

**COLLECTIVE BARGAINING AGREEMENT
BETWEEN
HIGHLAND PARK PUBLIC LIBRARY
BOARD OF TRUSTEES**

AND

**MIDDLESEX COUNCIL NO. 7
NEW JERSEY CIVIL SERVICE ASSOCIATION**

TERM: JANUARY 1, 2008, THROUGH DECEMBER 31, 2011

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PREAMBLE

THIS AGREEMENT made this 14th day of November 2008, between HIGHLAND PARK PUBLIC LIBRARY BOARD OF TRUSTEES (hereinafter referred to as the “Employer”) and MIDDLESEX COUNCIL NO. 7, NEW JERSEY CIVIL SERVICE ASSOCIATION (hereinafter referred to as the “Association”).

WHEREAS, the Association has been selected as the bargaining agent by the employees to be defined, and said Association has been recognized as such by the Employer, and

WHEREAS, the Association and the Employer have engaged in negotiations;

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

ARTICLE I

RECOGNITION

The Association is hereby designated as the bargaining agent for all employees only in the job titles set forth on Schedule A attached hereto and made a part hereof.

ARTICLE II
ASSOCIATION REPRESENTATIVES

A. The Association shall have the right to designate such of its members as it, in its sole discretion deems necessary to act as Association representatives and/or shop stewards and such Association representatives and/or shop stewards shall not be discriminated against due to their legitimate Association activities.

B. Association officers, representatives, and/or shop stewards not to exceed two individuals shall have the right to enter upon the premises of the Borough during working hours for the purpose of conducting normal duties relative to the enforcement of this Agreement, provided reasonable advance notice is given and so long as such visits do not interfere with proper service to the public, or the normal duties of the employees. The limitation above does not apply to collective negotiations.

C. It is agreed that the Association will furnish to the Employer a list of duly elected or appointed Association officers, representatives, and shop stewards within ten (10) days after election or appointment each year. While serving as an Association representative and/or shop steward, an employee will not be promoted, re-assigned or transferred to another location without seven (7) days prior written notice to the Association President.

D. An Association officer, representative, and /or shop steward may arrange to check time cards and time sheets at reasonable times, upon reasonable notice.

E. No more than two (2) Association employees will be paid their normal compensation for negotiation sessions attended during work hours. No more than five (5) Association employees may attend any negotiation session, so long as the Association membership does not exceed thirty-five (35) members.

ARTICLE III
DUES CHECK-OFF

A. The Employer shall deduct Association dues from the earnings of each Association member provided the employee executes a written authorization for such dues deduction, and provided the Association furnishes said authorization to the Employer fifteen (15) days prior to the employee's pay day. Dues will be deducted and will not be retroactive. The Employer shall deduct the sum of eight (\$8.00) Dollars from each member's first twenty-four (24) pay checks for a total sum as is approved by the Association for a total sum of \$192.00 per year or such other sum as is approved by the Association from time to time in its sole discretion, upon notice to the Employer. The Employer shall continue to deduct said dues until an employee properly resigns as a member of the Association in accordance with the Association's By-Laws and proper written notice thereof is sent to the Employer by the Association.

B. The Employer shall deduct a representation fee in lieu of dues from each employee who is not a member of the Association but who is covered by this Agreement. The Employer shall deduct the sum in the amount of eighty-five (85 %) percent of the Association dues as is approved by the Association, from time to time, in its sole discretion, upon notice to the Employer.

C. The Association shall indemnify, defend, and save the Employer harmless against any claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken by the Employer in reliance upon salary deduction authorization cards as furnished by the Association to the Employer or in reliance upon the official notification on the letterhead of the Association and signed by the President of the Association, advising of such changed deduction. The Association shall not indemnify, defend, or save harmless the Employer from its own negligence concerning dues check-off.

ARTICLE IV
HOURS OF WORK

A. Full-time employees shall work thirty-five (35) hours per week, according to the following schedule: 10:00 a.m. – 5:00 p.m., four (4) days per week, and 1:00 – 9:00 p.m., one (1) day per week. A one (1) hour Supper break is provided when working from 1:00 p.m. – 9:00 p.m.

B. Changes in the work schedule of full-time employees, due to changes in summer hours, employee sickness, or an emergency, may have to be made and will be done so within the thirty-five (35) hour work week, subject to the approval of the Library Director.

C. Full-time professional librarians, hired prior to January 1, 1986, will work every third (3rd) Saturday, except as set forth in paragraph D below. Full-time non-professional employees, hired prior to January 1, 1986, will work every fourth (4th) Saturday, except as set forth in paragraph D below.

D. All full-time employees, hired prior to January 1, 1986, will work a total of two (2) Saturdays during the ten (10) week period beginning the last week of June and ending the first week of September, to be scheduled in conformity with vacation schedules. The hours of work on these Saturdays during the aforesaid ten (10) week period are 10:00 a.m. to 2:00 p.m. When a full-time employee works on a Saturday during the aforesaid ten (10) week period he or she will be granted compensatory leave at the rate equal to one and one-half times the number of hours worked on the Saturday.

E. All full-time employees hired after January 1, 1986, will be scheduled to work every other Saturday as part of their regular workweek.

F. Full-time employees hired after January 1, 1986, will be scheduled to work on Sundays as part of their regular workweek in accordance with a rotating schedule prepared by the Library Director, such that each full-time employee hired after January 1, 1986, will work the same number of Sundays in each calendar year. Full-time professional librarians hired prior to January 1, 1986, will be scheduled to work from 12:30 p.m. to 5:00 p.m. on no more than six (6) Sundays per calendar year. These Sundays will be scheduled in writing and in advance by the

Library Director. Full-time professional librarians hired prior to January 1, 1986, who work these six (6) Sundays per calendar year, shall receive compensatory leave at the rate equal to one and one-half times the number of hours worked on these Sundays.

G. Employees shall be paid from the time of their arrival at the first location of the day required by the Employer to the last such required location.

H. Habitual tardiness may be cause for discipline up to and including discharge.

ARTICLE V
OVERTIME

A. Employees scheduled to work beyond thirty-five (35) hours per week shall be granted compensatory leave equal to one and one-half (1 ½) times the number of additional hours worked.

B. Except as provided in paragraph C, employees requested or scheduled to work on any holiday set forth in Article XII shall be granted compensatory leave equal to two and one-half (2 ½) times the number of holiday hours worked.

C. Employees requested or scheduled to work on either New Year's Day, July 4, Thanksgiving Day, or Christmas Day shall be granted compensatory leave equal to three (3) times the number of hours worked on those holidays.

D. In computing overtime compensation or compensatory leave, one-quarter (1/4) hour shall be the smallest fraction of an hour to be reported.

E. Overtime shall be distributed, in so far as practicable, in accordance with seniority and title, provided employees are qualified to do the work and provided no emergency exists where the Employer does not have the time to contact the employee with the most seniority possessing the skills necessary to perform the emergency work. This provision does not relate to contiguous overtime where the job must be completed.

F. In the event an employee completes his or her regularly scheduled work and who after leaving the Employer's premises, is called to return to work, said employee shall be granted the applicable compensatory leave. In the event an employee is called to return to work on any holiday included in Article XII, or between the hours of 12 a.m. and 6:00 a.m. on any day, the employee shall be granted a minimum of four (4) hours of straight compensatory time, regardless whether said hours are actually worked, except that an employee called to return to work at a time which is less than four (4) hours prior to the start of his or her next regular shift or work period shall not receive a minimum of four (4) hours compensatory time, but shall receive the applicable compensatory time rate only for the hours worked prior to the commencement of the shift. In the event said employee is called to return to work at any other time, the employee shall be granted a minimum of two (2) hours straight compensatory time, regardless whether said

hours are actually worked. If an employee is called in more than one (1) time within the same two or four hour call-out period, the employee shall receive only one (1) minimum pay amount.

G. Compensatory leave shall be scheduled at mutually convenient times. All compensatory leave must be used no later than two (2) months after the end of the month in which it is earned, unless specific written authorization due to the press of library business from the Library Director is received to extend the two (2) months, in which event all compensatory time must be used no later than December 31 of the year following the year it is earned.

H. There will be no pyramiding of compensatory leave.

I. On March 15 of each year the Employer shall furnish to each employee a written record of the employee's compensatory time used, compensatory time unused, and total accumulated unused compensatory time. Each employee must return a signed copy of the written record within thirty (30) days of receipt indicating agreement or disagreement.

ARTICLE VI

WAGES

A. 1. Effective January 1, 2008, all full-time employees will receive a three percent (3.00%) salary increase over their December 31, 2007 base salary.

2. Effective January 1, 2009, all full-time employees will receive a three and one quarter percent (3.25%) salary increase over their December 31, 2008 base salary.

3. Effective January 1, 2010, all full-time employees will receive a three and one quarter percent (3.25%) salary increase over their December 31, 2009 base salary.

4. Effective January 1, 2011, all full-time employees will receive a three and three thirty-fifths percent (3.35%) salary increase over their December 31, 2010 base salary.

B. All employee paychecks shall be delivered to the employees in sealed envelopes.

C. Salaries and step increments for the various job titles in the unit shall be as set forth in the Salary Schedule as set forth on Schedule B. This will include the wage increases listed in Paragraph A.

D. The Employer reserves the right in its sole discretion to give new employees additional salary guide credit to reflect other work experience.

E. All employees in the aforementioned salary guide shall receive step increases as follows: If an employee is hired between January 1 and June 30 of any calendar year, his or her first step increase date is the following January 1, with subsequent step increases on every January 1 thereafter. If an employee is hired between July 1 and December 31 of any calendar year, then his or her first step increase date is the next January 1; with the third and all subsequent step increase dates on the January 1 thereafter.

F. New employees must complete their ninety (90) day probationary period prior to being eligible for a negotiated wage increase and/or a step increment. Upon successfully completing the ninety (90) day probationary period, the salary increase and/or step increment will not be retroactive.

ARTICLE VII
WAGE INCREASE ELIGIBILITY

All employees in this bargaining unit being carried on the Employer's payroll on January 1, 2008, or who commence employment on or after that date and all employees on approved leaves of absences shall receive the wage increase with the following exceptions:

A. All wage increases hereunder shall be retroactive to January 1, 2008, or in the case of employees hired after January 1, 2008, retroactive to date of hire.

B. Employees who sever employment with the Employer prior to November 14, 2008, shall not be included in the wage increase, unless the employment was severed due to retirement. A person who has retired (as defined by the pension laws) will be eligible for the increase due from January 1, 2008 to retirement date.

ARTICLE VIII
NEW EMPLOYEES

A. It is the intention of the Employer in cooperation with the Association to start all new employees at the first step/minimum of the salary range for that position. Exceptions to this policy, if they should occur, shall be communicated in writing to the Association President.

B. The Employer shall advise the Association of the name and address of each new employee hired who is covered under this Agreement. This advice shall be given on a monthly basis and the Association shall advise the Employer at least ten working days prior to the next pay period whether the employee is an Association member so the Employer can effect a payroll deduction for Association dues or a representation fee in lieu of dues.

C. The Employer retains the right to give additional salary step credit to reflect outside work experience.

D. Employees who are at the top step of their title will move to the next title and salary guide upon recommendation from the Library Director and upon approval from the Library Board. If the Library Director is not going to recommend movement to the next title because of an employee's performance, the employee and the union shall receive written notice at least sixty (60) days in advance of the date the employee would have moved to the next title, said notice to include the reasons for the recommendation. The Library Director's decision not to recommend movement to the next title shall not be arbitrary, capricious or unreasonable. The union and employee may challenge the decision through the grievance procedure and must establish that the Director's decision was arbitrary, capricious or unreasonable.

ARTICLE IX
PROMOTIONS

A. Any employee promoted shall receive as his or her new annual salary the greater of (a) \$250.00 increase over his or her existing annual base salary, or (b) the minimum of the salary range for the new position. An increase in pay due to a promotion shall not preclude an employee from receiving the wage increases set forth in Article VI.

B. A promotion shall be defined as follows: an advancement in job classification having new duties of greater difficulty or responsibility; or advancement into a new job classification having a salary range with a greater maximum than the prior job classification.

C. All vacancies and job titles covered under this Agreement and all temporary work assignments which shall exceed thirty consecutive work days (to the extent known in advance) shall be posted in writing by the Employer for a period of one week. In addition, a copy of said notice shall be given to the Association at the time of posting. In filling such vacancies, the Employer may give preference to existing employees over new employees, provided the existing employee is qualified to perform duties of the position. The Employer, in its sole discretion shall determine the qualifications of the existing employee.

D. Employees who are at the top step of their title will move to the next title and salary guide upon recommendation from the Library Director and upon approval from the Library Board. If the Library Director is not going to recommend movement to the next title because of an employee's performance, the employee and the union shall receive written notice at least 60 days in advance of the date the employee would have moved to the next title, said notice to include the reasons for the recommendation. The Library Director's decision not to recommend movement to the next title shall not be arbitrary, capricious or unreasonable. The union and employee may challenge the decision through the grievance procedure and must establish that the Director's decision was arbitrary, capricious or unreasonable.

ARTICLE X
LONGEVITY

A. Subject to the monetary cap in paragraph C. below, all employees hired before January 1, 1986, shall be entitled to receive longevity payments which in 2008 will be based on upon their 2008 annual salary, which in 2009 will be based upon their 2009 annual salary, which in 2010 will be based upon their 2010 salary, and which in 2011 will be based upon their 2011 annual salary, commencing with the completion of the fifth year of service as follows:

Beginning with 6 through 10 years of service - 2 percent

Beginning with 11 through 15 years of service - 3 percent

Beginning with 16 through 20 years of service - 4 percent

Beginning with 21 years of service and over - 5 percent

B. All employees hired after January 1, 1986, shall commence longevity entitlement with the completion of the seventh year of service as follows:

Beginning with 8 through 10 years of service - 2 percent

Beginning with 11 through 15 years of service - 3 percent

Beginning with 16 through 20 years of service - 4 percent

Beginning with 21 years of service and over - 5 percent

C. Longevity for employees hired prior to January 1, 1986 shall have their longevity capped at two thousand five hundred (\$2,500) dollars.

D. Longevity for employees hired on or after January 1, 1986 shall have their longevity capped at two thousand (\$2,000) dollars.

E. Employees who are hired after December 31, 1997 shall not be entitled to any longevity.

ARTICLE XI
MEDICAL BENEFITS

A. The Library agrees to continue to provide the State Health Benefits Plan Health Insurance to all full time employees and pay the premium for NJDIRECT15 or the HMO selected by the employee and the employee's eligible dependants, for all employees covered under this agreement at no cost to the employee. Effective January 1, 2009, employees who select the NJDIRECT10 will pay the difference in the premium between the NJDIRECT15 and the NJDIRECT10. The co-pays associated with the plan selected by the employee remain the responsibility of the employee.

B. The Employer, at its sole cost and expense, shall provide to all full-time employees, and said employee's eligible families with coverage under the dental insurance plan attached hereto.

C. The Library will provide a prescription drug program for all full time employees and their eligible dependants. Employees are responsible to pay the co-pays required by the prescription plan selected by the Library.

D. All full-time employees shall continue to be covered by an eyeglass replacement reimbursement program with full family coverage, at the Employer's sole cost and expense. Each such employee shall be entitled to up to two (2) reimbursements per year. The total reimbursement for each employee may not exceed the sums set forth in sub-paragraph E below. The reimbursement is limited to lenses and/or frames, or contact lenses, but excludes examination fees. Non-prescription sunglasses and non-prescription colored contact lenses are not reimbursable. Employees shall receive reimbursement within forty-five (45) days of the furnishing of a written receipt for eligible costs incurred.

E. The total reimbursement for the term of this contract beginning January 1, 2005 shall not exceed \$135.00.

F. The Employer retains the right to change insurance carriers so long as substantially similar benefits, coverage, and servicing of claims are provided, and further provided that all pre-existing conditions covered under the existing plan will continue to be covered by the new plan, with no lapse in coverage.

ARTICLE XII
HOLIDAYS

A. All full-time employees shall be entitled to the following paid holidays:

New Year's Day
Martin Luther King Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
General Election Day
Thanksgiving Day and the day after
Christmas Day

B. When a paid holiday falls on a Saturday, it shall be observed on the preceding Friday. When a paid holiday falls on a Sunday, it shall be observed on the following Monday. When a paid holiday falls on a Friday that would be an employee's normal day off, then that employee is entitled to another day off. If the Christmas and New Year holidays fall on a Friday, the library will be closed the following Saturdays. If these holidays fall on a Saturday, the library will be closed the following Sundays.

C. All employees shall be entitled to any other holidays declared by the resolution of the Library Board of Trustees as a holiday for this Association.

D. The date of the observance of holidays may be changed by mutual written agreement of the Employer and the Association.

ARTICLE XIII
PERSONAL LEAVE

A. Except as provided in paragraphs B, E, F, and G, all full-time employees shall have four (4) paid personal days in each calendar year for any personal purpose, in addition to all other types of leave provided in this Agreement, beginning in 2008. Personal days may not be carried over from one calendar year to the following calendar year. Personal days may be taken on separate days or may be taken consecutively; however, the employee should give the Employer one (1) week's prior notice for each personal day to be taken, except in the event of an emergency. Personal leave may not be used to extend vacations or holidays, except in extenuating circumstances, and with thirty (30) days prior notice to and approval by the Library Director.

B. New employees shall be credited with up to one (1) personal day at the conclusion of their probationary ninety (90) day employment period. This personal day may not be taken during the probationary period. Thereafter, such employee shall be credited with personal days on January 1 or each year, subject to sub-paragraphs E and G.

C. All employees shall be entitled to fracture up to one personal day on an hour-by-hour basis.

D. If there is an abuse of extending vacation or holidays with a personal day without extenuating circumstances, then disciplinary action may result.

E. Employees whose employment terminates between January 1 and January 31 shall receive no paid personal days for the calendar year in which they are last employed; employees whose employment terminates between February 1 and April 30 of a calendar year shall receive one (1) paid personal day for the calendar year in which they are last employed; employees whose employment terminates between May 1 and August 31 shall receive two (2) paid personal days for the calendar year in which they are last employed; and employees whose employment terminates after August 31 shall receive three (3) paid personal days for the calendar year in which they are last employed.

F. If an employee's employment terminates prior to the end of the year and the number of personal days used exceeds the number of days to which the employee is entitled, considering

the number of months worked during the year, then the employee's per diem rate of pay for the excess day or days shall be deducted from the final pay check.

G. Effective January 1, 2008, all employees shall receive personal days under the following schedule:

1. Completion of probation - 1 day.
2. January 1 following completion of probation - 2 days.
3. Next succeeding January 1 - 4 days.

ARTICLE XIV
MILITARY LEAVE

All employees shall be entitled to military and other related leave in accordance with applicable law.

ARTICLE XV
BEREAVEMENT LEAVE

A. All full-time employees shall receive up to three (3) paid working days leave in the event of the death of the employee's son-in-law, daughter-in-law, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, or the employee's or his or her spouse's grandparents, grandchildren, aunts, uncles, or any other member of the employee's immediate household who have continuously resided there for at least one year prior to the date of death. For the death of an employee's spouse, child, or parents the employee shall receive up to five (5) paid working days leave.

B. Said days shall be taken within five (5) calendar days of the date of the death, funeral, or memorial service.

C. Bereavement days may be taken on separate days or consecutively, and the employee shall, whenever possible, give notice for each bereavement day to be taken to the Library Director or his designee one day prior.

D. It is understood and agreed by the parties that bereavement leave is separate and distinct from any other leave time.

E. If an employee is on vacation and a death occurs that is covered under paragraph A, vacation leave shall terminate and bereavement leave shall apply. If a holiday or regularly scheduled day off falls within a bereavement leave period, then no additional time off with pay shall be given.

F. Full-time employees may receive up to one (1) paid working day leave (but not more than three (3) days in any calendar year) in the event of the death of a relative not described in paragraph A, or in the event of the death of a person who had an unusually close relationship with the employee (but not the employee's spouse). This leave is subject to the approval of the Library Director, which approval shall not be unreasonably withheld. The denial of this additional bereavement leave shall not be grievable or arbitrable.

G. Reasonable verification of the death and relationship may be required by the Library Director or his designee.

H. An employee may make a request of the Library Director or his designee to attend a funeral and/or to sit shiva separate and distinct from bereavement leave. Such request, if granted

by the Library Director or his designated representative shall be charged, at the option of the employee, as a vacation day or personal day.

ARTICLE XVI
MATERNITY LEAVE

Maternity leave without pay shall be granted by the Employer in accordance with the following procedure:

A. All initial applications for, as well as applications for extensions or reductions of maternity leave shall be made in writing to the Employer.

B. Any employee intending to apply for maternity leave shall advise the Employer of the fact of her pregnancy and or her prospective plans for taking maternity leave and her best estimate of when the maternity leave will commence and terminate. The employee shall request maternity leave no later than the fourth month of pregnancy. Such written request shall specify when the employee wishes her leave to commence and to terminate.

C. Upon application to the Library Director or his designee, child rearing leave may be granted without pay for a period not to exceed six (6) months.

D. The Borough of Highland Park's policy (which will be used by the Library) on FMLA leave and NJFLA leave is incorporated herein, in its entirety.

ARTICLE XVII
LEAVE WITHOUT PAY

Leave without pay may be granted to full time and part time permanent employees. Normally, it may be granted only when the employee has used his or her sick days, personal days, and vacation leave in the case of illness, or his or her vacation leave if leave without pay is requested for reasons other than illness. Written requests for leave without pay must be initiated by the employee, and may be taken if favorably endorsed by and approved by the Library Director or her designee. Denial by the Library Director may proceed only through the grievance and arbitration procedures. Such leave except for military leave without pay shall not be approved for a period of longer than six (6) months at one time. The Library Board may extend such leave for an additional six (6) months of a portion thereof for cause.

ARTICLE XVIII
SPECIAL LEAVE

In the event an employee is unable to report to work due to weather or civil emergency, the Library Director, at the discretion of the employee, may charge the time off to accumulated vacation leave or personal leave, provided the employee notified his supervisor of his or her inability to report for work. In the event an employee wishes to observe a religious or national holiday for which no regular holiday has been declared, he or she may charge the time off to accumulated vacation leave or personal leave, provided he or she receives prior approval from the Library Director or his designee, which shall not be unreasonably withheld.

ARTICLE XIX

SICK LEAVE

A. Employees hired prior to January 1, 1986, shall receive fifteen (15) sick days per year.

B. Employees hired on January 1, 1986, and thereafter, shall receive twelve (12) sick days per year and an additional three (3) sick days per year. Such employees are eligible to use these three (3) additional days for, and only for, the following:

1. Hospitalization provided same is not for tests
2. Recuperation from a hospital stay as described in sub-item 1 above
3. An extended illness of more than ten (10) consecutive working days.

4. The three (3) additional days per year for such hospitalization, recuperation, or extended illness are cumulative, but only to be used in future years as indicated above in sub-items 1, 2, and 3 for hospitalization, recuperation, and/or extended illness, and may only be used after the employee first uses his or her twelve (12) sick days that year.

C. During the first year of employment, new employee shall be credited with sick leave at the rate of one (1) day per month on a month-to-month basis until the completion of one (1) full year of employment. Upon completion of said year, a pro-rata number of sick days shall be credited at the rate of one and one-quarter (1-1/4) days per month, for employees hired before January 1, 1986, and credited at the rate of one (1) day per month for employees hired on or after January 1, 1986. Thereafter, all employees hired prior to January 1, 1986, shall be credited with fifteen (15) sick days and all employees hired on or after January 1, 1986, shall be credited with twelve (12) sick days for that calendar year on January 1 of that year.

D. If an employee's employment terminates prior to the end of the year and the number of sick days used exceeds the number of days to which the employee is entitled considering the number of months worked during the year, then the employee's per diem rate of pay for those excess days shall be deducted from the final pay period or refunded.

E. Unused sick days may be accumulated without limitation, except that the three (3) additional sick days for employees hired after January 1, 1986, referred to in paragraph B are cumulative for hospitalization, recuperation, and extended illness.

F. All employees shall be permitted to fracture sick days as follows:

- i. All days in a calendar year may be fractured on a half (1/2) day basis; and
- ii. One (1) day per calendar year may be fractured on an hour-by-hour basis.

G. An employee who has been absent on sick leave for five (5) or more consecutive work days or fifteen (15) or more total work days in a twelve (12) month period may be required to submit medical evidence substantiating the illness. In addition, the Employer may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. The employee shall pay for the proof of illness if he/she is absent on five (5) or more similar days that contribute to a pattern of possible sick leave abuse. Abuse of sick leave shall be cause for disciplinary action.

H. Paid holidays occurring and bereavement days taken during a period of existing sick leave shall not be charged to sick leave.

I. Sick leave may be used for personal illness or for illness of a person in the employee's family who resides in the employee's home, requiring attendance on behalf of the ill person, or in the event of the employee's quarantine, pregnancy, and related illness or disabling injuries.

J. Sick leave is not an additional twelve (12) or fifteen (15) vacation or personal days off per year.

K. During protracted periods of illness or disability of an employee, the Library Director or his designee may require interim reports on the condition of the employee at weekly or bi-weekly periods from the employee's physician and/or an Employer-designated physician. When under medical care, employees are expected to conform to the instructions of the attending physician if they wish to receive sick leave pay during such period of illness or disability. The Employer shall pay for all such medical reports requested under this paragraph that the employee has not already obtained himself. Upon the request of the Employer, the employee shall submit the necessary paperwork to the employee's insurance company for reimbursement to the Employer.

L. Sick leave with pay shall not be allowed under the following conditions:

1. When the employee under medical care fails to carry out orders of the attending physician unless the employee immediately changes his/her attending physician;
2. When in the opinion of an Employer-designated medical physician the

employee is ill or disabled because of deliberate self-imposed action or non-action. However, the employee may obtain an opinion from a physician of his or her choice concerning the illness or disability. If this opinion conflicts with that of the Employer's designated physician, then a third physician shall be jointly designated by the Association and the Library Director. The opinion of this physician shall be binding on both parties and shall be paid on a 50/50 basis by both parties;

3. When in the opinion of an Employer-designated physician the disability or illness is not of sufficient severity to justify the employee's absence from duty, the employee may obtain an opinion from a physician of his or her choice concerning the illness or disability. If this opinion conflicts with that of the Employer's designated physician, then a third physician shall be jointly designated by the Association and the Library Director. The opinion of this physician shall be binding on both parties and shall be paid on a 50/50 basis by both parties;

4. When an employee does not report to an Employer-designated physician after being requested to do so;

5. When the Library Director or his designee is unable to contact the employee by the beginning of the third day of illness, the third and subsequent days shall not be allowed as sick leave until contact is made.

M. This article applies to regular part-time employees and full-time employees.

Temporary and seasonal employees are not entitled to sick leave compensation.

N. Employees shall not be allowed to work and endanger the health and well-being of himself/herself or of other employees. If the Employer's designated physician determines that the employee, if allowed to work, will endanger the health and well-being of himself/herself or other employees, then the Library Director may direct the employee to take sick leave. However, the employee may obtain from a physician of his/her choice as to his/her ability to work without endangering the health and well-being of himself/herself or other employees. If this opinion conflicts with that of the Employer's designated physician, a third physician shall be jointly designated by the Association and the Library Director. The opinion of this physician shall be binding on both sides and paid for on a 50/50 basis by each side.

O. On February 15 of each year, the Employer shall furnish to each employee a written record of the employee's sick days used, sick days unused, and total accumulated unused sick days. Employees shall return a signed-off copy of this record by April 1 of each year.

P. Sick leave shall not be allowed for ordinary dental care, nor for any other professional service that may be normally scheduled within the employee's regular time off. The utilization of sick leave for elective, cosmetic medical procedures will not be allowed if the procedures may be normally scheduled within the employee's regular time off.

Q. If an employee is absent from work for reasons that entitle him to sick leave, the Library Director or his designated representative shall be notified as soon as possible, but not later than one-half (1/2) hour prior to the start of the scheduled work shift from which he or she is to be absent from except in the event of an emergency. Failure to notify the Library Director or his designated representative may be cause for denial of the sick leave for the absence and may constitute cause for disciplinary action for a second and subsequent occurrences within the preceding twelve (12) months. An employee who is absent for five (5) consecutive days or more without reasonable justification and who does not notify the Library Director or his designated representative on any off the first five (5) days, will be subject to dismissal.

R. Any employee who engages in outside employment while on sick leave shall notify, in writing, the Library Director or his designee of such employment prior to assuming or resuming such outside employment. The Borough retains the right to utilize the employee for light duty.

S. Any employee who calls in sick and engages in outside employment without previously notifying the Library Director of his designee in writing shall be subject to immediate discipline that may include discharge.

ARTICLE XX
ACCUMULATED SICK LEAVE BUY OUT

A. Except as provided in paragraph B below, all employees hired prior to January 1, 1986, shall be entitled to receive a lump sum payment as supplemental compensations, which sum shall be computed at the rate of one-quarter (1/4) of the employee's daily rate of pay for each day or earned and unused accumulated sick leave on the last day of employment, based upon the average compensation received during the last twelve (12) months of active employment.

B. Upon attaining fifteen (15) years of service with the Employer, an employee hired prior to January 1, 1986, shall be entitled to receive said lump sum payment computed at the rate of one-third (1/3) of the employee's daily rate of pay for each day of earned and unused accumulated sick leave as set forth above. If an employee hired prior to January 1, 1986, is terminated for cause within four (4) years of his or her one (1) year anniversary date, then said employee shall not be entitled to any lump sum payment under this Article.

C. All employees hired on or after January 1, 1986, shall be entitled to receive a lump sum payment as supplemental compensation as described in paragraph A, but based upon the following formulas:

<u>Years of Service</u>	<u>Fraction</u>
0 – 2 years of service	no benefit
over 2-4 years of service	1/8 th of employee's daily rate of pay
over 4-6 years of service	1/7 th of employee's daily rate of pay
over 6-8 years of service	1/6 th of employee's daily rate of pay
over 8-9 years of service	1/5 th of employee's daily rate of pay
over 9-19 years of service	1/4 th of employee's daily rate of pay
beginning 20 years of service	1/3rd of employee's daily rate of pay

However, all employees hired after January 1, 1986, who are terminated for cause at any time within fourteen (14) years of their one year anniversary date, will not be entitled to any benefits under this Article.

D. Employees hired after August 1, 1981, shall be entitled to receive accumulated sick time pay-off under the applicable formula in paragraph A or paragraph B above, up to a maximum sum of Five Thousand Dollars (\$5,000.00) for each such employee.

E. Employees hired on or prior to August 1, 1981, shall be entitled to receive accumulated sick time pay-off under the formula in paragraph A, up to a maximum sum of Eight Thousand Dollars (\$8,000.00) for each such employee.

F. Each employee with more than fifteen (15) years of service with the Employer must give at least three (3) months advance notice before retirement unless the employee is deceased, disabled, or if the retirement is due to medical conditions affecting the job performance of that employee. Failure to give timely notice shall result in forfeiture of benefits under this Article.

G. Each employee who resigns from the employ of the Employer, and employees who retire within fifteen (15) or less years of service with the Borough, must give at least three (3) weeks notice before the resignation or retirement unless the employee is deceased, disabled, or if the resignation is due to medical conditions affecting the job performance of that employee. Employees so resigning or retiring may use a total of up to three (3) vacation and/or personal days and an additional one (1) day of sick leave without submission of a doctor's note during this three (3) week notice period, notwithstanding any other provision of this Agreement. The three (3) vacation and/or personal days may be taken consecutively.

ARTICLE XXI
WORK INCURRED INJURY LEAVE

A. Time lost due to work related injury or illness shall not be chargeable to sick leave. Upon written application, the Employer shall grant a leave of absence with pay to any employee disabled by injury or illness as a result of or arising from his or her employment. The Employer shall continue to compensate the injured employee his or her full pay until the employee is able to return to work, but such leave with full pay shall not exceed one (1) year for the employee whose injury or illness renders him or her unable to return to work. The foregoing provision shall in no way affect or limit whatever rights the Employer has to seek involuntary permanent retirement prior to the end of one (1) year for the employee whose injury or illness renders him or her unable to work.

B. Any employee on injury leave shall promptly pay to the Employer all temporary disability payments received pursuant to the Worker's Compensation statutes of New Jersey.

C. In the event the Employer denies injury leave to an employee, the denial is subject to the Grievance and Arbitration procedures and the employee may elect to use any accumulated sick leave, personal leave, vacation leave, or any other leave until he or she is able to return to employment.

D. In the event the employee is denied injury leave, he or she may thereafter apply to the Employer for leave without pay pursuant to Article XVII.

E. Employees who are injured, however slightly or severely, while working, shall make an immediate written report within eight (8) working hours thereof to the Library Director or his designee.

F. The employee, upon request of the Library Director or his designee, shall submit periodic status reports of his or her medical condition. All reports requested by the Employer which have not already been obtained by the employee shall be paid by the Employer. The Employer at its sole discretion may require the employee to submit such costs for such medical reports to his insurance provider.

G. Any employee who while receiving benefits under this Article and who engages in outside employment without the prior written permission of the Library Director or his designee

shall be subject to discipline up to and including discharge. Such permission shall not be unreasonably withheld.

ARTICLE XXII
JURY LEAVE

A. Should an employee be called to serve as a juror, he or she shall receive full pay from the Employer for all time spent on jury duty. Any pay received by the employee from the Court for serving as a juror shall not be deducted from the employee's regular pay.

B. If the jury compensation is increased by the State after the execution of this Agreement, then the Employer and the Association shall re-open negotiations on the issue of whether employees shall reimburse the Employer in whole or in part for the compensation received for serving as a juror.

C. The employee must notify the Library Director or his designee within five (5) days of receipt of a Summons for jury duty.

D. An employee is not eligible for benefits under this Article if the employee has voluntarily sought jury service.

E. An employee shall submit a form indicating the time served on jury duty and the compensation received for such service.

F. If on any given day an employee is serving as a juror and he or she is released by the Court prior to 1:00 p.m. if serving in New Brunswick, or prior to 11:00 a.m. if serving in any other location other than New Brunswick, that employee shall return to work no later than 2:30 that day in order to receive pay for that day.

ARTICLE XXIII

BREAKS

A. Each employee shall be entitled to one (1) fifteen (15) minute break for each half-day period of work (morning and afternoon shall be considered a half-day period of work and equivalent periods for second and third shifts shall also be considered half-day periods of work.)

ARTICLE XXIV

VACATIONS

A. All full-time professional librarians shall be granted twenty (20) working days vacation leave upon the completion of one (1) year of service. During the first twelve (12) months of service, an employee shall accrue vacation leave at the rate of one (1) day per month during the balance of the calendar year in which he or she is initially employed, and one (1) day per month during the next calendar year until the one (1) year anniversary. For the remainder of the second calendar year, said employee shall receive pro-rated vacation leave based upon twenty (20) vacation days for an entire year. By way of example, an employee hired on April 1, 1987, shall accumulate nine (9) vacation days during the period of April 1, 1987, through December 31, 1987; an additional three (3) vacation days for the period January 1, 1988, through March 31, 1988, and additional fifteen (15) vacation days for the period April 1, 1988, through December 31, 1988. Thereafter, such employee shall receive his or her twenty (20) vacation days on January 1.

B. All non-professional employees shall be granted vacation leave based upon the following schedule:

<u>COMPLETED YEARS OF SERVICE</u>	<u>AMOUNT OF VACATION EACH YEAR OF SERVICE</u>
Less than one year	One working day for each two months of service
One year	10 working days
Five years	11 working days
Six years	12 working days
Seven years	13 working days
Eight years	14 working days
Nine years	15 working days
Ten years	16 working days
Eleven years	17 working days
Twelve years	18 working days

Thirteen years	19 working days
Fourteen years	20 working days

C. All vacation leave for one (1) year may be taken consecutively provided the employee gives the Employer sixty (60) days written notice.

D. After the completion of five (5) full years of service, with the approval of the Library Director, or his designee, an employee may take all vacation leave consecutively, including accumulated vacation leave, but not to exceed twenty (20) consecutive work days. Such permission shall not be unreasonably withheld by the Library Director, or his designee.

E. All vacation days may be accumulated for one (1) additional calendar year. Any vacation days not taken in the next calendar year after they were earned will be forfeited.

F. Vacation schedules shall be arranged by Department on or before February 1, of each year, all employees shall advise the Library Director of their first and second choice, if any, for vacation during the period May 15 through November 15 of that year. On or before September 1, all employees shall advise the Library Director of their first or second choice, if any, for the period November 15 of that year through May 15 of the following calendar year. Conflicts shall be determined by seniority and the needs of the Employer. The Library Director shall post the vacation schedules no later than twenty (20) days after February 1 or September 1, as the case may be.

1. Additional vacation requests may be made with thirty (30) days prior written notice provided this request does not conflict with vacation requested in Paragraph G above.

G. In the event an official holiday is observed during an employee's vacation, he or she shall be entitled to an additional vacation day.

H. Employees may receive their salaries in advance of the vacation if the normal pay period falls within said vacation and provided fifteen (15) days prior written request is given to the Employer's Treasurer.

I. On March 1 of each year, the Employer shall furnish to each employee a written summary of the employee's vacation days used, vacation days unused, and total accumulated unused vacation days. The employee shall return a signed copy of this written form indicating his or her acceptance or disagreement with the Employer's record by April 15 of each year.

J. All employees shall be permitted to fracture vacation days in a block as small as one (1) day.

ARTICLE XXV
GRIEVANCE PROCEDURES

A. A grievance is defined as a claimed breach, misapplication, or misinterpretation of the terms of this Agreement, or a claimed violation, misapplication, or misinterpretation of any rules, regulations, policies, decisions, or orders affecting an employee's terms and conditions of employment. An employee wishing to process his own grievance may do so provided: (a) the employee provides to the Association Grievance Committee written notice of his or her intention to process the grievance; (b) the employee provides to the Association Grievance Committee copies of all documents in connection with the processing of the grievance, including but not limited to the written grievances furnished at each step and the Borough's written response at each step; and (c) no adjustment or settlement of the grievance is made inconsistent with the terms of this Agreement, applicable state and federal statutes, or the regulations of the New Jersey Public Employment Relations Commission. In the event the Association, in its sole discretion, determines that an adjustment or settlement of the grievance is inconsistent as set forth above, then the Association may, in its sole discretion, intervene as a party in the grievance procedure or arbitration, or seek such other judicial relief as it deems appropriate to enjoin an inconsistent adjustment or settlement of a grievance.

B. Grievances shall be processed in the following manner:

Step 1: The Association, through its authorized Association representative or shop stewards, shall present the employee grievance or dispute to the Library Director, in writing, within fifteen (15) calendar days of its occurrence or within fifteen (15) calendar days after the employee became aware of its occurrence. The Library Director shall attempt to adjust the matter and shall respond to the employee and the authorized Association representative and/or shop steward within five (5) calendar days thereafter.

Step 2: If the grievance has not been adjusted, it shall be presented by the Association Grievance Committee to the Library Board of Trustees, in writing, within ten (10) calendar days after the response of the Library Director is due in Step 1. The Library Board of Trustees shall respond, in writing, to the Association Grievance Committee within twenty (20) calendar days thereafter. At the time the grievance is presented by the Association Grievance Committee to the Library Board of Trustees, the Association Grievance Committee may request

a meeting with the Library Board of Trustees, or its authorized representative, within twenty (20) calendar days after the request for said meeting, and no decision shall be issued by the Library Board of Trustees prior to the holding of such meeting, where requested. A decision will be issued within twenty (20) calendar days of the meeting, if the meeting is requested.

C. A group or policy grievance shall be submitted directly to the Library Board of Trustees on the Step 2 level.

D. The Association may notify the Library Board of Trustees of any grievance that is presented to the Library Director by sending a copy of the grievance form to each individual member of the Library Board.

E. Upon prior notice to and with the authorization of the Library Director, one designated Association representative shall be permitted as a member of the Grievance Committee to confer with employees and the Employer on specific grievances in accordance with the grievance procedure set forth herein during work hours of employees, without loss of pay, provided the conduct of said business does not diminish the effectiveness of the Library as determined by the Library Director or his designee or require the recall of off-duty employees.

F. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limit specified, then the grievance shall be deemed to have been abandoned. If the grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for decision at any step in the grievance procedure, then the grievance shall be deemed to have been denied. Nothing herein shall prevent the parties from mutually agreeing, in writing, to extend or contract the time limits for processing a grievance at any step in the grievance procedure.

ARTICLE XXVI

(ARBITRATION) GRIEVANCE PROCEDURE – CONTINUED

Step 3: Within ten (10) calendar days of the Library Director's decision at step 2, the Employer, employee, or the Association may apply to the Public Employment Relations Commission (PERC) for binding arbitration. The selection of an Arbitrator and the arbitration shall be in accordance with the rules and procedures of PERC. Simultaneously with the application to PERC, the Association will send notice to the Employer of its application for arbitration.

A. The decision of the Arbitrator shall be in writing and shall include the reasons for such decision.

B. The decision of the Arbitrator shall be binding upon the Employer, the Association and the employee.

C. The parties direct the Arbitrator to decide as a preliminary question, whether he has jurisdiction to hear and decide the matter in dispute.

D. The costs for the services of the Arbitrator shall be borne equally by the Employer and the Association or by the employee if the Association does not pursue the grievance to arbitration. Any other expenses, including, but not limited to, the presentation of witnesses shall be paid by the party incurring same.

E. The Arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and shall be restricted to the application of the facts presented to him involved in the grievance. The Arbitrator shall not have the authority to modify, detract from, or alter in anyway the provisions of this Agreement or any amendment or supplement thereto.

F. Only one issue at a time may be submitted for consideration by a single Arbitrator.

ARTICLE XXVII

LAYOFFS

A. The Employer retains the right to layoff employees for economy or other legitimate reasons. In the event such layoffs are made, same shall be accomplished by overall seniority, and not seniority in title, provided the remaining employees are qualified to do the remaining work. Each employee who is transferred to a new job title, as a result of a layoff, shall be placed on probation in the new job for a period of ninety (90) days.

B. In all cases, the Employer shall provide a minimum of thirty (30) days advance written notice to employees who are to be laid off.

C. Employees who are laid off pursuant to this Article shall be placed on an eligibility list for re-hire for any vacancies for which they are qualified as determined by the Employer. Such employees, if so qualified, shall be given preference over new employees. The employees shall remain on the recall list for a period of one (1) year.

ARTICLE XXVIII
PART-TIME EMPLOYEES

A. Part-time employee means an employee who works twenty-five (25) or fewer hours per week, but who can exceed twenty-five (25) hours for a maximum of six (6) months in any calendar year.

B. All part-time employees hired after the ratification date of the contract shall receive no benefits.

ARTICLE XXIX
RIGHTS AND PRIVILEGES OF THE ASSOCIATION

A. The Employer agrees to make available promptly to the Association all existing public information concerning the Borough of Highland Park and the Highland Park Library, including but not being limited to the financial resources of the Borough of Highland Park and the Library, which may be necessary to the Association to process any grievance, unfair practice charge, arbitration, or complaint. All such information shall be updated upon request. All requests shall be made through the Library Director.

B. Whenever any representative of the Association or any employee is mutually scheduled by the Employer and the Association to participate during working hours in contract negotiations, grievance procedures, arbitration hearings, unfair practice charges, or other PERC hearing, PERC conferences, or PERC meetings, the employer shall suffer no loss in pay.

C. The Association shall have free and unrestricted use of one (1) bulletin board located in the staff room, which shall be provided by the Employer for the Association's exclusive use.

D. Such bulletin board space shall be used by the Association for posting of notices and bulletins pertaining to Association business and activities only.

E. No matter may be posted by an employee without receiving express permission of the officially designated Association representative and may be removed by the Employer if deemed appropriate, but only after the Employer first consults with the Association representative.

ARTICLE XXX
PERSONNEL FILES

A. Employees have the right to inspect and copy their individual personnel files upon request to the Employer without limitation and during normal working hours and upon reasonable notice to the Employer. The Employer agrees that the official personnel files of each unit employee shall be maintained in the office of the Library Director. Employees have the right to define, explain, or object in writing to any material found in the personnel file within thirty (30) days of review of material in found in the personnel file and such writing shall become a permanent part of the employee's personnel file.

B. The Library will expunge from the employee's personnel file any verbal reprimand which is older than six (6) months. The Employer agrees to expunge from the employee's personnel file any disciplinary other actions which are older than five (5) years.

ARTICLE XXXI
EMPLOYEE EXPENSES

Authorized expenses incurred by an employee on the Employer's behalf shall be reimbursed by the Employer within forty (40) days after the Employer's receipt of a completed voucher and receipt for the expense.

ARTICLE XXXII

SAFETY

A. The Employer agrees to promote the safety and adequacy of all working areas and equipment and such tools as are provided for employee use and the Employer shall provide all necessary safety equipment.

B. Where safety equipment is provided, it is the responsibility of the employee to utilize such equipment.

C. It is further understood that employees will report all safety hazards and defects to their immediate supervisors. If a supervisor agrees that a hazard or a defect exists, he shall inspect and correct such hazards or defects.

D. The Employer will maintain, at all times, an Employee Safety Committee which shall consist of two (2) representatives from the Association, and the Library Director.

E. The safety committee shall meet to discuss any safety matters periodically and shall make written recommendations regarding such matters.

ARTICLE XXXIII
MEAL REIMBURSEMENT

Any employee required to work through a supper or other meal hour (other than the supper hour when working from 1:00 p.m. to 9:00 p.m.) shall be credited with a meal allowance at a rate not to exceed seven dollars (\$7.00). An employee shall present a receipt for the meal expense.

ARTICLE XXXIV
MANAGEMENT RIGHTS

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

1. The executive management and administrative control of the Library and its properties and facilities.
2. To decide the number of employees needed for any particular time except where questions of employee safety are involved and to be in sole charge of the quality and quantity of the work required.
3. To hire all employees, whether permanent, temporary, or seasonal; to promote, transfer, and assign according to law or to retain employees in positions with the Employer.
4. To set rates of pay for temporary and seasonal employees.
5. To suspend, demote, discharge, or take any other appropriate disciplinary actions against any employee for good and just cause according to law.
6. Nothing contained herein shall prohibit the Employer from contracting out any work to the extent allowed by law.

ARTICLE XXXV
MAINTENANCE OF WORK OPERATIONS

A. The Association hereby covenants and agrees that during the term of this Agreement, neither the Association nor any person acting in its behalf will cause, authorize, or support any strike (i.e. the concerted failure to report for any duty or the concerted and willful absence of employees from their positions, or stoppage of work, or absence in whole or in part, from the full, faithful, and proper performance of the employee's duties of employment), work stoppage, slow-down, or other illegal job action against the Employer.

B. In the event of a strike, slow-down, walk-out, or job action, it is covenanted and agreed that participation in any or all such activity by any Association member shall entitle the Employer to consider such activity as grounds for disciplinary action up to termination of employment, but said discipline must, if imposed, be equally applied to each and every employee who participates.

C. The Association agrees that it will make every reasonable effort (provided same does not require the disbursement of Association funds) to prevent its members from participating in any strike, work stoppage, slow-down, or other illegal job action. The Association shall publicly disavow each action and request all of its members who participate in such activities to cease and desist from same immediately and return to work.

D. 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 equity for injunction in the event of such breach by the Association or a concerted breach by members of the Association.

E. The Employer agrees not to lock-out its employees.

ARTICLE XXXVI
COMPUTATION ERRORS

During the term of this Agreement, all computation errors shall be corrected within a reasonable time after discovery and notice.

ARTICLE XXXVII
TEMPORARY WORK ASSIGNMENT

Employees assigned to fill higher level positions on a temporary basis shall be paid at the rate of pay of the minimum of the higher level position or shall receive an increase of \$250.00 over his/her existing annual base salary, whichever is greater, after working in the higher level position for thirty (30) consecutive calendar days, or after working in the higher level position for any thirty (30) working days out of any sixty (60) consecutive calendar days.

ARTICLE XXXVIII

SEVERABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provisions shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XXXIX
SHOP STEWARDS

A. One day per month the Employer shall permit one shop steward of the Association to leave his/her employment at 12:45 p.m. for the purpose of attending the monthly shop steward seminary held at the Institute for Labor and Management Relations.

B. If the meeting as described in paragraph A of this Article is over by 3:00 p.m., he/she shall return to work within fifteen (15) minutes to the Library.

C. A substitute will be permitted to attend if a person normally assigned to attend is unable to attend because of duties of office. Notice of a substitute shall be given to the Library Director and affected department head as soon as possible, and in any event prior to departure from the work place.

D. The shop steward attending these meetings shall suffer no loss of pay or other benefits and shall not be required to make up any lost time from work.

ARTICLE XL
DISCIPLINE

The Employer shall have the right to suspend or discharge an employee for good cause, upon written notice to the employee and the Association, which shall contain a statement of the reasons therefore, unless circumstances require immediate action. In a case requiring immediate action, written notification shall be accomplished after such suspension or discharge. Any suspension, fine, demotion, or disciplinary action taken against any employee shall be subject to the grievance procedure and arbitration provided for herein, in addition to any other remedy permitted by law. If a prerogative writ action is filed and dismissed for lack of jurisdiction or failure to exhaust administrative remedies, the Employer's legal costs will be assessed to the Association and/or employee, depending upon who brought action.

ARTICLE XLI
EXCEPTIONS TO BARGAINING DUTY

A. The Employer shall not be required to bargain with the Association concerning the initial hours of work or the initial salary of any new employee who accepts initial employment in a job title not included on Schedule A. However, if the Employer voluntarily recognizes the Association as the exclusive bargaining representative for the new job title, or if the Public Employment Relations Commission includes this new job title in the unit represented by the Association, then the Employer shall negotiate all of the terms and conditions of employment, including but not limited to hours of work and salary, for the new job title as part of the negotiations for the next successor labor agreement between the parties.

B. The Employer shall not be required to bargain with the Association concerning the initial hours of work or any present or future employee who is already covered by this Agreement, or any successor thereto, at the time when such employee leaves his or her employment in a job title covered by this Agreement, and voluntarily accepts employment in a new job title not included on Schedule A, provided the new job title has been posted by the Employer. However, if the Employer voluntarily recognizes the Association as the exclusive bargaining representative of the new job title, or if the Public Employment Relations Commission includes this job title in the unit represented by the Association, then the Employer shall negotiate all of the terms and conditions of employment, including but not limited to hours of work for the new job title as part of the negotiations for the next successor labor agreement between the parties.

C. The Employer shall continue to bargain with the Association in all respects as required by law or by this Agreement. It is further expressly understood and agreed that the hours of work of any present employee serving in any job title included on Schedule A shall not be altered without prior bargaining with the Association.

ARTICLE XLII
JOB DESCRIPTIONS

A. The employer shall maintain the existing job descriptions for each individual employee, and the Association representative for their review.

B. This Article is without prejudice or waiver of any of the rights and/or claims of the Employer or the Association with respect to this issue.

ARTICLE XLIII
PROBATIONARY EMPLOYEES

All new employees will be employed on a probationary basis for their first ninety (90) days under the following conditions :

A. Such an employee can be terminated within the first ninety (90) days based upon the recommendation of his or her supervisor for lack of performance, poor attendance, poor attitude, or other good and sufficient reason. Any termination during this ninety (90) day probationary period is not grievable nor arbitrable, but such decision is made solely at the discretion of the Employer.

B. During the probationary period of employment, such an employee shall only be entitled to the following benefits: holiday pay pursuant to Article XII, bereavement leave pursuant to Article XV, worker's compensation pursuant to State Statute, and sick days as set forth below.

C. A probationary employee may take no sick days during the balance of the calendar month in which he or she is hired. However, an employee hired between the first and the fifteenth day of the month will accrue a sick day for that month, even though it may not be taken in that month. An employee hired between the sixteenth and thirty-first day of the month will not accrue a sick day for that month. During the second calendar month of employment and employee may utilize one sick day, and in the third calendar month may utilize an additional sick day, or may use two sick days in the third calendar month if no sick day was used in the second calendar month. Any time off for any reason whatsoever in excess of these permitted sick days will be taken as time off without pay. If no sick days are taken during the probationary period of employment, then on the first day of the fourth calendar month, the employee will accrue four sick days if hired between the first and fifteenth day of a month, and will accrue three sick days if hired between the sixteenth and thirty-first day of the month.

D. The Employer will prepare at least one written evaluation of a probationary employee during the first sixty (60) days of employment, unless he or she is terminated sooner. If that written evaluation indicates that improvement is required in order for the probationary employee to retain the position, then the Employer shall prepare at least one additional written

evaluation prior to the end of the ninety (90) day probationary period, or until improvement is shown.

The Library may extend the probationary period for up to sixty (60) days following the end of the initial ninety (90) day probationary period if additional guidance and/or training are needed. A written performance review with a performance improvement plan will be submitted at the time of the extension. During the extension, performance reviews will be submitted after 30 days and after 60 days. Any decision to extend the probationary period is neither grievable nor arbitrable. Any employee terminated at any time during the probationary extension period, or at the conclusion thereof, is neither grievable nor arbitrable.

E. Union dues deductions or a representation fee in lieu of dues will be made during the probationary period, in accordance with the provisions of Article III.

F. A probationary employee shall be enrolled in the medical and dental insurance programs on the first day of the month following sixty (60) days of employment since these are the first days of eligibility pursuant to the medical and dental insurance policies which cover unit employees.

ARTICLE XLIV
PAYROLL ADJUSTMENTS

A. If the Employer pays an employee a sum less than that to which he or she is entitled, then reimbursement shall be made to the employee no later than the date of the next paycheck provided at least ten (10) days notice has been given to the finance office. In the event the Employer pays an employee more than the sum to which he or she is entitled, then re-payment to the Employer shall be pro-rated, if necessary, over multiple different pay periods so that no more than ten percent (10%) of that employee's net salary is withheld for re-payment.

B. If an Employee elects to personally purchase disability insurance coverage, the Employer agrees to make a deduction for same from his or her paycheck and to disburse the appropriate amount to the disability insurance company.

ARTICLE XLV
ANNIVERSARY DATES

The employee's anniversary date shall be based upon date of hire.

ARTICLE XLVI

FLEX TIME

A. Flex time will be permitted if mutually agreed upon by the employee and the Library Director. The final decision concerning the use of flex time shall be made by the Library Director and shall not be subject to appeal or grievance by the affected employee or Council 7.

B. Flex time shall be implemented on a total voluntary basis and is not to be considered a substitute for overtime.

C. Part-time employees who receive no benefits may seek flex time in order to take time off for vacation or due to time lost on account of sickness or injury.

ARTICLE XLVII
DURATION OF AGREEMENT

A. This Agreement shall be effective as of January 1, 2008, and shall extend through December 31, 2011.

The Employer and the Association do hereby agree that they shall commence negotiations for an agreement for the year 2012 on or before July 1, 2011.

WITNESS:

HIGHLAND PARK PUBLIC LIBRARY
BOARD OF TRUSTEES

By: _____

WITNESS:

MIDDLESEX COUNCIL NO. 7
NEW JERSEY CIVIL ASSOCIATION

By: _____

SCHEDULE A

COUNCIL 7

LIBRARY JOB TITLES

Full Time Positions

Reference Librarian	2
Coordinator of Children's Services	5
Library Computer Specialist	8
Administrative Assistant	10
Library Circulation Desk Coordinator	11
Library Assistant (2)	13
Teen Librarian	15

JOB DESCRIPTION

POSITION:

Reference Librarian

QUALIFICATIONS:

MLS from an ALA accredited school, with concentration in reference sources; eligibility for N.J. Public Library Certification; demonstrated ability to work with the public.

DUTIES, FUNCTIONS, RESPONSIBILITIES:

1. Collection Development

A. The Reference Librarian has primary responsibility for selecting and ordering materials, weeding the collection, and keeping up with the literature and technological advances in the following areas:

- a. Reference Collection
- b. Young Adult Collection
- c. Audiovisual Materials: compact discs, books on tape, audiocassettes, and video cassettes
- d. Vertical File

This responsibility may include attending area circuit meetings when necessary, as well as the delegation (and supervision) of certain duties to other library employees.

B. The Director primarily purchases materials for the **adult circulating collection**, but the Reference Librarian is also responsible for selecting and ordering materials to supplement the collection as well as weeding the adult collection.

C. The Reference Librarian will also maintain the Periodicals List and make suggestions for subscriptions to be added or dropped.

2. Reference Services

The Reference Librarian has primary responsibility for the provision of direct reference services to the public which may include but not be limited to:

- a. Answering in-house and telephone queries
- b. Providing reader's advisory services by maintaining extensive knowledge of library's holdings, instructing the public on the use of the public access computers and databases, locating and

recommending books for patrons, creating displays and book lists and selecting and delivering material to shut-ins.

- c. Informing the public of reference services by publicizing and displaying materials and services, compiling bibliographies in various areas and maintaining directories of local information.
- d. The scheduling and supervision of professional staff for continuous reference coverage
- e. The scheduling and supervision of the after school homework helper.
- f. Increasing professional skills and knowledge through professional reading, attending workshops and seminars and serving on professional committees,
- g. Maintaining and making suggestions for upgrading and repairing computers, peripherals, printers and other equipment for the public and staff.

3. *Technical Processing*

The Reference Librarian coordinates technical processing procedures, performs original cataloging when necessary, editing pre-processed cataloging, searching for and downloading MARC records and maintaining the local database.

4. *Resource Sharing*

The Reference Librarian oversees resource sharing activities including Interlibrary Loan.

5. *Automation*

The Reference Librarian serves as the professional contact person for the ongoing maintenance and activities of the automation system.

6. *Statistics*

The Reference Librarian will compile or supervise the compilation of the following statistics:

- a. Acquisitions (monthly)
- b. Adult Programs (monthly)
- c. Interlibrary Loans (monthly)

d. Output Measures (annual)

7. *Other Duties*

- a. Provides reference and reader's advisory service in the children's room when necessary
- b. Maintains audio-visual equipment and supplies
- c. Provides public notary service
- d. Manages circulation desk when necessary
- e. Supervises library staff and the operation of the library in the Director's absence.
- f. Related professional duties as assigned by the Director

July 26, 1995

JOB DESCRIPTION

POSITION:

Coordinator of Children's Services

QUALIFICATIONS:

MLS from ALA accredited school, with concentration in children's services and materials; eligibility for NJ Public Library Certification; demonstrated ability to work with children and adults.

DUTIES, FUNCTIONS, RESPONSIBILITIES:

1. Collection Development

- A. The Coordinator of Children's Services selects and orders materials for children and weeds the collection. The following collections are maintained:
 - a. Children's Book Collection
 - b. Children's Periodicals
 - c. Puppet and Toy Collection
 - d. Audiovisual Materials: audiocassettes, videocassettes, filmstrips, books on tape.

The primary collection tools include review periodicals and attendance at monthly professional meetings.

2. Children's Services

The Coordinator of Children's Services has the primary responsibility for providing library service to children and organizations serving children. This includes but is not limited to:

- A. Answering in-house and telephone reference queries.
- B. Providing programming to meet the informational, recreational, and developmental needs of children.
- C. Work closely with school librarians in compiling booklists, meeting homework assignments, writing grants, booktalking, and arranging school visits.

- D. Publicize children's services by writing news releases, visiting schools and creating in-house newsletters.
- E. Provide individual and group reader's advisory by maintaining extensive knowledge of children's literature and child development.
- F. Instruct all ages on use of PAC's with emphasis on KIDSCAT.
- G. Compile booklists and create book displays.
- H. Serve as liaison with community organizations and professional groups serving children.
- I. Increase professional skills and knowledge through professional reading, by attending workshops and seminars, and involvement in professional organizations.
- J. Make children's room attractive and accessible to its users. This includes creating attractive displays and bulletin boards and supervision of shelf reading.

3. Technical Processing

The Coordinator of Children's Services oversees the technical processing of children's materials, edits pre-processed cataloging, performs original cataloging when necessary, searches for and downloads MARC records.

4. Resource Sharing

The Coordinator of Children's Services approves bulk loans to schools for special class projects and provides cooperative programming with schools, volunteers and other professionals.

5. Automation

The Coordinator of Children's Services maintains KIDSCAT, customizing the records to reflect the children's collection. This includes adding and deleting records.

6. Statistics

The Coordinator of Children's Services will submit an annual report in narrative form and compile the following statistics:

- a. Programs (Monthly)
- b. Reading Club (Annual)

7. Other Duties

- a. Provide reference assistance in adult room when necessary
- b. Supervise volunteers, pages, and part-time children's librarian in children's room.
- c. Assists adult professional staff in reference librarian's absence.
- d. Manages circulation desk when necessary.
- e. Maintains audiovisual equipment in children's room.
- f. Related professional duties as assigned by Director.

July 31, 1995

JOB DESCRIPTION

POSITION: LIBRARY COMPUTER SPECIALIST

Principal Librarian, Technical Support/Reference

QUALIFICATIONS:

MLS from ALA accredited school; eligibility/proof of NJ Public Library Certification; demonstrated ability to work with technology in public library setting.

REPORTING RELATIONSHIP:

Reports directly to the Director of Library Services. Works closely with Reference Librarian and Coordinator of Children's Services to ensure provision of high quality library service to patrons. Reports to Reference Librarian for scheduling of public service hours.

DUTIES, FUNCTIONS, RESPONSIBILITIES:

1. Technical Support

- A. The Technical Support Librarian has primary responsibility for the Overall technological library environment, hardware and software, including the library's automated circulation system & catalog as well as stand alone computers and other equipment. This responsibility may include but not be limited to: troubleshooting equipment, making minor repairs, recommending outsourcing for major repairs and/or support when needed, installing peripheral devices, communicating with vendors, training staff and public, updating software as needed, communicating with the automation vendor, making recommendations for new equipment and services, attending professional meetings & conferences, and keeping up with technological advances.

2. Reference Services

- A. Under the direction of the Reference Librarian, provides direct Reference services to the public which may include but not be limited to:
 - 1. Answering in-house and telephone queries.
 - 2. Providing reader's advisory services by developing knowledge

of the library's holdings, instructing the public on the use of the public access computers and databases, locating & recommending books for patrons.

3. Increasing professional skills and knowledge through professional reading, attending workshops and seminars and serving on professional committees.

3. Collection Development

A. Selects and orders materials for the non-print collection which may include but not be limited to: compact discs, books on tape, and videocassettes.

B. Makes recommendations for the display and storage of the above mentioned materials.

4. Technical Processing

Under the direction of the Reference Librarian, oversees the technical processing of non print materials, edits pre-processed cataloging, searches for and downloads MARC records.

OTHER DUTIES:

1. Provides reference assistance in the children's room when necessary.
2. May be required to work at the circulation desk when necessary.
3. Related professional duties as assigned by Director.

August 17, 1998

JOB DESCRIPTION

Position:

Library Administrative Assistant (Full Time)

Qualifications:

Two years experience in public library or related area; demonstrated knowledge of library procedures; ability to use word processing and spreadsheet software; bookkeeping experience; ability to work with staff and public. Excellent organizational and communication Skills essential.

Duties, Functions, Responsibilities:

SECRETARIAL

- Types and maintains library correspondence, reports, and other miscellaneous materials.
- Types and maintains minutes, statistics, reports and correspondence for the Board of Trustees.
- Keeps inventory of office supplies and orders them when necessary.
- Maintains and supplies photocopy machines and other office equipment and supplies.

BOOKKEEPING

- Responsible for bookkeeping and billing; processes vouchers, purchase requisitions, and purchase orders.
- Responsible for working with Borough Finance Department and Auditor on library's monthly and annual financial reports.
- Responsible for all fines money collected. Records all transactions in ledger and makes deposits for all library accounts.
- Responsible for sending monthly bills; records income and does all banking
- Responsible for part-time payroll.

Other Duties:

- Responsible for scheduling meeting room.
- Responsible for personnel records.
- Communicates with cleaning service, public works, and other contractors re maintenance of building.
- Sorts and distributes daily mail.
- Responsible for administrative duties in absence of Director.

May 20, 2005

JOB DESCRIPTION

POSITION

Library Circulation Desk Coordinator

QUALIFICATIONS:

1-2 years in experience in library or related area; ability to work with automated circulation system; ability to work with staff and public.

DUTIES, FUNCTIONS, RESPONSIBILITIES:

A. *Circulation*

1. Supervises, trains & schedules desk assistants
2. Supervises, trains & schedules library pages
3. Supervises circulation desk operations
4. Develops revised methods or techniques to increase efficiency of library procedures
5. Develops and enforces rules and regulations of circulation desk
6. Works regularly at the circulation desk
7. Supervises and maintains statistics for library overdue notices, bills and items sent to collection agency
8. Responsible for troubleshooting functions of automated circulation system, terminals, printers, copiers, alarms and other technical equipment as needed

B. *Technical Services*

1. Places new book orders
2. Responsible for ordering, claiming & renewing periodical subscriptions.
3. Supervises the check-in of periodicals and the maintenance of hanging folders
4. Supervises maintenance of book shelves, including end panel labels

C. *Resource Sharing*

1. Evaluates patrons' requests for materials; determines whether requests should be routed to the librarian for purchase consideration, reserved, or requested through Interlibrary Loan
2. Responsible for Interlibrary Loan and statistics
3. Supervises the return & receipt of materials to other libraries via the Regional Delivery Service

D. *Other Duties*

1. Arranges/schedules library displays
2. Assists with technical services, adult and/or juvenile programming and publicity when necessary.
3. Related duties as assigned by Library Director

JOB DESCRIPTION

Position:

Library Assistant (Full Time)

Qualifications:

Ability to work with automated library circulation system. Ability to work with staff and public.

Duties, Functions, Responsibilities:

Circulation

1. Works at the circulation desk under the supervision of the Circulation Desk Coordinator.
2. Assumes the duties of the Circulation Desk Coordinator and/or other Library Assistant in his/her absence.

Technical Services

There are 2 full time Library Assistants:

1. Assistant #1
 - a. Library Public Relations (see separate job description)
 - b. Maintains and updates circulation desk policy & procedures manual

2. Assistant #2
 - a. Unpacks shipments of books & supplies; checks contents against packing lists & invoices; contacts Baker & Taylor in the case of discrepancies or damages
 - b. Files book order slips, maintains on order drawer
 - c. Keeps track of processing & circulation supplies; lets the Administrative Assistant know when supplies need to be ordered
 - d. Processes new books
 - e. Enters new book information into database under the supervision of the Reference Librarian
 - f. Supervises part-time library assistants in processing paperbacks and other library materials
 - g. Responsible for repairing damaged materials
 - h. Deletes discarded materials from database

Other Duties:

1. Assists with adult and/or juvenile programming, displays, and publicity
2. Answers telephone
3. Shelving of library materials (when needed) and shelf reading (regularly)
4. Related duties as assigned

JOB DESCRIPTION

POSITION

Teen Librarian

QUALIFICATIONS:

MLS from ALA accredited school, with a concentration in young adult services and materials; proof of or eligibility for NJ Public Library Certification; demonstrated ability to work with teens.

REPORTING RELATIONSHIP:

Reports directly to the Director of Library Services. Works closely with Reference Librarian and Coordinator of Children's Services to ensure provision of high quality library service to patrons. Reports to Reference Librarian for scheduling of public service hours.

DUTIES, FUNCTIONS, RESPONSIBILITIES:

1. Collection Development

A. The Teen Librarian has primary responsibility for keeping up with young adult literature, selecting and ordering new materials and weeding the collection. The young adult collection consists of the following materials:

1. Fiction
2. Non-fiction
3. Paperbacks
4. Biographies
5. Periodicals

B. Assess the developmental needs and interests of young adults in the community in order to provide the most appropriate resources and services.

C. Create art environment that attracts and invites young adults to use the collection.

The primary collection development tools include professional journals, online review resources and attendance at monthly professional meetings.

2. Young Adult Services

A. The Teen Librarian has the primary responsibility for providing reference and library services to young adults. This includes but is not limited to:

1. Online, phone and in-house **reference** queries.
2. Provide **reader's advisory** services to individuals and groups based on a comprehensive knowledge of young adult literature and youth development.
3. Acting as **advisor, actively involve young adults in planning, promoting and implementing services and programs** for their age group through advisory boards, and by less formal means (i.e., surveys, one-on-one discussion, focus groups, etc.)
4. Develop programs that **create community** among young adults, allow for social interaction, and give young adults a sense of belonging and bonding to libraries.
5. **Collaborate** with other organizations that serve young adults. This would include activities such as hosting and making school visits to promote library resources and services.
6. **Maintain communication** with the schools so as to be aware of school assignments, special projects and summer reading lists so as to be prepared to provide services and materials to meet those needs within budgetary guidelines.
7. Promote the collection by using techniques that will increase access and generate collection usage such as creating booklists, displays, doing book talks, and making use of the library's website.
8. Through **formal and informal instruction**, ensure that young adults gain the skills they need to find, evaluate, and use information effectively.
9. Implement **customer service** practices that encourage and nurture positive relationships between young adults, the library, staff and administration.
10. Identify and **apply for grants and other sources of funding** to provide additional opportunities to obtain materials and provide programming.
11. **Increase professional skills** and knowledge through professional reading, attending workshops and seminars, and involvement in professional organizations.

3. Technical Services

A. The Teen Librarian oversees the technical processing of young adult materials and uses current standard methods of cataloging and classification, as well as incorporates the newest and creative means of access to information.

4. Automation

A. The Teen Librarian customizes catalog records to accurately reflect the young adult collection. This includes adding and deleting and modifying records:

5. Statistics

- A. The Teen Librarian submits program attendance statistics to the Reference Librarian to be included in a monthly report.
- B. Submits an annual report in narrative form that details the year's accomplishments and includes goals and objectives for the upcoming year.

6. Other Duties

- A. Provides reference assistance in the Adult room on a regular scheduled basis.
- B. Provides reference assistance in the children's room on as needed basis.
- C. Supervises teen volunteers, tracks community service hours and provides letters of reference when required.
- D. Related duties as assigned by Director of Library Services.