

Contract no. 72

**CAMDEN COUNTY COLLEGE
BLACKWOOD, NEW JERSEY**

AGREEMENT

between

**BOARD OF TRUSTEES
OF
CAMDEN COUNTY COLLEGE**

and

**INTERNATIONAL UNION OF ELECTRONIC,
ELECTRICAL, SALARIED, MACHINE AND FURNITURE WORKERS,
AFL-CIO, LOCAL 440**

Custodial, Maintenance and Grounds Department

July 1, 1991 to June 30, 1994

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AGREEMENT

The BOARD OF TRUSTEES OF CAMDEN COUNTY COLLEGE operating under the provision of Public Laws of 1968, Chapter 303 of the State of New Jersey as amended by Chapter 123, Public Laws of 1974 of the State of New Jersey and THE MAINTENANCE/CUSTODIAL LOCAL UNION OF CAMDEN COUNTY COLLEGE.

THIS AGREEMENT entered into this first day of July 1991, between the CAMDEN COUNTY COLLEGE, hereinafter called the Board, and the INTERNATIONAL UNION OF ELECTRONIC, ELECTRICAL, SALARIED, MACHINE AND FURNITURE WORKERS, AFL-CIO, by and in conjunction with LOCAL 440, hereinafter called the Union.

ARTICLE I - PURPOSE

It is the intent and purpose of the parties hereto to set forth herein the Agreement covering rates of pay, hours of work and conditions of employment to be observed by the parties hereto, and to secure closer and more harmonious relations between said parties.

ARTICLE II - RECOGNITION

The College recognizes the Union as the exclusive bargaining agent for all its employees for the purpose of collective bargaining in respect to wages, rates of pay, hours of employment and other conditions of employment.

The term "employees" as used in this Agreement shall include all custodian, maintenance employees, including part-time workers, groundskeepers, firemen-maintenance employees, drivers, receiver and mechanic.

ARTICLE III - NON-DISCRIMINATION

A. There shall be no discrimination, interference, restraint, intimidation or coercion by the College and its representatives or by the Union and its representatives on account of any employee's sex, race, color, creed, national origin, age, handicap, or veteran's status.

There shall be no discrimination against any employee on account of membership in the Union or on account of employee's participation in any Union activities, defined to mean the fulfillment of steward functions.

B. Any employee who engages in any form of conduct or activity (sexual harassment) which violates Section 703 of Title VII shall be subject to disciplinary action up to and including discharge as the College in its sole discretion shall deem appropriate, including selective discipline where all participants cannot be discharged and all leaders, participants and instigators cannot be identified. An employee who believes the disciplinary action by the College concerning him or her was not justified shall have recourse to the appropriate grievance procedure.

ARTICLE IV - MANAGEMENT

Recognition of Rights and Function of Management

- I. Subject to the provisions of this Agreement, the Union agrees that supervision, management and control of the Camden County College operations are exclusively the function of the College and that the College has the right to make such reasonable rules and regulations as it considers necessary or advisable for the orderly and efficient conduct of its operations.
- II. It is the prerogative of the College from time to time to modify, change, to select and determine all qualifications of new employees, and the methods by which such qualifications are to be determined; to assign Union members as the College shall in its judgment determine proper; to fix all or any assignments as to wages and hours which need be uniform.

III. Subject always to the right of the Union to bargain collectively with the College with respect to salaries, grievances, and other terms and conditions of employment, the exercise by the College of any one or more of its prerogatives, as set forth above, shall not at any time be subject to collective bargaining as provided in this Agreement.

ARTICLE V - RIGHT TO ORGANIZE

All present and newly hired employees, covered by this agreement, may on the thirtieth (30th) day of their employment become members in good standing of the Union and may maintain such membership in the Union during the life of this Agreement.

The College shall, upon hiring new employees, inform them of their working conditions.

ARTICLE VI - CHECKOFF

For the duration of this Agreement, the College shall deduct from each pay of each month, the semi-monthly Union dues for those employees in the bargaining unit whose written and signed authorizations are received by the College.

The College shall forward a check for the total of such deduction to the Financial Secretary of the Union each payday for which the deduction is made. The following dues deduction authorization shall be in the form as follows:

CHECKOFF AUTHORIZATION

I.U.E. LOCAL 440

TO: _____
(Name of College & Location) (Effective Date)

I authorize and direct that you checkoff from my pay each month an amount equal to I.U.E. Local 440 membership dues, and to promptly remit same to Local 440, International Union of Electrical Workers (Affiliated with the AFL-CIO).

This checkoff is valid and is not revocable until:

- (a) the expiration of contract; or
- (b) one year from signature

Revocation shall be in effect only if I give you and Local 440, International Union of Electrical, Radio and Machine Workers written notice by individual certified mail, return receive requested.

Date	Employee's Signature
Initiation Dues: _____	

ARTICLE VII - AGENCY SHOP

Agency Shop Provision for Non-Members

Upon written notification from the President of Local 440, the College will deduct from non dues paying employee(s) represented by this bargaining unit, a representation fee equal to eighty-five percent (85%) of the annual dues for Local 440 members.

The Financial Secretary of Local 440 will determine the amount of the dues to be paid by payroll deduction. The Union shall indemnify, defend, and save the College harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the College in reliance upon deduction authorization forms submitted. It is further understood that once the funds deducted are remitted to the Union the disposition of such funds thereafter shall be the sole and exclusive obligation and responsibility of the Union.

ARTICLE VIII - GROUP LEADERS

Group Leaders shall be chosen by the College President or his designee whenever he deems it necessary. In the selection of a Group Leader, the College President or his designee will give weight to seniority in his choice.

Group leaders shall be paid an additional five percent (5%) per year over and above their base salary.

ARTICLE IX - BOILERMAN PREMIUM

Full-time employees holding a Black Seal Boilerman's License and working in the capacity of a boilerman will be paid an additional \$350.00 per year.

ARTICLE X - NIGHT SHIFT DIFFERENTIAL

Employees assigned to night shift work shall be paid an additional \$1000.00 per year over and above their regular salary.

ARTICLES XI AND XII - HOURS AND OVERTIME

SECTION 1

The standard work week shall be forty (40) hours per week, eight (8) hours per day, and five (5) days per week from Monday through Friday. Prorated portions of annual salaries will be paid by check every other week. There shall be no payroll advances other than for authorized vacation periods.

SECTION 2

The Union shall be notified of any proposed changes in the above working schedule. Any difference or disputes concerning any such proposed changes shall be handled through the grievance procedures.

SECTION 3

All work performed in excess of eight (8) hours in a single day, in excess of forty (40) hours in any given week and all work performed on Saturday shall be paid for at one and one-half (1-1/2) times the regular straight time rate.

SECTION 4

Double time shall be paid for all work performed on Sunday, except for firemen-maintenance employees working on their regular schedule. Work performed on listed holidays shall be paid for at double time and a half (2-1/2) which shall include all remuneration including pay for the holiday and overtime premium.

Any employee who is required to work on a Snow Day when the College is officially closed will receive their regular days pay and in addition will receive straight time for the hours worked. Employees who are not required to work on a Snow Day when the College is officially closed will receive their regular days pay.

SECTION 5

No employee will be required to work on holidays that are observed by the College and listed in this Agreement. If the College knows of its overtime requirements, it will endeavor to give notice of twenty-four (24) hours of overtime requirements and forty-eight (48) hours notice of requested Saturday overtime.

SECTION 6

The College may require the services of employees in the bargaining unit in the case of an emergency such as snow removal, flood or other "Act of God" to protect the property of the College and to permit the College to function. Employees who are called in on an emergency basis are to receive minimum of four (4) hours pay.

SECTION 7

If any employee is injured during the course of the work day and required medical or surgical attention, he will be paid the balance of the regular work day on which such injury occurs at his regular hourly rate.

SECTION 8

In the event that the Board of Trustees should institute classes on Saturday during the College year, the work week for custodians on this shift shall then be from Tuesday through Saturday inclusive. Employees placed on this as a weekly schedule will be newly hired for this schedule or old employees may select that as their regular work week.

It is understood that in the event the change of work week becomes necessary and permanent, then all work performed on Saturday shall be paid at the custodian's straight time rate and not at the rate of time and one-half.

SECTION 8A

In the event that the Board of Trustees should institute classes on Sunday during the College year, the work week for these shifts should then be Wednesday through Sunday inclusive. Employees placed on this weekly schedule shall either be newly hired for this schedule or old employees may select this as their regular work week.

All work performed in excess of eight (8) hours in a single day, or in excess of forty (40) hours in a given week and all work performed on a sixth day shall be compensated at one and one-half (1-1/2) times the regular straight time rate.

Double time shall be paid for all work performed on a seventh day. Work performed on listed holidays shall be paid at double time and one-half (2-1/2) which shall include all remuneration including pay for the holiday and overtime premium.

SECTION 9 - SHIFT DETERMINATION

Where more than one work shift per day within a given occupation is in effect, employees within the occupation will be given preference of shifts in line with seniority. Such preference will be exercised only when vacancies occur, or where there is a decrease in work force on a given shift.

ARTICLE XIII - SENIORITY

SECTION 1

Seniority shall be exclusively defined as the employee's length of continuous service within this specific bargaining unit, beginning with the original date of hire in a full-time capacity. In the event that the employees should leave the bargaining unit and take another non-Local 440 position within the College, his seniority in Local 440 will end.

SECTION 2

For the purposes of seniority and layoffs, Custodian employees, Maintenance employees, Firemen-Maintenance employees, Groundskeepers, Drivers, Receiver, and Mechanic shall be seven separate units.

SECTION 3

In the event of a layoff, the least senior employee in the Custodian unit is to be laid off first.

SECTION 4

In the event of a layoff, the least senior employee in the Maintenance unit is to be laid off first.

SECTION 5

In the event of a layoff, the least senior employee in the Firemen-Maintenance unit is to be laid off first.

SECTION 6

In the event of a layoff, the least senior employee in the Groundskeeper unit is to be laid off first.

SECTION 7

In the event of a layoff, the least senior employee in the Drivers' unit is to be laid off first.

SECTION 8

In the event of a layoff, the least senior employee in the Receiver unit is to be laid off first.

SECTION 9

Recall from layoff shall be accomplished in the inverse order of the layoff. Employees shall be required to be able to perform the work.

SECTION 10

All employees shall be notified by certified mail, directed to the address of the employee as stated in the College records, to return to work and be allowed five (5) days in which to report to work after such notice before any loss of seniority occurs.

SECTION 11

Employees shall be eligible for recall when on layoff for a period not to exceed the following:

Seniority up to three (3) years - twelve (12) months

Seniority three (3) years and up to five (5) years - eighteen (18) months

Seniority five (5) years and up to ten (10) years - twenty-four (24) months

Seniority ten (10) years and up to fifteen (15) years - thirty (30) months

Seniority fifteen (15) years and up to twenty (20) years - thirty-six (36) months

Seniority twenty (20) years or more - forty-two (42) months

SECTION 12

All elected union officials, up to a maximum of twelve (12) shall have super seniority for the purpose of layoffs, during the term of office to which they are elected. They will be returned to their regular standing on the seniority list upon termination of office.

SECTION 13

The College shall send notification to the Union each month of all new hires and terminations showing name, address, date of hire, job title, and salary.

SECTION 14

Seniority shall cease upon voluntary termination, discharge for just cause, and failure to return to work when recalled.

SECTION 15

Any member being elected or delegated to any Union activities necessitating a temporary leave of absence without pay shall be granted same and at the end of such leave shall be reinstated to their former job and rate, plus any increases granted in their absence without loss of other benefits.

SECTION 16

An employee inducted or called for active military duty in any branch of the United States Armed Forces, shall be granted military leave without pay.

The College will abide by all applicable regulations of State and Federal Law regarding military leave.

ARTICLE XIV - GRIEVANCE PROCEDURE

Any differences, disputes or grievances that may arise between the Union and the College regarding interpretation of this Agreement shall be taken up as follows:

Step 1

Between the aggrieved employee and the steward on the one hand and the immediate supervisor on the other hand. If no satisfactory agreement is reached between them in eight (8) hours, the grievance shall be reduced to writing and referred to:

Step 2

The Union Chairman and the Steward, or their designees, on the one hand, the College President and the supervisor, or their designees, on the other hand. If no satisfactory agreement is reached between them within five (5) working days, the matter will be referred to:

Step 3

The Grievance Committee with the Union Representative on the one hand and the College and its Representative on the other hand. If no satisfactory agreement is reached between them within five (5) days, the matter shall be dealt with as hereinafter set forth.

Step 4

All differences, disputes, or grievances between the parties that are not satisfactorily settled after following the grievance procedures set forth above, shall at the request of either party, be submitted to arbitration within fifteen (15) days to the American Arbitration Association.

- (a) The decision of the arbitrator shall be final and binding on both parties.
- (b) All time spent in the adjustment of grievances, the negotiating of the labor contract, and arbitration will be paid for by the College at straight time.
- (c) The time for meetings or for giving of decisions at each step above set forth may be extended by mutual agreement of the parties involved in the particular or respective steps.
- (d) The Union and the College shall have the right to bring in the aggrieved person(s) in any of the steps of the grievance procedure as outlined above.
- (e) A grievance must be filed in writing within fifteen (15) calendar days from the date on which the act which is the subject matter of the grievance occurred or fifteen (15) calendar days from the date on which grievant should reasonably have known of its occurrence or thereafter be barred.

(f) Anything to the contrary notwithstanding, any challenge to the propriety of a discharge must be filed in writing to the College within five (5) days from the date of the discharge or the same will be deemed to have been waived.

(g) Without limitation, the College shall have the right to discharge employees within the first ninety (90) calendar days of employment.

ARTICLE XV - NOTICE OF DISCHARGE

SECTION 1

Employees shall be discharged only for just cause.

SECTION 2

The President of Local 440 shall be notified immediately of all terminations.

SECTION 3

It is agreed that a discharge grievance shall be processed immediately with the College President or his designee.

SECTION 4

If any discharge is found to be unfair or discriminatory, the employee shall be reinstated.

SECTION 5

Any employee with at least one (1) year's seniority will receive thirty (30) days notice of layoff or in lieu of notice two (2) weeks' pay.

ARTICLE XVI - PROMOTIONS AND POSTING OF VACANCIES

SECTION 1

It is the policy and intention of the College to upgrade its employees. Job vacancies on permanent or new positions will be posted for a period of not less than three (3), but not more than five (5) working days exclusively within the College for the information of the employees. The posting will include, but not be limited to, a general summary of the major duties expected of the position, as well as the salary.

SECTION 2

If an employee applies for an open staff position and meets all of the written qualifications in the job description, the College shall give first consideration to the applicant before filling the vacancy.

Procedures to be utilized in the filling of positions for Local 440, I.U.E., bargaining unit members.

1. The College will maintain a system wherein the most senior applicant for a position will be appointed to said position for a thirty-day probationary period.

The applicant will be interviewed by the immediate supervisor in advance of an official appointment. The basic purpose of the interview will be to provide the immediate supervisor with an opportunity to delineate the specific job responsibilities and reasonable expectations (e.g., productivity standards, skills level, organizational capabilities, etc.) that the applicant will have to satisfy. In the event that, as a result of the initial interview, the most senior applicant does not accept the position, the next most senior applicant will receive the same consideration that was extended to the primary candidate. If there are no additional applicants, the position will either be advertised externally or the College will assign a current bargaining unit member to fill the position.

2. The candidate with the greatest seniority will have a thirty-day (30 calendar days) probationary period within which to demonstrate that he/she has the necessary and appropriate skills and abilities to successfully meet the requirements for the position.

It will be the responsibility of the immediate supervisor to complete a performance appraisal form near the end of the probationary period and forward same to the personnel Office. Further, the supervisor will give a photocopy of the appraisal form to the candidate at the time it is completed.

3. Should the overall performance appraisal indicate that the candidate has failed to meet the basic requirements for the position, the employee will have one of several options:

- a. If his/her previous position has not yet been filled by the College, the employee will be assigned to fill the vacancy.
- b. If the former position has been filled, the unsuccessful candidate will either be assigned to another existing vacancy of a comparable level, or may utilize the "bumping" rights contained in Article XII, Section 2 of the current collective bargaining agreement.

Note: the College cannot guarantee that every candidate's "former" position will not be filled during a probationary period because the needs of the College will be assessed on a case-by-case basis.

4. An employee who utilizes seniority to move laterally or downward will be required to remain the new position for a period of one full year.

5. It is understood by the parties that an unsuccessful candidate will have full access to the grievance procedure, including binding arbitration, if there is a disagreement with the performance appraisal form that was completed by the immediate supervisor at the conclusion of the probationary period.

6. External applicants for position(s) that have not been filled by bargaining unit members may still be tested by the College (Note: several entry-level positions in the bargaining unit do not explicitly require specialized skills). However, the College will notify external applicants who

are appointed to those positions that do not require specialized skills, that they will have to obtain a passing test score if they subsequently apply for positions within the bargaining unit that entails proficiency in certain clerical skills.

7. The College reserves the right to consider performance factors such as attendance records and discipline history in making the final appointment of the most senior applicant to a position.

A disagreement with the decision of Management to disqualify the most senior applicant is subject to the grievance procedure.

SECTION 3

The College recognizes that in making promotions, consideration shall be given first to the ability and aptitude of an employee to perform the job in question; and second, to the length of the employee's continuous service. However, it is understood that if all other variables are equal, seniority shall prevail in the final selection process.

ARTICLE XVII - REPORTING TIME

Employees who report to work at their regular starting time and have not been given at least one day's notice not to report, shall be guaranteed at least four (4) hours work or pay, except when the inability to provide four (4) hours work is due to an "Act of God" beyond the control of the College.

ARTICLE XVIII - BEREAVEMENT LEAVE

In the event of a death in the immediate family, the College may grant leave with pay not to exceed five (5) days. An employee's immediate family shall be considered as husband, wife, children, brother, sister, stepchildren, grandchildren, father, mother, mother-in-law, father-in-law, grandfather and grandmother. Additionally, one (1) day off with pay may be granted by the College in the event of a death of an employee's aunt, uncle, brother-in-law, sister-in-law, nephews, nieces and cousins.

ARTICLE XIX - SICK LEAVE

A. All full-time employees are entitled to take time off from work because of personal illness in the immediate family (father, mother, spouse, or children) without any loss of pay according to the following schedule:

- (a) Employees are allowed twelve (12) days of sick leave per year.
- (b) Accumulated days of sick leave will be unlimited.
- (c) A sick leave is subject to medical verification if requested by the immediate supervisor.
- (d) Part-time employees will have their sick leave prorated based on time worked.
- (e) Sick leave will be allocated from the time of employment for those starting other than at the start of the College school year.

B. Upon retirement from the service of Camden County College, as confirmed by the New Jersey Public Employee Retirement System, a Local 440 member shall receive a lump sum payment equal to \$40.00 for fifty percent (50%) of unused accumulated sick leave with the provision that:

- 1. The Local 440 member has been employed continuously by the College (including periods of approved leaves of absence) for a period of fifteen (15) complete years or more, and
- 2. The Local 440 member has formally notified the College of an intent to retire by November 1 of the year prior to the fiscal year in which retirement will take place. In emergent circumstances, a later notice may be considered by the Board; however, the College may elect to defer payment for one (1) year to allow for a budgeting.

Exceptions to the period of employment and notification timeliness described above will be granted only in cases of unforeseen disability retirement from the College.

C. SICK BANK

1. Sick Leave Bank - a sick leave bank will be established for use by an employee who has suffered an extended disability and/or catastrophic illness and have exhausted their own sick and personal leave. The bank will be administered by a committee of two (2) administrators appointed by the College President and one (1) employee appointed by the Local 440.
 - a. At the end of each fiscal year, all employees may contribute unused sick days which are in excess of their entitlement of twelve (12) days per year for personal illness.
 - b. In order to be eligible to use the sick leave bank, an employee must have contributed at least two (2) days within the prior two (2) fiscal years to the bank. Exceptions may be considered in extraordinary circumstances at the discretion of the College President. An employee must also have at least one (1) continuous year of employment.
 - c. The total sick leave bank shall not exceed one thousand (1,000) days. An employee must contribute to the bank in order to maintain his/her eligibility, even when such contribution would cause the bank to exceed the maximum of 1,000 days. In that case, the contribution of sick days will be recorded, but the bank limit will remain at 1,000 days.

- d. An eligible employee may present a claim to the Personnel Office for additional sick leave from the bank after all accrued sick and personal leave time is exhausted. Upon presenting such a claim, the employee must present a medical certificate signed by a licensed physician indicating the nature of the illness or injury, an indication of when the period of disability began, and, if possible, when it is expected that the employee will be able to return to normal duties. The Board reserves the right to employ a physician of its own choosing to render a second opinion.
- f. Claims for sick leave from the bank may not be made for illness or injury resulting from a job-related condition which falls under the worker's compensation laws.
- g. Claims for sick leave from the bank may not be made during the time when the employee is eligible for disability benefits.
- h. No employee may claim more than ninety (90) days from the bank in any twelve (12) month period. Once an employee has used a total of ninety (90) days during any twelve (12) month period, he/she is not eligible for further withdrawals from the bank until he/she has worked twelve (12) additional months of continuous service.

Employees whose claims are validated using the above criteria will be paid as follows:

<u>Years of Continuous Service</u>	<u>% of Salary Paid</u>
2 to 3 years	50%
4 to 5 years	70%
6 or more years	80%

ARTICLE XX - FAMILY LEAVE

The College will comply with the State law and guidelines concerning the Family Leave Act.

ARTICLE XXI - PERSONAL LEAVE

A. Employees will be granted a personal leave with pay not to exceed three (3) days per year for matters which cannot be cared for in other ways. Personal leave may not be used for vacation or work for pay for another employer. Unused personal leave will be added to accumulated sick leave entitlement. The employee requesting personal leave will give at least twenty-four (24) hours advance notification to his/her supervisor except in case of emergency.

B. Probationary employees shall be granted personal leave on a pro-rated basis as follows:

<u>Date of Hire</u>	<u>Personal Days</u>
July 1 - October 31	1 day
November 1 - February 28	1 day
March 1 - June 30	1 day

ARTICLE XXII - VACATIONS

SECTION 1

The College agrees to grant to each employee on the payroll as of July 1 of each year a vacation with pay, in accordance with the following schedule, according to the length of service of each individual:

- (a) Employees who have worked less than five (5) years will accrue vacation at .835 days per month.
- (b) Employees who have worked five (5) years shall begin to accrue three (3) weeks vacation. Employees who have worked six (6) years shall begin to accrue three (3) weeks plus one (1) day

vacation. Employees who have worked seven (7) years shall begin to accrue three (3) weeks plus two (2) days vacation. Employees who have worked eight (8) years shall begin to accrue three (3) weeks plus three (3) days vacation. Employees who have worked nine (9) years shall begin to accrue three (3) weeks plus four (4) days vacation.

- (c) Employees who have worked ten (10) years shall begin to accrue four (4) weeks vacation.
- (d) Employees who have worked more than ten (10) years shall begin to accrue twenty-two (22) vacation days.
- (e) Part-time employees shall have their time prorated and receive vacation time accordingly.
- (f) It is understood that vacation time will be used within any two (2) year period. Vacation time should be taken so that it is mutually satisfactory with his/her supervisor.
- (g) An employee who retires at any age shall receive a pro rata vacation pay as of the date he/she leaves the employ of the College.
- (h) The pro rata vacation pay of an employee who dies while in the employ of the college shall be paid to the beneficiary of his/her group life insurance policy.
- (i) Vacation time may be taken as it is earned.

SECTION 2

On July 15 of each year, employees will receive a memorandum from the Personnel Office advising them of the number of personal days, sick days and vacation days they have remaining. Additionally, it is agreed that the Personnel Office will notify, in writing, any employee who is in danger of losing time at least sixty (60) days prior to the end of the fiscal year.

ARTICLE XXIII - HOLIDAYS

SECTION 1

The College agrees to pay to each eligible employee eight (8) hours pay for each of the following holidays:

1. July 4th
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving Day
5. Christmas Eve Day through/and including New Year's Day
6. Martin Luther King's Birthday
7. Good Friday
8. Easter Monday
9. Memorial Day
10. Employee's Birthday (or an alternate day mutually agreed upon by the employee and the immediate supervisor)

ADDENDUM: Part-time employees shall receive pro rata pay for holidays they would normally be scheduled to work.

SECTION 2

Eligible employees shall include all those who are at work within the work week in which the holiday falls or absent for bona fide reasons.

SECTION 3

In the event that any of the above holidays fall on a Saturday, they shall be celebrated on the preceding Friday.

In the event that any of the above holidays fall on a Sunday, they shall be celebrated on the following Monday.

ARTICLE XXIV - HOSPITALIZATION AND PRESCRIPTION PLAN

The Board of Trustees shall pay all premiums to provide for full Blue Cross coverage, with Rider J Premiums for employees and eligible dependents and Major Medical. The College will provide a prescription plan (\$2.00 per prescription) for each employee and spouse, and his/her unmarried eligible dependents.

ARTICLE XXV - WORKMEN'S COMPENSATION INSURANCE

All employees are covered by Workmen's Compensation Insurance.

SECTION 1

In the event of an accident, the employee shall immediately notify his immediate supervisor.

SECTION 2

Time lost from work due to an injury occurring while at work shall not be taken from the employee's allowed sick days until clarified under the Workmen's Compensation Insurance Program.

SECTION 3

Employees shall be allowed time off from work, without loss of pay, to attend compensation hearings which occur during their regular work day.

ARTICLE XXVI - DENTAL INSURANCE

All full-time employees and eligible dependents will be covered by the New Jersey Dental Plan, premium to be paid by the College.

ARTICLE XXVII - DISABILITY INSURANCE

The College agrees to pay all premiums to provide a Disability Insurance Plan for employees who have completed their probationary period.

ARTICLE XXVIII - BULLETIN BOARDS

The College shall make available to the Union a bulletin board for the purpose of posting official Union notices.

ARTICLE XXIX - UNION VISITATION

Officers or Representatives of the Union shall, upon request of the Union, be admitted to the College during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the parties or for assisting in the adjustment of grievances upon permission of the College President or his designee.

ARTICLE XXX - SAFETY CONDITIONS

The College President or his designee and the Union Chairman or his designee shall comprise the Safety Committee. They shall meet when deemed necessary to discuss and rectify any safety conditions which are brought to their attention or any safety condition they feel necessary to institute. Employees shall use all protective devices and safety equipment provided by the College, and observe all College safety rules.

ARTICLE XXXI - REST PERIOD

Employees will be given a fifteen (15) minute rest period in the morning and a fifteen (15) minute rest period in the afternoon without loss of pay.

ARTICLE XXXII - WASH-UP TIME

All employees shall receive five (5) minutes wash-up time before the regular lunch period and before quitting time, or supper time if working overtime.

ARTICLE XXXIII - JURY DUTY

An employee who is required to be absent from his scheduled work in order to serve jury duty shall receive from the College the difference between the daily jury duty pay and the amount payable at his regular straight time earning for a normal work day.

ARTICLE XXXIV - TUITION TO COLLEGE COURSES

A. Local 440 members and eligible dependents who meet the course entrance requirements are to be granted tuition free entrance to any credit classes offered by the College. The general service fees will be waived for Local 440 members and eligible dependents. Dependents shall be those defined by the Internal Revenue Service. Members of Local 440 and eligible dependents may enroll in credit courses without payment of tuition and general service fees. Additionally, Local 440 members may enroll in non-credit courses on a space available bases with payment of tuition and general service fees. Laboratory fees for non-credit courses will be waived if said course(s) is deemed to be work-related and approved by the appropriate Dean.

B. Dependent children, age twenty-three or younger, of full-time Local 440 members who have died while employed by the College shall be permitted to enroll on a tuition-free basis at the College for a maximum of thirty (30) credits per fiscal year for a limit of two (2) years if they meet the academic standards requirements and obtain the approval of the Dean of Academic Affairs.

C. Upon successful completion ("C" or better) of a course, Local 440 members may be reimbursed for tuition and fees up to an amount per credit that does not exceed the prevailing rate per credit at Rutgers University for in-state students, or at fifty percent (50%) of the existing rate of the institution the Local 440 member is attending, whichever is the lesser amount. The employee can be reimbursed for a maximum of fifteen (15) credits or its equivalent during the period between July 1 and June 30, each year. There will be a different reimbursement rate for undergraduate course(s) than for graduate course(s) in accordance with the respective tuition rates at Rutgers University. Reimbursement provisions will also be applicable to workshops, seminars, and vocational school training.

Approval by the College President or his designee is to be secured in advance. Payment will be made on exhibition of receipt of payment for the course(s) and the official final grade(s).

D. The College will reimburse Local 440 members for the Transfer Credit Evaluation Fee, the Annual Enrollment Fee and Tuition and Fees assessed by Edison State College.

ARTICLE XXXV - JOB DESCRIPTIONS

1. Any new or revised job descriptions will be presented to the local five (5) working days before they are made effective.
2. Effective job descriptions may be reviewed at any time to take into consideration changes that have been made in job duties or equipment (additions or deletions) to determine that they are properly classified.

ARTICLE XXXVI - MEAL COMPENSATION

An employee required to work two (2) or more hours in excess of his/her regular work day shall be entitled to a non-transferable meal ticket valid only at College food service facilities, which will entitle such employee to a meal allowance of \$4.00. If all College food service facilities are closed, and the employee is unable to use such meal ticket, the employee may be reimbursed for meals up to a maximum of \$4.00 with the submission of a valid receipt.

ARTICLE XXXVII - COLLEGE SPONSORED PROGRAMS

A. **WELLNESS PROGRAM**

A Wellness Program will be developed and maintained by the College for the physical health of all employees. It is understood that the Wellness Program will be available at no cost to Local 440 members.

B. HUMAN RESOURCES DEVELOPMENT

Camden County College is committed to fostering an environment that enables individuals to seek opportunities for professional growth and enrichment. The College will help employees to develop their potential and improve their ability to meet job responsibilities by providing opportunities and encouraging participation in educational training and development programs.

ARTICLE XXXVIII - SALARIES

A. 3-Year Contract

1991-92	8%	Increase for the period from July 1, 1991 to June 30, 1992
1992-93	8%	Increase for the period from July 1, 1992 to June 30, 1993
1993-94	8%	Increase for the period from July 1, 1993 to June 30, 1994

B. Employees newly hired or presently not at the top of the rate for their classification shall be compensated under the following schedule:

- a. \$3,000 less than the maximum salary for the position at the time of hire.
- b. Upon completion of twelve (12) months of service, the employee will earn \$2000 less than the maximum.
- c. Upon completion of twenty-four (24) months of service, the employee will earn \$1000 less than the maximum.
- d. At the completion of thirty-six (36) months of service, the employee will earn the maximum salary for the position.

C. As of July 1, 1991, all bargaining unit members who were already on the payroll will receive the maximum salary for his/her position.

D.

Maximum Salaries for Positions

<u>Position</u>	<u>1991-1992</u>	<u>1992-1993</u>	<u>1993-1994</u>
Custodian	\$25,308	\$27,333	\$29,520
Driver	26,165	28,258	30,519
Shipper/Receiver	26,866	29,015	31,337
Boilerman)			
Fireman/Maintenance)			
Maintenance)	28,427	30,701	33,157
Groundskeeper)			
Painter)			
Mechanic)			

ARTICLE XXXIX - TERMINATION OR MODIFICATION

This Agreement shall remain in full force and effect to and including June 30, 1994. Negotiations for the next subsequent contract shall commence no later than February 1, 1994.

CAMDEN COUNTY COLLEGE
BOARD OF TRUSTEES

INTERNATIONAL UNION OF ELECTRICAL
RADIO & MACHINE WORKERS, AFL-CIO
LOCAL 440

BY: Gabriel E. Danch
Gabriel E. Danch, Chairman

BY: Arthur Dorst
Arthur Dorst, International
Representative

BY: Donald E. Beineman
Dr. Donald Beineman, Vice Chairman

BY: John P. Gillman
John Gillman, President

BY: Joan Krivy
Dr. Joan Krivy, Secretary

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BY: Reginald Stevenson
Reginald Stevenson, Treasurer

BY: Attilio Gentile
Attilio Gentile, Custodian

BY: Harold Hampton
Harold Hampton, Boilerman

COLLEGE NEGOTIATING TEAM

BY: Michael A. Paglia
Michael Paglia, Boilerman

BY: W. J. Wilhelm
W. J. Wilhelm, Dean of Personnel
& Labor Relations

BY: Joseph Perla
Joseph Perla, Groundskeeper

BY: Robert E. Smith
Robert E. Smith, Dean
of Administration

BY: Thomas Wells
Thomas Wells, Custodian

BY: Marge Hamilton
Marge Hamilton, Assistant Dean
of Allied Health

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Date Signed

Date Signed