10) working days from the date of the discharge or discipline of the employee. The time limits set forth in this section shall be deemed exclusive of Saturdays, Sundays, and legal holidays.
- 5. Disputes arising under this Article may be submitted directly to Step 3 of the Grievance and Arbitration Article set forth in this Agreement.
- 6. If the discharge, suspension or discipline of an employee results from conduct relating to a patient and the patient does not appear at the arbitration, the arbitrator shall not consider the failure of the patient to appear as prejudicial.
- 7. The term "patient" for the purpose of this Agreement shall include those seeking admission and those seeking care or treatment in clinics or emergency rooms, as well as those already admitted.
- 8. An employee may have an Association representative present at an investigatory interview.

ARTICLE XX (20) BREAK AND LUNCH PERIOD

- 1. All full-time or part-time employees shall be entitled to one (1) ten (10) minute break per eight (8) hour shift.
- 2. All full-time or part-time employees working an eight (8) hour shift shall be entitled to one-half $(\frac{1}{2})$ hour paid lunch within the eight (8) hour shift.
- 3. A part-time employee scheduled to work a minimum of four (4) hours shall be entitled to one (1) ten (10) minute break during the four (4) hours. In addition, a part-time employee scheduled to work a minimum of six (6) hours shall be entitled to a paid one-half $(\frac{1}{2})$ hour lunch during the six (6) hours.

ARTICLE XXI (21) PHYSICAL EXAMINATION

- 1. The EMPLOYER shall provide a pre-employment and annual physical examination, for total state conformance, the following:
 - A. CBC
 - B. Urine Analysis
 - C. VDRL
 - D. Rubella Screening
 - E. PPD skin test or chest x-ray if skin test is not medically indicated
 - F. ACA 12
 - G. Routine examination of heart, lungs, abdomen, breasts and extremities
 - H. Height, weight, and blood pressure
 - I. Health history
- 2. The pre-employment physical must be completed at the Hospital's employee health clinic and will be provided at no cost to the employee. The Hospital reserves the right, in its sole discretion, not to continue employment for any medical deficiencies uncovered as a result of the pre-employment examination.
- 3. The employee may have the annual physical examination completed by a private physician at no cost or expense to the Hospital. The employee assumes total responsibility for submission of the physician's written results of all inclusive tests within twenty-one (21) calendar days of the completion of the physical.
- 4. For purposes of infection control, the Hospital may require other tests to be administered at no cost to the employee.
- 5. Nothing in this Article shall obligate the Hospital to provide primary medical care.

ARTICLE XXII (22) JOB POSTING

- 1. All promotions and vacancies in positions subject to this Agreement shall be posted on the approved Association bulletin boards for a period of five (5) consecutive work days.
- 2. Upon filling of the vacancy, the name and title of the person appointed shall be posted on the approved Association bulletin board.

- 3. If no one bids for the position or no one meets the minimum qualifications announced for the position the EMPLOYER shall have the right to fill the position as it sees fit.
- 4. The posting announcement shall include the job title, salary range, Civivl Service job description, shift assignment and required qualifications.
- 5. Current employees will be given preference of non-employees where legally permitted in filling the position.
- 6. Where more than one person is under consideration for a position, Civil Service job classification seniority shall be a factor in the EMPLOYER's determination unless there is a difference in the candidate's ability to perform the duties of the job.
- 7. The provisions of this Article shall not apply to any opening governed by Civil Service regulation.

ARTICLE XXIII (23) LEAVE OF ABSENCE

1. General:

A. Eligibility for leave of absence for emergency or unusual circumstances will be determined in accordance with Civil Service Rules Title 4, New Jersey Administrative Code, Department of Civil Service and will not be given in excess of ninety (90) days per leave period.

2. Personal:

- A. Eligibility as determined in Section 1 / A above.
- B. Vacation and holiday accruals must be exhausted before a leave of absence without pay is granted.

3. Maternity:

A. Both parties agree that maternity leave will be granted to conform with New Jersey State law.

4. Illness:

- A. Eligibility as determined in Section 1 / A above.
- B. All sick leave accruals must be exhausted before a leave of absence without pay due to illness is granted. In addition, after sixty (60) days of leave, all vacation and holiday accruals must be exhausted before any further leave time is granted.

5. Health Insurance While on Leave of Absence:

A. It is the employee's responsibility to reimburse the Hospital, on a monthly basis due on the first of the month, for health insurance coverage while on a leave of absence status. Failure to submit reimbursement within ten (10) days of the due date will result in immediate termination of coverage. If the EMPLOYER has made payment, the employee shall have said payment deducted from the pay, upon return to work.

ARTICLE XXIV (24) ___ HEALTH_INSURANCE PROTECTION

1. The Hospital agrees to pay one hundred per cent (100%) of the premium cost of Blue Cross, Blue Shield, Rider J and Major Medical (Series 1420)* insurance coverage for all employees covered by this Agreement and their immediate families (spouse and children). If the employee elects to join the Crossroads Medical Plan, a premium equal to the amount paid by the Hospital for the Blue Cross/Blue Shield Plan will be applied for the employee's participation in that program, but it should be understood that the employee will be responsible for any variance in premiun costs. Said coverage shall not become effective until after three (3) months of continuous employment and will be available only to those employees who work a minimum of forty (40) hours per pay period. All employees who wish to avail themselves of the aforesaid insurance coverage must make application for said coverage to the Hospital at the time of their employment, for themselves and for eligible members of their family who wish to be covered by said insurance. It is specifically agreed by and between the parties hereto, that where the employee and their family are already covered by the same type of insurance coverage, that they will not make an application to be covered under the Hospital's insurance coverage. It is further agreed that the employee holds sole responsibility for the propercompletion of enrollment forms.

* SEE STIPULATION I (1)

2. <u>Prescription Plan</u> - Employees may have prescriptions filled for themselves in the Hospital pharmacy at a discount of five per-cent (5%) below manufacturer's cost. A minmum charge of \$1.50 will apply to all prescriptions. The Hospital may, at some future date, charge the employees thru a payroll deduction.

ARTICLE XXV (25) DISABILITY

1. The Hospital agrees that effective January 1st,1982, employees covered under the terms and conditions of this Agreement shall be enrolled in the New Jersey State Disability Plan on an equally shared basis.

ARTICLE XXVI (26) INJURIES ON THE JOB

- 1. In the case of accident or injury while on duty, employees are to report to their supervisors and immediately report to the Emergency Room for treatment. This must be done no matter how minor the injury. The supervisor will prepare an Incident Report which must reach the Personnel Office within twenty-four (24) hours of the accident or injury. If the Personnel Office is closed, the Incident Report should be given to the Nursing Supervisor.
- 2. All absences caused by such on the job injury must be reported. The employee shall advise the Hospital of any and all amounts of Worker's Compensation awards made for temporary disability. The Hospital reserves the right to have the employee examined at intervals designed by the Hospital or its insurors, by a physician or physicians appointed by the Hospital or its insurors and may include but not be limited to, all x-ray examinations, laboratory, physical functions and examinations and tests as the Hospital may deem necessary to determine the capability and/or the ability of the employee to meet the mental and physical requirements of the job classification requirements.

3. Subject to the reservation by the Hospital of its legal rights, it is provided that whenever an employee is absent from the job as a result of a personal injury caused by an accident arising out of and in the course of this work, the Hospital shall pay to the employee the full salary for the period of absence reduced by the amount of Worker's Compensation benefits received for each day of absence. Salary paid during the waiting period shall not be charged to accrued sick leave.

ARTICLE XXVII (27) REDUCTION OF EMPLOYEES

1. The Hospital may reduce the number of employees subject to the Civil Service Rules, New Jersey Administrative Code, Subchapter 16.

ARTICLE XXVIII (28) RETIREMENT BEFEFIT

1. Employees having completed fifteen (15) years of continuous employment shall, upon retirement, receive two (2) days pay, at current shift rate, for each year of service at the Hospital.

ARTICLE XXIX (29) ___ MALPRACTICE ACTIONS

1. All full-time and part-time employees who are subpoenaed to appear before any federal, state or municipal tribunal or requested by the Hospital to appear in any action to which the Hospital is party or which involves their employment at the Hospital, but not when the appearance is on behalf of any prospective, present or former employee who is an adversary party to the Hospital, shall be paid at the regular rate of pay for time spent. Each employee who receives a subpoena or request shall immediately report same to their supervisor who shall make the necessary arrangements for time off.

ARTICLE XXX (30) CIVIL SERVICE EXAMINATIONS

1. Employees who are scheduled to take open competitive examination for titles within this bargaining unit, or promotional examinations administered by the Civil Service Department of the State of New Jersey for position in Civil Service, shall be granted time off with pay to take such examinations if they are scheduled during the work shift of the employee. Such privileges may not be abused.

ARTICLE XXXI (31) MILITARY LEAVE

1. Employees shall be entitled to military leave in accordance with applicable law and Civil Service Rules and Regulations.

ARTICLE XXXII (32) JURY DUTY

- 1. Each employee covered under the terms of this Agreement in full pay status actively at work performing assigned duties who loses time from the job because of jury duty certified by the Clerk of the Court, shall be paid by the Hospital the difference between the regular daily rate of pay and monies received from the Court, subject to the following conditions:
- A. When jury service is completed prior to three (3) hours before termination of the employee's schedule shift, the employee is required

to telephone the immediate non-bargaining unit supervisor, and report to work if requested.

- B. The employee must submit the summons to report for jury duty to the supervisor on the next working day following the receipt of a summons for jury service.
- C. Adequate proof of time served on a jury and the amount received for such service shall be submitted to the Hospital within seven (7) calendar days of completion of jury duty or the employee shall forfeit the Hospital's share of compensation.
- 2. The provisions of this Article do not apply when an employee voluntarily seeks jury duty service or fails to exhaust available legal means of obtaining exemption from such service.

ARTICLE XXXIII (33) ABSENCE DUE TO DEATH IN IMMEDIATE FAMILY

- 1. Employees, after ninety (90) days of continuous employment shall have earned leave as follows:
- A. In case of death of a member of the employee's family, limited to spouse, child, mother, father, sister, brother or grandparent, the employee may have three (3) calendar days off with pay.
- B. In case of death of a member of the immediate family of the employee's spouse, limited to father, mother, sister, brother, or grand-parent, the employee may have three (3) calendar days off with pay.
- 2. Time off must be taken in consecutive days and within the time immediately before or after the day of interment.
- 3. A written statement indicating the name, date of death, and relationship to the deceased must be submitted to the Personnel Office within five (5) working days of the date of first day of leave.

ARTICLE XXXIV (34) PERSONAL DAYS

1. Upon completion of one (1) full year of continuous employment, an employee will be entitled to personal days as follows:

1 thru 5 years one (1) personal day two (2) personal days 16 years or more three (3) personal days

- 2. Personal days shall be calculated by anniversary date.
- 3. Personal days shall be scheduled at least ten (10) days in advance with approval of the supervisor, except in the case of personal emergency, when a personal day may be granted that same day.
 - 4. Personal days shall not accumulate from years to year.
 - 5. Personal days may be utilized to extent a vacation or holiday time.
 - 6. The number of personal days shall be pro-rated for part-time employees.

ARTICLE XXXV (35) HOLIDAYS

- 1. Full-time employees shall be entitled to the following paid holidays, thirteen (13), within each contract year:
- A. <u>Designated</u> New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.
- B. <u>Elective</u> (any five (5) of the following) Martin Luther King Day, Lincoln's Birthday, Crispus Attuchs Day, St. Patrick's Day, Good Friday, Passover, Rosh Hashanah, Yom Kippur, Columbus Day, Election Day, Puerto Rico Discovery Day, or Employee's Birthday.
- 2. If a holiday fall on an employee's scheduled day off, the employee shall receive an additional day off at regular compensation rate within thirty (30) days of the holiday or one day's pay, determined by mutual agreement providing the schedule permits. In the event the parties are unable to mutually agree upon the scheduling of the compensatory day within the first (1st) thirty (30) days, then the Hospital may, in its discretion, either pay one day's pay to the employee or unilaterally schedule a compensatory day off during the second (2nd) thirty (30) day period following the holiday.
- 3. To be elibible for holiday pay, an employee must work the day before and the day after the holiday, if scheduled. If an employee calls in sick either the day before and/or the day after the holiday and it is determined the employee abused the sick leave in accordance with Civil Service standards, the employee shall forfeit the work day for which sick leave was sought to be used and the holiday. If an employee was legitimately sick either the day before and/or the day after the holiday, the employee shall be paid for such holiday in accordance with Section 2 herein.
- 4. If a holiday occurs during a period when an employee is on paid and verified sick leave (for a period longer than the two (2) days referred to in Section 3 herein) the employee shall be charged sick leave for that day and may schedule a compensatory day off at any time prior to the end of the calendar year or ninety (90) days following the employee's return to duty, whichever is later.
- 5. If an employee is scheduled to work on a disignated holiday and calls in sick and it is determined that the employee abused such sick leave in accordance with Civil Service standards, the employee shall forfeit the holiday for which sick leave was sought to be used and the holiday.
- 6. If a designated holiday falls on a day when an employee is scheduled to work, the employee will be paid time and one-half $(1\frac{1}{2})$ the regular rate and will receive another day off in accordance with Section 2 herein.
- 7. The Hospital shall not be liable for elective holidays not used by the employee during the year, and elective holidays may not be carried over from one year to the next, unless Hospital staffing conditions did not permit the use of elective accurals and such can be determined.

- 8. The Hospital will make every attempt to approve elective holiday selections by employees. However, since the Hospital does not wish to shut down ancillary or support services completely on elective holidays, it will normally not be possible for all employees in a given department to have the same day off.
- 9. Part-time employees will receive a pro-rated share of holiday benefits.
- 10. Holidays will be celebrated on the calendar days officially recognized as the legal holiday by the State of New Jersey with the exception of New Year's Day, Independence Day and Christmas, which will be celebrated on the actual date.

ARTICLE XXXVI (36) SICK LEAVE

- 1. Sick leave as used is this section is defined to mean absence from a post of duty because of personal disability due to illness or injury or for any other reason authorized by Civil Service regulation.
- 2. After six (6) full months of continuous employment, sick leave is earned and accumulated at the rate of one (1) sick day for each month of employment, retroactive to the employee's date of employment. All employees who have completed one (1) year of service with the Hospital shall earn fifteen (15) days per year sick leave.
- 3. If an employee requires in any calendar year, less than the allowed days for sick leave, all days of leave not utilized that year shall be accumulated to be used for sick leave as needed in subsequent years, provided the employee is still employed. Notification of accumulated sick leave balances will be made to the employee during the month of January.
- 4. In case of sick leave the Hospital may, at its discretion, require proof of illness or injury which shall include a physician's written affidavit attesting to the fact that the said employee's physical or mental ailment was treated and that such ailment is cured or abated or arrested and will not impede the employee's efficiency nor incapacitate said employee in the routine functions of the employee's job classification.
- 5. The Hospital reserves the right at its expense to require a complete physical examination, by a physician or physicians of its own choice of any employee claiming sick leave. This examination may include, but not be limited to, all x-ray, laboratory, physical function and examination tests as the Hospital may deem necessary to determine the capability of the employee to meet the mental and physical requirements of the job classification requirements prior to, or contingent upon, the employee's resumption of work.
- 6. The results of the Hospital's findings will be binding upon all parties involved.
- 7. Seniority and benefits shall continue to accure while an employee is on sick leave with pay. However, an employee who does not have accrued sick leave will not accure seniority and benefits while on a leave of absence due to illness status.

- 8. Calculation of sick leave used for payroll and personnel purposes will be on a hourly basis.
- 9. A "Bonus Day" benefit will be initiated and evaluated for one (1) year wherein after three (3) consecutive months' perfect attendance, one (1) bonus day will accure.

ARTICLE XXXVII (37) VACATION LEAVE

- 1. After six (6) months of continuous employment, employees will be credited with six (6) days vacation leave, or one (1) vacation day for each full month of continuous employment, retroactive to the employee's date of hire.
- 2. Vacation benefits, after one (1) full year of continuous employment and each year thereafter, shall be as listed:

1 thru 5 years	12	working	days
6 thru 10 years	15	working	days
11 thru 15 years	18	working	days
16 true 20 years	20	working	days
21 years and over	25	working	days

- 3. A pro-rated share of vacation leave may be earned by:
- A. Part-time employees who work a minimum of forty (40) hours per pay period, for an average of 1,040 hours per year.
- B. Full-time employees who have had their continuous employment interrupted by leave of absence.
- 4. Vacation leave may not be accumulated except upon express approval of the Administrator or designee.
- 5. Vacation leave must be authorized by Department Heads and if a check is to be advanced, shall be submitted to the Personnel Department four (4) weeks prior to expected date of departure.
- 6. Vacation preference shall be given to the employee who has seniority in each department, according to the established policies of allocating vacations within that department.
- 7. A written request for all vacation leave must be submitted to the supervisor no later than May first (1st) of each year, otherwise seniority will not prevail.

ARTICLE XXXVIII (38) GRIEVANCE PROCEDURE

1. Definition

- A. A grievance shall be defined as a complaint by an employee, group of employees or the Association and shall be defined as a complaint that there has been a misapplication, misrepresentation or violation of a term or condition of the Agreement.
- B. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the case of the failure or refusal of the Hospital to continue the employement of a probationary employee.

- C. The term "employee" shall mean any employed individual covered in Article II (2), Recognition.
- D. The term "immediate" superior shall mean the first (1st) non-bargaining unit person to whom the aggrieved employee is directly responsible.

2. Procedure:

- A. STEP #1 The grievant or representative shall reduce the matter to writing on an approved Grievance Form with thirty (30) calendar days of the date the employee(s) received notice of the event or occurrence giving rise to the grievance. During this first (1st) thirty (30) day period nothing shall prevent the employee(s) and/or representative from discussing the matter informally with the employee's immediate supervisor. The Grievance form shall be submitted to the appropriate immediate supervisor who shall have ten (10) working days within which to respond in writing.
- B. STEP #2 In the event the grievance is not resolved at Step #1, then within five (5) working days of the response at Step #1, the Shop Steward, and only the Shop Steward, may submit the matter in writing on the approved Grievance Form to the Department Head. The supervisor or disignee shall respond in writing no later than five (5) working days from receipt of the grievance.
- C. STEP #3 In event the grievance is not resolved at Step #2, then within five (5) working days of the response at Step#2, the President of the Employees' Association or disignee, and only the President or disignee, may submit the matter inwriting on the approved Grievance Form to the Hospital Administrator or disignee. The Hospital Administrator or disignee shall respond in writing no later than five (5) working days from receipt of the grievance.
- D. STEP #4 In the event the grievance is not resolved at Step #3, then within five (5) working days of its submission to the Hospital Administrator, the Association and only the Association, may submit the matter in writing on the approved Grievance Form to the Personnel Committee of the Board of Managers. The Board of Managers shall have up to five (5) days to review the matter.
- E. STEP #5 In the event the grievance is not resolved at Step #4, then the Association, and only the Association, may submit the matter to binding arbitration in accordance with the procedures of the New Jersey State Board of Mediation. The written request for arbitration by the Association must be filed with the appropriate agency and a copy served upon the Hospital Administrator no later than fifteen (15) working days from receipt of the response at Step #4.
- 1. No response at any Step within the time allotted shall be deemed to be a denial of the grievance at that Step.
- 2. Association sponsored grievances may be filed at Step #2 within its discretion.
- 3. Written dispositions of all grievances at all Steps shall be forwarded to the Association.

- 4. In the event of arbitration, the costs of the arbitrator's services shall be shared equally by the parties, except that late cancellation fees shall be the sole responsibility of the party requesting the postponement.
- 5. Time limits shall be strictly adhered to and a grievance not raised or processed within the time allotted shall be deemed to be abandoned, unless mutually agreed by the parties in writing.
- 6. All documents, communications or records dealing with a grievance, except disciplinary matters, shall not be filed in any employee's personnel file.
- 7. All meetings and hearing pursuant to this procedure shall not be conducted in public, and shall only be attended by the parties in interest and authorized representatives.
- 8. A grievance must be raised at Step #1 no later than thirty (30) calendar days following its events or occurence, or it shall be deemed waived.
- 9. The costs of a stenographer shall be borne by the party obtaining the record and the appropriate rules of the State Board of Mediation shall apply.
- 10. A grievance which affects a substantial number or clss of employees, and which the Hospital representative designated in Step #1 and #2 lacks authority to settle, may be initially presented in Step #3 by the Association representative. Any such grievance shall be presented in writing and shall name or identify all affected employees, specifically enough for the Hospital to know who is affected.
- 11. The arbitrator's decision shall be in writting and shall set forth the findings of fact, reasoning and conclusions on the issues submitted, and shall be binding on both parties.
- 12. The arbitrator shall be without power or authority to make any decision which adds to, or deletes from this Agreement, or which requires the commission of an act prohibited by law, or which is violative of the terms of this Agreement.

ARTICLE XXXIX (39) ASSOCIATION STEWARDS

- 1. The Association shall designate one (1) steward per work shift. In the event of the absence of the regular steward, an alternate may be named.
- 2. Association stewards shall be released from duty with pay to attend investigatory interviews, grievance presentation meetings pursuant to the grievance procedure herein and other meetings mutually scheduled by the Hospital and the Association.
- 3. The Association shall notify the Employer, in writing, the names of each Steward and/or Alternate Steward duly designated per shift.

ARTICLE XL (40) DUES DEDUCTION

- 1. The Hospital shall deduct dues from the salary of any employee presenting an approved written duplicate authorization form.
- 2. Dues shall be deducted bi-weekly at the rate established by the Association.
- 3. The Association shall provide notice to the Hospital at least thirty (30) days in advance of any changes in the dues structure.
 - 4. The Hospital shall be relieved of making such deductions upon:
 - A. Termination of employment.
 - B. Transfer to a job other than one covered by the bargaining unit.
 - C. Layoff from work.
 - D. An agreed leave of absence.
- E. Revocation of the checkoff authorization in accordance with its terms or applicable law.

Notwithstanding the above, upon return of an employee to work from any of the foregoing enumerated absences, the Hospital shall immediately resume the obligation and made the said deductions, except that the deductions for terminated employees shall be governed by the first (1st) paragraph of this Article.

- 5. The Hospital shall not be obligated to make dues deductions of any kind from any employee in the bargaining unit who, during any dues month involved, shall have failed to receive sufficient wages to equal the dues deductions.
- 6. By the tenth (10th) business day of each month, the Hospital shall remit to the Association all deductions for dues made from the salary of employees for the preceding month, togather with a list of all employees from whom dues have been deducted and the names of terminated employees in the bargaining unit togather with their date of termination and names of employees in the bargaining unit on leaves of absence.
- 7. The Hospital agrees to implement an agency shop in accordance with Chapter 477 of the Laws of 1979, with a representation fee for non-members equivalent up to eighty-five per cent (85%) of the regular membership dues fee and assessment.
- 8. Each newly hired employee shall, ninety (90) days after date of hire, either becomes a member of the Irvington General Hospital Employees' Association or pays a monthly service charge of up to eighty-five per cent (85%) of the Association dues.
- 9. It is specifically agreed that the Hospital assumes no obligation, financial or otherwise, arising out of the provision of this Article and the Association hereby agrees that it will indemnify and hold the Hospital harmless from any claims, actions, or proceedings by any employee to the bargaining unit arising from deductions made bt the Employer hereunder. Once the funds are remitted to the Associations' disposition thereafter shall be the sole and exclusive obligation and the responsibility of the Association.

ARTICLE XLI (41) BULLETIN BOARD SPACE

- 1. The Hospital shall provide one (1) bulletin board located in the employee's cafeteria and one (1) bulletin board located near the time clock for use by the Association. All notices shall be posted and initialed by the President of the Association or designee and shall relate to the matters listed below:
 - A. Recreational and/or social affairs.
 - B. Appointments.
 - C. Elections.
 - D. Results of elections.
 - E. Meetings.
 - F. Reports of committees.
- G. Any other material authorized bt Administration and the President of the Association or designee.
- 2. No political campaign literature or defamatory material shall be posted. This Article does not prohibit the Hospital from assigning space for bulletin boards at other locations to organizations in which non-bargaining unit employees hold membership.

ARTICLE XLII (42) TUITION REIMBURSEMENT

- 1. Upon successful completion of a course of higher education at an accredited institution of higher learning, a full-time employee shall be reimbursed by the Hospital for one-half $(\frac{1}{2})$ of the cost of tuition, subject to the provisions of this Article. Part-time employees shall be reimbursed at the rate of one-quarter $(\frac{1}{4})$ of the tuition.
- 2. An employee must have worked at lease six (6) months prior to emrollment for the course and be employed for six (6) months following successful completion of the course in order to be eligible for payment.
- 3. Any courses taken at an accredited school or leading to a degree in a job-related program shall be reimbursed under this program. Any other courses unrelated to a degree or elective courses in the degree program shall be subject to the approval of the Hospital Administrator and not subject to the terms and conditions of the grievance procedure.

ARTICLE XLIII (43) PRINTING OF THE CONTRACT

1. It is agreed that the cost of printing the contract will be shared equally by both parties.

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ARTICLE XLIV (44) TERM OF AGREEMENT

1. This Agreement shall be effective on the first (1st) day of January, 1982, and remain in full force and effect for a period of two (2) years and shall expire on the thirty-first (31st) day of December, 1983.

In witness whereof, the parties have caused this Agreement to be executed and have set their hands and seals thereon, executing this Agreement by their duly authorized agents on this second (2nd) day of January, 1982.

FOR IRVINGTON GENERAL HOSPITAL EMPLOYEES ASSOCIATION:

1 - 11

Robert E. Bolles, President

Ellen Przybylowicz

Contract Committee

Leon Howell

Leon Howell, First Vice President

Florence Anderson, Member Contract Committee

Barbara Dellorco, Member

Contract Committee

Scott Flaherty, Member Contract Committee

Contract Committees

serory Walters Member

Lenora Walters, Member Contract Committee FOR IRVINGTON GENERAL HOSPITAL:

incent .

Chairman

Board of Managers

Robert Fitzpatrick

Vice-Chairman

Board of Managars

John M. Alati Treasurer

Board of Managers

Della S. Pollack

Derra D. I.

Secretary

Board of Managers

Louis A. Ditzel, Jr.

Administrator

Irvington General Hospital

STIPULATIONS OF AGREEMENT

STIPULATION I (1) HEALTH INSURANCE

1. The Hospital agrees to continue health benefits as provided in the 1980-1981 Agreement until on or about May 15th, 1982, at which time it is anticipated that the State Plan for municipal employees will convert to the 1420 Series. In the event the State does not convert to the benefits provided under the 1420 Series, or premiums for this program are not adceptable to the Hospital, the Hospital agrees to reopen negotiations with the Association for a plan equal to benefits as provided in 1420 Series under the Blue Cross/Blue Shield coverage.

STIPULATION II (2) LONGEVITY

1. All employees covered under the terms of this Agreement who were employed by the Hospital on December 31th, 1981 and receiving longevity under the terms and conditions of the 1980/1981 Agreement shall, while in the continuous employment of the Hospital, retain their fixed percentage of the longevity with which they were credited on December 31st, 1981, or could have earned by June 30th, 1982.

That percentage of the longevity establishes the employee's fixed longevity rate during the period of employment at the Hospital.

It is understood and agreed that new employees hired on or after January 1st,1982 shall not be entitled to longevity except as defined in the existing salary schedule incorporated in this Agreement.

STIPULATION III (3) SHIFT DIFFERENTIAL

1. It is agreed that prior to January 1st, 1983, the Association will submit a formula for adjusting shift differential. Said formula shall be in addition to the current shift differential outlined in this Agreement; however, it shall not exceed the amount of an additional five thousand dollars (\$5000.00) for all eligible employees.

The Hospital reserves the sole right to modify or change the formula as submitted to comply with proper administrative procedures. Once there is agreement on the additional differential, it shall be applied effective January 1st, 1983.

STIPULATION IV (4) IMPLEMENTATION OF THE EMPLOYEES" ASSOCIATION AUTOMATIC PROGRESSION SALARY GUIDES

1. New employees, hired on or after January 1st,1982, shall be placed on the first step of the guide in their classification unless they are granted credited experience for which they will be placed on the appropriate step of the guides included in this Agreement. Current employees, who had been hired on or after October 1st,1981 shall be placed in their respective classifications on the first (1st) step of the guide. Credited experience would be as above. All current employees, employed prior to October 1st,1981 shall be placed in their appropriate classification on the step of the Progression Guide #1 that reflects a guaranteed increase of no less the seven percent (7%) of their 1981 base rate. It is specifically understood and agreed between both parties that an employee's

salary shall be termed "red circled" when the guaranteed percentage increase under the terms and conditions of this Agreement (7% the first year) projects the salary beyond the respective maximum classification.

1983

2. On January 1st,1983 active employees, employed prior to October 1st,1982, shall advance, in their appropriate classification, to the next step of the Progression Guide #2. It is specifically understood and agreed between both parties than an employee's salary shall be termed "red circled" when the guaranteed percentage increase under the terms and conditions of this Agreement (8% the second year) projects the salary beyond the respective maxmimum classification.

GENERAL

3. An employee promoted to a higher classification shall move laterally to the next higher rate of classification in the new guide at the time of promotion.

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Progression Guide - # 1

EFFECTIVE JANUARY 1, 1982

NOTE: Hourly Rates are noted below annual salary.

Stock Clerk Stock Clerk Senlor Food Service Morker 4.33 Sentor Receptionist Sr. Telephone Operator	Nospleal Attendant Principal Clerk	Respiratory Therapy Tech. Trainee Clientle "B.1" Nedical Records Clerk 9,000 9 Fharmacy Alde 4.33	Cashler 9,000 Clark Typist Senior Central Supply Aide 4.33 Senior Linen Room Attendant	A.09 Building Service Morker 8.500. Rullding Haintenance Worker 4.09	Food Service Morker	SCHEDULE "A-1" Physical Therapy Alde Receptionist	SCHEDULE "A" Central Supply Alde Dark Room Alde Laboratory Assistant Linen Room Attendant Respiratory Therapy Alde Telephone Operator
9,000 ker 4. 33	9,000	9,000 4,33	9,000 1de 4.33	4.09 8.500. rker 4.09	8,500	8,500	Step 1 8,500. 4,09
9,285 4.46	9,250 9,500 4.45 4.57),214 4.43	9,178 4.41	4.22 8.857 4.26		8,714	Step 2 8.678. 4.17
9,285 9,570 4.46 4.60	9 <u>.500</u> 4.57	9,428 4.53	9 <u>,356</u> 4.50	9,214 9,4,43		8,928	Step 3 8,856 4.26
9,855	9,750 4.69	9,642 4.64	9,534 4.58	4.50 9.571 4.60	9,355	9,142	Step 4 9,034 4,34
1 <u>0,140</u> 4.88	1 <u>0,000</u> 1 <u>0,250</u> 4.81 4.93	9,856 4.74	9,712 4.67	4.63 9.928 4.77	9,640	9,356	Step 5 9,212. 4.43
1 <u>0,140</u> 10,425 4.88 5.01	10,250 4.93	9,856 10,070 4.74 4.84	9,890	4.63 4.77 9.928 10.285 4.77 4.94	9,925	9,570	Step 6 9,390 4.51
10,710 5.15	10,500 5.05	10,284	10,069	4.91 in.642 5,12	10,210	9,784	Step 7 9,568 4.60
1 <u>0,995</u> 5,29	1 <u>0,750</u> 5.17	10,284 10,498 4.94 5.05	10,246		'	9,998	Step 8 9,746 4,69
1 <u>1,280</u> 5.42	1 <u>1,000</u> 5.29	1 <u>0.712</u> 5.15	10,424 5.01	5.18 11.356 5.46	10,780	10,212	Step 9 9,924 4.77
	11,250 5,41	10,926 5,25	10,602 5.10	5.32 11.713 5.63			Step 10 10,102 4.86
	11.500 5.53	5 11,140 5,36	10,780 5.18	5.46 12.070 5.80	11,350	10,640	Step 11 10,280 4.94
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12,420 1 5.97	12,000 5,77	11,568 5.56	11,136 5.35	5.73 12.784 6.15	11,920	11,068 5.32	Step 13 10,636 5.11
2,705 6.11	2,250 5.89	11.782 5.66				11,282 5.42	Step 14 10,814 5.20
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SCHEDULE "D-3" Account Clerk Admitting Clerk Hedical Trans.	\$CIEDULE "D-2" Oper. Room Tech. Bldg.Mtc. Foreperson	Scheoole "b-1" Principal Clerk Typist	SCHEDULD "P" Groundskeeper Senior Ward Clerk Senior Terminal Oper.	\$GIEDULE "C-4" Senior Hosp. Attendant 9,500 Medical Stemographer 4.57 Senior Medical Records Clerk	\$GIEDULB "C-3" Senior Building Serv.Wk. 9,000 Senior Hain, Service Wk. 4,33		\$CHEDULU "C-1" Distician Personnel Clerk Hodical Andit Technician	Scriedwith "C" Ward Clerk Terminal Operator Senior Clerk Typist	
10,500 5.05	1.81 10,000 4.81		10,000 4.81	t 9,500 4.57	Mk. 9,000 Mk. 4.33		9,500 4.5	9,500 4.57	ocep 1
10,500 10,678 10,856 5.05 5.13 5.22	4.93 5.05 10,321 10,642 4.96 5.12	10,000 10,250 10,500	10,214 4.91	9,750 4.69	9,357 4.50		9,714 7 4.67	9,500 9,678 4.57 4.65	scep 2
1 <u>0,856</u> 5.22	4.81 4.93 5.05 10,000 10,321 10,642 4.81 4.96 5.12	10,500	10,000 10,214 10,428 4.81 4.91 5.01	9,750 10,000 4.69 4.81	9,714 4.67		9,928 4.77	9,856 4.74	c dans
11,034 5.31	5.17 10,963 5.27	10,750	10,642 5,12	10,250 4.93	10,071		10,142 4.88	10,034 4.82	Step 4
11,212 5.39	5.29 11,284 5.43	11,000	10,856 5.22	10,500 5.05	10,428 10,785 5.01 5.19		10,356 4.98	10,212 10,390 4.91 5.00	Step 5
11,212 11,390 5.39 5.48	5.41 11,605 5.58	11, 250	10,856 11,070 5.22 5.32	10,750 5.17	10,785 5,19		10,356 10,570 4.98 5.08	1 <u>0,390</u> 5.00	Step 6
11,568 5,56	5.53 11,926 5.73	11,500	11,284 5.43	11,000	11,142		10,784 5.19	10,568 5.08	Step 7
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11,924 5 5.7	5 5.7 12,568 9 6.0	12,000	11,712 5.63	11,500 5.53	11,856 5.70		11,212 5.39	10,924 1 5,25	Step 9
12,102 3 5.8	7 5.8 12;889 4 6.2	12,250	11,926 5.73	5.53 11,750 12,000 12,250 5.53 5.65 5.77 5.89	12,213		11,426 5.49	11,102 5,34	Step 10
12,280 2 5.90	13;210 6.35	12,500	12,140	12,000	12,570	•	11,426 11,640 5.49 5.60	11,102 11,280 11,458 11,636 5,34 5,42 5,51 5,59	Step 11
12,458	6.13 13;531 6.51	12,750	12,354 5.94		12,927		11,854 12,068 5.70 5.80	11,458 5,51	Step 12
12,636 6.08	6.25 13,852 6.66	13,000	12,568 6.04	12,500 1	. 🛏		12,068	11,636 5.59	Step 13
$\frac{11,568}{5.56} \frac{11,746}{5.65} \frac{11,924}{5.73} \frac{12,102}{5.82} \frac{12,280}{5.90} \frac{12,458}{5.99} \frac{12,636}{6.08} \frac{12,814}{6.16} \frac{13,000}{6.25}$	5.53 5.65 5.77 5.89 6.01 6.13 6.25 6.37 6.49 11,926 12,247 12,868 12,889 13,210 13,531 13,852 14,178 14,500 5.73 5.89 6.04 6.20 6.35 6.51 6.66 6.81 6.97	11,500 11,750 12,000 12,250 12,500 12,750 13,000 13,250 13,500	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	12,500 12,750 13,000 6.01 6.13 6.25	12,927 13,284 13,641 14,000 6.22 6.39 6.56 6.73		11,854 12,068 12,282 12,500 5,70 5.80 5.91 6.01	$\frac{10,746}{5.17} \frac{10,924}{5.25} \frac{11,102}{5.34} \frac{11,280}{5.42} \frac{11,458}{5.51} \frac{11,636}{5.59} \frac{11,814}{5.68} \frac{12,000}{5.77}$	Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11 Step 12 Step 13 Step 14 Max.
3,000	6.49 4,500 6.97	3,500	3,000 6.25	3,000 6.25	4,000 6.73		2,500 6.01	2,000	Max.

Step 10 Step 11 Step12 Step13 Step14 Max

STEP 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9

: Stat. Fireman	SCHEDULB "P-3" Med. Soc. Work.	Pr. Acct. Cferk	SCHOOLE "F-2"	SCHEDULE "F- " Palater	Sr. Computer Oper. Sr. EKG/EEG Tech. Sr. Mtc. Repair	SCHEINLE "F"	Respiratory Tech. Sr. Acet. Clerk Sr. Admit. Clerk	SCHEDULE "B-2" EKG/BPG Tech.	Mtc. Repairperson Senior EKG Tech,	Computer Oper	Scilebule "In" Hospital Guard Hed. Record A/C	Senior Pers. Clerk	Coord.Pt.Anc.Svc. BKG Tech. Secretarial Asst. Asst. Food Sv. Supv.	\$CIII.BULE "D-4"
12,700 12,878 6.11 6.19	6.0 <u>1</u>		5.77	12,000 12,214	12,000		11,500 5.53		11,000	5,29	11,000	5.05	10,500	
$\begin{array}{ccc} 700 & 12,878 \\ 6.11 & 6.19 \end{array}$	6,08	12,642	5.87		12,178 5.86		11,714 5.63	•	11,214	5.37	11,178	5.17	10,750	
13,056 6.28	6,15	12,784	5.98		12,356 5,94		11,928 5.74	;	11,428	5.46	11,356	5,29	11,000	
6.36	6.21	12,926	6.08	12,642	12,534 6.03		12,142 5.84		11,642 5,60	5.55	11,534	5,41	11,250	
6.45	6.28		6.18	12,856	$\frac{12,712}{6.11}$		12; 356 5, 94	į	11,856	5.63	11.712	5.53	11;500	
13,590 6.53	6.35	13,210	6.28	13,070	12,890		12,570 6.04		12,070 5.80	5.72	11,890	5.65	11.750	
6.62	6,42	13,352	6,39	13;284	13,068		12,570 12,784 6.04 6.15		12,284	5.80	12,068	5.77	12,000	
13,946 6.71	6.49	13,494	6.49	3,498	13,246		12,998	,	12,498	5.89	12,246	5, 89	12,250	
6.79	6.56	13,636	6.59	13,712	13,424		13,212	į	12,712	5.97	12,424	6.01	12,500	
6.88	6.62		6.70 6.80	13,926	13,602 13,780 6.54 6.63		13,426 13,640 6.46 6.56	. ;	12,926	6.06	12,602	6.13 6.25	12,750 13,000	
6.96	6.69	13,920			-				_	6.14	12,780		13,000	
7.05	6.76		6.90	14,354	13,958		13,854 6,66	. :	13,354	6.23		6.37	13,250	
7.13	6. 83	14,204	7.00	14,568	14,136		14,068 6.76	į	13,568	6.32	13,136	6.49	13,500	
15,014 15,200 7.22 7.31	6.90	14,346	7.11	14,782 15,000	14,314 14,500 6.88 6.97		14,282 14,500 6:87 6:97	;	13,782 14,000	6.40 6.49	13,314 13,500	6.61 6.73	13,750 14,000	
15,200 7.31	6.97	14,500	7. 21	15,000	14,500		14,500 6.97	,	14,000	6. 49	13,500	6.73	14,000	

Asst. Chibf X-Ray tech. SCHEDULE '11-4" Tharmacist	SCIEDULD '41-2" Nuclear Med. Tech. Ultrasound Tech.	Sr. Med. Tech. Sr. K-ray Tech. SCHEDULE "H-1"	Med. Technologist Resp. Ther. Tech. X-ray Tech. SCHEDULE "I"	SCHEDULU "G-2" Prin. Mod.Rec.Clerk Cook Cook SCHEDULE "G-3" Accountent	SCHEDULE "G" Mtc. Repair Fore. Cook 11 SCHEDULE "G-j" Supv. Acct. Cierk
19	15,000 7.21 15,500 7.45	15,000	_ <u>14.00</u> 0 6.73	14.000 6.73	13,000 6.25
16,178 7.78 19,785 9.51	15,250 7.33 15,714 7.56	15,214 7.31	14 .178 6.82	14.142 6.80	13,178 6.34 13,642
1 <u>6</u> 20	1 <u>5,500</u> 7.45 1 <u>5,928</u> 7.66	15,428	1 <u>4.356</u> 6.90	1 <u>4.284</u> 6.87	13,356 6.42 13,784
16,534 7.95 20,355 9.79	15,750 7.57 16,142 7.76	15,642	14.534 6.99	14,426	13,534 6.51 13,926
16,712 8.04 20,640 9.92	16,000 7.69 16,356 7.86	16,855	14,712 7.07	14.568	13,712 6.59 14,068
16,890 8.12 20,925 10.06	16,250 7.81 16,570 7.97	16,070 7.73	14,890 7.16	14,710 7.07	13,890 6.68 14,210
17,068 8.21 21,210 10.20	16,500 7.93 16,784 8.07	16,284 7.83	15,068 7.24	14,852	14,068 6.76 14,352
17,246 8.29 21,495 10.33	16,750 8.05 16,998 8.17	16,498 7.93	1 <u>5,246</u> 7,33	1 <u>4,994</u> 7.21	14,246. 6.85 14,494
17,424 8.38 21,780 3 10.47	17,000 8.17 17,212 8.28	16,712 8.04	1 <u>5,424</u> 7. 4 2	1 <u>5,136</u> 7.28	14,424 6.94 14,636
17,602 8.46 22,065 10.61	17,250 8.29 17,426 8.38	16,926 8.14	15,602 7.50	15,278 7.35	14,602 7.02 14.778
17,780 8.55 22,350 . 10.75		17,140 B.24	1 <u>5,780</u> 7.59	15,420 7.41	14,780 7.11 14,920
17,958 8.63 22,635 10.88	17,750 8.53 17,854 9.58	17,354 B. 34	15,958 7.67	15,562	14,958 7.19 15,062
18,136 8.72 22,920 11.02	18,000 8.65 18,068 9.69	17,568 8.45	16,136 7.76		15,136 7.28 15,204
18,314 8.81 23,205 11.16		- 1	16,314 7.84		15,314 7.36 15,346
18,500 8.89 23,500 11:30	18,500 8.89 18,500 8.89	18,000	1 <u>6,50</u> 0 7.93	16,000 7.69	15,500 7.45 15,500

EFFECTIVE JANUARY 1, 1983

Progression Guide - # 2

NOTE: Hourly Rates are noted below annual salary.

SCHEDULE "A" Central Supply Aide Dark Room Aide Laboratory Assistant Linen Room Attendant Respiratory Therapy Aide Telephone Operator	9.002 4.33	9.180 4.41	Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 9.002 9.180 9.372 9.564 9.757 9.949 10.141 4.33 4.41 4.51 4.60 4.69 4.78 4.88	9,564 4.60	9,757 4.69	9,949 4.78	Step 7 10,141 4.88	Step 8 Step 9 Step 10 Step 11 Step 12 Step 13 Step 14 Max. 10.333 10.526 10.718 10.910 11.102 11.295 11.487 11.679 4.97 5.06 5.15 5.25 5.34 5.43 5.52 5.62	Step 9 0,526 5.06	Step 10 1 <u>0,718</u> 5,15	Step 11 1 <u>0,910</u> 5.25	Step 12 1 <u>11,1021</u> 1 5.34	Step 13 1,295 11 5.43	Step 14 1,487 1 5.52	Hax. 1 <u>.679</u> 5.62
SCHEDULE "A-1" Thysical Therapy Aide	9,002		9,411	9,642	9,873	10,104	10,336		0,798	11,029	11,260	11,491 1	1,722 11	1,953 1	2,185
		4.41	4.53	4.64	4.75	4.86	4.97	5.08 5.19 5.30 5.41 5.53 5.64 5.75 5.86	5.19	5,30	5.41	5.53	5.64	5.75	5.86 5.86
CHEDULE "A-2" Food Service Worker			9,488	9,796	10,103	10,411	9,796 10,103 10,411 10,719		1,335	11,642	11,950	12,258	2,566 13	2,874 1	3,181
	4.33	4.41	4.56	4.71	4.86	5.01	5.15	5.30	5.45	5.60	5.75	5.89	6.04	6.19	6.34
Building Service Worker 9,002 Rullding Haintenance Worker		9,180	9,566_	9,951	10,337	IA, 722	11,108	11,491 1	1,879	12.264	12.650	13.036	3.421 1:	3_807 1	4,192
SCHEDILL "R"		4.41	4.60	4.78	4.97	5.16	5.34	5.53	5.71	5.90	6.08	6.27	6.45	6.64	6.82
	9,542	9,720	9,912	10,104	10,297	10,489	10,681	10,873	1,066	11,258	11,450	11,642	1,835 1	2,027 1	2,219
Clerk Typist Senior Central Supply Aide 4.59 Senior Linen Room Attendant	de 4.59	4.67	4.77	4. 86	4.95	5.04	5.14	5.23	5, 32	5.41	5.51	5.60	5.69	5.78	5.88
Respiratory Therapy Tech. Trainee	h. Iraine	ä													
Medical Records Clerk	9,542	9,542 9,720	9,951	10,182	10,182 10,413 10,644 1	10,644	10,876	11,107 11,338 11,569 11,800 12,031 12,262 12,493 12,725	1,338	11,569	11,800	12,031	12,262 1	2,493 1	2,725
9	4.59	4.67	4.78	4.90	5.01	5.12	5,23	5.34	5.45	5.56	5.67	5.78	5.90	6.01	6.12
CHEDULE "B-2" Hospital Attendant Principal Clerk	9,542 4.59	9,542 9,720 4.59 4.67		10,260	9,990 10,260 10,530 10,800 11,070 4.80 4.93 5.06 5.19 5.32	10,800 5,19	11,070 5.32	11,340 1 5.45	1,610	11,880 5.71	$\frac{11,340}{5.45} \frac{11,610}{5.56} \frac{11,880}{5.71} \frac{12,150}{5.84} \frac{12,420}{5.97} \frac{12,690}{6.10} \frac{12,960}{6.23} \frac{13,230}{6.36}$	12,420 1 5.97	12,690 1: 6.10	2,960 1 6.23	3,230 6.36
Scinerille "B-3" Stock Clerk Senior Food Service Worker 4.59 Senior Receptionist Sr. Telephone Operator		9.720 4.67	10.028 4.82	10.336 4.97	10,643	10.951 5.27	11,259 5,41	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	1,875 5.71	1 <u>2,182</u> 5.86	12,490 6.01	12,798 6.15	13 <u>, 106</u> 1. 6. 30	3,414 1 6.45	3,721 6.60
		•													

SCHEDULE 'b-3" Account Clerk Admitting Clerk Hedical Trans.	SCHEDULB "D-1" Principal Clerk typist SCHEDULE "D-2" Oper. Room Tech. Bldg.Mtc. Foreperson	SCHEDULE "D" Groundskeeper Senior Ward Clerk Senior Terminal Oper.	SCHEDULE "C-4" Senior losp. Attendant Medical Stenographer Senior Medical Records	SCHOOLS "C-3" Senior Building Serv.Wk. Senior Main. Service Wk.	Medical Audit Technician	SCHEOULE "C-1" Dietician	SCHEDULE "C" Ward Clerk Terminal Operator Senior Clerk Typist	
11,162 5.37	10,586 5,09 10,586 5,09	10,586 5.09	10,010 Clerk 4.81	9.635	. 4.85	10,082	10.082 4.85	Step 1 Step 2
11,340 5.45	10,800 5,19 10,800 5,19	10,800	10,260 4.93	9.720 4.67	4.93	10,260	10,260 4.93	Step 2
11,532 5.54	11,070 5.32 11,147 5.36	11,031 5.30	10.530 5.06	10,106 4.86	5.04	10.491	10,452 5.03	Step 3
11,724 5,64	11,340 5.45 11,493 5.53	11,262 5,41	10.800 5.19	10.491 5.04	5.16	10.727	10.644 5.12	Stop 4
11,917 5.73	5.58 11,840 5.69	11,493 5.53	11.070 5.32	10.877 5.23	5.27	10.953	10.837 5.21	Step 5
12,109 5.82	11,880 5.71 12,187 5.86	11,724 5.64	11.340 5.45	11,262 5,41	5.38	11,184	11.029 5.30	Step 6
12,301- 5.91	12,150 5.84 12,533 6.03	11,956	1 <u>1.610</u> 5.58	1 <u>1,648</u> 5.60	5.49	11.184 11.416	11.221 5.40	Step 7
12,493 12,686 12,878 13,070 13,262 13,455 13,647 13,839 6.01 6.10 6.19 6.28 6.38 6.47 6.56 6.65	12,420 12,690 12,960 13,230 13,500 13,770 14,040 14,310 5.97 6.10 6.23 6.36 6.49 6.62 6.75 6.88 12,880 13,227 13;573 13,920 14,267 14,613 14,960 15,307 6.19 6.36 6.53 6.69 6.86 7.03 7.19 7.36	12,187 12,418 12,649 12,880 13,111 13,342 13,573 13,805 5.86 5.97 6.08 6.19 6.30 6.41 6.53 6.64	11,880 12,150 12,420 12,690 12,960 13,230 13,500 13,770 5.71 5.84 5.97 6.10 6.23 6.36 6.49 6.62	12,033 12,419 12,804 13,190 13,576 13,961 14,347 14,732 5.79 5.97 6.16 6.34 6.53 6.71 6.90 7.08	5.60 5.71 5.82 5.93 6.04 6.16 6.27 6.38	11,647 11,878 12,109 12,340 12,571 12,802 13,033 13,265	11.413 11.606 11.798 11.990 12.182 12.375 12.567 12.759 5.49 5.58 5.67 5.76 5.86 5.95 6.04 6.13	Step 8 Step 9 Step 10 Step 11 Step 12 Step 13 Step 14 Max.
12,878 13,070 13,262 13,455 13,647 13,839 6.19 6.28 6.38 6.47 6.56 6.65	12,960 13,230 13,500 13,770 14,040 14,310 6.23 6.36 6.49 6.62 6.75 6.88 13,573 13,920 14,267 14,613 14,960 15,307 6.53 6.69 6.86 7.03 7.19 7.36		12,420 12,690 12,960 13,230 13,500 13,770 5.97 6.10 6.23 6.36 6.49 6.62	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	5.82 5.93 6.04 6.16 6.27 6.38	12,109 12,340 12,571 12,802 13,033 13,265	11,798 11,990 12,182 12,375 12,567 12,759 5.67 5.76 5.86 5.95 6.04 6.13	

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· Stat. Filemen	SCHEDULE 1/2-3" Hed. Soc. Work.	Pr. Acct. Clerk	Scientile "F-2"	Schedule "F-1"	Sr. Mtc. Repair	\$cilebule "F" Sr. Computer Oper. Sr. EKG/EEG Tech.	Sr. Admit. Clerk	Respiratory Tech.	SCHEDULE "B-2" EKG/BEG Tech.	Sentor EKG Tech	SCHEDULE "B-1" Computer Oper.	Schubuln 'lp' llospital Guard Med. Record A/C	Senior Pers. Clerk	SCHEDULE "D-A" Coord.Pt.Anc.Svc. EKG Tech. Secretarial Asst. Asst. Food Sv. Supv.
6.51				12,782	6.15	12,782 12,960	5.87	12,206	5.63	11,702	5.63	11,702	5.33	11,090
6.59		13,500	6.23	12.960	6.23	12,960	5.97	12,420	5.71	11,000	5.71	11,880	5.45	11,340
6.69	6.56	13;653	6.34	13,191	6.32	13,152	6.08	12,651	5.82	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	5.88	12,072	5.58	11,610
6.69 6.78	6.61	13,653 13,807 13,960	6.45		6.42	13,344	6.19	12,882	5.93	7,50	5.90	12,264	5.71	11,880
$\frac{14,293}{6.87}$		13,960	6.56		6.51	13,537	6.30	13;113	6. 04	12,339	5,99	12,457	5.84	12,150
6.96	6.79	14,113	6.687		6.60	13,729	6.42	13,344	6.16	12,504	6.08	12,649	5.97	12,420
7.06	6.86	14,267	6.79	14;116	6.69	13,921	6.53	13,576	6.27	13,030	6.17	12,841	6.10	12;690
7.15	6.93	14,420	6.90	14,347	6.88	14,306	6.64	13,807	6,38	13,207	6.27	13,033	6.23	12,960
7.24	7.01	14,574	_	14,578	6.97	14,498	6,75	14,038	6.49	15		13,226	6.36	13;230
	7.0	14,727	7.1	14,809		14,690		14,269				13,418		13,500
7.33 7.43	7.08 7.15	14,727 14,880	7.12 7.23	15,040	7.06 7.16	14,690 14,882	6.86 6.97	14,500	0 6.71	13,729 13,960	6.45 6.54	13,418 13,610	6.49 6.62	13,500 13,770
7.52	7.23	15,034			7.25	15,075	7.08	14,731	6.82			13,802	6.75	14,040
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	7,30	15,034 15,187 15,340 15,494	7.4	15,271 15,502 15,733 15,965	7.34 7.43	15,075 15,267 15,459 15,66 0	7.19	14,731 14,962 15,193 15,425	6.93 7.05 7.16	14,191 14,422 14,653 14,885	6.73	13,802 13,995 14,187 14,379	6.88 7.01 7.14	14,040 14,310 14,580 14,850
16,023	7.30 7.38 7.45	15,340	7.45 7.56 7.68	15,733	7.43	15,459	7.19 7.30	15,193	3 7.05	14,633	6.73 6.82 6.91	14,187	7.01	14,580
7.80	7.45	15,494	7.68	15,965	7.53	15,660	7.42	15,425	7.16	14,885	6.91	14,379	7.14	14,850

Step 1 Stop 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11 Step 12 Step 13 Step 14 Max

		Pharmecist	Asst. Chief X-Ray Tech.	SCHEOULH "II-3"	Ultrasound Tech.	SCHEDULE "H-2" Nuclear Med. Tech.	Physical Therapist	SCHEOULE "II-1"	Sr. K-ray Tech.	SCHEOULE "H" Sr. Med. Tech.	X-ray Tech.	Accountant Med. Technologist Resp. Ther. Tech.	SCHEDULH "U-3"	Cook 1	SCHEDULE "G-2"	Supr. Acct. Clerk	SCHEDULA "G-1"	SCHEDULB 'G" Mtc: Repair Fore. Cook II
	9.99	20,775	17.102 17,280 8 .22 8.31	7.95	16.526 16.740	7.69	15.986	7.69	_15.986 16.200 16.431	7.20	14,978		7.20	14,978	6.94	14,438	6.66	13,862
	10.13	21.060	17,280 8,31	8.05	16.740	7.79	16.200	7.79	16,200	7.27	15,120 15,312			15,120	7.01	14,580	6.75	14,040
	3 10.2	20.775 21.060 21.368	1 <u>7,472</u> 8.40	8.16	16.971	7.92	16.470	7.90		7.36			7.34	15,273	7.08	14,733	6.84	14,232
	10.27 10.42	21,676	17,664 8.49	8.27	17,202	8,05	16.740	8. 01	16,662	7.45	15,504		7.42	15,427	7.16	14,887	6.94	14,424
	10.57	21,983	17,857 8.59	B. 38	17,433	8.18	17,010	8.12	16,893	7.55	15,697		7.49	15,580	7,23	15,040	7.03	14,617
•	10.72		18,049 8.68	8.49	17,664	8.31	17,280	8.23	17,124	7.64	15,889	.•	7.56	15,733	7.30	15,193	7.12	14,809
	10.87	22,599	18.241	8,60	17:896	8.44	17,550	8.34	17,356	7.73	16,081	: :	7.64	15,887	7.38	15,347	7.21	15,001
	11.01	22,599 22,907	18.241 18.433 8.77 8.86	8.72	18,127	8.57	17,820	8.46	17,587	7. 82	16,273		7.71	16,040	7.45	15,500	7.30	15,193
	1 11,16	23,215	18,626 8.96		18,358	-	18,090		17;818	7.92	16,466			16,194		15,654	_	15,386
	11.3	23,522	18,818	8.94	18,589	8.83	18,360	8.68	18,049	8.01	16,658		7.86	16,347	7.60	15,807	7.49	15,578
	11.31 11.46	23,830	9.14	9.05	18,626	8.96	18,630	8. 79	18,280	8.10			7.93	16,500	7.67			
	11.61	24,138	19,202 9,23	9.16	19,051	9.09	18,900	8:90	18,511	8.19	17,042		8.01	16,654	7.75	16,114	7.67	15,962
	11.75	24,446	19,395 9,33	9.27	19,282	9.22	19,170	9.01	18,742	8.29	17,235		8.08	16,807	7.82	16,267	7.77	16, 155
	11.90	24,754	19,587 9,42	9.38	19,513	9.35	19,440	9,12	18,973	8.38	17-427		8.15	16,960	7.89	16,420	7.86	16,347
	12.05	25,061	1 <u>9, 7</u> 79 9.51	9.49	19,745	9.48	19,710	9.23	19, 205	8.47	17,619		8.23	17,114	7.97	16,574	7.95	16,539

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