

THIS AGREEMENT, made and entered into as of this day of 1980, by and between:

THE BOARD OF TRUSTEES OF THE BOROUGH OF RAMSEY FREE PUBLIC LIBRARY, a municipal corporation, having an office at 30 Wyckoff Avenue, in the Borough of Ramsey, County of Bergen and State of New Jersey, ("Borough"), and

THE RAMSEY LIBRARY EMPLOYEES ASSOCIATION, a non-profit municipal employees association, having an address at 30 Wyckoff Avenue, in the Borough of Ramsey, County of Bergen and State of New Jersey, ("Association").

WHEREAS, the Association is a recognized employee organization composed of certain personnel working in the Borough of Ramsey Free Public Library; and

WHEREAS, the Borough has recognized the Association as the official bargaining agent for certain full-time and part-time personnel working in the Borough of Ramsey Free Public Library with regard to terms and conditions of employment; and

WHEREAS, the Borough and the Association have concluded negotiations relating to the terms and conditions of employment for certain full-time and part-time personnel working in the Borough of Ramsey Free Public Library for the period ending 1980.

LIBRARY

Institute of Management and Labor Relations

OCT 2 1981

RUTGERS UNIVERSITY

x Jan. 1, 1980 - Dec. 31, 1980

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements hereinafter set forth, the parties hereto do hereby agree as follows:

1. This Agreement shall be effective from January 1, 1980 to December 31, 1980.

2. This Agreement shall apply to all full-time and part-time personnel working in the Borough of Ramsey Free Public Library who are members of the Association, excluding the Director and Assistant Director of the Library.

3. The following salary schedule shall be established for the calendar year 1980:

Children's Librarian	Ann Scarpellino	\$12,000.00
Secretary-Bookkeeper	Virginia Casson	7,500.00
Custodian	John Buletza	11,000.00
Part-Time Personnel excluding Pages		7.5% Increase
Pages		Minimum State Wage Rate Per Hour

The amounts set forth in this schedule do not apply to personnel employed as replacements for the individuals named herein.

4. Vacation benefits for the full-time employees shall be the same as are provided to employees of the Borough of Ramsey by Personnel Ordinance #649, with the exception that full-time non-professional employees shall be entitled to three weeks after completion of ten years of employment.

5. Part-time personnel who have been employed by the Ramsey Free Public Library for a period of twelve consecutive months during the previous twelve-month period shall be entitled to two weeks paid vacation.

6. Part-time personnel shall be entitled to paid holidays on the basis of one paid holiday (one-fifth of time worked per average week) for each full year of service as of January 1, to a maximum of five paid holidays. Such paid holidays shall be provided as paid time off or paid time at the discretion of the Director of the Library.

7. Sick leave benefits shall be the same as are provided to other employees of the Borough of Ramsey by the Personnel Ordinance of the Borough.

8. The following grievance procedure shall be established:

A. The term "grievance" is any alleged violation of the Agreement to be entered into between the Borough and the Association.

- B. A grievance shall be raised within five working days after the occurrence of the grievance or within five working days after the grievant would reasonably be expected to know of its occurrence.
- C. The grievance shall be submitted either orally or in writing by the grievant to the Assistant Director. The grievant may, at his or her option, have an Association representative present at the time the grievance is presented to the Assistant Director.
- D. If the grievance is not resolved within seven working days of its submission to the Assistant Director, the grievance shall be submitted by the grievant in writing to the Director.
- E. If the grievance is not resolved within seven days of its submission to the Director, the Director shall immediately forward the grievance to the Borough for consideration at the next regularly scheduled Borough Meeting. If such submission is during the summer months, a special meeting shall be called within thirty days of notice.

F. If the grievance is not resolved within 14 days after the Borough Meeting, the grievance shall be submitted to a Board of Arbitration composed of three members as follows:

One member from the Borough;

One member from the Association;

One member to be agreed upon by both the Borough and the Association.

Any determination resulting from arbitration shall be non-binding.

9. This Agreement incorporates by reference all the provisions set forth in this salary guide, attached hereto, which are not inconsistent with the agreements set forth herein.

IN WITNESS WHEREOF, this Agreement has been duly executed the day and year first above set forth.

THE BOARD OF TRUSTEES OF THE
BOROUGH OF RAMSEY FREE PUBLIC
LIBRARY

ATTEST:

BY _____
President

Secretary

THE RAMSEY LIBRARY EMPLOYEES
ASSOCIATION

Signed, sealed and delivered
in the presence of:

BY _____
President

RAMSEY FREE PUBLIC LIBRARY
TERMS OF EMPLOYMENT AND WORKING CONDITIONS

HOURS OF WORK -- WORK SCHEDULES

Employees on full time shall work five days per week and not more than 35 hours per week.

Employees shall not be required to work regularly in excess of two evenings per week, custodian excepted.

Saturday work shall be rotated among employees so that there is a fair distribution of this assignment.

HOLIDAYS

The following days will be considered as holidays, subject to change by the Board of Trustees:-

New Year's Day
Washington's Birthday
Good Friday
Decoration Day
Independence Day
Labor Day
Presidential Election Day
Veteran's Day
Thanksgiving Day
Christmas Day

Cal. Day

Holidays falling on Sunday are observed the following day. Date for observation of movable holidays shall be those officially designated by governing authority.

If a holiday should fall on Saturday, generally no alternate day is granted except by special approval of the Library Trustees.

MEAL HOURS

One hour for lunch and one hour for dinner shall be allowed. This time is not included in the daily hour schedule.

ATTENDANCE AT PROFESSIONAL OR ALLIED CONFERENCES AND MEETINGS

Attendance at professional or allied conferences and meetings shall be encouraged. For state library association meetings, full expenses for at least one official representative shall be paid. Full or partial expenses shall be provided, at the discretion of the Board of Library Trustees, for at least one official representative to attend the annual American Library Association conference. Attendance shall be allowed on work time. Within the requirements of library schedules, staff attendance shall be encouraged by the employment of any necessary substitutes at library expense.

WEEKLY SCHEDULES

Within the weekly schedule, every effort shall be used to permit flexibility when schedule adjustments are requested or desirable.

OVERTIME

When overtime is required by the employer, it will be considered proper to allow equivalent time off within a reasonable time following the additional hours worked. If it is impossible to grant the time off within a reasonable time, the employee so working shall be paid at the rate of time and one half.

In all cases, overtime shall be kept at a minimum and only used as an emergency, temporary solution.

HEALTH EXAMINATION

Health adequate to the duties involved should be a prerequisite for employment. The library administration shall require a physical examination. Usual and customary expense will be borne by the employer.

HOSPITALIZATION

Hospitalization - A full time employee may participate in the State Health benefits program which includes basic Blue Cross, Blue Shield, major medical and "Rider J". The municipality pays the fee for the employee and his dependents.

RETIREMENT

The retirement pension will be provided through the State Pension Plan in accordance with the rules and regulations governing same.

VACATION WITH PAY

Vacations are to be granted all full time employees on the following schedule:

Director - After 6 months but less than one year - 1 week
After 1 full year -- 3 weeks
After 2 full years -- 4 weeks.

Professional Librarian -- Same as director but with a maximum of three weeks.

All other full time employees -- Two weeks vacation with pay after one full year.

All vacations shall be granted with full pay but shall not be cumulative. Unused vacation for final year shall be paid upon termination of employment.

Where part time employees have worked for a period of over 1 year, vacations may be granted on approval by the Board of Trustees commensurate with the time worked.

Ramsey Free Public Library

Terms of employment

SICK LEAVE WITH PAY

One and one quarter work days shall be granted to each staff member for each month worked, or 15 work days for the year, non-cumulative. Special cases shall be decided by action of the Board of Trustees. Sick leave is hereby defined to mean absence from duty because of illness, accident, exposure to contagious disease, attendance upon a member of the staff's family seriously ill, requiring the care or attendance of staff member, or absence caused by death in the immediate family of such staff member. Under no circumstances shall sick pay be construed as additional time off, if such time had not been used for the purpose for which it was designated.

RESIGNATION

Professional staff should give 30 days written notice. All others must give two weeks notice.

PAY SCALE

Steps	I	II	III	IV	V
0	\$10,000	\$8,000	\$7,000	\$6,000	\$6,000
1	10,600	8,500	7,400	6,350	6,325
2	11,200	9,000	7,800	6,700	6,650
3	11,800	9,500	8,200	7,050	6,975
4	12,400	10,000	8,600	7,400	7,300
5	13,000	10,500	9,000	7,750	7,625
6	13,600	11,000	9,400	8,100	7,950
7	14,200	11,500	9,800	8,450	8,275
8	14,800	12,000	10,200	8,800	8,600
9	15,400	12,500	10,600	9,000	
10	16,000	13,000			
Increm.	600	500	400	350	325
I	Director of the Library				
II	Asst. Director-Librarian				
III	Childrens Librarian				
IV	Librarian				
V	Custodian				

Other Salary rates

Part-time Library Assts.

\$2.75 to \$4.40 per hour.*

Student helpers

2.20 per hour, or prevailing minimum wage.

*Rate of increase at the discretion of the Trustees.

Steps are defined as years in a position. Six or more completed months of employment as of the end of a calendar year will count as a full year. At the discretion of the Board, new employees may be granted credit for some portion of their previous related employment towards placement on the salary schedule.

RAMSEY FREE PUBLIC LIBRARY

Attention: Library Board Salary Committee

Information

1. Adjustment "to scale" is suggested as a two year plan - with employee receiving increment plus adjustment each year.

2. Present personnel

A. Amounts necessary to bring personnel up to scale (1974)

Director -	\$9,425 to \$11,200 = \$1,775
Asst. Director -	\$7,325 to \$ 9,000 = \$1,675
Children's Librarian -	\$6,500 to 7,000 = \$ 500
Librarian -	\$7,650 to 9,000 = \$1,350
Custodian -	\$7,125 to 7,525 = \$ 400

B. Recommended salaries for 1973, assuming two year adjustment to scale.

<u>Employee</u>	<u>1974 Salary</u>	<u>1975 Increment</u>	<u>1975 Adjust.</u>	<u>1975 Salary</u>	<u>Total Increase</u>
I Director	\$9,425	\$ 600	\$ 887	\$10,912	\$1,487
II Asst. Dir.	\$7,325	\$ 500	\$ 837	\$ 8,662	\$1,337
III Ch. Libr.	\$6,500	\$ 400	\$ 250	\$ 7,150	\$ 650
IV Librarian	\$7,650	\$ 350	\$ 675	\$ 8,675	\$1,025
V Custodian	\$7,125	\$ 325	\$ 200	\$ 7,650	\$ 525
Totals		\$2,175	\$ 2,849		\$5,024

Note: Adoption of this plan would obligate adjustments costing \$2,849 for the 1975 budget.