

AGREEMENT

Between

THE CUMBERLAND COUNTY LIBRARY COMMISSION

And

LOCAL 2327, UNITED AUTO WORKERS OF AMERICA

JANUARY 1, 2012 THROUGH DECEMBER 31, 2015

INDEX

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
	PREAMBLE	1
1	RECOGNITION	2
2	MANAGEMENT RIGHTS	3
3	MAINTENANCE OF STANDARDS	4
4	EXISTING LAW/SEVERABILITY	5
5	FULLY BARGAINED PROVISIONS	6
6	HEALTH AND SAFETY	7
7	BULLETIN BOARDS	8
8	NON-DISCRIMINATION	9
9	NO-STRIKE PLEDGE	10
10	UNION VISITATION	11

11	LEAVE TO CONDUCT UNION BUSINESS	12
12	OVERTIME	13
13	SHIFT DIFFERENTIAL/RECALL	16
14	SHIFT AND SCHEDULE NOTIFICATION	17
15	WORKING OUT OF CLASSIFICATION	18
16	PROMOTIONS	19
17	HOLIDAYS	20
18	VACATIONS	22
19	SICK LEAVE	24
20	DISABILITY LEAVE: OCCUPATIONAL INJURY	26
21	LEAVE OF ABSENCE	28

22	HEALTH INSURANCE BENEFITS	32
23	LIFE INSURANCE	37
24	CREDITS FOR EMPLOYEES	38
25	RETIREMENT	39
26	SENIORITY	40
27	GRIEVANCE PROCEDURE	41
28	STEWARDS	44
29	CHECKOFF	46
30	MISCELLANEOUS	49
31	LONGEVITY	51
32	SALARIES AND WAGES	52
33	DURATION	55



## **PREAMBLE**

This Agreement entered into by the County of Cumberland, New Jersey, hereinafter referred to as the "County" and/or "Employer" and Local 2327, United Auto Workers of America, 598-600 Shiloh Pike, Bridgeton, New Jersey 08302, hereinafter referred to as the "Union" has as its purpose harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work and other terms and conditions of employment.

## **ARTICLE 1**

### **RECOGNITION**

The Employer recognizes the Union as the designated representative for the purpose of collective negotiations according to law for all full-time and regularly scheduled or permanent part-time employees as per Attachment B (attached). Also, all new titles which are appropriate to this designated representation will be included under this contract as they are established by the Employer. Excluded are all other employees including casual or seasonal employees, managerial and/or supervisory employees and confidential employees.

## **ARTICLE 2**

### **MANAGEMENT RIGHTS**

All of the authority, rights and responsibilities possessed by the County are retained by it. Management reserves all rights subject to specific limitations of this Agreement it had prior to this Agreement including, but not limited to, the right of the County to determine the standards of service to be offered by its employees; determine the standards of selection of employment; direct its employees; take disciplinary action for just cause; relieve its employees from duty because of lack of work or for any other legitimate reason; maintain the efficiency of its operations; determine the amount of overtime to be worked; determine the methods, means and personnel by which its operations are to be conducted; determine the content of work assignments; schedule the hours; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

### **ARTICLE 3**

#### **MAINTENANCE OF STANDARDS**

With respect to matters not covered by the Agreement, the County will not seek to diminish or impair during the term of this Agreement, any benefit or privilege provided by law, rule or regulation for employees without negotiations with the Union; provided, however, that this Agreement shall be construed consistent with the free exercise of rights reserved to the County by the Management Rights clause of this Agreement.

Employees shall retain all civil rights under the New Jersey State and Federal law.

## **ARTICLE 4**

### **EXISTING LAW/SEVERABILITY**

All rights, privileges, prerogatives, duties and obligations of parties contained in the N.J. State Constitution, Title 11 A (Civil Service), of the Revised Statutes of N.J., in its present or amended form, shall be maintained during the life of this Agreement.

If any provision of this Agreement is determined to be invalid by operation of law, or by a court or by any other legal tribunal of competent jurisdiction as to any or all employees, such provision shall be inoperative. All other provisions of this Agreement not declared inoperative shall continue in full force and effect.

## **ARTICLE 5**

### **FULLY BARGAINED PROVISIONS**

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

## ARTICLE 6

### HEALTH AND SAFETY

- A. The County shall endeavor to provide conditions of work which are both safe and healthy in conformity with all federal, state, and local laws. To that end, a Safety and Health Committee composed of three (3) representatives each from Management and the Union shall be created which shall meet bi-monthly for purposes of reviewing health and safety conditions and making recommendations for their improvement. Such committee shall be responsible for creation of subcommittees to deal with particular problems.
- B. If the County is aware of abnormally dangerous safety or health hazards not known to employees the employees involved shall be told of such hazards, the symptoms of possible exposure, necessary medical tests or treatment and what suggested precautionary steps, if any, should be taken. No employees are expected to perform work which exposes them to abnormally dangerous safety or health hazards.

The County will provide any necessary material, clothing and equipment to do the job safely.

- C. Unit members employed as Juvenile Detention Officers, Public Works non-office personnel, Buildings and Grounds non-office staff and Cumberland Area Transit System mechanics receive one (1) pair of safety work shoes annually, in June of each year. Effective January 1, 2013, the shoe purchase shall not exceed \$135 per year. The shoes must be selected from the Employer-authorized "shoe van" and approved by the respective department head. Extra wide and ½ sizes shall be available. Replacement of a non-approved safety shoe shall be the financial burden of the employee. The Employer reserves the right to immediately suspend any employee, without pay, for failure to acquire and/or wear an approved safety shoe within the timeframe specified by the respective department head.

## ARTICLE 7

### BULLETIN BOARDS

Bulletin boards will be made available by the Employer at permanent work locations for the use of the Union for the purpose of posting Union announcements. Political or derogatory material shall not be posted.



## **ARTICLE 8**

### **NON-DISCRIMINATION**

The Employer and the Union agree that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, marital status, political affiliation, Union membership or Union activities, and any other individuals protected by the Law Against Discrimination (LAD).

## ARTICLE 9

### NO-STRIKE PLEDGE

- A. The Union covenants and agrees that during the term of this Agreement, neither the Union nor any person acting on its behalf will cause, authorize or support any strike (e.g. the concerted failure to report for duty, or willful absence of any employees from their positions, or stoppage of work or abstinence in whole or in part from the full, faithful and proper performance of the employee's duties of employment), work stoppage, walkout or other job action against the County. The Union agrees that such action would constitute a material breach of this Agreement.
- B. In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participation in any such activity by any employee covered under the terms of this Agreement shall be deemed grounds for termination of employment of such employee or employees, subject, however, to the application of the grievance procedure contained in Article 27.
- C. The Union will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the County.

## **ARTICLE 10**

### **UNION VISITATION**

Union representatives may visit County facilities for purposes of administering this Agreement, provided they sign in advance and contact the appropriate supervisor. There shall be no undue interference with work.

## **ARTICLE 11**

### **LEAVE TO CONDUCT UNION BUSINESS**

Employee(s) appointed by the Union shall, upon written request from the Union, be permitted to receive a leave of absence without pay to perform union activities for a period not to exceed one year. While on such leave, employee(s) will continue to accrue seniority and receive PERS credit pursuant to Chapter 368, P.L. 2005 and Division of Pension regulations regarding leave for union service. The Union shall be responsible for the cost of the Employer's portion of the pension contributions during the leave of absence period. The Union shall also be responsible for the cost of the Employer's costs associated with the employee's health benefits coverage during the leave of absence period if said employee is enrolled in the County Health Benefits Plan. Such leave may be extended for additional time periods by agreement of the parties. No more than one (1) employee shall be granted such leave of absence at one time.

## ARTICLE 12

### OVERTIME

- A. Employees may be required to work in excess of the hours designated as the normal work week for their class title. Any employee who is authorized or required to work beyond forty (40) hours per week / eight (8) hours per day for their class titles shall be compensated by cash at one and one-half times ( $1\frac{1}{2}$  x) the regular pay. Those employees who receive a paid lunch shall receive straight time for any length of time worked after the normal quitting time up to the length of the meal break. All thirty-five (35) hours per week employees will be paid cash at time and one-half ( $1\frac{1}{2}$ ) for all hours actually worked over thirty-five (35) hours per week / eight (8) hours per day (effective December 1, 2002). Instead of overtime, employees may elect to take compensatory time off at the rate of time and one-half ( $1\frac{1}{2}$ ) if specifically approved by the Department Head. The compensatory time must be taken within the calendar year of the accrual.
- B. Holidays, personal, vacation, sick and union business days shall be treated as time worked for purposes of calculating overtime.
- C. Part-time employees are those who work less than the standard full-time hours per week for that position. Part-time employees are considered to be “hourly” employees and are not entitled to overtime pay or compensatory time off for less than a full week’s work. Compensation shall be at a straight time rate for all hours worked up to forty (40) hours and time and one-half ( $1\frac{1}{2}$ ) for all extra hours in any work week.
- D. Effective upon the signing of this contract, full-time employees who work seven (7) consecutive full calendar work days shall be paid double time for the seventh and eighth consecutive full work days only. Paid holidays shall be included in the computation of the

seven (7) calendar work days but sick days, personal days, vacation or other time off shall not. This provision shall apply even if the seven (7) consecutive calendar days span more than one (1) pay period. It is further understood that, for this provision to apply, an employee must work all regularly scheduled hours (7 hours or 8 hours depending on job title) in each of the seven (7) consecutive days.

- E. Effective January 1, 2013, part-time, as-needed (PTAN) CDL staff, when covering absent Cumberland Area Transit System (CATS) and/or Meals-on-Wheels Program members, shall be paid \$16.78 per hour.
- F. The Employer may utilize PTAN CDL staff within Roads & Bridges (Public Works) to help respond to declared County Emergencies. Effective January 1, 2013, the PTAN rates of pay for Equipment Operator/Truck Driver and Laborer 1 titles shall be \$16.78 per hour.
- G. When agreed upon by the County and the unit member, unit members employed within the Cumberland County Health Department shall work an altered week schedule for the specific purpose of participation in Health Department community initiatives designed to better serve the needs of County residents, which may be offered in the evening and/or during weekend hours. Upon agreement of the County and the employee, altered week schedules shall also apply to unplanned and/or emergency resolution of networking and computer issues. Such altered weeks shall be part of the employee's regular work week hours and shall result in a change in the otherwise off-duty hours during the normal Monday to Friday pay period to accommodate the evening and/or weekend hours worked. The Department Head (Health Officer) shall notify unit members of pending altered-week scheduling at least seven (7) calendar days in advance. Shorter notice may be agreed upon by the employee and his/her

supervisor. Planned public health training that occurs outside of the normal Monday through Friday pay period hours is subject to the altered work week scheduling.

## ARTICLE 13

### SHIFT DIFFERENTIAL/RECALL

- A. Employees who work the majority of their hours between 6:00 P.M. and 6:00 A.M. will receive a shift differential rate of at least twenty-five cents (\$0.25) per hour. Those who are receiving a greater differential will not be reduced.
- B. Employees called to work on nonscheduled shifts shall be paid for the actual time worked during the non-scheduled shift, including a paid one (1) hour grace period to allow the non-scheduled employees to report to work.
- C. Whenever an employee is called to return to work after having left the work premises, such employee shall be entitled to a minimum of four (4) hours' pay, regardless of the number of hours worked upon such return.



## **ARTICLE 14**

### **SHIFT AND SCHEDULE NOTIFICATION**

The County agrees that it will notify the Union shop stewards and the Union President at the Union's business office address sufficiently in advance of proposed schedule, shift or work assignment changes. The County agrees that the Union will be given the opportunity to present recommendations concerning the non-mandatorily negotiable changes within thirty (30) calendar days of the notice and to negotiate over the negotiable changes.

## **ARTICLE 15**

### **WORKING OUT OF CLASSIFICATION**

Employees working full time out of classification for two (2) consecutive work days shall, commencing with the third (3<sup>rd</sup>) consecutive work day, be paid at the higher rate of pay of the two respective classifications if they are substantially performing the duties of the higher classification. For purposed of this Article, employees will be paid at their current step on the salary scale in the higher classification.

## **ARTICLE 16**

### **PROMOTIONS**

In the event an employee's name is submitted for promotion as part of the budget process, he/she will be advised in writing whether he/she has been awarded the position. In the event that a promotional candidate is not successful, he/she shall be advised in writing of the reason for the denial within forty-five (45) days of the final issuance of the SP-1 form, attached hereto as Attachment A.

Bona fide promotions shall result in a minimum increase of \$2,500.00 per annum (bona fide to be interpreted as those promotions complying with the language of the Personnel Manual); however, where the \$2,500.00 increase will result in an employee's salary being greater than the maximum salary for his or her job title, that employee shall be capped at the maximum salary for the job title for which he or she is promoted. It is understood that newly created job titles shall not be eligible for this increase.

**ARTICLE 17**

**HOLIDAYS**

New Year's Day

Labor Day

Martin Luther King Day

Columbus Day

Lincoln's Birthday

General Election Day

President's Day

Veterans Day

Good Friday

Thanksgiving Day

Memorial Day

Christmas Day

Independence Day

In addition to the aforementioned holidays, the County will grant a holiday when the Governor, as Chief Executive of the State of New Jersey, declares a holiday for State employees, providing adequate prior notice of such intent is received by the County to allow for an orderly arrangement of County affairs of business; or when the Board of Chosen Freeholders of the County of Cumberland declares a holiday for all County employees.

Holidays which fall within an employee's vacation period shall be celebrated as soon as possible following the vacation. Holidays which fall on a Saturday shall be celebrated on the preceding Friday, and holidays which fall on a Sunday shall be celebrated on the following Monday. Employees who work on a County holiday shall be paid double time and one-half (2½) the regular salary rate for holiday hours worked with no additional day off. No compensatory time will be allowed. In order to receive holiday pay, the employee must have worked the scheduled work day before the holiday and the scheduled work day after the holiday unless excused by illness supported by a doctor's written explanation or other justifiable cause.

An employee on an unpaid leave of absence for ten (10) or more working days shall have his/her holiday leave accrual adjusted to reflect the unpaid term.

**ARTICLE 18**

**VACATIONS**

As of the effective date of this Agreement, full-time employees shall be entitled to vacation with pay as follows:

For employees with less than one full year of service, one (1) working day for each month of service. Vacation days must be accrued and will not be advanced.

After completion of 1 year and up to 5 years ..... 12 days

After completion of 5 years and up to 12 years ..... 15 days

After completion of 12 years and up to 20 years ..... 20 days

After completion of 20 years ..... 25 days

Except for permanent employees, employees cannot take vacation until after ninety (90) days of employment.

Where in any calendar year the vacation or any part thereof is not granted by pressure of work, such vacation period or parts thereof not granted shall accumulate and shall be granted during the next succeeding calendar year. Unused vacation time in excess of the current County policy must be approved for carry over by the Department Head and the Personnel Director.

Employees may take vacation time in hourly, half-day, or full-day increments with supervisory approval. Employees shall sign up for vacation time for the calendar year by the end of January. If there is a conflict in a particular work area, the senior employee shall have preference. After the end of the sign-up period, vacations shall be granted on a first-come basis, provided work requirements shall be met.

An employee on an unpaid leave of absence for ten (10) or more working days shall have his/her vacation leave accrual adjusted to reflect the unpaid term.

Unit members leaving County employment who have already exceeded their use of their allotted and prorated vacation leave shall have the compensation for same deducted on a prorated basis from their last employment checks, provided, however, that this shall not apply to retirees.

## ARTICLE 19

### SICK LEAVE

Sick leave may be utilized by all employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease, or to care for an ill immediate family member.

A. The County shall grant paid sick leave benefits as immediately follows:

1. During the remainder of the calendar year in which an employee is first appointed, he/she shall earn paid sick leave benefits on the basis of 1¼ days per month of service. Sick leave days shall not be advanced during the first year of employment. Non-utilized earned benefits shall accrue to the next calendar year.
2. In each full calendar year of employment thereafter, an employee shall be granted fifteen (15) paid days sick leave. The full complement of such paid leave is advanced at the beginning of the year, in anticipation of continued employment for the full year and may be used by the employee in accordance with established County policy. All non-utilized paid sick day benefits shall accumulate day-for-day to the next calendar year of employment.
3. Part-time employees shall receive paid sick leave on a pro-rata basis in proportion to the amount of time worked.

B. In all cases of illness, whether of short or long term, the employee is required to notify his supervisor of the reason for the absence at the earliest possible time, but in no event less than his usual possible reporting time, or other time as required, or necessitated by the circumstances. Failure to provide notification may be cause for denial of the use of sick leave for that absence and may constitute cause for disciplinary action.



- C. An employee who shall be placed on sick leave for five (5) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness at the time of his/her return from such illness. Such medical certification shall indicate whether the employee may return to duty with or without restrictions. If applicable, the medical certification shall define duties which are restricted and the length of time such restrictions shall exist.
- D. Absence without notice for five (5) consecutive days shall constitute a resignation not in good standing.
- E. Employees may take paid sick leave in a minimum of one (1) hour increments with supervisory approval.
- F. In accordance with N.J. Civil Service, unit members beyond one (1) year of service are issued paid sick leave days each January in anticipation that those members will provide the County with twelve (12) months of continuous service while in paid status; therefore, a UAW member on an unpaid leave of absence for ten (10) or more working days shall have his/her sick leave accrual adjusted to reflect the unpaid term.
- G. Unit members leaving County employment who have already exceeded the use of their allotted and prorated sick leave shall have the compensation for same deducted of a prorated basis for their last employment checks, provided, however that this shall not apply to retirees.

## **ARTICLE 20**

### **DISABILITY LEAVE: OCCUPATIONAL INJURY**

When an employee is incapacitated and unable to work because of any occupational injury or disease, as evidenced by certificate of a County-designated physician or other doctor acceptable to the County, he shall be granted in addition his annual sick leave with pay or any accumulations thereof, leave of absence with pay for a period of thirty (30) days or so much thereof as may be required, as evidenced by certificate of the County-designated or accepted physician, but not longer than a period of which worker's compensation payments are allowed.

If at the end of such thirty (30) day period the employee is unable to return to his respective employment, a certificate from the County-designated or accepted physician shall be presented, certifying to this fact, and the employee may elect, if he or she so desires, to use all or any part of the sick leave and vacation accumulated. In the absence of such election only worker's compensation payments will be paid to the employee after the disability leave period and accumulated sick leave shall not be affected in any manner.

During the thirty (30) day disability leave period in which the full salary or wages of any employee is paid by the County of Cumberland, any compensation payments made to or received by or on behalf of such employee shall be deducted from the amount carried on the payroll for such employee or shall be assigned to the County of Cumberland by the insurance carrier or the Employee.

Whenever the County-designated or accepted physician shall report in writing that the Employee is fit to resume his or her duties, such employee shall forthwith report for duty.

Furthermore, if an employee, during the period of his disability is fit to perform "other" light duties, the County may, at its discretion, allow or require such employee to perform these

light duties. The employee's ability to perform such light duties shall be determined by a County-designated physician or other physician acceptable to the County.

Any employee on injury leave, resulting from injury while on duty, shall continue to accrue sick leave credits while their name remains on the payroll.

## ARTICLE 21

### LEAVE OF ABSENCE

#### A. General

Leaves of absence, except as otherwise expressly provided herein, are to be administered according to the provisions of the New Jersey Administrative Code, Title 4A, Civil Service Commission.

#### B. Personal Leave

1. All employees covered in the contract shall be granted an annual allowance of three (3) personal leave days with pay, except that newly hired employees shall earn personal leave days at the rate of one (1) day for each four (4) months of service in the first calendar year of employment.
2. Personal leave days shall not accumulate. At the conclusion of the calendar year, unutilized personal days shall be converted into sick days, effective January 1 of the following year.

Utilization of personal days requires that the employee must notify his/her supervisor at least forty-eight (48) hours in advance thereof. Such personal day will be granted if there is no undue burden upon work requirements. The County will make every reasonable effort to grant employees the days off requested.

3. Priority in granting such request for personal leave:
  - a. Emergencies
  - b. Observation of religious or other days of celebration
  - c. Employee personal business
4. Personal leave may be taken in conjunction with other types of paid leave.

5. Employees may be granted the use of paid personal leave in one-hour, half-day, or full-day increments with supervisory approval.
6. Employees on an unpaid leave of absence for ten (10) or more working days shall have his/her paid personal leave accrual adjusted to reflect the unpaid term when applicable.
7. A unit member leaving employment with the County who has exceeded the use of paid personal leave days shall have the compensation for same deducted on a prorated basis from his/her last employment check, provided, however, that this shall not apply to retirees.

C. Funeral Leave

All full-time employees shall be granted a leave of absence not exceeding three (3) working days from the date of death to the day of the funeral because of death of a member of their immediate family; and where the funeral services take place out of state, the leave of absence shall not exceed four (4) working days. Where the body of the deceased is transported into the State of New Jersey, the three (3) days shall be interpreted to mean working days; the three (3) days shall be computed from the time the body of the deceased arrives in New Jersey. Immediate family is defined as father, mother, son, daughter, husband, wife, grandmother, grandfather, brother, sister, mother-in-law and father-in-law, step-mother, step-father, step-son, step-daughter and members of the family living in the same household with the employee. Proof of death may be required.

D. Leave for Attendance at Local 2327, UAW Convention and Other Union Business

1. The Union shall provide compensation to employees missing work to attend UAW convention.

2. The County shall allocate forty-five (45) paid union leave days to the Union for employees performing Union duties. Unused leave days shall not be cumulative and cannot be transferred in whole or part of the next succeeding year.
3. Written notice from the Union of the authorization to utilize such leave time shall be given to the Employer at least ten (10) days in advance.

E. Military Service

1. An employee who is a member of the National Guard or Reserves of the Military or Naval Forces of the United States who is required to undergo field training shall be granted a leave of absence with pay for the period of such tour of duty. This leave shall be in addition to the annual vacation leave, provided the employee presents the official notice from his commanding officer prior to the effective date of such leave. Such leave of absence shall not exceed two (2) weeks.
2. Permanent employees shall be granted a leave of absence without pay for the purpose of entering upon active duty with the Armed Forces of the United States.

F. Miscellaneous

Any employee shall be given time off without loss of pay when:

1. Performing jury duty;
2. Commanded to appear as a witness and not a party before a Court, Legislative Committee, or Judicial or Quasi-Judicial Body, other than that in connection with the performance of his duty as employee;
3. Performing emergency civilian duty in relation to National Defense or other emergency when so ordered by the Governor or the President, for a period not to exceed two (2) weeks.

G. Returning From Leaves

Employees returning from authorized leaves of absence as set forth herein will be restored to their original classification at the then appropriate rate of pay, with no loss of seniority, or other rights, privileges or benefits of employees.

## ARTICLE 22

### HEALTH INSURANCE BENEFITS<sup>1</sup>

The County shall provide health insurance coverage to employees in accordance with group health plan coverages in the following categories: medical/hospitalization, prescription drugs, dental, and optical. To qualify for coverage, employees must be scheduled to work twenty (20) or more hours per week. All health plan coverage and costs are subject to statutory and regulatory provisions and may be subject to modification as may be required by law, for which changes the County may not be held responsible.

Qualified employees shall have the option of choosing between the following medical benefits plans offered by the County: (1) Horizon Blue Cross Blue Shield of New Jersey Direct Access (D/A) Plan and (2) Horizon Blue Cross Blue Shield of New Jersey Point of Service (POS) Plan.

Employees shall contribute toward their medical benefits in accordance with the requirements of Chapter 78, P.L. 2011 (Chapter 78) and/or any other statutory or regulatory requirements.

A. Illustrative of the plan benefits are the following:

1. For the D/A Plan, the in-network co-insurance maximum shall be 80%, and the out-of-network co-insurance maximum shall be 60%. In-network co-insurance maximum for the POS (managed care) plans shall be 100%, and the out-of-network co-insurance maximum shall be 60%.

---

<sup>1</sup> Note: All contributions made prior to the County's implementation of Chapter 78 (01/01/2012) shall have been made in accordance with then existing policy. Should contributions under Chapter 78 expire, employees will be required to make the same percentage contribution last required under Chapter 78 until successor legislation is enacted or a successor contract is negotiated.



2. For the D/A Plan, the in-network co-insurance maximum shall be limited to \$400.00 per individual and \$800.00 per family, and the out-of-network co-insurance maximum shall be limited to \$800.00 per individual and \$1,200.00 per family. For the POS Plan (managed care), the in-network co-insurance maximum shall be limited to \$1,000.00 per individual and \$2,000.00 per family, and the out-of-network co-insurance maximum shall be limited to \$2,000.00 per individual and \$4,000.00 per family.
3. For the D/A Plan, the in-network physician co-pay (office visit) shall be \$20.00, and the specialist physician co-pay shall be \$20.00. The in-network physician co-pay (office visit) for the POS Plan (managed care) shall be \$10.00, and the specialist physician co-pay shall be \$15.00.
4. For the D/A Plan, the emergency room visit co-pay shall be \$50.00. For the POS Plan (managed care), the emergency room facility co-pay shall be \$35.00.
5. Prescription plan benefits shall be available to employees and to qualified dependents for prescription fills as ordered by qualified medical providers. Prescription fills shall be available at the retail pharmacies for fills under industry standards and plan restrictions. The plan requires an employee co-pay of \$10.00 for generic drug prescriptions and a \$25.00 co-pay for name brand prescriptions. The prescription plan co-pay for single-source name brand drugs with no generic equivalent is \$25.00. The stated co-pay shall cover up to a thirty (30) day retail supply of the prescription. Where the mail order prescription plan is available and utilized, the stated co-pay shall cover up to a ninety (90) day supply of the prescription. Employees shall

contribute toward their prescription benefits in accordance with the requirement of Chapter 78.

6. The County dental plan level shall be 50/50 of covered benefit limits. Employees shall contribute toward their dental benefits in accordance with the requirement of Chapter 78.
7. The County shall continue optical coverage equivalent to or better than the current Plan, with employee contributions governed by Chapter 78.
8. The County shall have the right to substitute insurance carriers or plan to implement a self-insured health benefits plan that provides eligible employees and eligible family members with benefits that are equivalent to or better than the benefits provided under the D/A Plan or POS Plan (whichever is being replaced) now in effect as modified above.
9. In the event that the County seeks to make any subsequent changes in the delivery of health care benefits during the remainder of this Agreement, the County agrees to provide the Union with at a minimum of thirty (30) days of notice before any such change is to take place, in order to permit the Union and the County to meet and discuss the proposed change and the effect of such change on bargaining unit employees, upon request.
10. When an employee has dependent(s) covered under the County Health Benefits Plan and such dependent(s) subsequently become ineligible to participate in the County Health Benefits Plan due to age, death, divorce, (or) otherwise, the employee shall, within thirty (30) days of the event triggering the dependent's ineligibility, notify the County Department of Personnel & Human Resources of the change in coverage. If

the Employee fails to give said notification, the employee may be required to reimburse the County for expenditures made relating to the insurance coverage of said dependent(s) during the period of ineligibility. Moreover, the employee's failure to provide timely notice is grounds for discipline.

11. When unit members who are married and both employed by the County in UAW Local #2327 covered positions and participating in the County's health insurance benefits they shall be reimbursed for out-of-pocket expenses incurred upon submission of supporting documentation. The maximum annual reimbursement is as follows:

Individual In-Network - \$200.00

Family In-Network - \$400.00

Individual Out-of-Network - \$600.00

Family Out-of-Network - \$1,200.00.

- B. The County shall provide health benefit coverage for employees retiring from County employment and to their eligible spouses, subject to a twenty percent (20%) premium co-pay, as provided below.

1. To be eligible, the retiring employee must:
  - a. Retire from active employment with Cumberland County under the N.J. State Pension Program; and
  - b. Be eligible and/or enrolled in the County's Health Benefits Plan; and
  - c. Have at least twenty-five (25) years of employment service with Cumberland County if a non-veteran, or at least twenty (20) years of employment service with Cumberland County if a veteran.

2. The following retired Employees shall be excluded from eligibility even though they would otherwise qualify:
  - a. Employees who, although they meet the age eligibility requirement of the Federal Medicare Program, are not covered by the Federal Program.
  - b. Employees who are covered under a like or similar coverage under another group program covering the Employee or his/her spouse, until such time as the employee shall lose such coverage because of a qualifying event (loss of employment resulting in loss of coverage; death of spouse; etc.), providing the employee notifies the County of such event in writing within thirty (30) days of the event.
3. Any County policy provisions that impose eligibility restrictions for retiree health benefits based on an employee's date of hire shall not apply to Unit members.

## **ARTICLE 23**

### **LIFE INSURANCE**

The Employer shall provide full-time employees with life insurance coverage. The County Employee Group Life Insurance Policy death benefit shall be in the amount of \$7,500.00.

When an authorized leave of absence without pay due to illness or other emergency leave is granted, life insurance shall be continued for the first thirty (30) days of said leave.

When an employee is injured on the job, life insurance benefits may be continued by the County at its discretion for a period not to exceed one (1) year from the date of injury, provided said injury is recognized as eligible for worker's compensation.

## **ARTICLE 24**

### **CREDITS FOR EMPLOYEES**

- A. The Employer agrees to relieve the employee's expense of a physical examination when it is required by the Employer.
- B. Effective January 1, 2013, mileage allowance for authorized use of personal automobiles will be at the rate of forty-two cents (\$0.42) per mile.
- C. It is agreed that the Employer will pay to all Road Department employees covered by this Agreement, a sum of \$10.00 for each mealtime the employee would normally experience while he/she was requested to perform emergency work, such as removing the ice and/or snow after his/her normal workday ended.
- D. Public Health Nurses shall receive the sum of \$25.00 per year as a coat allowance. Said allowance shall be paid on or about December 15 of each year to employees whose names appear as being currently employed.

## **ARTICLE 25**

### **RETIREMENT**

A permanent employee who enters retirement and has to his/her credit any earned and unused accumulated sick leave shall be entitled to receive fifty percent (50%) of his/her accumulated sick time as supplemental pay, said payment not to exceed \$9,000.00. This payment shall be paid in a lump sum after the effective date of retirement, or at a mutually agreed time within reason between the retired employee and the Employer.

## **ARTICLE 26**

### **SENIORITY**

- A. Seniority once an employee becomes a permanent employee is defined as an employee's total length of continuous service with the Employer, beginning with their original date of hire, provided that such service was not interrupted except by authorized leave of absence and except as modified by the N.J. Civil Service Commission (Formerly N.J. Department of Personnel). Employees promoted to positions outside this Agreement shall maintain their seniority in prior position for a period of one (1) year.
- B. If a question arises concerning two (2) or more employees who were hired on the same date, preference shall be given in accordance with N.J. Civil Service Commission Rules and Regulations or in alphabetical order, whichever is applicable.



## ARTICLE 27

### GRIEVANCE PROCEDURE

#### A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which arise affecting the terms and conditions of employment.  
The parties agree that this procedure will be kept as informal as may be appropriate.
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. There shall be no meeting of management which results in disciplinary action unless the employee has been given the right to have a Union representative present with him.

#### B. Definition

The term "Grievance" means any complaint, dispute or controversy concerning the interpretation, application or operation of this Agreement. Only one (1) subject matter can be conferred in any one (1) grievance, and the article number must be specified on the Grievance Form.

Where the grievance involves an alleged violation or rights and privileges specified in Civil Service law and rules for which there is a specific appeal to Civil Service, this matter shall be presented to Civil Service directly.

The Employer and the Union agree that, in conjunction with the Grievance Procedure, each will give reasonable consideration to request of the other party for meetings to discuss grievance pending at any step of the grievance procedure.

Any grievance, dispute or complaint that might arise between the parties shall be settled as set forth in the following.

C. Employee Grievances

1. Step 1. The grievance shall be taken up with the employee's Administrative Supervisor, in writing, within five (5) working days of the occurrence or within five (5) working days after he/she would reasonably be expected to know of its occurrence. Failure to act within said five (5) days shall be deemed to constitute an abandonment of the grievance. Upon proper presentation of a grievance, the Supervisor shall then attempt to adjust the matter and shall respond within five (5) working days.
2. Step 2. If the grievance has not been settled, it shall be presented in writing by the Union and the employee to the Department Head within five (5) working days following the determination of Step 1. The Department Head shall meet with the Union and/or employee and respond in writing within five (5) working days after the receipt of the grievance.
3. Step 3. If the grievance remains unadjusted, it shall be presented by the Union and the employee to the Personnel Director in writing within five (5) working days after the response from the Department Head is due. A hearing may be requested before the Personnel Director.

The Personnel Director will render his/her decision within fifteen (15) working days.

The Union shall have thirty (30) days after this period to submit the grievance to the Public Employment Relations Commission (PERC) to be handled in accordance with rules and regulations. The decision of the Arbitrator shall be final and binding upon both parties. The Arbitrator shall have no authority to render an award which goes beyond the

provisions of this Agreement. The fees and expenses for the Arbitrator shall be shared equally between the parties.

Should employees elect to proceed under this Article, they shall not have the right then to proceed on the same grievance within the Civil Service Rules and Regulations. If the employee proceeds under the Civil Service Rules and Regulations he/she shall have no rights under this Article.

D. Employer Grievances

If the Employer has a grievance against the Union, it shall present its grievance to the Union in writing within five (5) working days of the occurrence or within five (5) working days after it would reasonably be expected to know of the occurrence. Failure to act within the said five (5) days shall be deemed to constitute an abandonment of the grievance.

The Union shall respond to the Employer within five (5) working days. If the grievance remains unadjusted, it shall be presented at a meeting of the Employer's representatives and representatives of the Union.

The Union shall render its decision within ten (10) working days.

The Employer shall have thirty (30) days after this period to submit the grievance to the Public Employment Relations Commission (PERC) American Arbitration Association. The decision of the Arbitrator shall be final and binding upon both parties. The Arbitrator shall have no authority to render and award which goes beyond the provisions of this Agreement. The fees and expenses for the Arbitrator shall be shared equally by the parties.

## ARTICLE 28

### STEWARDS

It is agreed that there shall be Stewards representing the following departments and/or areas as follows:

Alcohol (1);

CATS (1);

Clerical (2);

Court House (2);

Juvenile Detention Center (2);

Emergency Services/911 (1);

Engineering/Planning (1);

Jail (1);

Library (1);

Maintenance (2);

Office on Aging (1);

Public Health (1);

Road Department (2).

Stewards in administering the collective bargaining agreement shall conduct their business wherever possible on non-working time. When it is necessary to do it on working time, interference with work shall be kept to an absolute minimum. Stewards shall notify and get approval from their supervisors prior to leaving their work and such approval shall not be unreasonably withheld. Stewards shall be allowed up to two (2) hours off per month with pay nine (9) times per year, if scheduled to work in order to attend meetings which may be scheduled

when they are normally working. Stewards shall notify their supervisors of this need at least ten (10) days in advance.

## **ARTICLE 29**

### **CHECKOFF**

Upon receipt of written authorization from employees the County shall deduct regular union dues, initiation fees and assessments. If allowable by law, the County shall, upon receipt of written authorization from an employee deduct contributions as set forth in such authorization from the Martin Luther King Fund and/or the Local 2327 Credit Union.

Employees who have not signed and submitted to the County a written authorization allowing the deduction of regular Union dues, initiation fees and assessments shall be required to pay to the Union a representation fee in lieu of dues in an amount not to exceed eighty-five percent (85%) of such regular membership dues, fees and assessments.

Deductions shall be made in the last pay of the month and shall be forwarded to the Union no later than the tenth (10<sup>th</sup>) day of the following month. The normal monthly dues applicable to employees covered under this Agreement as of its effective date of 1.5% of the employee's salary.

A pro-rata representation fee shall be deducted from all non-members, part-time pool employees on the following basis:  $(0.85) \times (0.015) \times (\text{Number of non-overtime hours worked that pay period}) = \text{Prorated representation fee that pay period}$ . No initiation fee shall be assessed to such employees. In the event, however, that a part-time pool employee becomes a Union member, regular Union dues shall be assessed.

The Union agrees to indemnify and save the County harmless from any suit or liability arising because of action taken or not taken by County pursuant to this Article.

During the life of this Agreement, the County agrees to deduct from the pay of each employee voluntary contributions to UAW V-CAP, provided that each such employee executes

or has executed the following “Authorization for Assignment and Check-Off of Contributions to UAW V-CAP” form; provided further, however, that the County will continue to deduct the voluntary contributions to UAW V-CAP from the pay of each employee for whom it has on file and revoked “Authorization for Assignment and Check-Off of Contributions to UAW V-CAP” form.

Deductions shall be made only in accordance with the provisions of and in the amounts designated in said “Authorization for Assignment and Check-Off of Contributions to UAW V-CAP” form, together with the provisions of this section of the Agreement.

A properly executed copy of the “Authorization for Assignment and Check-Off of Contributions to UAW V-CAP” form for each employee for whom voluntary contributions to UAW V-CAP are to be deducted hereunder, shall be delivered to the County before any such deductions are made, except as to employees whose authorizations have heretofore been delivered. Deductions shall be made thereafter, only under the applicable “Authorization for Assignment and Check-Off of Contributions to UAW V-CAP” forms, which have been properly executed and are in effect.

Deductions shall be made, pursuant to the forms received by the County from the employee’s first union dues period in the first month following receipt of the check-off authorization card and shall continue until the check-off authorization is revoked in writing. The County agrees to remit said deductions promptly to UAW V-CAP, in care of the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW).

The County further agrees to furnish UAW V-CAP with the names, addresses, Social Security numbers, and dates of last Authorization of those employees for whom deductions have been made. The County further agrees to furnish UAW V-CAP with a monthly and year-to-date

report of each such employee's deductions. This information shall be furnished along with each remittance on a floppy disk or magnetic tape, in ACSII or some other common format conveniently available to the County's accounting systems.



## ARTICLE 30

### MISCELLANEOUS

1. Perspective applicants referred by the Union for job openings will be considered on an equal basis with other applicants.
2. Job vacancies shall be posted in accordance with Civil Service Rules and Regulations. If all qualifications are otherwise equal, then determining factor in filling a job posting shall be employee seniority.
3. Effective upon the signing of the Collective Bargaining Agreement, the Employer agrees that in the event it determines that a reductions in the work force or involuntary transfers of bargaining unit employees should be implemented, it will provide the Union with advance notice before any such proposed changes are scheduled to take effect, and that the Employer will meet with the Union to discuss the proposed change(s), alternatives to the proposed change(s), and minimizing the effect on senior employees and to discuss the effects of such change(s) on bargaining unit employees.
4. If it is necessary to subcontract work the Union shall be notified in advance of the subcontract which would result in layoffs in order to discuss the reasons for subcontracting.
5. The Union shall be notified of employees who are discharged.
6. Employees who are promoted from positions within the bargaining unit to positions outside the bargaining unit shall retain their seniority rights for a period of one (1) year.
7. The County agrees to reimburse any employee for school tuitions costs incurred by the employee within the unit on the following basis:
  - a. The course must be taken at a school approved by the County before tuition costs are incurred;

- b. The course must be directly related to the employee's present work duties;
  - c. The employee must submit an application for tuition reimbursement at least three (3) weeks prior to the start of the course. Applications shall be submitted to the Personnel Director, County of Cumberland for approval. The County will forward to the UAW office copies of all approved tuition applications.
  - d. The County will reimburse the employee after successfully completing the approved course with a passing grade. Proof of passing grade and tuition charge are required.
  - e. In no event shall the County pay tuition reimbursement costs in excess of a sum equal to one-half of one percent of the total annual payroll for any calendar year under this Agreement.
8. Unit members employed as Public Safety Telecommunicators (PST's) within the Department of Emergency Services and Public Protection shall have their paid time leave days converted into hours in the amount as specified under Holidays, Personal Leave, Funeral Leave, Vacation and Sick Leave as provided under this Agreement (i.e. Sick Leave 15 days = 120 hours). PST's shall work revolving two-week schedules consisting of four (4) 12-hour shifts one week, followed by three (3) 12-hour shifts the following week.
9. Pay day shall be every other Friday. This provision will be implemented when uniformity is achieved among the County's negotiated agreements.

**ARTICLE 31**

**LONGEVITY**

Longevity will be paid in the following manner:

5-9 years of service .....	\$200.00 each year
10-14 years of service .....	\$300.00 each year
15-19 years of service .....	\$400.00 each year
20-24 years of service .....	\$500.00 each year
25 years of service thereafter .....	\$600.00 each year.

Longevity will be paid in the first pay period in the anniversary month of the employee(s), minus all standard payroll deductions.

## **ARTICLE 32**

### **SALARIES AND WAGES**

The rates of pay for all employees covered by this Agreement for calendar years 2012, 2013, 2014, and 2015 shall be set forth in the compensation schedule (Step Guide) attached as Attachment B. Step movement for employees hired prior to January 1, 2006 will occur on January 1 for each year of the contract.

The contract for the period of January 1, 2012 through December 31, 2015 is fully retroactive. In 2012, there is no monetary improvement in the steps of the guide. Those employees who were on the step guide in 2012 and in step will move to the next step of the guide on their anniversary dates. Those employees who were at the top step of the guide will receive a lump sum payment of \$690, which amount shall not be applied to their guide step.

Effective January 1, 2013, guide steps 1-7 will be improved across the board by .5%. The top steps of then guide (Step 8) will be improved across the board by two percent (2%). Step movement will occur on anniversary date. The anniversary date step movement increase will reflect the difference between each January 1 cost of living increase and the appropriate salary guide step amount.

Effective January 1, 2014, guide steps 1-7 will be improved across the board by .5%. The top steps of the guide (Step 8) will be improved across the board by two percent (2%). Step movement will occur on anniversary date. The anniversary date step movement increase will reflect the difference between each January 1 cost of living increase and the appropriate salary guide step amount.

Effective January 1, 2015, guide steps 1-7 will be improved across the board by one percent (1%). The top steps of the guide (Step 8) will be improved across the board by two

percent (2%). Step movement will occur on anniversary date. The anniversary date step movement increase will reflect the difference between each January 1 cost of living increase and the appropriate salary guide step amount.

Throughout the term of the 2012-2015 Agreement, the County and the UAW will meet to negotiate economic terms that will implement changes to Step 7 of the guide where the increases to the top step represent monetary improvements of four percent (4%) and higher. Such monetary improvement, loosely described as “bubble steps,” will be addressed to eliminate the effects of such bumps. Each step will be individually addressed, but the overall goal of the parties will be to create new steps that will “break” such bubbles. Breaking such step movement in half is the intended goal. In addition, the parties are committed through such negotiations to address the guide that will appear in the successor contract, with the goal being to create consistencies in step movement that will have the effect of compressing the guide to eliminate “bubbles” and to minimize the overall cost of step movement within the guide.

The above changes contemplated to Step 7 will be made applicable to the 2012-2015 Agreement on December 1, 2015, and upon such condition, as well as upon the articulation of principles of agreement to the establishment of a 2016 Step Guide consistent with the Memorandum of Understanding of March, 2013 (Attachment C), the County will implement 2016 step movement on January 1, 2016, irrespective of whether a full contractual understanding is in place, and will henceforth grant incremental movement annually notwithstanding the absence of an executed successor agreement at the time of contract expiration. Further, effective January 1, 2016, all anniversary dates that are the basis for monetary movement shall be established as occurring on January 1. Accordingly, the anniversary date applicable to all County employees, effective January 1, 2016 shall be January 1.

After January 1, 2016, all newly hired employees shall have anniversary date movement as follows. Employees hired between January 1 and June 30 will move on their "hire step" to the next applicable step of the guide the immediately following January 1. Employees hired July 1 through December 31 will cycle through the entirety of the next calendar year on their "hire step." The term "hire step" shall include any step to which there was mandatory movement in the employees' wages due to the satisfaction of a probationary status. The express intent of the parties is to require that employees whose wages are mandatorily increased due to a successful completion of probationary employment maintain such increases to their wages minimally for a full twelve-month period before their wages are improved on the immediately succeeding January anniversary date.

A UAW member's hourly rate shall be determined by dividing the member's annual salary by the scheduled number of hours to be worked in the particular year of this Agreement.

## **ARTICLE 33**

### **DURATION**

This Agreement shall be effective as of January 1, 2012 and continue until the 31<sup>st</sup> day of December, 2015.

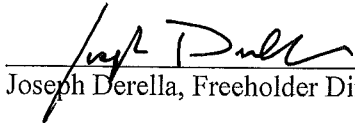
This Agreement shall automatically renew itself on a year-to-year basis after the initial four (4) year term, unless either party gives as least sixty (60) days' notice to terminate or modify this Agreement, and it shall remain in full force and effect during all period of negotiation and until the Agreement is formally agreed to.

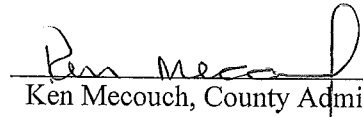
The parties shall immediately proceed to produce a comprehensive collective negotiations agreement for 2012-2015 for execution at the earliest possible date. Agreements applicable to Health Department employees shall be separately appended to the parties' Agreement unless available for integration within the Agreement.

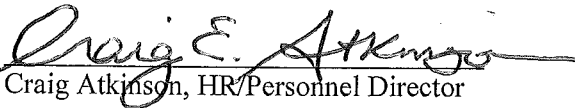
The parties shall mutually cooperate in the drafting of their Agreement and in obligations of notification required to governmental agencies arising under the EERA and other regulatory requirements. The Union shall have the right to publish true copies of the Agreement for dissemination as it sees fit and to hold out such copies as being the Agreement of the parties; however, the originally executed copies of the Agreement maintained by the parties shall comprise, as replicated, the official copies of the Agreement for legal purposes.

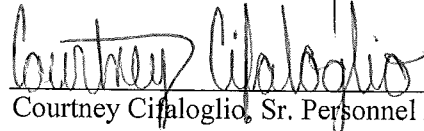
This Agreement between the County of Cumberland, New Jersey and Local 2327, United Auto Workers of America, has been executed this 8<sup>th</sup> day of October, 2013.

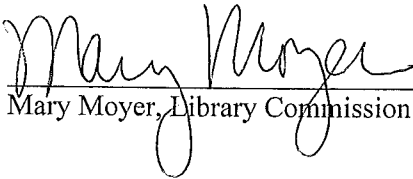
FOR THE COUNTY OF CUMBERLAND:

  
Joseph Derella, Freeholder Director

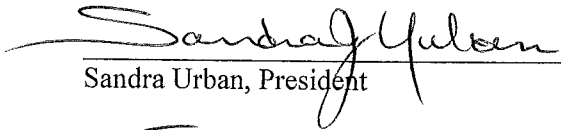
  
Ken Mecouch, County Administrator

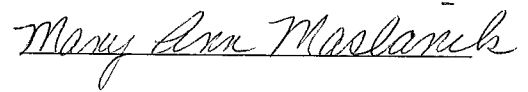
  
Craig Atkinson, HR/Personnel Director

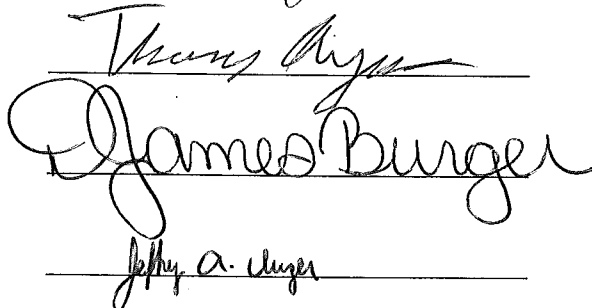
  
Courtney Cifaloglio, Sr. Personnel Asst.

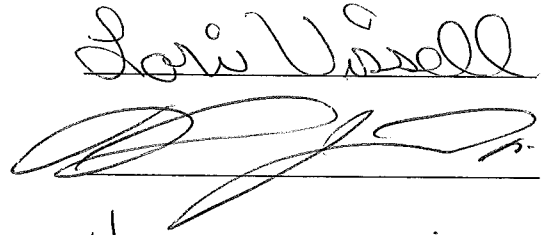
  
Mary Moyer, Library Commission Chair

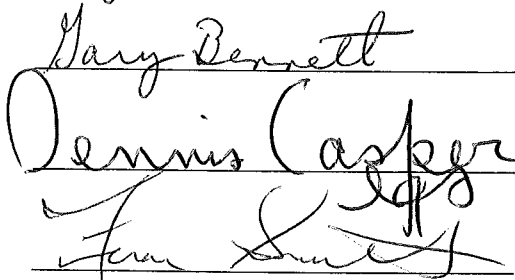
FOR THE UNITED AUTO WORKERS OF AMERICA, LOCAL 2327:

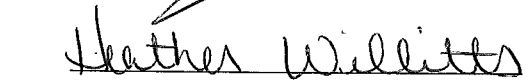
  
Sandra Urban, President

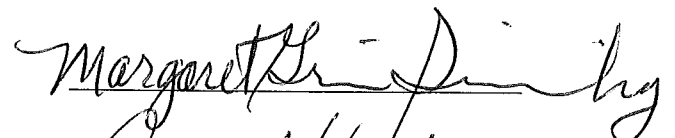


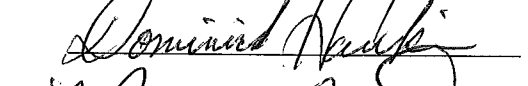
  
James Burger

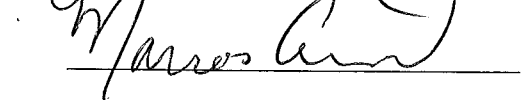
  
Lori Vissoll

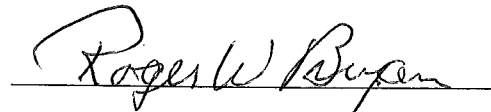
  
Gary Bennett


  
Heather Willitts

  
Margaret L. Finley

  
Dominic Hudak

  
Marcos Am

  
Roger W. Bryan

  
Marjorie Pierce



**ATTACHMENT A**

Cumberland County Personnel Action Request (SP-1)

(Attach request justification to separate page)

Dept \_\_\_\_\_ Dept Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Check Box Indicating Action Sought:

- Check boxes for New Position, Salary Change, Department Transfer, Refill Vacancy, Title Change, Change in Hours per Week.

Complete All Appropriate Blanks:

Employee Name \_\_\_\_\_ Requested Effective Date \_\_\_\_\_

Current Title \_\_\_\_\_ Proposed Title \_\_\_\_\_

Current Salary \_\_\_\_\_ Proposed Salary \_\_\_\_\_ Requested Effective Date \_\_\_\_\_

Current Hours Per Week \_\_\_\_\_ Proposed Hours Per Week \_\_\_\_\_

Employee Being Succeeded \_\_\_\_\_ Termination Date \_\_\_\_\_

Transfer to Department \_\_\_\_\_ Transfer from Department \_\_\_\_\_

Driving required for county business? [ ] Yes [ ] No Typing examination required? [ ] Yes [ ] No

Appointed from a civil service list? [ ] Yes [ ] No

Check Appointment Type:

- Check boxes for Appointment, Elected, Permanent, Interim, Provisional, Temporary.

Check Appropriate Union Affiliation:

- Check boxes for various union affiliations: Non-union, ASAP, CWA (1036 Prosecutor), CWA (1036M), FOP (194), PBA (203), PBA (231), PBA (299), PBA (299S SOA), PBA (396), PBA (396S), UAW (Library), UAW (Health), UAW (OET), UAW (Wall to Wall), UPSEU (Prosecutor).

Approval Signatures: (Note: There are 3 Civil Service Appointing Authorities: the County, Sheriff and Library)

Appointing Authority: \_\_\_\_\_ [ ] Approved [ ] Not Approved Date: \_\_\_\_\_

Budget Account Number: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_ [ ] Approved [ ] Not Approved Date: \_\_\_\_\_

Freeholder Liaison: \_\_\_\_\_ [ ] Approved [ ] Not Approved Date: \_\_\_\_\_

County Administrator: \_\_\_\_\_ [ ] Approved [ ] Not Approved Date: \_\_\_\_\_

Freeholder Director: \_\_\_\_\_ [ ] Approved [ ] Not Approved Date: \_\_\_\_\_

For Personnel Use Only: Date SP-1 Received, Date SP-1 Logged In, Date SP-1 Returned With Signatures.

**ATTACHMENT B**

## UAW 2012 - 2015 Step Guide

	STEP	MAX
2012	0.00%	0.00%
2013	0.50%	2.00%
2014	0.50%	2.00%
2015	1.00%	2.00%

	Min/Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2012 4H Program Assist	\$31,300	\$32,872	\$34,444	\$36,017	\$37,589	\$39,163	\$40,735	\$45,016
2013 4H Program Assist	\$31,456	\$33,036	\$34,616	\$36,197	\$37,777	\$39,359	\$40,939	\$45,916
2014 4H Program Assist	\$31,614	\$33,201	\$34,789	\$36,378	\$38,155	\$39,555	\$41,143	\$46,835
2015 4H Program Assist	\$31,930	\$33,533	\$35,137	\$36,742	\$38,537	\$39,951	\$41,555	\$47,771
<b>3 4H Program Assist Count</b>								
2012 Account Clerk	\$28,616	\$29,638	\$30,660	\$31,682	\$32,704	\$33,726	\$34,748	\$38,061
2013 Account Clerk	\$28,759	\$29,787	\$30,814	\$31,841	\$32,868	\$33,895	\$34,922	\$38,822
2014 Account Clerk	\$28,903	\$29,935	\$30,968	\$32,000	\$33,197	\$34,064	\$35,097	\$39,598
2015 Account Clerk	\$29,192	\$30,235	\$31,277	\$32,320	\$33,529	\$34,405	\$35,448	\$40,390
<b>4 Account Clerk Count</b>								
2012 Administrative Clerk	\$40,792	\$42,249	\$43,705	\$45,161	\$46,618	\$48,074	\$49,531	\$54,255
2013 Administrative Clerk	\$40,996	\$42,460	\$43,924	\$45,387	\$46,851	\$48,315	\$49,778	\$55,341
2014 Administrative Clerk	\$41,201	\$42,672	\$44,143	\$45,614	\$47,319	\$48,556	\$50,027	\$56,447
2015 Administrative Clerk	\$41,613	\$43,099	\$44,585	\$46,070	\$47,793	\$49,042	\$50,527	\$57,576
<b>4 Administrative Clerk Count</b>								
2012 Analyst/Program Monitor Grt Applications	\$38,439	\$39,811	\$41,183	\$42,555	\$43,927	\$45,299	\$46,671	\$51,125
2013 Analyst/Program Monitor Grt Applications	\$38,631	\$40,010	\$41,389	\$42,768	\$44,147	\$45,526	\$46,905	\$52,147
2014 Analyst/Program Monitor Grt Applications	\$38,824	\$40,210	\$41,596	\$42,982	\$44,588	\$45,754	\$47,139	\$53,190
2015 Analyst/Program Monitor Grt Applications	\$39,213	\$40,612	\$42,012	\$43,412	\$45,034	\$46,211	\$47,611	\$54,254
<b>4 Analyst/Program Monitor Grt Applications Count</b>								
2012 Assistant Chief Inspector	\$48,315	\$49,769	\$51,223	\$52,678	\$54,132	\$55,586	\$57,040	\$61,941
2013 Assistant Chief Inspector	\$48,557	\$50,018	\$51,480	\$52,941	\$54,402	\$55,864	\$57,325	\$63,180
2014 Assistant Chief Inspector	\$48,800	\$50,268	\$51,737	\$53,206	\$54,946	\$56,143	\$57,612	\$64,444
2015 Assistant Chief Inspector	\$49,288	\$50,771	\$52,254	\$53,738	\$55,496	\$56,705	\$58,188	\$65,733
<b>4 Assistant Chief Inspector Count</b>								
2012 Assistant Cook	\$25,673	\$26,571	\$27,501	\$28,464	\$29,460	\$30,490	\$31,558	\$34,671
2013 Assistant Cook	\$25,801	\$26,704	\$27,639	\$28,606	\$29,607	\$30,643	\$31,715	\$35,365
2014 Assistant Cook	\$25,930	\$26,837	\$27,777	\$28,749	\$29,903	\$30,796	\$31,874	\$36,072
2015 Assistant Cook	\$26,189	\$27,106	\$28,055	\$29,036	\$30,202	\$31,104	\$32,193	\$36,793
<b>4 Assistant Cook Count</b>								
2012 Assistant Engineer, Civil	\$54,080	\$55,162	\$56,243	\$57,325	\$58,406	\$59,488	\$60,570	\$63,442
2013 Assistant Engineer, Civil	\$54,350	\$55,437	\$56,524	\$57,611	\$58,698	\$59,785	\$60,872	\$64,711
2014 Assistant Engineer, Civil	\$54,622	\$55,715	\$56,807	\$57,899	\$59,285	\$60,084	\$61,177	\$66,005
2015 Assistant Engineer, Civil	\$55,168	\$56,272	\$57,375	\$58,478	\$59,878	\$60,685	\$61,789	\$67,326
<b>4 Assistant Engineer, Civil Count</b>								



## UAW 2012 - 2015 Step Guide

	STEP	MAX
2012	0.00%	0.00%
2013	0.50%	2.00%
2014	0.50%	2.00%
2015	1.00%	2.00%

	Min/Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2012 Building Service Worker	\$25,550	\$26,462	\$27,376	\$28,288	\$29,200	\$30,112	\$31,026	\$33,983
2013 Building Service Worker	\$25,678	\$26,596	\$27,513	\$28,429	\$29,346	\$30,263	\$31,181	\$34,662
2014 Building Service Worker	\$25,806	\$26,728	\$27,650	\$28,572	\$29,640	\$30,414	\$31,337	\$35,356
2015 Building Service Worker	\$26,065	\$26,995	\$27,927	\$28,857	\$29,936	\$30,718	\$31,650	\$36,063
<b>4 Building Service Worker Count</b>								
2012 Buyer	\$51,721	\$53,467	\$55,212	\$56,958	\$58,704	\$60,449	\$62,195	\$67,386
2013 Buyer	\$51,980	\$53,734	\$55,488	\$57,243	\$58,997	\$60,751	\$62,506	\$68,734
2014 Buyer	\$52,240	\$54,003	\$55,766	\$57,529	\$59,587	\$61,055	\$62,818	\$70,108
2015 Buyer	\$52,762	\$54,543	\$56,324	\$58,104	\$60,183	\$61,666	\$63,446	\$71,510
<b>4 Buyer Count</b>								
2012 Cabinet Maker	\$37,834	\$39,185	\$40,537	\$41,888	\$43,239	\$44,590	\$45,941	\$49,961
2013 Cabinet Maker	\$38,023	\$39,381	\$40,739	\$42,097	\$43,455	\$44,813	\$46,171	\$50,960
2014 Cabinet Maker	\$38,213	\$39,578	\$40,943	\$42,308	\$43,890	\$45,037	\$46,402	\$51,979
2015 Cabinet Maker	\$38,596	\$39,974	\$41,352	\$42,731	\$44,329	\$45,488	\$46,866	\$53,019
<b>4 Cabinet Maker Count</b>								
2012 Carpenter	\$32,429	\$33,587	\$34,745	\$35,903	\$37,063	\$38,221	\$39,379	\$42,824
2013 Carpenter	\$32,591	\$33,755	\$34,919	\$36,083	\$37,248	\$38,412	\$39,575	\$43,680
2014 Carpenter	\$32,754	\$33,924	\$35,094	\$36,263	\$37,620	\$38,604	\$39,773	\$44,554
2015 Carpenter	\$33,082	\$34,263	\$35,444	\$36,626	\$37,997	\$38,990	\$40,171	\$45,445
<b>4 Carpenter Count</b>								
2012 Clerk 1	\$23,506	\$24,346	\$25,185	\$26,024	\$26,865	\$27,704	\$28,544	\$31,264
2013 Clerk 1	\$23,624	\$24,467	\$25,311	\$26,154	\$26,999	\$27,843	\$28,686	\$31,889
2014 Clerk 1	\$23,742	\$24,590	\$25,437	\$26,285	\$27,269	\$27,982	\$28,630	\$32,527
2015 Clerk 1	\$23,979	\$24,836	\$25,692	\$26,548	\$27,542	\$28,262	\$29,118	\$33,178
<b>4 Clerk 1 Count</b>								
2012 Clerk 1 Bilingual	\$24,506	\$25,346	\$26,185	\$27,024	\$27,865	\$28,704	\$29,544	\$32,264
2013 Clerk 1 Bilingual	\$24,629	\$25,473	\$26,316	\$27,159	\$28,004	\$28,848	\$29,692	\$32,909
2014 Clerk 1 Bilingual	\$24,752	\$25,600	\$26,448	\$27,295	\$28,284	\$28,992	\$29,840	\$33,567
2015 Clerk 1 Bilingual	\$24,999	\$25,856	\$26,712	\$27,568	\$28,567	\$29,282	\$30,139	\$34,239
<b>4 Clerk 1 Bilingual Count</b>								
2012 Clerk 2	\$26,700	\$27,539	\$28,379	\$29,218	\$30,059	\$30,898	\$31,737	\$34,662
2013 Clerk 2	\$26,834	\$27,677	\$28,521	\$29,364	\$30,209	\$31,052	\$31,896	\$35,356
2014 Clerk 2	\$26,968	\$27,815	\$28,663	\$29,511	\$30,511	\$31,208	\$32,055	\$36,063
2015 Clerk 2	\$27,237	\$28,094	\$28,950	\$29,806	\$30,816	\$31,520	\$32,376	\$36,784
<b>4 Clerk 2 Count</b>								



## UAW 2012 - 2015 Step Guide

	STEP	MAX
2012	0.00%	0.00%
2013	0.50%	2.00%
2014	0.50%	2.00%
2015	1.00%	2.00%

	Min/Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2012 Clerk 3	\$30,824	\$31,925	\$33,025	\$34,126	\$35,151	\$36,329	\$37,429	\$40,997
2013 Clerk 3	\$30,978	\$32,085	\$33,190	\$34,297	\$35,327	\$36,510	\$37,616	\$41,817
2014 Clerk 3	\$31,133	\$32,245	\$33,356	\$34,468	\$35,680	\$36,693	\$37,804	\$42,653
2015 Clerk 3	\$31,444	\$32,568	\$33,690	\$34,813	\$36,037	\$37,060	\$38,182	\$43,506
<b>4 Clerk 3 Count</b>								
2012 Clerk Stenographer 1	\$32,704	\$33,872	\$35,041	\$36,209	\$37,376	\$38,544	\$39,713	\$43,498
2013 Clerk Stenographer 1	\$32,868	\$34,041	\$35,216	\$36,390	\$37,563	\$38,737	\$39,911	\$44,368
2014 Clerk Stenographer 1	\$33,032	\$34,212	\$35,392	\$36,572	\$37,939	\$38,930	\$40,111	\$45,255
2015 Clerk Stenographer 1	\$33,363	\$34,554	\$35,746	\$36,937	\$38,318	\$39,320	\$40,512	\$46,160
<b>4 Clerk Stenographer 1 C334Count</b>								
2012 Clerk Stenographer 2	\$35,898	\$37,066	\$38,235	\$39,402	\$40,570	\$41,738	\$42,907	\$46,896
2013 Clerk Stenographer 2	\$36,078	\$37,251	\$38,426	\$39,599	\$40,773	\$41,946	\$43,121	\$47,834
2014 Clerk Stenographer 2	\$36,258	\$37,437	\$38,618	\$39,797	\$41,181	\$42,156	\$43,337	\$48,791
2015 Clerk Stenographer 2	\$36,621	\$37,812	\$39,004	\$40,195	\$41,592	\$42,578	\$43,770	\$49,767
<b>4 Clerk Stenographer 2 Count</b>								
2012 Clerk Stenographer 3	\$39,092	\$40,260	\$41,429	\$42,596	\$43,764	\$44,931	\$46,100	\$50,294
2013 Clerk Stenographer 3	\$39,287	\$40,461	\$41,636	\$42,809	\$43,983	\$45,166	\$46,331	\$51,300
2014 Clerk Stenographer 3	\$39,484	\$40,663	\$41,844	\$43,023	\$44,422	\$45,382	\$46,563	\$52,326
2015 Clerk Stenographer 3	\$39,879	\$41,070	\$42,262	\$43,453	\$44,867	\$45,836	\$47,028	\$53,373
<b>4 Clerk Stenographer 3 Count</b>								
2012 Code Enforcement Officer	\$33,726	\$34,931	\$36,136	\$37,340	\$38,544	\$39,749	\$40,953	\$44,857
2013 Code Enforcement Officer	\$33,895	\$35,106	\$36,316	\$37,527	\$38,737	\$39,947	\$41,158	\$45,754
2014 Code Enforcement Officer	\$34,064	\$35,281	\$36,498	\$37,715	\$39,124	\$40,147	\$41,364	\$46,669
2015 Code Enforcement Officer	\$34,405	\$35,634	\$36,863	\$38,092	\$39,515	\$40,549	\$41,777	\$47,603
<b>4 Code Enforcement Officer Count</b>								
2012 Community Service Aide	\$24,528	\$25,405	\$26,280	\$27,156	\$28,033	\$28,909	\$29,784	\$32,623
2013 Community Service Aide	\$24,651	\$25,532	\$26,411	\$27,292	\$28,173	\$29,053	\$29,933	\$33,276
2014 Community Service Aide	\$24,774	\$25,659	\$26,543	\$27,428	\$28,454	\$29,199	\$30,083	\$33,941
2015 Community Service Aide	\$25,022	\$25,916	\$26,809	\$27,703	\$28,739	\$29,491	\$30,383	\$34,620
<b>4 Community Service Aide Count</b>								
2012 Community Youth Worker	\$32,704	\$33,872	\$35,041	\$36,209	\$37,376	\$38,544	\$39,713	\$43,498
2013 Community Youth Worker	\$32,868	\$34,041	\$35,216	\$36,390	\$37,563	\$38,737	\$39,911	\$44,368
2014 Community Youth Worker	\$33,032	\$34,212	\$35,392	\$36,572	\$37,939	\$38,930	\$40,111	\$45,255
2015 Community Youth Worker	\$33,363	\$34,554	\$35,746	\$36,937	\$38,318	\$39,320	\$40,512	\$46,160
<b>4 Community Youth Worker Count</b>								





## UAW 2012 - 2015 Step Guide

	STEP	MAX
2012	0.00%	0.00%
2013	0.50%	2.00%
2014	0.50%	2.00%
2015	1.00%	2.00%

	Min/Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2012 Counselor Penal Institution	\$39,996	\$41,425	\$42,852	\$44,281	\$45,710	\$47,139	\$48,566	\$52,816
2013 Counselor Penal Institution	\$40,196	\$41,632	\$43,067	\$44,503	\$45,938	\$47,374	\$48,809	\$53,872
2014 Counselor Penal Institution	\$40,397	\$41,840	\$43,282	\$44,725	\$46,398	\$47,611	\$49,053	\$54,950
2015 Counselor Penal Institution	\$40,801	\$42,259	\$43,715	\$45,172	\$46,862	\$48,087	\$49,544	\$56,049
<b>4 Counselor Penal Institution Count</b>								
2012 County Emergency Management Planner	\$45,607	\$47,236	\$48,865	\$50,494	\$52,123	\$53,751	\$55,380	\$60,659
2013 County Emergency Management Planner	\$45,835	\$47,472	\$49,109	\$50,746	\$52,383	\$54,020	\$55,657	\$61,872
2014 County Emergency Management Planner	\$46,064	\$47,710	\$49,355	\$51,000	\$52,907	\$54,290	\$55,935	\$63,110
2015 County Emergency Management Planner	\$46,525	\$48,187	\$49,848	\$51,510	\$53,436	\$54,833	\$56,495	\$64,372
<b>4 County Emergency Management Planner Count</b>								
2012 County Radiological Defense Coordinator	\$17	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2013 County Radiological Defense Coordinator	\$17	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2014 County Radiological Defense Coordinator	\$17	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2015 County Radiological Defense Coordinator	\$17	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>4 County Radiological Defense Coordinator Count</b>								
2012 Custodial Worker/LPL	\$31,682	\$32,814	\$33,945	\$35,077	\$36,209	\$37,340	\$38,471	\$42,139
2013 Custodial Worker/LPL	\$31,841	\$32,978	\$34,115	\$35,252	\$36,390	\$37,527	\$38,663	\$42,981
2014 Custodial Worker/LPL	\$32,000	\$33,143	\$34,285	\$35,428	\$36,754	\$37,715	\$38,857	\$43,841
2015 Custodial Worker/LPL	\$32,320	\$33,475	\$34,628	\$35,783	\$37,121	\$38,092	\$39,245	\$44,718
<b>4 Custodial Worker/LPL Count</b>								
2012 Data Processing Technician	\$48,778	\$50,486	\$52,252	\$54,081	\$55,973	\$57,933	\$59,960	\$65,875
2013 Data Processing Technician	\$49,022	\$50,738	\$52,513	\$54,351	\$56,253	\$58,223	\$60,260	\$67,192
2014 Data Processing Technician	\$49,267	\$50,992	\$52,776	\$54,623	\$56,816	\$58,514	\$60,561	\$68,536
2015 Data Processing Technician	\$49,760	\$51,502	\$53,304	\$55,169	\$57,384	\$59,099	\$61,167	\$69,907
<b>4 Data Processing Technician Count</b>								
2012 Dental Assistant	\$27,594	\$28,579	\$29,566	\$30,550	\$31,537	\$32,522	\$33,508	\$36,701
2013 Dental Assistant	\$27,732	\$28,722	\$29,713	\$30,703	\$31,694	\$32,684	\$33,675	\$37,435
2014 Dental Assistant	\$27,871	\$28,866	\$29,862	\$30,857	\$32,011	\$32,848	\$33,844	\$38,184
2015 Dental Assistant	\$28,150	\$29,154	\$30,161	\$31,165	\$32,331	\$33,176	\$34,162	\$38,948
<b>4 Dental Assistant Count</b>								
2012 Drafting Technician	\$28,616	\$29,638	\$30,660	\$31,682	\$32,704	\$33,726	\$34,748	\$38,061
2013 Drafting Technician	\$28,759	\$29,787	\$30,814	\$31,841	\$32,868	\$33,895	\$34,922	\$38,822
2014 Drafting Technician	\$28,903	\$29,935	\$30,968	\$32,000	\$33,197	\$34,064	\$35,097	\$39,598
2015 Drafting Technician	\$29,192	\$30,235	\$31,277	\$32,320	\$33,529	\$34,405	\$35,448	\$40,390
<b>4 Drafting Technician Count</b>								

























## UAW 2012 - 2015 Step Guide

	STEP	MAX
2012	0.00%	0.00%
2013	0.50%	2.00%
2014	0.50%	2.00%
2015	1.00%	2.00%

	Min/Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2012 Pr Reg Env Hlth Spec	\$51,956	\$53,266	\$54,575	\$55,884	\$57,194	\$58,503	\$59,812	\$64,883
2013 Pr Reg Env Hlth Spec	\$52,216	\$53,532	\$54,848	\$56,164	\$57,480	\$58,795	\$60,111	\$66,181
2014 Pr Reg Env Hlth Spec	\$52,477	\$53,800	\$55,122	\$56,444	\$58,054	\$59,089	\$60,412	\$67,505
2015 Pr Reg Env Hlth Spec	\$53,002	\$54,338	\$55,673	\$57,009	\$58,635	\$59,680	\$61,016	\$68,855
<b>4 Principal Registered Environmental Health Spec Count</b>								
2012 Printing Operator Tech II	\$39,795	\$41,072	\$42,350	\$43,627	\$44,905	\$46,182	\$47,460	\$51,857
2013 Printing Operator Tech II	\$39,994	\$41,278	\$42,562	\$43,846	\$45,129	\$46,413	\$47,697	\$52,895
2014 Printing Operator Tech II	\$40,194	\$41,484	\$42,774	\$44,065	\$45,581	\$46,645	\$47,936	\$53,952
2015 Printing Operator Tech II	\$40,596	\$41,899	\$43,202	\$44,505	\$46,037	\$47,112	\$48,415	\$55,032
<b>4 Printing Operator Tech II Count</b>								
2012 Probate Clerk Typing	\$31,682	\$32,814	\$33,945	\$35,077	\$36,209	\$37,340	\$38,471	\$42,139
2013 Probate Clerk Typing	\$31,841	\$32,978	\$34,115	\$35,252	\$36,390	\$37,527	\$38,663	\$42,981
2014 Probate Clerk Typing	\$32,000	\$33,143	\$34,285	\$35,428	\$36,754	\$37,715	\$38,857	\$43,841
2015 Probate Clerk Typing	\$32,320	\$33,475	\$34,628	\$35,783	\$37,121	\$38,092	\$39,245	\$44,718
<b>4 Probate Clerk Typing Count</b>								
2012 Probate Clerk Typing Bilingual	\$32,704	\$33,836	\$34,967	\$36,099	\$37,231	\$38,362	\$39,493	\$43,226
2013 Probate Clerk Typing Bilingual	\$32,868	\$34,005	\$35,142	\$36,279	\$37,417	\$38,554	\$39,691	\$44,091
2014 Probate Clerk Typing Bilingual	\$33,032	\$34,175	\$35,317	\$36,461	\$37,791	\$38,747	\$39,889	\$44,972
2015 Probate Clerk Typing Bilingual	\$33,363	\$34,517	\$35,671	\$36,825	\$38,169	\$39,135	\$40,288	\$45,872
<b>4 Probate Clerk Typing Bilingual Count</b>								
2012 Program Development Spc-Coom. Service	\$46,482	\$48,143	\$49,802	\$51,462	\$53,122	\$54,782	\$56,442	\$61,380
2013 Program Development Spc-Coom. Service	\$46,714	\$48,383	\$50,051	\$51,720	\$53,387	\$55,056	\$56,724	\$62,608
2014 Program Development Spc-Coom. Service	\$46,948	\$48,625	\$50,301	\$51,978	\$53,921	\$55,332	\$57,008	\$63,860
2015 Program Development Spc-Coom. Service	\$47,417	\$49,111	\$50,804	\$52,498	\$54,460	\$55,885	\$57,578	\$65,137
<b>4 Program Development Spc-Coom. Service Count</b>								
2012 Program Development Spec-Aging	\$46,482	\$48,143	\$49,802	\$51,462	\$53,122	\$54,782	\$56,442	\$61,380
2013 Program Development Spec-Aging	\$46,714	\$48,383	\$50,051	\$51,720	\$53,387	\$55,056	\$56,724	\$62,608
2014 Program Development Spec-Aging	\$46,948	\$48,625	\$50,301	\$51,978	\$53,921	\$55,332	\$57,008	\$63,860
2015 Program Development Spec-Aging	\$47,417	\$49,111	\$50,804	\$52,498	\$54,460	\$55,885	\$57,578	\$65,137
<b>4 Program Development Spec-Aging Count</b>								
2012 Program Development Spec-Youth Services	\$21	\$22	\$23	\$24	\$24	\$25	\$26	\$28
2013 Program Development Spec-Youth Services	\$21	\$22	\$23	\$24	\$24	\$25	\$26	\$29
2014 Program Development Spec-Youth Services	\$22	\$22	\$23	\$24	\$25	\$25	\$26	\$29
2015 Program Development Spec-Youth Services	\$22	\$22	\$23	\$24	\$25	\$26	\$26	\$30
<b>4 Program Development Spec-Youth Services Count</b>								









## UAW 2012 - 2015 Step Guide

	STEP	MAX
2012	0.00%	0.00%
2013	0.50%	2.00%
2014	0.50%	2.00%
2015	1.00%	2.00%

	Min/Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2012 Social Service Assistant	\$26,061	\$26,901	\$27,740	\$28,579	\$29,420	\$30,259	\$31,099	\$33,983
2013 Social Service Assistant	\$26,192	\$27,035	\$27,879	\$28,722	\$29,567	\$30,411	\$31,254	\$34,662
2014 Social Service Assistant	\$26,323	\$27,170	\$28,018	\$28,866	\$29,863	\$30,563	\$31,410	\$35,356
2015 Social Service Assistant	\$26,586	\$27,442	\$28,298	\$29,154	\$30,161	\$30,868	\$31,724	\$36,063
<b>4 Social Service Assistant Count</b>								
2012 Social Worker Aging	\$39,996	\$41,424	\$42,853	\$44,281	\$45,710	\$47,139	\$48,567	\$52,815
2013 Social Worker Aging	\$40,196	\$41,631	\$43,067	\$44,502	\$45,939	\$47,374	\$48,810	\$53,871
2014 Social Worker Aging	\$40,397	\$41,840	\$43,282	\$44,725	\$46,398	\$47,611	\$49,054	\$54,949
2015 Social Worker Aging	\$40,801	\$42,258	\$43,715	\$45,172	\$46,862	\$48,087	\$49,544	\$56,048
<b>4 Social Worker Aging Count</b>								
2012 Social Worker Health	\$39,996	\$41,424	\$42,853	\$44,281	\$45,710	\$47,139	\$48,567	\$52,815
2013 Social Worker Health	\$40,196	\$41,631	\$43,067	\$44,502	\$45,939	\$47,374	\$48,810	\$53,871
2014 Social Worker Health	\$40,397	\$41,840	\$43,282	\$44,725	\$46,398	\$47,611	\$49,054	\$54,949
2015 Social Worker Health	\$40,801	\$42,258	\$43,715	\$45,172	\$46,862	\$48,087	\$49,544	\$56,048
<b>4 Social Worker Health Count</b>								
2012 Social Worker Institutions	\$39,996	\$41,424	\$42,853	\$44,281	\$45,710	\$47,139	\$48,567	\$52,815
2013 Social Worker Institutions	\$40,196	\$41,631	\$43,067	\$44,502	\$45,939	\$47,374	\$48,810	\$53,871
2014 Social Worker Institutions	\$40,397	\$41,840	\$43,282	\$44,725	\$46,398	\$47,611	\$49,054	\$54,949
2015 Social Worker Institutions	\$40,801	\$42,258	\$43,715	\$45,172	\$46,862	\$48,087	\$49,544	\$56,048
<b>4 Social Worker Institutions Count</b>								
2012 Sr Account Clerk	\$31,810	\$32,832	\$33,854	\$34,876	\$35,898	\$36,920	\$37,942	\$41,459
2013 Sr Account Clerk	\$31,969	\$32,996	\$34,023	\$35,051	\$36,078	\$37,105	\$38,132	\$42,288
2014 Sr Account Clerk	\$32,129	\$33,161	\$34,194	\$35,226	\$36,438	\$37,290	\$38,323	\$43,134
2015 Sr Account Clerk	\$32,450	\$33,493	\$34,535	\$35,578	\$36,803	\$37,663	\$38,706	\$43,997
<b>4 Sr Account Clerk Count</b>								
2012 Sr Account Clerk Typing	\$31,810	\$32,832	\$33,854	\$34,876	\$35,898	\$36,920	\$37,942	\$41,459
2013 Sr Account Clerk Typing	\$31,969	\$32,996	\$34,023	\$35,051	\$36,078	\$37,105	\$38,132	\$42,288
2014 Sr Account Clerk Typing	\$32,129	\$33,161	\$34,194	\$35,226	\$36,438	\$37,290	\$38,323	\$43,134
2015 Sr Account Clerk Typing	\$32,450	\$33,493	\$34,535	\$35,578	\$36,803	\$37,663	\$38,706	\$43,997
<b>4 Sr Account Clerk Typing Count</b>								
2012 Sr Building Maintenance Worker	\$33,854	\$34,949	\$36,044	\$37,139	\$38,235	\$39,330	\$40,424	\$44,178
2013 Sr Building Maintenance Worker	\$34,023	\$35,124	\$36,224	\$37,324	\$38,426	\$39,526	\$40,627	\$45,061
2014 Sr Building Maintenance Worker	\$34,194	\$35,299	\$36,405	\$37,511	\$38,810	\$39,724	\$40,830	\$45,962
2015 Sr Building Maintenance Worker	\$34,535	\$35,652	\$36,769	\$37,886	\$39,198	\$40,121	\$41,238	\$46,882
<b>4 Sr Building Maintenance Worker Count</b>								





## UAW 2012 - 2015 Step Guide

	STEP	MAX
2012	0.00%	0.00%
2013	0.50%	2.00%
2014	0.50%	2.00%
2015	1.00%	2.00%

	Min/Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2012 Sr Engineering Aide	\$38,964	\$40,242	\$41,519	\$42,797	\$44,074	\$45,352	\$46,629	\$50,974
2013 Sr Engineering Aide	\$39,159	\$40,443	\$41,727	\$43,011	\$44,295	\$45,579	\$46,862	\$51,994
2014 Sr Engineering Aide	\$39,355	\$40,645	\$41,935	\$43,226	\$44,738	\$45,806	\$47,097	\$53,033
2015 Sr Engineering Aide	\$39,748	\$41,052	\$42,355	\$43,658	\$45,185	\$46,264	\$47,568	\$54,094
<b>4 Sr Engineering Aide Count</b>								
2012 Sr Environmental Therapy Aide	\$40,114	\$41,391	\$42,669	\$43,947	\$45,224	\$46,502	\$47,779	\$52,197
2013 Sr Environmental Therapy Aide	\$40,315	\$41,598	\$42,882	\$44,166	\$45,450	\$46,734	\$48,018	\$53,241
2014 Sr Environmental Therapy Aide	\$40,516	\$41,806	\$43,097	\$44,387	\$45,905	\$46,988	\$48,258	\$54,306
2015 Sr Environmental Therapy Aide	\$40,921	\$42,224	\$43,528	\$44,831	\$46,364	\$47,437	\$48,741	\$55,392
<b>4 Sr Environmental Therapy Aide Count</b>								
2012 Sr Execution Clerk	\$33,726	\$34,834	\$35,943	\$37,049	\$38,159	\$39,265	\$40,374	\$44,242
2013 Sr Execution Clerk	\$33,895	\$35,008	\$36,122	\$37,234	\$38,350	\$39,462	\$40,576	\$45,126
2014 Sr Execution Clerk	\$34,065	\$35,183	\$36,303	\$37,421	\$38,733	\$39,659	\$40,779	\$46,029
2015 Sr Execution Clerk	\$34,405	\$35,535	\$36,666	\$37,795	\$39,120	\$40,056	\$41,187	\$46,950
<b>4 Sr Execution Clerk Count</b>								
2012 Sr Food Service Worker	\$27,722	\$28,598	\$29,474	\$30,350	\$31,226	\$32,103	\$32,978	\$36,022
2013 Sr Food Service Worker	\$27,861	\$28,741	\$29,621	\$30,502	\$31,382	\$32,263	\$33,143	\$36,742
2014 Sr Food Service Worker	\$28,000	\$28,885	\$29,769	\$30,654	\$31,696	\$32,424	\$33,308	\$37,477
2015 Sr Food Service Worker	\$28,280	\$29,174	\$30,067	\$30,961	\$32,013	\$32,749	\$33,641	\$38,226
<b>4 Sr Food Service Worker Count</b>								
2012 Sr Inspector Mosquito Extermination	\$38,964	\$40,242	\$41,519	\$42,797	\$44,074	\$45,352	\$46,629	\$50,974
2013 Sr Inspector Mosquito Extermination	\$39,159	\$40,443	\$41,727	\$43,011	\$44,295	\$45,579	\$46,862	\$51,994
2014 Sr Inspector Mosquito Extermination	\$39,355	\$40,645	\$41,935	\$43,226	\$44,738	\$45,806	\$47,097	\$53,033
2015 Sr Inspector Mosquito Extermination	\$39,748	\$41,052	\$42,355	\$43,658	\$45,185	\$46,264	\$47,568	\$54,094
<b>4 Sr Inspector Mosquito Extermination Count</b>								
2012 Sr Juvenile Detention Officer	\$38,964	\$40,059	\$41,154	\$42,249	\$43,345	\$44,440	\$45,534	\$49,615
2013 Sr Juvenile Detention Officer	\$39,159	\$40,259	\$41,360	\$42,460	\$43,562	\$44,662	\$45,762	\$50,607
2014 Sr Juvenile Detention Officer	\$39,355	\$40,461	\$41,566	\$42,672	\$43,997	\$44,885	\$45,991	\$51,619
2015 Sr Juvenile Detention Officer	\$39,748	\$40,865	\$41,982	\$43,099	\$44,437	\$45,354	\$46,451	\$52,652
<b>4 Sr Juvenile Detention Officer Count</b>								
2012 Sr Library Assistant	\$22,995	\$23,725	\$24,455	\$25,185	\$25,916	\$26,645	\$27,376	\$29,905
2013 Sr Library Assistant	\$23,110	\$23,843	\$24,578	\$25,311	\$26,045	\$26,778	\$27,513	\$30,503
2014 Sr Library Assistant	\$23,226	\$23,963	\$24,701	\$25,437	\$26,306	\$26,912	\$27,650	\$31,113
2015 Sr Library Assistant	\$23,458	\$24,202	\$24,948	\$25,692	\$26,569	\$27,181	\$27,927	\$31,735
<b>4 Sr Library Assistant Count</b>								



## UAW 2012 - 2015 Step Guide

	STEP	MAX
2012	0.00%	0.00%
2013	0.50%	2.00%
2014	0.50%	2.00%
2015	1.00%	2.00%

	Min/Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2012 Sr Probate Clerk Typing	\$34,876	\$36,008	\$37,139	\$38,271	\$39,402	\$40,534	\$41,665	\$45,537
2013 Sr Probate Clerk Typing	\$35,051	\$36,188	\$37,324	\$38,462	\$39,599	\$40,737	\$41,873	\$46,448
2014 Sr Probate Clerk Typing	\$35,226	\$36,369	\$37,511	\$38,654	\$39,995	\$40,941	\$42,083	\$47,377
2015 Sr Probate Clerk Typing	\$35,578	\$36,733	\$37,886	\$39,041	\$40,395	\$41,350	\$42,503	\$48,324
<b>4 Sr Probate Clerk Typing Count</b>								
2012 Sr Program Specialist Special Child Health	\$42,293	\$43,684	\$45,073	\$46,463	\$47,852	\$49,242	\$50,631	\$54,957
2013 Sr Program Specialist Special Child Health	\$42,505	\$43,902	\$45,298	\$46,695	\$48,091	\$49,489	\$50,885	\$56,056
2014 Sr Program Specialist Special Child Health	\$42,717	\$44,121	\$45,524	\$46,929	\$48,572	\$49,736	\$51,139	\$57,177
2015 Sr Program Specialist Special Child Health	\$43,144	\$44,563	\$45,980	\$47,398	\$49,058	\$50,233	\$51,650	\$58,321
<b>4 Sr Program Specialist Special Child Health Count</b>								
2012 Sr Public Safety Telecommunicator	\$35,761	\$36,928	\$38,097	\$39,264	\$40,433	\$41,601	\$42,769	\$46,742
2013 Sr Public Safety Telecommunicator	\$35,939	\$37,113	\$38,287	\$39,461	\$40,635	\$41,809	\$42,983	\$47,677
2014 Sr Public Safety Telecommunicator	\$36,119	\$37,298	\$38,479	\$39,658	\$41,042	\$42,018	\$43,198	\$48,630
2015 Sr Public Safety Telecommunicator	\$36,480	\$37,671	\$38,864	\$40,055	\$41,452	\$42,438	\$43,630	\$49,603
<b>4 Sr Public Safety Telecommunicator Count</b>								
2012 Sr Purchasing Assistant	\$29,766	\$30,715	\$31,664	\$32,614	\$33,562	\$34,511	\$35,460	\$38,740
2013 Sr Purchasing Assistant	\$29,915	\$30,869	\$31,823	\$32,777	\$33,729	\$34,683	\$35,637	\$39,515
2014 Sr Purchasing Assistant	\$30,064	\$31,023	\$31,982	\$32,941	\$34,067	\$34,857	\$35,815	\$40,305
2015 Sr Purchasing Assistant	\$30,365	\$31,333	\$32,302	\$33,270	\$34,407	\$35,205	\$36,174	\$41,111
<b>4 Sr Purchasing Assistant Count</b>								
2012 Sr Reg Env Hlth Spec Public Hlth	\$48,900	\$50,209	\$51,519	\$52,828	\$54,137	\$55,447	\$56,756	\$61,639
2013 Sr Reg Env Hlth Spec Public Hlth	\$49,145	\$50,460	\$51,776	\$53,092	\$54,408	\$55,724	\$57,040	\$62,872
2014 Sr Reg Env Hlth Spec Public Hlth	\$49,390	\$50,713	\$52,035	\$53,358	\$54,952	\$56,002	\$57,325	\$64,129
2015 Sr Reg Env Hlth Spec Public Hlth	\$49,884	\$51,220	\$52,556	\$53,891	\$55,502	\$56,562	\$57,898	\$65,412
<b>4 Sr Reg Env Hlth Spec Public Hlth Count</b>								
2012 Sr Road Inspector	\$33,854	\$34,949	\$36,044	\$37,139	\$38,235	\$39,330	\$40,424	\$44,178
2013 Sr Road Inspector	\$34,023	\$35,124	\$36,224	\$37,324	\$38,426	\$39,526	\$40,627	\$45,061
2014 Sr Road Inspector	\$34,194	\$35,299	\$36,405	\$37,511	\$38,810	\$39,724	\$40,830	\$45,962
2015 Sr Road Inspector	\$34,535	\$35,652	\$36,769	\$37,886	\$39,198	\$40,121	\$41,238	\$46,882
<b>4 Sr Road Inspector Count</b>								
2012 Sr Social Worker Institution	\$60,580	\$62,744	\$64,907	\$67,070	\$69,234	\$71,397	\$73,560	\$79,998
2013 Sr Social Worker Institution	\$60,883	\$63,058	\$65,232	\$67,406	\$69,580	\$71,754	\$73,928	\$81,598
2014 Sr Social Worker Institution	\$61,188	\$63,373	\$65,558	\$67,743	\$70,276	\$72,113	\$74,298	\$83,230
2015 Sr Social Worker Institution	\$61,800	\$64,007	\$66,213	\$68,420	\$70,978	\$72,834	\$75,041	\$84,895
<b>4 Sr Social Worker Institution Count</b>								



## UAW 2012 - 2015 Step Guide

	STEP	MAX
2012	0.00%	0.00%
2013	0.50%	2.00%
2014	0.50%	2.00%
2015	1.00%	2.00%

	Min/Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2012 Sr Stock Clerk	\$26,700	\$27,539	\$28,379	\$29,218	\$30,059	\$30,898	\$31,737	\$34,662
2013 Sr Stock Clerk	\$26,834	\$27,677	\$28,521	\$29,364	\$30,209	\$31,052	\$31,896	\$35,356
2014 Sr Stock Clerk	\$26,968	\$27,815	\$28,663	\$29,511	\$30,511	\$31,208	\$32,055	\$36,063
2015 Sr Stock Clerk	\$27,237	\$28,094	\$28,950	\$29,806	\$30,816	\$31,520	\$32,376	\$36,784
<b>4 Sr Stock Clerk Count</b>								
2012 Sr Storekeeper	\$31,810	\$32,832	\$33,854	\$34,876	\$35,898	\$36,920	\$37,942	\$41,459
2013 Sr Storekeeper	\$31,969	\$32,996	\$34,023	\$35,051	\$36,078	\$37,105	\$38,132	\$42,288
2014 Sr Storekeeper	\$32,129	\$33,161	\$34,194	\$35,226	\$36,438	\$37,290	\$38,323	\$43,134
2015 Sr Storekeeper	\$32,450	\$33,493	\$34,535	\$35,578	\$36,803	\$37,663	\$38,706	\$43,997
<b>4 Sr Storekeeper Count</b>								
2012 Sr Traffic Maintenance Worker	\$38,453	\$39,713	\$40,971	\$42,231	\$43,490	\$44,750	\$46,008	\$50,294
2013 Sr Traffic Maintenance Worker	\$38,645	\$39,911	\$41,176	\$42,442	\$43,708	\$44,974	\$46,238	\$51,300
2014 Sr Traffic Maintenance Worker	\$38,839	\$40,111	\$41,382	\$42,654	\$44,145	\$45,199	\$46,470	\$52,326
2015 Sr Traffic Maintenance Worker	\$39,227	\$40,512	\$41,796	\$43,081	\$44,586	\$45,651	\$46,934	\$53,373
<b>4 Sr Traffic Maintenance Worker Count</b>								
2012 Stock Clerk	\$23,506	\$24,346	\$25,185	\$26,024	\$26,865	\$27,704	\$28,544	\$31,264
2013 Stock Clerk	\$23,624	\$24,467	\$25,311	\$26,154	\$26,999	\$27,843	\$28,686	\$31,889
2014 Stock Clerk	\$23,742	\$24,590	\$25,437	\$26,285	\$27,269	\$27,982	\$28,830	\$32,527
2015 Stock Clerk	\$23,979	\$24,836	\$25,692	\$26,548	\$27,542	\$28,262	\$29,118	\$33,178
<b>4 Stock Clerk Count</b>								
2012 Stock Handler	\$22,995	\$23,725	\$24,455	\$25,185	\$25,916	\$26,645	\$27,376	\$29,905
2013 Stock Handler	\$23,110	\$23,843	\$24,578	\$25,311	\$26,045	\$26,778	\$27,513	\$30,503
2014 Stock Handler	\$23,226	\$23,963	\$24,701	\$25,437	\$26,306	\$26,912	\$27,650	\$31,113
2015 Stock Handler	\$23,458	\$24,202	\$24,948	\$25,692	\$26,569	\$27,181	\$27,927	\$31,735
<b>4 Stock Handler Count</b>								
2012 Storekeeper	\$28,616	\$29,638	\$30,660	\$31,682	\$32,704	\$33,726	\$34,748	\$38,061
2013 Storekeeper	\$28,759	\$29,787	\$30,814	\$31,841	\$32,868	\$33,895	\$34,922	\$38,822
2014 Storekeeper	\$28,903	\$29,935	\$30,968	\$32,000	\$33,197	\$34,064	\$35,097	\$39,598
2015 Storekeeper	\$29,192	\$30,235	\$31,277	\$32,320	\$33,529	\$34,405	\$35,448	\$40,390
<b>4 Storekeeper Count</b>								
2012 Substance Abuse Counselor 1	\$39,050	\$40,324	\$41,599	\$42,873	\$44,146	\$45,420	\$46,694	\$50,674
2013 Substance Abuse Counselor 1	\$39,245	\$40,526	\$41,807	\$43,087	\$44,366	\$45,647	\$46,927	\$51,688
2014 Substance Abuse Counselor 1	\$39,442	\$40,729	\$42,016	\$43,303	\$44,810	\$45,875	\$47,162	\$52,721
2015 Substance Abuse Counselor 1	\$39,836	\$41,136	\$42,436	\$43,736	\$45,258	\$46,334	\$47,634	\$53,776
<b>4 Substance Abuse Counselor 1 Count</b>								









**Civil Service Consolidated and Renamed Title List (UAW Clerical Titles)**

**Clerk 1 - 01245**

Clerk
Docket Clerk Typing

**Clerk 2 - 03247**

Senior Clerk
Senior Docket Clerk Typing

**Clerk 3 - 02773**

Principal Clerk
Principal Docket Clerk Typing

**Keyboarding Clerk 1 - 01268**

Clerk Typist
--------------

**Keyboarding Clerk 1 Bilingual Sp/Eng - 01271**

Clerk Typist Bilingual
------------------------

**Keyboarding Clerk 2 - 03256@**

Senior Clerk Typist
---------------------

**Keyboarding Clerk 2 Bilingual - 03258**

Senior Clerk Typist Bilingual
-------------------------------

**Keyboarding Clerk 3 - 02781**

Principal Clerk Typist
------------------------

**Clerk Stenographer 1 - 01260**

Clerk Stenographer
--------------------

**Clerk Stenographer 2 - 03253**

Senior Clerk Stenographer
---------------------------

**Clerk Stenographer 3 - 02777**

Principal Clerk Stenographer
------------------------------

**ATTACHMENT C**

The following is an outline of the principles of agreement with UAW:

The monetary terms of the agreement apply only to those employees who are current on the county payroll the date the memorandum of understanding is signed.

The contract is for the period of January 1, 2012 through December 31, 2015 and is fully retroactive. In 2012 there is no monetary improvement in the steps of the guide. Those employees who were on the step guide in 2012 and in step will move to the next step of the guide on their anniversary date. Those employees who were at the top step of the guide will receive a lump sum payment of \$690, which amount shall not be applied to their guide step.

Effective January 1, 2013 guide steps 1-7 will be improved across the board by .5%. The top steps of the guide (Step 8) will be improved across the board by 2%. Step movement will occur on anniversary date.

Effective January 1, 2014 guide steps 1-7 will be improved across the board by .5%. The top steps of the guide (Step 8) will be improved across the board by 2%. Step movement will occur on anniversary date.

Effective January 1, 2015 guide steps 1-7 will be improved across the board by 1%. The top steps of the guide (Step 8) will be improved across the board by 2%. Step movement will occur on anniversary date.

Throughout the term of 2012-2015 Agreement, the County and the UAW will meet to negotiate economic terms that will implement changes to Step 7 of the guide where the increases to top step represent monetary improvements of 4% and higher. Such monetary improvement, loosely described as "bubble steps", will be addressed to eliminate the effects of such bumps. Each step will be individually addressed, but the overall goal of the parties will be to create new steps that will "break" such bubbles. Breaking such step movement in half is the intended goal. In addition, the parties are committed through such negotiations to address the guide that will appear in the successor contract, with the goal being to create consistencies in step movement that will have the effect of compressing the guide to eliminate "bubbles" and to minimize the overall cost of step movement within the guide.

The above changes contemplated to Step 7 will be made applicable to the 2012-2015 Agreement on December 1, 2015, and upon such condition, as well as upon the articulation of principles of agreement to the establishment of a 2016 Step Guide consistent with this Understanding, the County will implement 2016 step movement on January 1, 2016, irrespective of whether a full contractual understanding is in place, and will henceforth grant incremental movement annually notwithstanding the absence of an executed successor agreement at the time of contract expiration. Further, effective January 1, 2016, all anniversary dates that are the basis for monetary movement shall be established as occurring on January 1. Accordingly, the anniversary date applicable to all county employees, effective January 1, 2016 shall be January 1.

After January 1, 2016 all newly hired employees shall have anniversary date movement as follows: Employees hired between January 1 through June 30 will move on their "hire step" to the next applicable step of the guide the immediately following January 1. Employees hired July 1 through December 31 will cycle through the entirety of the next calendar year on their "hire" step. The term "hire step" shall include any step to which there was mandatory movement in the employees' wages due to the satisfaction of a probationary status. The express intent of the parties is to require that employees whose wages are mandatorily increased due to a successful completion of probationary

*Handwritten signature and date: 03/05/2013*

*Handwritten signature: Ken Meacham*  
3-20-13

employment maintain such increases to their wages minimally for a full twelve period before their wages are improved on the immediately succeeding January anniversary date.

The parties further shall implement upon the execution of this MOU all agreements previously TOK'd during their negotiations, prospectively upon the date of execution of this MOU unless expressly agreed to the contrary in the drafting of the formal collective negotiations agreement. The parties commit themselves to correcting poorly drafted language in their current agreement and imbedded grammatical errors. Stale references in the Agreement to conditions no longer extant shall be eliminated. The arbitration panel provisions shall be under the stewardship of the grievance panels offered by the NJ Public Employment Relations Commission.

The parties shall immediately proceed to produce a comprehensive collective negotiations agreement for 2012-2013 for execution at the earliest possible date. Agreements applicable to Health Department employees shall be separately appended to the parties Agreement unless available for integration within the Agreement.

The parties shall mutually cooperate in the drafting of their Agreement and in obligations of notification required to governmental agencies arising under the EERA and other regulatory requirements. The union shall have the right to publish true copies of the Agreement for dissemination as it sees fit and to hold out such copies as being the Agreement of the parties; however, the originally executed copies of the Agreement maintained by the parties shall comprise, as replicated, the official copies of the Agreement for legal purposes.

*Handwritten:* Ratified 03-05-2013  
*Signature:* Sandra Yule

*Handwritten:* Ron Mead  
3-20-13