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Between

MONMOUTH COUNTY BOARD OF SOCIAL SERVICES

and

Monmouth County Board
and

Chosen Freeholders
(bonding agent)

LOCAL 2284, AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO,

and

MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS

X JANUARY 1, 1984 through DECEMBER 31, 1985

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THIS AGREEMENT made this 8th day of May, 1984, by and between THE MONMOUTH COUNTY BOARD OF SOCIAL SERVICES, hereinafter referred to as the "Employer" and the LOCAL 2284, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, hereinafter referred to as the "Union", and the MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS, hereinafter referred to as the "Employer-Funding Agent", represents the complete and final understanding between the Employer, the Union and the Employer-Funding Agent.

PREAMBLE

This Agreement entered into by the Employer and the Union has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1

RECOGNITION

The Employer recognized the Union as the sole and exclusive representative of the employees of the following job classifications in the John L. Montgomery Home and the Geraldine L. Thompson Medical Home for the purpose of establishing salaries, hours of work, and other conditions of employment:

Cook
Senior Cook
Senior Food Service Worker
Building Service Worker
Institutional Attendant
Senior Institutional Attendant
Practical Nurse
Senior Practical Nurse
Building Maintenance Worker
Maintenance Repairman (with Variance)
Linen Room Attendant
Environmental Therapy Aide
Senior Linen Room Attendant

Unless the parties to this Agreement mutually agree to include other classifications in addition to those listed above, employees in the above classifications and no others shall have the right to be represented in this bargaining unit.

ARTICLE 2

MANAGEMENT RIGHTS CLAUSE

It is recognized that the Employer has and will continue to retain the rights and responsibilities to direct the affairs of the Nursing Homes in all its various aspects. Among the rights retained by the Employer are its rights to direct the working forces; to plan, direct and control all the operations and services of the Nursing Home to determine the methods, means, organization and personnel by which such operations and services are to be conducted; to contract for and sub-contract out services; to relieve employees due to lack of work or for other legitimate reasons, to make and enforce reasonable rules and regulations, to change or eliminate existing methods, equipment of facilities; provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement and that a grievance may be filed by the Union alleging such conflict.

ARTICLE 3

WORK RULES

The Employer shall establish reasonable and necessary rules of work and conduct for employees. Such rules shall be equitably applied and enforced. If an employee is requested to work a double shift, a fifteen(15) minute break is allowed prior to the start of shift. Employees will be allowed a forty-five (45) minute lunch break.

ARTICLE 4

EQUAL TREATMENT

The Employer and Union agree there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, marital status, political affiliation, union membership or union activities; provided, however, that no grievance arising under this Article shall be submitted to the Arbitration Step of the Contractual Grievance Procedure but shall, instead, be submitted to the jurisdiction of the appropriate administrative agency.

ARTICLE 5

GRIEVANCE PROCEDURE

Section 1: Any grievance or dispute which may arise between the parties including the application, meaning or interpretation of the Agreement shall be settled in the following manner:

Step 1:

The employee, with or without the Union Steward, shall take up the grievance or dispute with the employee's immediate supervisor within ten (10) days of its occurrence or within ten (10) days of the time the employee should reasonably have knowledge of its occurrence. The supervisor shall then attempt to adjust the matter and shall respond to the Steward within three (3) working days.

Step 2:

If the grievance has not been settled at Step 1, it shall be reduced to writing, dated and signed by the aggrieved employee, and presented to the Administrator within seven (7) working days after the Supervisor's response as indicated in Step 1. The Steward for the Union may present this written grievance and in turn set up an appointment to discuss the grievance. Said appointment shall be set up within five (5) working days after the date of presentation. A written reply shall be given to the Steward by the Administrator within five (5) working days after the date

of the meeting.

Step 3:

If the grievance still remains unresolved, the Union shall present a written notice to the Welfare Director, or his designee, within five (5) working days after the date of the written reply of the Administrator as indicated in Step 2. The Welfare Director, or his designee, shall schedule a hearing within five (5) working days after the review of the written grievance. A written reply shall be given to the Union by the Welfare Director, or his designee, within five (5) working days after the hearing.

Step 4:

If the grievance is still unsettled, the Union may within fifteen (15) days, after the reply of the Director is due, by written notice to the Director, request arbitration. The arbitration proceedings shall be conducted by an arbitrator to be selected by the Employer and Union within seven (7) days after notice has been given. If the parties fail to agree upon an arbitrator, the N.J. State Board of Mediation shall be requested by either or both parties to provide a panel of five (5) arbitrators. Both the Employer and the Union shall have the right to strike two (2) names from the panel. The Employer shall strike the first name, the Union then strike one name, etc., and the name remaining shall be the arbitrator. The decision of the arbitrator shall be final and binding on the parties

and the arbitrator shall be requested to issue his decision within thirty (30) days after the conclusion of testimony and argument. Expenses for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceeding, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

Section 2: The Union will notify the Employer in writing of the names of its employees who are designated by the Union to represent employees under the grievance procedure. Employees so designated by the Union will be permitted to confer with Union Representatives, Employees and with Employer Representatives regarding matters of employee representation during working hours without loss of pay.

Section 3: Representatives of the Union who are not employees of the Employer, will be permitted to visit the Medical Home during their working hours, for the purpose of discussing Union representation matters. Such representative shall also be recognized by the Employer as an authorized spokesman for the Union in meetings between the parties regarding employee representation matters. Such representatives shall give twenty-four (24) hours notice.

ARTICLE 6

WORK SCHEDULE

Section 1: Where the nature of the work involved requires continuous operations on a twenty-four hours per day, seven days per week basis, employees so assigned will have their schedules arranged in a manner which will assure, on a rotation basis, that all employees will have an equal share of Saturdays and Sundays off, distributed evenly throughout the year.

Section 2: Where more than one work shift per day within a given classification is in effect, employees within such classification will be given preference of shift in accordance with their seniority. Such references will be exercised only when vacancies occur or when for other reasons changes in the number of employees per shift are being made. In no instance, however, will a senior employee be required to wait longer than one year in order to exercise his preference of shift over a less-senior employee.

Section 3: It is understood and agreed that effective April 7, 1980, that employees with the titles of Institutional Attendant, Senior Institutional Attendant, Practical Nurse, and Senior Practical Nurse shall have their hours of work increased fifteen (15) minutes per shift. The scheduled shift

hours for these employees shall be 7:00 a.m. - 3:15 p.m. for those assigned to the day shift; 3:00 p.m. - 11:15 p.m. for those assigned to the evening shift; and 11:00 p.m. - 7:15 a.m. for those assigned to the night shift.

ARTICLE 7

SENIORITY

Section 1: Seniority is defined as an employee's total length of service with the Employer, beginning with his original date of hire. In the event that two employees commence their employment on the same date, their respective seniority shall be determined alphabetically. New employees shall be considered to be on probation for a period of ninety (90) days from the date of hire. During this period, the employee may be discharged at the will of the Medical Home and such discharge shall not be subject to the grievance and arbitration procedures provided in this Agreement.

Section 2: In all cases of promotions, demotions, layoff, recall, shift assignment, building assignment, vacation schedules and other situations where substantial employee advantages or disadvantages are concerned, employees with the greatest amount of seniority shall be given preference, provided the employee has the ability to perform the work involved. The employer agrees that where circumstances permit, day-to-days work assignments of employees will be made in such a manner as will provide senior employees with experience that will improve their ability to qualify for promotions in line with their seniority. In the event of layoff, the Union President, Union Secretary and the Shop Stewards shall be the last to be laid off and the first to be recalled after layoff.

Section 3: The Employer shall maintain an accurate, up-to-date seniority roster showing each employee's date of hire, classification and pay rate and shall furnish copies of the same to the Union upon request.

Section 4: The Employer shall promptly advise the appropriate Union representative of any changes which necessitate amendments to the seniority list.

Section 5: The parties shall develop posting language for promotional vacancies for which unit members are eligible and for shift vacancies, such postings to stand for five (5) working days.

ARTICLE 8

Section 1: Salary Increases.

(a) Effective May 8, 1984, bargaining unit members shall receive a pay increase of seven percent (7%), retroactive to January 1, 1984 and an additional pay increase of one percent (1%) effective July 1, 1984. Starting rates shall be increased by the same percentages.

(b) Effective January 1, 1985, bargaining unit members shall receive an additional pay increase of seven percent (7%) over 1984 levels. Further pay increase of one percent (1%) shall take effect July 1, 1985. Starting rates shall be increased by the same percentages.

Section 2: Salary Adjustment for Promotions Or Reclassification.

When an employee is promoted or reclassified from one class to another having a higher salary range, then his salary range shall be increased by five percent (5%) of his base rate pay or be adjusted to the salary rate of the minimum of the new salary range, whichever is higher. It is understood that the salary adjustment shall not be such as to put the salary above the maximum of the established salary range for the new position.

Section 3: Performing Work in Higher Paid Classification.

An employee who performs work in a higher paid

classification will be paid the higher classification rate when performing those duties as indicated in Section 2 above. An employee can be worked in a higher classification, at no increase in pay, for a reasonable time. Reasonable time being fifteen (15) working days.

Section 4: Pay Ranges Not to be Reduced.

During the term of this Agreement, the pay scale ranges will not be reduced unless by mutual consent of both parties.

ARTICLE 9

OVERTIME

Section 1: Block System Scheduling.

In order to continue the Block System of scheduling, as requested by the employees, each employee shall be entitled to overtime. Overtime shall be paid and allowed as set forth in a separate memorandum of the parties dated September 23, 1976 which memorandum is ratified and affirmed and incorporated herein as if set forth at length.

Section 2: Distribution.

Overtime shall be distributed as equitably as possible, given the work requirements of the shift.

In this connection when overtime occurs, it shall be offered to hourly employees first. In the event no hourly employees are able to perform the said overtime, the County agrees to maintain a list of "Volunteers" who would be willing to perform said overtime. If this list is exhausted and no one volunteers for overtime, then the employer shall offer the overtime to employees on the previous shift involved on a seniority basis, rotating the list from the employee with the most shift seniority to the employee with the least shift seniority. It is, therefore, understood that the person with the least shift seniority will have to perform said overtime.

ARTICLE 10

EMERGENCY OVERTIME

When the Employer declares there is an emergency situation and calls an employee to perform such emergency work outside of his normal working hours, the employee will be compensated at time and one-half for such time that he worked. An employee who works two (2) consecutive shifts shall be given lunch provided by Employer.

ARTICLE 11

WEATHER EMERGENCY

In situations where the Monmouth County Board of Chosen Freeholders declares a day off for inclement weather, such as snow, or other acts of God, for non-emergency employees it is understood that the John L. Montgomery Home and the Geraldine L. Thompson Medical Home will remain in operation. Thus, employees who are scheduled and are able to work will receive an additional day off at a future date at a straight time rate to be scheduled at the discretion of the Administrator. For those employees who are unable to work because of such weather conditions, a vacation, sick, compensatory or administrative day will be charged at the employees discretion.

ARTICLE 12

CALL-IN-TIME

Any employee who is requested and returns to work during periods other than his regularly scheduled shift shall be paid time and one-half for such work and be guaranteed not less than four hours pay, regardless of the number of hours actually worked. If the employee's call-in-time work assignment and his regular shift overlaps, he shall be paid time and one-half for the first two hours of work. Thereafter, for the balance of his regular work shift, he shall be paid at the appropriate rate.

ARTICLE 13

UNIFORM ALLOWANCE

Section 1: A uniform allowance for full-time, active employees shall be provided for in the year 1984 and 1985 to all employees who shall have served on full-time, active duty for a period of not less than six (6) months. The Administrator of the institution shall certify, in writing, to the Department of Finance, County of Monmouth, the names of those employees eligible to receive the uniform allowance.

Section 2: The uniform allowance that shall be provided to all employees is as follows: For the year 1984, \$250.00, effective January 1, 1984; and for the year 1985, \$275.00, effective January 1, 1985.

Section 3: A uniform allowance for all part-time employees will be based on a pro rata basis.

ARTICLE 14

PAID LEAVES

Employees in the service of the Employer shall be entitled to the following leave of absence with pay:

(A) One working day sick leave with pay for each month of service from the date of appointment up to and including December 31st next following such date of appointment, and fifteen (15) days sick leave with pay for each calendar year thereafter. If any such employee requires none or a portion only of such allowable sick leave for any calendar year, the amount of such leave taken shall accumulate to his credit from year to year, and he shall be entitled to such accumulated sick leave with pay if and when needed.

(B) If an employee is absent for five (5) consecutive days (working days) for any of the reasons set forth in the above rule, the employer shall require acceptable evidence on the form prescribed. The nature of the illness and length of time the employee will be absent should be stated on the doctor's certificate and charged against sick time.

(C) An employee who does not expect to report to work because of personal illness or for any of the reasons included in the definition of sick leave hereinabove set forth, shall notify his immediate supervisor, by telephone

or personal message, at least two (2) hours before the beginning time of the employee's shift, except in case of emergency.

(D) Sick leave claimed by reason of quarantine or exposure to contagious disease may be approved on the certificate of the local department of health.

(E) Three (3) administrative days with pay will be granted to employees at the John L. Montgomery Medical Home and Geraldine L. Thompson Medical Home subject to the following:

(1) Application for administrative leave days shall be made at least five (5) working days in advance unless in case of emergencies subject to approval of employee's immediate supervisor and administrator or her designee. No specific reason for the request will be required, except for emergencies.

(2) Leaves must be used within the calendar year prior to December 15th of the year and shall not be accumulative from year to year.

(3) Administrative leave shall not be granted at the beginning or end of a vacation, paid holiday, except in cases of emergency.

ARTICLE 15

UNPAID LEAVES

Leaves of absence for a limited period -- shall be granted for any reasonable purpose, and such leaves shall be extended or renewed for any reasonable period. Reasonable purpose in each case shall be agreed upon by the Union and the Employer.

ARTICLE 16

UNUSED SICK LEAVE

All permanent classified employees and employees granted sick leave under terms and conditions similar to classified employees shall be entitled upon retirement, death, or termination, provided the employee has served at least ten (10) years of continual full time employment with the County or is from a recognized Public Employee's Retirement System, to receive a lump sum payment as supplemental compensation for each full day of earned and unused accumulated sick leave which is credited to him/her on the employment records and certified by the appointing authority on the effective date of his/her retirement or death.

Payment will be calculated as follows:

- a. One-half of employee's daily rate of pay for each day of earned and unused sick leave.
- b. Rate will be calculated based upon the average annual compensation received during the employee's last year of employment, prior to retirement or death.

Supplemental payment shall not exceed \$12,000.00. Supplemental payments shall not interfere with any existing pension or retirement funds. Break-in-service shall not affect accumulated sick days. An employee who has incurred or shall incur a break in service as a result of separation due to layoff shall be credited with sick leave accrued both before separation, and after return to employment.

An employee incurring a break in service for any other type of separation shall have his sick leave computed only from the date of return to employment. In order to be eligible for the supplemental payments, a retiring employee must be an active Monmouth County employee during the time prior to his/her retirement.

Applications for supplemental payment for accumulated sick leave may be obtained from the Department of Finance.

ARTICLE 17

JURY DUTY

Employees shall be granted a leave of absence with pay anytime they are required to report for jury duty or jury service. Employees shall be paid the difference between the jury duty compensation they receive and their regular wages for each day of jury service. Any compensation received by employee while receiving full pay from the County while on jury duty shall be endorsed by employee for the County Treasurer.

ARTICLE 18

UNION BUSINESS

Section 1: Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall, at the written request of the Union, be granted a leave of absence without pay. The leave of absence shall not exceed two (2) years, but it shall be renewed or extended for a similar period upon the request of the Union. The request for renewal or extension shall be requested by the Union every six (6) months.

Section 2: Duly elected officials of the Local who are selected as delegates, or their designee or alternate, shall be granted an aggregate of ten (10) days for the calendar years 1980-1981 to attend Union conventions and/or seminars.

ARTICLE 19

EDUCATIONAL LEAVES

After completing one year of service, any employees, upon request, shall be granted a leave of absence for educational purposes. The period of the leave of absence shall not exceed one (1) year, but it shall be extended or renewed at the request of the employee. One (1) year leave of absence (with any requested extension for educational purposes) shall not be provided more than once every three (3) years. The purpose of educational leave is to improve or upgrade the employees skills or professional ability related to their County position. Employees shall also be granted leaves of absence for educational purposes not to exceed one (1) month in any calendar -- to attend conferences, seminars, briefing sessions, or other functions of a similar nature that are intended to improve or upgrade the individual's skill or professional ability, relevant to their County positions. Employees returning from authorized leaves of absence as set forth above, will be restored to their original classification at the then appropriate rate of pay with no loss of seniority, or other employee rights, privileges or benefits. It is understood that credit for service will not be counted for the period of time the employee is on leave without pay.

ARTICLE 20

MILITARY SERVICE

Any employee who is a member of a reserve force of the United States of of this State and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or this State shall be granted a leave of absence during the period of such activity. Such duty is not to exceed three (3) weeks. Any employee who entered into active service of the Employer shall be granted a leave of absence for the period of military service. Employees returning from authorized leaves of absence as set forth herein will be restored to their original classification at the then appropriate rate of pay with no loss of seniority or other employee rights, privileges or benefits.

ARTICLE 21

FAMILY DEATH

In case of death in the immediate family of any employee, time off with straight pay will be allowed up to a maximum of three (3) consecutive work days. Members of the immediate family shall mean mother, father, sister, brother, spouse, child, mother-in-law, father-in-law, grandmother, grandfather, or any relative living in the employee's immediate household. The approved absence shall be subject to verification if requested.

ARTICLE 22

MATERNITY AND PATERNITY
LEAVE OF ABSENCE

Section 1: Maternity.

Women employees who are permanent and have completed their working test period may request that earned and unused sick leave be granted during the time prior to the expected date of confinement (date of delivery) and for one (1) month after the actual date of delivery upon presentation of a medical certificate.

Any requests for additional leaves of absence without pay for an employee who is unable to return to work because of continuing illness and inability to perform her job may be submitted to the appointing authority in accordance with the provisions for a request for leave of absence without pay provided for in this contract.

Section 2: Paternity.

Male employees who are permanent and have completed their working test period may request that earned and unused sick leave be granted after the birth of their child for a period of one (1) week after the actual date of delivery upon presentation of a medical certificate.

ARTICLE 23

HOLIDAYS

The following days are recognized paid holidays:

New Year's Day	Easter Sunday
Martin Luther King's Birthday	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Election Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

Employees who are scheduled to work on the holidays listed above in this Agreement, are to be paid at a rate of time and one-half, plus regular day's wages. In order to be eligible for holiday pay, an employee must have worked his full regular scheduled work day before and after the holiday, unless excused. Any other holidays granted to other County employees by resolution of the Board of Chosen Freeholders, The Governor of New Jersey, or President of the United States shall also be granted.

ARTICLE 24

VACATIONS

Section 1: One working day for each month worked during the first calendar year of employment.

Section 2: Twelve working days per year after the first calendar year of employment up to and including five years of service.

Section 3: Fifteen working days per year beyond five and up to and including twelve years.

Section 4: Twenty working days per year beyond twelve and up to and including twenty years.

Section 5: After twenty years of employment, twenty-five working days per year.

Section 6: For purposes of convenience, it is agreed that an employee who is employed for more than six months during the first calendar year of employment shall have that year included in the computation for years of service in determining vacation leave; an employee with six months or less service during his first calendar year of employment shall not have that period included in the computation for years of service in determining vacation leave.

Section 7: Part-time employees receive vacation leave on a pro rata basis, i.e., employees on half-time service, after the first calendar year, receive six working days

vacation per calendar year, etc. "Part-time employees" are defined for the purposes of these benefits as employees who work less than the regularly scheduled work week, but twenty or more hours in the week.

Section 8: All vacation monies to be paid to employees on last week prior to vacation.

Section 9: An employee may request a maximum of one week of earned vacation allowance to be forwarded into the next succeeding year. The request shall be made in writing to the appropriate appointing authority prior to November 15th and may be approved for good reason.

ARTICLE 25

INSURANCE

Section 1: Present insurance to be continued for the duration of this Agreement.

Section 2: The County shall, effective January 1, 1985, provide prescription drug insurance program at a cost not to exceed \$150.00 per annum for employee for full family coverage.

ARTICLE 26

WORKMEN'S COMPENSATION

The present County policy of Workmen's Compensation shall apply to this Agreement.

ARTICLE 27
SAFETY AND HEALTH

The Employer shall at all times maintain safe and healthful working conditions, and will provide employees with any wearing apparel, tools or devices reasonably necessary in order to insure their safety and health. The Employer and the Union shall each designate a safety committee member. It shall be a joint responsibility to investigate and correct unsafe and unhealthful conditions. They shall meet periodically as necessary to review conditions in general and to make recommendations to either or both parties when appropriate. The safety committee representing the Union shall be permitted a reasonable opportunity to visit work locations throughout Employer's facilities where employees covered by this Agreement perform their duties, for the purpose of investigating safety and health conditions, during working hours with no loss in pay, for a period not to exceed one (1) hour per day, unless additional time is authorized by the Administrator, or the Employer.

ARTICLE 28

GENERAL PROVISIONS

Section 1: Bulletin Boards. The Employer will make available one enclosed bulletin board for the posting of official Union notices at each of the following locations, and the Union will limit the posting of Union notices to such bulletin boards.

John L. Montgomery Medical Home -- In the basement entry, where the majority of employees report for duty.

Geraldine L. Thompson Medical Home -- On first floor, in the dining room.

Section 2: Severability. Should any portion of this Agreement be held unlawful and unenforceable by any Court of competent jurisdiction such decision of the Court shall apply only to the specific portion of the Agreement affected by such decision, whereupon the parties agree immediately to negotiate a substitute for the invalidated portion thereof.

Section 3: Discussions. The Union and the Employer agree to sit down on a quarterly basis to discuss problems of mutual interest. These meetings shall be scheduled between the Union Representative(s) and Management Representative(s). Either party may request a meeting and shall submit a written agenda of topics to be discussed seven (7) days

prior to such a meeting.

These meetings are not intended to circumvent the grievance procedure, but are to encourage open and free discussion of existing problems concerning both parties.

ARTICLE 29

DISCIPLINE AND DISCHARGE

Section 1: It shall be the policy of the Medical Home to base the discipline and discharge of an employee on just cause.

Section 2: The sole right to discipline and discharge employees for cause is retained by the Medical Homes.

Section 3: The Medical Homes reserve the right to reject any new employee at any time with 120 calendar days from the date of hiring if, in its sole discretion, the Medical Homes find him/her an undesirable employee for any reason.

Section 4: No claim involving discipline or discharge shall be submitted to the grievance arbitration if the matter is subject to the Statutory Civil Service Appeal Procedure. Disciplinary actions not subject to the Statutory Civil Service Appeals Procedure may be submitted to grievance arbitration.

ARTICLE 30

UNION SECURITY

Section 1: The Employer agrees to deduct the Union monthly membership dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union and the aggregate deductions of all employees shall be remitted to the Treasurer of the Union, together with a list of names of all employees for whom the deductions were made by the tenth (10th) day of the succeeding month after such deductions are made. This authorization shall be irrevocable during the term of this Agreement, or as may otherwise be provided in applicable statutes. The Union will notify the Employer, in writing, at least thirty (30) days in advance of any change in dues structure.

Section 2: Any employee in the Bargaining Unit, effective January 1, 1981, who does not join the Union within thirty (30) days thereafter, any new employee who does not join within one hundred and twenty (120) days of initial employment within the Unit, and any employee previously employed within the Unit who does not join within ten (10) days of reentry into employment within the Unit shall, as a condition of employment, pay a Representation

Fee to the Union by automatic payroll deduction as indicated in Section 1 above. The Representation Fee shall be in an amount equal to eighty-five percent (85%) of the regular Union membership dues, fees, and assessments as certified to the Employer by the Union. The Union may revise its certification of the amount of the Representation Fee at any time to reflect changes in the regular Union membership dues, fees and assessments. The Union's entitlement to the Representation Fee shall continue beyond the termination date of this Agreement so long as the Union remains the majority representative of the Employees in the Unit, provided that no modification is made in this provision by a successor agreement between the Union and the Employer. It is agreed that the Union shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-15.5(c) and 5.6 and membership in the Union shall be available to all employees in the unit on an equal basis at all times. In the event the Union fails to maintain such a system or if membership is not so available, the Employer shall immediately cease making said deductions.

ARTICLE 31

CLASSIFICATION AND JOB DESCRIPTIONS

The classification and job descriptions for employees covered by this Agreement are attached hereto as Appendix "A" and by reference are made a part of this Agreement.

ARTICLE 32

NO STRIKE, ETC.

Section 1: In addition to any other restriction under the law, the Union will not cause a strike or work stoppage of any kind, nor will any employee take part in a strike, intentionally slow down in the rate of work, or in any manner cause interference with or stoppage of the Employer's work, provided the Employer follows the grievance procedure for which provision is made herein and the Employer shall not cause any lockout.

Section 2: If either of the parties or if any person violates this section then such parties or person shall be responsible for any damages resulting as a matter of consequence of such action and such damages may be recovered by appropriate action instituted in the County of Monmouth or the Superior Court, Law Division, Monmouth County.

ARTICLE 33

TERMINATION

Section 1: This Agreement shall be effective as of January 1, 1984 and shall remain in full force and effect until the 31st day of December, 1985. It shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing sixty (60) days prior to the anniversary date that it desires to modify this Agreement.

Section 2: In the event that such notice is given, negotiations shall begin not later than thirty (30) days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the coming section.

Section 3: In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than thirty (30) days prior to the desired termination date which shall be before the anniversary date set forth in the preceding Section.

IN WITNESS WHEREOF, the parties have hereto set
their hands and seal at Freehold, Monmouth County, New Jersey,
on this 20th day of December, 1984.

LOCAL 2284, AMERICAN FEDERATION
OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO

MONMOUTH COUNTY BOARD OF
CHOSEN FREEHOLDERS

Harold Adams C-173

[Signature]

Ruth B. Cagle

Wm. Williams

MONMOUTH COUNTY BOARD OF
SOCIAL SERVICES

[Signature] [Signature]

Elizabeth Kestler

Lafayette Davis

The Board of Chosen Freeholders of the County of Monmouth

FREDRICA A. BROWN
Personnel Officer



HALL OF RECORDS
MAIN STREET
FREEHOLD, NEW JERSEY 07728
Telephone: (201) 431-7300

December 20, 1984

Mr. Harold Adams, Representative
University Office Plaza
3635 Quakerbridge Road
Trenton, NJ 08619

RE: Monmouth County--AFSCME Local 2284--County Negotiations Agreement

Dear Mr. Adams:

This side letter is offered to confirm that the Union and Management will justly review with the County Finance Department the possibility that pay checks can be released earlier than 3:30 p.m. on Thursdays immediately preceding pay day, so that members scheduled to work on the 7 to 3 shift, who are not scheduled to work on Friday, may receive their checks prior to leaving work.

It is understood that this agreement to review pay check scheduling does not constitute a commitment that the Finance Department will approve a change.

The County will advise the Union no later than January 10, 1985 concerning arrangements for a meeting with the Finance Department on this subject.

Thank you for your attention in this matter.

Very truly yours,

Fredrica A. Brown
Personnel Officer

FAB:MK/dmk

NEW JERSEY DEPARTMENT OF CIVIL SERVICE

ALL JURISDICTIONS

COOK

DEFINITION

Under supervision prepares and cooks food in large quantities; does related work as required.

EXAMPLES OF WORK

Supervises food service workers in a unit of cookery in a large kitchen or has general supervision over food service workers in a small kitchen; prepares and cooks food in large quantities.

Prepares raw ingredients such as vegetables, fruits, meats, poultry and fish for the cooking process by washing, peeling, slicing, seasoning, etc.

Prepares soups and makes salads.

Cooks vegetables, fruits, meats, fish, poultry, and soups for the table.

Bakes cakes; makes and serves beverages and desserts.

Operates steam cookers and gas, coal, and electrical stoves, ovens and ranges and other cooking equipment.

Checks food supplies, kitchen supplies, and kitchen laundry and sees that cooking utensils, pans, and other equipment are kept in a clean and sanitary condition.

Sees that menus are followed and established food preservation and preparation procedures are used.

May supervise the operation of a small cooking and food service unit, including the assignment and supervision of employees and patients and/or inmates.

Acts as relief to Head Cooks as may be assigned.

Keeps records.

REQUIREMENTS

Experience

One year of experience as a cook involving the preparation of a variety of food in large quantities.

Knowledges and Abilities

Wide knowledge of the procedures used in preparing and cooking foods to preserve their flavor and nutritional values and to insure quality of preparation.

Basic knowledge of the use, adjustment, and care of food service equipment used in large scale food preparation.

Ability to carry out direction and to learn quickly from instructions and demonstrations.

Ability to prepare and cook vegetables, fruits, meats, poultry, fish and soup makes pastries, cakes, puddings, and other items of food.

Ability to carry out measures needed to attain health and sanitary standards for food preparation and to insure clean, orderly, sanitary, and safe working areas.

Ability to make estimates of quantities and menu requirements.

Ability to take orders and to adjust to emergencies.

Ability to develop, assign and supervise the work of Food Service Workers and other employees and patients and/or inmates.

Ability to keep records.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Code: 10 MOS. S-A07-44642
12 Mos. S-A10-44643
LG-01347

7-7-81 WPC

APD SITE PROJECTIONS P. 3

SENIOR COOK

DEFINITION: Under direction, performs the more responsible work involved in the preparation, cooking and serving of food in large quantities and takes the lead over assigned food service personnel; does related work as required.

EXAMPLES OF WORK: Prepares and cooks food in large quantities; assists in planning and constructing menus; takes the lead over assigned food service personnel; when so directed, requisitions supplies, equipment and utensils required in the kitchen; prepares soups, meats, vegetables, salads and other foods; in addition to cooking, bakes bread and/or pastries; keeps necessary records.

REQUIREMENTS:

1. Ability to read and write English with facility.
2. Two years of experience as a cook involving the preparation of a variety of food in large quantities.
3. Considerable knowledge of the problems involved in cooking work and of the materials, methods and equipment used in preparing food in large quantities.
4. Ability to organize assigned work and develop effective work methods and to take the lead over assigned food service personnel.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

AFM:
1-17-68

SENIOR FOOD SERVICE WORKER

DEFINITION: Under direction, assumes a specified responsibility for the operation of a minor and non-professional phase of preparing and serving food, does related work as required.

EXAMPLES OF WORK: Assists in preparing and cooking food; assists in cutting meat and in baking; assumes direct responsibility for maintaining cleanliness of a kitchen, adjacent iceboxes, pantries, and included equipment; assumes direct responsibility for the proper service at a steam table or for all the service within a specific dining room; assists in the washing of dishes; receives, checks weights, measures, issues and maintains records and inventories of food supplies and equipment.

REQUIREMENTS:

1. Ability to read, write and understand English sufficiently to perform the duties of this position.
2. One year of experience in general kitchen and dining room work.
3. Considerable knowledge of the methods of cleaning and preparing fruits and vegetables for cooking; and of the methods, practices, equipment, and materials used in maintaining clean and sanitary conditions within food preparation serving, and storing facilities.
4. Ability to assist in the preparation and cooking of food; to assume direct responsibility for the complete preparation and cooking of soups, vegetables, salads, and beverage; to cut meat; to maintain a clean and orderly kitchen, icebox pantry, and equipment; to assume the proper service at a steam table or for all service within a specified dining room; to assist in the washing of dishes; to supervise and provide suitable assignments and instructions to groups and individuals and to receive, check, weigh, measure, issue and maintain records and inventories of food supplies and equipment.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ARM
1/20/72

NEW JERSEY DEPARTMENT OF CIVIL SERVICE

DIVISION OF LOCAL GOVERNMENT SERVICES

BUILDING SERVICE WORKER

CLASS SPECIFICATION

DEFINITION:

Under direction, performs varied simple and routine tasks involved in the cleaning of buildings; does related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class perform a variety of cleaning tasks which require light physical effort and involve the use of hand or lightweight powered cleaning equipment.

The worker receives specific instructions for each new task, and is usually not required to use judgment, since his work is scheduled for him and is checked upon completion.

The work performed involves light physical effort, such as that involved in using vacuum cleaners and dry mops; running lightweight powered scrubbers and buffers, continually standing, bending, stooping, and reaching, frequently lifting and emptying wastebaskets; occasionally pushing carts loaded with waste paper and occasionally lifting and carrying items weighing up to about 20 pounds.

EXAMPLES OF WORK

Cleans offices, storerooms, corridors, stairways, dormitories, hospital rooms and wards, and other areas.

Sweeps, dry mops, scrubs, waxes and polishes floors, using brooms, mops, lightweight vacuum cleaners, and lightweight floor scrubbers and buffers.

Dusts, waxes, and polishes furniture.

Empties ashtrays and wastebaskets.

Polishes door knobs and other metal fixtures.

Washes walls, windows, and blinds that can be reached without climbing ladders or scaffolds.

In living quarters and hospital rooms and wards, may collect soiled linen and place it at a pickup point.

May receive clean linen and deliver it where directed, using a handtruck.

May make beds and change linens.

Keeps restrooms in clean, orderly, and sanitary condition.

Sweeps, scrubs, and waxes floors.

Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls.

VED Dept Inspector - NY-11

NEW JERSEY DEPARTMENT OF CIVIL SERVICE

BUILDING SERVICE WORKER--Continued

Cleans mirrors, sinks, and water fountains.

Dusts ledges and woodwork.

Replaces deodorizers, toilet tissue, hand towels and soap.

Notes condition of restroom and reports to supervisor broken windows, water leaks, clogged drains, and other conditions requiring maintenance.

Keeps a stock of cleaning materials and equipment needed to do the work.

Tells supervisor when more materials are needed or when equipment is in need of repair or replacement.

REQUIREMENTS:

Ability

Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. Communication may include such forms as American Sign Language or braille; ability to understand, remember and carry out oral and written directions, and to learn quickly from oral and written directions and from demonstrations; ability to lift and move lightweight objects and to use common cleaning tools (mops, brushes, brooms, etc.) and lightweight vacuum cleaners.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ES

9-9-82

DISC 42-9

INSTITUTIONAL ATTENDANT

DEFINITION: Under direction, in a hospital, training school, sanitarium or other institution, performs the non-professional nursing duties involved in the care and custody of patients and/or inmates; does related work as required.

EXAMPLES OF WORK: Organizes assigned work and develops effective work methods; escorts inmates and/or patients to work, school, meals, treatment rooms, wards, church services and recreation activities; takes patients and inmates for walks; helps with recreation activities; maintains order and discipline within the institution and on the grounds; assists in the cleaning of assigned wards and rooms; supervises and works with groups of inmates and patients engaged in sweeping, mopping and polishing floors, making beds, washing dishes and in doing other routine duties; assists with the feeding of inmates and patients and in the serving of meals; assumes responsibility for the personal appearance and clothing of patients and/or inmates within an assigned area; helps bathe, dress and prepare patients for bed; takes care of the linen supplies for assigned wards, buildings or other areas; helps to keep the wards in a clean and neat condition; helps the nursing staff with uncomplicated treatments and by helping to change dressings; lifts patients on and off beds and stretchers; runs errands; makes rounds of dormitories and wards during the night and notifies the supervisory officer when unusual cases, irregularities and/or accidents and fires occur; reports cases of illness; helps wash and sterilize walls, floors, dishes, tables and other equipment; helps the nursing staff in the care of patients who are undergoing hydrotherapy treatments, Metrazol and Insulin treatments, tube feedings and/or other treatments; checks the temperature of water in treatment tubs; fills ice bags and hot water bottles; prepares simple reports; keeps records with accuracy and attention to detail.

REQUIREMENTS:

1. Ability to read, write, and understand English sufficiently to perform the duties of this position.
2. Some knowledge of the problems of children and adults who are confined to a hospital or other institution of the particular problems likely to be encountered in work in hospitals and other institutions, of medical and hospital routines, methods and procedures, of the problems involved in working with and in supervising the work of patients and/or inmates according to prescribed procedures.

Con't

INSTITUTIONAL ATTENDANT

3. Ability to understand, remember and carry out oral and written instructions and assignments, to organize assigned custodial and other work in an institution, to comprehend the problems of children and adults who are confined to a hospital or other institution, to work harmoniously with associates, superior officers, patients and/or inmates, to take the lead in working with groups of patients and inmates and supervise the performance of their work, to learn to perform uncomplicated sub-professional work in treatment rooms, wards, and other areas, to keep wards, buildings and areas in a clean and neat condition with or without the help of patients and/or inmates, to assist with recreation activities, to patrol wards, dormitories and buildings at night and to notify the proper supervisory officers when unusual cases, irregularities, accidents, fires or illnesses occur, to assist in bathing, dressing and feeding patients and/or inmates, to prepare reports, and to keep detailed and accurate records.

4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ARM:
4-30-69

9

SENIOR INSTITUTIONAL ATTENDANT

DEFINITION: Under direction, in a hospital, training school, sanitarium or other institution, performs the more responsible and varied non-professional nursing work involved in the care and custody of patients and/or inmates and may take the lead over at least one Institutional Attendant; does related work as required.

EXAMPLES OF WORK: Performs the more responsible work involved in checking census and counting patients and/or inmates and may take the lead over at least one Institutional Attendant; performs the more responsible work involved in the bathing of patients, especially those patients suffering from diseases which may easily become aggravated; performs the more responsible work involved in the grooming of patients going to activities or receiving visitors or being transferred or discharged or visiting home; performs the more responsible work involved in quieting disturbed patients; serves in the absence of a supervising attendant for comparatively short periods; keeps needed records.

REQUIREMENTS:

1. Ability to read, write and understand English sufficiently to perform the duties of this position.
2. One year of experience in performing non-professional nursing work involved in tending patients and/or inmates.
3. Considerable knowledge of the problems involved in performing non-professional nursing work involved in tending patients and/or inmates.
4. Ability to comprehend established hospital or institutional practices relating to the concerned work.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ARM

1-31-69

PRACTICAL NURSE

DEFINITION: Under direction, performs practical nursing tasks required in the care of patients in carrying out of medical orders, requiring an understanding of elementary nursing techniques and procedures; does related work as required.

EXAMPLES OF WORK: Performs such duties as are required in the care of patients in carrying out of medical orders, requiring an understanding of elementary nursing involving the application of principles of nursing based on biological, physical, and social sciences in various medical areas, i.e. Psychiatry, Pediatrics, Surgery, and Public Health; takes oral, rectal, and axillary temperatures; observes character of and counts pulse and respiration; observes character of and measures urine, vomitus, and sputum; observes character of feces; assembles charts; collects specimens of urine, sputum, feces and/or vomitus. tests urine for albumin and/or sugar; gives oral medications under direct professional nurse supervision; applies and removes bandages, binders, and adhesive tape. checks census and counts patients in assigned unit or units; gives proper and custodial care to patients. bathes patients; prepares patients for meals; assists patients in maintaining personal hygiene; assists in quieting disturbed patients; keeps necessary records.

REQUIREMENTS:

1. Possession of a valid license as a Practical Nurse in the State of New Jersey.
2. Considerable knowledge of practical nursing routines.
3. Ability to assist in providing for the emotional and physical comfort and safety of patients; to observe, record and report to the appropriate persons symptoms, reactions, and changes of patients; to assist with the rehabilitation of patients; and to keep suitable records.
4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

NOTE: Where the position is in a unit operating under the Medicare Program, applicants for either promotion or open competitive examinations must possess their licenses by examination. In these instances only applicants who obtained their license by waiver will not be admitted to the examination. In all other instances, applicants who obtained their licenses by waiver will be admitted to the examination.

SENIOR PRACTICAL NURSE

DEFINITION: Under the direction of the Director of Nurses, a Supervisor of Nurses, a Head Nurse, or other supervisory officer in a hospital, sanatorium, or other institution, performs varied types of practical nursing tasks, including the supervision of non-professional employees and/or of a unit of the hospital service; does related work as required.

EXAMPLES OF WORK: Organizes assigned supervisory and practical nursing work and develops effective work methods; gives suitable assignments and instructions to the Practical Nurses and Institutional Attendants and others and supervises the performance of their work; when so assigned, assumes the responsibility for the routine activities of a ward, floor or other area; reports unusual occurrences or situations which require the attention of a physician or professional nurse to the proper officer; supervises the giving of prescribed medications; dispenses medications; keeps accurate records of medications prescribed, given and on hand; as may be directed, gives and/or helps give treatments and medications, including diathermy treatments, sitz-baths, and other special treatments; gives pre-operative and post-operative care to patients; sees that hospital and medical supplies are in good order and that accurate records are kept; gives liver extract injections and other injections as may be ordered; sees that meals and nourishments are given as ordered; gives wards to the treatment rooms, operating rooms, recreation areas, and other areas of the hospital; sees that the wards and rooms are kept in good order and in a clean and sanitary condition; prepares reports; keeps and supervises the keeping of clear and accurate records or varied types.

REQUIREMENTS:

1. Possession of a valid license as a Practical Nurse in the State of New Jersey.

NOTE: Where the position is that of a "Charge Nurse" in a unit operating under the Medicare Program, applicants for either promotion or open competitive examination must possess their licenses by examination. In these instances only, applicants who obtained their license by waiver will not be admitted to the examination unless they have successfully completed the examination given by the U.S. Public Health Service for waived Practical Nurses. In all other instances, applicants who obtained their licenses by waiver will be admitted to the examination.

2. One year of experience as a full-time Practical Nurse.

3. Thorough knowledge of practical nursing routines, procedures, standards, and methods and their application to specific cases in a hospital, sanatorium, or other institution according to prescribed procedures, or organizing assigned supervisory and practical nursing work and developing effective work methods; of giving suitable assignments and instructions to individuals and groups and supervising the performance of their work, of the care of child and adult patients and those who are convalescent, including the feeding, bathing and caring for the general comfort of patients; of the particular problems likely to be encountered in work in hospitals and other institutions; of modern medical, nursing, and hospital routines, standards, methods, and procedures; of the precautions to be taken to prevent the spread of infection and to insure proper sanitary conditions; of preparing and supervising the preparation of accurate records of medications and treatments ordered and given and drugs, hospital supplies, and narcotics prescribed, given and on hand; of those situations which require the attention of a physician or professional nurse, and of keeping accurate records of varied types.

SENIOR PRACTICAL NURSE (continued)

4. Ability to analyze practical nursing problems and apply the approved nursing routines, procedures and methods to specific cases in accordance with prescribed procedures; to organize assigned supervisory and practical nursing work and develop effective work methods; to give suitable assignments and instructions to individuals and groups, provide them with advice and assistance when difficult and unusual problems arise, and check their work to see that proper procedures are followed, that reasonable standards of workmanship and output are maintained, and that desired objectives are achieved; to comprehend and analyze the particular problems likely to be encountered in work in an institution; to recognize those situations which require the attention of a physician and/or professional nurse and notify the proper officer; to perform and supervise the performance of practical nursing duties, including the feeding, bathing, and caring for the general comfort of patients; to comprehend modern medical, nursing, and hospital standards, routines, and procedures; to dispense and give medications as directed; to give enemata, irrigations, minor treatments, including sitz-baths, diathermy and injections of varied types; to assist the professional staff in the handling, administration and recording of drugs, hospital supplies, and narcotics; to see that patients are taken from the wards and rooms to the operating rooms, recreation room, and other areas; to see that the wards, rooms and other areas are kept in good order and in a clean and sanitary condition; to assist in maintaining suitable discipline; to prepare clear, sound, accurate and informative reports, and to keep and supervise the keeping of detailed and accurate records of varied types.

5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ES
1-19-75

MT/ST
S-17-4&5
Code: 420500

NEW JERSEY DEPARTMENT OF CIVIL SERVICE

ALL JURISDICTIONS

BUILDING MAINTENANCE WORKER

DEFINITION

Under the direction of a supervisory officer performs varied simple and moderately physically strenuous tasks involved in cleaning and maintaining offices, furniture, buildings and grounds, and may assist in making minor repairs to buildings or equipment; does related work as required.

EXAMPLES OF WORK

Cleans rooms, offices, cafeterias, cottages and other living quarters, halls, gymnasiums, laboratories, auditoriums, hospital wards bathrooms and restrooms, as required.

Dusts, cleans and polishes furniture, fixtures, woodwork and equipment.

Washes and cleans windows, sweeps, washes, strips, waxes and polishes floors; sweeps and vacuums rugs.

May make minor repairs to the heating, electrical and other systems of varied types of buildings; services bathrooms and restrooms.

Assists carpenters, electricians, painters, plumbers and steamfitters by carrying tools and materials, by placing and removing ladders, by cleaning up after work has been done, and by doing other varied tasks of a simple nature.

Services coin machines; empties ash trays and waste baskets.

May make beds and change household linens.

May collect, count and sort laundry.

Distributes supplies.

Keeps simple records.

In the Department of Human Services may be required to undergo fire training classes.

When necessary move and control heavy equipment, carry and set up ladders and scaffolding and work from ladders and scaffolds.

When assigned, moves objects weighing about 50 pounds. Moderately heavy physical effort must be put forth in mopping or scrapping sticky or heavy liquids from floors.

Ocasionally works on ladders and scaffolds to change light bulbs, replace venetian blinds, wash walls, etc.

When assigned moves heavy furniture, supplies and equipment.

May tend low pressure boilers used to produce hot water and heat.

BUILDING MAINTENANCE WORKER

-2-

Runs powered cleaning equipment, cleans and oils the equipment, and changes brushes and accessories.

When assigned mows lawns, trims hedges, rakes and burns leaves and refuse, trims driveway and sidewalks edges using spades and hoes, shovels snow and spreads sand, salt on icy surfaces to prevent slipping.

REQUIREMENTS

License

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Knowledges and Abilities

Basic knowledge of the work and the materials and tools used in washing, waxing, vacuuming and polishing wood, tile, cement, linoleum, glass and other woodwork, furniture and fixtures.

Basic knowledge of the proper use and minor adjustment of sweepers, vacuum cleaners, floor waxers and polishers and other equipment.

Basic knowledge of how to make minor repairs to heating, electrical, plumbing and other systems.

Ability to handle cleaning problems, lift and move moderately heavy objects, organize cleaning work and develop work methods.

Ability to understand, remember and carryout oral and written directions and to learn quickly from directions and demonstrations.

Ability to maintain a building, ward, laboratory, office, unit or area in a clean, hygienic and orderly condition.

Ability to follow safety precautions and to report potentially hazardous conditions.

Ability to work harmoniously with other employees.

Ability to keep simple records.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

NEW JERSEY DEPARTMENT OF CIVIL SERVICE

DIVISION OF LOCAL GOVERNMENT SERVICES

CLASS SPECIFICATION

MAINTENANCE REPAIRER

DEFINITION:

Under direction, performs a variety of routine maintenance and repair tasks involved in masonry and/or plastering and/or carpentry and/or painting and/or plumbing and/or steamfitting and/or sheet metal and/or electrical and/or glazing and/or mechanical and/or other types of maintenance work; does related work as required.

EXAMPLES OF WORK:

Erects simple forms, mixes cement and aggregates, pours, and does the finishing work involved in concrete structures.

Patches and repairs brick and concrete structures.

Repairs damaged plastered walls and ceilings.

Spackles, paints interior and exterior metal, wood, and masonry surfaces.

Repairs plumbing stoppages and repairs leaks in copper, soil, and iron pipe.

Replaces washers, gaskets, and makes general service repairs.

Does general sheetmetal work involved in repairing roofs, drainboards, and rainspouts.

Replaces light bulbs, fuses, wall plates, fixture cords and switches.

Replaces broken glass and re-putties.

Changes lubricants, refuels, and does light maintenance work on equipment and vehicles.

Cleans tools and equipment.

Keeps simple records.

REQUIREMENTS:

Knowledge

Some knowledge of the standard tools, materials, methods, practices, occupational hazards and safety precautions involved in performing general maintenance and repair work.

MAINTENANCE REPAIRER - (Continued)

Ability

Ability to read, write, speak and understand English sufficiently to perform the duties of this position.

Ability to understand, remember and carry out oral and written directions.

To take needed safety precautions in performing the work.

To obtain, store, safeguard, distribute and properly use needed equipment, materials and supplies, and to maintain simple records.

Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ARM
10-26-72
DISC-33-47

LAUNDRY ROOM ATTENDANT

DEFINITION: Performs routine tasks involved in the collection, inspection and delivery of linens; does related work as required.

EXAMPLES OF WORK: Stores, inventories, receives, segregates, counts, repairs and records all soiled linens received from various departments and places linen in hampers or baskets for transmittal to laundry; receives, inspects for tears, counts, and records laundered items before storing on shelves or including in linen requisitions; returns improperly laundered articles; stamps linens with identifying laundry marks; fills requisitions by counting and recording linen requested and places orders in hampers; inventories linens periodically and requests replacement.

REQUIREMENTS

1. Ability to read, write, and understand English sufficiently to perform the duties of this position.
2. Some knowledge of the use and application of modern laundry and linen room equipment.
3. Ability to organize assigned work and develop effective work methods; to work harmoniously with associates; to understand, remember, and carry out oral and written directions; to learn quickly from observations, oral and written explanations, and from demonstrations; to count, sort and check accurately and rapidly; to use modern laundry equipment, and to keep simple records.
4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ES
7/24/72

ENVIRONMENTAL THERAPY AIDE

DEFINITION: Under direction, in a general therapy program, performs subprofessional work in the areas of occupational therapy, music therapy, recreation therapy, personal hygiene and grooming, and domestic arts; does related work as required.

EXAMPLES OF WORK: Assists in conducting classes in needlework, artwork, metalwork, basket-weaving, leatherwork and other arts and crafts; prepares and lays out materials to be used and sees that necessary precautions and safeguards are taken; assists in instructing patients in the principles of personal hygiene and good grooming; teaches patients the rudiments of good housekeeping; conducts cooking classes; organizes and oversees social activities for the patients; teaches patients to dance; organizes, instructs and supervises singing and other musical activities; organizes, instructs and supervises sports activities; conducts physical fitness classes; reports on attendance, work output, and patient's attitude and progress; is responsible for the cleanliness and good order of the unit; maintains equipment in proper operating condition; keeps necessary records.

REQUIREMENTS:

1. Ability to read, write, speak and understand English sufficiently to perform the duties of the position.
2. One year of experience in work involved in the custody or care of patients or one year of experience in occupational therapy and/or music therapy and/or recreation therapy and/or home economics work.
3. Some knowledge of the problems encountered in working in a therapy unit with persons who are mentally or physically ill; of institutional routines and programs; and of the equipment, materials, and procedures used in a general therapy program.
4. Ability to learn quickly from oral and written instructions and from demonstrations; to give simple instructions and routine assistance to patients under professional supervision and to lay out and prepare equipment and supplies; to establish and maintain a cooperative relationship with supervisory officers, professional therapists, working assistants, and patients; to observe the rules and regulations of the institution and to act to insure the safety, custody, and well-being of patients; ability to prepare records of patients' progress, materials used, and other reports; and to maintain established records and files.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

REVISED

SENIOR LINEN ROOM ATTENDANT

DEFINITION: Performs responsible tasks involved in the collection, inspection and delivery of linens, and/or takes the lead in a very small unit; does related work as required.

EXAMPLES OF WORK: Takes the lead in receiving, storing, segregating, mending, counting and recording all soiled linens received from various departments and places linen in hampers or baskets for transmittal to laundry; receives, inspects for tears, counts, and records laundered items before storing on shelves or including in linen requisitions; returns improperly laundered articles; stamps linens with identifying laundry marks; fills requisitions by counting and recording linen requested and places orders in hampers; inventories linens periodically and requests replacement.

REQUIREMENTS

1. Ability to read, write, and understand English sufficiently to perform the duties of this position.
2. One year of experience in a laundry, or linen room or in general institutional work.
3. Considerable knowledge and skill in the operation and maintenance of a linen room exchange, or ability to take the lead and to instruct and direct other personnel in inspecting, sorting, marking, checking and distributing linens.
4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

E.S.
7/24/72