

2-0529

Contract - 24

08 00

LIBRARY
INSTITUTE OF MANAGEMENT
AND LABOR RELATIONS

OCT 27 1989

RUTGERS UNIVERSITY

AGREEMENT BETWEEN

**THE ASSIGNMENT JUDGE
FOR GLOUCESTER COUNTY** *Assignment Judge*

AND

**THE COMMUNICATIONS WORKERS
OF AMERICA, AFL-CIO**, *Local 1085*

(
JUDICIAL BARGAINING UNIT
LOCAL 1085
)

X JANUARY 1, 1989 – DECEMBER 31, 1991

TABLE OF CONTENTS

	Preamble	1
Article I	Recognition	1
Article II	Responsible Union-Employer Relationship	2
Article III	Non-Discrimination	2
Article IV	Deduction of Union Dues	2
Article V	Hours of Work and Paydays	3
Article VI	Salaries and Wages	3
Article VII	Call-In and Stand-by Pay	5
Article VIII	Out-of-Title Compensation	5
Article IX	Overtime Compensation	5
Article X	Reimbursement for Travel	6
Article XI	Uniform Allowances	7
Article XII	Educational Assistance	7
Article XIII	Health Benefits	8
Article XIV	Credit Union Checkoff	9
Article XV	Vacation	9
Article XVI	Holidays	11
Article XVII	Sick, Disability, and Bereavement Leave	12
Article XVIII	Miscellaneous Paid Leave	13
Article XIX	Unpaid Leaves of Absence	14
Article XX	Union Leave	15
Article XXI	Grievance Procedure	15
Article XXII	Disciplinary Actions	17
Article XXIII	Access to Personnel Files	17
Article XXIV	Job Descriptions	18
Article XXV	Job Openings	18
Article XXVI	Layoffs	18
Article XXVII	Health and Safety	19
Article XXVIII	Bulletin Boards	19
Article XXIX	Labor-Management Liaison	20
Article XXX	Supplemental Compensation for Retirees	20

Article XXXI	Evaluations	20
Article XXXII	Management Rights	21
Article XXXIII	Maintenance of Operations	22
Article XXXIV	Military Leave	23
Article XXXV	Indemnification	23
Article XXXVI	Federal and State Laws – Severability	23
Article XXXVII	Fully-Bargained Clause	24
Article XXXVIII	Term of Agreement	24
Appendix I	Salary Schedules A, B, C, and D	26
Appendix II	Titles and Scales	30

PREAMBLE

THIS AGREEMENT is entered into by and between the **ASSIGNMENT JUDGE FOR GLOUCESTER COUNTY** (hereinafter referred to as "the Employer"), and the **COMMUNICATIONS WORKERS OF AMERICA** (hereinafter referred to as "the Union"), for the purpose of establishing wages, hours, benefits, and other terms and conditions of employment, together with procedures for the fair and amicable resolution of disputes and grievances pertaining thereto.

NOW, THEREFORE, in consideration of the mutual covenants and understandings expressed herein, the parties agree as follows:

ARTICLE I RECOGNITION

Section 1

The Employer hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours, and other terms and conditions of employment for all employees in the Judicial Bargaining Unit, as certified by the Public Employment Relations Commission. Part-time employees who work twenty (20) hours or more per week shall be included. Twenty (20) hours shall mean an average of twenty (20) hours in the three (3) month period prior to January 1, April 1, July 1, and October 1 of each year (or ninety (90) days for newly hired employees). Excluded from the aforementioned units are managerial executives, confidential, police, and fire employees, part-time employees who work less than twenty (20) hours as defined above, and employees who are represented in other units, as well as temporary and interim employees other than those specified below.

Section 2

Any employee who occupies a temporary position for an aggregate of six (6) months or more in any twelve (12) month period, or which position is intended by the Employer to be occupied for an aggregate of six (6) months in a twelve (12) month period, shall be included in the appropriate unit. Interim employees (as defined by the New Jersey Department of Personnel) who have filled a vacancy in the unit for twelve (12) consecutive months shall be included in the appropriate unit. It is further understood that all unit members who accept temporary or interim assignments to perform other bargaining-unit work shall continue to be represented.

Section 3

Whenever titles are used in this Agreement, they shall be understood to include the plural as well as the singular and to include males and females.

ARTICLE II
RESPONSIBLE UNION-EMPLOYER RELATIONSHIP

The Employer and the Union recognize that it is in the best interests of both parties, the employees, and the public that all dealings between them continue to be characterized by mutual responsibility and respect. To insure that this relationship continues and improves, the Employer and the Union and their respective representatives at all levels will apply the terms of this contract fairly in accord with its intent and meaning and consistent with the Union's status as exclusive bargaining representative of all employees covered by this contract.

ARTICLE III
NON-DISCRIMINATION

In accordance with and to the extent of statute, no employee will be discriminated against on the basis of race, creed, color, national origin, sex, marital status, age, religious opinions or affiliation, handicaps, or legal participation or non-participation in Union activities.

ARTICLE IV
DEDUCTION OF UNION DUES

Section 1

The Employer agrees to make payroll deductions of Union dues when authorized to do so by the employee on the appropriate form. The amount of such deductions shall be certified to the Employer by the Secretary-Treasurer of the Union. The Employer shall remit the dues to the Union: Secretary-Treasurer, Communications Workers of America, AFL-CIO, 1925 K Street, N.W., Washington, DC 20006, by the last day of the month following the calendar month in which such deductions are made (or earlier, if reasonably possible), together with a list of employees from whose pay such deductions were made. A copy of such list shall also be delivered to the Local President. Dues deductions for employees in the bargaining unit(s) shall not be made for any other employee organization.

Section 2

In the event any employee withdraws his or her authorization for dues deduction by notice to the Employer, such dues shall be halted as of January 1 or July 1 next following the date on which notice of withdrawal was filed, pursuant to *N.J.S.A. 52:14-15.9e*.

**ARTICLE V
HOURS OF WORK AND PAYDAYS**

Section 1

The current hours of work, including meal and break times, shall be maintained. In cases where there is more than one shift for employees in a given title, seniority shall be a consideration in assignment or reassignment of employees to a shift. Full-time workweeks shall be as follows, depending upon department and/or job classification:

- (a) 32.5 hours, Monday through Friday;
- (b) 35 hours, Monday through Friday;

Action by the Supreme Court, Chief Justice, or Administrative Director of the Courts, pursuant to constitutional or statutory authority, may result in a change of working hours. In such event the Employer agrees to negotiate with the Union concerning compensation.

Section 2

Part-time salaried employees covered by this Agreement shall be assigned to work a portion of the standard full-time workweek. Employees in hourly positions covered by this Agreement shall be assigned to work at least 20 hours per week on average.

Section 3

The current bi-weekly schedule of paydays shall remain unchanged.

Section 4

Effective July 1, 1989, employees in the Probation Department shall work a 35-hour week, from 8:30 a.m. to 4:30 p.m., Monday through Friday, with a one-hour unpaid lunch break. The annual salaries for such employees shall be adjusted in accordance with Article VI, Section 7.

**ARTICLE VI
SALARIES AND WAGES**

Section 1

General salary increases shall be granted to all employees as follows:

(a) Effective January 1, 1989, each employee's salary shall be adjusted to the appropriate scale and step of Salary Schedule A (Appendix I), representing an increase of 5.5% over the employee's previous salary. Retroactive adjustments shall be made for all current employees and for all employees who have retired between January 1, 1989, and the signing of this Agreement. Such retroactive payment shall be made by separate paychecks, to be issued on May 18, 1989.

(b) Effective January 1, 1990, each employee's salary shall be adjusted to the respective scale and step of Schedule B, representing an increase of 4.0% over Schedule A.

(c) Effective July 1, 1990, each employee's salary shall be adjusted to the respective scale and step of Schedule C, representing an increase of 6.0% over Schedule A.

(d) Effective January 1, 1991, each employee's salary shall be adjusted to the respective scale and step of Schedule D, representing an increase of 6.0% over Schedule C.

(e) Employees who exceed the top step of their respective salary scales shall receive the same percentage adjustments as provided to those on steps.

Section 2

The starting salary for each job classification shall be step 1 of the appropriate scale. Incremental or step increases shall be granted annually to all employees on steps 1 through 8 as of their established increment dates. Increment dates shall be established as follows:

(a) The increment date for each new employee shall be the first day of the calendar quarter following the employee's anniversary of hire.

(b) The increment date for any employee who receives a salary increase of more than 8.0% because of promotion to a higher title shall become the first day of the calendar quarter following the employee's anniversary of promotion.

Notwithstanding the above increment dates, all employees whose salaries have been at step 8 or above for one year or more as of January 1, 1989 shall be moved to step 9 retroactively to that date. Employees whose salaries already exceed this new step shall not be affected.

Section 3

As of July 1 of each year, every employee whose salary has been at step 9 or above for one year or more shall receive a lump-sum longevity payment. For employees with less than 15 years' service, the longevity payment shall be equal to 2.75% of step 1 on the appropriate salary scale. For employees with 15 years' service or more, the longevity payment shall be equal to 3.5% of step 1.

Section 4

Part-time salaries or wages shall be calculated by using the hourly equivalent of the corresponding full-time salary figures.

Section 5

Any employee promoted to a higher job classification shall be placed on the proper step to provide for a minimum salary increase of 5% over the employee's former salary. Any employee demoted to a lower classification shall be placed on the proper step to provide for a minimum salary decrease of 4.75% under the employee's former salary.

Section 6

Each job classification shall be assigned a salary scale as shown in Appendix II or as

otherwise agreed by the parties. The Employer agrees to salary increases for upgrading such job classifications as the parties shall determine to be appropriate, based on comparative evaluations of the duties, responsibilities, and requirements thereof, to be determined on or before July 1, 1989 and to be effective during the life of this Agreement.

Section 7

Employees whose hours of work are increased in accordance with Article V, Section 5, will have their annual salaries adjusted upward by one scale plus one step, effective July 1, 1989; provided, however, that any such employee who is already at step 9 of the former scale shall receive a longevity bonus in lieu of the step increase.

ARTICLE VII CALL-IN AND STAND-BY PAY

Section 1

Any employee who is called to work prior to his or her next scheduled work period shall be paid for not less than two (2) hours of work, unless the call-in immediately precedes the employee's normal workday. In those cases where the call-in is not contiguous to the regular shift, the employee shall be compensated for mileage to and from home only for the most direct round-trip route.

Section 2

If an employee is expressly required in writing to carry a "beeper" while off duty, he/she will be paid a stipend of ten dollars (\$10.00) per month, which amount shall be increased to fifteen dollars (\$15.00) per month effective June 1, 1989.

ARTICLE VIII OUT-OF-TITLE COMPENSATION

Any employee who is expressly assigned in writing to work in a higher job classification in excess of five (5) consecutive work days or an aggregate in excess of twenty-five (25) work days in a calendar year shall be paid for such time as if temporarily promoted in accordance with Article VI, Section 5, commencing with the sixth (6th) consecutive day or twenty-sixth (26th) aggregate work day in a calendar year, whichever is applicable. It is understood that no such assignment shall be made except in writing.

**ARTICLE IX
OVERTIME COMPENSATION**

Section 1

Employees shall be compensated for overtime as follows:

(a) Employees who are required to work more than 40 hours net per week shall be paid time-and-a-half for all time worked in excess of 40 hours.

(b) Employees on a 32.5-hour workweek shall be compensated at straight time either in cash or compensatory time off, at the Employer's option, for the first 7.5 hours of overtime per week.

(c) Employees on a 35-hour workweek shall be compensated at straight time either in cash or compensatory time off, at the Employer's option, for the first 5 hours of overtime per week.

Section 2

Paid unworked time shall be considered as time worked for overtime compensation purposes. In addition, approved individual days of unpaid leave for Union business will also be considered as time worked for overtime purposes. There shall be no pyramiding of time or overtime.

Section 3

Employees who are required to work overtime past 7:30 p.m. shall be entitled to dinner at the Employer's expense, provided the employee has been on duty (whether regular or overtime) for at least four (4) hours. The Employer shall also arrange for meals at intervals of no less than four (4) hours for employees on overtime duty, or as nearly thereto as possible. Meal allowances shall consist of \$5.00 for breakfast and \$8.00 for dinner, unless a meal is provided by the Employer.

Section 4

Overtime work shall be offered as equitably as possible to employees in the appropriate job functions, utilizing a rotating overtime list whenever practicable. No employee shall be required to work overtime if other qualified employees in the appropriate job functions are available and willing to work. It is understood that the qualifications for performing the work are to be determined solely by the Employer, and where necessary all employees may be required to work a reasonable amount of overtime. Overtime records shall be made available to the Union upon reasonable request.

Section 5

Employees shall be responsible for using compensatory time off with reasonable promptness, by no later than the end of the calendar year in which it is earned. However, employees shall be permitted to carry over compensatory time off for any of the following reasons:

- (a) The time was earned in the month of December;
- (b) The employee was prevented from using his or her comp time because of the pressure of County business or because of approved absence from duty;
- (c) The employee's comp time balance is less than one full working day.

Employees who fail to use their accumulated comp time by the end of the calendar year, unless for a reason as specified above, shall have such comp time scheduled for them at the convenience of the Employer. Employees who resign in good standing with a balance of unused comp time shall be paid at their regular straight-time rate of pay for such time. Official comp time records shall be made available for inspection by employees upon reasonable request.

ARTICLE X REIMBURSEMENT FOR TRAVEL

Section 1

The Employer agrees to reimburse employees who are required to use their personal vehicles for work at the rate of 20¢ per mile. Effective June 1, 1989, the mileage rate shall be increased to 21¢ per mile.

Section 2

In the event any employee is required to travel outside Gloucester County in the course of employment, he/she will be reimbursed for necessary meal expenses at a maximum rate of four dollars (\$4.00) for breakfast, six dollars (\$6.00) for lunch, and nine dollars (\$9.00) for dinner. Nothing herein shall preclude management from allowing a higher rate or including an in-county meal allowance at its sole discretion because of unusual circumstances.

ARTICLE XI UNIFORM ALLOWANCES

Court Attendants and Court Aides shall receive an annual uniform allowance of three hundred dollars (\$300.00), payable in semi-annual installments coinciding with the second payday of July and the second payday of December.

ARTICLE XII EDUCATIONAL ASSISTANCE

Section 1

The Employer agrees to reimburse employees for tuition upon satisfactory completion

of courses leading to advancement or improvement of skills in the employee's field or to maintain required licensure or certification, as determined by the Employer. The maximum reimbursement for each employee shall be as follows:

Effective January 1, 1989: \$400.00 annually

Effective January 1, 1990: \$425.00 annually

Effective January 1, 1991: \$450.00 annually

Section 2

Requests for educational assistance shall be submitted to the Employer prior to enrollment, and approval of such payment must be obtained prior to enrollment.

ARTICLE XIV HEALTH BENEFITS

Section 1

The Employer agrees to continue the following insurance coverage for each employee and his or her family:

(a) Blue Cross, Blue Shield, Major Medical, and Rider J (or equivalent, as contained in the State Health Benefits Plan);

(b) A \$1.50 co-payment prescription plan;

(c) A vision care plan (current plan or equivalent).

Section 2

The Employer agrees to provide disability coverage to all eligible employees under the State Temporary Disability Benefits Law. Coverage will be financed by employer-employee contributions as required by law.

Section 3

The Employer shall continue single-coverage dental insurance to each employee. Effective July 1, 1989, the benefit shall be increased to a maximum cost of twelve dollars (\$12.00) per month per employee for such additional coverage as the parties shall agree upon.

Section 4

(a) The Employer shall pay for insurance coverage under the State Health Benefits Program for all employees who retire with twenty-five (25) years or more of service, in accordance with state law.

(b) In addition, effective January 1, 1991, the Employer will provide for continuation of prescription benefits to all employees who retire with twenty-five (25) years or more of service in the County. Such coverage shall be limited to employee and spouse only.

Section 5

The Employer reserves the right to change insurance carriers or plans so long as the benefits to be provided are substantially equivalent to those of the existing plan(s).

ARTICLE XIV CREDIT UNION CHECKOFF

The Employer agrees to make payroll deductions for any employee, upon written request, to be paid to an appropriate credit union as authorized by *N.J.S.A. 40A:9-17*.

ARTICLE XV VACATION

Section 1

All full-time employees shall be credited vacation leave based on years of service as follows:

(a) During the first calendar year of employment: One (1) working day of vacation for each full month of service.

(b) During each succeeding year, through the calendar year prior to the year in which the 5th service anniversary falls: Twelve (12) working days of vacation.

(c) During the year in which the 5th service anniversary falls, vacation leave will be allowed in accordance with the employee's anniversary date as follows:

January 1 – February 29	15 vacation days
March 1 – June 30	14 vacation days
July 1 – October 31	13 vacation days
November 1 – December 31	12 vacation days

(d) During each succeeding year, through the calendar year prior to the year in which the 12th service anniversary falls: Fifteen (15) working days of vacation.

(e) During the year in which the 12th service anniversary falls, vacation leave will be allowed in accordance with the employee's anniversary date as follows:

January 1 – February 6	20 vacation days
February 7 – April 18	19 vacation days
April 19 – June 30	18 vacation days
July 1 – September 12	17 vacation days
September 13 – November 24	16 vacation days
November 25 – December 31	15 vacation days

(f) During each succeeding year, through the calendar year prior to the year in which the 20th service anniversary falls: Twenty (20) working days of vacation.

(g) During the year in which the 20th service anniversary falls, vacation leave will be allowed in accordance with the employee's anniversary date as follows:

January 1 – February 6	25 vacation days
February 7 – April 18	24 vacation days
April 19 – June 30	23 vacation days
July 1 – September 12	22 vacation days
September 13 – November 24	21 vacation days
November 25 – December 31	20 vacation days

(h) Each succeeding year would receive, thereafter: Twenty-five (25) working days of vacation.

Vacation allowances for part-time employees will be pro-rated.

Section 2

Employees shall be permitted to carry over five (5) vacation days or fewer from one calendar year to the next, at their option. Additional days may be carried over only if such additional leave was not taken by reason of the pressure of County business. All vacation leave carried over must be used in the succeeding calendar year.

Section 3

Upon the death of an employee, any earned vacation leave not used shall be calculated and paid to the estate. An employee retiring, or otherwise separating, shall be entitled to a pro-rata allowance for the current year in which the separation or retirement becomes effective. Any vacation leave which may have been carried over from the previous year will be included.

Section 4

The Employer may provide a specified period at the beginning of each calendar year for employees to apply for vacation time. Vacation requests submitted during this period will be granted based upon seniority, which shall be defined as length of service to the Employer, and shall be subject to the operational requirements as defined by the Employer. If there is a conflict between employees for utilizing available vacation time, seniority shall prevail. In all other cases where a scheduling conflict arises outside the specified window period, preference will be given to those vacation requests which are submitted first; provided, however, that if two or more requests are received simultaneously, seniority will prevail; and provided further that the granting of such vacation shall be subject to the operational requirements as defined by the Employer. The Employer reserves the right to approve scheduling of vacations in accordance with the provisions of this Article.

**ARTICLE XVI
HOLIDAYS**

Section 1

There shall be a minimum of fourteen (14) holidays per year in accordance with the schedule below:

New Year's Day	Labor Day
King's Birthday	Columbus Day
Lincoln's Birthday	Election Day
Washington's Birthday	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Additional holidays shall be granted as legally mandated or by determination of the Employer. Holidays that fall on Saturday shall be observed on Friday, and holidays that fall on Sunday shall be observed on Monday.

Section 2

To be eligible for holiday pay, an employee must be on active pay status and must have received payment for his last scheduled day before and first scheduled day after the holiday, or the employee must be on an unpaid Union leave.

Section 3

Employees shall be entitled to compensatory time off at straight time for work performed on non-premium holidays. Such compensatory time off shall be used within sixty (60) calendar days at a time mutually agreeable to the Employer and employee. Work performed on premium holidays (New Year's Day, Independence Day [July 4th], Thanksgiving, and Christmas Day) shall be compensated in cash at time-and-one-half for time worked in addition to straight-time pay for the holiday as such. Christmas Day and New Year's Day shall be reckoned as the actual date on which they occur for the purposes of determining the date of the premium holiday.

Section 4

If a holiday falls on an employee's regular day off, he/she shall be entitled to take a substitute day off within sixty (60) calendar days at a time that is mutually agreeable to the Employer and employee.

ARTICLE XVII
SICK, DISABILITY, AND BEREAVEMENT LEAVE

Section 1

During the initial calendar year of employment, full-time employees shall be credited with sick leave on the basis of one (1) day for each full month of service or major fraction thereof. Thereafter, full-time employees shall earn sick leave at the rate of one and one-quarter (1 1/4) days for each full month of service or major fraction thereof, but credited on January 1 of each year. If an employee resigns or otherwise separates from employment with the Employer, the employee shall be liable for any paid sick leave which has been used in excess of the employee's earned allotment, and the excess of earned time is to be collectible by the Employer. Unused sick leave shall accumulate to the employee's credit from year to year.

Sick leave for part-time employees shall be pro-rated.

Section 2

Sick leave may be used in whole days or in partial days, by hour, at the employee's regular rate of pay in case of personal illness, accident, exposure to contagious disease, or on a short-term basis to care for a member of the employee's immediate family who is seriously ill. "Immediate family" shall consist of father, mother, mother-in-law, father-in-law, grandmother, grandfather, grandchild, spouse, child, foster child, sister or brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, and any relative of the employee residing in the employee's household.

Section 3

Reporting of Absence on Sick Leave

(a) If an employee is absent for reasons that entitle the employee to sick leave, the appropriate supervisor shall be notified promptly as of the employee's usual reporting time.

(b) Failure by the employee without sufficient cause to give the required notice may result in denial of sick leave for absence and constitute cause for disciplinary action.

(c) Absence without notice for five (5) consecutive days shall constitute a resignation.

Section 4

Verification of Sick Leave

(a) Should medical evidence be required under the circumstances to verify illness for purposes of granting sick leave, the employee shall be given timely notice on a case-by-case basis. Such evidence shall include a statement certifying that the employee is fit to return to his or her job. Abuse of sick leave shall be cause for disciplinary action.

(b) The Employer may also require an employee who has been absent because of personal illness, before returning to duty, to be examined, at the expense of the Employer, by a physician chosen by the employee from a panel of physicians designated by the Employer. Such examination shall establish whether the employee is capable of performing his or her

normal duties and that his or her return will not jeopardize the health of the employee or other employees.

Section 5

Disability Leave

(a) In case of disability due to illness or injury as a result of, or arising from, an employee's job, the Employer shall provide paid disability leave not to exceed one (1) year in length. Employees shall not be required to use their regular sick leave in such cases, provided that the insurance carrier has determined that the disability is job-connected. In the event the employee receives periodic Worker's Compensation benefits in lieu of wages, disability leave payments will be offset or reduced correspondingly to prevent duplication.

(b) While on paid disability leave, the employee will accrue vacation and sick leave, and will be covered by the health insurance provisions of this Agreement. In no event, however, shall the employee be entitled in any calendar year to more than fifty-two (52) weeks of paid leave inclusive of sick and vacation time. The employee will accrue clothing allowance on a pro-rated basis for the time actually worked during the year.

Section 6

Bereavement Leave

(a) Employees covered under this Agreement shall suffer no loss of regular straight-time pay for absence due to death in the immediate family, up to a maximum of four (4) days annually, but not to exceed three (3) days per instance.

(b) For purposes of this section, "immediate family" shall be defined as noted in Section 2 above.

(c) Sick leave may be utilized for bereavement in excess of the bereavement leave provided for in this section.

Section 7

In the event an employee requires sick or bereavement leave while on an approved vacation or administrative leave, the employee shall be permitted to substitute such leave accordingly with appropriate verification.

ARTICLE XVIII MISCELLANEOUS PAID LEAVE

Section 1

Administrative Leave. Employees shall be allowed two (2) days off with pay annually for personal business that cannot be disposed of outside working hours, except that employees hired on or after July 1 shall be entitled to only one (1) administrative leave day in the first year of service. Administrative leave shall not be granted on the day before or the day after a

holiday or vacation. In its sole discretion, however, the Employer in extraordinary circumstances may waive the aforementioned restriction. Except in cases of emergency, requests for administrative leave shall be submitted at least two (2) working days in advance to the appropriate department head. It is understood that in order to maintain sufficient service levels, management reserves the right to deny a request for administrative leave if services would be interrupted, hindered, or obstructed.

Section 2

Emergency Excusals. In case of adverse weather or other emergency, the Employer may, at its discretion, excuse the employees from work without loss of pay. Employees who are required to work on such days while the rest of the work force is excused shall receive straight-time compensatory time off or cash at the option of the Employer.

Section 3

Jury Duty. Employees called for jury duty shall not suffer loss of pay for such necessary service. Appropriate pay shall not include jury fees.

ARTICLE XIX UNPAID LEAVES OF ABSENCE

Section 1

Upon request, an employee may be granted a leave of absence without pay for up to six months where necessary for medical reasons, maternity or paternity, or for other reasons satisfactory to the Employer. Such leave may be extended for an additional six months where circumstances warrant. It is understood that child care leave for care of an infant less than sixty (60) days of age at commencement of such leave is provided in this section.

Section 2

Disability due to pregnancy shall be considered as any other disability in accordance with Federal law.

Section 3

Any employee taking an unpaid leave of absence shall be permitted to continue his/her health benefit coverage for up to nine months after employer-paid coverage ends by pre-paying the monthly premiums at least 30 days before the coverage month.

ARTICLE XX UNION LEAVE

Section 1

The Employer agrees to allow a total of fifty (50) days aggregate unpaid leave annually for all employees of the County Freeholder Board, Judiciary, Row Officers, and Mosquito Commission who are represented by the Union to participate in Union activities. Such days may be utilized in one-half day increments. If, however, the Local President is a member of the bargaining unit(s) covered by this Agreement, the Employer agrees to allow seventy-five (75) unpaid days, to be used either for training activities or by the Local President at his or her discretion. Requests for Union leave shall be applied for by the Local President. All requests for Union leave must be submitted at least two (2) working days in advance to the appropriate department head. Waiver of the notice requirement may be granted.

Section 2

On request, the Employer shall allow six months unpaid leave for the Local President and one other employee to work in an elective or appointed Union position, provided the request is made at least twenty-one (21) days in advance. Such leaves shall be renewable for an additional six months, with the same notice requirement. Upon the expiration of such leave, full benefits shall be restored to the affected employees.

Section 3

No Union representative shall suffer a loss in pay while attending any jointly agreed Union-Employer meeting, or for reasonable travel time to and from such meetings. It is understood that such joint meeting and travel time is considered work time. This section is not intended to include time other than the regularly scheduled base work day.

ARTICLE XXI GRIEVANCE PROCEDURE

Section 1

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment, consistent with applicable laws, regulations, contractual obligations, operational requirements, and standards of fairness. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate supervisor.

Section 2

The term "grievance" as used herein shall mean an appeal of the interpretation, application, or violation of applicable written policies, written agreements, or administrative decisions affecting the terms and conditions of employment.

Section 3

(a) *Election of remedies.* In the event an appeal is taken by an employee or the Union on behalf of an employee to the State Merit System Board, Division on Civil Rights, court, or other forum provided by law, the appellant (i.e., employee and/or Union) shall waive any right and shall not be entitled to pursue the matter further by means of the grievance procedure set forth herein.

(b) An aggrieved employee may be represented at all stages of the grievance procedure by a representative designated by the Union. If an employee chooses to present a grievance by himself or herself, the Union shall have the right to be present and to state its views at all stages of the grievance procedure.

(c) Failure of the grievant to file or advance a grievance within the prescribed time limits shall constitute forfeiture.

(d) Union representatives shall be afforded reasonable opportunity if necessary, upon request, to process grievances during working hours without loss of regular straight-time pay, provided that permission is obtained in advance from the appropriate department head or his/her designee if time away from the job is required.

(e) Time limits for filing or responding to grievances at any step may be extended by consent of the parties.

Section 4

Step 1

To be viable, the grievance must be filed within ten (10) working days of the occurrence that gave rise to the grievance. The grievance shall first be taken to the department head or designee, who shall make an effort to resolve the problem within five (5) working days. At this level, a complaint or grievance shall be in writing, and the response shall also be in writing.

Step 2

If not resolved at the aforementioned level, the grievant shall, within ten (10) working days, submit the grievance in writing to either the Chief Probation Officer or the Trial Court Administrator, as may be appropriate, or to their designees. A decision shall be rendered within ten (10) working days thereafter. If requested, a conference will be provided prior to the decision.

Step 3

If the grievant is not satisfied with the decision at the preceding step, he or she may choose to utilize one of the following options:

(a) The employee may appeal to the New Jersey Department of Personnel, where applicable, as provided by law; or

(b) The employee may appeal to the Assignment Judge, in which case the decision of the Assignment Judge shall be final. The Assignment Judge may hear the case himself or may designate a Court employee or other representative to hear the case and make recommenda-

tions to him. Alternatively, the Assignment Judge may consider the appeal on the basis of written submissions only. A decision will be rendered with reasonable promptness.

ARTICLE XXII DISCIPLINARY ACTIONS

Section 1

Any employee is entitled upon request to have Union-appointed representation at any disciplinary hearing. Employees who may be required as witnesses at such hearings, as well as the union representative, shall suffer no loss of regular straight-time pay, provided every effort is made to keep the loss of working time to a minimum.

Any employee who has reasonable suspicion to believe that he or she is to be suspended, discharged, or fired shall be entitled to a Union representative at such disciplinary meeting (or at an investigatory interview). It is understood that when the purpose of a meeting is to provide counseling, information, or instruction, representation is not required.

Section 2

It is expressly understood that all employees are obligated to comply conscientiously with all rules and regulations promulgated by the Employer, provided only that such rules and regulations do not conflict with the expressed provisions of the Agreement. It is also understood that matters such as moral turpitude, drunkenness, theft, drug abuse, insubordination, and fighting are reasons for termination.

Section 3

All disciplinary actions (*i.e.*, written reprimands, suspensions, fines, demotions, or discharge) shall be for just cause, provided that demotions or discharges resulting from layoffs or Department of Personnel bumping procedures are not to be considered as disciplinary actions.

A disciplinary grievance involving discharge or suspension, fine, or demotion may be submitted to the Assignment Judge in accordance with the established grievance procedure, except where pre-empted by an employee's statutory appeal rights to the Department of Personnel.

ARTICLE XXIII ACCESS TO PERSONAL FILES

Upon reasonable prior request, the non-confidential personnel records of any employee shall be open to the inspection of the employee. Copies of the contents shall be available upon request; any reproduction costs shall be paid by the employee.

**ARTICLE XXIV
JOB DESCRIPTIONS**

The Employer agrees to provide the Union copies of all job descriptions included in the bargaining unit, and subsequent changes as they are revised by the Employer.

**ARTICLE XXV
JOB OPENINGS**

Section 1

All job openings shall be posted on an appropriate bulletin board for a period of at least five (5) working days prior to filling such opening. However, such posting shall not be required in the case of regular appointments to be made from certifications issued by the New Jersey Department of Personnel. Employees may apply for posted positions within the five (5) working days. Nothing herein shall restrict the Employer's right to assign work on an interim basis.

Section 2

The Employer reserves sole determination to make promotional appointments. In all instances, the employees promoted must possess the skill, knowledge, and potential ability to learn the job within a reasonable period of time, to be determined by the Employer. When qualifications are substantially equal, the Employer will consider seniority before making the appointment.

**ARTICLE XXVI
LAYOFFS**

Section 1

The Employer agrees that the Union shall be given advance written notification if lay-offs are anticipated, stating the reasons for such action. Lay-offs shall be in accordance with Department of Personnel rules and regulations, where applicable.

Section 2

Provisional and unclassified employees who have been employed for more than ninety (90) days shall be entitled to twenty-one (21) days' notice in the event of layoff and shall be laid off and recalled on the basis of "last in, first out" per job title. In the event openings become available, laid-off employees will be eligible for recall in reverse order of layoff for a period of one (1) year from separation.

**ARTICLE XXVII
HEALTH AND SAFETY**

Section 1

There shall be a Health and Safety Committee composed of a maximum of five (5) members selected by the Employer and five (5) selected by the Union to review occupational safety and health concerns affecting the employees and to discuss possible remedies for such problems. The committee shall meet quarterly or as may be mutually agreed. In the event the Employer schedules a meeting of the Health and Safety Committee during working hours, employee members of the Committee shall suffer no loss of regular straight-time pay.

Section 2

Legal mandates regarding occupational and environmental health and safety incumbent upon the Employer shall continue to be observed.

Section 3

Protective devices required by the Employer for job operations shall be supplied without charge to the employee. Failure of employees to use protective devices provided will result in the employees being subject to discipline. The Employer agrees to take reasonable precautions concerning employees who, as a result of their jobs, are at a special risk of exposure to communicable diseases.

Section 4

Records of the Employer concerning chemicals used on the job by employees, and the result of any chemical test upon employees in the possession of the Employer shall be available for inspection by the Committee. In accordance with law and upon reasonable request and notice to the Employer, the Employer will furnish to the Union health and accident information which may be required by the Union in order to perform its representational duties. Where necessary, the Union will secure appropriate releases from employees involved regarding information affecting them.

**ARTICLE XXVIII
BULLETIN BOARDS**

Reasonable space will be provided by the Employer for Union materials to be posted on centrally located bulletin boards at such work sites as shall be mutually agreed upon. This space shall be designated solely for Union use.

**ARTICLE XXIX
LABOR-MANAGEMENT LIAISON**

Each party to this Agreement shall designate a representative to meet as necessary in order to promote harmonious labor relations by discussing and resolving problems of mutual concern. The representatives shall meet quarterly or by request of either party if circumstances warrant such a meeting. Such meetings shall be held outside of normal work hours unless mutually designated otherwise.

**ARTICLE XXX
SUPPLEMENTAL COMPENSATION FOR RETIREES**

Section 1

To qualify for compensation under this article, an employee must be eligible for and qualified to retire under the Pension Plan. In addition, the employee must have remaining an average of not less than nine (9) unused sick days per year for each year of service with the County, with the employee's worst year to be discarded.

Section 2

The supplemental one-time compensation for retirees will be based upon the following formula:

- (a) The number of unused sick days will be divided in half;
- (b) The result in "a" will be multiplied by the value of a day's pay for the employee at retirement;
- (c) The resultant figure will be the supplemental compensation benefit, but in no event can such benefit exceed the following maximum dollar amounts:

Effective January 1, 1989: \$4,000.00
Effective January 1, 1990: \$4,500.00
Effective January 1, 1991: \$5,000.00

**ARTICLE XXXI
EVALUATIONS**

Section 1

Each employee may be evaluated in writing at least once per year as management may deem necessary or as required by Department of Personnel rules and regulations or other such legal mandates. Nothing herein is intended to preclude corrective action by the Employer at any time management considers it necessary.

Section 2

Employees shall be informed of evaluation criteria as soon as developed by the Employer and informed of any subsequent changes in evaluation criteria.

Section 3

The completed evaluation shall be shown to the employee for review, and such employee shall affix his/her signature. Such signature shall not indicate agreement or disagreement with the contents of the evaluation. A copy will be furnished to the employee concerned.

Section 4

If requested, the supervisor or manager shall provide a conference to the employee in order to discuss the evaluation and improvement goals where applicable.

Section 5

If the employee disagrees with the evaluation, he/she may request a reconsideration and/or note exceptions to the official record.

Section 6

Appeal of the evaluation may be made through the grievance procedure, except that final and binding determination shall reside with the chief administrator. If the evaluation is a primary or contributing factor in any adverse action, the employee shall have such appeal rights as provided by law or this Agreement.

ARTICLE XXXII MANAGEMENT RIGHTS

Section 1

The Employer hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

(a) The executive management and administrative control of the County judiciary and its properties and facilities and activities of its employees by utilizing personnel, methods, and means of the most appropriate and efficient manner possible as may from time to time be determined by the Employer.

(b) To make rules of procedure and conduct, to introduce and use new and improved methods and equipment, to contract out for goods and services, to decide the number of employees needed for any particular time and to be in sole charge of the quality and quantity of the work required.

(c) The right of management to make, maintain, and amend such reasonable rules and regulations as it may from time to time deem best for the purpose of maintaining order, safety,

and/or the effective operation of the courts after advance notice thereof to the employees and to require compliance by the employees is recognized.

(d) To hire all employees, and subject to the provisions of law, to determine their qualifications and conditions of continued employment, or assignment, and to promote and transfer employees.

(e) To suspend, demote, discharge or take any other appropriate disciplinary action against any employee for good and just cause according to law.

(f) To lay off employees in the event of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive or for other legitimate reason.

(g) To subcontract any of the work performed by employees covered by this Agreement for reasons of economy or other legitimate business reasons provided the Union is consulted one hundred twenty (120) days in advance.

Section 2

In the exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Employer, the adoption of policies, rules, regulations, and practices and the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.

Section 3

Nothing contained herein shall be construed to deny or restrict the Judiciary of its rights, responsibilities, and authority under Court Rules or any other national, state, county or local laws or regulations.

ARTICLE XXXIII MAINTENANCE OF OPERATIONS

Section 1

It is recognized that the need for continued and uninterrupted operation of the Courts is of paramount importance to the citizens of the community and that there should be no interference with such operations.

Section 2

The Union covenants and agrees that neither the Union nor any person acting in its behalf, will cause, authorize, engage in, sanction, assist or support, nor will any of its members take part in, any strike, work stoppage, slowdown, walkout or other job action against the Employer during the term of this Agreement. It is understood that employees who participate in such activities may be subject to disciplinary action.

Section 3

Nothing contained in this Agreement shall be construed to limit or restrict the Employer in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach by the Union or its members.

ARTICLE XXXIV MILITARY LEAVE

Employees in the military service, including the New Jersey National Guard or United States Armed Forces Reserves, shall be entitled to such leave provisions as may be required by law. Employees with weekend military obligations whose normal work schedule requires them to work on some or all weekends may have their weekend work schedule amended by the Employer during such weeks so that there will be no conflict and the employment and military obligations may both be met without any additional cost to the Employer.

ARTICLE XXXV INDEMNIFICATION

The Employer will indemnify an employee for damages resulting from any tort claim or any civil violation of state or federal law arising out of the employee's job, if, in the opinion of the Employer, the acts committed by the employee upon which the damages are based did not constitute fraud, malice, willful misconduct, or intentional wrongdoing.

ARTICLE XXXVI FEDERAL AND STATE LAWS – SEVERABILITY

Section 1

The administrative and procedural provisions and controls of Civil Service Laws and the rules and regulations promulgated thereunder are to be observed in the administration of this Agreement, except to the extent that this Agreement pertains to subjects not therein contained or where this Agreement is contrary to or in conflict with such provisions and controls, and except to the extent inconsistent with New Jersey Court Rules and policies governing administration of the courts.

Section 2

In the event any Federal or State law or any determination having the force and effect of law (including rules, regulations, or directives of the Chief Justice, Supreme Court of New Jersey, or the Administrative Office of the Courts) conflicts with the provisions of this Agree-

ment, the provisions so affected shall no longer be operative or binding upon the parties, but the remaining portion of the Agreement shall continue in full force and effect. The parties will meet within 30 days to renegotiate the item so severed.

ARTICLE XXXVII FULLY-BARGAINED CLAUSE

Section 1

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. 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 or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

Section 2

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

ARTICLE XXXVIII TERM OF AGREEMENT

This Agreement shall be effective on the date of signing below immediately and shall continue in full force and effect through December 31, 1991, except salary increases described herein shall be retroactive to January 1, 1989 for current personnel. The parties shall commence negotiations on a successor Agreement pursuant to regulations of the Public Employment Relations Commission.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to affix their signatures this 19 day of September, 1989.

FOR THE UNION

Robert W. Money

Richard A. Darr

James C. Tice

FOR THE EMPLOYER

[Signature]
Bernard G. [unclear]

APPENDIX I
SALARY SCHEDULE A
Effective January 1, 1989

<i>Scale</i>	<i>Incr.</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Longevity</i>	
											<i>A</i>	<i>B</i>
00	336.98	11,233	11,570	11,907	12,244	12,580	12,917	13,254	13,591	13,928	309	393
01	364.48	12,149	12,514	12,878	13,243	13,607	13,972	14,336	14,701	15,065	334	425
02	379.14	12,638	13,017	13,396	13,775	14,154	14,534	14,913	15,292	15,671	348	442
03	394.45	13,148	13,543	13,937	14,332	14,726	15,121	15,515	15,910	16,304	362	460
04	410.47	13,682	14,093	14,503	14,914	15,324	15,735	16,145	16,556	16,966	376	479
05	427.34	14,245	14,672	15,099	15,527	15,954	16,381	16,809	17,236	17,663	392	499
06	445.13	14,838	15,283	15,728	16,173	16,618	17,063	17,508	17,953	18,399	408	519
07	463.77	15,459	15,923	16,386	16,850	17,314	17,778	18,242	18,705	19,169	425	541
08	483.30	16,110	16,593	17,076	17,560	18,043	18,526	19,010	19,493	19,976	443	564
10	503.80	16,793	17,297	17,801	18,305	18,809	19,313	19,816	20,320	20,824	462	588
11	525.26	17,509	18,034	18,559	19,085	19,610	20,135	20,660	21,186	21,711	481	613
12	547.96	18,265	18,813	19,361	19,909	20,457	21,005	21,553	22,101	22,649	502	639
13	571.63	19,054	19,626	20,198	20,769	21,341	21,913	22,484	23,056	23,627	524	667
14	596.57	19,886	20,482	21,079	21,675	22,272	22,869	23,465	24,062	24,658	547	696
15	622.78	20,759	21,382	22,005	22,628	23,250	23,873	24,496	25,119	25,741	571	727
16	650.28	21,676	22,326	22,977	23,627	24,277	24,927	25,578	26,228	26,878	596	759
17	679.21	22,640	23,320	23,999	24,678	25,357	26,036	26,716	27,395	28,074	623	792
18	709.50	23,650	24,359	25,069	25,778	26,488	27,197	27,907	28,616	29,326	650	828
19	741.27	24,709	25,450	26,192	26,933	27,674	28,416	29,157	29,898	30,639	680	865
20	774.73	25,824	26,599	27,374	28,148	28,923	29,698	30,473	31,247	32,022	710	904
21	809.77	26,992	27,802	28,612	29,421	30,231	31,041	31,851	32,661	33,470	742	945
22	846.64	28,221	29,068	29,915	30,761	31,608	32,454	33,301	34,148	34,994	776	988
23	885.28	29,509	30,395	31,280	32,165	33,051	33,936	34,821	35,706	36,592	812	1033
24	925.89	30,863	31,789	32,715	33,641	34,567	35,492	36,418	37,344	38,270	849	1080
25	968.62	32,287	33,256	34,224	35,193	36,162	37,130	38,099	39,068	40,036	888	1130
26	1013.37	33,779	34,792	35,806	36,819	37,832	38,846	39,859	40,873	41,886	929	1182
27	1060.28	35,343	36,403	37,463	38,523	39,584	40,644	41,704	42,764	43,825	972	1237

SALARY SCHEDULE B

Effective January 1, 1990

<i>Scale</i>	<i>Incr.</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Longevity</i>	
											<i>A</i>	<i>B</i>
00	350.46	11,682	12,032	12,383	12,733	13,084	13,434	13,785	14,135	14,486	321	409
01	379.06	12,635	13,014	13,393	13,773	14,152	14,531	14,910	15,289	15,668	347	442
02	394.30	13,143	13,538	13,932	14,326	14,721	15,115	15,509	15,903	16,298	361	460
03	410.23	13,674	14,085	14,495	14,905	15,315	15,726	16,136	16,546	16,956	376	479
04	426.89	14,230	14,656	15,083	15,510	15,937	16,364	16,791	17,218	17,645	391	498
05	444.43	14,814	15,259	15,703	16,148	16,592	17,037	17,481	17,925	18,370	407	519
06	462.93	15,431	15,894	16,357	16,820	17,283	17,746	18,209	18,672	19,134	424	540
07	482.32	16,077	16,560	17,042	17,524	18,007	18,489	18,971	19,453	19,936	442	563
08	502.63	16,754	17,257	17,759	18,262	18,765	19,267	19,770	20,273	20,775	461	586
10	523.96	17,465	17,989	18,513	19,037	19,561	20,085	20,609	21,133	21,657	480	611
11	546.27	18,209	18,755	19,302	19,848	20,394	20,941	21,487	22,033	22,579	501	637
12	569.87	18,996	19,566	20,136	20,705	21,275	21,845	22,415	22,985	23,555	522	665
13	594.50	19,817	20,411	21,006	21,600	22,195	22,789	23,384	23,978	24,572	545	694
14	620.43	20,681	21,302	21,922	22,542	23,163	23,783	24,404	25,024	25,645	569	724
15	647.69	21,590	22,237	22,885	23,533	24,180	24,828	25,476	26,123	26,771	594	756
16	676.29	22,543	23,219	23,896	24,572	25,248	25,925	26,601	27,277	27,953	620	789
17	706.38	23,546	24,252	24,959	25,665	26,371	27,078	27,784	28,491	29,197	648	824
18	737.88	24,596	25,334	26,072	26,810	27,547	28,285	29,023	29,761	30,499	676	861
19	770.93	25,698	26,468	27,239	28,010	28,781	29,552	30,323	31,094	31,865	707	899
20	805.72	26,857	27,663	28,469	29,274	30,080	30,886	31,692	32,497	33,303	739	940
21	842.16	28,072	28,914	29,756	30,598	31,440	32,283	33,125	33,967	34,809	772	983
22	880.50	29,350	30,231	31,111	31,992	32,872	33,753	34,633	35,514	36,394	807	1027
23	920.69	30,690	31,610	32,531	33,452	34,373	35,293	36,214	37,135	38,055	844	1074
24	962.92	32,097	33,060	34,023	34,986	35,949	36,912	37,875	38,838	39,801	883	1123
25	1007.36	33,579	34,586	35,593	36,601	37,608	38,616	39,623	40,630	41,638	923	1175
26	1053.90	35,130	36,184	37,238	38,292	39,346	40,400	41,454	42,507	43,561	966	1230
27	1102.69	36,756	37,859	38,962	40,064	41,167	42,270	43,372	44,475	45,578	1011	1286

SALARY SCHEDULE C

Effective July 1, 1990

<i>Scale</i>	<i>Incr.</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Longevity</i>	
											<i>A</i>	<i>B</i>
00	357.20	11,907	12,264	12,621	12,978	13,335	13,693	14,050	14,407	14,764	327	429
01	386.35	12,878	13,265	13,651	14,037	14,424	14,810	15,196	15,583	15,969	354	464
02	401.88	13,396	13,798	14,200	14,602	15,004	15,406	15,807	16,209	16,611	368	483
03	418.12	13,937	14,355	14,774	15,192	15,610	16,028	16,446	16,864	17,282	383	502
04	435.10	14,503	14,938	15,373	15,809	16,244	16,679	17,114	17,549	17,984	399	523
05	452.98	15,099	15,552	16,005	16,458	16,911	17,364	17,817	18,270	18,723	415	544
06	471.83	15,728	16,200	16,671	17,143	17,615	18,087	18,559	19,031	19,502	433	567
07	491.59	16,386	16,878	17,370	17,861	18,353	18,844	19,336	19,828	20,319	451	591
08	512.29	17,076	17,589	18,101	18,613	19,126	19,638	20,150	20,662	21,175	470	616
10	534.03	17,801	18,335	18,869	19,403	19,937	20,471	21,005	21,539	22,073	490	642
11	556.78	18,559	19,116	19,673	20,230	20,786	21,343	21,900	22,457	23,014	510	669
12	580.83	19,361	19,942	20,523	21,104	21,684	22,265	22,846	23,427	24,008	532	698
13	605.93	20,198	20,804	21,409	22,015	22,621	23,227	23,833	24,439	25,045	555	728
14	632.36	21,079	21,711	22,344	22,976	23,608	24,241	24,873	25,505	26,138	580	760
15	660.14	22,005	22,665	23,325	23,985	24,645	25,305	25,966	26,626	27,286	605	793
16	689.30	22,977	23,666	24,355	25,044	25,734	26,423	27,112	27,802	28,491	632	828
17	719.96	23,999	24,719	25,439	26,159	26,879	27,599	28,318	29,038	29,758	660	865
18	752.07	25,069	25,821	26,573	27,325	28,077	28,829	29,581	30,333	31,085	689	904
19	785.75	26,192	26,977	27,763	28,549	29,335	30,120	30,906	31,692	32,478	720	944
20	821.21	27,374	28,195	29,016	29,837	30,659	31,480	32,301	33,122	33,943	753	987
21	858.35	28,612	29,470	30,328	31,187	32,045	32,903	33,762	34,620	35,478	787	1031
22	897.44	29,915	30,812	31,709	32,607	33,504	34,402	35,299	36,197	37,094	823	1078
23	938.40	31,280	32,218	33,157	34,095	35,034	35,972	36,910	37,849	38,787	860	1128
24	981.44	32,715	33,696	34,678	35,659	36,640	37,622	38,603	39,585	40,566	900	1179
25	1026.73	34,224	35,251	36,278	37,305	38,331	39,358	40,385	41,412	42,438	941	1234
26	1074.17	35,806	36,880	37,954	39,028	40,102	41,177	42,251	43,325	44,399	985	1291
27	1123.89	37,463	38,587	39,711	40,835	41,959	43,082	44,206	45,330	46,454	1030	1351

SALARY SCHEDULE D

Effective January 1, 1991

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Longevity	
											A	B
00	378.63	12,621	13,000	13,378	13,757	14,135	14,514	14,893	15,271	15,650	347	455
01	409.53	13,651	14,061	14,470	14,880	15,289	15,699	16,108	16,518	16,927	375	492
02	426.00	14,200	14,626	15,052	15,478	15,904	16,330	16,756	17,182	17,608	390	512
03	443.21	14,774	15,217	15,660	16,103	16,546	16,990	17,433	17,876	18,319	406	533
04	461.20	15,373	15,835	16,296	16,757	17,218	17,679	18,141	18,602	19,063	423	554
05	480.16	16,005	16,485	16,966	17,446	17,926	18,406	18,886	19,366	19,846	440	577
06	500.14	16,671	17,172	17,672	18,172	18,672	19,172	19,672	20,172	20,673	458	601
07	521.09	17,370	17,891	18,412	18,933	19,454	19,975	20,496	21,017	21,538	478	626
08	543.03	18,101	18,644	19,187	19,730	20,273	20,816	21,359	21,902	22,445	498	653
10	566.07	18,869	19,435	20,001	20,567	21,133	21,700	22,266	22,832	23,398	519	680
11	590.19	19,673	20,263	20,853	21,443	22,034	22,624	23,214	23,804	24,394	541	709
12	615.68	20,523	21,138	21,754	22,370	22,986	23,601	24,217	24,833	25,448	564	740
13	642.28	21,409	22,052	22,694	23,336	23,979	24,621	25,263	25,905	26,548	589	772
14	670.31	22,344	23,014	23,684	24,354	25,025	25,695	26,365	27,036	27,706	614	805
15	699.75	23,325	24,025	24,725	25,424	26,124	26,824	27,524	28,223	28,923	641	841
16	730.66	24,355	25,086	25,816	26,547	27,278	28,008	28,739	29,470	30,200	670	878
17	763.16	25,439	26,202	26,965	27,728	28,491	29,254	30,018	30,781	31,544	700	917
18	797.19	26,573	27,370	28,167	28,965	29,762	30,559	31,356	32,153	32,951	731	958
19	832.90	27,763	28,596	29,429	30,262	31,095	31,928	32,761	33,593	34,426	763	1001
20	870.48	29,016	29,887	30,757	31,628	32,498	33,369	34,239	35,110	35,980	798	1046
21	909.85	30,328	31,238	32,148	33,058	33,968	34,878	35,787	36,697	37,607	834	1093
22	951.28	31,709	32,661	33,612	34,563	35,514	36,466	37,417	38,368	39,320	872	1143
23	994.70	33,157	34,151	35,146	36,141	37,136	38,130	39,125	40,120	41,114	912	1195
24	1040.33	34,678	35,718	36,758	37,799	38,839	39,879	40,920	41,960	43,000	954	1250
25	1088.34	36,278	37,366	38,455	39,543	40,631	41,720	42,808	43,896	44,985	998	1308
26	1138.62	37,954	39,093	40,231	41,370	42,509	43,647	44,786	45,924	47,063	1044	1368
27	1191.32	39,711	40,902	42,093	43,285	44,476	45,667	46,859	48,050	49,241	1092	1432

APPENDIX II
TITLES AND SCALES
(As of July 1, 1989)

#	HRS	PT	TITLE	#	HRS	PT	TITLE
02	32.5	Y	Account Clerk	13	32.5	N	Assistant Program Coordinator Non-Emergency Transportation
03	35	N	Account Clerk	18	35	N	Assistant Public Health Nurse Supervisor
03	32.5	Y	Account Clerk Typing	13	40	N	Assistant Supervising Mechanic
04	35	N	Account Clerk Typing	15	35	N	Assistant Supervising Road Inspector
15	32.5	N	Accountant	12	35	N	Assistant Supervisor Building Service
11	32.5	N	Accounting Assistant	13	40	N	Assistant Supervisor Roads
18	32.5	N	Administrative Analyst	15	35	N	Assistant Supervisor Traffic Signal
19	35	N	Administrative Analyst	10	40	N	Boiler Operator
12	32.5	N	Administrative Clerk	02	32.5	N	Bookkeeping Machine Operator
13	35	N	Administrative Clerk	02	32.5	N	Bookkeeping Machine Operator Typing
12	32.5	N	Administrative Secretary	14	35	N	Bridge Construction Inspector/Road Inspector
14	35	N	Administrative Secretary	07	40	N	Bridge Repairer
04	32.5	N	Admitting Clerk Typing	15	40	N	Bridge Repairer Foreman M/W
05	32.5	N	Advertising and Sales Clerk	02	35	Y	Building Maintenance Worker
15	32.5	N	Analyst Grant Applications	04	40	Y	Building Maintenance Worker
	32.5	N	Assignment Clerk Family Court	07	35	N	Building Service Foreman M/W
13	40	N	Assistant Bridge Repairer Foreman M/W	07	40	N	Building Service Foreman M/W
22	35	N	Assistant Chief Sanitary Inspector	01	35	Y	Building Service Worker
22	35	N	Assistant Chief Sanitary Inspector Environmental Sanitation	02	40	N	Building Service Worker
	32.5	N	Assistant Civil Case Manager	04	40	N	Building Service Worker/Groundskeeper
14	40	N	Assistant Communications Technician	11	35	N	Carpenter
13	32.5	N	Assistant County Superintendent of Weights and Measures	04	32.5	N	Cashier
17	32.5	N	Assistant Director Office for the Handicapped	05	35	N	Cashier
13	32.5	N	Assistant District Recycling Coordinator	05	32.5	N	Cashier Typing
16	35	N	Assistant Engineer Highways	06	35	N	Cashier Typing
15	35	N	Assistant Maintenance Supervisor	06	32.5	N	Chauffer
17	35	N	Assistant Nutrition Program Coordinator WIC Program	18	32.5	N	Chemist Water Analysis
14	32.5	N	Assistant Planner	13	32.5	N	Chief Clerk
				17	32.5	N	Chief Court Clerk
				17	32.5	N	Chief Probate Clerk

23	35	N	Chief Sanitary Inspector	13	32.5	N	Deputy Clerk of the Superior Court Special Civil Part
23	35	N	Chief Sanitary Inspector Environmental Sanitation	13	32.5	N	Deputy County Superintendent of Weights & Measures
01	32.5	Y	Clerk	16	32.5	N	Deputy Work Release Administrator
02	35	N	Clerk	18	32.5	N	Diet Counselor
03	32.5	Y	Clerk Stenographer	16	40	N	Dietitian
04	35	N	Clerk Stenographer	19	32.5	N	Director of Social Rehabilitation Services
02	32.5	Y	Clerk Transcriber	21	32.5	N	Director Office of the Handicapped
03	35	N	Clerk Transcriber	02	32.5	Y	Docket Clerk
02	32.5	Y	Clerk Typist	03	32.5	N	Docket Clerk Typing
03	35	N	Clerk Typist	07	32.5	N	Drafting Technician
03	32.5	N	Clerk Typist/Interpreter Bilingual in Spanish and English	07	35	N	Drafting Technician
04	35	N	Clerk Typist/Interpreter Bilingual in Spanish and English	21	32.5	N	Education and Training Coordinator
03	35	Y	Clinic Attendant	11	35	N	Electrician
07	40	N	Communications Operator	12	40	Y	Emergency Medical Technicisn Dispatcher
15	40	N	Communications Technician	14	32.5	N	Employment Counselor
05	32.5	N	Community Service Aide Typing	13	32.5	N	Employment Specialist
07	32.5	N	Composing Machine Operator	07	35	Y	Engineering Aide
07	32.5	N	Computer Operator	27	35	N	Environmental Health Coordinator
05	40	N	Cook	26	32.5	N	Environmental Program Administrator
11	32.5	N	Coordinator Child Placement Review	14	35	N	Environmental Specialist
08	32.5	N	Coordinator Juvenile Conference Committees	16	32.5	N	Environmental Specialist Educational Programs
19	32.5	N	Coordinator of Public Transportation	17	35	N	Environmental Specialist Hazardous Substances
20	32.5	N	Coordinator of Special Transportation	11	32.5	N	Examiner Education Credentials
15	40	N	Coordinator of Volunteers	07	32.5	N	Execution Clerk
16	32.5	N	Coordinator Recycling Program	08	32.5	N	Execution Clerk Typing
17	32.5	N	Coordinator Vocational Services	15	32.5	N	Executive Assistant
22	35	N	County Alcoholism Coordinator/Employee Assistance Counselor	15	32.5	N	Field Representative County Board of Taxation
07	40	Y	County Park Ranger	16	35	N	Field Representative Disease Control
00	35	Y	Court Aide	12	35	N	Field Representative Health Education
00	35	Y	Court Attendant	21	32.5	N	Fiscal Officer
08	32.5	N	Court Clerk	22	35	N	Fiscal Officer
10	32.5	N	Court Clerk/Principal Clerk Stenographer	23	35	N	Fiscal Officer/Senior Administrative Analyst
03	32.5	N	Data Entry Machine Operator				
04	35	N	Data Entry Machine Operator				

14	40	N	Food Service Manager	01	32.5	N	Mail Clerk
02	40	Y	Food Service Worker	06	35	Y	Maintenance Repairer
06	32.5	N	Four-H Program Assistant	07	35	N	Maintenance Repairer Painter
21	40	Y	Graduate Nurse	18	35	N	Maintenance Superintendent
15	35	Y	Graduate Nurse Public Health	16	35	N	Maintenance Supervisor
02	35	Y	Groundskeeper	16	32.5	N	Management Specialist
04	40	Y	Groundskeeper	22	32.5	N	Manager Mobile Meals Program
12	40	N	Head Cook	12	40	N	Mechanic
22	40	N	Head Nurse	06	40	N	Mechanic's Helper
07	35	N	Health Aide	19	35	N	Medical Social Worker
08	35	N	Health Aide Bilingual in Spanish and English	17	32.5	N	Mental Health Administrator
21	35	N	Health Educator	01	32.5	Y	Messenger
21	35	N	Health Educator Bilingual in Spanish and English	02	32.5	N	Microfilm Machine Operator
07	32.5	N	Health Insurance Benefits Clerk Typing	10	32.5	N	Microfilm Systems Supervisor
12	40	N	Heavy Equipment Operator	05	32.5	Y	Museum Attendant
02	32.5	Y	Index Clerk	16	32.5	N	Museum Curator
03	32.5	N	Index Clerk Typing	21	35	Y	Nurse Practitioner Obstetrics and Gynecology
19	35	N	Industrial Hygienist	21	35	N	Nurse Practitioner Pediatrics
11	32.5	N	Industrial Representative	22	35	N	Nutrition Program Coordinator WIC Program
10	35	N	Inspector Road Openings	08	40	N	Occupational Therapy Aide
03	40	Y	Institutional Attendent	06	32.5	Y	Omnibus Operator
08	32.5	N	Investigator Consumer Protection	03	32.5	N	Operator Automated Typewriter Stenography
10	35	N	Investigator Probation	11	35	N	Painter
15	40	N	Investigator Public Works	15	32.5	N	Paralegal Specialist
13	32.5	N	Job Developer	14	40	N	Park Naturalist
04	32.5	N	Jury Panel Clerk	03	32.5	N	Payroll Clerk Typing
06	40	Y	Juvenile Detention Officer	12	32.5	N	Payroll Supervisor
14	32.5	N	Laboratory Technician	11	32.5	N	Photographer
03	35	Y	Laborer	07	32.5	Y	Planning Aide
05	40	Y	Laborer	11	35	N	Plumber
16	35	N	Land Surveyor	14	40	N	Practical Nurse
17	32.5	N	Landscape Architect	07	32.5	N	Principal Account Clerk
02	40	N	Laundry Worker	08	35	N	Principal Account Clerk
05	32.5	N	Legal Stenographer				
04	32.5	N	Library Psge				

10	32.5	N	Principal Account Clerk Stenography	16	32.5	N	Program Development Specialist Community Service
11	35	N	Principal Account Clerk Stenography	15	32.5	N	Program Development Specialist Criminal Justice
08	32.5	N	Principal Account Clerk Typing	13	32.5	N	Program Monitor
10	35	N	Principal Account Clerk Typing	19	35	N	Program Specialist Special Child Health Services
19	32.5	N	Principal Accountant	13	32.5	Y	Project Coordinator Crime Prevention Program
07	32.5	N	Principal Bookkeeping Machine Operator Typing	19	32.5	N	Project Director Nutrition Program for the Elderly
10	32.5	N	Principal Cashier Typing	10	35	N	Public Health Investigator
11	35	N	Principal Cashier Typing	15	35	N	Public Health Laboratory Technician
06	32.5	N	Principal Clerk	16	35	Y	Public Health Nurse
07	35	N	Principal Clerk	20	35	N	Public Health Nurse Supervisor
08	32.5	N	Principal Clerk Stenographer	23	35	N	Public Health Nutritionist
10	35	N	Principal Clerk Stenographer	12	32.5	N	Public Information Officer
07	32.5	N	Principal Clerk Transcriber	03	32.5	N	Purchasing Assistant
08	35	N	Principal Clerk Transcriber	04	32.5	N	Purchasing Assistant Typing
07	32.5	Y	Principal Clerk Typist	18	40	N	Radio Technician
08	35	N	Principal Clerk Typist	03	32.5	N	Receptionist Typing
08	32.5	N	Principal Data Entry Machine Operator	04	35	N	Receptionist Typing
10	35	N	Principal Data Entry Machine Operator	04	32.5	N	Receptionist/Senior Clerk Transcriber
07	32.5	N	Principal Docket Clerk	05	35	N	Receptionist/Senior Clerk Transcriber
08	32.5	N	Principal Docket Clerk Typing	03	32.5	N	Receptionist/Telephone Operator
12	35	N	Principal Drafting Technician	04	35	N	Receptionist/Telephone Operator
20	35	N	Principal Engineer	02	32.5	N	Recorder Operator Courts
12	35	N	Principal Engineering Aide	11	32.5	N	Recreation Program Coordinator
08	32.5	N	Principal Engineering Clerk	16	32.5	N	Recreation Program Specialist
07	32.5	N	Principal Index Clerk	18	32.5	N	Recreation Supervisor
07	32.5	N	Principal Microfilm Machine Operator	18	32.5	N	Recreation Supervisor Handicapped Program
08	32.5	N	Principal Payroll Clerk	08	40	Y	Recreation Therapy Aide
18	32.5	N	Principal Planner	06	32.5	N	Research Aide
19	32.5	N	Principal Planner Data Management	13	32.5	N	Research Assistant
19	32.5	N	Principal Planner Solid Waste Management	13	32.5	N	Research Assistant Criminal Information
19	32.5	N	Principal Planner Transportation	13	35	N	Road Inspector
12	32.5	N	Principal Planning Aide	17	35	N	Sanitary Inspector
21	35	N	Principal Sanitary Inspector	13	35	N	Sanitary Inspector Trainee
07	32.5	N	Probate Clerk				
16	32.5	N	Program Analyst				
13	32.5	N	Program Development Specialist Aging				

04	32.5	N	Sanitary Landfill Caretaker	10	35	N	Senior Drafting Technician
03	40	N	Seamstress	13	35	N	Senior Electrician
11	32.5	N	Secretarial Assistant Typing	14	40	N	Senior Emergency Medical Technician Dispatcher
12	35	N	Secretarial Assistant Typing	15	32.5	N	Senior Employment Specialist
04	32.5	Y	Senior Account Clerk	10	32.5	N	Senior Employment Test Monitor
05	32.5	Y	Senior Account Clerk Typing	18	35	N	Senior Engineer
06	35	N	Senior Account Clerk Typing	17	35	N	Senior Engineer Hydraulic
05	32.5	N	Senior Account Clerk/Telephone Operator	10	35	N	Senior Engineering Aide
06	35	N	Senior Account Clerk/Telephone Operator	11	32.5	N	Senior Execution Clerk
17	32.5	N	Senior Accountant	18	35	N	Senior Field Representative Disease Control
20	40	N	Senior Administrative Analyst	06	40	N	Senior Groundskeeper
12	40	N	Senior Boiler Operator	04	32.5	N	Senior Index Clerk
04	32.5	N	Senior Bookkeeping Machine Operator	05	32.5	N	Senior Index Clerk Typing
04	32.5	N	Senior Bookkeeping Machine Operator Typing	12	35	N	Senior Inspector Road Openings
17	35	N	Senior Bridge Construction Inspector/Senior Road Inspector	04	40	Y	Senior Institutional Attendant
10	40	N	Senior Bridge Repairer	11	32.5	N	Senior Investigator Consumer Protection
04	35	N	Senior Building Maintenance Worker	12	35	N	Senior Investigator Probation
13	35	N	Senior Carpenter	08	40	Y	Senior Juvenile Detention Officer
07	32.5	N	Senior Cashier Typing	03	40	N	Senior Laundry Worker
08	35	N	Senior Cashier Typing	07	32.5	N	Senior Legal Stenographer
02	32.5	N	Senior Citizen Program Aide	08	35	N	Senior Maintenance Repairer
03	32.5	N	Senior Clerk	13	40	N	Senior Mechanic
05	32.5	N	Senior Clerk Stenographer	05	32.5	N	Senior Medical Record Clerk
06	35	N	Senior Clerk Stenographer	19	40	N	Senior Medical Social Worker
04	32.5	N	Senior Clerk Transcriber	07	32.5	N	Senior Medical Stenographer
05	35	N	Senior Clerk Transcriber	04	32.5	N	Senior Microfilm Machine Operator
04	32.5	N	Senior Clerk Typist	11	40	N	Senior Occupational Therapy Aide
05	35	N	Senior Clerk Typist	04	32.5	Y	Senior Payroll Clerk
08	32.5	N	Senior Communications Operator	05	32.5	N	Senior Payroll Clerk Typing
08	32.5	N	Senior Community Service Aide Typing	16	32.5	N	Senior Planner
07	40	N	Senior Cook	16	32.5	N	Senior Planner Community Development Program
10	40	N	Senior County Park Ranger	17	32.5	N	Senior Planner Transportation
11	32.5	N	Senior Court Clerk	10	32.5	N	Senior Planning Aide
05	32.5	N	Senior Data Entry Machine Operator				
06	35	N	Senior Data Entry Machine Operator				
04	32.5	N	Senior Docket Clerk				
05	32.5	N	Senior Docket Clerk Typing				

13	35	N	Senior Plumber	08	40	N	Storekeeper Automotive
16	40	Y	Senior Practical Nurse	10	32.5	N	Supervising Account Clerk
10	32.5	N	Senior Probate Clerk	11	35	N	Supervising Account Clerk
17	32.5	N	Senior Program Analyst	11	32.5	N	Supervising Account Clerk Stenography
18	32.5	N	Senior Program Development Specialist Community Service	12	35	N	Supervising Account Clerk Stenography
12	35	N	Senior Public Health Investigator	11	32.5	N	Supervising Account Clerk Typing
16	35	N	Senior Public Health Nurse	12	35	N	Supervising Account Clerk Typing
06	32.5	N	Senior Purchasing Assistant Typing	11	32.5	N	Supervising Bookkeeping Machine Operator
04	32.5	N	Senior Receptionist	12	35	N	Supervising Clerk Stenographer
05	35	N	Senior Receptionist	12	35	N	Supervising Clerk Stenographer
05	32.5	N	Senior Receptionist Typing	10	32.5	N	Supervising Clerk Typist
06	35	N	Senior Receptionist Typing	11	35	N	Supervising Clerk Typist
05	32.5	N	Senior Receptionist/Telephone Operator	12	40	N	Supervising County Park Ranger
06	35	N	Senior Receptionist/Telephone Operator	16	40	N	Supervising Emergency Medical Technician Dispatcher
11	40	N	Senior Recreation Therapy Aide	17	32.5	N	Supervising Employment Specialist
16	35	N	Senior Road Inspector	26	35	N	Supervising Engineer
19	35	N	Senior Sanitary Inspector	26	35	N	Supervising Engineer Bridges
17	40	N	Senior Social Worker Juvenile Rehabilitation	15	35	N	Supervising Engineering Aide
03	40	N	Senior Stock Clerk	18	40	N	Supervising Heavy Equipment Operator
10	40	N	Senior Storekeeper	10	32.5	N	Supervising Index Clerk
05	32.5	N	Senior Telephone Operator	10	32.5	N	Supervising Index Clerk Typing
06	32.5	N	Senior Telephone Operator Typing	07	40	N	Supervising Institutional Attendant
08	35	N	Senior Traffic Maintenance Worker	11	40	N	Supervising Juvenile Detention Officer
13	35	N	Senior Traffic Signal Electrician	11	35	N	Supervising Maintenance Repairer
00	35	Y	Sergeant-at-Arms	15	40	N	Supervising Mechanic
03	32.5	Y	Site Manager Nutrition Program for the Elderly	20	32.5	N	Supervising Planner
16	32.5	N	Social Rehabilitation Therapist Penal Institution	12	32.5	N	Supervising Telephone Operator
11	32.5	N	Social Service Assistant Typing	15	35	N	Supervisor Building Service
18	35	N	Social Worker Health	15	40	N	Supervisor Building Service
15	40	N	Social worker Institutions	16	32.5	N	Supervisor Job Development
15	40	N	Social Worker Juvenile Rehabilitation	13	32.5	N	Supervisor of Data Entry Machine Operations
15	32.5	N	Specification Writer Purchasing	12	32.5	N	Supervisor of Records
01	40	N	Stock Clerk	12	40	N	Supervisor Parks
06	35	N	Storekeeper	11	40	N	Supervisor Recreation Maintenance
08	40	N	Storekeeper	15	40	N	Supervisor Roads
				14	35	N	Supervisor Traffic Maintenance

17	35	N	Supervisor Traffic Signal
15	32.5	Y	Tax Research Examiner and Investigator
15	32.5	N	Teacher Juvenile Facilities
15	32.5	N	Teacher Special Education
03	32.5	Y	Telephone Operator
04	32.5	N	Telephone Operator Typing
15	35	N	Traffic Analyst
24	35	N	Traffic Engineer
10	35	N	Traffic Investigator
06	35	N	Traffic Maintenance Worker
11	35	N	Traffic Signal Electrician
08	35	N	Traffic Signal Repairer
11	32.5	N	Trainee Weights and Measures
07	40	N	Tree Climber
06	40	N	Truck Driver
03	40	N	Ward Clerk
12	40	N	Welder
03	32.5	N	Word Processing Operator
04	35	N	Word Processing Operator
19	32.5	N	Work Release Administrator
10	40	N	Youth Group Worker
17	32.5	N	Youth Opportunity Coordinator