

AGREEMENT

Between

MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS

And

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO  
(DIVISION OF SOCIAL SERVICES – CLERICAL/PROFESSIONAL)

Local 1087

---

January 1, 2004 – December 31, 2007

---

INDEX		
ARTICLE	TITLE	PAGE
	PREAMBLE	3
1	RECOGNITION	4
2	UNION SECURITY	6
3	MANAGEMENT RIGHTS	9
4	PERSONNEL PRACTICES/DISCIPLINARY	10
5	GRIEVANCE PROCEDURE	11
6	SALARY	16
7	ANNIVERSARY DATES/PROMOTION	19
8	HOURS OF WORK/OVERTIME	22
9	TEMPORARY ASSIGNMENT	23
10	EXTENDED HOURS PROGRAM	24
11	HOLIDAYS	29
12	VACATIONS	30
13	LEAVES OF ABSENCE	31
14	MEDICAL BENEFITS	34
15	HEALTH AND SAFETY	36
16	RETIREMENT	38
17	AUTOMOBILE EXPENSES	39
18	LEGAL REPRESENTATION	40
19	EQUAL TREATMENT	41
20	BARGAINING CLAUSES/RENEWAL	42
	SIGNATURE PAGE	43

## PREAMBLE

This Agreement entered into by the Monmouth County Board of Chosen Freeholders (hereinafter referred to as the Employer or the County), and the Communications Workers of America, AFL-CIO (hereinafter referred to as the Union), has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1

RECOGNITION

Section 1. The County recognizes the Union as the sole and exclusive representative of employees of the County at the Monmouth County Division of Social Services (Agency) in a unit of clerical and professionals in the following titles, but excluding temporary employees of six (6) months or less, confidential employees, managerial executives, police, blue collar and supervisory employees:

Clerk	Supervising Clerk Stenographer
Account Clerk	Supervising Clerk Typist
Clerk Typist	Supervising Demo
Telephone Operator	Supervising Telephone Operator
Clerk Stenographer	Human Services Specialist 1
DEMO	Human Services Specialist 2
Senior Clerk	Human Services Specialist 3
Senior Telephone Operator	Coordinator of Volunteers
Senior Account Clerk	Investigator, CWA
Senior Clerk Typist	Social Worker
Senior Clerk Stenographer	Training Technician
Senior DEMO	Social Worker Specialist
Principal Clerk	Senior Training Technician
Principal Account Clerk	Data Processing Technician
Principal Clerk Typist	Psychiatric Technician
Principal Clerk Stenographer	Psychiatric Charge Technician
Principal Data Control Clerk	
Principal DEMO	
Supervising Account Clerk	
Supervising Clerk	
Field Representative Housing Rehabilitation	
Systems Analyst	
Accounting Assistant	

Section 2. The individual holding the position of clerical to the Fiscal Officer shall be excluded from the unit as a confidential employee.

Section 3. Any new title authorized for use by the Employer at the Agency will be negotiated for inclusion or exclusion from the bargaining unit. In the event that agreement between the Employer and the Union is not reached, the title will be excluded from the bargaining unit pending resolution by the Public Employee Relations Commission (PERC).

## ARTICLE 2

### UNION SECURITY

Section 1. The Employer agrees to deduct monthly, from the pay of each employee who furnishes a written authorization for such deduction, in a form acceptable to the Employer, the amount of monthly union dues. Monthly union dues shall be 2 hours pay per month based on a 40 hour work week or such other amount as may be certified to the Employer by the Union at least thirty (30) days prior to the month in which the deduction of dues is to be made.

Section 2. Deduction of the union dues made pursuant to this Article shall be remitted by the Employer to the Union by the tenth (10<sup>th</sup>) day of the month following the calendar month in which such deductions were made, together with a list of employees from whose pay such deductions were made. The County will provide said report in electronic format when County implements a system capable of doing so.

Section 3. If an employee chooses not to become a member of the Union, then that employee will be required to pay a representation fee to the Union in lieu of dues. The purpose of this fee will be to offset the employee's cost of services rendered by the Union as majority representative.

The representation fee to be paid by non-members will be equal to 85% of the regular membership dues charged by the Union to its own members as permitted by law under N.J.S.A. 34:13A-5.5 through 5.8, and as that law may be amended.

Section 4. The Union shall indemnify and hold the Employer harmless against any and all such claims, suits, orders of judgments brought or issued against the Employer that shall arise out of any of the provisions of the Article.

Section 5. Provided space continues to be available on the Employer's computer, payroll deductions will be made available to employees on a voluntary basis for the Committee on Political Education (COPE).

Section 6. The Employer agrees that there will be one-half hour granted to the Union to address new employees at Orientation Sessions.

Section 7. The Union will be permitted an aggregate of 35 days per calendar year of time off with pay and 20 days per calendar year without pay for the purpose of conducting Union business. The Local 1087 union president will have an additional ten (10) days off per year with pay for conducting union business for both the Clerical/Professional and Supervisory Units. This time shall be used for any off-site Union activities as well as on-site meetings for which there is no provision elsewhere in the Agreement for the matter to be conducted on Employer paid time. These days shall not be cumulative.

Section 8. Any employee seeking to make use of such time shall notify the Employer and present an authorization form from the Union. The employee shall report to and from their workstation before and after the Union activity. The Employer shall report all usage to the Agency Personnel Officer who shall keep a record of the total time utilized.

Section 9. Authorized Union representatives not to exceed four (4) shall be released from duty for such collective negotiation sessions as are mutually scheduled to take place during work time and shall suffer no loss in regular pay.



## ARTICLE 3

### MANAGEMENT RIGHTS

Section 1. The Employer retains and reserves unto itself all rights, powers, duties, authority and responsibilities conferred upon and vested in it by the law and constitution of the State of New Jersey.

Section 2. All such rights, powers, authority and prerogatives of management possessed by the Employer are retained, subject to limitations imposed by law, except as they are specifically abridged or modified by this Agreement.

Section 3. The Employer retains the responsibility to promulgate and enforce rules and regulations subject to the limitations imposed by law, governing the conduct and activities of employees not inconsistent with the express provisions of the Agreement.

Section 4. The Employer shall establish reasonable and necessary written rules of work and conduct for employees. Such rules shall be equitably applied and enforced.

Section 5. The Employer shall permit the Union to use the interoffice mail system, but no use of metered postage will be permitted.

## ARTICLE 4

### PERSONNEL PRACTICES AND DISCIPLINARY ACTION

Section 1. Each employee may review the contents of their personnel file upon request and may authorize a Union representative to accompany them while they review their file. An employee shall have the right to respond to any document in their personnel file within 30 working days of its receipt by the employee. A response shall be directed to the appropriate party and shall be included in the employee's personnel file.

Section 2. Client-Employee Records – because of the confidential nature of client-employee records, they are to be kept in a separate file under lock and key accessible only to authorized personnel.

Section 3. Employees shall be given a copy of all memos and documents which are to be included in the personnel file. This shall not apply to routine records, for example attendance, etc. Additionally, employees will be afforded the opportunity to initial all documents which are of a disciplinary nature prior to such placement in the file.

Section 4. Disciplinary action shall only be for just cause.

Section 5. Both parties recognize the preference for the use of progressive discipline, but also understand that such concepts must be applied flexibly, based upon the nature of the alleged infraction and the circumstances surrounding its occurrence.

## ARTICLE 5

### GRIEVANCE PROCEDURE

Section 1. Purpose. 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.

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 Management. However, if such discussion involves a matter covered by the definition of a "contractual grievance", any resulting grievance shall be processed only through Union representation.

Section 2. 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 hereinafter be referred to as a "contractual grievance"; or (2) inequitable, improper, unjust application or misinterpretation of rules or regulations, existing policy, or orders applicable to the Division of Social Services which shall be processed up to and including the Director of Human Services, and shall hereinafter be referred to as a "non-contractual grievance".

Section 3. Presentation of a Grievance. The Employer agrees that at each step of the grievance procedure there shall be no loss of pay for the time spent in presenting the grievance by the grievant and one Union representative.

Section 4. 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

The grievant shall present a written grievance to their immediate Supervisor within 15 working days of the occurrence complained of, or within 15 working days after the grievant would reasonably be expected to know of its occurrence. Failure to act within 15 days shall be deemed to constitute an abandonment of the grievance. In the event the issue grieved is outside the authority of the immediate Supervisor to resolve, the grievant shall file the grievance with the appropriate person as designated by the Agency Personnel Officer. The Supervisor shall render a written decision within 5 working days after receipt of the grievance.

#### STEP 2

If dissatisfied with the Supervisor's decision, then the grievant must file their complaint with their Administrative Supervisor within 5 working days. The Administrative Supervisor will render a written decision within 10 working days after receipt of the grievance.

#### STEP 3

In the event satisfactory settlement has not been reached, the grievant shall file the complaint with the Division Director within 5 working days following the determination at Step 2. The Director shall render a written decision within 10 working days after the receipt of the complaint.

#### STEP 4

Should the grievant disagree with the decision of the Division Director, the grievant may, within 5 working days, submit a statement to the Director of Human Services as to the issue in dispute. The Director of Human Services shall review the decision of the Director of Social Services together with the disputed areas submitted by the grievant. The grievant and/or the Union representative may request an appearance before the Director of Human Services. The Director of Human Services will render a written decision within 20 working days after this matter has been reviewed. If the decision involves a non-contractual grievance, the decision of the Director of Human Services shall be final.

#### STEP 5

(a) Any unresolved contractual grievance, except matters involving appointment, promotion or assignment or matters within the exclusive province of New Jersey Department of Personnel (DOP), may be appealed to arbitration only by the Union. The Union must file the request for arbitration within 20 working days after the receipt of the written decision of the Director of Human Services on the grievance or lack thereof.

(b) Nothing in the Agreement shall be construed as compelling the Union to submit a grievance to arbitration. 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) The grievant may pursue the DOP 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.

(d) The arbitrator shall be selected on a case-by-case basis from the members of panel maintained by PERC.

(e) The parties shall meet at least 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.

(f) The decision or award of the arbitrator shall be final and binding on the Employer, the Union, and the grievant to the extent permitted by and in accordance with applicable law and this Agreement.

(g) The arbitrator may prescribe an appropriate back pay remedy when a violation of this Agreement is found, provided such remedy is permitted by law and is consistent with the terms of this Agreement, except no award may be made which exceeds the authority of the Employer.

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

(i) The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement. The arbitrator shall confine any decision solely to the interpretation and application of this Agreement and to the precise issue submitted for arbitration. The arbitrator shall have no authority to determine any other issues not so submitted nor shall observations or declarations of opinions, which are not essential in reaching this determination, be submitted.

(j) The costs and services of the arbitrator shall be borne equally by the Employer 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 and shall issue a decision, in writing, within 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 both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence as to the prior conduct of the other party.

## ARTICLE 6

### Salary

Section 1. 2004 All employees at Step 9 and below in the unit and employed by the County on or before December 31, 2003 shall receive a raise of four and one-half (4.5%) percent effective the first pay period of January, 2004 (Appendix A).

All employees at Step 10 and higher in the unit and employed by the County on or before December 31, 2003 shall receive a raise of three (3%) percent effective the first pay period of January, 2004 (Appendix A).

Seniority step movement will occur effective the first pay period of 2004.

Range changes shall occur for the following titles effective the first pay period of January, 2004:

Clerk from range 5 to range 6

Clerk Typist and Telephone Operator from range 8 to range 9

Senior Clerk from Range 9A to Range 10

Senior Account Clerk and Senior Clerk Typist from range 11A to range 12

Psychiatric Charge Technician from range 14 to range 16

Section 2. 2005 All employees in the unit and employed by the County on or before December 31, 2004 shall receive a raise of two and one-quarter (2.25%) percent effective the first pay period of January 2005. Increment movement will occur in 2005 (Appendix B).

A range change shall occur the first pay period of January, 2005 for Social Workers from range 18 to range 19. A range change shall occur on the first pay period in July 2005 for HSS 2 from range 16 to range 17.



Section 3. 2006 All employees in the unit and employed by the County on or before December 31, 2005 shall receive a raise of three (3%) percent effective the first pay period of January, 2006 (Appendix C).

Section 4. 2007 All employees in the unit and employed by the County on or before December 31, 2006 shall receive a raise of four (4%) percent on the first pay period of January, 2007 (Appendix D).

Section 5. To be eligible for placement on seniority steps in 2004 an employee must have been at maximum (Step 10) for at least twelve months as of January 1, 2004 and have a date of hire as set forth below.

**Hire Dates for 2004 Seniority Steps:**

1/3/84 – 1/2/89 .....Step A (15 years)  
1/3/79 – 1/2/84.....Step B (20 years)  
Earlier than 1/2/79.....Step C (25 years).

Section 6. Increments and seniority steps are mutually agreed to be part of the negotiated overall wage increase for this agreement only and they are not automatic except as provided within this Agreement for the duration thereof. In no case will an increment or seniority step accrue or be paid beyond the express term of this agreement except as negotiated in a successor agreement.

Pay raises resulting from increment steps and seniority steps will be implemented at the beginning of the payroll period that includes the effective date of the raise.

Section 7. Any individuals hired after January 1, 2001 in the Income Maintenance Technician (Human Services Specialist 1) title will be placed on a range one level below the current range for the title on the salary chart, i.e. Range 13 versus Range 14. When moving into the title of Income Maintenance Worker (Human Services

Specialist 2) these employees hired after January 1, 2001 will be placed on a range one level below the current range for the title on the salary scale, i.e. Range 16 versus Range 17. Employees on the current promotional list for Human Services Specialist 1 will be exempt from the above cited Range change. Any individual hired after January 1, 2001 in the Social Worker title will be placed on a range one level below the current range for the title on the salary scale, i.e. Range 18 versus Range 19.

Section 8. Human Services Specialist 1 will be promoted provisionally to Human Services Specialist 2 after one year.

ARTICLE 7

ANNIVERSARY DATES, PROMOTIONS AND DEMOTIONS

Section 1. Hiring Date. Employees hired from January 1<sup>st</sup> through March 31<sup>st</sup> will have an anniversary date of April 1<sup>st</sup> of the following year; employees hired from April 1<sup>st</sup> through June 30<sup>th</sup> will have an anniversary date of July 1<sup>st</sup> of the following year; employees hired July 1<sup>st</sup> through September 30<sup>th</sup> have an anniversary date of October 1<sup>st</sup> of the following year; employees hired from October 1<sup>st</sup> through December 31<sup>st</sup> will have an anniversary date of January 1<sup>st</sup> of the second year following the year of hire.

Section 2. Promotion Date. Any employee who receives a promotion in which their salary adjustment equals two or more increments in the old range, will automatically have their anniversary date changed from their hiring date to their promotion date and the computation will be as set forth in above.

Section 3. Any employee who goes on a leave of absence will have their anniversary date changed as follows:

Calendar Days of Leave	Anniversary Date Change
30 days or less	No change in AD
Over 30 days but equal to or less than 120	AD change of 1 quarter
Over 120 days but equal to or less than 210	AD change of 2 quarters
Over 210 days but equal to or less than 300	AD change of 3 quarters
Over 300 days but equal to or less than 390	AD change of 4 quarters

Section 4. Promotions. An employee who is promoted or reclassified to another title with a high salary range shall have their salary adjusted so that it provides an increase in pay of one increment of the present salary range plus the amount (if necessary) to adjust and equalize their salary to the proper step of the new range.

Section 5. Demotions. If an employee is subsequently appointed to another title with a lower salary range, their salary will be reconstructed, or equalized, on the basis of their previous employment record.

Section 6. Job Postings. The following job openings, except entrance level clerical positions, shall be posted on all official bulletin boards for a period of five (5) working days: a newly created position, a vacancy which occurs through a leave of absence, resignation, termination or the first vacancy resulting from a promotion. No vacancy shall be deemed to exist where one or more employees have bumping rights to the job in accordance with Department of Personnel regulations.

Posting a temporary position or a position reclassified by a desk audit will be at the option of the Employer.

The Union President shall receive a copy of all notices, selections, non-posted bumping changes, reclassification, and letters of hire absent the hired employee's address.

Section 7. Transfers. Employees who are interested in being transferred may send a memo to their Section/Office head so that their interest in a transfer will be known and taken into consideration in the event of future non-posted vacancies.

Section 8. Transfers and Reassignments. Employees selected for transfer or reassignment will be give five (5) days notice by the Human Resources Administrator or

the Administrative Supervisor. The Employer agrees not to routinely involuntarily transfer the Local Union President, Branch President, and chief Shop Steward.

Section 9. The Human Resources Administrator will send New Jersey Department of Personnel promulgated examination results to the Union President upon receipt.

## ARTICLE 8

### HOURS OF WORK AND OVERTIME

Section 1. All full-time employees agree to work a thirty-five-- (35) hour week with a 15 minute break in the morning and in the afternoon. The normal workweek shall consist of five (5) consecutive seven (7) hour days, Monday through Friday.

Section 2. Overtime is defined as all work performed in excess of the thirty-five (35) hour workweek.

The Employer agrees to compensate employees for overtime at the rate of time and one-half their regular rate of pay. Compensation may be in the form of time off or in the form of a cash payment.

All overtime must be authorized by the Employer.

Section 3. In the event of inclement weather, employees may leave their areas of work early, at the discretion of the Monmouth County Administrator.

If there arises a need for a skeleton crew, volunteers shall be solicited first. In the event no volunteers are forthcoming, those assigned shall be give priority for early release the next time an inclement weather situation arises. Employees remaining for a skeleton crew shall be give compensatory time off on an hour – for – hour basis.

Section 4. The Agency will close on Christmas Eve at 2:00 p.m.

## ARTICLE 9

### TEMPORARY ASSIGNMENT

Section 1. When an employee works outside a classification at the request of the Employer for a period of five (5) or more consecutive working days, the employee shall receive the rate of pay for whichever job classification is the higher rate for the period of time worked.

Section 2. An employee must actually work in the higher title for five (5) or more consecutive working days. In the event of a break due to a holiday, that day shall be counted towards the consecutive work days needed to qualify for payment under this Article as will a holiday at the beginning or end.

Section 3. In the event of a break due to an emergency closing, holiday or authorized sick leave, the employee shall be paid at the higher rate for the days actually worked, the holiday and any emergency closing, but excluding sick leave.

## ARTICLE 10

### EXTENDED HOURS PROGRAM

Section 1. Management Rights. The Employer reserves to itself the complete authority, power and duty to establish, maintain, modify and terminate an Extended Hours Program; and the same is reserved to designate such of its agents as it deems necessary to exercise its authority to administer, manage and supervise the program.

Section 2. Continuation of Terms of Employment and Benefits. Except as modified by the specific terms of this Agreement, all terms and conditions of employment applicable to employees participating in the Extended Hours program and remaining in effect at the conclusion of the program's experimental status shall continue in full force and effect. A specific inclusion into this Agreement of a prior benefit enjoyed by bargaining unit members shall not in any way be interpreted as an intent to limit, modify or discontinue non-referenced prior, existing benefits.

Section 3. Employee Participation. Employee participants shall be sought on an annual basis, commencing June of each year, by requesting interested employees to submit a showing of interest in participating in the Extended Hours Program. In the event the program is expanded and additional participation is sought during the year, there shall be a similar notice posted for a two week period. Employee selection shall be made by August of each year and extended hour service shall commence September of each year, or, in the case of additional participation, within a reasonable time after posting is completed.



Only full time Employees may participate. Employee participant selection shall be in accordance with the following preferences, with seniority with the Employer to break any ties:

1. new applicant to the Extended Hours Program;
2. prior participant in the Extended Hours Program; and
3. current participant in the Extended Hours Program.

Employees who have volunteered to participate but were not selected shall be placed on a "replacement list" for use in the event a vacancy occurs in the program.

If there are an insufficient number of volunteers who meet the criteria of a job assignment, qualified volunteers with work experience in the job assignment, including volunteers from another office site, may be considered for selection. In the continuing event that there is insufficient employee participation on a volunteer basis, the Employer retains the right to appoint any qualified employee to participate in the Extended Hours Program.

It is understood that participation in the Extended Hours Program shall be for a one-year period of commitment. A participating employee may withdraw from participation if there are serious, extenuating circumstances which would make continued participation a hardship to the employee.

The Employer may deny participation or discontinue participation of an employee for administrative or performance reasons, including, but not limited to the following: disciplinary history, poor evaluations, performance, attendance, reasonable needs of the unit, promotions, demotions, transfers, reassignments, or extended leaves with or without pay.

Section 4. Hours of Work. The schedule of employment hours for participants within a pay period shall be seven working days of 8:30 a.m. to 4:30 p.m. and two working days of 8:30 a.m. to 8:00 p.m. (Extended Days) on the same day of each week, comprising a total of 70 work hours in a pay period. The immediate supervisor will approve the scheduled day off and forward it to the Extended Hours Administrator for final approval. If there is a conflict over scheduling the day off, seniority with the Employer shall be the deciding factor.

Participant meal breaks on Extended Days shall be completed no later than 4:30 p.m., except in unusual circumstances when approved by the Extended Hours Administrator and the Administrator. A participant shall be entitled to an additional 15 minute break on Extended Days.

Section 5. Absences. The Union and the Employer both recognize that attendance on Extended Days is critical to the success of the program and it is understood that participant use of all forms of leave time on those days is discouraged and may require verification. If a participant must be absent on an Extended Day, the immediate Supervisor and the Extended Hours Administrator must be notified as soon as the absence is known.

(a) Personal, Sick and Vacation Days. Personal days may be utilized on Extended Days only in emergent circumstances and will be charged at the rate of 1 ½ days. Sick and vacation days taken on Extended Days shall be charged at the rate of 10 ½ hours each.

(b) Jury Duty. A participant who is scheduled for jury duty on an Extended Day shall report to work at the conclusion of Court. A participant who is scheduled for jury duty on a scheduled day off will receive an alternate day off.

(c) Conference Attendance. A participant in a conference on an Extended Day will report to work at the conclusion of the conference and, unless the conference was mandated, such attendance shall require approval by the Extended Hours Administrator in addition to the normal approvals. If a conference is mandated for a scheduled day off, another day off shall be scheduled.

(d) Civil Service Examinations. Where a New Jersey Department of Personnel examination for a job title in use by the Employer is scheduled on an Extended Day, a participant shall be permitted to leave work at the regular close of business on that day and shall not lose their scheduled day off. Participants will be permitted to take one (1) hour vacation time.

(e) Unpaid Leave of Absence. A participant who goes on an extended leave may be removed from the program and upon return be required to assume a regular work schedule of 10 work days per payroll period. If a participant is continued on the Extended Hours Program following an extended leave, that employee shall resume the extended hours schedule at the beginning of the first pay period following their return.

Section 6. Holidays. When a holiday falls on a scheduled day off, the regular work day as near to the holiday as possible will be utilized as the holiday, subject to supervisory approval.

When a holiday falls on an Extended Day, the employee shall be entitled to their regularly scheduled day off during that pay period.

Section 7. Emergency Closings. Emergency closings affecting participants in the Extended Hours Program shall be handled in accordance with the following:

(a) Closing on a Scheduled Day Off. If the agency is closed the whole day, another day off shall be scheduled. If the agency is closed for only part of a day, a participant shall receive credit for the number of hours closed, unless the agency is “closed with a skeleton crew”, in which case no alternate hours will be credited.

(b) Closing on an Extended Hours Day. If the agency is “closed with a skeleton crew” on an extended hours day, participants serving as part of the skeleton crew shall receive compensatory time on an hour-for-hour basis. In all cases of closing on an extended hours day, participants shall be entitled to their regularly scheduled day off.

Section 8. Renewal. The terms and conditions of extended hours shall not be changed during the life of this Agreement, unless the Employer, at its discretion, shall terminate the Extended Hours Program. If the program is terminated, then the employer and the Union agree to reopen this Agreement to explore options.

Posting of notices shall occur in June of each year.

ARTICLE 11

HOLIDAYS

Section 1. The following days are recognized by the Employer as paid holidays:

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

Section 2. When a holiday falls on a Saturday, it will be celebrated the preceding Friday. When a holiday falls on a Sunday, it will be celebrated on the following Monday.

Section 3. Employees shall be granted an additional day as a floating holiday which shall be taken with prior supervisory approval.

Section 4. Employees shall be granted any additional days declared to be holidays by Proclamation of the Governor of the State of New Jersey or by the Monmouth County Board of Chosen Freeholders. This shall not apply to emergency or other special purpose closings.

ARTICLE 12

VACATIONS

Section 1. Vacation leave for full-time employees is granted and earned in accordance with the following:

<u>Years of Service</u>	<u>Days Earned Per Year</u>	<u>Days Earned Per Month</u>
1 <sup>st</sup> – 5 <sup>th</sup>	12	1
6 <sup>th</sup> – 12 <sup>th</sup>	15	1 ¼
13 <sup>th</sup> – 20 <sup>th</sup>	20	1 2/3
21 <sup>st</sup> onward	25	2 ½

During the first calendar year of employment an employee must actually earn vacation leave before utilizing it. Vacation leave for part-time employees is prorated.

Section 2. Vacation leave must be taken during the current calendar year at such time as permitted or directed by the Employer, unless it has been determined that it cannot be taken. Any unused vacation may be carried forward into the next succeeding year only. Any carryover of unused vacation leave must be requested and approved by the employer and must be taken on or by March 31<sup>st</sup> of the successive year, or the time will be lost to the employee. Any vacation time approved for carryover will be scheduled by the employee and approved by the employer, such approval not to be unreasonably withheld.

Section 3. Effective January 1, 2004 vacation leave may be taken in quarter hour increments.

Section 4. Earned vacation leave will be paid upon termination.

## ARTICLE 13

### LEAVES OF ABSENCE

Section 1. Sick Leave. All full-time employees will be granted sick leave at the rate of one (1) day per month, or major fraction thereof, during the remainder of the first (1<sup>st</sup>) calendar year of employment, thereafter fifteen (15) days per year. This is cumulative.

During the first (1<sup>st</sup>) calendar year of employment an employee must actually earn sick leave before utilizing it. Part-time employees will be granted sick leave on a prorated basis.

Effective January 1, 2004 sick leave may be taken in quarter hour increments.

Section 2. Personal Leave. Providing reasonable notice is given to the Employer, and subject to the discretion of the Director of Social Services, each full-time employee will be entitled to take three (3) Personal Leave days during the calendar year. Part-time employees shall receive one Personal Leave day per year.

During the first calendar year of employment, a new full-time employee will earn one-half (1/2) day of Personal Leave per month, after completion of one (1) calendar month of employment, up to a maximum of three (3) days. During the first calendar year of employment a new part-time employee will earn ¼ day per month.

Employees will be entitled to four such days after the tenth (10<sup>th</sup>) year of employment.

Personal Leave shall not accrue from year to year. Personal Leave may be taken in quarter hour increments.

Section 3. Bereavement Leave. Employees shall be granted five (5) days off with pay in the event of the death of their parent, step-parent, spouse or child, including step-child. In all other cases, an employee shall be granted three (3) days off with pay in the event of the death of a member of the immediate family defined as parent-in-law, sister or brother, grandparent, grandchild, foster child or other member of the employee's immediate household. The Employer reserves the right to verify the legal relationship to the employee.

Section 4. Unpaid Leave. Leave without pay may be granted at the discretion of the Employer for permanent employees. Such leave may not be granted for a period in excess of six months at any one time, nor in excess of one continuous year except for educational leave which may not exceed two consecutive years.

A written statement from the employee setting forth the reasons why leave is requested and the dates for commencing and terminating the leave shall be submitted to the Employer. In no event shall a leave be granted to permit an employee to accept outside employment except that leaves to work for the Union may be permitted. Employees granted leave of absence without pay shall have Sick, Vacation and Personal leave credits reduced at the same rate as earned.

Section 5. Staff Development In the event that the County institutes a Tuition Reimbursement Plan, the bargaining unit shall be entitled to participate in the program.

Section 6. Voluntary Leave Donation. There shall be a voluntary leave donation program which follows the guidelines set forth in the New Jersey Department of Personnel regulations. This section shall not be subject to the grievance procedure.



Section 7. Family and Medical Leave. Employees may be entitled to Family/Medical Leave under the Federal FAMILY AND MEDICAL LEAVE ACT (FMLA) and/or the State Family Leave Act (FLA-NJSA 34:11b-1, et seq) and administrative regulations promulgated thereunder. Employer agrees to implement FMLA and FLA in accord with the statutes and regulations. Employees will not be required to use paid leave (sick, vacation, personal) unless the employee so chooses.

## ARTICLE 14

### MEDICAL BENEFITS

Section 1. It is agreed that the County will provide a medical Point of Service (POS) insurance plan. Whereas it is the County's intention to encourage employee in such POS program, employee participation in said plan shall be at no premium cost to the employee with all premiums being borne by the County.

Section 2. The County shall continue to maintain a traditional indemnity medical insurance program, as is currently provided on a self-insured basis. However, any employee opting to participate in such program shall be responsible for a portion of the premium costs and made through automatic payroll deductions.

Section 3. The traditional indemnity medical insurance program shall not be offered to employees hired on July 4, 1994 or thereafter. Furthermore, in accordance with Resolution #94-267, any new employee hired after July 1, 1994 will not, regardless of their years of service anywhere, be allowed to retire from Monmouth County with any health benefits at no cost.

Section 4. Bargaining unit members, and those employees receiving benefits under the County temporary disability program, shall be provided with the prescription insurance plan established by the County of Monmouth with a \$3.00 co-pay for prescription drugs and a \$1.00 co-pay for those who use generic drugs. There will be an increase with a \$15.00 co-pay for brand name drugs and a \$5.00 co-pay for those who use generic drugs. Such increase to occur when county implements on a county wide basis.

Section 5. Part-time employees are eligible for health benefits coverage if they work and receive, on a continuous basis, a salary based on a minimum of 20 hours weekly. Temporary employees are not eligible for these benefits.

Section 6. The county agrees that it will cooperate with employees to arrange for a payroll deduction from electing employees so that they might purchase additional TDI coverage on the open market.

## ARTICLE 15

### HEALTH AND SAFETY

Section 1. The Employer and the Union agree that maintenance of a healthy and safe working environment is in their mutual best interest. The Employer agrees to the formation of a Health and Safety Committee to be composed of two members designated by the Union, two members and a Chairperson designated by the Director of the Department of Human Services. The committee will meet not more than monthly, and for not more than two hours, upon either the Employer or the Union presenting the other with a written agenda of items sought to be discussed. The Committee shall have the function of advising the Employer as to safety and health issues involving employees and it will propose solutions for those problems. The Employer reserves to itself the final determination regarding any action to be taken.

Section 2. When a health and safety violation occurs that requires corrective action by a landlord, the Director of Human Services will promptly notify the landlord of the problem, and provide the Union with a copy of the notice. The Union will be informed of the response of the landlord within two working days after receipt.

Section 3. The Employer will make every reasonable attempt to:

- (1) Maintain comfortable room temperatures,
- (2) Maintain adequate humidity levels and,
- (3) Maintain and clean the ventilation system on a regular basis.
- (4) Provide and maintain adequate security for all employees and notify Union of any serious security problems.

Section 4. If the parties are unable to resolve issues which arise under this Article, the issues may be submitted to the grievance procedure.

Section 5. The Employer will provide the Union with a list of products which it uses for cleaning, exterminating and its duplicating equipment.

## ARTICLE 16

### RETIREMENT

Section 1. Any permanent employee shall be entitled upon retirement from the Public Employees' Retirement System to receive a lump sum payment for earned and unused sick leave. The payment shall be one-half of the eligible employee's daily rate of pay for each day of earned and unused sick leave based upon the average compensation received during the last year of their employment prior to the effective day of retirement, to a maximum of \$15,000.00.

Section 2. An employee who has incurred or shall incur a break in service, as a result of a separation due to layoff shall be credited with sick leave accrued both before separation and after return to employment. An employee incurring a break in service for any other type of separation shall have his sick leave computed from the date of return to employment.

Section 3. Any employee who elects a deferred retirement benefit shall not be eligible for such payment. This payment shall not affect any pension benefits under any other statute. In the event of the employee's death within one year after the effective date of retirement but before payment has been made, payment shall be made to the employee's estate.

Section 4. To the extent provided by law, the Employer will pay for health insurance for employees who retire with twenty-five (25) years service or under a disability retirement.

## ARTICLE 17

### AUTOMOBILE EXPENSES

Section 1. The parties agree that each employee who is authorized and required to use their personal automobile for Employer's business shall be paid \$0.33 per mile effective January 1, 2004; and automobile business insurance of \$25.00 per month providing the employee is assigned by the employer to Travel Category B or C and shows proof of coverage. These amounts are to be paid after the filing of a monthly voucher.

Beginning January 1, 2005, mileage reimbursement shall be increased to \$0.34 per mile; and on January 1, 2006, mileage reimbursement shall be increased to \$0.35 per mile.

Section 2. Employees will not be required to transport minor children in their personal automobiles. An agency car will be provided for this purpose.

Section 3. The Employer will endeavor to assign at least one vehicle to each site at which 12 or more non-Income Maintenance field service workers (Social Workers, Social Work Specialists, Coordinators of Volunteers) are assigned. This clause shall not diminish Management's rights to maintain, service and/or reassign all vehicles in its motor pool in the best interest of the agency.

## ARTICLE 18

### LEGAL REPRESENTATION

Section 1. The Employer extends to all employees the same rights and benefits enjoyed by State employees under N.J.S.A. 59:10A-3, with the exception that the duty and authority of the Attorney General described in N.J.S.A. 59:10A-3 shall be exercised by the Employer with the advice and counsel of the Monmouth County Counsel.

Section 2. It is understood that the Employer's insurance coverage will not only pay damages or claims, but will also defend that person in court if any employee acts negligently within the scope of employment.



## ARTICLE 19

### EQUAL TREATMENT

Section 1. The Employer and the Union agree that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, creed, color, marital status, armed forces obligations, physical handicap, religion, political affiliation, sexual preference, union membership or legal union activities.

Section 2. It is understood that alleged violations of this Article by either the Union or the Employer shall be pursued before administrative or judicial forums instead of the grievance procedures contained in this Agreement.

## ARTICLE 20

### BARGAINING CLAUSES AND RENEWAL

Section 1. The parties agree that they have fully bargained and agreed upon all the terms and conditions of employment that the terms and conditions of employment shall not be changed during the life of this Agreement.

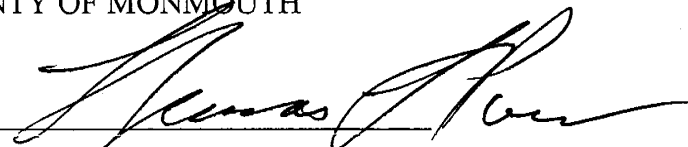
Section 2. If any of the provisions of this Agreement should be held invalid by operation of law or regulation by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal or appropriate administrative agency pending a final determination 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.

Section 3. This Agreement shall be effective as of the first day of January 2004 and shall remain in full force and effect until the 31<sup>st</sup> day of December, 2007.

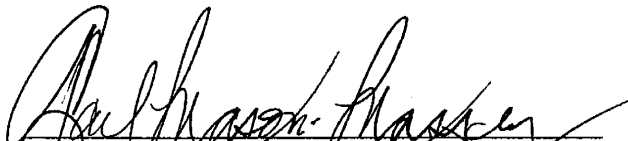
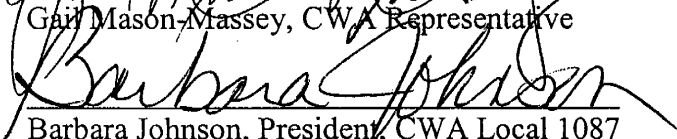
This Agreement shall be effective January 1, 2004 and shall continue in force and effect until December 31, 2007.

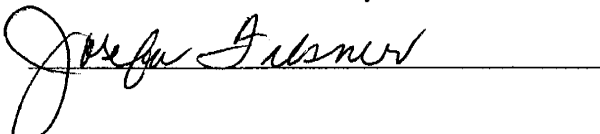
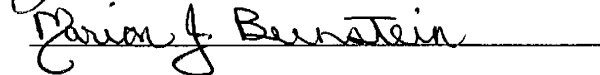
IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed by its fully authorized representatives this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

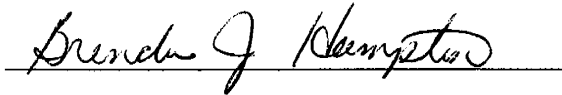

COUNTY OF MONMOUTH

  
By: Thomas J. Powers  
Deputy Director

COMMUNICATIONS WORKERS OF AMERICA (CWA)

  
Gail Mason-Massey, CWA Representative  
  
Barbara Johnson, President, CWA Local 1087

APPENDIX A  
 2004 CWA SALARY SCHEDULE - EFFECTIVE 01/01/2004 (APPROX 4.5% and 3% (Step 10-C) OVER 01/01/03)  
 CWA CLERICAL/PROFESSIONAL UNIT

RANGE	INCRE- MENT	ENTRY STEP	STEP										SENIOR			
			1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	STEP	A	B	C
4	991	18832	19823	20814	21805	22796	23787	24778	25769	26760	27751	28326	567	28893	29176	29459
5	1041	19773	20814	21855	22896	23937	24978	26019	27060	28101	29142	29747	595	30342	30639	30937
6	1093	20762	21855	22948	24041	25134	26227	27320	28413	29506	30599	31237	625	31862	32174	32486
7	1147	21801	22948	24095	25242	26389	27536	28683	29830	30977	32124	32796	656	33452	33780	34108
8	1205	22890	24095	25300	26505	27710	28915	30120	31325	32530	33735	34437	689	35126	35470	35814
9	1265	24035	25300	26565	27830	29095	30360	31625	32890	34155	35420	36162	723	36885	37247	37608
9A	1297	24636	25933	27230	28527	29824	31121	32418	33715	35012	36309	37065	741	37806	38177	38548
10	1328	25237	26565	27893	29221	30549	31877	33205	34533	35861	37189	37966	759	38725	39105	39485
11	1395	26498	27893	29288	30683	32078	33473	34868	36263	37658	39053	39868	797	40665	41064	41463
11A	1430	27161	28591	30021	31451	32881	34311	35741	37171	38601	40031	40862	817	41679	42088	42496
12	1464	27824	29288	30752	32216	33680	35144	36608	38072	39536	41000	41855	837	42692	43111	43529
12A	1501	28519	30020	31521	33022	34523	36024	37525	39026	40527	42028	42902	858	43760	44189	44618
13	1538	29214	30752	32290	33828	35366	36904	38442	39980	41518	43056	43947	879	44826	45265	45705
14	1615	30675	32290	33905	35520	37135	38750	40365	41980	43595	45210	46148	923	47071	47532	47994
15	1695	32210	33905	35600	37295	38990	40685	42380	44075	45770	47465	48453	969	49422	49907	50391
16	1780	33820	35600	37380	39160	40940	42720	44500	46280	48060	49840	50875	1018	51893	52401	52910
17	1869	35511	37380	39249	41118	42987	44856	46725	48594	50463	52332	53417	1068	54485	55020	55554
18	1962	37287	39249	41211	43173	45135	47097	49059	51021	52983	54945	56093	1122	57215	57776	58337
19	2061	39150	41211	43272	45333	47394	49455	51516	53577	55638	57699	58898	1178	60076	60665	61254
20	2164	41108	43272	45436	47600	49764	51928	54092	56256	58420	60584	61838	1237	63075	63693	64312
21	2272	43164	45436	47708	49980	52252	54524	56796	59068	61340	63612	64934	1299	66233	66882	67531
22	2385	45323	47708	50093	52478	54863	57248	59633	62018	64403	66788	68184	1364	69548	70230	70911
23	2505	47588	50093	52598	55103	57608	60113	62618	65123	67628	70133	71592	1432	73024	73740	74456

APPENDIX B  
2005 CWA SALARY SCHEDULE - EFFECTIVE 01/01/2005 (APPROX 2.25% OVER 01/01/04)  
CWA CLERICAL/PROFESSIONAL UNIT

RANGE	INCRE- MENT	ENTRY STEP	STEP										SENIOR STEP	A	B	C
			1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH				
4	1013	19256	20269	21282	22295	23308	24321	25334	26347	27360	28373	28963	579	29542	29832	30122
5	1064	20218	21282	22346	23410	24474	25538	26602	27666	28730	29794	30416	608	31024	31328	31633
6	1117	21229	22346	23463	24580	25697	26814	27931	29048	30165	31282	31940	639	32579	32898	33218
7	1173	22290	23463	24636	25809	26982	28155	29328	30501	31674	32847	33534	671	34205	34540	34875
8	1232	23404	24636	25868	27100	28332	29564	30796	32028	33260	34492	35212	704	35916	36268	36620
9	1293	24575	25868	27161	28454	29747	31040	32333	33626	34919	36212	36976	740	37716	38085	38455
9A	1326	25189	26515	27841	29167	30493	31819	33145	34471	35797	37123	37899	758	38657	39036	39415
10	1358	25803	27161	28519	29877	31235	32593	33951	35309	36667	38025	38820	776	39596	39985	40373
11	1426	27093	28519	29945	31371	32797	34223	35649	37075	38501	39927	40765	815	41580	41988	42396
11A	1462	27770	29232	30694	32156	33618	35080	36542	38004	39466	40928	41781	836	42617	43034	43452
12	1497	28448	29945	31442	32939	34436	35933	37430	38927	40424	41921	42797	856	43653	44081	44509
12A	1535	29159	30694	32229	33764	35299	36834	38369	39904	41439	42974	43867	877	44744	45183	45622
13	1572	29870	31442	33014	34586	36158	37730	39302	40874	42446	44018	44936	899	45835	46284	46733
14	1651	31363	33014	34665	36316	37967	39618	41269	42920	44571	46222	47186	944	48130	48602	49073
15	1733	32932	34665	36398	38131	39864	41597	43330	45063	46796	48529	49543	991	50534	51029	51525
16	1820	34578	36398	38218	40038	41858	43678	45498	47318	49138	50958	52020	1040	53060	53581	54101
17	1911	36307	38218	40129	42040	43951	45862	47773	49684	51595	53506	54619	1092	55711	56258	56804
18	2006	38123	40129	42135	44141	46147	48153	50159	52165	54171	56177	57355	1147	58502	59076	59649
19	2107	40028	42135	44242	46349	48456	50563	52670	54777	56884	58991	60223	1204	61427	62030	62632
20	2212	42030	44242	46454	48666	50878	53090	55302	57514	59726	61938	63229	1265	64494	65126	65758
21	2323	44131	46454	48777	51100	53423	55746	58069	60392	62715	65038	66395	1328	67723	68387	69051
22	2439	46338	48777	51216	53655	56094	58533	60972	63411	65850	68289	69718	1394	71112	71810	72507
23	2561	48655	51216	53777	56338	58899	61460	64021	66582	69143	71704	73203	1464	74667	75399	76131

APPENDIX C

2006 CWA SALARY SCHEDULE - EFFECTIVE 01/01/2006 (APPROX 3% OVER 01/01/05)  
CWA CLERICAL/PROFESSIONAL UNIT

RANGE	INCRE- MENT	ENTRY STEP	STEP										SENIOR STEP	A	B	C
			1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH				
4	1044	19833	20877	21921	22965	24009	25053	26097	27141	28185	29229	29832	597	30429	30727	31025
5	1096	20825	21921	23017	24113	25209	26305	27401	28497	29593	30689	31328	627	31955	32268	32581
6	1151	21866	23017	24168	25319	26470	27621	28772	29923	31074	32225	32898	658	33556	33885	34214
7	1208	22960	24168	25376	26584	27792	29000	30208	31416	32624	33832	34540	691	35231	35576	35922
8	1269	24107	25376	26645	27914	29183	30452	31721	32990	34259	35528	36268	725	36993	37356	37719
9	1332	25313	26645	27977	29309	30641	31973	33305	34637	35969	37301	38085	762	38847	39228	39608
9A	1366	25945	27311	28677	30043	31409	32775	34141	35507	36873	38239	39036	781	39817	40207	40597
10	1399	26578	27977	29376	30775	32174	33573	34972	36371	37770	39169	39985	800	40785	41185	41584
11	1469	27907	29376	30845	32314	33783	35252	36721	38190	39659	41128	41988	840	42828	43248	43668
11A	1506	28605	30111	31617	33123	34629	36135	37641	39147	40653	42159	43034	861	43895	44325	44755
12	1542	29303	30845	32387	33929	35471	37013	38555	40097	41639	43181	44080	882	44962	45402	45843
12A	1581	30035	31616	33197	34778	36359	37940	39521	41102	42683	44264	45183	904	46087	46538	46990
13	1619	30768	32387	34006	35625	37244	38863	40482	42101	43720	45339	46284	926	47210	47673	48135
14	1700	32306	34006	35706	37406	39106	40806	42506	44206	45906	47606	48602	972	49574	50060	50546
15	1785	33921	35706	37491	39276	41061	42846	44631	46416	48201	49986	51029	1021	52050	52560	53070
16	1875	35616	37491	39366	41241	43116	44991	46866	48741	50616	52491	53580	1072	54652	55187	55723
17	1968	37398	39366	41334	43302	45270	47238	49206	51174	53142	55110	56258	1125	57383	57946	58508
18	2067	39267	41334	43401	45468	47535	49602	51669	53736	55803	57870	59076	1182	60258	60848	61439
19	2170	41231	43401	45571	47741	49911	52081	54251	56421	58591	60761	62030	1241	63271	63891	64511
20	2279	43292	45571	47850	50129	52408	54687	56966	59245	61524	63803	65126	1303	66429	67080	67731
21	2393	45457	47850	50243	52636	55029	57422	59815	62208	64601	66994	68387	1368	69755	70439	71122
22	2512	47731	50243	52755	55267	57779	60291	62803	65315	67827	70339	71810	1436	73246	73964	74682
23	2638	50117	52755	55393	58031	60669	63307	65945	68583	71221	73859	75399	1508	76907	77661	78415

APPENDIX D  
 2007 CWA SALARY SCHEDULE - EFFECTIVE 01/01/2007 (APPROX 4% OVER 01/01/06)  
 CWA CLERICAL/PROFESSIONAL UNIT

RANGE	INCRE- MENT	ENTRY STEP	1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP	10TH STEP	SENIOR			
													STEP	A STEP	B STEP	C STEP
4	1086	20626	21712	22798	23884	24970	26056	27142	28228	29314	30400	31025	621	31646	31956	32266
5	1140	21658	22798	23938	25078	26218	27358	28498	29638	30778	31918	32581	652	33233	33558	33884
6	1197	22741	23938	25135	26332	27529	28726	29923	31120	32317	33514	34214	684	34898	35240	35583
7	1257	23878	25135	26392	27649	28906	30163	31420	32677	33934	35191	35922	718	36640	37000	37359
8	1320	25072	26392	27712	29032	30352	31672	32992	34312	35632	36952	37719	754	38473	38851	39228
9	1386	26326	27712	29098	30484	31870	33256	34642	36028	37414	38800	39608	792	40400	40796	41192
9A	1420	26985	28405	29825	31245	32665	34085	35505	36925	38345	39765	40597	812	41409	41815	42221
10	1455	27643	29098	30553	32008	33463	34918	36373	37828	39283	40738	41584	832	42416	42832	43247
11	1528	29025	30553	32081	33609	35137	36665	38193	39721	41249	42777	43668	873	44541	44978	45415
11A	1566	29751	31317	32883	34449	36015	37581	39147	40713	42279	43845	44755	895	45650	46098	46545
12	1604	30477	32081	33685	35289	36893	38497	40101	41705	43309	44913	45843	917	46760	47218	47677
12A	1644	31239	32883	34527	36171	37815	39459	41103	42747	44391	46035	46990	940	47930	48400	48870
13	1684	32001	33685	35369	37053	38737	40421	42105	43789	45473	47157	48135	963	49098	49579	50060
14	1768	33601	35369	37137	38905	40673	42441	44209	45977	47745	49513	50546	1011	51557	52062	52568
15	1857	35280	37137	38994	40851	42708	44565	46422	48279	50136	51993	53070	1061	54131	54662	55193
16	1950	37044	38994	40944	42894	44844	46794	48744	50694	52644	54594	55723	1114	56837	57395	57952
17	2047	38897	40944	42991	45038	47085	49132	51179	53226	55273	57320	58508	1170	59678	60263	60848
18	2150	40841	42991	45141	47291	49441	51591	53741	55891	58041	60191	61439	1229	62668	63282	63897
19	2257	42884	45141	47398	49655	51912	54169	56426	58683	60940	63197	64511	1290	65801	66446	67091
20	2370	45028	47398	49768	52138	54508	56878	59248	61618	63988	66358	67731	1355	69086	69763	70440
21	2488	47280	49768	52256	54744	57232	59720	62208	64696	67184	69672	71122	1422	72544	73256	73967
22	2613	49643	52256	54869	57482	60095	62708	65321	67934	70547	73160	74682	1494	76176	76922	77669
23	2743	52126	54869	57612	60355	63098	65841	68584	71327	74070	76813	78415	1568	79983	80767	81552

**APPENDIX F**

**TITLES AND RANGES**

<b>TITLE</b>	<b>RANGE</b>
Clerk	6
Account Clerk	8
Clerk Typist	9
Telephone Operator	8
Clerk Stenographer	9
DEMO	9
Psychiatric Technician	9
Senior Clerk	10
Senior Account Clerk	12
Senior Clerk Typist	12
Senior Clerk Stenographer	12A
Senior Telephone Operator	12A
Senior DEMO	12A
Principal Clerk	13
H.S. Specialist I (hired after 1/1/2000)	13
Accounting Assistant	14
H.S. Specialist I	14
Principal Account Clerk	14
Principal Clerk Typist	14
Principal Clerk Stenographer	15
Principal Data Control Clerk	15
Principal DEMO	15
Legal Stenographer	15
H.S. Specialist II (hired after 12/31/2000)	16 (7/2005 refer to Article 6)
H.S. Specialist II	17
Psychiatric Charge Technician	16
Supervising DEMO	17
Supervising Clerk	17
Supervising Account Clerk	17
Senior Legal Stenographer	17
Data Processing Technician	17
Coordinator of Volunteers	19
H.S. Specialist III	19
Investigator, CWA	19
Social Worker (hired after 12/31/2000)	18 (1/2005 refer to Article 6)
Social Worker	19
Training Technician	19
Field Representative Housing Rehabilitation	21
Social Work Specialist	21
Senior Training Technician	21
Systems Analyst	23