

Contract no. 1348

T

A G R E E M E N T

Between

THE OCEAN COUNTY BOARD OF SOCIAL SERVICES

and

THE COMMUNICATIONS WORKERS OF AMERICA, A.F.L. - C.I.O.
COVERING PROFESSIONAL, PARA-PROFESSIONAL, CLERICAL, AND
MAINTENANCE EMPLOYEES OF THE OCEAN COUNTY BOARD OF
SOCIAL SERVICES

From

January 1, 1990 through December 31, 1992

TABLE OF CONTENTS

	PREAMBLE	1
Article I	RECOGNITION.....	2
Article II	HOURS OF WORK.....	4
Article III	GRIEVANCE PROCEDURE.....	5
	A. Purpose.....	5
	B. Definition.....	6
	C. Presentation of a Grievance.....	6
	D. Steps of the Grievance Procedure.....	7
Article IV	DUES DEDUCTION.....	12
Article V	AGENCY SHOP.....	13
Article VI	COMPENSATION.....	14
Article VII	EDUCATION.....	16
Article VIII	TRANSPORTATION AND REIMBURSEMENT.....	19
Article IX	BEREAVEMENT LEAVE.....	21
Article X	PERSONAL DAYS.....	22
Article XI	SICK DAYS.....	23
Article XII	VACATION.....	25
Article XIII	INSURANCE.....	27
Article XIV	SENIORITY.....	29
Article XV	JOB POSTINGS AND PROMOTIONS.....	30
Article XVI	UNION LEAVE.....	31
Article XVII	UNION REPRESENTATIVES.....	32
Article XVIII	EQUIPMENT AND SUPPLIES.....	34
Article XIX	MANAGEMENT RIGHTS.....	35
Article XX	VACATION PAY.....	37
Article XXI	WORK OUT OF CLASSIFICATION.....	38
Article XXII	WORK CONTINUITY.....	39
Article XXIII	HOLIDAYS.....	40

Article XXIV	LONGEVITY PAY.....	42
Article XXV	FINANCIAL RESTRICTIONS.....	43
Article XXVI	HEALTH AND SAFETY COMMITTEE.....	44
Article XXVII	VISION CARE.....	45
Article XXVIII	TRANSFERS.....	46
Article XXIX	SEVERABILITY AND SAVINGS.....	47
Article XXX	FULLY-BARGAINED PROVISION.....	48
Article XXXI	DURATION.....	49

SALARY SCHEDULES

APPENDIX I

Schedule H - (1-1-90).....	50
Schedule I - (7-1-90).....	51
Schedule J - (1-1-91).....	52
Schedule K - (7-1-91).....	53
Schedule L - (1-1-92).....	54
Schedule M - (7-1-92).....	55

APPENDIX II - TITLES & RANGES.....	56
------------------------------------	----

INDEX

ARBITRATION.....8-11

AUTOMOBILE ALLOWANCE.....19, 20

BEREAVEMENT.....21

COMPENSATION.....14, 15

DENTAL INSURANCE.....28

DUES DEDUCTIONS.....12

DURATION.....49

EDUCATION.....16-18

EQUIPMENT AND SUPPLIES.....34

FINANCIAL RESTRICTIONS.....43

FULLY-BARGAINED PROVISION.....48

GRIEVANCE PROCEDURE.....5-11

HEALTH AND SAFETY COMMITTEE.....44

HEALTH INSURANCE.....27, 28

HOLIDAYS.....40, 41

HOURS OF WORK.....4

JOB POSTINGS.....30

LONGEVITY PAY.....42

LUNCH.....4

MANAGEMENT RIGHTS.....35, 36

MILEAGE REIMBURSEMENT.....19

OVERTIME.....4

PERSONAL DAYS.....22

PRESCRIPTION INSURANCE.....27

REPRESENTATION FEE.....13

PROMOTIONS.....	30
RECOGNITION.....	2,3
RETIREMENT-HEALTH INSURANCE.....	28
RETIREMENT-SICK DAYS.....	23
SALARY SCHEDULES.....	50-55
SENIORITY.....	29
SEVERABILITY AND SAVINGS.....	47
SICK DAYS.....	23,24
TILES AND RANGES.....	56-58
TRANSFERS.....	46
TRANSPORTATION.....	19,20
TUITION REIMBURSEMENT.....	16-18
UNION LEAVE.....	31
UNION REPRESENTATIVES.....	32,33
VACATION.....	25,26
VACATION PAY.....	37
VISION CARE.....	45
WORK CONTINUITY.....	39
WORK OUT-OF-CLASSIFICATION.....	38

PREAMBLE

WHEREAS, the Ocean County Board of Social Services, Toms River, New Jersey, (hereinafter referred to as the Board), and the Communications Workers of America, A.F.L. - C.I.O. (hereinafter referred to as the Union) are desirous of entering into an agreement for the establishment of salaries, benefits and enumeration of other terms and conditions of employment, which shall be effective January 1, 1990 through December 31, 1992.

ARTICLE 1

RECOGNITION

The Board agrees to recognize the Communications Workers of America, AFL-CIO, as the sole exclusive collective bargaining agent for the employees in the following job classifications:

Account Clerk	Principal Data Entry Machine Oper.
Account Clerk (Typing)	Receptionist
Building Maintenance Worker	Receptionist (Typing)
Child Support Specialist	Records Retrieval Operator
Child Support Worker	Recreation Aide
Clerk	Recreation Program Specialist
Clerk Stenographer	Senior Account Clerk
Clerk Transcriber	Senior Account Clerk, Typing
Clerk Typist	Senior Clerk
Data Entry Machine Operator	Senior Clerk Stenographer
Graduate Nurse	Senior Clerk Transcriber
Health Aide	Senior Clerk Typist
Health Aide Bilingual (Spanish/English)	Senior Data Entry Machine Operator
Income Maintenance Aide	Senior Health Aide
Income Maintenance Specialist	Senior Investigator
Income Maintenance Specialist Bilingual (Spanish/English)	Senior Messenger
Income Maintenance Technician	Senior Receptionist
Income Maintenance Technician Bilingual (Spanish/English)	Senior Stock Clerk
Income Maintenance Worker	Senior Telephone Operator
Income Maintenance Worker Bilingual (Spanish/English)	Senior Training Technician
Investigator	Social Service Aide
Mail Clerk	Social Service Aide, Bilingual (Spanish/English)
Messenger	Social Service Technician
Principal Account Clerk	Social Service Technician Bilingual (Spanish/English)
Principal Account Clerk Typing	Social Worker
Principal Clerk	Social Worker Bilingual (Spanish/English)
Principal Clerk Typist	Social Worker Specialist
	Stock Clerk
	Telephone Operator
	Training Technician

The following job classifications shall be excluded from the bargaining unit:

Accountant
Account Clerk (Time & Leave/Payroll Person)
Account Clerk, Typing (Time & Leave/Payroll Person)
Administrative Clerk
Administrative Secretary
Administrative Supervisors
Accounting Assistant
Assistant Chief Investigator
Chief Clerk
Chief Investigator
Clerk Typist (Personnel and Administrative)
Coordinator of Volunteers
Data Processing Coordinator
Deputy Director
Director
Guard Public Property
Legal Assistant
Legal Stenographer
Personnel Officer
Principal Account Clerk (Administration/Time & Leave/Payroll)
Principal Clerk Typist (Administration/Time & Leave/Payroll)
Principal Legal Stenographer
Public Information Officer
Secretarial Assistant Typing
Secretarial Assistant Stenographer
Senior Account Clerk (Administration/Time & Leave/Payroll)
Senior Account Clerk Typing (Administration/Time & Leave/Payroll)
Senior Clerk Typist (Personnel)
Senior Legal Stenographer
Senior Guard Public Property
Supervising Account Clerk
Supervising Clerk
Supervising Clerk Typist
Supervisors

ARTILCE II
HOURS OF WORK

A. The normal working week shall consist of thirty-five (35) hours per week, which shall be made up of seven (7) hours per day plus one (1) hour for lunch. The normal hours are 8:30 A.M. - 4:30 P.M.

B. The Director (or Assistant Director or the Director's designee) may arrange the lunch hours of employees so as to have part of the staff available to the public at all times.

C. The Board agrees to pay time and one half for all overtime. Overtime is defined as all work performed over thirty-five (35) hours in a work week. All overtime must be specifically authorized by the Director.

D. If state regulations change, the parties agree to change hours accordingly.

ARTICLE III
GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment. The Parties agree that this procedure will be kept as informal as may be appropriate.

a. Prior to any formal grievance being filed, the grievant and his/her steward may attempt to resolve a grievance in the informal manner specified below:

(1) The grievant and/or his/her steward may notify the appropriate member of the Administration that a potential grievance exists and that an informal fact-finding meeting is desired to discuss the issue. The Administration shall then schedule a meeting within three (3) working days to discuss the issue. Both the grievant and his/her steward may attend such a meeting with no loss of pay. If no resolution of the issue is forthcoming from this meeting, a formal grievance can be filed.

(2) This informal grievance resolution mechanism shall in no instance change the specified time limits for filing a grievance unless both the Union and Management mutually agree in writing to extend the time limits.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the

matter informally with any appropriate member of the Administration, and having the grievance adjusted without the intervention of the Union.

3. The Union may propose that the first step of the grievance procedure be waived provided that said grievance is a non-contractual grievance on a board policy matter. The proposal to waive the first step must be mutually agreed to by the Director or his/her designee of the Agency and the Union President or his/her designee.

B. Definition

The term "grievance" shall mean an allegation that there has been:

1. A misinterpretation or misapplication of the terms of this Agreement which is subject to the grievance procedure outlined herein and shall hereinafter be referred to as a "contractual grievance"; or

2. Inequitable, improper, unjust application or misinterpretation of rules or regulations, existing policy, or orders applicable to the Board of Social Services which shall be processed up to and including the Board of Social Services, and shall hereinafter be referred to as a "non-contractual grievance."

C. Presentation of a Grievance

The Board of Social Services agrees that in the presentation of a grievance (at Step 1, 2, 3 & 4) there shall be no loss of pay for the time spent in presenting the grievance by the grievant and one (1) union representative, who is an employee of the Board, throughout the grievance procedure.

D. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement:

Step One:

a. The grievant shall institute action under the provisions hereof in writing, signed and delivered to his/her Supervisor within ten (10) working days after the grievant would reasonably be expected to know of its occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance. The grievant may be represented by an employee who is the Shop Steward.

b. The Supervisor shall render a decision in writing ten (10) working days after receipt of the grievance.

Step Two:

a. In the event satisfactory settlement has not been reached, the grievant shall, in writing and signed, file his/her complaint with the Director of the Ocean County Board of Social Services within ten (10) working days following the determination at Step One. The grievant may be represented by an employee who is the Shop Steward or Local Union Officer.

b. The Director of the Ocean County Board of Social Services, or his/her designee, shall render his/her decision within ten (10) working days after the receipt of the complaint.

Step Three:

a. Should the grievant disagree with the decision of the Director, or his/her designee, the aggrieved may, within ten

(10) working days, submit to the Board a statement in writing and signed as to the issue(s) in dispute. In the event the grievant files his/her statement with the Board at least ten (10) working days prior to a Board meeting, the matter shall be placed on the agenda for that Board meeting. Statements filed less than ten (10) working days before a Board meeting may be heard by the Board at the meeting or at the Board's discretion placed on the agenda for the following meeting. The Board shall review the decision of the Director together with the disputed areas submitted by the grievant. The grievant and/or the Union representative may request an appearance before the Board. The Board will render its decision within ten (10) working days after the Board meeting at which the matter has been reviewed. If the Board's decision involves a non-contractual grievance, the decision of the Board shall be final.

b. While disciplinary grievances cannot be pursued to binding arbitration, the Union may pursue up to three (3) disciplinary grievances, per calendar year, to advisory arbitration.

c. The grievant may be represented by the Local Union Officer or the International Union Representative, or both. A minority organization shall not present or process grievance.

Step Four:

a. Any unresolved contractual grievance (as defined in B-1 definitions above) except matters involving appointment, promotion, or assignment or matters within the exclusive province of the Department of Personnel, may be appealed to arbitration only by the Union. The Union must file the request for arbitra-

tion within twenty (20) calendar days after the receipt of the Board's decision.

b. Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration or to represent an employee before the Department of Personnel. The Union's decision to request the movement of a grievance to arbitration or to terminate the grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Union.

c. Where the grievance involves an alleged violation of individual rights specified in Department of Personnel rules for which a specific appeal to the Department of Personnel is available, the individual may present his complaint to the Department of Personnel directly. The grievant may pursue the Department of Personnel procedure or the grievance procedure as herein provided. Once the grievant makes the selection of procedure, such election shall be deemed final and binding and constitute an absolute waiver of the procedure not selected. The election will be made in writing at the appropriate time on the grievance form.

d. For those grievances which may be submitted to arbitration, an Arbitrator shall be selected from the following panel of arbitrators, who shall serve during the term of this contract.

Martin F. Scheinman

Barbara Z. Tener

Jeffrey B. Tener

e. The parties shall meet at least ten (10) working days prior to the date of the arbitration hearing to frame the issues to be submitted to the Arbitrator and to stipulate the facts of the matter in an effort to expedite the hearing.

f. The decision or award of the Arbitrator shall be final and binding on the Board of Social Services, the Union, and the grievant or grievants to the extent permitted by and in accordance with applicable law and this agreement except where arbitration is pursued under Step Three of this article.

g. The Arbitrator may prescribe an appropriate back pay remedy when he/she finds a violation of this Agreement, provided such remedy is permitted by law and is consistent with the terms of the Agreement, except that he may not make an award which exceeds the Board of Social Services' authority. The Arbitrator shall have no authority to prescribe a monetary award as a penalty for a violation of this Agreement.

h. The Arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement and shall confine his/her decision solely to the interpretation and application of this Agreement. He/she shall confine him/herself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him/her, nor shall he/she submit observations or a declaration of opinions which are not essential in reaching the determination.

i. The costs of the services of the Arbitrator shall be borne equally by the Board and the Union. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring the same.

j. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost shall be shared equally.

k. The Arbitrator shall hold a hearing at a time and place convenient to the parties as expeditiously as possible after his/her selection and shall issue his/her decision within thirty (30) days after the close of the hearing.

l. Grievance resolutions or decisions at Steps One through Four shall not constitute a precedent in any arbitration or other proceeding unless a specific agreement to that effect is made by the authorized representatives of both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence, including such grievance resolution, as to the prior conduct of the other party.

ARTICLE IV
DUES DEDUCTION

A. The Board agrees to deduct from the pay of each employee, who furnishes a written authorization for such deduction in a form acceptable to the Board, during each calendar month, the amount of monthly Union dues. Dues shall be calculated on two (2) hours pay per month based on a forty (40) hour work week for each employee, or such other amount as may be certified to the Board by the Union at least thirty (30) days prior to the month in which the deduction of Union dues is to be made. Deduction of Union dues made pursuant hereto shall be remitted by the Board to the Union; c/o Secretary-Treasurer; Communications Workers of America, A.F.L. - C.I.O.; 1925 K. Street, N.W. Washington, D.C. 20006, by the tenth of the month following the calendar month in which such deductions were made. A copy of such a list shall also be delivered to the local Union president.

B. All deductions agreed upon in paragraph A above will be in compliance with Chapter 310, Public Laws of 1967, N.J.S.A. (R.S.) 52:14-15.9(e), as amended.

C. The Union will indemnify and save harmless the Board of Social Services against any and all claims, demands, suits or other forms of liability action, that shall arise out of or by reason of action taken by the Board of Social Services in reliance upon salary deduction authorization cards submitted by the Union to the Board of Social Services.

ARTICLE V
AGENCY SHOP

A. The Board agrees to deduct, in accordance with P.L. 1979, Chapter 477, as it relates to the Agency Shop provisions, from the pay of each employee covered by this agreement, who does not furnish a written authorization for deduction of Union dues, a Representation Fee equal to 60% of the Union dues, as may be certified to the Board by the Union at least thirty (30) days prior to the month in which the deduction of dues is to be made, commencing ninety (90) days after the date of hire of such employee. However, in the event of rehire, such Representation Fee shall commence after thirty (30) days after the date of rehire.

B. The Union will indemnify and save harmless the Board against any and all claims, demands, suits or other forms of liability action, that shall arise out of the deductions of paragraph A above.

ARTICLE VI
COMPENSATION

A. During the term of this Agreement, employees of the Board shall be compensated as follows:

1. Effective January 1, 1990:
5% increase across the Board;
increments shall be paid to all eligible employees in addition to this increase.
2. Effective July 1, 1990:
3% increase across the Board;
increments shall be paid to all eligible employees in addition to this increase.
3. Effective January 1, 1991:
5% increase across the Board;
increments shall be paid to all eligible employees in addition to this increase.
4. Effective July 1, 1991:
2% increase across the Board; increments shall be paid to all eligible employees in addition to this increase.
5. Effective January 1, 1992:
5% increase across the Board; increments shall be paid to all eligible employees in addition to this increase.

6. Effective July 1, 1992:

2% increase across the Board; increments shall be paid to all eligible employees in addition to this increase.

B. The parties recognize and agree that increments are a part of salary and as such are mandatory subjects for negotiation. The parties agree that increments are subject to negotiations for a successor agreement.

ARTICLE VII

EDUCATION

A. The implementation of Article VII shall be governed by the terms of the Educational Leave Policy of the Ocean County Board of Social Services, which shall in all terms be consistent as enumerated below:

B. The Board agrees to pay for any course that an employee is required to take by the Board or the Director during the employee's course of employment with the Board. The Board may reimburse employees for expenses and tuition related to courses that are directly related to the work the employee is performing on a daily basis, as an employee of the Board, or which enhances an employee's opportunity for a promotional title within this Agency.

C. All courses of this nature must first be approved by the Director. The Director will develop criteria that will clearly indicate that the course is work-related and that the course will contribute to the Board in some measurable way.

D. Any employee seeking reimbursement for work-related courses must submit a copy of the transcript indicating that the employee has maintained at least a C+ or 2.5 average in the course, if it is an undergraduate course, or a B or 3.0 average if the course is a graduate course. All grades must be submitted to the Director, and in addition to the grade sheet, actual proof of payment from the institution by the employee must be submitted

to the Director. All of the above materials must be submitted by September 15 of the contract year, in order to insure payment during the contract year.

E. The Director shall inform the employee of his/her decision for reimbursement within thirty (30) days after the employee's request has been made to him/her. Should the Board be unable to act on the employee's request at the regularly scheduled meeting, the Director will so notify the employee and will respond to his/her request within ten (10) days after the next regularly scheduled Board meeting.

F. A maximum of two (2) qualified social workers, two (2) income maintenance workers, two (2) investigators and two (2) clerical employees may be offered an opportunity for educational leave for the purpose of pursuing full-time study, at the discretion of the Board.

G. An employee may request time off during working hours on a case by case basis to attend classes held during the normal working hours. At the Board's discretion the time may be granted.

H. The Union President can request to meet with the Training Supervisor to review and discuss the Annual Training Plan prior to submission to the Board.

I. An employee may request a leave without pay to attend a conference, seminar or training session directly related to an employee's daily work at the Agency, or, which might enhance a promotional opportunity at the Agency. This request is subject to the review of the Training Supervisor and the approval or

disapproval of the Director. An employee may not be granted more than one (1) approved leave under this provision within a calendar year. Any request for an unpaid leave greater than one (1) work day, if recommended for approval by the Director, shall be presented to the Board for its approval or disapproval.

J. The Educational Leave and Staff Development and Training Policies set forth in the Board's Personnel Handbook shall be incorporated in Article VII, by reference, and shall thus be subject to grievance arbitration under the contract.

ARTICLE VIII

TRANSPORTATION AND REIMBURSEMENT

A. The mileage reimbursement for employees authorized and required to operate their own vehicles shall be twenty cents (20¢) per mile. Effective January 1, 1991, the mileage reimbursement for employees authorized and required to operate their own vehicles shall be twenty-one cents (21¢) per mile. Effective January 1, 1992, the mileage reimbursement for employees authorized and required to operate their own vehicles shall be twenty-two cents (22¢) per mile. This rate shall be adjusted in accordance with the provisions of N.J.S.A. 52:14-17.1 and 17.1(a) and the adjustment shall be effective as specified in the N.J. Travel Regulations.

B. The Board agrees to pay each employee who is required to utilize his/her automobile during the employee's working hours on welfare board business, an allowance of two hundred dollars (\$200.00) per year per employee toward the cost of maintaining the employee's automobile liability insurance. Effective January 1, 1991, the rate shall be two hundred fiftydollars (\$250.00) per year per employee. The employee must carry appropriate insurance coverage of \$100,000.00/\$300,000.00 liability on his/her vehicle, and must maintain it during the year, in order to receive this benefit. Only persons who actually can prove by submission of a cancelled premium check, or such other document (e.g. statement from insurance company, receipt of payment, etc.) as required by

the Administration, that they are carrying the insurance coverage as required under this Article shall be reimbursed. All reimbursement forms, vouchers and necessary information required to make disbursements under this article will be submitted no later than November 1st of each year. Transportation reimbursement shall be paid as soon as possible after the regularly scheduled December Board meeting. Payment will be made once during the year after the proper forms, vouchers and the necessary information are received. Payment will be made as follows:

1990:

1. \$200.00 per year for workers who were in the employ of the Board for twelve (12) months.
2. \$16.67 per month for each month or major fraction thereof, that a worker was employed, if employed less than twelve (12) months.

1991 and 1992:

1. \$250.00 per year for workers who were in the employ of the Board for twelve (12) months.
2. \$20.83 per month for each month or major fraction thereof, that a worker was employed, if employed less than twelve (12) months.

C. Employees who leave the employ of the Board prior to December 31st shall receive their reimbursement for those months employed as soon as possible after the next regularly scheduled Board meeting following the last date of employment.

ARTICLE IX
BEREAVEMENT LEAVE

Each employee may apply for a bereavement leave. Bereavement leave may be granted at the discretion of the Director when an employee is required to participate in, arrange or attend a funeral service. At the discretion of the Director, the employee may be permitted up to three (3) days bereavement leave for each incident of death in the employee's immediate family but the decision of the Director as to the exact number of days given to the employee will be final. "Immediate Family" shall be defined as the employee's spouse, non-marital partner residing with employee, parents, children, brothers, sisters, grandparents, parents-in-law, brothers-in-law or sisters-in-law, grandchildren and foster children, aunts and uncles, or other relative living in the home of the employee. Such leave shall not be cumulative from year to year.

ARTICLE X

PERSONAL DAYS

A. Each employee may request up to three (3) personal days per calendar year. The personal days must be utilized for personal business, that cannot be conducted during hours when the Agency is not in operation. These days may not be utilized on Mondays and Fridays, or on days of peak activity in the Agency. The Director, at his/her discretion, may permit Mondays or Fridays to be utilized for personal days.

B. In each instance, the Director must approve a request for personal leave and the request must be submitted to the Director at least forty-eight (48) hours prior to the commencement of the leave. The Director at his/her discretion may waive the forty-eight (48) hour notice provision.

C. Annual personal days shall be non-cumulative and no more than ten percent (10%) of the personnel within a given department shall be permitted to take a personal day off on the same day. In all instances above, the approval of the Director must be received before the leave is granted and if the approval of the Director is not received, the leave may not commence. The decision of the Director is final in these matters.

D. Personal days will be prorated for employees in their first year of service according to time earned, at one quarter (1/4) day per month. Rehired employees shall earn personal days as new employees.

ARTICLE XI

SICK DAYS

A. All employees shall be credited with sick leave on the following basis: One (1) day per month or major fraction thereof during the first calendar year of his/her employment and fifteen (15) working days in every calendar year thereafter, which shall be credited to the employee as of the first of January of each year, to be accrued at the rate of one and one-quarter (1 1/4) sick days per month.

B. The administration of sick days shall be in conformance with applicable Department of Personnel regulations.

C. Any amount of sick leave allowance not used in any calendar year shall accumulate from year to year.

D. Upon retirement, the employee shall receive remuneration of one-half of his/her accumulated sick leave, up to a maximum of \$5,000.00. Effective January 1, 1991, the reimbursement cap shall be increased to seven thousand dollars (\$7,000.00). For all employees under the age of sixty, he or she must have at least twenty-five (25) continuous years service with the Board.

E. For any break in service, up to a maximum of one (1) year, the employee, upon return to the Board, shall have deducted from his/her entitlement of sick leave credit, a pro-rated number of sick days for the months of the break in service. The provision shall only apply to employees who terminate their employment in good standing and return to work with the Board within one (1) year of the termination date.

F. For any break in service, in excess of one (1) year, the employee shall not be entitled to any credit for sick days previously accumulated.

ARTICLE XII

VACATION

A. Every employee shall be granted the following annual leave for vacation purposes with pay:

One (1) working day for each full month of service or major fraction thereof during the first calendar year;

After one (1) year of service through five (5) years of service, twelve (12) working days per year;

After five (5) years of service through twelve (12) years of service, fifteen (15) working days per year;

After twelve (12) years of service through twenty (20) years of service, twenty (20) working days per year;

After twenty (20) years of service, twenty-five (25) working days per year.

B. All vacations must be scheduled by April 1 except four (4) days may be exempted from scheduling, to be used on an individual basis as long as prior permission is received from the employee's unit supervisor. The request for the use of the individualized days should be in writing and a response from the supervisor should be in writing.

C. For any break in service, up to a maximum of one (1) year, the employee, upon return to the Board, shall have deducted from his/her entitlement of vacation credit the months of break in service. This provision shall only apply to employees who terminate their employment in good standing and return to work with the Board within one (1) year of the termination date.

D. For any break in service, in excess of one (1) year, the employee shall not be entitled to any credit for vacation previously accumulated.

ARTICLE XIII

INSURANCE

A. The Board agrees to continue in full force and effect, the current hospitalization coverage now in effect for all employees covered by this Agreement, however, the Board does reserve the right during the term of this Agreement to change carrier as long as because of a carrier change the employees suffer no decrease in benefits in the current insurance coverage in force at the time of the carrier change.

B. Effective July 1, 1989, a prescription plan shall be implemented with a two dollar (\$2.00) co-pay. This plan shall be comparable to Ocean County's prescription plan and shall cover an employee and his/her family.

C. Effective July 1, 1988, the New Jersey Blue Tooth Plan shall be adopted for employees and their families. This plan shall be comparable to Ocean County's dental plan in effect in 1987.

D. Effective January 1, 1990, Blue Cross, Blue Shield, Major Medical coverage, HMO and Prescription insurance shall be extended to employees who take a P.E.R.S. retirement and have a minimum of twenty-five (25) years continuous service with the Ocean County Board of Social Services. The coverage will be

continued through the balance of the calendar year in which the employee's retirement becomes effective and for the two (2) successive calendar years thereafter.

ARTICLE XIV

SENIORITY

A. Seniority, which is defined as continuous, unbroken service with the Board, will be given consideration by the Board, with respect to promotions; however, service will be considered unbroken, for the purpose of this clause, if an employee who has served continuously with the Board for at least one (1) year should resign his/her position and be rehired by said Board within seven (7) days of the said resignation, subject to Department of Personnel regulations.

B. For any break in service, up to a maximum of one (1) year, the employee, upon return to the Board, shall retain his/her seniority credit accrued up to the initial date of the break in service. For any break in service in excess of one (1) year, the employee shall not be entitled to retain prior seniority credit.

ARTICLE XV

JOB POSTINGS AND PROMOTIONS

A. A job opening or vacancy shall be posted on an appropriate bulletin board for a period of five (5) working days.

B. The Board will endeavor to fill permanent job openings by promoting employees, from the next lower rated job title, who possess the requirements enunciated by the Department of Personnel and who are subsequently certified by the Department of Personnel.

C. If in the sole opinion of the Welfare Director there are two (2) or more employees with equal qualifications and ability to perform the work, the employee with the greatest seniority will be given preference provided that the decision of the Director is not subject to the grievance procedure.

D. All promotions and promotional policies are subject to Rules and Regulations of the Department of Personnel.

ARTICLE XVI

UNION LEAVE

A. A total of twenty-two (22) paid days in the aggregate per calendar year will be granted for union activities to employees who are designated by Local 1088 to attend conferences, conventions and meetings of the Union and hearings and conferences involving the Union and the Board before the Public Employment Relations Commission and the Office of Administrative Law.

B. A total of twenty-two (22) unpaid days in the aggregate per calendar year will be granted to employees in the bargaining unit who are designated by Local 1088 to attend conferences, conventions and meetings of the Union and hearings and conferences involving the Union and the Board before the Public Employment Relations Commission and the Office of Administrative Law.

C. All such leaves must be requested from the Director and may not be taken if it interferes with the workload of the employee's work unit or the Director determines that it will be otherwise harmful to the Agency. Further, employees must give the Director at least seventy-two (72) hours written notice prior to leave. Any request for unpaid leave above the total of twenty-two (22) days granted above, will be granted at the discretion of the Director and shall not be unreasonably or capriciously withheld.

ARTICLE XVII

UNION REPRESENTATIVES

A. Accredited representatives of the Union may enter the Board facilities or premises at reasonable hours for the purpose of observing working conditions or assisting in the adjustment of grievances. When the Union decides to have its representative enter the Board facilities or premises, it will request such permission from the Director or in the Director's absence, the Deputy Director and such permission will not be unreasonably withheld, provided there shall be no interference with the normal operations of the business of the Board or normal duties of the employees. There shall be no Union business transacted nor meetings held on Board of Social Services time or property, except as indicated in paragraph E below.

B. The Union shall furnish the Board with the name of the steward for each work site by January 1 of each year. The Union shall notify the Board of any change in steward(s) during the calendar year, no less than one (1) week prior to the change taking effect. The stewards shall represent the Union in the settlement of grievances with the Board.

C. Grievances may be filed with the appropriate shop steward during working hours, provided that all members of the bargaining unit observe all of the work rules of the Agency and provided that the pendency of any grievance in no way interrupts the work, activities, programs or mission of the Agency.

D. The Board will agree to allow a Union representative to have a maximum of twenty (20) minutes at the end of a new employee's orientation program. However, any employee attending such a program who does not wish to remain has the right to leave and this will be announced prior to the opening of the Union's program.

E. The Union will be allowed to hold Executive Board sessions but not during working hours in the employer's facility in a room designated by the Director at his/her discretion when appropriate and necessary, provided that the Union requests such room availability at least seventy-two (72) hours before a meeting of the Union is to take place.

ARTICLE XVIII
EQUIPMENT AND SUPPLIES

It is recognized that good employee morale and pleasant working conditions are important factors in the consideration of services to be rendered to the public. Where administratively possible, sufficient furniture, equipment, supplies and telephone service will be provided to all employees.

ARTICLE XIX
MANAGEMENT RIGHTS

A. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing the following rights except as may be specifically modified by this Agreement.

1. To the Executive Management and Administration control of the Board of Social Services and its properties and facilities and the activities of its employees.

2. To hire all employees and subject them to the provisions of law, to determine their qualifications and conditions for continued employment or assignment and to promote and transfer employees.

3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law and subject to the grievance procedure.

4. The Board shall make all determinations without challenge, as to the methods, means and operational procedures to effect the full mission of the Agency.

5. The Board reserves the right to relieve from work, any employee at any time, for legitimate reasons.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Board, adoption of policies,

rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection with shall be limited to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of New Jersey and of the United States.

C. Nothing contained herein shall be construed to deny or restrict the Board of its rights, powers, authority, duties and responsibilities under R.S. 44 and R.S. 11A or any other National, State, County or Local Laws or Ordinances.

D. No management right, reserved to the discretion of the Board by the terms of this Agreement, shall be made the subject of a grievance.

ARTICLE XX

VACATION PAY

The Board agrees to permit vacation pay, that will be earned during the same calendar year, to be paid in advance to any employee that gives the Director's Office at least thirty (30) days notice of the employee's request for such pay, prior to the commencement of vacation.

ARTICLE XXI

WORK OUT OF CLASSIFICATION

The Board agrees that if an employee is required to work out of the employee's regular job classification for a period in excess of five (5) consecutive days, then the employee shall receive the rate of pay for the classification in which the employee is working for all days worked in that classification, after the first five (5) consecutive days have elapsed.

ARTICLE XXIII

HOLIDAYS

A. Holidays as referred to in this section include legal holidays as fixed by statutes, those being:

New Year's Day

Martin Luther King's Birthday

Lincoln's Birthday

Washington's Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

General Election Day

Veteran's Day

Thanksgiving

Christmas Day

B. Whenever any holiday listed above falls on a Sunday, the following day is also a holiday. Additional holidays as established from time to time, gubernatorial proclamations; additional days which may be established by appropriate authority by rule, proclamation or order in a given locality as holidays for public employees in that locality.

C. If any of the above holidays fall on a Saturday, the holiday shall be celebrated on the preceding Friday, except when legally designated to be celebrated on another day.

D. In order to receive compensation for a holiday, an employee must be in pay status on the day before the holiday and in pay status on the day after the holiday.

ARTICLE XXIV

LONGEVITY PAY

A. Longevity pay, as set forth in the schedule below, shall be added to the annual base salary of all eligible covered employees effective on the first payroll period that occurs after their anniversary date of employment in their tenth (10th), fifteenth (15th), twentieth (20th), twenty-fifth (25th), and thirtieth (30th) year of employment:

Effective January 1, 1990:

<u>Years of Service</u>	<u>Percentage of Annual Base Salary as Longevity Pay</u>
10-15	3.0%
15-20	4.0%
20-25	5.0%
25-30	6.0%
30 or longer	7.0%

B. For any break in service, up to a maximum of one (1) year, the employee, upon return to the Board, shall have deducted from his/her entitlement for longevity credit the months of break in service or a major fraction thereof in determining the effective date for longevity purposes.

C. For any break in service, in excess of one (1) year, the employee shall not be entitled to any credit for longevity purposes.

D. No credit shall be given for any temporary employment with the Board.

ARTICLE XXV

FINANCIAL RESTRICTIONS

The parties agree that the payment of any fringe benefit except for salaries, hospitalization, prescription, dental, sick leave, bereavement leave, personal days and vacation will be paid only if sufficient funding is available, at the discretion of the Director, upon approval of the Ocean County Board of Social Services. The Director agrees to notify the Union sixty (60) calendar days in advance of any decision the Director may make to withhold payment of a fringe benefit on the basis that insufficient funding is available.

ARTICLE XXVI

HEALTH AND SAFETY COMMITTEE

There shall be a Health and Safety Committee composed of the following persons: 1) designee of the Chairperson of the Board; 2) Director or his/her designee; 3) Union President; and 4) appointee of the Union President. The designee of the Board Chairperson shall chair the Health and Safety Committee. This Committee shall meet quarterly, the meetings to start at 4:00 p.m. and to last approximately one (1) hour. This Committee shall be advisory in nature and may make recommendations on health and safety issues to the Board for its consideration.

ARTICLE XXVII

VISION CARE

A. Effective January 1, 1983, the Board agrees to implement a Vision Care Reimbursement Program as follows:

Single Lens	\$25.00/ 2 years
Bi/Tri Focal	\$30.00/ 2 years
Contact Lens	\$25.00/ 2 years
Eye Exam	\$25.00/ 2 years

B. The above reimbursement schedule or actual cost, whichever is less, shall apply to the employee only. Each eligible employee may receive only one (1) payment for glasses and one (1) payment for eye examination during the two (2) year period this program is in effect.

C. In order for an employee to obtain reimbursement he/she must submit a valid receipt for the above specified services and the necessary vouchers for submission to the Board.

D. The Board, upon certification that the receipt is valid, will make payment as soon as possible after the next regularly scheduled Board meeting.

ARTICLE XXVIII

TRANSFERS

Whenever possible an employee shall be given two (2) days notice of the Board's intent to transfer him/her to another position. An employee who is transferred shall have the right to discuss the reasons therefor with his/her Supervisor or the Director. Except in unusual circumstances, such discussion shall take place prior to the effective date.

ARTICLE XXIX

SEVERABILITY AND SAVINGS

If any provisions of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, including but not limited to the New Jersey Department of Personnel, or if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination as to its validity, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XXX

FULLY-BARGAINED PROVISION

The parties agree that they have fully bargained and agreed upon all terms and conditions of employment and that this Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

ARTICLE XXXI

DURATION

The parties agree that this contract shall be in full force and effect retroactive to the first day of January 1990 and shall remain in full force and effect until the thirty-first day of December 1992.

OCEAN COUNTY BOARD OF SOCIAL SERVICES

COMMUNICATIONS WORKERS OF AMERICA

Jean E. Kaplan Date
Jean E. Kaplan
Chairwoman

John W. McInerney 8/24/90 Date
International Representative

B. J. Bearmore 8/24/90 Date
Beverly J. Bearmore
Director

Sharon E. Platt 8/24/90 Date
Local President, Local 1088

SCHEDULE "H" JANUARY 1, 1990
 CURRENT OCBSS SALARY GUIDE: BARGAINING UNIT
 5% SALARY INCREASE OVER SCHEDULE G 1989

RANGE	INCREASE	STEP.....							MAX
		MIN.	(2)	(3)	(4)	(5)	(6)	(7)	
0	442.40	8842.09	9284.49	9726.89	10169.29	10611.69	11054.09	11496.49	12053.68
01	466.00	9284.49	9750.49	10216.49	10682.49	11148.49	11614.49	12080.49	12667.13
02	487.60	9750.49	10238.09	10725.70	11213.30	11700.90	12188.50	12676.10	13290.28
03	511.25	10238.09	10749.34	11260.59	11771.84	12283.09	12794.34	13305.59	13949.69
04	536.77	10749.34	11286.11	11822.88	12359.65	12896.42	13433.19	13969.95	14646.21
05	564.29	11286.11	11850.40	12414.69	12978.97	13543.26	14107.55	14671.84	15382.63
06	593.79	11850.40	12444.19	13037.99	13631.78	14225.58	14819.37	15413.17	16160.88
07	623.31	12444.19	13067.51	13690.82	14314.14	14937.45	15560.76	16184.08	16969.00
08	654.75	13067.51	13722.26	14377.01	15031.76	15686.51	16341.26	16996.01	17820.48
09	686.20	13722.26	14408.46	15094.66	15780.86	16467.06	17153.26	17839.46	18703.79
10	719.66	14408.46	15128.12	15847.78	16567.44	17287.10	18006.76	18726.42	19633.06
11	755.01	15128.12	15883.13	16638.15	17393.16	18148.18	18903.19	19658.21	20609.50
12	792.40	15883.13	16675.54	17467.94	18260.35	19052.75	19845.16	20637.56	21636.02
13	833.65	16675.54	17509.19	18342.85	19176.50	20010.15	20843.81	21677.46	22727.57
14	874.97	17509.19	18384.17	19259.14	20134.11	21009.09	21884.06	22759.03	23861.26
15	918.20	18384.17	19302.37	20220.57	21138.76	22056.96	22975.16	23893.36	25050.14
16	965.44	19302.37	20267.80	21233.24	22198.68	23164.11	24129.55	25094.99	26311.01
17	1014.56	20267.80	21282.36	22296.92	23311.47	24326.03	25340.59	26355.15	27632.87
18	1063.75	21282.36	22346.11	23409.86	24473.60	25537.35	26601.10	27664.85	29004.83
19	1116.81	22346.11	23462.92	24579.73	25696.54	26813.35	27930.16	29046.96	30453.81
20	1173.84	23462.92	24636.75	25810.59	26984.42	28158.26	29332.10	30505.93	31984.38
21	1232.80	24636.75	25869.56	27102.36	28335.16	29567.97	30800.77	32033.58	33586.25
22	1293.79	25869.56	27153.35	28457.15	29750.94	31044.74	32338.53	33632.33	35261.95
23	1358.66	27153.35	28522.01	29880.67	31239.32	32597.98	33956.64	35315.29	37026.58
24	1425.48	28522.01	29947.49	31372.98	32798.46	34223.94	35649.43	37074.91	38870.59
25	1498.26	29947.49	31445.76	32944.02	34442.28	35940.55	37438.81	38937.08	40824.14
26	1573.00	31445.76	33018.75	34591.75	36164.75	37737.75	39310.74	40883.74	42864.97
27	1651.60	33018.75	34670.36	36321.96	37973.56	39625.16	41276.76	42928.36	45008.62
28	1734.22	34670.36	36404.57	38138.79	39873.01	41607.22	43341.44	45075.66	47259.97
29	1820.72	36404.57	38225.29	40046.00	41866.72	43687.44	45508.15	47328.87	49622.17
30	1911.16	38225.29	40136.44	42047.60	43958.75	45869.91	47781.07	49692.22	52099.56
31	2007.53	40136.44	42143.97	44151.49	46159.02	48166.54	50174.07	52181.59	54710.17
32	2107.80	42143.97	44251.77	46359.57	48467.37	50575.17	52682.97	54790.77	57445.68
33	2211.99	44251.77	46463.76	48675.76	50887.75	53099.75	55311.74	57523.74	60310.11
34	2324.06	46463.76	48787.82	51111.88	53435.94	55760.00	58084.06	60408.12	63335.37
35	2438.10	48787.82	51225.92	53664.02	56102.12	58540.22	60978.32	63416.42	66487.74
36	2560.05	51225.92	53785.97	56346.02	58906.06	61466.11	64026.16	66586.21	69811.12
37	2689.79	53785.97	56475.76	59165.56	61855.35	64545.15	67234.94	69924.74	73312.75
38	2823.48	56475.76	59299.25	62122.73	64946.22	67769.70	70593.19	73416.67	76973.23

SCHEDULE "I" JULY 1, 1990
 CURRENT OCBSS SALARY GUIDE: BARGAINING UNIT
 3 & SALARY INCREASE OVER SCHEDULE H 1990

RANGE	INCREASE	STEP.....							MAX
		MIN.	(2)	(3)	(4)	(5)	(6)	(7)	
0	455.67	9107.36	9563.03	10018.70	10474.37	10930.04	11385.71	11841.38	12415.29
01	479.98	9563.03	10043.01	10522.99	11002.97	11482.95	11962.93	12442.91	13047.15
02	502.23	10043.01	10545.24	11047.47	11549.70	12051.93	12554.15	13056.38	13688.98
03	526.59	10545.24	11071.82	11598.41	12125.00	12651.58	13178.17	13704.76	14368.18
04	552.87	11071.82	11624.70	12177.57	12730.44	13283.31	13836.18	14389.05	15085.60
05	581.22	11624.70	12205.91	12787.13	13368.34	13949.56	14530.78	15111.99	15844.10
06	611.61	12205.91	12817.52	13429.13	14040.74	14652.35	15263.96	15875.56	16645.70
07	642.01	12817.52	13459.53	14101.55	14743.56	15385.57	16027.59	16669.60	17478.07
08	674.39	13459.53	14133.93	14808.32	15482.71	16157.11	16831.50	17505.89	18355.10
09	706.79	14133.93	14840.71	15547.50	16254.28	16961.07	17667.85	18374.64	19264.90
10	741.25	14840.71	15581.96	16323.21	17064.46	17805.71	18546.96	19288.21	20222.05
11	777.67	15581.96	16359.63	17137.29	17914.96	18692.62	19470.29	20247.95	21227.79
12	816.18	16359.63	17175.80	17991.98	18808.16	19624.33	20440.51	21256.69	22285.10
13	858.66	17175.80	18034.47	18893.13	19751.80	20610.46	21469.12	22327.79	23409.40
14	901.22	18034.47	18935.69	19836.91	20738.14	21639.36	22540.58	23441.81	24577.10
15	945.75	18935.69	19881.44	20827.18	21772.93	22718.67	23664.42	24610.16	25801.64
16	994.40	19881.44	20875.84	21870.24	22864.64	23859.04	24853.44	25847.84	27100.34
17	1044.99	20875.84	21920.83	22965.82	24010.82	25055.81	26100.81	27145.80	28461.86
18	1095.66	21920.83	23016.49	24112.15	25207.81	26303.47	27399.13	28494.79	29874.98
19	1150.31	23016.49	24166.80	25317.12	26467.43	27617.75	28768.06	29918.37	31367.42
20	1209.05	24166.80	25375.86	26584.91	27793.96	29003.01	30212.06	31421.11	32943.91
21	1269.79	25375.86	26645.64	27915.43	29185.22	30455.01	31724.79	32994.58	34593.84
22	1332.61	26645.64	27978.25	29310.86	30643.47	31976.08	33308.69	34641.30	36319.81
23	1399.42	27978.25	29377.67	30777.09	32176.50	33575.92	34975.34	36374.75	38137.38
24	1468.25	29377.67	30845.92	32314.17	33782.41	35250.66	36718.91	38187.16	40036.71
25	1543.21	30845.92	32389.13	33932.34	35475.55	37018.77	38561.98	40105.19	42048.87
26	1620.19	32389.13	34009.32	35629.50	37249.69	38869.88	40490.06	42110.25	44150.92
27	1701.15	34009.32	35710.47	37411.62	39112.76	40813.91	42515.06	44216.21	46358.88
28	1786.24	35710.47	37496.71	39282.95	41069.20	42855.44	44641.68	46427.93	48677.77
29	1875.34	37496.71	39372.05	41247.38	43122.72	44998.06	46873.40	48748.73	51110.84
30	1968.49	39372.05	41340.54	43309.03	45277.52	47246.01	49214.50	51182.99	53662.55
31	2067.75	41340.54	43408.29	45476.04	47543.79	49611.54	51679.29	53747.04	56351.47
32	2171.03	43408.29	45579.32	47750.36	49921.39	52092.43	54263.46	56971.09	59169.05
33	2278.35	45579.32	47857.68	50136.03	52414.39	54692.74	56971.09	59826.58	62119.42
34	2393.78	47857.68	50251.46	52645.24	55039.02	57432.80	59826.58	62220.36	65235.43
35	2511.24	50251.46	52762.70	55273.94	57785.19	60296.43	62807.67	65318.92	68482.37
36	2636.85	52762.70	55399.55	58036.40	60673.25	63310.09	65946.94	68583.79	71905.45
37	2770.49	55399.55	58170.04	60940.53	63711.02	66481.50	69251.99	72022.48	75512.13
38	2908.19	58170.04	61078.23	63986.41	66894.60	69802.79	72710.98	75619.17	79282.43

SCHEDULE "J" JANUARY 1, 1991
 CURRENT OCBSS SALARY GUIDE:BARCAING UNIT
 5% SALARY INCREASE OVER SCHEDULE I JULY 1990

RANGE	INCREASE	STEP.....							MAX
		MIN.	(2)	(3)	(4)	(5)	(6)	(7)	
0	478.45	9562.73	10041.18	10519.63	10998.09	11476.54	11955.00	12433.45	13036.06
01	503.98	10041.18	10545.16	11049.14	11553.12	12057.10	12561.07	13065.05	13699.50
02	527.34	10545.16	11072.50	11599.84	12127.18	12654.52	13181.86	13709.20	14373.43
03	552.92	11072.50	11625.42	12178.33	12731.25	13284.16	13837.08	14390.00	15086.59
04	580.52	11625.42	12205.93	12786.45	13366.96	13947.48	14527.99	15108.51	15839.88
05	610.28	12205.93	12816.21	13426.48	14036.76	14647.04	15257.32	15867.59	16636.31
06	642.19	12816.21	13458.40	14100.59	14742.77	15384.96	16027.15	16669.34	17477.99
07	674.11	13458.40	14132.51	14806.62	15480.74	16154.85	16828.97	17503.08	18351.97
08	708.11	14132.51	14840.62	15548.74	16256.85	16964.96	17673.08	18381.19	19272.85
09	742.12	14840.62	15582.75	16324.87	17067.00	17809.12	18551.25	19293.37	20228.15
10	778.31	15582.75	16361.06	17139.37	17917.68	18696.00	19474.31	20252.62	21233.15
11	816.55	16361.06	17177.61	17994.16	18810.71	19627.25	20443.80	21260.35	22289.18
12	856.99	17177.61	18034.59	18891.58	19748.57	20605.55	21462.54	22319.52	23399.36
13	901.60	18034.59	18936.19	19837.79	20739.39	21640.98	22542.58	23444.18	24579.87
14	946.28	18936.19	19882.48	20828.76	21775.04	22721.33	23667.61	24613.90	25805.95
15	993.03	19882.48	20875.51	21868.54	22861.57	23854.61	24847.64	25840.67	27091.72
16	1044.12	20875.51	21919.63	22963.75	24007.87	25051.99	26096.11	27140.23	28455.35
17	1097.24	21919.63	23016.87	24114.12	25211.36	26308.60	27405.85	28503.09	29884.95
18	1150.44	23016.87	24167.32	25317.76	26468.20	27618.65	28769.09	29919.53	31368.72
19	1207.83	24167.32	25375.14	26582.97	27790.80	28998.63	30206.46	31414.29	32935.80
20	1269.50	25375.14	26644.65	27914.15	29183.66	30453.16	31722.66	32992.17	34591.11
21	1333.28	26644.65	27977.93	29311.20	30644.48	31977.76	33311.03	34644.31	36323.53
22	1399.24	27977.93	29377.16	30776.40	32175.64	33574.88	34974.12	36373.36	38135.80
23	1469.39	29377.16	30846.55	32315.94	33785.33	35254.71	36724.10	38193.49	40044.25
24	1541.66	30846.55	32388.21	33929.87	35471.54	37013.20	38554.86	40096.52	42038.55
25	1620.37	32388.21	34008.59	35628.96	37249.33	38869.70	40490.08	42110.45	44151.31
26	1701.20	34008.59	35709.78	37410.98	39112.17	40813.37	42514.57	44215.76	46358.47
27	1786.21	35709.78	37495.99	39282.20	41068.40	42854.61	44640.82	46427.02	48676.82
28	1875.56	37495.99	39371.54	41247.10	43122.66	44998.21	46873.77	48749.32	51111.66
29	1969.10	39371.54	41340.65	43309.75	45278.86	47247.96	49217.07	51186.17	53666.38
30	2066.91	41340.65	43407.56	45474.48	47541.39	49608.31	51675.22	53742.14	56345.68
31	2171.14	43407.56	45578.70	47749.84	49920.98	52092.12	54263.26	56434.39	59169.05
32	2279.59	45578.70	47858.29	50137.88	52417.46	54697.05	56976.63	59256.22	62127.50
33	2392.27	47858.29	50250.56	52642.83	55035.10	57427.38	59819.65	62211.92	65225.39
34	2513.47	50250.56	52764.03	55277.50	57790.97	60304.44	62817.91	65331.38	68497.20
35	2636.81	52764.03	55400.84	58037.64	60674.45	63311.25	65948.06	68584.86	71906.49
36	2768.69	55400.84	58169.53	60938.22	63706.91	66475.60	69244.29	72012.98	75500.73
37	2909.01	58169.53	61078.54	63987.55	66896.57	69805.58	72714.59	75623.61	79287.74
38	3053.60	61078.54	64132.14	67185.74	70239.33	73292.93	76346.53	79400.13	83246.55

SCHEDULE "K" JULY 1, 1991.
CURRENT OCBOS SALARY GUIDE: BARGAINING UNIT
2% SALARY INCREASE OVER SCHEDULE J JANUARY 1991

RANGE	INCREASE	STEP.....							MAX
		MIN.	(2)	(3)	(4)	(5)	(6)	(7)	
0	488.02	9753.98	10242.00	10730.03	11218.05	11706.07	12194.10	12682.12	13296.78
01	514.06	10242.00	10756.06	11270.12	11784.18	12298.24	12812.30	13326.35	13973.49
02	537.89	10756.06	11293.95	11831.84	12369.72	12907.61	13445.50	13983.39	14660.90
03	563.97	11293.95	11857.92	12421.90	12985.87	13549.85	14113.82	14677.80	15388.33
04	592.13	11857.92	12450.05	13042.17	13634.30	14226.43	14818.55	15410.68	16156.67
05	622.48	12450.05	13072.53	13695.01	14317.50	14939.98	15562.46	16184.94	16969.04
06	655.03	13072.53	13727.56	14382.60	15037.63	15692.66	16347.70	17002.73	17827.55
07	687.60	13727.56	14415.16	15102.76	15790.35	16477.95	17165.55	17853.14	18719.01
08	722.28	14415.16	15137.44	15859.71	16581.99	17304.26	18026.54	18748.81	19658.31
09	756.97	15137.44	15894.40	16651.37	17408.34	18165.30	18922.27	19679.24	20632.71
10	793.88	15894.40	16688.28	17482.16	18276.04	19069.92	19863.79	20657.67	21657.82
11	832.88	16688.28	17521.16	18354.04	19186.92	20019.80	20852.68	21685.56	22734.96
12	874.13	17521.16	18395.29	19269.41	20143.54	21017.66	21891.79	22765.91	23867.35
13	919.63	18395.29	19314.92	20234.54	21154.17	22073.80	22993.43	23913.06	25071.46
14	965.21	19314.92	20280.12	21245.33	22210.54	23175.75	24140.96	25106.17	26322.07
15	1012.89	20280.12	21293.02	22305.91	23318.81	24331.70	25344.59	26357.49	27633.56
16	1065.00	21293.02	22358.02	23423.02	24488.03	25553.03	26618.03	27683.03	29024.46
17	1119.19	22358.02	23477.21	24596.40	25715.59	26834.78	27953.96	29073.15	30482.65
18	1173.45	23477.21	24650.66	25824.11	26997.57	28171.02	29344.47	30517.92	31996.10
19	1231.99	24650.66	25882.65	27114.63	28346.62	29578.61	30810.59	32042.58	33594.51
20	1294.89	25882.65	27177.54	28472.43	29767.33	31062.22	32357.12	33652.01	35282.93
21	1359.94	27177.54	28537.48	29897.43	31257.37	32617.31	33977.25	35337.20	37050.00
22	1427.22	28537.48	29964.71	31391.93	32819.16	34246.38	35673.60	37100.83	38898.51
23	1498.78	29964.71	31463.48	32962.26	34461.03	35959.81	37458.58	38957.36	40845.14
24	1572.49	31463.48	33035.98	34608.47	36180.97	37753.46	39325.95	40898.45	42879.32
25	1652.78	33035.98	34688.76	36341.54	37994.32	39647.10	41299.88	42952.66	45034.34
26	1735.22	34688.76	36423.98	38159.20	39894.42	41629.64	43364.86	45100.08	47285.64
27	1821.93	36423.98	38245.91	40067.84	41889.77	43711.70	45533.63	47355.56	49650.36
28	1913.07	38245.91	40158.98	42072.04	43985.11	45898.18	47811.24	49724.31	52133.89
29	2008.49	40158.98	42167.46	44175.95	46184.43	48192.92	50201.41	52209.89	54739.71
30	2108.25	42167.46	44275.72	46383.97	48492.22	50600.47	52708.73	54816.98	57472.59
31	2214.56	44275.72	46490.28	48704.84	50919.40	53133.96	55348.52	57563.08	60352.43
32	2325.18	46490.28	48815.45	51140.63	53465.81	55790.99	58116.17	60441.35	63370.05
33	2440.12	48815.45	51255.57	53695.69	56135.81	58575.92	61016.04	63456.16	66529.89
34	2563.74	51255.57	53819.31	56383.05	58946.79	61510.53	64074.27	66638.01	69867.15
35	2689.54	53819.31	56508.85	59198.39	61887.93	64577.48	67267.02	69956.56	73344.62
36	2824.06	56508.85	59332.92	62156.98	64981.05	67805.11	70629.18	73453.24	77010.74
37	2967.19	59332.92	62300.11	65267.30	68234.50	71201.69	74168.88	77136.08	80873.50
38	3114.67	62300.11	65414.78	68529.45	71644.12	74758.79	77873.46	80988.13	84911.48

SCHEDULE "L" JANUARY 1, 1992
 CURRENT OCBSS SALARY GUIDE:BARGAING UNIT
 5% SALARY INCREASE OVER SCHEDULE K JULY 1, 1991

RANGE	INCREASE	STEP MIN.	(2)	(3)	(4)	(5)	(6)	(7)	MAX
0	512.42	10241.68	10754.10	11266.53	11778.95	12291.38	12803.80	13316.23	13961.62
01	539.76	10754.10	11293.87	11833.63	12373.39	12913.15	13452.91	13992.67	14672.17
02	564.78	11293.87	11858.65	12423.43	12988.21	13552.99	14117.77	14682.56	15393.95
03	592.17	11858.65	12450.82	13042.99	13635.17	14227.34	14819.51	15411.69	16157.74
04	621.73	12450.82	13072.55	13694.28	14316.01	14937.75	15559.48	16181.21	16964.51
05	653.61	13072.55	13726.16	14379.76	15033.37	15686.98	16340.58	16994.19	17817.49
06	687.78	13726.16	14413.94	15101.73	15789.51	16477.30	17165.08	17852.87	18718.93
07	721.98	14413.94	15135.92	15857.89	16579.87	17301.85	18023.82	18745.80	19654.96
08	758.39	15135.92	15894.31	16652.70	17411.09	18169.47	18927.86	19686.25	20641.22
09	794.82	15894.31	16689.12	17483.94	18278.75	19073.57	19868.39	20663.20	21664.34
10	833.57	16689.12	17522.70	18356.27	19189.84	20023.41	20856.98	21690.56	22740.71
11	874.52	17522.70	18397.22	19271.74	20146.27	21020.79	21895.31	22769.84	23871.71
12	917.83	18397.22	19315.05	20232.88	21150.71	22068.55	22986.38	23904.21	25060.71
13	965.61	19315.05	20280.66	21246.27	22211.88	23177.49	24143.10	25108.71	26325.04
14	1013.47	20280.66	21294.13	22307.60	23321.07	24334.54	25348.01	26361.48	27638.17
15	1063.54	21294.13	22357.67	23421.21	24484.75	25548.28	26611.82	27675.36	29015.23
16	1118.25	22357.67	23475.92	24594.17	25712.43	26830.68	27948.93	29067.18	30475.68
17	1175.15	23475.92	24651.07	25826.22	27001.37	28176.51	29351.66	30526.81	32006.78
18	1232.12	24651.07	25883.19	27115.32	28347.44	29579.57	30811.69	32043.82	33595.90
19	1293.59	25883.19	27176.78	28470.37	29763.95	31057.54	32351.12	33644.71	35274.24
20	1359.64	27176.78	28536.42	29896.06	31255.69	32615.33	33974.97	35334.61	37047.08
21	1427.94	28536.42	29964.36	31392.30	32820.24	34248.18	35676.12	37104.06	38902.50
22	1498.59	29964.36	31462.94	32961.53	34460.11	35958.70	37457.28	38955.87	40843.44
23	1573.71	31462.94	33036.66	34610.37	36184.09	37757.80	39331.51	40905.23	42887.39
24	1651.12	33036.66	34687.78	36338.90	37990.01	39641.13	41292.25	42943.37	45023.28
25	1735.42	34687.78	36423.20	38158.61	39894.03	41629.45	43364.87	45100.29	47286.05
26	1821.98	36423.20	38245.18	40067.16	41889.14	43711.12	45533.10	47355.08	49649.92
27	1913.03	38245.18	40158.20	42071.23	43984.26	45897.29	47810.31	49723.34	52132.87
28	2008.72	40158.20	42166.92	44175.64	46184.37	48193.09	50201.81	52210.53	54740.59
29	2108.91	42166.92	44275.84	46384.75	48493.66	50602.57	52711.48	54820.39	57476.69
30	2213.67	44275.84	46489.50	48703.17	50916.83	53130.50	55344.16	57557.83	60346.22
31	2325.29	46489.50	48814.79	51140.08	53465.37	55790.66	58115.95	60441.24	63370.05
32	2441.44	48814.79	51256.23	53697.66	56139.10	58580.54	61021.98	63463.41	66538.55
33	2562.12	51256.23	53818.35	56380.47	58942.60	61504.72	64066.84	66628.97	69856.39
34	2691.93	53818.35	56510.28	59202.20	61894.13	64586.05	67277.98	69969.91	73360.50
35	2824.02	56510.28	59334.29	62158.31	64982.33	67806.35	70630.37	73454.39	77011.85
36	2965.27	59334.29	62299.56	65264.83	68230.10	71195.37	74160.63	77125.90	80861.28
37	3115.55	62299.56	65415.12	68530.67	71646.22	74761.78	77877.33	80992.88	84917.17
38	3270.40	65415.12	68685.52	71955.92	75226.33	78496.73	81767.13	85037.54	89157.06

SCHEDULE "M" JULY 1, 1992
 CURRENT OCBOS SALARY GUIDE: BARGAINING UNIT
 2% SALARY INCREASE OVER SCHED L JANUARY 1, 1992

RANGE	INCREASE	STEP.....							MAX
		MIN.	(2)	(3)	(4)	(5)	(6)	(7)	
0	522.67	10446.51	10969.19	11491.86	12014.53	12537.20	13059.88	13582.55	14240.85
01	550.56	10969.19	11519.74	12070.30	12620.86	13171.41	13721.97	14272.53	14965.61
02	576.08	11519.74	12095.82	12671.90	13247.98	13824.05	14400.13	14976.21	15701.83
03	604.02	12095.82	12699.84	13303.85	13907.87	14511.89	15115.90	15719.92	16480.90
04	634.17	12699.84	13334.00	13968.17	14602.34	15236.50	15870.67	16504.83	17303.80
05	666.68	13334.00	14000.68	14667.36	15334.04	16000.72	16667.40	17334.08	18173.84
06	701.54	14000.68	14702.22	15403.76	16105.30	16806.84	17508.38	18209.92	19093.30
07	736.42	14702.22	15438.64	16175.05	16911.47	17647.88	18384.30	19120.71	20048.06
08	773.56	15438.64	16212.19	16985.75	17759.31	18532.86	19306.42	20079.98	21054.05
09	810.71	16212.19	17022.91	17833.62	18644.33	19455.04	20265.75	21076.47	22097.63
10	850.24	17022.91	17873.15	18723.39	19573.64	20423.88	21274.12	22124.37	23195.52
11	892.01	17873.15	18765.16	19657.18	20549.19	21441.21	22333.22	23225.23	24349.14
12	936.19	18765.16	19701.35	20637.54	21573.73	22509.92	23446.10	24382.29	25561.93
13	984.92	19701.35	20686.27	21671.20	22656.12	23641.04	24625.96	25610.89	26851.54
14	1033.74	20686.27	21720.01	22753.75	23787.49	24821.23	25854.97	26888.71	28190.94
15	1084.81	21720.01	22804.82	23889.63	24974.44	26059.25	27144.06	28228.87	29595.54
16	1140.62	22804.82	23945.44	25086.06	26226.68	27367.29	28507.91	29648.53	31085.20
17	1198.65	23945.44	25144.09	26342.74	27541.39	28740.04	29938.70	31137.35	32646.92
18	1256.77	25144.09	26400.86	27657.63	28914.39	30171.16	31427.93	32684.69	34267.82
19	1319.46	26400.86	27720.32	29039.77	30359.23	31678.69	32998.14	34317.60	35979.72
20	1386.83	27720.32	29107.15	30493.98	31880.81	33267.64	34654.47	36041.30	37789.02
21	1456.50	29107.15	30563.65	32020.14	33476.64	34933.14	36389.64	37846.14	39680.55
22	1528.56	30563.65	32092.20	33620.76	35149.32	36677.87	38206.43	39734.99	41660.31
23	1605.19	32092.20	33697.39	35302.58	36907.77	38512.96	40118.14	41723.33	43745.14
24	1684.14	33697.39	35381.53	37065.67	38749.81	40433.96	42118.10	43802.24	45923.75
25	1770.13	35381.53	37151.66	38921.79	40691.91	42462.04	44232.17	46002.30	48231.77
26	1858.42	37151.66	39010.08	40868.50	42726.92	44585.34	46443.76	48302.19	50642.92
27	1951.29	39010.08	40961.37	42912.66	44863.94	46815.23	48766.52	50717.81	53175.53
28	2048.89	40961.37	43010.26	45059.16	47108.05	49156.95	51205.84	53254.74	55835.40
29	2151.09	43010.26	45161.35	47312.44	49463.53	51614.62	53765.71	55916.79	58626.23
30	2257.94	45161.35	47419.29	49677.23	51935.17	54193.11	56451.05	58708.99	61553.15
31	2371.79	47419.29	49791.09	52162.88	54534.68	56906.47	59278.27	61650.06	64637.45
32	2490.27	49791.09	52281.35	54771.62	57261.88	59752.15	62242.42	64732.68	67869.32
33	2613.37	52281.35	54894.72	57508.08	60121.45	62734.81	65348.18	67961.55	71253.52
34	2745.76	54894.72	57640.48	60386.25	63132.01	65877.78	68623.54	71369.30	74827.71
35	2880.50	57640.48	60520.98	63401.48	66281.98	69162.48	72042.98	74923.47	78552.09
36	3024.57	60520.98	63545.55	66570.13	69594.70	72619.27	75643.85	78668.42	82478.50
37	3177.86	63545.55	66723.42	69901.28	73079.15	76257.01	79434.88	82612.74	86615.51
38	3335.81	66723.42	70059.23	73395.04	76730.85	80066.66	83402.48	86738.29	90940.20

APPENDIX II

<u>TITLE</u>	<u>CURRENT RANGE</u>
Account Clerk	7
Account Clerk Typing	7
Bldg. Maintenance Worker	6
Child Support Specialist	19
Child Support Worker	17
Clerk	5
Clerk Stenographer	8
Clerk Transcriber	8
Clerk Typist	7
Data Entry Mach. Operator	8
Graduate Nurse	19
Health Aide	9
Health Aide Bilingual (Spanish/English)	9
Income Maintenance Aide	6
Income Maint. Specialist	19
Income Maint. Specialist Bilingual (Span./Eng.)	19
Income Maintenance Tech.	14
Income Maintenance Tech. Bilingual (Span./Eng.)	14
Income Maint. Worker	17
Income Maint. Worker Bilingual (Span./Eng.)	17

<u>TITLE</u>	<u>CURRENT RANGE</u>
Investigator	19
Mail Clerk	5
Messenger	8
Principal Account Clerk	14
Principal Clerk	13
Principal Clerk Typist	14
Principal Data Entry Machine Operator	15
Receptionist	7
Receptionist (Typing)	7
Records Retrieval Oper.	9
Recreation Aide	15
Recreation Program Spec.	15
Senior Account Clerk	10
Sr. Account Clerk Typist	10
Senior Clerk	9
Senior Clerk Stenographer	11
Senior Clerk Transcriber	10
Senior Clerk Typist	10
Sr. Data Entry Machine Operator	12
Senior Health Aide	11
Senior Investigator	22
Senior Messenger	10
Sr. Receptionist	10
Sr. Stock Clerk	10
Sr. Telephone Operator	10

<u>TITLE</u>	<u>CURRENT RAGE</u>
Sr. Training Technician	21
Social Service Aide	6
Social Service Aide Bilingual (Span./Eng.)	6
Social Service Tech.	12
Social Service Tech. Bilingual (Span./Eng.)	12
Social Worker	19
Social Worker Bilingual (Spanish/English)	19
Social Work Specialist	21
Stock Clerk	7
Telephone Operator	8
Training Technician	20