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DO NOT CIRCULATE

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THIS AGREEMENT made the 12th day of April

1971, between THE COUNTY OF MIDDLESEX, a Municipal Corporation, by its Board of Chosen Freeholders (hereinafter known as the Employer,) and THE MIDDLESEX COUNCIL #7, NEW JERSEY CIVIL SERVICE ASSOCIATION (hereinafter known as the Association;)

WHEREAS, the Association has been selected as the bargaining agent by the employees hereinafter to be defined, in accordance with Chapter 303 of the Laws of 1968, and said Association has been certified as such by the Public Employees Relations Commission; and

WHEREAS, said Association has been in negotiation with the Employer pursuant to Chapter 303 of the Laws of 1968; and

WHEREAS, the Association and the Employer have agreed upon certain terms of employment as a result of the negotiations carried on pursuant to Law;

NOW THEREFORE, subject to Law as herein provided, the parties hereto, in consideration of the following mutual promises, covenants and agreements contained herein, do hereby establish the following terms and conditions which shall govern the activities of the parties and all affected employees:

1. RECOGNITION. The Association is hereby designated as the bargaining agent for all office clerical employees employed by the County of Middlesex, excluding professional employees, managerial executives, confidential employees, craftsmen, police and supervisors within the meaning of the Act, and also excluding employees of the following: The Youth Center, Court Clerks under the jurisdiction of the County Clerk, Roosevelt Hospital, and clerical employees of District Court, and the Juvenile and Domestic Relations Courts. Also included are all employees of the Parks, Highway and Bridge, and Public Property Departments employed by the County of Middlesex to and including Road Foreman level, Highway and Bridge Inspectors, and any employee carrying the title of labor and excluding office clericals, managerial executives, professional employees, craftsmen, police and supervisors within the meaning of the Act.

The above described unit shall not in any way exclude

classifications where by established procedures, prior agreement, or special circumstances, the County of Middlesex has recognized Council #7 as exclusive bargaining agent for its employees.

The appropriate bargaining unit for both the white collar unit and the blue collar unit include supervisors (as recognized past practice of the Association) in any permanent position (as defined in Civil Service Rules, State of New Jersey, July 1, 1969.)

2. ASSOCIATION REPRESENTATIVES. The Association shall have the right to designate such members of the Association as it deems necessary as Association Representatives and they shall not be discriminated against due to their legitimate Association activities.

Authorized Representatives of the Association shall have the right to enter upon the premises of the Employer during working hours for the purpose of conducting normal duties relative to the enforcement and policing of the final agreement reached, so long as such visits do not interfere with proper service to the public.

3. DUES CHECKOFF. The Employer agrees to deduct from the earnings of each employee Association dues when said employee has properly authorized such deduction in writing. The deduction formula is to be agreed upon subsequently.

4. HOURS OF WORK. The work hours for the white collar unit are to be as follows: 8:30 A.M. to 4:15 P.M., with forty-five (45) minutes for lunch, and these hours are to remain in effect until mutually changed. Either party has the right to request a change, and such request is to be the subject for negotiations. It is further agreed that employees working in the field or on the road travelling shall compute their hours of work on a portal to portal basis.

5. OVERTIME. (a) All employees shall be expected to complete their work in the time allotted for the normal working day. Any employee scheduled to work beyond their regularly scheduled workday shall be paid at the rate of time and one half in pay.

(b) Employees scheduled to work on Saturday, the sixth workday, shall receive time and one half.

(c) Employees scheduled to work on Sunday shall be paid time and one half for their normal workday.

(d) Employees scheduled to work on a holiday shall be paid their regular day's pay plus an additional rate of time and one half for all hours worked in a normal workday.

(e) Overtime shall be issued on an equalized basis where such work is in the nature and normal routine of the job.

(f) Call in pay of four hours minimum for emergencies shall be paid to all employees called to work by the Road Supervisor, Park Superintendent, Superintendent of Public Property, or any other designated representative of the Employer.

6. WAGES AND PAY PERIODS. Effective January 1st, 1971 all employees shall receive a wage increase equal to eleven percent (11%) over their 1970 wages.

All employees shall be entitled to receive a longevity increase which will be based upon their base salary for the calendar year 1970. The rate of longevity paid is to be based upon the Resolution authorizing longevity payments and setting up schedules of payments of same duly adopted by the Employer on March 18th, 1971, which Resolution is herein incorporated and made a part of this Agreement.

7. MEDICAL BENEFITS: All employees shall be covered by Blue Cross, Blue Shield, Rider J, and Major Medical, at the Employer's expense.

8. HOLIDAYS. The present holiday schedule in effect is to be adhered to and also to be observed are any other holidays declared by legally constituted authorities of the County, State, or Federal government.

9. PERSONAL LEAVE. All employees shall receive three (3) days leave in the event of the death of a spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, brother in law, sister, sister-in-law, grandparent, grandchildren, and any other member of the immediate household, such leave being separate and distinct from any other leave time.

10. VACATIONS. All employees shall be granted vacation leave based upon the following, from the date they are hired:

<u>Years of Service</u>	<u>Amount of Vacation Leave</u>
Less than one year	One working day for each month of service
One to nine years	Twelve working days during each year of service
Ten to nineteen years	Sixteen working days during each year of service
Twenty years or more	Twenty working days during each year of service

Vacation time accumulation to be based on the Civil Service Ruling now in effect.

The Employer and his delegated representatives shall attempt to schedule work, insofar as possible, to preclude changes in the vacation scheduling. All provisions of the Department of Civil Service concerning emergencies, etc., shall be observed by both parties. Employees shall submit requests for vacation times no later than April 15th of each year, with first and second choices. The first choice requested shall be on the basis of seniority. Vacation time may be used on a day basis where agreed to by the employee's supervisor. It shall be assumed that an employee will remain in the service for the full calendar year, or portion thereof from date of hire, and is entitled to use all vacation time for that year when requested as permitted by the vacation schedule. Any employee leaving the service of the County shall have unused vacation time paid him; this shall be on a pro rated basis of one day for each month of service.

11. SICK LEAVE. Sick leave shall accumulate at the rate of one and one quarter (1 $\frac{1}{4}$) days per month in the first year of service, commencing in the first month or major portion thereof, from date of hire. It is assumed that the employee shall remain in the service of the County for the remainder of the calendar year, and the total number of sick days, pro rata, shall be credited to the employee. If separation occurs before the end of the year, and more sick leave has been taken than appropriated on a pro-rata basis, the per diem rate of pay for the excess days shall be deducted from the final pay. Sick leave shall accumulate

year to year with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year. All other proper and authorized leaves as provided in the rules of the Department of Civil Service, shall be recognized and constitute a part of this agreement.

Days lost due to injury or illness arising out of or caused by County employment for which the employee has a claim for workmen's compensation shall not be charged to sick leave. Paid holidays occurring during a period of sick leave shall not be chargeable to sick leave.

12. JURY DUTY. Should an employee be obligated to serve as a juror he shall receive full pay from the County for all time spent on jury duty. Any remuneration received by the employee from the courts for serving as a juror shall be assigned to the County.

13. BREAKS. Each employee shall be entitled to one fifteen (15) minute break for each half-day period of work (morning and afternoon shall each be considered a half day period of work and equivalent periods for shift work shall also be considered half-day periods of work.)

14. SNOW DAYS. Should an employee report for work and subsequently the Employer decides to close County offices for whatever reason, such employee who reports to work shall be credited for the day's work. Should the Employer for whatever reason close County offices before the start of a workday, all employees will be credited with a day's work.

15. DISCRIMINATION. No employee shall be discharged or discriminated against because of race, creed, sex, color, ethnic background, political affiliation or association activity. If justification for discharge cannot be agreed upon by the employer and the Association, the matter shall be arbitrated in accordance with the arbitration provisions as set forth in this agreement.

16. GRIEVANCE PROCEDURE. Definition: A grievance is any dispute between the parties concerning the application or interpretation of final agreement reached through these negotiations or any complaint by an employee as to any action or non-action taken

towards him which violates any right arising out of his employment. Any employee wishing to process his own grievance may do so, but no settlement shall be made inconsistent with the terms of final agreement reached.

Step 1. The employee Association shall present the Employee's grievance or dispute to the employee's immediate supervisor within ten (10) working days of its occurrence, or ten (10) working days after the employee becomes aware of the event. The supervisor shall attempt to adjust the matter and shall respond to the employee within three (3) working days.

Step 2. If the grievance has not been settled, it shall be presented in writing by the council representative to the department head within five (5) working days after the supervisor's response is due. The department head shall respond to the council representative in writing within five (5) working days.

Step 3. If the grievance still remains unadjusted or unanswered by the department head, it shall be presented by the council representative to George L. Burton, Jr., Personnel Director, in writing within seven (7) working days after the response of the department head is due. The Personnel Director shall respond in writing to the council representative within ten (10) working days. The council may request a meeting with the Personnel Director within five (5) working days after receiving the answer from the department head.

Step 4. If no settlement of the grievance has been reached between the parties, either one or both may move the grievance to arbitration within thirty (30) days of receiving the answer from the Personnel Director.

17. ARBITRATION. Any party wishing to move a grievance to arbitration shall notify the Public Employment Relations Commission that they are moving a grievance to arbitration and request that a list of arbitrators be furnished to the Employer and the employees. If the Employer and the employee cannot mutually arrive at a satisfactory arbitrator within thirty (30) working days after receipt of the list from the Public Employment Relations Commission, the Commission shall select an arbitrator. The arbitrator shall hear

the matter on the evidence and within the meaning of this Agreement, such rules and regulations as may be in effect by the Civil Service Commission which might be pertinent and render his award in writing which shall be advisory. The cost of the arbitrator's fee shall be shared by the Employer and the employee Association. Time extensions may be mutually agreed to by the Employer and the employees.

18. ADHERENCE TO CIVIL SERVICE RULES. The Employer and the Association understand and agree that all rules promulgated by the New Jersey Department of Civil Service concerning any matter whatever not specifically covered in this Agreement shall be binding upon both.

19. ECONOMY LAYOFFS. The Employer agrees that in the event of employee layoffs for bona fide economy reasons with good faith demonstrated on the part of the Employer to the Association, shall be on the basis of seniority, beginning with temporary help, then provisional employees, and last, permanent employees, according to procedures specified in Civil Service Rules. In no instance shall permanent employees be laid off and part-time employees retained. In all cases, the Employer shall provide proper written notice to employees to be laid off, forty-five (45) days in advance as required by Civil Service Rules.

20. PART-TIME EMPLOYEES. All permanent part time employees, including provisional employees (but not to include seasonal employees) awaiting examination shall be paid a salary based on the annual wage for the appropriate classification as set forth in the adopted schedule, pro rata. These employees shall be credited with sick, personal and vacation leave allowances. They shall be entitled to receive holiday leaves for the months in which they are employed.

21. PROMOTIONS. (a) Promotional positions shall be filled in accordance with Civil Service Rules and eligible employees shall be advised at the earliest possible time that a promotional vacancy is to be filled. It is understood and agreed that promotion in the classified services shall be viewed and understood as recognition of an employee's efforts and as a career advancement

for all employees of the County.

(b) An employee at the maximum pay range for his class of employment shall be given the opportunity to advance to the next higher class where available.

(c) Any employee whose class of employment indicates a higher class is available according to Civil Service job titles shall be given an opportunity to advance to the higher class and higher range of pay, by mutual consent of both parties, provided the employee has served in a satisfactory manner in the lower class for a period of at least two years. If a disagreement arises, said disagreement shall be subject to the grievance procedure.

(d) No employee shall receive pay cut on promotion. If an employee is at a rate higher than the minimum rate of the higher job to which he is being transferred, he shall receive the rate of the next higher increment, or whichever is greater.

(e) If the employer should request a complete title survey and reclassification survey of all County employment positions by the Department of Civil Service, the Association will be permitted to take an active part in the survey. To the extent of its vested interest in the employees whom it represents in accordance with all Civil Service rules and regulations and applicable laws the Employer will notify the Association that a survey is taking place and ask for recommendations and cooperate with the Association regarding said survey.

22. RIGHTS AND PRIVILEGES OF THE ASSOCIATION (a) The Employer agrees to make available to the Association all public information concerning the financial resources of the County together with information which may be necessary for the Association to process any grievance or complaint. All requests shall be made through the Personnel Director.

(b) Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance procedures, conferences or meetings, he shall suffer no

loss in pay.

(c) The Association has the use of bulletin boards and mailboxes.

23. PERSONNEL FILES. Employees shall have the right to inspect and review their own individual personnel file upon request to the Employer. The Employer recognizes and agrees to permit this review and examination at any reasonable time. Employee shall have the right to define, explain or object in writing to anything found in his personnel file. This writing shall become a part of the employee's personnel file.

24. EMPLOYEE EXPENSES. When any class of employment requires the use of specialized equipment, such as rain gear, mechanics' coveralls, and safety equipment, these shall be provided by the Employer at no expense to the employee. Where mechanics and repairmen provide their own tools for use on County jobs, such employees shall receive a tool replacement if their own personal tool is damaged or destroyed.

25. SAFETY: (a) The employer agrees to assure the safety and adequacy of all working areas and equipment provided for employment use.

(b) The Employer will appoint a member of the Association to the Safety Committee.

(c) Where safety equipment is provided it is the responsibility of the employee to utilize such equipment.

26. RULES OF EMPLOYER: All rules and regulations promulgated by the Employer for the proper and efficient operation of the employees will be made known to the employees.

27. SUPPER HOUR. Any employee required to work through the supper hour shall be entitled to reimbursement for meals at the rate of Three Dollars (\$3.00) per meal. The supper hour shall commence at six P.M.

28. SAVINGS CLAUSE. It is mutually understood and agreed that all benefits currently enjoyed by employees shall remain

In effect and become part of this Agreement.

SIGNED, SEALED AND DELIVERED IN
THE PRESENCE OF

MIDDLESEX COUNCIL #7
N. J. CIVIL SERVICE ASSN.

Emma Chalker
ATTEST Emma Chalker, Secretary

Edward F. Grimley
Edward F. Grimley, President

Richard M. Mack, Jr.
ATTEST Richard M. Mack, Jr.
Clerk

BOARD OF CHOSEN FREEHOLDERS
George J. Otlowski
George J. Otlowski, Director