

11/77-12/31/78

This Agreement is entered into between the Camden County Welfare Board (herein referred to as the Board) and the Communications Workers of America, AFL-CIO (herein referred to as the Union).

ARTICLE I - UNION RECOGNITION

The Camden County Welfare Board agrees to recognize the Communications Workers of America, AFL-CIO, as the sole and exclusive collective bargaining representative of the employees in the following job titles:

- | | |
|------------------------------------|-------------------------------|
| Account Clerk Typist | Senior Account Clerk Typist |
| Building Maintenance Worker | Senior Clerk |
| Clerk Transcriber | Senior Clerk Typist |
| Account Clerk | Stock Clerk |
| Clerk | Telephone Operator |
| Clerk Stenographer | Home Service Aide |
| Clerk Typist | Social Service Aide |
| Keypunch Machine Operator | Social Service Technician |
| Offset Machine Operator | Income Maintenance Technician |
| Receptionist & Interpreter Spanish | Income Maintenance Specialist |
| Senior Keypunch Machine Operator | Social Worker |
| Senior Telephone Operator | Investigator |
| Senior Tabulating Machine Operator | Accounting Assistant |
| Senior Account Clerk | |

Those excluded from the bargaining unit and the representation agreement are head clerks, principal clerks, senior homemakers, senior investigators and all other persons designated as supervisor.

ARTICLE II - CONTRACT PERIOD

This Agreement shall remain in full force and effect until December 31, 1978, Negotiations on a successor contract shall commence on October 1, 1978 upon written notice by one party to the other, at least 90 days prior to the expiration date of the agreement. In the absence of such notification, this agreement shall continue to an additional term of one year and the parties will be bound by the same terms and conditions thereof.

ARTICLE III - HOURS OF WORK

The normal work week shall consist of 35 hours per week, 7 hours per day, 5 days per week, Monday through Friday. The director may stagger lunch hours so that the public may be served. The hours of work shall be from 8:30 a.m. to 4:30 p.m., which includes a one hour lunch period. A bell will be installed to signify common dismissal at the end of the work day at the Lit's Building.

ARTICLE IV - MANAGEMENT RIGHTS

All the powers, rights, prerogatives, duties, responsibilities

and authority that the Board had prior to the signing of this Agreement are retained by the Board except those and only to the extent that they are specifically modified by this Agreement, and are not contrary to public policy nor any law of the State of New Jersey, or any rules, regulations or directives promulgated by the State Division of Public Welfare.

ARTICLE V - CIVIL SERVICE REGULATIONS

The administrative and procedural provisions and controls of the Civil Service Law and the Rules and Regulations promulgated thereunder are to be observed in the administration of this agreement, except and to the extent that this agreement pertains to subjects not therein contained.

ARTICLE VI - DUES DEDUCTION

Prior to ratification of the contract, the Welfare Board will receive from the Union, duly executed Union Membership and dues deduction cards, from all employees who have signed said cards.

The Union dues at the rate of \$5.00 monthly will be deducted from the employee's first pay check of each month and remitted to the Union, as aforesaid. In accordance with the appropriate New Jersey Statutes, the Board, upon receipt of a duly executed authorization - assignment form acceptable to the Board, agrees to deduct from the first pay check each month, of employees covered by this Agreement who have executed said form, the established monthly dues of the Union. It is further agreed that the Board shall remit such deductions to the Union prior to the 10th day of the month following the month for which such deduction is made. Dues shall be \$5.00 per month, or such other amount as may be certified to the Board by the Union at least thirty (30) days prior to the date on which the deduction of Union dues is to be made. The Union dues deducted pursuant hereto shall be remitted by the Board to the Union c/o Secretary Treasurer, Communications Workers of America AFL-CIO, 1925 K Street, N.W. Washington, D.C. 20006, together with a list of employees from whose pay deductions were made. A copy of such list shall also be delivered to the local Union President.

ARTICLE VII - RULING NO. 11

All rights, privileges, prerogatives, duties and obligations of the parties contained in Ruling No. 11 of the Division of Public Welfare, in its present or amended form, should be continued during the life of this Agreement.

ARTICLE VIII - LEAVE OF ABSENCE WITHOUT PAY

A. Leaves of absence without pay may be granted, at the discretion of the Welfare Board to permanent employees for any reason considered good by the Welfare Board, for a period not to exceed six (6) months at any one time, subject to approval by the Division of Public Welfare and the Department of Civil Service. Such leaves of absence may be renewed by the Welfare Board for an additional period of not to exceed six (6) months. No further renewal may be granted except upon the approval by the Department of Civil Service for reasons as established by Commission Regulations.

B. In all cases, a letter of request from the employee setting forth the reasons why leave is desired and the dates for the commencing and the terminating of the leave shall be submitted to the Welfare Board. No leave of absence without pay shall become effective without prior approval of the Welfare Board and/or the Welfare Director.

C. Employees granted leaves of absence without pay shall have annual sick leave and vacation leave credits each reduced at the same rate as earned.

ARTICLE IX - SICK LEAVE

A. The current sick leave policy shall be continued during the life of this agreement as follows:

1. During the remainder of the calendar year in

which an employee first acquires permanent status, that employee will accumulate sick leave privileges as earned on the basis of one (1) day per month of service or major fraction thereof.

2. Permanent employees starting with the second year of permanency shall be entitled to fifteen (15) days sick leave each calendar year on a cumulative basis. The leave is credited in advance at the beginning of the year in anticipation of continued employment for the full year and may be used on the basis and in accordance with established Welfare Board and/or established county policy.

B. Sick leave for absences of long duration must be requested by the employee in writing to his immediate supervisor. This request must be accompanied by a written and signed statement by a physician prescribing the sick leave and giving the reasons for the sick leave.

C. In all cases of illness, whether of short or long term, the employee is required to notify his superior of the reason for absence at 9:00 A.M., or as soon as possible thereafter on the first day of absence from the office. If the duration of absence exceeds two (2) days, it will be necessary to report on every third day. Failure to report absences on the part of any employee may cause for disciplinary action. A physician's certificate must be submitted for five (5) or more consecutive days of sick leave.

D. All sick leaves are subject to Administrative and/or Board approval and, where appropriate, to approval by the Division of Public Welfare and the Department of Civil Service.

ARTICLE X - EDUCATIONAL LEAVE

Qualified employees may be afforded opportunity for educational leave, with a maximum stipend, grant in aid, tuition and reimbursable items permitted by Ruling No. 11 of the Division

of Public Welfare.

ARTICLE XI - SPECIAL LEAVES OF ABSENCE

Employees shall be entitled to the following special non-accumulative leaves of absence, with pay.

1. Time necessary for jury duty.

2. Those employees who have been employed by the Welfare Department for at least one year shall be entitled to three personal days leave, with pay for each year of this contract. Such leaves shall not be cumulative from year to year.

After an employee has been with ~~the~~ Welfare Department for one year, then in that event, he shall be entitled to the benefits of this paragraph during the next succeeding calendar year.

Personal leaves are granted for personal business, such as emergencies, religious holidays or other items relating to the personal affairs of the employee. Such leave shall not be granted at the beginning or end of a vacation or paid holiday, or at the beginning or end of a work week, except in cases of emergency or religious holiday. Requests for said personal leave shall be made in writing and approved in advance of the requested date from the employee's immediate supervisor.

3. Time necessary for persons called in to temporary active duty with the United States Armed Forces Reserves or the New Jersey National Guard, provided such obligations cannot be fulfilled on days when the employee is scheduled to work. Such persons shall be paid not more than two (2) weeks salary, less the military pay, during the course of such calendar year.

ARTICLE XII - MATERNITY LEAVE

Employees covered by this Agreement who are entitled to maternity leave will be granted such leave upon request. Request for such leave will be made in writing to the Welfare Director.

Employees shall be permitted to use up to three months of their accumulated sick leave towards the maternity leave, with appropriate payment for said sick leave benefits, but not in excess of one (1) month following date of confinement. Except for reasons of health and safety or inability to perform her job, the pregnant employee shall be permitted to work provided the attending physician approves and so advises in writing.

Maternity leave shall not be granted beyond one year.

ARTICLE XIII - HEALTH INSURANCE COVERAGE

A. The Board agrees to pay for the full cost and provide coverage for eligible employees and their immediate families in accordance with the definition of the insurance carrier for hospital and medical insurance and major medical expenses insurance in accordance with the current Camden County plan. Coverage for the employees will be provided in accordance with the provisions of said County plan, and this will pertain to permanent or temporary employees.

B. In the event that the covered employees, adopt a dental insurance plan, then in that event, upon written notification by the individual employee, the Board will deduct from the employee's pay, the monthly premiums towards the payment of said dental insurance plan. Said deductions shall be transmitted by the Board to the designated insurance carrier or agency.

ARTICLE XIV - VACATIONS

A. Permanent employees shall be granted vacation leave as follows:

1. One (1) working day for each month of service or major fraction thereof during the first (1st) year;
2. After one (1) year of service through five (5) years of service, twelve (12) working days per year;
3. After five (5) years of service through twelve (12) years of service, fifteen (15) working days per year; except those employees hired on or after July 1, 1977 shall be granted vacation of fifteen (15) days after five (5) years of service instead of after three (3) years of service. Vacation for employees hired prior to July 1, 1977 shall remain as in previous contract.

4. After twelve (12) years of service through nineteen (19) years of service, twenty (20) working days per year;

5. After twenty (20) years of service, twenty-five (25) working days per year.

6. Vacation time will be credited on January 1st of each year in anticipation of full employment for that calendar year and is to be taken during the calendar year.

B. Vacation time for all employees shall be scheduled and taken within the calendar year it is earned.

C. The present policy will be continued of granting vacation time by seniority in grade with requests to be submitted in writing within a given time limitation.

D. Temporary employees shall be granted one (1) working day vacation leave for each full month of service or major fraction thereof during temporary employment. No vacation leaves in excess of the amount actually earned will be approved in anticipation of continued employment.

ARTICLE XV - HOLIDAYS

gto The legal paid holidays, as specified under Ruling 11 of the Department of ^{Human Services} ~~Public Welfare~~ ^{HAS} ~~Agency~~ ^{gto}, Division of Public Welfare and fixed by New Jersey Statutes are as follows:

New Years	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Election Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving
Independence Day	Christmas

For 1978, Martin Luther King's birthday shall be included as a legal paid holiday in accordance with statute.

In the event any of the above statutory holidays falls on a Sunday, it shall be celebrated on the following Monday.

Whenever the work schedule is such that an employee is

required to work on a holiday, the employee will be granted a substitute day off with pay as soon thereafter as is convenient.

In addition to the aforementioned holidays, the Board will grant a holiday when the Board of Chosen Freeholders of Camden County declares a holiday for all County employees, providing that a sufficient work force is maintained to provide necessary and appropriate services. Said work force shall be established in advance, by the Welfare Director. The holiday established by the Board of Freeholders is not governed by the preceding paragraph wherein an employee will be granted a substitute day for holiday work.

In the event that the Camden County Court House is closed by proclamation or official notice of the Camden County Board of Freeholders due to inclement weather, then in that event, the offices of the Welfare Department will be closed for the same period of time, subject however, to a special force being maintained as established by the Welfare Director in accordance with the preceding paragraph.

Every effort will be made by the Welfare Board to rotate those persons required to serve on a special force, established in this Article.

ARTICLE XVI - GRIEVANCE PROCEDURE

A. Purpose.

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment. The parties agree that this procedure will be kept as informal as may be appropriate.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration, and having the grievance adjusted without the intervention of the Union.

B. Definitions.

The term "grievance" shall mean an allegation that there has been:

1. A misinterpretation or misapplication of the terms of this Agreement which is subject to the grievance procedure outlined herein and shall hereafter be referred to as a "contract grievance"; or

2. Inequitable, improper, unjust application or misinterpretation of rules or regulations, existing policy, or orders applicable to the Welfare Board, which shall be processed up to and including the Welfare Board, and shall hereinafter be referred to as "non-contractual grievance."

C. Presentation of a Grievance

The Welfare Board agrees that in the presentation of a grievance there shall be no loss of pay for the time spent in presenting the grievance by the grievant and one union representative who is an employee of the Board throughout the grievance procedure.

D. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement.

Step 1

- a. The grievant shall institute action under the provisions hereof in writing, signed and delivered to his (or her) Supervisor within ten (10) working days of the occurrence complained of, or within ten (10) working days after he would reasonably be expected to know of its occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance. The grievant may be represented by an employee who is the Shop Steward.
- b. The Supervisor shall render a decision in writing within ten (10) working days after receipt of the grievance.

Step 2

- a. In the event satisfactory settlement has not been reached, the grievant shall, in writing and signed, file his complaint with the Director of Welfare within five (5) working days following the determination at Step 1. The grievant may be represented by an employee who is the Shop Steward or Local Union Officer.
- b. The Director of Welfare, or his designee, shall render his decision within ten (10) working days after the receipt of the complaint.

Step 3

- a. Should the grievant disagree with the decision of the Director, or his designee, the aggrieved may, within five (5) working days, submit to the Board a statement in writing and signed as to the issues in dispute. In the event the grievant files his statement with the Board at least ten (10) working days prior to a Board meeting, the matter shall be placed on the agenda for that Board meeting. Statements filed less than ten (10) working days before a Board meeting may be heard by the Board at the meeting or at the Board's discretion placed on the agenda for the following meeting. The Board shall review the decision of the Director together with the disputed areas submitted by the grievant. The grievant and/or the Union representative may request an appearance before the Board. The Board will render its decision within eight (8) working days after the Board meeting at which the matter has been reviewed. If the Board's decision involves a non-contractual grievance, the decision of the Board shall be final.
- b. The grievant may be represented by the Local Union Officer or the International Union Representative, or both. A minority organization shall not present or process grievances.

Step 4

- a. Any unresolved contract grievance (as defined in B. 1, Definitions above) except matters involving appointment, promotion, or assignment or matters within the exclusive province of Civil Service, may be appealed to arbitration only by the Union. The Union must file the request for arbitration within ten (10) working days after the receipt of the Board's decision.
- b. Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration or to represent an employee before Civil Service. The Union's decision to request the movement of a grievance to arbitration or to

terminate the grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Union.

- c. Where the grievance involves an alleged violation of individual rights specified in Civil Service Law and rules for which a specific appeal to Civil Service is available, the individual may present his complaint to Civil Service directly. The grievant may pursue the Civil Service procedure or the grievance procedure as herein provided. Once the grievant makes the selection of procedure, such election shall be deemed final and binding and constitute an absolute waiver of the procedure not selected. The election will be made in writing at the appropriate time on the grievance form.
- d. The arbitrator shall be selected by agreement between the parties within thirty (30) working days following the execution of this agreement. The arbitrator shall be selected from the members of the Institute of Management and Labor Relations of Rutgers University and shall be designed as permanent and shall serve during the life of the agreement, or
- e. If the parties do not desire a permanent arbitrator, they may have the option of selecting an arbitrator on a case-by-case basis as follows:
 - 1) by selection from list of arbitrators who are members of of the Institute of Management and Labor Relations of Rutgers University, in accordance with the selection procedures of the Institute, or;
 - 2) by selection from the panel of arbitrators maintained by the Public Employment Relations Commission, in accordance with the selection procedures of the Public Employment Relations Commission, or;
 - 3) by selection from the panel of arbitrators maintained by the American Arbitration Association, in accordance with the selection procedures of the American Arbitration

Association.

- l. The parties shall meet at least ten (10) working days prior to the date of the arbitration hearing to frame the issues to be submitted to the arbitrator and to stipulate the facts of the matter in an effort to expedite the hearing.
- g. The decision or award of the arbitrator shall be final and binding on the Welfare Board, the Union, and the grievant or grievants to the extent permitted by and in accordance with applicable law and this agreement.

Any arbitration decisions or awards affecting matters covered by Ruling 11 shall be subject to review by the Department of Human Services, Division of Public Welfare. Where the Department of Human Services, Division of Public Welfare, refuses to approve an arbitrator's decision or award as being in contravention of Ruling 11, this shall not be construed as preventing the union from thereafter moving in an appropriate forum for the enforcement of the arbitrator's decision or award.

- h. The arbitrator may prescribe an appropriate back pay remedy when he finds a violation of this Agreement, provided such remedy is permitted by law and is consistent with the terms of this Agreement, except that he may not make an award which exceeds the Welfare Board's authority.

The arbitrator shall have no authority to prescribe a monetary award as a penalty for a violation of this Agreement.

- i. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement and shall confine his decision solely to the interpretation and application of this Agreement. He shall confine himself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him, nor shall he submit observations

or declaration of opinions which are not essential in reaching the determination.

- j. The costs of the services of the arbitrator shall be borne equally by the Board and the Union. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring the same.
- k. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally.
- l. The arbitrator shall hold a hearing at a time and place convenient to the parties as expeditiously as possible after his selection and shall issue his decision within thirty (30) days after the close of the hearing.
- m. Grievance resolutions or decisions at Steps 1 through 4 shall not constitute a precedent in any arbitration or other proceeding unless a specific agreement to that effect is made by the authorized representatives of both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence, including such grievance resolution, as to the prior conduct of the other party.

ARTICLE XVII - CLOTHING ALLOWANCE

The Camden County Welfare Board shall pay a clothing allowance of \$100.00 per year to those employees required to wear uniforms in the operation of their duties. Employees who are required to wear uniforms are classified as home service aides and maintenance men.

ARTICLE XVIII - AUTOMOBILE LIABILITY INSURANCE

The employer shall pay \$150.00 per year towards an automobile insurance premium for each employee required to have automobiles in the performance of their duties for client field contacts, provided that the employees show proof of proper

insurance coverage and proof of payment of such coverage, to the employer prior to payment of the \$150.00 and continuing proof at the employer's request. In order to qualify for said payment, the employee must be insured in the following amounts of coverage: \$100/300,000. For public liability -- \$10,000. for property damage -- \$1,000. medical.

If the employee is unable to obtain the required amount of insurance and presents written proof of his inability to be insured for such amount, then in that event, the Welfare Board will endeavor to obtain the coverage on behalf of the employee. If the Welfare Board is unable to obtain such coverage, the said employee must maintain the minimum insurance coverage established by the State of New Jersey, and the employer shall then pay \$100.00 towards such premium.

ARTICLE XIX - CONFIDENTIAL FILES

Any employee who has ever applied for Welfare benefits in Camden County may request in writing to the Welfare Director, that his or her case record be kept in confidence and separately from other case records. Said records shall be maintained so that access thereto is available only to the Director or his or her designee.

ARTICLE XX - SENIORITY, JOB OPENINGS & LATERAL TRANSFERS

This entire Article is specifically excluded from the binding arbitration provisions of the grievance procedure. The parties agree that this Article shall be subject to the grievance procedure referred to as a "non-contractual grievance".

A job opening or vacancy shall be posted on an appropriate bulletin board for a period of five (5) working days.

Seniority, which is defined as continuous unbroken service with the Camden County Welfare Board, will be given consideration by the Board, with respect to promotions, however, service will be

considered unbroken, for purposes of this clause, if an employee who has served continuously with the Camden County Welfare Board for at least one year should resign his position and be rehired by said Board within three (3) months of said resignation.

The Board will endeavor to fill permanent job openings by promoting employees from the next lower rated job title who possess the requirements enunciated by Civil Service Law and who is subsequently certified by Civil Service.

If there are two or more employees with equal qualifications and ability to perform the work, the employee with the greatest seniority will be given preference.

All promotions and promotional policies are subject to the New Jersey Civil Service Law, Rules and Regulations.

Every effort will be made within budgetary limitations, to fill vacancies that may occur, so as not to unreasonably increase work loads of remaining members of the Union.

Notices will be posted on the personnel bulletin board for three (3) working days when lateral transfers or reassignments are anticipated.

ARTICLE XXI - EQUIPMENT & SUPPLIES

It is recognized that good employee morale and pleasant working conditions are important factors in the consideration of the services to be rendered to the public. Where possible, subject to the discretion of the Board and budgetary commitments, sufficient furniture, equipment, supplies and telephone service will be provided to all employees.

ARTICLE XXII - WORKING OUTSIDE JOB CLASSIFICATION

It shall be the normal practice of the employer to assign employees work which is appropriate to their job classification. Regular assignment of work which is not within the job classification

and properly brought to the attention of the employer by the Union, shall be corrected. Any dispute as to whether the work is within the job classification may be resolved, either in accordance with the grievance procedure, or by appeal to Civil Service. The Civil Service job specifications shall govern, if such specifications have been established.

ARTICLE XXIII - TRAINING

The Board shall endeavor to provide training programs for all new employees for purposes of orientation. Additionally, a program of continuous and ongoing training shall be maintained.

Authorized representatives of the CWA shall be given the right to address each new employee training class, for approximately fifteen (15) minutes.

ARTICLE XXIV - WORKER'S COMPENSATION

All employees shall be covered by Worker's Compensation, in accordance with the Statutes of the State of New Jersey.

ARTICLE XXV - MILEAGE CLAUSE

Those caseworkers, welfare aides, homemakers and investigators who are required to use their automobiles for client field contacts shall be reimbursed for said use at the rate of \$.14 per mile subject to a maximum monthly allowance of \$77.00. The \$77.00 shall not be construed as a flat allowance, but the reimbursement is based upon the actual mileage devoted to the aforesaid purposes, during the month.

Employees will be required to maintain a daily log containing mileage and specific locations visited. Authorization for automobile use must be obtained, in advance, from the supervisor.

Employees are not required, nor are they expected to transport clients in the private automobile owned by the employee.

In the event that the Division of Public Welfare establishes a new mileage rate for the year 1978, negotiations will be reopened at that time for purposes of the mileage rate only.

ARTICLE XXVI - SAVINGS CLAUSE

If any provisions of this Agreement should be held invalid by operation of law or regulation by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal or appropriate administrative agency pending a final determination as to its validity, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XXVII - OVERTIME

All employees represented by the C.W.A. shall be compensated at 1½ times their regular straight time hourly rate of pay for all hours worked beyond their normal work week of 35 hours. All overtime must be approved by the Director, Deputy Director or designee, in advance.

AAS
JGL

ARTICLE XVIII - FULLY BARGAINED CLAUSE

The parties agree that they have fully bargained and agreed upon all the terms and conditions of employment and that these terms and conditions of employment shall not be changed during the life of this Agreement.

ARTICLE XXIX - BULLETIN BOARD

It is agreed that a bulletin board shall be placed in each building used by the Camden County Welfare Board for the use of those employees represented by the C.W.A.

ARTICLE XXX - SALARIES

I. Effective January 1, 1977, employees who are in the employ of said Board at the time of the signing of this Agreement, shall receive the following:

A. The employees in the following titles shall receive a two salary range increase as follows:

	<u>Range #</u>		<u>Salary Range</u>
	<u>From</u>	<u>To</u>	
Income Maintenance Technician	11	13	8481-11449

	Range #		Salary Range
	From	To	
Income Maintenance Specialist	16	18	10824-14611
Social Worker	16	18	10824-14611
Investigator	16	18	10824-14611
Social Worker Specialist Etc.	18	20	11933-16112

Employees in the above titles shall have their salaries adjusted step to step into the new salary range in Ruling 11 of July 1, 1976.

NOTE: Under this procedure the employee who was in step #4 of the old salary range would go to step #4 of the new salary range as follows:

	Range	Step	Salary
From:	11	4	8266
To:	13	4	9753
Increase			<u>1487</u>
From:	16	4	10551
To:	18	4	12447
Increase:			<u>1896</u>
From:	18	4	11633
To:	20	4	13724
Increase:			<u>2091</u>

B. Employees who did not receive a range change (such as the clerical staff and social service aides) shall be adjusted to the same step of the revised salary range as contained in Ruling 11 of July 1, 1976.

The employees in the above titles (clerical staff and social service aides) shall receive, effective January 1, 1977, a 6.5 percent salary differential based exclusively on the minimum step of the applicable salary range which shall terminate on December 31, 1978.

In the event an employee is appointed to another classification, the salary differential, if applicable, shall be based on the minimum step of the salary range of the classification title to which he/she is appointed on the effective date.

II. Employees hired during the term of this Agreement, except for those whose services terminated prior to this

signing of the Agreement; shall receive the salary provisions as outlined above for their respective titles on the effective date of hire.

III. The quarterly increment system is hereby adopted and it shall be exercised in the following manner:

Employees shall be entitled to a merit increment on their anniversary date provided they have completed one year's continuous service.

- a. Employees hired in January, February and March will receive an increment on April 1 of the following year.
- b. Employees hired in April, May and June will receive an increment on July 1 of the following year.
- c. Employees hired in July, August and September will receive an increment on October 1 of the following year.
- d. Employees hired in October, November and December will receive an increment on January 1 of the following year.

IV. Any employee who receives a promotion in which the salary adjustment equals two or more increments in the old range will receive a new anniversary date. The new anniversary date will be on the basis of the effective date of the promotion.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on this _____ day of _____, 1977.

COMMUNICATION WORKERS OF AMERICA,
AFL-CIO

CAMDEN COUNTY WELFARE BOARD

Chera L. Allen, 79 Director CWA
Claire Poole, President
Harold A. Schibe, Vice-pres. Local 1054
Carol Day - Chief Steward
Barbara Rigilano

John A. Lane - Chairman
Helen Segal - Sec'y/Treas
Barbara J. Broadwater - Board member

COMMUNICATION WORKERS OF AMERICA,
AFL-CIO

Clara L. Allen, NJ Director

Reviewed and approved by The
Division of Public Welfare of New Jersey,
Human Services
Department of ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

JAS
R JAL

G. Thomas Riti 6/27/77
G. Thomas Riti, Director
Division of Public Welfare

SCHEDULE OF SALARY RANGES

<u>DESCRIPTION</u>	<u>RANGE</u>	<u>INCREMENT</u>
Probation Officer	\$8,124.00 to \$10,560.00 per annum	\$406.00 per annum
Sr. Probation Officer	\$8,957.00 to \$11,645.00 per annum	\$448.00 per annum

In addition to the above increments, an employee shall be entitled to one additional increment in the event a Masters Degree is obtained. Said increment to be over and above the maximum for each of the above named descriptions