### CAMDEN COUNTY COLLEGE BLACKWOOD, NEW JERSEY

5 - 1

#### AGREEMENT

between

BOARD OF TRUSTEES

OF
CAMDEN COUNTY COLLEGE 12 d. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1. ... | 1

 $\Lambda$ ND

INTERNATIONAL UNION OF ELECTRICAL, RADIO AND MACHINE WORKERS AFL-CIO, LOCAL 440

Secretaries, Clerks, Bookkeepers, Graphic Arts and Switchboard Operators

1981 - 1983

LIBRARY
Institute of Management and
Labor Relations

Cil. 1.

SEP 15 1981

RUTGERS UNIVERSITY

# TABLE OF CONTENTS

ARTICLE	I	PURPOSE	1
ARTICLE	II	RECOGNITION	1
ARTICLE	III	RIGHT TO ORGANIZE	1
ARTICLE	IV	CHECKOFF	1
ARTICLE	V	AGENCY SHOP	2
ARTICLE	VI	MANAGEMENT	3
ARTICLE	VII	DISCRIMINATION	4
ARTICLE	VIII	HOURS AND OVERTIME	4
ARTICLE	IX	COLLEGE CLOSINGS	7
ARTICLE	Х	REPORTING TIME	8
ARTICLE	XI	SENIORITY	8
ARTICLE	XII	GRIEVANCE PROCEDURE 1	.0
ARTICLE	XIII	NOTICE OF DISCHARGE 1	2
ARTICLE	XIV	VACATIONS 1	3
ARTICLE	XV	HOLIDAYS 1	4
ARTICLE	XVI	SICK LEAVE	5
ARTICLE	XVII	MATERNITY 1	5
ARTICLE	XVIII	PERSONAL LEAVE 1	6
ARTICLE	XIX	BEREAVEMENT LEAVE 1	6
ARTICLE	XX	HOSPITALIZATION AND PRESCRIPTION PLAN 1	6
ARTICLE	XXI	JURY DUTY 1	6
ARTICLE	IIXX	WORKMEN'S COMPENSATION INSURANCE 1	7
ARTICLE	XXJIJ	DISABILITY INSURANCE 1	7
ARTICLE	XXIV	TUITION 1	7
ARTICLE	XXV	REST PERIOD 1	7
ARTICLE	XXVI	WASHUP TIME 1	8
ARTICLE	XXVII	SAFETY CONDITIONS	8
ARTICLE	IIIVXX	BULLETIN BOARDS 1	8
ARTIGLE	XXIX	UNION VISITATION 1	8
ARTICLE	XXX	UPGRADING 1	8
ARTICLE	IXXX	MISCELLANEOUS	9
ARTICLE	XXXII	SALARY SCHEDULE 1	9
ARTICLE	XXXIII	TERMINATION OR MODIFICATION 2	0

#### ARTICLE I - PURPOSE

1.

2.

3.

4.

5.

6.

7.

8. 9.

10.

11.

12.

13. 14.

15.

16. 17.

18.

19. 20.

21.

22.

23.

24.

25.

26.

27.

28. 29.

30.

It is the intent and purpose of the parties hereto to set forth herein the Agreement covering rates of pay, hours of work, and conditions of employment to be observed by the parties hereto and to secure closer and more harmonious relations between said parties.

#### ARTICLE II - RECOGNITION

The College recognizes the Union as the exclusive bargaining agent for all its employees for the purpose of collective bargaining in respect to wages, hours and working conditions.

The term "employees" as used in the Agreement shall include all Secretaries, Clerks, Bookkeepers, Graphic Arts and Switchboard Operators, full and part-time exclusive of employees in the Office of the President, the Office of Employee Relations, the Secretary to the Vice President of Academic and Student Affairs and the Payroll Clerk.

#### ARTICLE III - RIGHT TO ORGANIZE

All present and newly hired employees, covered by this Agreement, may on the thirtieth (30th) calendar day of their employment, or thirty (30) days after the effective date of this Agreement, whichever is the later, become members in good standing of the Union and may maintain such membership in the Union during the life of this Agreement.

### ARTICLE IV - CHECKOFF

For the duration of this Agreement, the College shall deduct from the first pay of each month, the monthly Union dues and initiation fees, if payment is payable, for those employees in the bargaining unit whose written and signed authorizations are received by the College.

The College shall forward a check for the total of such					
deductions to the Financial Secretary of the Union by the					
fifteenth (15th) day of the month for which the deduction is					
made. The following dues deduction authorization shall be in					
the form as follows:					
CHECKOFF AUTHORIZATION					
IUE LOCAL 440					
TO:					
(Name of College and Location) (Effective Date)					
I authorize and direct that you checkoff from my first pay					
of each month an amount equal to IUE Local 440 membership dues					
including initiation fee (if payable) and to promptly remit					
same to Local 440, International Union of Electrical Workers					
(Affiliated with the AFL-CIO),					
This checkoff is valid and is not revocable until:					
(a) the Expiration of contract; or					
(b) One year from signature.					
Revocation shall be in effect only if I give you and					
Local 440, International Union of Electrical, Radio and Machine					
Workers written notice of individual certified mail, return					
receipt requested.					
Date Employee's Signature					
Initiation Dues:					
ARTICLE V					
Agency Shop Provision for Non-Members					
A. The Union President shall submit to the College					
Personnel Office a list of names of employees					
covered by this contract who are not currently					
dues paying members. The College in compliance					

1. 2. 3. 4. 5.

6.

7.

8. 9.

10.

11. 12.

13.

14.

15. 16.

17.

18.

19.

20. 21.

22.

23.

24. 25.

26.

27.

28. 29.

30.

with State Law and this Agreement, will deduct from non-union employees in this bargaining unit a representation fee equal to eighty-five percent (85%) of the amount set for union members (this amount will be determined by the Union Treasurer and is to be paid by payroll deduction).

- It is agreed by the parties to this Agreement that the Board shall have no other obligation or liability, financial or otherwise (other than set forth herein) because of actions arising out of the understandings expressed in the language of the Article. further understood that once the funds deducted are remitted to the Union the disposition of such funds thereafter shall be the sole and exclusive obligation and responsibility of the Union.
- The Union shall indemnify and save the Board (and College) harmless against any and all claims, demands, suits or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance on any list, notice or assignment furnished under this Article.

### ARTICLE VI - MANAGEMENT

# Recognition of Rights and Functions of Management

Subject to the provision of this Agreement, the Union agrees that supervision, management and control of the Camden County College operations are exclusively the function of the College and that the College has the right to make such reasonable rules and regulations as it considers necessary or advisable for the orderly

- 3 -

- and efficient conduct of its operations.
- II. It is the prerogative of the College from time to time to modify, change, to select and determine all qualifications of new employees, and the methods by which such qualifications are to be determined; to assign
   Union members as the College shall in its judgment determine proper; to fix all or any assignments as to wages and hours which need be uniform.
  - III. Subject always to the right of the Union to bargain collectively with the College with respect to salaries, grievances, and other terms and conditions of employment, the exercise by the College of any one or more of its prerogatives, as set forth above, shall not at any time be subject to collective bargaining as provided in this Agreement.

## ARTICLE VII - DISCRIMINATION

- I. There shall be no discrimination, interference, restraint, intimidation or coercion by the College and its representatives or by the Union and its representatives on account of any employee's sex, race, color, creed, national origin, marital status, age, handicap, or veteran's status.
- II. There shall be no discrimination against any employee on account of membership in the Union or on account of employees' participation in any Union activities, defined to mean the fulfillment of steward functions.

# ARTICLE VIII - HOURS AND OVERTIME

### 27. SECTION 1

9.

10.

11. 12.

13.

14.

15.

16.

17.

18.

19. 20.

21.

22.

23.

24.

25.

- 28. The standard work week shall be thirty-five (35) hours per
- 29. week, seven (7) hours per day, five (5) days per week from
- 30. Monday through Friday.

- SECTION 2
- 2. The Union shall be notified within a reasonable time of any
- proposed changes in the above working schedule. Any differ-
- 4. ences or disputes concerning any such proposed changes shall
- be handled through the grievance procedures.
- 6. SECTION 3
- 7. All work performed in excess of seven (7) hours in a single
- 8. day, in excess of thirty-five (35) hours in any given week
- 9. and all work performed on Saturday shall be paid for at one
- 10. and one-half  $(1\frac{1}{2})$  times the regular straight time rate.
- 11. SECTION 4
- 12. Double time shall be paid for all work performed on Sunday.
- 13. Work performed on listed holidays shall be paid for at double
- 14. time and a half  $(2\frac{1}{2})$  which shall include all remuneration
- 15. including pay for the holiday and overtime premium.
- 16. SECTION 5
- 17. No employee will be asked to work on holidays that are
- 18. observed by the College and listed in this Agreement.
- 19. If the College knows of its overtime requirements, it will
- 20. endeavor to give notice of three (3) days of overtime require-
- 21. ments and three (3) days notice of requested Saturday overtime.
- 22. SECTION 6
- 23. If requested to, employees will be expected to work reasonable
- 24. overtime.
- 25. SECTION 7
- 26. If any employee is injured during the course of the work day and
- 27. requires medical or surgical attention, she/he will be paid the
- 28. balance of the regular work day on which such injury occurs at
- 29. his/her regular hourly rate.

#### 1. SECTION 8

- In the event that the Board of Trustees should institute
- 3. classes on Saturday during the college year, the work week
- 4. for this shift should then be from Tuesday through Saturday
- 5. inclusive. Employees placed on this as a weekly schedule
- 6. shall either be newly hired for this schedule or old employees
- may select that as their regular work week.

#### 8. SECTION 8A

- 9. In the event that the Board of Trustees should institute
- 10. classes on Sunday during the college year, the work week for
- 11. these shifts should then be Wednesday through Sunday inclusive.
- 12. Employees placed on this weekly schedule shall either be newly
- 13. hired for this schedule or old employees may select that as
- 14. their regular work week.
- 15. All work performed in excess of seven (7) hours in a single
- 16. day, or in excess of thirty-five (35) hours in a given week
- 17. and all work performed on a sixth day shall be compensated
- 18. at one and one-half times  $(1\frac{1}{2})$  the regular straight time rate.
- 19. Double time shall be paid for all work performed on a seventh
- 20. day. Work performed on listed holidays shall be paid at double
- 21. time and one-half  $(2\frac{1}{2})$  which shall include all remuneration
- 22. including pay for the holiday and overtime premium.

# 23. SECTION 9

24.

#### Office Hours:

25. (1) Offices during the basic school year, September 1
26. through May 31 shall be open five (5) days per week
27. (Monday to Friday ) 8:30 A.M. to 4:30 P.M. These
28. hours will also apply for the Tuesday through
29. Saturday and Wednesday through Sunday work week
30. (One (1) hour for lunch).

- 1. Regarding work shifts for secretarial personnel:
- a. The college will attempt to mutually agree with the involved
   employees regarding the filling of a second shift(s).
- b. Thereafter, if no mutual agreement is reached the position
  will be put up for bid and if not satisfactorily resolved
  thereafter, if necessary, alternative measures regarding
  new hires to fill positions, or transfers will be utilized
  to complete implementation.
- 9. c. Such new second shift employees shall receive \$.25 additional compensation for each hour of such shift(s).
- d. If a Tuesday through Saturday schedule is initiated then
   those employees affected shall receive an additional
   \$250.00 per annum.
  - (2) Offices during the summer months (June 1 through August 31) shall be open from 8:30 A.M. to 4:00 P.M. (One (1) hour for lunch).
    - (3) Employees may be allowed time during the period from Christmas to New Year's when granted such approval by her immediate supervisor. Said time will be either deducted from her salary on a daily prorated basis for the days used or vacation entitlement.

# ARTICLE IX - COLLEGE GLOSINGS

14.

15.

16. 17.

18.

19. 20.

21. 22.

- I. If roads and/or weather conditions are deemed unsafe for
   travel by students and faculty and classes therefore
   cancelled, this same policy shall also apply to employees.
- 26. II. When conditions at the College are such that personal 27. safety and personal property are in danger, employees 28. shall notify their immediate supervisor. At that point, 29. the President or his designee will determine the extent of the conditions relating to the personal safety and

personal property of the employees and at that time
 notify all concerned of this decision.

### ARTICLE X - REPORTING TIME

- Employees who report to work at their regular starting time
   and have not been given at least one day's notice not to
- 6. report, shall be guaranteed at least four (4) hours work or
- 7. pay, except when the inability to provide four (4) hours
- 8. work is due to an "Act of God" heyond the control of the
- 9. College.

3.

- 10. ARTICLE XI SENIORITY
- 11. SECTION 1
- 12. Seniority shall be defined as the employee's length of
- 13. continuous service beginning with her/his original date of
- 14. hire.

25.

26. 27.

28.

29.

30.

# 15. SECTION 2

- 16. In the case of layoffs an employee up for disposition Α. 17. shall have the option of displacing the least senior 18. employee within the same classification, providing she/he is qualified to do the work. If the employee 19. 20. up for disposition cannot do the work of the least 21. senior employee within the same classification she/he 22. may have the option of displacing the least senior employee in any lower classification, provided she/he 23. 24. is qualified to do the work.
  - B. In the event the employee up for disposition elects to displace an employee in a lower classification she/he shall receive the rate of pay of the employee displaced.
  - C. An employee up for disposition may elect to be laid off rather than displace another employee.
  - D. In no event shall this article supersede affirmative

action or equal opportunity programs or rules or 1. regulations. 2. SECTION 3 3. Recall from layoff shall be accomplished in the inverse order 4. of the layoff. Employees shall be required to be able to 5. perform the work. 6. SECTION 4 7. All employees shall be notified by certified mail, directed to 8. the address of the employee as stated in College records, to 9. return to work and to be allowed five (5) work days in which 10. to report to work after such notice before any loss of seniority 11. 12. occurs. SECTION 5 13. Employees on lay off shall be recalled to work prior to the 14. College hiring new employees. Employees shall be eligible for 15. recall when on lay off for a period not to exceed the following: 16. 17. Seniority up to three (3) years - not to exceed twelve (12) 18. months. Seniority three (3) years and up to five (5) years - not 19. to exceed eighteen (18) months. 20. Seniority five (5) years and up to ten (10) years - not 21. to exceed twenty-four (24) months. 22. Seniority ten (10) years and up to fifteen (15) years -23. 24. not to exceed thirty (30) months. Seniority fifteen (15) years and up to twenty (20) years -25. not to exceed thirty-six (36) months. 26. 27. Seniority twenty (20) years or more - not to exceed 28. forty-two (42) months. 29. SECTION 6

All elected union officials, up to a maximum of twelve (12),

- 1. shall have super seniority for the purpose of layoffs, during
- 2. the term of office to which they are elected. They will be
- 3. returned to their regular standing on the seniority list upon
- 4. termination of office.
- 5. SECTION 7
- 6. The College shall send notification to the Union each month
- 7. of new hires and terminations showing name, address, date of
- 8. hire, job title and salary.
- 9. SECTION 8
- 10. Seniority shall cease upon voluntary termination, discharge
- 11. for just cause, and failure to return to work when recalled.
- 12. SECTION 9
- 13. Any member being elected or delegated to any Union activities
- 14. necessitating a temporary leave of absence without pay shall be
- 15. granted same and at the end of such leave shall be returned to
- 16. their former job and rate, plus any increases granted in their
- 17. absence without loss of other benefits.
- 18. SECTION 10
- 19. All military leave shall be dealt with in accordance with
- 20. applicable Federal and Local Regulations.
- 21. ARTICLE XII GRIEVANCE PROCEDURE
- 22. Any differences, disputes or grievances that may arise between
- 23. the Union and the College regarding interpretation of this
- 24. Agreement will be taken up as follows:
- 25. <u>STEP 1</u>
- 26. Between the aggrieved employee and the steward on the one
- 27. hand and the immediate supervisor on the other hand. If no
- 28. satisfactory agreement is reached between them in eight (8)
- 29. hours, the grievance shall be reduced to writing and referred
- 30. to:

- 1. STEP 2
- 2. The Union Chairman and the Steward, or their designees, on
- 3. the one hand, the College President and the supervisor, or
- 4. their designees, on the other hand. If no satisfactory
- 5. agreement is reached between them within five (5) days, the
- 6. matter will be referred to:
- 7. STEP 3
- 8. The Grievance Committee with the Union Representative on the
- 9. one hand and the College and its Representative on the other
- 10. hand. If no satisfactory agreement is reached between them
- 11. within five (5) days, the matter shall be dealt with as
- hereinafter set forth.
- 13. STEP 4

24.

25.

26.

27.

28.

- 14. All differences, disputes, or grievances between the parties
- 15. that are not satisfactorily settled after following the
- 16. grievance procedure set forth above, shall at the request of
- 17. either party, be submitted to arbitration within fifteen (15)
- 18. days to the American Arbitration Association.
- 19. (a) The decision of the arbitrator shall be final and 20. binding on both parties.
- 21. (b) All time spent in the adjustment of grievances, the negotiating of the labor contract, and arbitration will be paid for by the College at straight time.
  - (c) The time for meetings or for giving of decisions at each step above set forth may be extended by mutual agreement of the parties involved in the particular or respective steps.
  - (d) The Union and the College shall share the cost of arbitration.
- 30. (e) The Union and the College shall have the right to

- bring in the aggrieved person(s) in any of the
   above steps of the grievance procedure as outlined
   above.
  - (f) A grievance must be filed in writing within fifteen (15) calendar days from the date on which the act which is the subject matter of the grievance occurred or fifteen (15) calendar days from the date on which grievant should reasonably have known of its occurrence or thereafter be barred.
  - (g) Anything to the contrary notwithstanding, any challenge to the propriety of a discharge must be filed in writing to the College within five (5) working days from the date of the discharge or the same will be deemed to have been waived.
  - (h) Without limitation, the College shall have the right to discharge employees within the first sixty (60) calendar days of employment.
- 18. ARTICLE XIII NOTICE OF DISCHARGE
- 19. SECTION 1
- Employees shall be discharged only for just cause.
- 21. SECTION 2
- The Shop Chairperson shall be notified immediately of all
- discharges.
- 24. SECTION 3
- 25. It is agreed that a discharge grievance shall be processed
- 26. immediately with the College President or his designee.
- 27. SECTION 4.
- 28. If any discharge is found to be unfair or discriminatory,
- 29. the employee shall be reinstated.
- 30.-

4.

5.

6.

7.

8.

9.

10.

11.

12.

13,

14.

15. 16.

# 1. SECTION 5

12.

13.

14.

15.

16.

17.

18.

19.

20.

21. 22.

23.

24.

25.

26.

27.

28.

29.

30.

- 2. Any employee with at least one (1) year seniority will
- 3. receive thirty (30) days notice of layoff or in lieu of
- 4. notice two (2) weeks pay.

### ARTICLE XIV ~ VACATIONS

- 6. The College agrees to grant to each employee on the payroll
- 7. as of July 1 of each year a vacation with pay, in accordance
- 8. with the following schedule, according to the length of
- 9. service of each individual:
- 10. (a) Employees who have worked one (1) year shall 11. receive two (2) weeks vacation.
  - (b) Employees hired after September 1 will receive credit at the rate of one (1) day per month for the time employed.
    - (c) Employees who have worked five (5) years shall receive three (3) weeks vacation. Employees who have worked six (6) years shall receive three (3) weeks plus one (1) day vacation. Employees who have worked seven (7) years shall receive three (3) weeks plus two (2) days vacation. Employees who have worked eight (8) years shall receive three (3) weeks plus three (3) days vacation. Employees who have worked nine (9) years shall receive three (3) weeks plus four (4) days vacation.
    - (d) Employees who have worked ten (10) years shall receive four (4) weeks vacation.
    - (e) Part-time employees shall have their vacation time prorated and receive vacation pay accordingly.
    - (f) It is understood that vacation time will be used within any two (2) year period. Vacation time should

1.		be taken so that it is mutually satisfactory with
2.		his/her immediate supervisor.
3.	(g)	An employee who retires at any age shall receive a
4.		pro rata vacation pay as of the date he/she leaves
5.		the employ of the College.
6.	(h)	The pro rata vacation pay of an employee who dies
7.		while in the employ of the College shall be paid
8.		to the beneficiary of his/her group life insurance
9.		policy.
10.	(i)	Vacation time may be taken as it is earned.
11.	ARTICLE X	V - HOLIDAYS
12.	SECTION 1	
13.	The Colle	ge agrees to pay to each eligible employee seven (7)
14.	hours pay	for each of the following holidays:
15.		1. July 4th
16.		2. Labor Day
17.		<ol><li>Thanksgiving Day</li></ol>
18.		<ol> <li>Day after Thanksgiving Day</li> </ol>
19.		5. Christmas Eve Day
20.		6. Christmas Day
21.		7. New Year's Eve Day
22.		8. New Year's Day
23.		<ol><li>Martin Luther King's Birthday</li></ol>
24.		10. Cood Friday
25.		11. Easter Monday
26.		12. Memorial Day
27.		<ol><li>Employee's Birthday (or an alternate day</li></ol>
28.		mutually agreed upon by the employee and
29.		the immediate supervisor)
30.	ADDENDUM:	Part-time employees shall receive pro rata pay for

1.	holidays they would normally be scheduled to work.				
2.	SECTION 2				
3.	Eligible employees shall include all those who are at work				
4.	within the work week in which the holiday falls or absent				
5.	for bona fide reasons.				
6.	SECTION 3				
7.	Should a problem arise with a holiday because of scheduling,				
8.	both the Union and the College shall meet and resolve the				
9.	problem.				
10.	ARTICLE XVI - SICK LEAVE				
11.	All employees are entitled to take time off from work because				
12.	of personal illness in the immediate family (father, mother,				
13.	spouse, or children) without any loss of pay, according to the				
14.	following schedule: .				
15.	(a) Employees are allowed twelve (12) days of				
16.	sick leave per year.				
17.	(b) Accumulated days of sick leave will be unlimited.				
18.	(c) A sick leave is subject to medical verification				
19.	if requested by the immediate supervisor.				
20.	(d) Part-time employees will have their sick leave				
21.	prorated based on time worked.				
22.	(e) Sick leave will be allocated from the time of				
23.	employment for those starting other than at the				
24.	start of the College school year.				
25.	ARTICLE XVII - MATERNITY				
26.	Maternity leave of up to six (6) months may be granted by the				
27.	College. If such leave is granted, the employee shall have				
28.	the right to return to her old position in the employment of				
29.	the College. Should an extension of six months be requested,				
30.	it will not be unreasonably denied.				

- ARTICLE XVIII PERSONAL LEAVE
- 2. Employees will be granted a personal leave with pay not to
- exceed five (5) days per year, for matters which cannot be
- 4. cared for in other ways. Personal leave may not be used for
- 5. vacation or work for pay for another employer. Unused personal
- 6. leave will be added to accumulated sick leave entitlement.
- 7. The employee requesting personal leave will give at least
- 8. twenty-four (24) hours advance notification to her/his
- 9. supervisor, except in case of emergency.
- 10. ARTICLE XIX BEREAVEMENT LEAVE
- 11. In the event of a death in the immediate family, the College
- 12. may grant leave with pay not to exceed five (5) days. An
- 13. employee's immediate family shall be considered as husband,
- 14. wife, children, brother, sister, stepchildren, grandchildren,
- .15. father, mother, mother-in-law, father-in-law, grandfather and
- 16. grandmother. Additionally one (1) day off with pay may be
- 17. granted by the College in the event of a death of an employee's
- 18. Aunt, Uncle, Brother-in-law, Sister-in-law, Nephews, Nieces,
- 19. and Cousins.
- 20. ARTICLE XX HOSPITALIZATION AND PRESCRIPTION PLAN
- 21. The College shall pay all premiums to provide for full Blue
- 22. Cross Blue Shield coverage, with Rider J premiums for
- 23. employees and eligible dependents and Major-Medical.
- 24. The College will provide a prescription plan (\$1.00 per
- 25. prescription) for each employee, spouse, and her/his unmarried
- eligible dependents.
- 27. ARTICLE XXI JURY DUTY
- 28. An employee who is required to be absent from work in order to
- 29. serve jury duty shall receive from the College the difference
- 30. between the daily jury duty pay and the amount payable at

- her/his regular straight time earnings for a normal work day.
- 2. ARTICLE XXII WORKMEN'S COMPENSATION INSURANCE
- 3. All employees are covered by Workmen's Compensation Insurance.
- 4. SECTION 1
- 5. In the event of an accident, the employee shall immediately
- 6. notify her/his immediate supervisor.
- 7. SECTION 2
- 8. Time lost from work due to an injury occurring while at work
- 9. shall not be taken from the employee's allowed sick days until
- 10. clarified under the Workmen's Compensation Insurance Program.
- 11. SECTION 3
- 12. Employees shall be allowed time off from work, without loss of
- 13. pay, to attend compensation hearings which occur during their
- 14. regular work day.
- 15. ARTICLE XXIII DISABILITY INSURANCE
- 16. If the Union secures a disability insurance program for the
- 17. employees covered by this agreement, the premium is to be fully
- 18. paid for by each covered employee. The College will act merely
- 19. as a conduit in withholding premiums from the employees' wages
- 20. and forwarding same to the Insurance Company designated by the
- 21. Union upon receipt of proper authorization from the Union and
- 22. the Employees.
- 23. ARTICLE XXIV TUITION
- 24. Employees and their dependents (specifically spouse and
- 25. children) are to be granted tuition free entrance for credit
- 26. or audit to any class offered by the College.
- 27. ARTICLE XXV REST PERIOD
- 28. Employees will be given a fifteen (15) minute rest period in
- 29. the morning and a fifteen (15) minute rest period in the
- afternoon without loss of pay.

- ARTICLE XXVI WASHUP TIME
- 2. All employees shall receive five (5) minutes washup time
- 3. before the regular lunch period and before quitting time,
- 4. or supper time if working overtime.
- 5. ARTICLE XXVII SAFETY CONDITIONS
- 6. The College President or his designee and the Union Chair-
- 7. woman or her designee shall comprise the Safety Committee.
- 8. They shall meet when deemed necessary to discuss and rectify
- 9. any safety condition they feel necessary to institute.
- 10. ARTICLE XXVIII BULLETIN BOARDS
- 11. The College shall make available to the Union a bulletin
- 12. board for the purpose of posting official Union notices.
- 13. ARTICLE XXIX UNION VISITATION
- 14. Officers or Representatives of the Union shall, upon request
- 15. of the Union, be admitted to the College during working hours
- 16. for the purpose of ascertaining whether or not this Agreement
- 17. is being observed by the parties or for assisting in the
- 18. adjustment of grievances upon permission of the College
- President or his designce.
- 20. ARTICLE XXX UPGRADING
- 21. The College agrees to establish appropriate skill criteria
- 22. for the upgrading of the administrative secretaries in the
- 23. "B" and "C" classifications. Present employees will not lose
- 24. any rank or grade. Qualifying tests will be established to
- 25, allow employees in the "B" and "C" categories to qualify for
- 26. the next higher level. Tests will be administered annually
- 27. (on a voluntary basis) in November and December. Of the total
- 28. in the "B" and "C" categories, a maximum of twenty-five percent
- 29. (25%) in each may be upgraded to the "A" and "B" category
- 30. annually on January 1st. The twenty-five percent (25%) will

- 1. be taken from those who qualify.
- 2. ARTICLE XXXI MISCELLANEOUS
- 3. SECTION 1
- 4. On May 1 of each year the employees will receive a memorandum
- 5. from the Office of the Director of Employee Relations advising
- 6. them of the number of personal days, sick days, and vacation
- 7. days they have remaining.
- 8. SECTION 2
- 9. Effective July 1, 1978, all newly created jobs, within the
- 10. unit, which have not been posted will be discussed with the
- 11. President and/or Vice President of the local before posting.
- 12. SECTION 3
- 13. Employees working a minimum of two (2) hours of overtime will
- 14. receive a meal allowance compensation not to exceed \$3.50 for
- 15. meals eaten off campus, after submission of a receipt to the
- 16. Business Office. During add/drop and registration periods
- 17. however, employees who are in the aforesaid overtime status will
- 18. continue to secure a slip from the Business Office which will
- 19. entitle them to a meal at the College cafeteria.
- 20. ARTICLE XXXII SALARY SCHEDULE
- 21. All full time, permanent Secretaries, Clerks, Bookkeepers,
- 22. Graphic Arts and Switchboard Operators on the College Payroll
- 23. as of July 1, 1981, shall receive an increase in their base
- 24. wages as follows:
- 25. 9% above their 1980-81 base salary
- 26. as of July 1, 1982:
- 27. 9% above their 1981-82 base salary
- 28. Permanent part time employees in the above listed classifica-
- 29. tions will receive a pro rated increase.

- 1. ARTICLE XXXIII TERMINATION OR MODIFICATION CHANGE TO:
- 2. This agreement shall remain in full force and effect to and
- 3. including June 30, 1983. Negotiations for the next subsequent
- 4. contract shall commence in April 1983.

BOARD OF TRUSTEES	INTERNATIONAL UNION OF ELECTRICA	
CAMDEN COUNTY COLLEGE	RADIO & MACHINE WORKERS, AFL-CIC LOCAL 440	),
BY: Jan Jan Jan BY:	BY: Porem Crossen	<u>.</u>
BY: ( MA /1. frilled)	BY: Man Haw	_
	BY: Sanda M Chance,	_
BY: Wwithelm	BY: July M. allright	- (
BY:	BY: Reach Planmet	1.
	BY: Raymence B Morton	_
DATE SIGNED. 08-12-81	DATE SIGNED:	