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AGREEMENT BETWEEN

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES

AND

MIDDLESEX COUNTY WELFARE ADMINISTRATIVE EMPLOYEES' ORGANIZATION

EFFECTIVE JULY 1, 1989 THROUGH JUNE 30, 1991

11

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PREAMBLE

This Agreement made between the Middlesex County Board of Social Services (herein referred to as the Board) and the Middlesex County Welfare Administrative Employees' Organization (herein referred to as the Organization) has as its intent and purpose the promotion of harmonious relations between the Board and employees represented by the Organization; the establishment of equitable, amicable and peaceful procedures for resolution of all disputes and grievances; and the determination of wages, hours of work and other terms and conditions of employment.

ARTICLE I - ORGANIZATION RECOGNITION

- A. The Board agrees to recognize the Middlesex County Welfare Administrative Employees' Organization as the sole and exclusive bargaining representative of employees in the following job titles:

Administrative Analyst
Administrative Supervisor of Income Maintenance
Administrative Supervisor of Social Work
Assistant Administrative Supervisor of Income Maintenance
Assistant Administrative Supervisor of Social Work
Assistant Chief Investigator
Assistant Training Supervisor
Chief Clerk
Chief Investigator
Chief of Administrative Services
Consultant on Aging
Data Processing Coordinator
Field Office Supervisor
Homemaker Service Supervisor/Senior Community Planner
Management Specialist
Public Information Officer
Senior Personnel Technician
Supervising Administrative Analyst
Training Supervisor

- B. Any new title authorized for use by the Board will be negotiated for inclusion or exclusion from the bargaining unit. If the parties are unable to agree on the inclusion or exclusion of a title, the Organization will pursue procedures under the New Jersey Public Employment Relations Act.

ARTICLE II - CONTRACT PERIOD

- A. The Agreement shall be effective for the period July 1, 1989 through June 30, 1991.

- B. By this agreement, this Contract and all its provisions shall be extended to remain in full force and effect during any period of negotiations on a succeeding contract which continues beyond the expiration date of this Contract.

- C. Should the State of New Jersey and/or the County of Middlesex adopt or allow for a change, increase or improvement in the items below during the life of this Contract, the Board agrees to notify the Organization of said plan as soon as reasonably possible and to reopen negotiations within twenty (20) days of receipt of a written request from the Organization. When both parties agree to the adoption of such change, increase or improvement, it will be subject to the approval of the Board of Chosen Freeholders. The items are:

Medical Insurance

Benefit Time

Transportation Allowance

ARTICLE III - FAIR PRACTICES

- A. The Board and the Organization agree that the provisions of the Contract shall be applied equally to all employees covered by this Contract and there shall be no discrimination as to age, sex, marital status, race, color, creed, national origin, political or religious opinions, sexual preference or physical handicaps.

- B. The Board agrees not to interfere with the rights of employees covered under the terms of this Agreement to become members of the Organization and to participate in Organizational activities permissible under the law.

- C. The Organization recognizes its responsibility as exclusive collective negotiations representative and agrees to admit all eligible employees into the bargaining unit and represent them without discrimination or interference.

ARTICLE IV - ORGANIZATION RIGHTS

- A. The Board agrees to deduct from the pay of each employee who furnishes a written authorization for such deduction in a form acceptable to the Board, during each calendar month, the amount of monthly Organization Dues. Should the Organization change the dues deduction, they must notify the Board of the change and certify the amount, in writing, at least thirty (30) days prior to the month in which the change occurs.

- B. The Board further agrees to deduct, in accordance with P.L. 1979, Chapter 477 as it relates to the Agency Shop provisions, from the pay of each employee covered by this Agreement who does not furnish a written authorization for deduction of Organization Dues, a Representation Fee equal to 85% of the Organization Dues, as may be certified to the Board by the Organization at least thirty (30) days prior to the month in which the deduction of dues is to be made, commencing ninety (90) days after the date of hire of such employee. However, in the event of rehire, such dues shall commence after thirty (30) days of date of rehire.

- C. Deduction of Organization Dues and Representation Fees made pursuant hereto shall be remitted by the Board to the Organization at the end of the calendar month in which such deductions are made, together with a list of employees from whose pay such deductions were made.

- D. The Organization shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of any of the above deductions.

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- E. 1. The Board agrees to furnish one bulletin board at 181 How Lane, New Brunswick in a convenient place to be used exclusively by the Organization. The Organization will notify the Board of the person who will be responsible for posting material on the board.
2. The Organization may post any appropriate material pertaining to Organizational matters such as appointments, meeting announcements, social and recreational events, achievements, Organization election results and information, but excluding election campaign material, as long as none of these contain anything profane, obscene or defamatory of any individual or the Agency.

ARTICLE V - RESPONSIBLE RELATIONS

Both the Board and the Organization recognize the desirability of both parties responding in a professional and courteous manner and to work together to promote the accomplishment of Agency goals and objectives. Both parties agree to apply the terms of this Contract fairly, in accordance with its intent and meaning, and consistent with the Organization's status as exclusive bargaining representative of all employees in the unit.

The Organization shall be given reasonable notice, in advance, of any adverse action immediately and directly affecting terms and conditions of employment of employees covered by this Contract, unless the Board deems immediate action necessary in order to implement inherent or express management prerogatives or to fulfill management objectives as provided in Article XVI. If immediate action has been taken, the Board shall promptly notify a member of the Organization's Executive Board.

ARTICLE VI - HOURS OF WORK

A. Flex-Time Hours

Schedule A 8:00 A.M. - 3:45 P.M.

Schedule B 8:30 A.M. - 4:15 P.M.

- B. Each employee shall sign in and out on a bi-weekly sign-in-out record. The record will be submitted to the Office of the Director, by noon, every Monday before payday.
- C. Each employee will be allowed 45 minutes for lunch and one 15-minute break during each half-day of work.
- D. Any employee required to be at work before or after his/her normal workshift shall be entitled to a minimum of four (4) hours pay, portal to portal, at 1.5 times the employee's normal pay rate if the required hours are not contiguous with the employee's normal workshift.

ARTICLE VII - HOLIDAYS AND LEAVES

A. Each employee covered by this Contract shall be allowed four (4) days per annum for religious observances or for personal business. Personal leave days must be pro-rated for employees in the first year of continuous service with the Board according to time earned, i.e. employee earns $\frac{1}{12}$ day every $1\frac{1}{2}$ months with a maximum of 4 personal days per calendar year. These days are in addition to vacation days or sick days allowed to all employees. These personal leave days, if unused, shall not be carried over into the following calendar year.

B. 1. Effective January 1, 1984, full-time employees will be granted vacation leave as follows:

One (1) working day for each month of service or major fraction thereof, during the remainder of the calendar year following date of appointment;

After one year of service through five years of service, twelve (12) working days per year;

After five years of service through nine years of service, fifteen (15) working days per year;

After nine years of service through twelve years of service, sixteen (16) working days per year;

After twelve years of service through twenty years of service, twenty (20) working days per year;

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

Service includes all temporary and/or provisional continuous service immediately prior to permanent appointment with the Welfare Board or other county office of the same county provided there is no break in service of more than one week. Any increase in vacation days based on years of continuous county service will be credited at the beginning of the calendar year in which the employee attains it with the anticipation that his/her employment will be continuous throughout the calendar year.

- B. 2. Part-time employees will earn vacation leave on a pro-rated basis in accordance with B.1.
3. Seasonal employees may be granted vacation lave on the basis stated in B.1.
4. Employees resigning or retiring shall be granted vacation leave pro-rated on the basis of current annual allowance divided by 12, multiplied by the months of service completed within the particular year.
5. Accumulation of vacation - Where, in any calendar year, the vacation leave or any part thereof is not granted by reason of pressure of work, such leaves of absence or parts thereof not granted shall accumulate and may be carried over to the next succeeding calendar year only.

6. Vacation for veterans - A returning veteran shall be entitled to full vacation time for the year of return and for the year preceding, provided that latter can be taken during the year of return.
 7. Deceased employees - Whenever any employee in the classified service dies, payment shall be made to the estate of such deceased employee for all earned and unused vacation leave, within the limits set forth in (5) above, based on the last approved compensation rate for the deceased employee.
- C. Sick leave shall be accrued at the rate of one (1) day per month or major fraction thereof during the remainder of the first calendar year of employment and $1\frac{1}{2}$ days per month thereafter. Sick days may be accumulated indefinitely. Sick leave shall be granted in accordance with the following definition:
- "Sick leave means the absence of an employee from duty because of illness, injury, pregnancy disability, exposure to contagious disease, necessary attendance upon a member of the immediate family seriously ill, death in the immediate family or other relatives living in employee's household. A physician's certificate may be required whenever an employee is on sick leave for five consecutive working days or more."
- D. All employees who retire from P.E.R.S. after January 1, 1977, shall be entitled to receive a lump sum payment for unused accumulated sick leave earned during continuous, unbroken service since the most recent date of hire. This shall be computed at the rate of one-half ($\frac{1}{2}$) of the eligible employee's daily rate of pay for each day of earned and accumulated sick leave based upon the average annual compensa-

tion received during the last year of employment prior to the effective date of retirement, provided that such payment shall not exceed \$15,000. An employee who elects a deferred retirement benefit shall not be eligible for this lump sum payment.

- E. Leaves of absence with or without pay will be granted according to State Department of Personnel Rules and further clarified by Agency policy and procedure.

- F. Every employee covered by this Contract shall receive up to five (5) days Bereavement leave in the event of the death of that employee's spouse, child, parent, brother, sister, step-child in home or step-parent in home; up to three (3) days Bereavement leave for grandparent, grandchild, and step-child not in the home; up to two (2) days Bereavement leave for son-in-law, daughter-in-law, father-in-law mother-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, relative who resides in the home of the employee, or person living in a spousal relationship. The time during which this Bereavement leave will be allowed shall be at the discretion of the employee within ten (10) days of the date of death.

- G. The following holidays will be observed pursuant to County policy:

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

Whenever any of the above holidays fall on a Sunday, the following day is granted and whenever such holiday falls on a Saturday, it shall be celebrated on the preceding Friday. Additional holidays as established from time to time by gubernatorial proclamation, by appropriate authority by rule, proclamation or order in a given locality may be granted for employees.

If a holiday, as indicated above, occurs while an employee is on leave with pay (excluding educational leave), the day shall be recorded as a holiday instead of sick or vacation leave. Holidays do not accrue during any leave of absence. If an employee is absent without pay before and after a holiday, he/she shall not be paid for that particular holiday.

- H. The Board agrees to provide employees with quarterly statements indicating the balance of their unused sick, vacation and personal days.

ARTICLE VIII - MEDICAL INSURANCE

- A. 1. The Board and the Organization agree on the current practice by which each individual employee is covered by health insurance through the New Jersey State Health Benefits Plan, which includes the options of Blue Cross/Blue Shield, Major Medical and Rider J, or by a health maintenance organization available through New Jersey State Health Benefits, if geographically appropriate as determined by the employee's residence.
2. Employees' eligible dependents who are enrolled in the above medical insurance program will be covered and the premiums will be paid by the Board up to the cost of such coverage under Blue Cross/Blue Shield, Major Medical and Rider J Option of the New Jersey State Health Benefits Plan.
- B. The Board and the Organization agree on the current practice by which each employee is covered by Dental Insurance through the Middlesex County Employees Group Dental Insurance Program, effective April 1, 1987 through March 31, 1990. The plan includes two (2) options, one administered by the Great West Life Assurance Company and the other by Unity Dental. The schedule of payments shall be that which is adopted by the Middlesex County Board of Chosen Freeholders for the above-mentioned contract period. Dependent coverage premiums will be shared by the Board and the employees. The per-pay premium deductions are as follows:

<u>Coverage</u>	<u>Great West</u>	<u>Unity Dental</u>
Single	\$ 0	\$ 2.35
Modified Family	\$ 3.46	\$ 9.12
Family	\$15.00	\$16.84

In the event there is any proposed change in this plan by the County of Middlesex before the expiration of this Contract, the parties agree to immediately re-open negotiations regarding same.

- C. The Board and the Organization agree on current practice by which each individual employee and eligible dependents are covered by a Drug Prescription Program, known as National Prescription Administrators insured by Capitol Marketing Agency, Inc., or a similar plan with a \$1.25 deductible.
- D. The Board and the Organization agree on current practice by which employees who retire and who have completed 25 years of service credit in the Public Employees Retirement System, will have hospitalization insurance paid by the Board upon such retirement, according to County policy.
- E. The Board and the Organization agree on the implementation of a Vision Care Program for all employees who have completed at least two (2) months of continuous service with the Board. Each covered employee shall be eligible to receive a maximum of \$80 per two-year period as reimbursement for vision care services. The eligible family members group, composed of spouse and/or dependent children, shall be eligible to receive an aggregate maximum of \$60 per two-year period as reimbursement for vision care services. Coverage will be in accordance with the Vision Care Policy contained in the Agency Personnel Manual.
- F. The Board agrees to continue to provide Disability Insurance through the New Jersey State Temporary Disability Benefits Program, in accordance with P.L. 1980, Chapter 18, approved March 26, 1980. It is understood that said law requires contributions from the employer and the employee.

- G. 1. The Middlesex County Board of Social Services will extend to a maximum period of ninety (90) days all medical insurance coverage of eligible employees and their covered dependents enrolled in the State Health Benefits Program upon exhaustion of such employee's accumulated sick and vacation leave and who are granted approved sick leave without pay, with the Board of Social Services paying the cost.

2. In those instances where the leave of absence (or an extension of such leave) without pay is for a period of more than ninety (90) days, the employee may still prepay all medical coverage premiums for the next two hundred and seventy (270) days of the approved leave of absence following the period of ninety (90) days paid for by the Board of Social Services as provided in the paragraph above.

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ARTICLE IX - TRANSPORTATION AND REIMBURSEMENT

Employees who are authorized to use their own cars will be compensated at the rate of 20¢/mile.

The Board will reimburse an employee \$6 per month toward the cost of business protection on their automobile insurance policy. The employee must provide written documentation that such coverage is in effect in order to qualify for said reimbursement.

ARTICLE X - LONGEVITY

Longevity pay will be granted by the Board in accordance with the County Plan, as promulgated by the Board of Chosen Freeholders of Middlesex County, which is as follows:

All eligible employees shall be entitled to receive Longevity which will be based upon their salary (maximum base \$24,000) as of December 31st of the previous year, starting with the completion of the 8th year of service, i.e.

9 through 15 years of service = 2%

16 through 20 years of service = 4%

21 years and over = 6%

If the Board of Chosen Freeholders makes a change in its Longevity Plan which would allow for any increase or upgrade of the plan herein specified, the Board of Social Services agrees to implement said change as of its effective date.

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ARTICLE XI - CONFERENCE DAYS

Fifteen (15) aggregate days per calendar year, if necessary, with pay shall be granted by the Agency for Organization members to conduct Organization business or to attend labor related conferences. The Organization shall request these days at least one week in advance, unless the request cannot be practically given, subject to the approval of the Director of Welfare or his/her designee. Granting of such leave to an employee shall not be unreasonably withheld.

ARTICLE XII - PERSONNEL PRACTICES

- A. Each employee shall have the right to see and respond to any and all documents before they are placed in his/her personnel file, and to designate having seen the documents, by use of initials.

If the employee wants to respond to any documents in his/her file, such response shall be directed to the Director of the Agency and shall become part of the employee's personnel file.

Each employee has the right to one copy of each document in his/her personnel file.

- B. The Organization shall be permitted to have one (1) member attend the public session of the monthly Board Meetings. Said member shall incur no loss of pay for time so spent.

ARTICLE XIII - EFFECTIVE LAWS

All provisions of this Agreement are subject to law. In the event that any provision of this Agreement shall be rendered illegal or invalid under any applicable law, such illegality or invalidity shall affect only that particular provision which shall be deemed of no force or effect, but it shall not affect the remaining provisions of this Agreement.

ARTICLE XIV - 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 to discuss a matter informally with any appropriate member of the Administration. If such discussion involves a matter covered by the definition of a grievance in Section B, the Organization shall be advised of the adjustment of the issue.
3. This constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement.

B. DEFINITIONS

1. The term "grievance" shall mean an allegation that there has been:
 - a. A violation, misinterpretation or misapplication of the terms of this Agreement which is subject to the grievance procedure outlined herein and shall hereinafter be referred to as a "contractual grievance"; or

b. Inequitable, improper, unjust application or misinterpretation of rules or regulations, existing policy, or Orders applicable to the Board of Social Services, which do not constitute a violation of the terms of this Agreement which shall be processed up to and including the Board of Social Services and shall hereinafter be referred to as a "non-contractual grievance".

2. The term "employee" or "grievant" as used in this Article shall also mean a group of employees with a grievance, or the Organization.

C. PRESENTATION OF A GRIEVANCE

The 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, Organization representative and an Organization recorder.

D. GRIEVANCE PROCEDURE

Step 1

The grievant and his/her Organization Shop Steward shall present the employee's written grievance or dispute within fifteen (15) working days of its occurrence to the Deputy Director. Failure to act within said fifteen (15) days shall be deemed to constitute an abandonment of the grievance. The Deputy Director shall schedule a hearing within ten (10) working days of receipt of the grievance and shall render a decision in writing to the grievant within ten (10) working days of the hearing.

Step 1 may be waived by mutual agreement between the parties.

Step 2

If the grievance is not settled through Step 1, the same shall be presented in writing by the employee and the employee's Organization representative who is the Shop Steward or Local Organization Officer to the Director within ten (10) working days of the written response from Step 1. The Director shall hold a hearing within ten (10) working days of the request for the hearing and render a decision within five (5) working days.

Step 3

Should the grievant disagree with the decision of the Director, 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/her 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 Organization 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. The decision of the Board shall be final in those grievances which are defined as non-contractual. The grievant may be represented by an Organization Officer. A minority organization shall not present or process a grievance.

Step 4.

Arbitration

- a. Only in the case of a contractual grievance, as defined herein, if no settlement of the grievance has been reached between the parties, the grievance may be moved to arbitration only by the Organization within thirty (30) days of receipt of a decision from Step 3.

- b. (1) Any unresolved contractual grievance (as defined in B.l.a., Definitions, above) except matters involving appointment, promotion, or assignment or matters within the exclusive province of the State Department of Personnel may be appealed to arbitration (only by the Organization). The Organization must file the request for arbitration within thirty (30) working days after the receipt of the Step 3 decision.

- (2) Nothing in this Agreement shall be construed as compelling the Organization to submit a grievance to arbitration or to represent an employee before the State Department of Personnel. The Organization'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 Organization.

- (3) Where the grievance involved an alleged violation of individual rights specified in State Department of Personnel Law and Rules for which a specific appeal to the State Department of Personnel is available, the individual may present his/her complaint to the State Department

of Personnel directly. The grievant may pursue the State Department of Personnel 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.

- c. Should the Organization wish to move a grievance to arbitration, the Organization shall notify the American Arbitration Association of same and request a list of arbitrators to be furnished to the Board and Organization. Selection of an arbitrator shall conform to the procedures of the American Arbitration Association. 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.

- d. The arbitrator shall hear the matter on the evidence and within the meaning of this Agreement and/or such rules and regulations as may be in effect by the State Department of Personnel. The arbitrator shall have the full power to hear the grievance and make a decision, which decision shall neither modify, add to, nor subtract from the terms of the Agreement and the referenced policies. The decision shall be rendered within thirty (30) days of the hearing.

- e. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement and shall confine his/her decision solely to the interpretation and application of this Agreement. He/She shall confine himself/herself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him/her, nor shall he/she submit observations or declaration of opinions which are not essential in reaching the determination.

- f. The cost of the arbitrator and his/her expenses shall be borne equally by both parties. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring same.

- g. 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.

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

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

- i. The decision or award of the arbitrator shall be final and binding on the Board of Social Services, the Organization, and the grievant or grievants to the extent permitted by and in accordance with applicable law and this Agreement. Disciplinary disputes shall be subject to the Grievance Procedure herein set forth except that arbitration, if selected, shall be advisory. Binding arbitration for disciplinary disputes shall be re-incorporated into the Agreement when and if allowed by law.
 - j. Either party shall have the right to seek judicial review of the matter as prescribed by New Jersey statutes.
- E. There shall be no loss of pay for employees for time spent either as a grievant, witness, one Organization representative or Organization recorder in any step of the Grievance Procedure.
- F. Employee grievances shall be presented on prepared forms. The Grievance Procedure, as defined herein, shall be strictly adhered to. Time limits may be waived only by mutual consent of the parties. It is understood that employees must sign their individual grievances.
- G. Grievance resolutions or decisions at Step 1 through Step 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.

- H. One (1) Organization member, designated by the Organization, shall be allowed a maximum of one (1) hour during working hours to investigate each grievance.

ARTICLE XV - SALARIES

Employees covered by this Agreement shall be compensated in accordance with the following:

A. Effective July 1, 1989

1. All employees covered by this Contract shall have their salaries adjusted step-to-step from the Compensation Schedule effective July 1, 1988 to the Compensation Schedule effective July 1, 1989 contained in Appendix A of this agreement which reflects approximately a 7½% increase over the Compensation Schedule effective July 1, 1988.

B. Effective July 1, 1990

1. All employees covered by this Contract shall have their salaries adjusted step-to-step from the Compensation Schedule effective July 1, 1989 to the Compensation Schedule effective July 1, 1990 contained in Appendix A of this agreement which reflects approximately a 7½% increase over the Compensation Schedule effective July 1, 1989.

- C. The merit increment plan will be suspended for the life of this Contract, July 1, 1989 through July 30, 1991. All employees covered by this Contract will remain on their June 30, 1989 step for the duration of this Contract.

- D. Any employee who is promoted or reclassified to another title with a higher salary range shall have his/her salary adjusted so that it provides an increase in pay of one increment of the present salary range (5% of the base of the range) plus the amount (if necessary) to adjust and equalize the employee's salary to the proper step of the new salary range.

Any employee who is demoted or being appointed to another title with a lower salary range shall have his/her salary adjusted so that it provides a deduction of one increment of the present salary range less any additional amount (if necessary) to adjust and equalize the employee's salary to the proper step of the title to which he/she is being reassigned. Another acceptable procedure would be to reconstruct the employee's salary on the basis of the employee's previous employment record.

ARTICLE XVI - MANAGEMENT RIGHTS

- A. The parties agree that they have fully bargained and agreed upon all terms and conditions of employment.
- B. The Board retains and reserves unto itself all rights, powers, duties, authority and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey.
- C. All such rights, powers, authority and prerogatives of management possessed by the Board are retained, subject to limitations imposed by law, except as they are specifically abridged or modified by this Agreement.
- D. The Board retains its responsibility to promulgate and enforce rules and regulations, subject to limitations imposed by law, governing the conduct and activities of employees not inconsistent with the express provisions of this Agreement.
- E. Unless otherwise provided in this Agreement or by all applicable regulations, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any employee benefit existing prior to the effective date of this Agreement.
- F. No employee shall be disciplined by discharge, reprimand, reduction in rank and compensation, deprivation of any professional advantage or any adverse evaluation of his professional services without just cause. Any such action asserted by the Board, if it is not appealable to the State Department of Personnel, may be subject to the grievance procedure herein set forth.

ARTICLE XVII - FACILITIES AND EQUIPMENT

The Board agrees to make every reasonable effort to provide employees covered by this Contract with the supplies, equipment and telephone service adequate to perform their duties and responsibilities.

ARTICLE XVIII - HEALTH AND SAFETY

The Organization shall be permitted to have one member sit on the Health and Safety Committee. Said member shall incur no loss of pay for time so spent.

The Board shall continue to make reasonable provisions for the safety and health of all employees during the hours of their employment, in accordance with the requirements of New Jersey State laws.

ARTICLE XIX - EMPLOYMENT SECURITY

Unless there is a loss of funding or elimination of a program or disciplinary action, persons presently employed by the Board who have permanent status in any title shall be, during the term of this Agreement, retained in such classification or in an equivalent classification carrying an equal salary range.

APPENDIX A

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES
CLASSIFICATION AND COMPENSATION SCHEDULE FOR

MIDDLESEX COUNTY WELFARE ADMINISTRATIVE EMPLOYEES' CONTRACT

REVISED EFFECTIVE JULY 1, 1987

<u>TITLE</u>	<u>SALARY RANGE</u> <u>EFF. 7/1/87</u>
Administrative Analyst, Welfare	26
Administrative Supervisor of Income Maintenance	30
Administrative Supervisor of Social Work	30
Assistant Administrative Supervisor of Income Maintenance	27
Assistant Administrative Supervisor of Social Work	27
Assistant Chief Investigator, County Welfare Agency	26
Assistant Training Supervisor, County Welfare Agency	26
Chief Clerk, County Welfare Agency	26
Chief Investigator	28
Chief of Administrative Services	26
Consulant on Aging	25
Data Processing Coordinator	28
Field Office Supervisor, CWA	30
Homemaker Service Supervisor/Senior Community Planner	26
Management Specialist	26
Public Information Officer	26
Senior Personnel Technician	26
Supervising Administrative Analyst	28
Training Supervisor, County Welfare Agency	28

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES

SALARY SCHEDULE

JULY 1, 1989

RANGE	* STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	MAXIMUM
0 *	10,265	10,760	11,254	11,750	12,243	12,738	13,232	13,727	14,221	14,716	15,209	15,723
1 *	10,760	11,279	11,798	12,317	12,837	13,356	13,874	14,393	14,913	15,433	15,951	16,489
2 *	11,279	11,824	12,369	12,914	13,460	14,005	14,549	15,095	15,640	16,184	16,730	17,294
3 *	11,824	12,397	12,969	13,542	14,114	14,686	15,257	15,830	16,403	16,975	17,548	18,138
4 *	12,397	12,998	13,599	14,200	14,801	15,402	16,002	16,603	17,204	17,805	18,407	19,026
5 *	12,998	13,628	14,259	14,890	15,521	16,152	16,783	17,414	18,046	18,677	19,308	19,957
6 *	13,628	14,292	14,954	15,615	16,280	16,942	17,603	18,267	18,930	19,591	20,255	20,936
7 *	14,292	14,988	15,683	16,379	17,074	17,770	18,465	19,162	19,857	20,553	21,248	21,962
8 *	14,988	15,718	16,448	17,179	17,908	18,639	19,369	20,099	20,830	21,561	22,292	23,040
9 *	15,718	16,484	17,252	18,018	18,786	19,552	20,320	21,087	21,853	22,620	23,388	24,174
10 *	16,484	17,289	18,094	18,901	19,706	20,511	21,316	22,122	22,928	23,733	24,539	25,362
11 *	17,289	18,135	18,981	19,827	20,672	21,518	22,363	23,209	24,054	24,900	25,746	26,611
12 *	18,135	19,023	19,911	20,799	21,686	22,575	23,463	24,350	25,239	26,127	27,015	27,921
13 *	18,646	19,579	20,511	21,444	22,375	23,308	24,240	25,173	26,104	27,037	27,969	28,902
13A *	19,023	19,955	20,888	21,820	22,752	23,684	24,618	25,550	26,483	27,414	28,347	29,297
14 *	19,579	20,557	21,537	22,515	23,494	24,473	25,453	26,431	27,410	28,389	29,368	30,347
14A *	19,975	20,955	21,932	22,911	23,889	24,869	25,848	26,827	27,806	28,784	29,764	30,761
15 *	20,557	21,586	22,614	23,641	24,669	25,697	26,725	27,752	28,781	29,809	30,836	31,864
16 *	21,586	22,665	23,744	24,823	25,902	26,981	28,061	29,140	30,219	31,299	32,378	33,457
17 *	22,665	23,797	24,931	26,064	27,198	28,332	29,464	30,598	31,731	32,864	33,997	35,130
18 *	23,797	24,988	26,177	27,367	28,557	29,747	30,937	32,127	33,316	34,508	35,698	36,886
19 *	24,988	26,238	27,487	28,736	29,985	31,235	32,484	33,734	34,983	36,232	37,482	38,731
20 *	26,238	27,549	28,861	30,173	31,485	32,797	34,109	35,420	36,733	38,044	39,356	40,667
21 *	27,549	28,926	30,304	31,681	33,059	34,437	35,814	37,192	38,569	39,947	41,324	42,701
22 *	28,926	30,373	31,819	33,266	34,712	36,159	37,605	39,050	40,497	41,943	43,390	44,836
23 *	30,373	31,892	33,410	34,929	36,447	37,966	39,486	41,004	42,523	44,041	45,560	47,077
24 *	31,892	33,486	35,082	36,675	38,270	39,864	41,460	43,054	44,649	46,242	47,838	49,432
25 *	33,486	35,161	36,835	38,509	40,184	41,858	43,532	45,207	46,881	48,555	50,229	51,904
26 *	35,161	36,919	38,676	40,434	42,193	43,950	45,708	47,467	49,225	50,983	52,741	54,499
27 *	36,919	38,765	40,610	42,456	44,302	46,148	47,994	49,840	51,685	53,532	55,378	57,224
28 *	38,765	40,703	42,641	44,579	46,517	48,456	50,394	52,332	54,270	56,209	58,147	60,084
29 *	40,703	42,738	44,773	46,809	48,844	50,879	52,914	54,949	56,984	59,019	61,054	63,089
30 *	42,738	44,875	47,012	49,149	51,285	53,422	55,559	57,695	59,832	61,969	64,108	66,244
31 *	44,875	47,118	49,363	51,605	53,850	56,092	58,337	60,582	62,824	65,069	67,312	69,556
32 *	47,118	49,475	51,830	54,186	56,543	58,897	61,254	63,610	65,965	68,322	70,678	73,033
33 *	49,475	51,947	54,422	56,897	59,369	61,844	64,316	66,791	69,263	71,738	74,212	76,685
34 *	51,947	54,546	57,144	59,740	62,338	64,934	67,533	70,130	72,727	75,325	77,921	80,520
35 *	54,546	57,273	60,000	62,727	65,455	68,182	70,909	73,636	76,364	79,091	81,818	84,546
36 *	57,273	60,137	63,000	65,864	68,727	71,591	74,455	77,318	80,182	83,046	85,910	88,772
37 *	60,137	63,143	66,150	69,157	72,164	75,170	78,177	81,184	84,191	87,198	90,204	93,211
38 *	63,143	66,301	69,458	72,615	75,772	78,930	82,086	85,243	88,400	91,558	94,715	97,872

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES

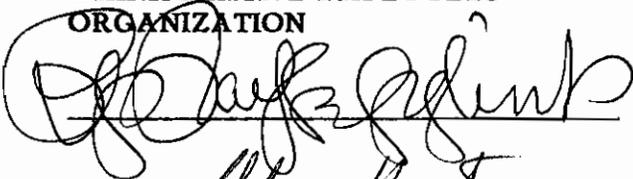
SALARY SCHEDULE

JULY 1, 1990

RANGE	* STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	MAXIMUM
0 *	11,035	11,567	12,098	12,631	13,161	13,693	14,224	14,757	15,288	15,820	16,350	16,902
1 *	11,567	12,125	12,683	13,241	13,800	14,358	14,915	15,472	16,031	16,590	17,147	17,726
2 *	12,125	12,711	13,297	13,883	14,470	15,055	15,640	16,227	16,813	17,398	17,985	18,591
3 *	12,711	13,327	13,942	14,558	15,173	15,787	16,401	17,017	17,633	18,248	18,864	19,498
4 *	13,327	13,973	14,619	15,265	15,911	16,557	17,202	17,848	18,494	19,140	19,788	20,453
5 *	13,973	14,650	15,328	16,007	16,685	17,363	18,042	18,720	19,399	20,078	20,756	21,454
6 *	14,650	15,364	16,076	16,786	17,501	18,213	18,923	19,637	20,350	21,060	21,774	22,506
7 *	15,364	16,112	16,859	17,607	18,355	19,103	19,850	20,599	21,346	22,094	22,842	23,609
8 *	16,112	16,897	17,682	18,467	19,251	20,037	20,822	21,606	22,392	23,178	23,964	24,768
9 *	16,897	17,720	18,546	19,369	20,195	21,018	21,844	22,669	23,492	24,317	25,142	25,987
10 *	17,720	18,586	19,451	20,319	21,184	22,049	22,915	23,781	24,648	25,513	26,379	27,264
11 *	18,586	19,495	20,405	21,314	22,222	23,132	24,040	24,950	25,858	26,768	27,677	28,607
12 *	19,495	20,450	21,404	22,359	23,312	24,268	25,223	26,176	27,132	28,087	29,041	30,015
13 *	20,444	21,047	22,049	23,052	24,053	25,056	26,058	27,061	28,062	29,065	30,067	31,070
13A *	20,450	21,452	22,455	23,457	24,458	25,460	26,464	27,466	28,469	29,470	30,473	31,494
14 *	21,047	22,099	23,152	24,204	25,256	26,308	27,362	28,413	29,466	30,518	31,571	32,623
14A *	21,473	22,527	23,577	24,629	25,681	26,734	27,787	28,839	29,891	30,943	31,996	33,068
15 *	22,099	23,205	24,310	25,414	26,519	27,624	28,729	29,833	30,940	32,045	33,149	34,254
16 *	23,205	24,365	25,525	26,685	27,845	29,005	30,166	31,326	32,485	33,646	34,806	35,966
17 *	24,365	25,582	26,801	28,019	29,238	30,457	31,674	32,893	34,111	35,329	36,547	37,765
18 *	25,582	26,862	28,140	29,420	30,699	31,978	33,257	34,537	35,815	37,096	38,375	39,652
19 *	26,862	28,206	29,549	30,891	32,234	33,578	34,920	36,264	37,607	38,949	40,293	41,636
20 *	28,206	29,615	31,026	32,436	33,846	35,257	36,667	38,077	39,488	40,897	42,308	43,717
21 *	29,615	31,095	32,577	34,057	35,538	37,020	38,500	39,981	41,462	42,943	44,423	45,904
22 *	31,095	32,651	34,205	35,761	37,315	38,871	40,425	41,979	43,534	45,089	46,644	48,199
23 *	32,651	34,284	35,916	37,549	39,181	40,813	42,447	44,079	45,712	47,344	48,977	50,608
24 *	34,284	35,997	37,713	39,426	41,140	42,854	44,570	46,283	47,998	49,710	51,426	53,139
25 *	35,997	37,798	39,598	41,397	43,198	44,997	46,797	48,598	50,397	52,197	53,996	55,797
26 *	37,798	39,688	41,577	43,467	45,357	47,246	49,136	51,027	52,917	54,807	56,697	58,586
27 *	39,688	41,672	43,656	45,640	47,625	49,609	51,594	53,578	55,561	57,547	59,531	61,516
28 *	41,672	43,756	45,839	47,922	50,006	52,090	54,174	56,257	58,340	60,425	62,508	64,590
29 *	43,756	45,943	48,131	50,320	52,507	54,695	56,883	59,070	61,258	63,445	65,633	67,821
30 *	45,943	48,241	50,538	52,835	55,131	57,429	59,726	62,022	64,319	66,617	68,916	71,212
31 *	48,241	50,652	53,065	55,475	57,889	60,299	62,712	65,126	67,536	69,949	72,360	74,773
32 *	50,652	53,186	55,717	58,250	60,784	63,314	65,848	68,381	70,912	73,446	75,979	78,510
33 *	53,186	55,843	58,504	61,164	63,822	66,482	69,140	71,800	74,458	77,118	79,778	82,436
34 *	55,843	58,637	61,430	64,221	67,013	69,804	72,598	75,390	78,182	80,974	83,765	86,559
35 *	58,637	61,568	64,500	67,432	70,364	73,296	76,227	79,159	82,091	85,023	87,954	90,887
36 *	61,568	64,647	67,725	70,804	73,882	76,960	80,039	83,117	86,196	89,274	92,353	95,430
37 *	64,647	67,879	71,111	74,344	77,576	80,808	84,040	87,273	90,505	93,738	96,969	100,202
38 *	67,879	71,274	74,667	78,061	81,455	84,850	88,242	91,636	95,030	98,425	101,819	105,212

IN WITNESS THEREOF, the parties have caused this Addendum to be executed by its
respective officers or agents on this 6 day of April, 1989.

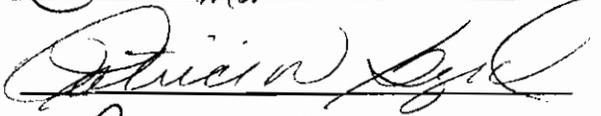
**MIDDLESEX COUNTY WELFARE
ADMINISTRATIVE EMPLOYEES'
ORGANIZATION**



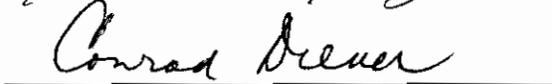
Alan Hunt



Elaine Minkler

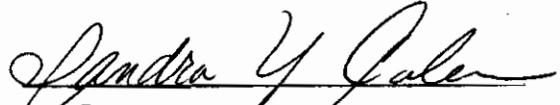


Patricia A. Spill



Conrad Deener

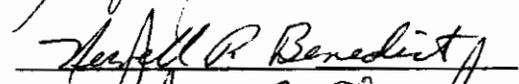
**MIDDLESEX COUNTY BOARD
OF SOCIAL SERVICES**



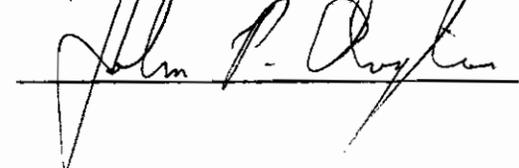
Sandra Y. Gale



Angela Mackarow



Russell B. Benedict



John P. Doyle