

**AGREEMENT**  
**BETWEEN**  
**SOUTH JERSEY TRANSPORTATION AUTHORITY**  
**and**  
**LOCAL 196, CHAPTER 2**  
**INTERNATIONAL FEDERATION OF PROFESSIONAL AND**  
**TECHNICAL ENGINEERS (I.F.P.T.E.), AFL-CIO**  
**PART TIME**  
**TOLL COLLECTORS**  
**And**  
**COMMUNICATION OPERATORS**  
**AUGUST 1, 2007 TO JULY 31, 2011**

**TABLE OF CONTENTS**

ARTICLE I - RECOGNITION ..... 2

ARTICLE II -HOURS OF WORK AND OVERTIME ..... 3

ARTICLE III-INTENT AND PURPOSE AND SHIFT PREMIUM RATE..... 4

ARTICLE IV - PROMOTION TO PERMANENT STATUS ..... 5

ARTICLE V - GRIEVANCE PROCEDURE..... 6

ARTICLE VI- DISCIPLINARY ACTION..... 8

ARTICLE VII - BENEFITS ..... 10

ARTICLE VIII- UNION REPRESENTATION ..... 13

ARTICLE IX - MUTUAL COOPERATION ..... 14

ARTICLE X - AUTHORITY JURISDICTION..... 15

ARTICLE XI - LEGAL APPLICATION ..... 16

ARTICLE XII - LAYOFF-RECALL..... 16

ARTICLE XIII - BREAKS AND LUNCH..... 16

ARTICLE XIV- TERM OF AGREEMENT ..... 16

**ADDENDUM "A"**

Toll Collector Job Description..... 18

Communication Operator Job Description ..... 19

Courier..... 20

Part-time Emergency Service Provider ..... 21

Part-time Parking Cashier..... 22

**ADDENDUM "B"**

Four Year Contract ..... 24

Rates of Pay ..... 24

**ADDENDUM "C"**

PERSONNEL POLICIES, PROCEDURES AND REGULATIONS ..... 25

## AGREEMENT

This Agreement between the South Jersey Transportation AUTHORITY (“the SJTA” “AUTHORITY” or “Employer”) and Local 196, Chapter 2, International Federation of Professional and Technical Engineers (I.F.P.T.E.), AFL/CIO (“Local 196” or “UNION”), on behalf of the UNION and on behalf of the employees of the SJTA represented by the UNION now employed and hereinafter to be employed (“Employees”).shall become effective at 12:01 a.m. on August 1, 2007 and shall continue for a term of four (4) years until 11:59 p.m. July 31, 2011.

- A. The Authority shall provide all present part-time employees and future new hires with a copy of this Agreement.
- B. The Authority shall also provide the Union with 20 additional hard copies of this Agreement and one copy burned on compact disk. The approved printed version shall control in the event of any inconsistency between the printed contract and the contract on CD.

## **ARTICLE I - RECOGNITION**

**SECTION 1.** The Authority recognizes the Union as the Majority Representative, pursuant to Chapter 303, P.L. 1968, of all Part-Time Toll Collector and Communication Operator employees, exclusive of Seasonal or Temporary Employees.

**SECTION 2.** Agency Shop: Effective October 30, 1981, each employee covered by this agreement shall, as a condition of employment, be required to pay a "fair-share" fee equal to eighty-five percent (85%) of the normal dues, initiation fee and assessments of Local #196, Chapter 2, AFL-CIO, unless such employee is a member of the Union. Fees deducted from such employees' salaries shall be transmitted to Local 196, IFPTE, in the same manner as regular dues. The Union agrees to comply with all provisions of N.J.S.A. 34:13A-5.5 which authorizes this agency shop deduction.

**SECTION 3.** If during the term of this Agreement, there shall be any changes in the rate of membership dues, the Union shall furnish the Authority written notice thirty (30) days prior to the effective date of such change.

**SECTION 4.** Management Cooperation - Management will make every effort to discuss matters that impact Union personnel with Union officials before implementation.

## **ARTICLE II - HOURS OF WORK AND OVERTIME**

**SECTION 1.** Recognizing the need for round the clock coverage of Toll Plazas and at Central Dispatch, part-time employees may be used on any shift but not more than two different shifts in any one week except for extraordinary situations. There will also be an equalization of available hours based on seniority, with seniors given the opportunity of forty (40) hours per week. Any part-time employee called in to work shall be given a minimum call in of four (4) hours, regardless of whether the employee works. Consistent refusals to work may lead to discipline and/or removal from service at the discretion of the SJTA.

A. If the SJTA receives notice of "temporary absence" (i.e. any opening where the employee who is absent may return to the position), which the SJTA determines must be filled, the SJTA will fill the position with a qualified part-time employee who will be paid the part-time employee's rate of pay. The part-time employee will be on a maximum four (4) week rotation with other qualified part-time employees based upon seniority.

B. On-Call Toll Collectors will be granted a minimum of six hours of work when called in or scheduled between the dates of May 15 and September 30 of each calendar year

**SECTION 2.** Overtime shall be paid for all hours worked in excess of the maximum eight (8) hour workday or maximum forty (40) hour workweek and on holidays in addition to holiday pay.

A. Part-time Toll Collectors who work less than eight (8) hours shall be given fifteen (15) minutes of "bank-out" time immediately after the end of their scheduled shift, and such time shall be paid at straight time.

B. Part-time Toll Collectors who work eight (8) hours shall be given fifteen (15) minutes of "bank-out" time immediately after the end of their scheduled shift, and such time shall be paid at the rate of time and one half.

**SECTION 3.** No part-time employee shall be offered overtime until such overtime has been offered to the full-time employees and refused (based upon the terms of the full-time employees overtime provisions).

**SECTION 4.** Probationary part-time employees shall become permanent part-time employees after 320 working hours or 90 calendar days after hire, whichever comes later. The Authority may extend the probationary period for any employee for an additional 320 hours or 90 calendar days, whichever is greater, after expiration of the initial probationary period. Upon completion of probation, seniority will be retroactive to date of hire. Seniority shall be defined as an employee's length of employment from date of hire.

**SECTION 5.** Daylight Savings Pay - Employees working during the time time-clocks are reset as the result of daylight savings time, will not suffer any loss of pay due to the time change.

### **ARTICLE III - INTENT AND PURPOSE AND SHIFT PREMIUM RATE**

**SECTION 1.** It is the intent and purpose of the parties hereto in entering this Agreement to maintain and promote harmonious relations and close cooperation between the Authority to be observed by the parties hereto covering terms and conditions of employment.

**SECTION 2.** The provisions of this Agreement shall be applied to employees covered hereby without discrimination based on sex, age, race, color, creed, union activity, national origin, ancestry, marital status, nationality, or because of the liability for service in the Armed Forces of the United States, or typical hereditary cellular or blood trait, or physical or mental impairment (as per law) (subject to suitability to perform in accordance with the essential functions of the job description).

**SECTION 3.** Shift Premium Rate:

(a) For all shift employees, there shall be paid a premium rate of seventy-five cents (\$.75) per hour for scheduled hours worked on the third (3rd) (afternoon) shift series. For scheduled hours worked on the first (1st) (night) shift series, there shall be paid a premium rate of ninety-cents (\$.90) per hour.

(b) Effective August 1, 2008, there shall be paid a premium rate of ninety cents (\$.90) per hour for scheduled hours worked on the third (3rd) (afternoon) shift series. For scheduled hours worked on the first (1st) (night) shift series, there shall be paid a premium rate of one dollar and five cents (\$1.05) per hour.

(c) Effective August 1, 2009, there shall be paid a premium rate of ninety-five cents (\$.95) per hour for scheduled hours worked on the third (3rd) (afternoon) shift series. For scheduled hours worked on the first (1st) (night) shift series, there shall be paid a premium rate of one dollar and ten cents (\$1.10) per hour.

(d) Effective August 1, 2010, there shall be paid a premium rate of one dollar and five cents (\$1.05) per hour for scheduled hours worked on the third (3rd) (afternoon) shift series. For scheduled hours worked on the first (1st) (night) shift series, there shall be paid a premium rate of one dollar and fifteen cents (\$1.15) per hour.

(e) Employees whose shift overlaps into a shift with a higher differential (premium) shall be paid the higher premium for the hours worked.

**ARTICLE IV - PROMOTION TO PERMANENT STATUS**

**SECTION 1.** The Authority will consider promotion to permanent status of the senior part-time employee if there is no conflict with the Affirmative Action Plan the Authority is now following.

## **ARTICLE V - GRIEVANCE PROCEDURE**

**SECTION 1.** A Grievance is any cause of complaint arising between the Authority and an employee or groups of employees with reference to condition of employment, or with respect to the application and/or interpretation of this agreement.

**SECTION 2.** Any employee, group of employees, or the Union may present a Grievance to the Authority and may be represented by the Union, its Steward and/or Officers and/or Representatives. Employees may be represented by any person of his/her own choosing, however, in any case a Union representative shall be present. However, no more than two (2) Union representatives who are employees of the Authority may appear on behalf of a Grievant at any one hearing exclusive of witnesses, and shop steward(s).

**SECTION 3.** Grievance shall be presented in the manner described hereafter no more than fifteen (15) working days after becoming aware of the cause for such grievance or the grievance shall not be timely and an arbitrator shall not be empowered to hear the matter.

### **Step #1.**

- (a) It is recommended that the person who thinks he/she has a grievance can informally discuss the matter with his/her Supervisor and Shop Steward jointly.
- (b) If the complaint remains unresolved after such informal discussion, in Step #1 above, or if the matter is immediately put in written grievance form, then such grievance shall be presented in writing to the Division/Department Head. The Division/Department Head must hold a meeting into the facts, within five (5) working days of receipt of the written grievance, and must thereafter render a written decision to the Union and grievant within five (5) days.

### **Step #2.**

If the grievance is not satisfactorily settled at the Step #1 (a) level, then the written appeal shall be presented to the Executive Director. Within fifteen (15) working days of receipt of the written appeal, the Executive Director or his/her Designee will hold a meeting into the facts and render a written decision within fifteen (15) days thereafter. Such written decision to be forwarded to both the Union and grievant.

**APPEAL:** The employee or Union shall have the right to appeal any decision of the Executive Director to Arbitration through the New Jersey Public Employment Relations Commission, the cost of which shall be borne equally by the parties. The decision of the Arbitrator shall be binding upon both parties. The Arbitrator shall have no power to add to, alter, amend, or repeal this Agreement, and provision herein, or to fix or change any rate or rates of pay, except as otherwise provided for in this Agreement.



(a) The Union Grievance Committee, grievant, and Union witnesses (if Authority employees) shall be paid by the Authority for all lost time in attending meetings with the Authority, at all steps of the Grievance Procedure, and for time spent in an Arbitration proceeding. Authority employees who take part in the aforesaid on their scheduled days off shall receive compensatory time off on an hour-for-hour basis and may take compensatory time whenever such employee(s) choose(s). The Authority shall not be obligated to pay Union witnesses (if Authority employees) if they do not possess information related to the Grievance and, to be paid, must be included in a witness list which shall be submitted to the Authority by the Union at least seventy-two (72) hours prior to the hearing.

(b) Any time limit herein may be extended by mutual agreement.

## ARTICLE VI - DISCIPLINARY ACTION

**SECTION 1.** In order to ensure fairness and equity of disciplinary action, the Authority shall have the right to discipline or discharge an employee only after following the specific procedure outlined herein:

- (a) Any employee charged with misconduct shall be served a written notice specifying the offense charged within ten (10) working days of its occurrence or within ten (10) working days of the AUTHORITY becoming aware of its occurrence, (with a copy forwarded to the Union Steward, Chapter President, and Local Business Agent). Such written notice shall include the date(s), time(s), place(s), and witness(es), of the alleged offense. Such notice shall apprise the employee that a Hearing will be conducted, not less than five (5) working days from the date the charge is served. Such notice shall include the date, time and place of the Hearing, and of the fact that he/she is entitled to be represented by a representative of his/her own choosing and/or by the Union Grievance committee (including the Steward), and may present any pertinent information or evidence, including witnesses, and may cross-examine witnesses. However, in any case, a Union Representative must be present.
- (b) Hearing will be held at the employees work location, between the hours of 7:30 AM and 3:00 PM. If the employee, Union Officials, or Union witnesses are on non-work time, they shall be paid at the rate of time and one-half for such time spent at the hearing (including travel time to and from). Further, mileage shall be paid for travel to the hearing (round trip) at the then current IRS mileage rate. The Authority shall not be obligated to pay Union witnesses (if Authority employees) if they do not possess information related to the Disciplinary Action and, to be paid, must be included on a witness list which shall be submitted to the Authority by the Union at least seventy-two (72) hours prior to the hearing.
- (c) The Hearing Officer shall consider the testimony presented at the hearing and if he/she determines the employee to be guilty, shall impose a suitable penalty considering on the magnitude of the offense with consideration given to the employee's length of service, past performance and discipline record, and based, when applicable on progressive discipline. Such determination must be made in writing within five [5] working days after the close of the hearing. The Hearing Officer shall not be from the same Division/ Department as the accused employee.
- (d) The employee may, within five (5) working days, appeal the decision of the Hearing Officer, in writing, to the Executive Director who within fifteen (15) working days of receipt of the appeal, shall review the facts at a meeting with the parties involved and the Union representative(s) and shall thereafter issue a decision

within fifteen (15) working days. The Executive Director may increase, decrease or modify in any manner deemed appropriate, the penalty prescribed by the Hearing Officer. When a new Executive Director takes office, this provision will revert back to its present form.

- (e) All parties and witnesses present at the Hearing described in Section I [a and b] above shall be present when the Executive Director reviews the matter.
- (f) The employee or the Union shall have the right to appeal any decision of the Executive Director to Arbitration, as provided in Article V.
- (g) In the event of an alleged serious offense, an employee may be suspended without pay pending the outcome of the charges. However, if the final decision is that the employee will not be terminated, he/she shall receive full pay for the period not covered by suspension as soon as the final decision is rendered. If, pursuant to the final decision, an employee is discharged, such discharge is effective as of the first day of suspension.
- (h) The hearing on interim suspension shall be held in accordance with the provisions outlined in (a) and (b) above. The Executive Director or his/her Designee in the event of a scheduling conflict will hear all such cases involving interim suspension, and shall render a written decision to the affected employee and Union within five (5) days of the close of the hearing.

**ARTICLE VII - BENEFITS**

**SECTION 1.** The Authority agrees to maintain the existing Benefit Programs during the term of the Agreement, except as is explicitly provided herein.

- A. Part-time employees shall be paid at the rate of time and one-half the base rate of pay plus shift premium for all hours worked on Holidays in addition to eight (8) hours holiday pay. See subparagraph "B" for holiday. Employees shall not be entitled to holiday pay unless they work their last full scheduled shift before and after the holiday, unless they are absent due to illness certified by a doctor or other absence approved in advance by the SJTA.
  
- B. 

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day After Thanksgiving
Memorial Day	Day Before Christmas
Independence Day	Christmas Day

**SECTION 2.** Any holiday designated by Declaration of the President, the Governor, the Authority or adopted through Legislation shall be treated as a holiday.

**SECTION 3.** Effective July 1, 2008, part time employees are no longer eligible to receive free passage for personal use of the Expressway. Proximity cards and E-ZPass may be utilized on Expressway without charge to the employee for SJTA business purposes only.

**SECTION 4.** Part Time Employees shall be entitled to the following uniform benefits:

- (i) One (1) spring jacket will be provided to all Part Time employees once every three years. The Authority shall determine the color and style of all jackets.
- (ii) Four (4) shirts will be provided each year to all Part Time employees, either long or short sleeve in any combination selected by the employee. The Authority shall determine the color and style of all shirts.
- (iii) Each year, two (2) pairs of pants will be provided to all Part Time employees.
- (iv) 1 winter coat over the term of the contract will be provided to each part-time toll collector (similar to those provided to full-time toll collectors) in place of liners.
- (v) All Uniform items will be issued annually on or about March 1 of each year. Limited uniform allotment issued during the probationary period. Permanent uniform allotment issued within thirty (30) days of completion of probationary period.

- (v) In the event any part of an employee's uniform is damaged during performance of their work, replacement of the damaged item shall be permitted. However, if the damage is caused by negligence attributable to the employee, said replacement shall not be mandated. Replacement of clothing required by a size change shall be permitted once during each calendar year upon approval of the need for replacement by management. In order to receive a replacement uniform, the employee must first turn in the uniform the employee is seeking to have replaced.
- (vi) The Authority agrees to provide hats to all Part Time employees on a yearly basis. The Authority shall determine the color and style of all hats.
- (vii) All employees must wear the uniforms provided by the Authority while on duty, or other clothing which can be purchased through the Authority. Employees will be allowed to wear their uniforms to and from work at their option. Employees who repeatedly report to their job assignment out of uniform may be subject to disciplinary action. Effective upon the issuance of uniforms on or about March 1, 2001, employees who report to their job assignment out of uniform will not be permitted to work.
- (viii) Work Shoe allowance: On-Call Toll Collectors, Part-Time Parking Cashiers and PT Emergency Service Providers shall be entitled to a shoe allowance of \$100.00 per contract year payable at or around the pay period prior to July 31.

**SECTION 5.** Part time employees are no longer entitled to a Performance Incentive Effective January 1, 2009. In consideration for this reduction in benefits, the Authority will adjust all Part Time positions by adding \$0.50 to the base rate of pay effective January 1, 2009 and August 1, 2009.

**SECTION 6.** Part time employees are no longer entitled to prescription reimbursement Effective January 1, 2009. In consideration for this reduction in benefits, the Authority will make a one time adjustment of an additional \$0.75 to the base rate of pay effective January 1, 2009.

**SECTION 7.** Part time employees are no longer entitled to Vision Care coverage Effective January 1, 2009. In consideration for this reduction in benefits, the Authority will make a one time adjustment of an additional \$0.25 to the base rate of pay effective January 1, 2009.

**SECTION 8.** Half-Price Meals - If the Authority and the rest area food services enter into a contract wherein the food services agree that Authority employees will be given half-price meals, that benefit will also apply to part-time Bargaining Unit employees.

**SECTION 9.** Part-time employees promoted to full-time status will receive a rate of pay equivalent to the next highest pay level.

**SECTION 10.** Effective August 1, 2008 in the event the President or the Governor declares a state of emergency or a municipal or county official declares a local state of emergency whereby citizens are ordered to stay off the road ways in New Jersey employees on duty and those who come to work on their shift or on overtime after the declaration is made will receive a \$75.00 bonus for each day of work.

## **ARTICLE VIII - UNION REPRESENTATION**

**SECTION 1.** The Authority agrees to release from work assignment without pay Union representatives for the purpose of attending State or National Conventions.

**SECTION 2.** The Authority agrees to consider a release from work assignments without pay of Union Representatives for such matters, upon request, as indicated in said request.

**SECTION 3.** Union executive board members shall be given a maximum cumulative total for the group of forty (40) hours per week of paid release time to handle grievances, arbitrations or other union-related proceedings or activities contemplated by this Agreement. A maximum of 16 hours can be carried over from one week to the next. In no event shall paid release time exceed 56 hours in any week. The SJTA may require appropriate documentation as to all time expended under this Article.

**SECTION 4.** The AUTHORITY will assist and make payroll deductions for employees who authorize such deductions into a Political Action Committee (PAC) fund established by the Union.

## **ARTICLE IX - MUTUAL COOPERATION**

**SECTION 1.** The Authority and Union agree that mutual cooperation is necessary for the Authority to carry out its public responsibility of maintaining a high level of service to the public.

**SECTION 2.** The parties agree to resolve problems arising from differences through the Grievance and Disciplinary Action procedures contained herein. The parties further agree to meet and discuss in good faith in all matters giving rise to dispute in the application of this Agreement.

**SECTION 3.** The Authority and Union agree that this Agreement was reached in good faith and to abide by the terms and conditions of this Agreement through the life of the Agreement. The Authority and Union represent that the provisions of this Agreement shall be carried out in all respects through the life of the Agreement and assures the Union and part-time employees compliance by its Administrative and Management personnel

**SECTION 4.** Express contract language defeats any claim of past practice.



## **ARTICLE X - AUTHORITY JURISDICTION**

**SECTION 1.** Authority shall continue to exercise exclusive jurisdiction in management of the Expressway, the organizational structure of Division and Departments and the assignment of areas of responsibility of Superintendents, Division and/or Department Heads, and other Administrative personnel.

**SECTION 2.** The Authority agrees that no Part-time or Seasonal employee will replace a Permanent Full time employee except if such Permanent Full-time employee is incapacitated and unable to work for an extended period of time or on active military duty, or on approved Leave of Absence, in which instance the replacement shall receive full hourly rate but not job permanency and benefits except those benefits outlined in Article VII of this Agreement.

**SECTION 3.** Seasonal Usage - During the period of December 20<sup>th</sup> through January 15<sup>th</sup> of each year, Seasonal employees shall only be used after hours have initially been offered to On-Call Toll Collectors, by rotation.

## **ARTICLE XI - LEGAL APPLICATION**

**SECTION 1.** Should any provision of this Agreement or any application of this Agreement to any member of the bargaining unit be finally held by a Court of Competent Jurisdiction to be contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect and the Parties agree to negotiate immediately a substitute for the invalid provision/application.

## **ARTICLE XII - LAYOFF - RECALL**

A. In the event of layoff, the principle of seniority from date of hire shall apply by job classification. The last part-time employee hired in the affected job classification shall be laid off and so on by seniority in the job classification.

B. Laid-off part-time employees shall be recalled based on seniority from date of hire.

C. Five (5) working days advance notice of layoff shall be given by the Authority.

D. Recalled employees shall be notified by telephone or by telegram (if not contacted by phone) to report to work within twenty-four (24) hours. However, the part-time employee is obligated to report no later than forty (40) working hours after notification of recall.

## **ARTICLE XIII - BREAKS AND LUNCH**

Part-time employees shall be given the same paid breaks and paid lunch periods enjoyed by the full-time employees.

## **ARTICLE XIV - TERM OF AGREEMENT**

**SECTION 1.** This Agreement shall remain in full force effect until 11:59 P.M., July 31, 2011, and thereafter from year to year, unless at least sixty (60) days prior to the expiration date, either party shall notify the other in writing of its intention to terminate, modify or amend this Agreement.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed under their hands and seals:

South Jersey Transportation Authority

Local 196, I.F.P.T.E., Chapter 2, AFL-CIO

South Jersey Transportation Authority

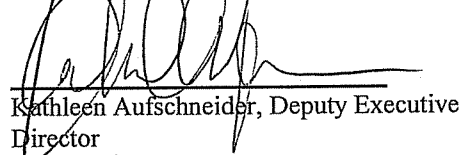
By:



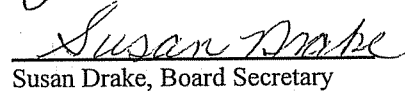
Stephen Dilts, Chairman



Baft R. Mueller, Executive Director



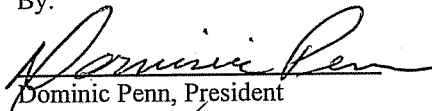
Kathleen Aufschneider, Deputy Executive Director



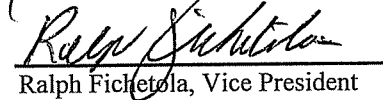
Susan Drake, Board Secretary

Local 196, Chapter 2, I.F.P.T.E., AFL/CIO

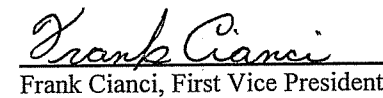
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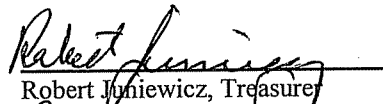
Dominic Penn, President



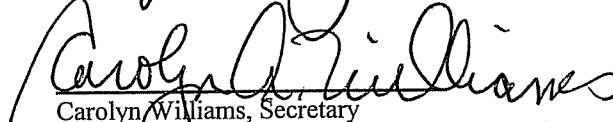
Ralph Fichetola, Vice President



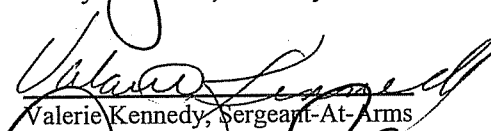
Frank Cianci, First Vice President



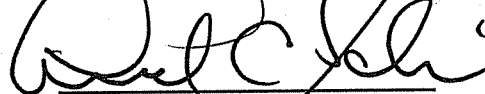
Robert Juniewicz, Treasurer



Carolyn Williams, Secretary



Valerie Kennedy, Sergeant-At-Arms



Leonard C. Schiro, Esquire  
UNION Attorney for Local 196

Dated: 11/4/09

Dated: 10/19/2009

## **ADDENDUM "A"**

### **Job Description**

Employees are required to possess all licenses and meet all job requirements in accord with applicable law and SJTA regulations as a condition of hire and continued employment. All employees shall be required to strictly comply with all safety rules and practices, wear all required safety clothing and equipment, use all machinery in accord with established procedures, and promptly notify their supervisor of any work place injuries and hazardous safety conditions, including unsafe practices by other employees. Violations of this policy will result in discipline.

### **On-Call Toll Collector**

**Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.**

#### **EDUCATION:**

All employees hired after November 1, 1995 required to have High School Diploma or equivalent. High School Graduate or equivalent (G.E.D.).

#### **SPECIAL SKILLS:**

Ability to handle currency and prepare change accurately, operate computerized toll collection equipment, give clear, concise and correct information. Pleasant and tactful personality and neat appearance. Good physical condition.

#### **DUTIES:**

1. Responsible for collecting and classifying tolls (currency, tickets and other) from patrons.
2. Personally responsible for accounting for personally collected or assigned funds.
3. Responsible for maintaining good public relations with patrons of the Authority.
4. Responsible for assigned property owned by the Authority.
5. Responsible to perform the following functions: walker, operate hand cart (if applicable) operation of push-mobiles, placing flares, moving cones, giving out leaflets, receipts, information, changing signs, changing vaults, and any related duties assigned by the Supervisor.
6. Will perform all other functions as described in the Toll Collection Manual.
7. Required to have a telephone and provide number to Authority Management.
8. Assist in performing Count Room functions as required.
9. Perform surveillance functions as needed.
10. Execute their responsibilities in a professional and courteous manner.

11. Responsible for operating computerized toll collection equipment.
12. Must be available for work as required. Unavailability can result in discipline.

### **On-Call Communication Operator**

**Note:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EDUCATION:**

High School graduate or equivalent (G.E.D.)

#### **SPECIAL SKILLS:**

Must have NJCJIA operator certification w/criminal background clearance (fingerprint and record check) within a six (6) month time period of assuming the position.

#### **DUTIES:**

1. Operator will report for work at scheduled time in uniform supplied by the Authority ready for duty.
2. Operator upon reporting for work, will sign on the Authority's Computerized Assisted Dispatch System (CAD).
3. Operator must have ability to type sufficiently to operate/direct inquiries with available Telex computer System and document information accurately into CAD system.
4. Operators will, at all times, make certain that all documented entries are true and correct as entered.
5. Operator must have ability to direct and handle Expressway radio communications using NJ State Police radio signals. Also only authorized radio procedure will be used to dispatch contracted service trucks to designated milepost on Expressway.
6. Operator must be thoroughly familiar with Expressway call box system and have ability to dispatch contracted service trucks to designated milepost on Expressway.
7. Operators must be thoroughly familiar with Expressway orders and initiate procedures accordingly.
8. Operator must be thoroughly familiar with locations such as toll plazas, service area, intercept parking lot and corresponding mileposts to ensure immediate and expedient dispatching of police, fire and rescue equipment.
9. Operator must be thoroughly familiar with location and working of Expressway alarm system. When alarm systems located at service area and unmanned toll plazas are activated, signals must be dispatched to patrols expediently with proper information received concerning alarm.
10. Operator must be able to communicate verbally and in a professional manner both on the Authority radio and telephone. They must identify themselves.
11. Operators must be aware that as a communications operator they are handling restricted and classified information which is only available to authorized persons.
12. Operator will be alert and ready to assist any and all authorized State Police personnel with any and all authorized State Police business while on duty.

13. Operator must be available for duty as scheduled other than vacation. In such cases remaining operator will work alone to be assisted by State Police Supervisors, if needed.
14. Operator while on duty during the hours of darkness, will adhere to established security practices.
15. Operators will at all times make certain all documented entries were true and correct as entered.
16. While on duty on a daily basis, operators will be responsible to the State Police Officer in charge of the Expressway as far as enforcing reasonable guidelines governing the operators while on duty at the Expressway State Police communication center.
17. Must be available for work as required. Unavailability can result in discipline.

### **Courier**

**Note:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EDUCATION:**

High School Graduate or equivalent (G.E.D.).

#### **SPECIAL SKILLS:**

Possess a valid New Jersey Driver's License and an insured, reliable vehicle. Keep accurate documents, work under minimal supervision and have a basic geographic knowledge of the South Jersey area. Ability to read, write and communicate effectively and efficiently, to perform the duties of this position. Reliable, dependable and able to perform without close supervision. Portray both a positive attitude and presentable appearance.

#### **JOB SUMMARY:**

Pick up and deliver Authority mail and packages as requested at Authority facilities, the U. S. Post Office and other locations.

#### **DUTIES:**

1. The hours of this position, though somewhat flexible, will not exceed 20 hours per week, and will be scheduled during regular business hours whenever possible.
2. The Courier/Messenger will pickup and deliver mail between Authority offices and facilities and the U. S. Post Office and other locations as assigned. A specific schedule will be published; however, it may be altered periodically.
3. The Courier/Messenger duties will be assigned as required e.g. distribution of Board packages, special hand deliveries to State offices.
4. Operate Authority equipment and vehicles in a prudent and safe manner.
5. Some lifting is required (approx. 40-45 lbs.).
6. Perform these related duties as assigned by immediate supervisor and other department management as required.
7. Required to have a telephone and provide number to Authority Management.

**SUPERVISORY RESPONSIBILITIES;**

Not applicable.

**Part Time Emergency Service Provider**

**Note:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**(a) JOB SUMMARY**

Perform emergency roadside assistance for distressed motorists along the Atlantic City Expressway and any other Authority service areas.

**(b) EDUCATION**

High School or vocational school graduate or possession of an approved high school equivalent certificate.

**(c) QUALIFICATIONS**

Ability to comprehend and follow established operating procedures. Ability to work shifts including evening, weekends and holidays. Ability to work outside in inclement weather conditions. Excellent interpersonal, communication and customer service skills. Maintain a professional appearance, manner and demeanor. Must possess and maintain a valid New Jersey Drivers License. Must have a valid Commercial Driver's License (CDL) Class B from the state of N. J. within ninety (90) days of obtaining this position.

**(d) SPECIAL SKILLS**

- (i) Must have the ability to drive a truck.
- (ii) Knowledge of the basic construction, care and maintenance of motor vehicles, including cleaning, lubricating, servicing of batteries, caring for tires and lights, gasoline application, etc.
- (iii) Ability to understand, remember and carry out oral and written directions and to learn quickly from oral and written explanations and demonstrations.
- (iv) Knowledge of the minor repair procedures that can be done without recourse to a service area.
- (v) Knowledge of the procedures involved in loading, unloading and delivering of various types of related materials and in the preparation of simple records, invoices and receipts.
- (vi) Knowledge of the procedures for the competent, safe, and efficient operation of trucks and other motorized equipment.

**(e) DUTIES**

- 1. Required to have a telephone and be available twenty-four (24) hours per day, seven (7) days per week for emergencies.
- 2. Required to learn various types of electronic and computerized information systems used by the Authority.
- 3. Must be able to read, write and communicate efficiently and effectively.

- (d) Must perform other related duties as assigned.

### **Part Time Parking Cashier**

**Note:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**(a) JOB SUMMARY**

Ability to handle currency and prepare change accurately, operate computerized parking collection equipment, give clear, concise and correct information. Observe and report possible vandalism of vehicles and damage to the facility to ensure customer safety. Pleasant and tactful personality and neat appearance.

**(b) EDUCATION**

High School graduate or equivalent.

**(c) JOB RESPONSIBILITIES**

1. Responsible for the collection of all parking tickets and the appropriate parking fees in accordance with a predetermined schedule.
2. Operate the cash register, making proper change and following the proper procedure for the collection and safekeeping of money.
3. Prepare and complete a shift summary worksheet for each shift. Summary should include opening and closing numbers and a summary of paid and non-charge tickets collected.
4. Prepare, sign deposit log and deposit cash in the safe. Must be witnessed by security attendant.
5. Reconcile cash drawer at the beginning and the end of each shift.
6. Provide general information and assist patrons when needed.
7. Ensure that the booths are maintained in a clean and orderly manner at all times.
8. Notify management and other personnel in the event of malfunctioning equipment or unsafe conditions around the facility.
9. Serve as secondary security.
10. Patrol facility twenty-four (24) hours and seven (7) days a week stopping at electronic security checkpoints
11. Complete handwritten guard reports.
12. Perform vehicle counts of the facility.
13. Write and issue parking violations for illegally parked or unauthorized vehicles.



14. Salt and shovel sidewalks during off peak hours when necessary.

15. Other duties as assigned.

(d) **SUPERVISORY RESPONSIBILITIES;**

Not applicable.

**ADDENDUM "B"**

The Authority agrees that the hourly rates for all employees covered by this Agreement shall be as specified within this Addendum "B". Reflected in those hourly rates are the following increases which shall become effective on the date(s) shown.

**Four Year Contract**

(a) General increases to the straight-time hourly rates of all employees covered by this agreement shall be:

Effective 8/1/07	–	3.0%
Effective 8/1/08	–	3.0%
Effective 8/1/09	–	3.5%
Effective 8/1/10	–	3.5%

(b) **Current Rates of Pay (Table)**

<b>Title</b>	<b>8/1/2007</b>	<b>8/1/2008</b>	<b>1/1/2009</b>	<b>8/1/2009</b>	<b>8/1/2010</b>
On-Call Toll Collector	\$19.37	\$19.96	\$21.46	\$22.71	\$23.50
On-Call Emergency Service Patrol	\$19.37	\$19.96	\$21.46	\$22.71	\$23.50
On-Call Communication Operators	\$19.37	\$19.96	\$21.46	\$22.71	\$23.50
On-Call Parking Attendants	\$11.77	\$12.13	\$13.63	\$14.60	\$15.11
PT Courier	\$9.89	\$10.18	\$11.68	\$12.59	\$13.03

(c) **Top Rates of Pay (Table)**

Top rate was added with a 24-month eligibility requirement on 8/1/06. The top rate reflects an increase of \$.75 over the current rate of pay.

<b>Title</b>	<b>8/1/2007</b>	<b>8/1/2008</b>	<b>1/1/2009</b>	<b>8/1/2009</b>	<b>8/1/2010</b>
On-Call Toll Collector	\$20.17	\$20.77	\$22.27	\$23.57	\$24.39
On-Call Emergency Service Patrol	\$20.17	\$20.77	\$22.27	\$23.57	\$24.39
On-Call Communication Operators	\$20.17	\$20.77	\$22.27	\$23.57	\$24.39
On-Call Parking Attendants	\$12.55	\$12.92	\$14.42	\$15.44	\$15.98
PT Courier	\$10.94	\$11.27	\$12.77	\$13.73	\$14.21

(d) **New Hire Rate of Pay**

Notwithstanding any other provision of this Agreement, all newly hired employees, with the exception of those employees hired as a Part Time Parking Cashier shall be paid based upon the following:

70% of Current Rate	Upon Hire
75% of Current Rate	At six month Anniversary
80% of Current Rate	At 1st year Anniversary
90% of Current Rate	At 2nd year Anniversary
100% of Current Rate	At 3rd year Anniversary

**ADDENDUM "C"**

**South Jersey Transportation Authority  
Personnel Policies, Procedures and Regulations**

Employees shall be subject to all SJTA personnel policies, practices, manuals, rules and regulations not herein enumerated, except as they may be modified herein. In the event of a conflict in language or intent, the terms written in this Agreement shall supersede. Further, the SJTA may adopt, post or otherwise disseminate such new or amended personnel policies, practices, manuals, rules and regulations as it may desire, provided the same are not contrary to this Agreement.