1996-1997

CITY OF SALEM

SALEM, NEW JERSEY

COLLECTIVE BARGAINING AGREEMENT

BY AND BETWEEN

THE COMMON COUNCIL OF THE CITY OF SALEM

AND

CITY OF SALEM BLUE COLLAR WORKERS ASSOCIATION

TWO YEAR CONTRACT

JANUARY 1, 1996 THROUGH DECEMBER 31, 1997

Law Offices of: RUDERMAN & GLICKMAN, P.C. 56 PARK PLACE NEWARK, NEW JERSEY 07102 (201) 624-7755

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AGREEMENT BETWEEN THE COMMON COUNCIL OF THE CITY OF SALEM AND

CITY OF SALEM BLUE COLLAR WORKERS ASSOCIATION

ARTICLE I

RECOGNITION

The Employer recognizes the City of Salem Blue Collar Workers Association (Representative) as the sole bargaining agent for the purpose of establishing salaries, wages, hours and the other conditions of employment for all employees who are members of the Blue Collar Workers Association of the City of Salem.

ARTICLE II

TERM OF AGREEMENT

This Agreement shall be in effect upon execution by the parties hereto and is intended to be a two (2) year agreement, from January 1, 1996 to December 31, 1997. The parties shall commence negotiations for a new agreement no later than October 15, 1997, and shall make a good faith effort to schedule and attend reasonably frequent meetings for the purpose of reaching a successor collective bargaining agreement.

ARTICLE III

EQUAL TREATMENT

The parties hereto agree to refrain from discrimination or favoritism for reasons of sex, nationality, race, age, sexual preference, religion, marital status, mental or physical disabilities, political affiliation, political or representative membership or representative activities, and political status.

ARTICLE IV

WORK RULES AND WORKING CONDITIONS

Reasonable work rules shall be established and shall be equitably applied and enforced. The Employer agrees to obey Federal and State laws pertaining to the maintenance of safe working conditions. Those items which are subject to negotiations will be referred to the collective bargaining process.

ARTICLE V

<u>SALARY</u>

A. INCREASE

All unit members shall receive a three point five (3.5%) percent pay increase over the 1995 base salary, retroactive and effective as of January 1, 1996.

Effective January 1, 1997 each unit member shall receive a three point five (3.5%) percent increase on their salary in effect on December 31, 1996.

The salary scale, effective January 1, 1996 is attached as Schedule 1.

The salary scale, effective January 1, 1997 is attached as Schedule 2.

B. OVERTIME

All members of the bargaining unit shall be paid at a rate of one and one-half their usual hourly rate for hours worked in excess of eight hours per day or forty hours per week. Overtime schedules are to be posted in order to give each employee an equal opportunity to request overtime.

C. LONGEVITY

A longevity payment over and above the member's base salary according to the following schedule:

- commencing four (4) years of employment through nine (9) years equals three and one half (3 1/2%) percent of base pay per year;
- commencing ten (10) years of employment through fourteen (14) years equals four (4%) percent of base pay per year;
- commencing fifteen (15) years through nineteen (19) years equals four and one half (4 1/2%) percent of base pay per year;
- commencing twenty (20) years through twenty-four (24) years equals five and one half (5 1/2%) percent of base pay per year.
- commencing twenty-five (25) or more years of employment equals six (6%) percent of base pay per year.

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The above designated payments are to be issued in a lump sum on the first scheduled payday in November.

D. OFF-DUTY PAYMENTS

Members of the unit shall receive their base hourly rate as compensation when called or recalled to duty from an off-duty status, and shall receive a minimum of three hours compensation for each time called.

Hold-overs and scheduled overtime shall not be construed as a call in.

Members affected by call in will be compensated for the time actually worked at the overtime rate. Any balance remaining of the three hour minimum shall be paid at straight time.

E. EMPLOYEES ON PROGRESSION RATE SCHEDULE

All employees shall be on the progression rate schedule for the position held.

ARTICLE VI

SHIFT DIFFERENTIAL

An amount shall be added to the hourly rate of unit members' salary accord to the following schedule effective for the life of this contract:

SHIFT NO. 1	(11:00 PM TO	7:00 AM)	\$0.50 per hour
SHIFT NO. 2	(7:00 AM TO	3:00 PM)	\$0.00 per hour
SHIFT NO. 3	(3:00 PM TO	11:00 PM)	\$0.45 per hour

ARTICLE VII

HOLIDAYS

A. The following holidays shall be recognized with straight time pay if a member is not scheduled for work, and double time if the member is scheduled for work:

WASHINGTON'S BIRTHDAY

GOOD FRIDAY

MEMORIAL DAY

MARTIN LUTHER KING DAY

DAY AFTER THANKSGIVING

LABOR DAY

COLUMBUS DAY

VETERAN'S DAY

GENERAL ELECTION DAY

B. The following four (4) recognized paid holidays shall be designated as <u>major holidays</u> and members shall be compensated at <u>two and one half times</u> their regular base pay for hours actually worked:

NEW YEARS' DAY (Jan. 1st) THANKSGIVING DAY INDEPENDENCE DAY (July 4th) CHRISTMAS DAY (Dec. 25th)

Never is this to be interpreted as triple time and one half under any circumstances.

ARTICLE VIII

SICK LEAVE AND INJURY LEAVE

A. SERVICE CREDIT FOR LEAVE

- (1) All permanent employees or full-time provisional employees shall be entitled to sick leave with full pay based on their aggregate years of service.
- (2) Sick leave may be utilized by employees when they are unable to perform their work because of injury, illness, or disability from any cause.
- (3) If any employee is incapacitated and unable to work because of injury, he shall be entitled to injury leave with full pay during the period which he is unable to perform his duties, as certified by the member's own physician subject to verification by a physician chosen by the City. Such payments shall be reduced by the amount of any worker's compensation award under Chapter 15 of Title 34 of the revised Statutes made for temporary disability because of the same injury or illness requiring such leave.

B. AMOUNT OF LEAVE

- (1) The minimum sick leave with pay shall accrue to any fulltime employee on the basis of one (1) working day per month during the remainder of the first calendar year of employment after initial appointment and fifteen (15) working days in every calendar year thereafter.
- (2) Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.
 - (3) In charging an employee with sick leave, the smallest unit to be considered is a one-half work day.

C. REPORTING ABSENCE ON SICK LEAVE

- (1) If an employee is absent for reasons that entitle him to sick leave, his supervisor shall be notified as soon as possible prior to the employee's starting time.
- (a) Failure to notify the supervisor may be cause for denial of the sick leave for that absence and constitute cause for disciplinary action.

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D. VERIFICATION OF SICK LEAVE

- (1) An employee who shall be absent on sick leave for five (5) consecutive working days shall be required to submit acceptable medical evidence substantiating the illness. The City may require proof of illness of an employee on sick leave. Abuse of sick leave shall be cause for disciplinary action.
- (2) In case of absence due to exposure to contagious disease, a certificate of clearance from the Department of Health shall be required.
- (3) The City may require that an employee who has been absent because of personal illness, as a condition for his return to duty, be examined at the expense of the City. Such examination shall establish whether the employee is capable of performing his normal duties and further establish that his return will not jeopardize the health of other employees.
- (4) If an employee is absent from work for reasons that entitle him to sick leave, the Department head or his designated representative shall be notified as early as possible, but no later than one (1) hour prior to the start of the scheduled work shift, utilizing an answering machine specifying the time called. An employee who is absent for five (5) consecutive days or more and who does not notify the Department Head or some other reasonable representative of the Employer on any of the first five (5) days may be subject to dismissal barring extenuating circumstances.
- (5) Habitual absenteeism or tardiness may be cause for progressive discipline (up to and including discharge).
- (6) Any employee who calls in sick and engages in outside employment during his working hours shall be subject to disciplinary action.

E. UNUSED SICK LEAVE

Upon retirement, a unit member shall receive his current daily salary times one-half the number of unused sick days he has accumulated, not to exceed Seven Thousand (\$7,000) Dollars.

ARTICLE XIV

<u>VACATION</u>

Annual vacation leave with pay shall be earned at the following rates:

- one to five years service//thirteen working days;
- six to ten years service//sixteen working days;
- eleven to fifteen years service//nineteen working days;

- sixteen to twenty years service//twenty-two working days;
- twenty-one or more years service//twenty-six working days.

ARTICLE X

BEREAVEMENT LEAVE

In case of death in the immediate family, a member shall be granted leave with pay at his regular rate of pay for four (4) scheduled working days starting on the date of death or on the day following the death, exclusive of any scheduled day off. Upon return to work, the unit member shall submit a slip from the Funeral Director to the unit member's supervisor.

Immediate family shall be defined as the member's husband, wife, child, step-child, foster-child, mother, father, step-mother, step-father, mother-in-law, father-in-law, brother, sister, step-brother, step-sister, grandmother or grandfather. All of the above relationships are construed as being based on current marital status existing when the death occurs.

ARTICLE XI

PERSONAL LEAVE

Each employee shall be entitled to be absent from employment two (2) days per year with pay to conduct his personal business provided that two (2) days prior notice is given, unless said notice is waived by his supervisor for good cause shown or where not detrimental to the work of the department or where a bona fide emergency is demonstrated to be the basis for the request.

ARTICLE XII

HEALTH AND WELFARE INSURANCE AND PHYSICAL EXAMINATION

- A. The City shall pay the premium for full coverage for health insurance for bargaining unit members and their families. At the time of signing the City is a participant in the New Jersey State Health Benefits Plan and it is understood that the policies and regulations (present and future) of said plan cannot be altered by the City.
- B. The City shall provide the dental plan as negotiated with the Representative. Said dental plan is administered by Connecticut General and is more fully described in documents in the City's possession.
- C. Health Coverage for retired employees will be provided according to the policies and regulations (present and future) of the New Jersey Health Benefits Plan.
 - D. The employee may at his option have an annual physical

examination, performed by a medical doctor and provided at the City's expense. X-rays shall be included and where the expense of the X-ray is not covered by the employee's medical insurance, the City will pay this expense.

- E. The City shall reimburse unit members only, not more than once every two years, the cost of an eye exam and purchase of eye glasses, not to exceed Two Hundred Fifty (\$250) Dollars total to be paid upon submission of a voucher.
- F. The City shall provide the State Health Prescription Drug Plan with a \$5 co-pay for brand name drugs and \$1 co-pay for generic drugs for current employees only. (not retirees).
- G. The City will remain enrolled in the New Jersey State Disability Insurance Program for the life of the contract.

ARTICLE XIII

SAFETY AND WORK EQUIPMENT

The City of Salem shall supply to each member of the unit the following safety equipment and work clothing;

By April 1st of each year:

- Safety glasses, where appropriate to the job, including the cost of eye examination and prescription safety glasses for those employees who wear prescription glasses.
- One pair of safety shoes to be bought at J.C. Penney Co., Inc., Salem, N.J.
- Safety equipment ruined during the performance of job duties will be replaced as needed by the member's department.
- One issue of work clothes consisting of either five (5) light-weight summer shirts and pants, or five (5) light summer shirts and work jean pants, either option at the discretion of the employee. In addition, work clothes shall include one issue of rain gear and boots.

By October 1st of each year:

- One pair of either insulated coveralls, or Car-Hart bib overalls, or pants with Car-Hart jacket or clothing suitable for the job, such as hooded sweatshirt, etc., not exceeding the cost of insulated coveralls or Car-Hart clothing. Each employee has the option to choose the type of work clothing suitable to him or her;
- One issue of work clothes consisting of five (5) winter shirts and pants;
- One pair insulated boots, to be replaced as needed, the replacement item to be turned in to the appropriate superintendent. These boots are to be purchased through J.C.Penney Co., Inc., Salem, New Jersey with a limit of \$150.00 per pair. Commencing October 1, 1996, the City will provide one (1) pair of insulated boots to each

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bargaining unit member and will provide a new pair of insulated boots every other year thereafter.

Dispatchers at the Police Department shall be limited to two summer shirts and two winter shirts annually. Trousers and other uniform items shall be replaced as necessary. One pair of shoes shall be paid for annually by the City with a limit of \$78.00 upon presentation of a voucher.

ARTICLE XIV

EDUCATION AND OTHER BENEFITS

The City of Salem shall provide reimbursement of up to Five Hundred (\$500) Dollars for successfully completed job-related education credits approved in advance by the Department Head.

ARTICLE XV

GRIEVANCE PROCEDURE

A grievance is defined as any violation of this Agreement only.

When an employee has a grievance, he should discuss his problem with his immediate supervisor. If he does not receive any satisfactory answer thereto, he should pursue the following procedure with the assurance from the administration that no prejudicial action will result:

- Step 1. The employee shall present in writing the text of the grievance to his immediate agent for the Blue Collar Workers Association and Department Head;
- Step 2. If no mutually satisfactory solution is developed to a written problem within seven (7) calendar days after Step 1, the employee with his agent may make arrangements to meet with the City Administrator. If the City Administrator position is vacant, the employee will go to the next step.
- Step 3. If no mutually satisfactory solution is developed to a written problem within ten (10) working days after Step 2, the employee with his agent may make arrangements to meet with the appropriate Common Council committee. Copies of the written grievance shall be provided to all participants.
- Step 4. If the grievance has not been settled within ten (10) working days after Step 3, the employee with the agent (B.C.W.A.) will then arrange a hearing with the Civil Service commission. This step can only be taken on those grievances which are appealable to the Civil Service Commission under the provisions of New Jersey Statutes Title XI and the Civil Service Rules.

ARTICLE XVI

NOTICE OF CHANGE OF SCHEDULE

At least seven days (168 hours) posted notice of change of work schedule will be given except in cases of emergency. Where such notice is not posted, employee will be given eight (8) hours of pay in addition to that otherwise entitled, except where notice is not possible because of emergency.

ARTICLE_XVII

PERSONNEL FILES

The personnel file of individual employees shall be confidential and the file contents will not be revealed to other employees without his consent, except for the supervisor of an employee or those whose duties require such knowledge. Each employee shall have the right to inspect his file, upon request and at a reasonable hour, accompanied if he wishes, by an officer of the City Blue Collar Workers Association.

ARTICLE XVIII

LEAVE OF ABSENCE

The Common Council may grant leave of absence without pay to a permanent employee. Leave of absence shall be for a period of six (6) months, which the Common Council may extend for one additional six month period. Request for leave of absence shall be submitted in writing setting forth the reasons for the request, the date of leave requested and expected return.

ARTICLE XIX

DRUG TESTING

It is recognized that the City has a responsibility to the public and to its employees to maintain a substance-abuse free environment. In order to facilitate this responsibility, it is agreed that unit members will submit to substance testing when:

- (a) an on-duty accident or injury occurs;
- (b) when "reasonable suspicion" exists.

It is understood and agreed that these tests must be conducted in accordance with acceptable medical standards and must be conducted in the least intrusive manner appropriate to the situation on a case by case basis. It is also understood and agreed that any such tests must be in accordance with acceptable scientific methods and safeguarded to insure the employee's confidentiality and the integrity of the test. This in no way limits the employee having such a test at his own expense to confirm or contest the results of any such test done by the City.

ARTICLE XX

The Employer and the Representative agree that this Agreement is the complete agreement between them and that no other understandings or agreements shall be binding on the Employer or the Representative during the term of this Agreement unless agreed to in writing between the Employer and the Representative subsequent to the date of the execution of this Agreement.

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargaining issues which were or could have been the subject of negotiations. During the term of this Agreement, neither part will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not with the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

It is the intent of the parties that the provisions of this Agreement, except where noted in this Agreement, shall supersede all prior agreements and understandings, written, expressed or implied, between the parties; shall govern their entire relationship; and shall be the sole source of all rights or claims which may be asserted. The parties for the life of this Agreement hereby waive any right to request to negotiate or bargain with respect to any matters contained in this Agreement. It is mutually understood that this clause is a clear waiver as to any right or claim not expressed in this Agreement.

This Agreement is separate and distinct from and independent of all other agreements entered into between the Representative and other Employer organizations, irrespective of any similarity between this Agreement and any such other agreements. No act or thing done by the parties to such other agreements, or notices given under the provisions thereof, shall change or modify this Agreement or in any manner affect the contractual relationship of the parties hereto.

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing executed by both parties.

ARTICLE XXI BINDING OBLIGATION, SEVERABILITY AND SAVINGS

The terms and conditions of this agreement shall supersede and replace any inconsistent previously adopted policy, rule or regulation and said terms and conditions of this agreement shall constitute a binding obligation of the parties for the duration of this agreement.

If any provision of this agreement or any application of this agreement to any unit member or employee is held to be contrary to

law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

1996 SALARY SCALE JANUARY 1 TO DECEMBER 31, 1996

STREET DEPT. Foreman Sr. Mechanic Mechanic Equip. Oper. Motor Broom Dr. Truck Driver Mechanic Help. Laborer Clerk/Typist Sr. Clerk Typ.	0-6 35,928 35,576 30,659 27,561 20,938 20,938 21,998 20,277 13,574 15,007	7-12 36,216 35,865 31,397 28,023 21,814 21,814 23,114 20,992 14,499 15,905	13-18 36,503 36,156 32,133 28,487 22,690 22,690 24,231 21,706 15,424 16,802	19-24 36,791 36,445 32,870 28,949 23,446 23,446 25,296 22,423 16,463 17,811	25-30 37,081 36,734 33,605 29,412 24,445 24,445 26,463 23,137 17,273 18,598
WATER/SEWER DEF Ass't W/S Supt. Foreman Sr. W/S Rep. W/S Repairer Ass't W/S Rep. Sr. W/S Plt.Op. W/S Plt. Oper. Ass't W/S Oper. Meter Read&Rep. Laborer Lab. Tech./ Princ. Clk/Typ.	37,942 35,928 33,429 29,039 24,413 33,429 29,039 24,413 24,413 20,277 25,584	38,759 36,216 33,790 29,523 25,075 33,790 29,523 25,075 25,075 20,992 26,419	39,571 36,503 34,153 30,008 25,735 34,153 30,008 25,735 25,735 21,706 27,256	40,386 36,791 34,502 30,492 26,394 34,502 30,492 26,394 26,394 22,423 28,091	41,200 37,081 34,854 30,977 27,056 34,854 30,977 27,056 27,056 23,137 28,926
ADMINISTRATION Prin. Acct.Clk. Sr. Bk.Macn Op. Prin.Acc't Clk ClkTyp./ClkSter Omnibus Oper. Housing Inspec. Sr. Dispatcher Dispatchers	25,584 16,442 13,574 10,936	26,419 26,419 17,366 14,499 11,576 23,894	27,256 27,256 18,289 15,424 12,208 24,508	28,091 28,091 19,216 16,463 12,839 25,118	28,926 28,926 20,138 17,273 13,468 25,732
STREETS DEPT CO Foreman Sr. Mechanic Mechanic Equip. Operator Motor Broom Dri Truck Driver Mechanic Helper Laborer Clerk/Typist Sr. Clerk	lver	31-36 37,367 37,025 34,344 29,874 25,322 25,322 27,579 23,852 18,197 19,495	SCHE 37-42 37,656 37,317 35,081 30,338 26,200 26,200 28,693 24,568 19,122 20,737	37,942 37,607 35,816 30,800 27,078 27,078 29,810 25,282	

WATER/SEWER DEPARTMENT Ass't W/S Supt Foreman Sr. W/S Repairer W/S Repairer Ass't W/S Repairer Sr. W/S Plt Operator W/S Plt Operator Ass't W/S Plt. Op. Meter Reader/Repairer Laborer Lab. Tech. Water/ Prin. Clk/Typist	42,012 37,367 35,216 31,461 27,713 35,216 31,461 27,713 27,713 23,852 29,762	42,826 37,656 35,557 31,946 28,378 35,557 31,946 28,378 28,378 28,378 24,568 30,599	43,639 37,942 35,899 32,430 29,038 35,899 32,430 29,038 29,038 25,282	
ADMINISTRATION Prin. Acct. Clerk Sr. Bk. Mach. Oper. Prin. Acc't Clk Typ. Clk Typ./Clk. Sten. Omnibus Operator Housing Inspector Sr. Dispatcher Dispatchers	29,762 29,762 21,062 18,197 14,100 26,343	30,599 30,599 21,987 19,122 14,729 26,955	29,546 27,737	
	997 SALARY	SCHEDULE CEMBER 31,	SCHEDULE 1997	
### STREET DEPT. 0-6 Foreman 37,185 \$r.Mechanic 36,821 Mechanic 31,732 Equip. Op. 28,526 Motor Broom D. 21,671 Truck Driver 21,671 Mechanic Help. 22,768 Laborer 20,986 Clk/Typist 14,049 \$r. Clk/Typist 15,532 WATER/SEWER DEPT. Ass't W/S Supt.39,270 Foreman 37,185 \$r.W/S Rep. 34,599 W/S Repairer 30,055 Ass't W/S Rep. 25,267 \$r. W/S Plt Op.34,599 W/S Plt. Oper. 30,055 Ass't W/S Plt. 25,267 Meter Read/Rep 25,267 Laborer 20,986 Lab.Tech Water/26,480 Prin/Clk Typ.	7-12 37,483 37,120 32,496 29,003 22,577 23,923 21,727 15,007 16,462 40,115 37,483 34,972 30,557 25,953 34,972 30,557 25,953 21,727 27,344	13-18 37,781 37,421 33,257 29,484 23,484 23,484 25,080 22,466 15,963 17,390 40,956 37,781 35,348 31,058 26,636 35,348 31,058 26,636 22,466 28,210	19-24 38,079 37,721 34,020 29,962 24,266 24,266 26,182 23,208 17,039 18,434 41,799 38,079 35,709 31,559 27,317 35,709 31,559 27,317 23,208 29,074	25-30 38,379 38,020 34,782 30,441 25,300 25,300 27,389 23,947 17,878 19,249 42,642 38,379 36,074 32,061 28,003 36,074 32,061 28,003 28,003 28,003 28,003 29,939

ADMINISTRATION		• • • • •		
Prin.Acct.Clk 26,480	27,344	28,210	29,074	29,939
Sr.Bk. Mach Op 26,480	27,344	28,210	29,074	29,939
Prin.Acc'tClk 17,017	17,974	18,930	19,888	20,843
Clk.Typ/Sten. 14,049	15,007	15,963	17,039	17,878
Omnibus Op. 11,319	11,982	12,635	13,289	13,940
Housing Insp. 24,098	24,730	25,366	25,998	26,633
Sr. Dispatcher				
Dispatchers 22,983	23,800	24,618	25,435	26,254
			SCHEDULE	
STREET DEPT CONTINUED	31-36	37-42	43-48	
Foreman	38,674	38,974	39,270	
Sr. Mechanic	38,321	38,623	38,923	
Mechanic	35,546	36,309	37,070	
Equipment Operator	30,920	31,400	31,878	
Motor Broom Driver	26,209	27,117	28,025	
Truck Driver	26,209	27,117	28,025	
Mechanic Helper	28,544	29,698	30,853	
Laborer	24,686	25,428	26,167	
Clerk/Typist	18,834	19,791	20,10,	
Sr. Clk/Typist	20,737	21,463		
WATER/SEWER DEPARTMENT				
Ass't W/S Supt.	43,482	44,325	45,166	
Foreman	38,674	38,974	39,270	
Sr. W/S Repairer	36,448	36,802	37,155	
W/S Repairer	32,562	33,064	33,565	
Ass't W/S Repairer	28,683	29,371	30,054	
Sr. W/S Plant Operator	36,448	36,802	37,155	
W/S Plant Operator	32,562	33,064	33,565	
Ass't W/S Plant Oper.	28,683	29,371	30,054	
Meter Reader/Repairer	28,683	29,371	30,054	
Laborer	24,686	25,428	26,167	
Lab. Tech. Water Ana./	•	31,670	20,107	
Prin/Clk. Typist	30,004	31,070		
ADMINISTRATION				
Prin. Acct. Clk.	30,804	31,670		
Sr. Bk. Macn. Oper.	30,804	31,670		
Prin. Acc't Clk Typ.	21,799	22,756		
Clk.Typ/Clk. Sten.	18,834	19,791		
Omnibus Operator	14,593	15,245		
Housing Inspector	27,265	27,898		
Sr. Dispatcher		,050	30,580	
Dispatchers	27,117	27,888	28,708	
-	•	•	•	