

AGREEMENT

BETWEEN

COUNTY OF UNION

AND

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

EFFECTIVE: JULY 1, 1993 THROUGH JUNE 30, 1996

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PREAMBLE

THIS AGREEMENT, effective the 1st day of July, 1993, is entered into by and between the COUNTY OF UNION (hereinafter referred to as the "Employer") and the COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO, 1030 St. Georges Avenue, Avenel, New Jersey (hereinafter referred to as the "Union").

The purpose of this Agreement is to promote harmonious relations between the Employer and the Union, to establish an equitable and peaceful procedure for the resolution of differences, and to establish rates of pay, hours of work and other conditions of employment.

ARTICLE 1. RECOGNITION

In accordance with the certification of the American Arbitration Association dated April 18, 1969, the Employer recognizes the Union as the exclusive collective negotiations representative for:

Account Clerk/Clerk Bookkeeper
Child Support Specialist
Child Support Worker
Clerk
Clerk Stenographer
Clerk Transcriber
Clerk Typist
Data Control Clerk
Data Entry Machine Operator

Income Maintenance Specialist
Income Maintenance Technician
Income Maintenance Worker Investigator/CWA
Messenger
Receptionist
Senior Account Clerk
Senior Clerk
Senior Clerk Bookkeeper
Senior Clerk Stenographer
Senior Clerk Transcriber
Senior Clerk Typist
Senior Data Entry Machine Operator
Senior Receptionist
Senior Telephone Operator
Social Worker
Social Worker Specialist
Supervisor of Data Entry Machine Operator
Telephone Operator

In accordance with the certification of the New Jersey Public Employment Relations Commission, Case No. 89-66, the Employer further recognizes the Union as the exclusive collective negotiations representative for:

Principal Account Clerk
Principal Clerk
Principal Clerk Transcriber
Principal Clerk Typist

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Principal Data Entry Machine Operator

Supervising Account Clerk

Supervising Clerk

Supervising Telephone Operator

Training Technician

Senior Building Maintenance Worker

In addition, the Employer further recognizes the Union as the exclusive collective negotiations representative for:

Accountant

Paralegal Specialist

Interpreter

All bilingual titles of titles presently covered by this recognition clause

If the Employer adds new or amended titles to the units that are clearly not managerial, supervisory or confidential, it agrees that within thirty (30) days, it will:

- (1) Notify the Union;
- (2) Give a copy of any job specification for the new or amended title to the Union;
- (3) Advise the Union of the proposed hours of work, wages and other terms and conditions of employment established for the title.

The Employer further agrees, if requested by the Union within thirty (30) days after notification to the Union as provided above, to schedule a meeting to review whether or not the new or amended title should be included in the unit, and if it is so included, to negotiate any disputes which may exist concerning such negotiable issues as appropriate wage rates. It

is the intention of the parties to reach mutual agreement on inclusion of new or amended titles that appropriately belong in the unit without the necessity of instituting proceedings at PERC, and it is their further intention to use wage scales for existing titles as a basis to determine the appropriateness of the wage rate established for such new or amended titles.

ARTICLE 2. MANAGEMENT RIGHTS

It is the intention hereof that all of the rights, powers, prerogatives and authorities that the Employer had prior to the signing of the Agreement are retained by the Employer except those lawfully modified by the terms of this Agreement and only to the extent that they are specifically abridged or modified by this Agreement.

It is agreed that the above-recited management rights are not subject to the grievance procedures set forth in Article VI hereof.

ARTICLE 3. UNION RIGHTS

Section 1.

A list of new employees, if any, in the bargaining units will be furnished to the secretary of the local Union within ten (10) days after appointment by the Employer.

Section 2.

The local Union will be allowed by the Employer a period not to exceed fifteen (15) minutes to address all new employees.

Section 3.

The local Union will be allowed by the Employer space for no more than two Union bulletin boards on each floor of offices occupied by the Division of Social Services same to be no larger than 4' x 4'. Said bulletin boards to be placed as reasonably agreed to by the Employer and the Union.

Union notices shall be limited to the local Union bulletin board.

Section 4.

Officers or delegates of the local Union, upon one (1) week advance written notice and with the approval of the Director, Division of Social Services, will be allowed by the Employer to take a total not to exceed in the aggregate, twenty-five (25) days leave with pay per contract year to participate in union conferences, conventions, and to conduct other Union business.

Section 5.

Officers or delegates of the local Union, upon one (1) week advance written notice and with the approval of the Director, Division of Social Services, will be allowed by the Employer to take a total not to exceed in the aggregate, twenty (20) days leave without pay per contract year to participate in Union conferences, conventions and to conduct other Union business.

Section 6.

The Union will be allowed space for their file cabinet and typewriter.

Section 7.

One employee selected by the Union shall be allowed to attend daytime Board of Chosen Freeholder, County of Union meetings without loss of personal time or use of Union leave.

ARTICLE 4. DUES CHECK OFF

Section 1.

In accordance with Title 52:14-15.9e of the New Jersey Statutes Annotated, the Employer, upon receipt of a duly executed authorization-assignment form acceptable to the Employer, agrees to deduct from the third pay check each month, of employees covered by this Agreement who have executed said form, the established monthly dues of the Union. It is further agreed that the Employer shall remit such deductions to the Union prior to the tenth day of the month following the month for which such deduction is made. Dues shall be such amounts as may be certified to the Employer by the Union at least thirty (30) days prior to the date on which the deduction of Union dues is to be made.

Section 2.

In accordance with Title 52:14-15.9e of the New Jersey Statutes Annotated, employees included in the negotiating unit may only request deduction for the payment of dues to the duly

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certified majority representative, Communications Workers of America, AFL-CIO.

Section 3.

Any employee who does not authorize dues deductions as a member of the Union shall pay a seventy-five per cent (75%) representation fee in lieu of dues for services rendered by the Union. Such representation fee shall be paid and administered pursuant to the requirements of New Jersey P.L. 1979, Chapter 477, (N.J.S.A. 34:13A-5, et seq.). Membership in the union is available to all employees on an equal basis and the Union maintains a demand and return system which complies with the requirements of Section 2 (c) and 3 of the Act. The payroll deductions for such representation fee shall be made pursuant to the procedure as above established for regular union dues, except that the authorization assignment form need not be executed by the employee, but shall rather be executed by the Union.

Section 4.

The Employer agrees and shall use its best efforts to have the county payroll department provide payroll deductions for the CWA Committee on Political Education (COPE) Fund, the amount to be deducted as per employee's request on a written authorization form provided by the Union to the Employer.

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Section 5.

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer or the Union under the provisions of this Article.

Section 6.

When an employee is promoted out of the bargaining unit, the Employer shall notify the County Finance Department to terminate dues, representation fee and/or CWA COPE payroll deduction. The Employer will notify the Union in writing of such action.

ARTICLE 5. HOURS OF WORK

Section 1.

The normal work week from July 1, 1993 through June 30, 1996, shall consist of thirty-five (35) work hours per week, seven (7) hours per day, and five (5) days per week.

The Director, Division of Social Services or his designee may stagger the lunch hour to meet the workload to be performed so that the public may be served.

The working day for employees may be varied or extended by the Director, Division of Social Services or his designee as the need arises. When, by reason of the pressure of official business, an employee is authorized and required to work on a holiday, as indicated hereafter, or to work overtime, the employee, at his or her option, is entitled to receive cash

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compensation or, if permitted by law, compensatory time off for their overtime employment beyond thirty-five (35) hours in any given work week at a rate of 1-1/2 times the regular rate or time at which they are employed.

Section 2.

The parties to this Agreement recognize the desirability of caseworkers having scheduled time for the purpose of dictation and other necessary paperwork.

Section 3.

The Employer shall have the option that all projects or surveys will be performed by the Employees, on overtime, if necessary, at the discretion of the Employer consistent with the workload as it then exists.

ARTICLE 6. GRIEVANCE PROCEDURE

Section 1 - 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 this Agreement. The parties agree that this procedure will be kept as informal as may be appropriate.

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

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3. The Union's decision to request the movement of any grievance at any step or to terminate the grievance at any step shall be final as to the interests of the Union and the grievant.

Section 2 - Definitions.

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

1. A breach, 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 County Manager and shall hereinafter be referred to as a "non-contractual grievance".

Section 3 - Presentation Of A Grievance.

A representative designated by the Union will present the case of the grievant. The Employer agrees that there shall be no loss of pay for the time spent in presenting the grievance by the aggrieved person, essential witnesses, if any, who are employees of the Division of Social Services, and one (1) Union representative who is an employee of the Division of Social Services throughout the grievance procedure.

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Section 4 - Steps of The Grievance Procedure.

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

Step 1:

- (a) An aggrieved employee or the Union shall file a written and signed grievance with the Welfare Director within 15 working days of the occurrence giving rise to the grievance or within 15 working days after the aggrieved employee or the Union should have reasonably known of its occurrence. Failure to file the grievance within the 15 working day period shall constitute an abandonment and/or waiver of the grievance.
- (b) The Welfare Director shall meet and confer with the representative designated by the Union and shall render a written decision to the grievance within 5 working days after its receipt or any such meeting.

Step 2:

- (a) If the Union is not satisfied with the disposition of the grievance at Step 1, or if no written decision has been rendered within 5 working days as set forth in Step 1, the grievance shall be referred by the Union to the Director of the Department of Human Services or his/her designee within 5 working days from the date a written decision was or should have been rendered in

Step 1. Failure to move the grievance within the aforesaid time shall constitute an abandonment and waiver of the grievance.

- (b) The Director of the Department of Human Services or his/her designee shall meet and confer with the representative designated by the Union and shall render a written decision to the grievance within 5 working days after its receipt or any such meeting.

Step 3:

- (a) If a grievance is not resolved at Step 2, or if no written decision has been rendered within 5 working days as set forth in Step 2, the Union may file the grievance with the County Manager or his/her designee within 10 working days after the written decision was or should have been rendered in Step 2. Failure to file within the 10 day time period shall constitute abandonment and waiver of the grievance.
- (b) The County Manager or his/her designee shall meet and confer with the representative designated by the Union and shall render a written decision to the grievance within 15 working days after its receipt or any such meeting.

Step 4. - Binding Arbitration:

- (a) If the Union is dissatisfied with the decision of the County Manager concerning a contractual grievance, the union may within 10 working days of the receipt of the

decision or within 10 working days of the date the written decision should have been received, request binding arbitration, consistent with civil service laws, rules and regulations. If no such request is made within the stated time, the grievance shall be deemed to have been abandoned and waived and shall not be entitled to be submitted to arbitration.

(b) Arbitration shall be conducted under the auspices of the New Jersey State Board of Mediation, pursuant to its rules and regulations.

(c) A request for arbitration shall be initiated by mailing a written demand for arbitration to the New Jersey State Board of Mediation, 50 Park Place, Newark, New Jersey, with a copy of the demand being mailed to the County Manager and to the County Director of Personnel. The written demand shall request the New Jersey State Board of Mediation to submit duplicate panels of arbitrators to the Union and to the County Manager so that they may exercise their right of selection and file same directly with the New Jersey State Board of Mediation pursuant to its rules.

(d) The decision of the arbitrator shall be final and binding upon the parties and shall be in writing setting forth findings of fact, reasons and conclusions on the issue(s) submitted.

- (e) The cost of the arbitrator shall be borne equally by the Union and the Employer.
- (f) The cost of any transcript shall be borne by the party requesting it.
- (g) No one arbitrator shall have more than one grievance submitted to him, and under consideration by him, at any one time unless the parties otherwise agree in writing. A grievance shall be considered under consideration by an arbitrator until he has rendered his written decision.
- (h) In the event of the submission of any matter to arbitration as herein provided, the arbitrator shall have no right or power to alter or modify the terms of this Agreement.

ARTICLE 7. SENIORITY CONSIDERATIONS

Section 1.

Seniority is defined as continuous unbroken service with the Employer.

Section 2.

The employee will follow a vacation schedule suited to the overall needs of the Employer and considerate of the employee. The present policy will be continued of granting vacation time by seniority in each working unit wherever possible and practical.

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Section 3.

Seniority shall be given consideration by the Employer with respect to reassignments and provisional promotions.

Section 4.

All promotions and promotional policies are subject to the New Jersey Civil Service Law rules and regulations.

Section 5.

The employer will endeavor to fill permanent job openings by promoting employees from the next lower rated job title who possess the requirements enunciated by civil service laws subject to subsequent certification by the department of personnel.

ARTICLE 8. JOB POSTING

Any opening or vacancy within the County shall be prominently displayed, posted on an appropriate bulletin board for a period of ten (10) working days prior to the filling of the vacancy. A copy of all job postings within the unit shall be forwarded to the CWA Local President.

ARTICLE 9. REASSIGNMENTS

Employees shall be consulted prior to reassignment. Employees who are to be reassigned shall be given notice as soon as practicable. However, Employer's discretion in assignments and reassignments shall be final.

ARTICLE 10. HOLIDAYS

The legal paid holidays fixed by New Jersey statutes, are as follows:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
Lincoln's Birthday	Election Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day After Thanksgiving Day
Independence Day	Christmas Day

In addition to the aforementioned holidays, the Employer will grant a holiday when the Governor, in her role as Chief Executive of the State of New Jersey, declares a holiday by Proclamation or when the Board of Chosen Freeholders of Union County declares a holiday for county employees. In the event any of the above statutory holidays falls on a Sunday, it shall be celebrated on the following Monday. In the event any of the above statutory holidays falls on a Saturday, it shall be celebrated on the preceding Friday.

ARTICLE 11. VACATIONS

Section 1.

Full-time employees on payroll of the Division of Social Services of the employer prior to July 1, 1990 shall be granted vacation leave as follows:

- A. One working day for each month or major fraction thereof of employment during the first calendar year of employment.
- B. Twelve working days after the first calendar year up to and including 5 years of employment.

- C. Fifteen working days after the first 5 years of employment and up to and including the 10th year of employment.
- D. Twenty working days after ten years up to and including fifteen years of employment.
- E. Twenty-two working days after 15 years up to and including 20 years of employment.
- F. Twenty-six working days after 20 years up to and including 25 years of employment.
- G. Twenty-eight working days after 25 years of employment.

Section 2.

Full-time employees hired on or after July 1, 1990 shall be entitled to vacation leave as follows:

- A. During the first calendar year of employment, employees shall earn 1 vacation day for each month of service during the calendar year following the date of employment.
- B. Employees with 1 to 8 years of service shall be entitled to 13 working days.
- C. Employees with 8 completed years to 10 years of service will be entitled to 14 working days.
- D. Employees with 10 completed years to 15 years of service will be entitled to 17 working days.
- E. Employees with 15 completed years to 20 years of service will be entitled to 19 working days.
- F. Employees with 20 completed years to 25 years of service will be entitled to 21 working days.
- G. Employees with 25 or more completed years of service will be entitled to 26 working days.

Section 3.

Part-time employees shall receive vacation credit allowance on a pro-rated basis in accordance with Section 1 or Section 2, as the case may be.

Section 4.

An employee who has resigned or who has otherwise separated from employment shall be entitled to vacation allowance for the current year pro-rated upon the number of months worked in a calendar year in which this separation becomes effective, in addition to any unused vacation due for the previous year.

Section 5.

Whenever an employee dies having to his credit any annual vacation leave, there shall be calculated and paid to his estate a sum of money equal to the compensation figured on his salary rate at the time of death.

Section 6.

If an employee leaves the County's employ for any reason, before the end of the calendar year after having taken a vacation allowance for the year, he will be charged with the unearned part of his vacation. This charge will be deducted from his final pay check.

Section 7.

The Employer may allow an employee to carryover vacation to the next succeeding calendar year only, subject to the Employer approving same based upon the pressure of work or for any other valid reason approved by the Employer. The employee should

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request the vacation carryover by November 1 but no employee will lose vacation solely because such carryover request was made after November 1.

Section 8.

Employees may take vacation days in half-days.

ARTICLE 12. PERSONAL BUSINESS AND RELIGIOUS LEAVE

Section 1.

Employees on the payroll of the Division of Social Services of the Employer prior to July 1, 1990 shall earn personal leave as follows:

- A. During the first calendar year of employment a full-time employee shall earn 1 day for every 3 months of employment up to a maximum of 3 days for the calendar year.
- B. After the completion of 5 years of continuous employment, full-time employees shall be granted a total of 4 personal leave days per year. This additional personal day shall be effective on the date of the employee's 5th anniversary and must be used by December 31 of the year in which this additional personal day accrues. For purposes of this paragraph only, continuous service means employment without a break in service (defined herein as a resignation or removal between periods of employment).

Section 2.

Employees hired on or after July 1, 1990 shall be entitled to personal business and religious leave as follows:

Employees who are employed less than 1 year are entitled to be granted up to 3 personal days all for personal business as

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hereinafter defined or for religious reasons in accordance with the Schedule hereinafter set forth;

Employees who have been employed for more than 1 year are entitled to be granted up to 3 days per year without reference to any schedule. Employees must make application for such personal business or religious leave stating the reason for the request of the leave as far in advance as possible. The request by the employee shall be directed to the Director of the Division of Social Services. The leave may only be taken if the Director of the Division of Social Services approves and grants said leave.

The following schedule shall only apply to employees with less than 1 year of employment:

- A. One day after 4 months of employment.
- B. One additional day after 8 months of employment.
- C. The third day may be granted between the 10th and 12th month of employment.

Section 3.

Personal leave days must be taken as whole days or half days.

Section 4.

No personal leave shall be applied for, approved or granted immediately before or after any vacation period or holiday period, except with the Director's approval.

Section 5.

Days of leave as provided herein must be used in a 1 year period and shall not be cumulative from year to year.

ARTICLE 13. DEATH IN FAMILY

Section 1.

Full-time employees shall be entitled to 5 days with pay commencing with the date of death during the absence from duty caused by the death and attendance at the funeral of a spouse or child or other person who has legal residence with the employee and who has an in lieu of spousal relationship with the employee.

Section 2.

Full-time employees shall be entitled up to 3 days with pay commencing with the date of death during the absence from duty caused by the death and attendance at the funeral of the employee's mother, father, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law or other person who maintains legal residence with the employee.

ARTICLE 14. LEAVE OF ABSENCE WITHOUT PAY

Section 1.

A leave of absence without pay for medical reasons may be granted after use of all earned sick time.

Section 2.

A leave of absence without pay for other than medical reasons may be granted only after use of all earned vacation and personal days.

Section 3.

Application for such leave of absence set forth in this Article shall be made in writing to the Director of the Division of Social Services. Application for a leave of absence without pay for medical reasons shall have attached thereto a physician's certificate setting forth the medical condition necessitating such leave. The approval of such request for a leave of absence without pay shall be in the sole discretion of the Director of the Division of Social Services.

Section 4.

Employees on a leave of absence without pay do not accrue holidays, sick leave or vacation benefits.

Section 5. Military Leave.

Military leave will be granted to permanent employees who enter active duty with the military or naval services in time of war or emergency in accordance with N.J.A.C. 4A:6-1.11.

Permanent, full-time or provisional employees who are members of the National Guard, Naval Militia, Army, Air National Guard or a

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Reserve component of the armed forces, who are required to undergo annual field training or active duty shall be granted leave in accordance with N.J.A.C. 4A:6-1.11. Such leave of absence shall be in addition to vacation. Employees shall provide a copy of the orders for military training to their Department Head prior to requesting military leave.

Section 6. Maternity Leave.

Permanent employees who are entitled to pregnancy - disability leave who are without or have exhausted accrued sick leave, may be granted a leave of absence without pay by the Employer to the end of the period of pregnancy-disability. Such leave of absence may be granted by the Employer, subject to approval by the N.J. Department of Personnel, for a period or periods not to exceed a total of one (1) year from the initial date of pregnancy disability leave, upon written request when accompanied by a doctor's certificate setting forth the need therefor.

Section 7.

Permanent employees, upon giving birth to a child, may be granted a leave of absence without pay by the Employer, subject to approval by the N.J. Department of Personnel, for a period or periods not to exceed a total of one (1) year from the date of delivery for the purpose of child care of the infant upon written request of the employee and upon the same terms and conditions applicable to all other non-medical leaves without pay.

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ARTICLE 15. SICK LEAVE

Section 1.

Sick leave may be used by employees who are unable to work because of: (1) personal illness or injury; (2) exposure to contagious disease; (3) care, for a reasonable period of time, of a seriously ill member of the employee's immediate family (spouse, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and any other person who maintains legal residence with the employee; (4) death in the employee's immediate family for a reasonable period of time as set forth in Article 13. Sick leave may also be used by a handicapped employee for absences related to the acquisition or use of an aid for the handicap when the aid is necessary to function on the job. In such cases, reasonable proof may be required by the Employer.

Section 2.

If an employee is absent for reasons that entitle him to sick leave, his immediate supervisor shall be notified promptly. Failure to notify the supervisor may be cause for disciplinary action. Absence without notice for five consecutive days shall constitute a resignation, not in good standing.

Section 3.

Sick leave is earned in the following manner:

- A. New employees shall only receive one working day for the initial month of employment if they begin work on the first through eighth day of the calendar month and one-half working day if they

begin on the ninth through the twenty-third day of the month.

- B. After the initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day for each month of service. Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited with fifteen working days.
- C. Part-time employees shall be entitled to a proportionate amount of paid sick leave.
- D. Paid sick days shall not accrue during a leave of absence without pay or suspension.
- E. Sick leave credit shall not accrue after an employee has resigned or retired although his name is being retained on the payroll until exhaustion of vacation or other compensatory leave.
- F. Unused sick leave shall accumulate from year to year without limit.

Section 4.

An employee who is absent for 5 or more consecutive working days shall be required to submit a physician's certificate as evidence substantiating the illness. In addition, the Employer in its discretion may require proof of illness of an employee on sick leave whenever such proof appears reasonable.

Section 5.

The Employer may require an employee who has been absent because of personal illness, as a condition of his return to work, to be examined by a physician at the expense of the Employer.

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Section 6.

The Employer agrees to maintain its program of payment for unused sick leave upon retirement in accordance with the following requirements:

1. Eligibility for payment under this program requires that an employee must retire with at least twenty-five (25) years of service solely with the Union County Division of Social Services (including service with the former Board of Social Services), and must be at least age 55, and must have at least one hundred (100) accumulated sick days to his or her credit upon the effective date of retirement.
2. Additional rules and regulations applicable to eligibility for this benefit are attached hereto as Schedule "A" and made a part hereof.
3. Employees who are eligible for this benefit shall be compensated at one-half (1/2) the employee's daily rate of pay for each day of earned and unused leave to a maximum of \$7,000.00.

ARTICLE 16. AUTOMOBILES

The Employer shall make every effort to assure that automobiles furnished to employees for use in the performance of work duties shall be in a safe condition. Employees shall utilize assigned Employer automobiles and are required to take notice of any defects in such automobiles and to bring the automobiles to the county garage for the necessary repairs or servicing as soon as reasonably practicable. The employee shall prepare a brief report as to the repairs or servicing in the manner required by the Employer.

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ARTICLE 17. EDUCATION ASSISTANCE

Graduate and undergraduate assistance may be granted at the discretion of the Employer. Such assistance may be in the form of educational leave with or without stipend, tuition reimbursement and tuition aid, pursuant to Schedule B.

The Educational Leave Committee shall review requests for educational assistance. The Educational Leave Committee shall contain at least one member of the Union who shall be selected by the Union.

ARTICLE 18. HEALTH BENEFITS

Section 1.

Employees shall be covered under the County health benefit plan with Blue Cross/Blue Shield Plan of New Jersey or, at the election of the employee, enrollment in Pru Care Plus, an approved HMO, the latter being at the employee's additional cost. The Employer reserves the right to change insurance carriers or to change or modify existing coverage at any time during the term of this Agreement, provided that the coverage is substantially similar to the coverage then in effect. The Employer will give 30 days prior notice to the President of Local 1080 of its intention to change any such coverage.

Effective May 1, 1994, the following changes shall be implemented in connection with health insurance coverage:

- (a) Deductibles shall be \$200.00 per person and \$400.00 per family.

- (b) Major Medical shall be 80%/20% co-pay to maximum of \$5,000.00.
- (c) Pre-Admission Review (PAR) and Mandatory Second Surgical Opinion (MSSOP) with 50% cutback shall be implemented.

Effective June 1, 1994, or as soon thereafter as practical, employees under this Agreement shall be covered by the Blue Select program of Blue Cross/Blue Shield of New Jersey, or, at the election of the employee, enrollment in Pru Care Plus or U.S. Healthcare, each being an approved HMO, and either HMO being at the employee's additional cost.

Effective July 1, 1995, employees with dependent coverage shall be responsible to pay up to \$10.00 per month to offset cost increase, if any, in such coverage in 1995 over 1994 or in 1996 over 1995. In no event shall such monthly co-payment exceed \$10.00 per month during the terms of this agreement and such payments shall be made through payroll deduction.

Section 2. Prescription Plan.

Employees shall continue to be covered under the Employer's drug prescription plan with Paid Prescription with a \$2.00 co-pay. Effective May 1, 1994, the Prescription Plan deductibles shall be:

- (1) \$3.00 per prescription for generic
- (2) \$5.00 per prescription for brand name
- (3) Zero deductible for mail order.

The flow through of prescription deductibles to major medical shall be eliminated as of May 1, 1994.

The Employer reserves the right to change or modify existing coverage at any time during the term of this Agreement, provided that the coverage is substantially similar to the coverage then in effect. The Employer will give 30 days prior notice to the President of Local 1080 of its intention to change any such coverage.

Section 3. Retiree Benefits.

The following benefits shall continue to be extended to all employees covered by the recognition clause of this collective bargaining agreement subject to the following terms and conditions:

(a) Employees must have been actively employed by the Union County Division of social services (formerly Board of Social Services) on or after July 1, 1987 and must retire on either a disability pension or after having reached the age of 55 years and having 25 years or more of service with the Division of Social Services (or Board of Social Services, as the case may be), or retire and reach the age of 62 years or older with at least 15 years of service where the retirement has been shown to the reasonable satisfaction of the employer to have been necessitated by medical illness or disability of the employee. Employees who otherwise qualify for coverage but who retire before age 55, shall be entitled to receive coverage under this plan upon reaching age 55. This benefit will only be provided to those retirees meeting the eligibility requirements who do not have hospitalization insurance coverage from another

source, and eligible retirees shall cooperate in good faith with the Division of Social Services (or Board of Social Services, as the case may be) to verify that no other source of insurance coverage is provided for them.

(b) Upon implementation of this benefit, the Employer shall be obligated to subsidize the cost of the health insurance premiums for qualifying retirees of the health benefits set forth in section A hereinabove as follows:

<u>Category</u>	<u>County's Subsidy</u>
Single, Under 65	\$57.18 per month
Single, Over 65	\$35.29 per month
H/W Under 65	\$155.57 per month
P/C Retiree	
Family Under 65	
H/W Over 65	\$71.55 per month
H/W Retiree Over 65	\$87.16 per month
H/W Spouse Over 65	
Family Over 65	\$127.81 per month
Family Retiree Over 65	\$149.86 per month
Family Spouse Over 65	
P/C Retiree Over 65	\$104.14 per month

The remaining costs of the said health insurance plan shall be borne by the retiree.

(c) In the event that the amount of the Employer's contribution is subsequently reduced or even eliminated in successor agreements, the change in practice shall apply to those persons already retired. Similarly, in the event that the

said health insurance plan is changed or modified in any way in successor agreements, the new plan shall apply to the retirees.

Section 4. Dental.

Employees shall be covered by the County dental program with New Jersey Dental Service Plan Group No. 3238. Effective June 1, 1994 or as soon thereafter as practical, Health Plex shall be added as an alternative to the County dental plan with the employee to pay additional cost, if any, above the payment for the County dental plan. The Employer reserves the right to change insurance carriers or to change or modify existing coverage at any time during the term of this Agreement, provided that the coverage is substantially similar to the coverage then in effect. The Employer will give 30 days prior notice to the President of Local 1080 of its intention to change any such coverage.

Section 5. Disability Protection.

The Employer shall continue to provide a short term disability plan through CIGNA which provides two-thirds (2/3) of a weekly wage to a maximum benefit of \$154.00 per week with a 26 week maximum indemnity period. The waiting period shall be 7 days for both accident and/or sickness, or accumulated sick leave, whichever is greater.

Coverage for new employees will commence on the first day of the month following three consecutive months of employment.

The Employer will pay \$50.00 per year per employee towards the cost of premium (\$4.17 per month per employee). Each

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covered employee shall be responsible for the payment of the monthly premium balance in excess of the Employer's payment. The employee's share of the premium cost will be paid by payroll deduction.

The Employer reserves the right to change insurance carriers or to change or modify coverage at any time during the term of this Agreement, provided that the coverage is substantially similar to the coverage then in effect. The Employer will give 30 days prior notice to the President of Local 1080 of its intention to make any such change.

Section 6. Extension of Benefits.

For employees on payroll of the Division of Social Services prior to July 26, 1990, the Employer shall pay its share of the premiums for hospitalization, major medical, prescription and dental during an approved leave of absence without pay for up to a maximum of 30 days. Thereafter, the employee shall be permitted to continue his/her coverage for up to 11 months after Employer paid coverage ends by prepaying the monthly premium at least 30 days before the coverage month.

With regard to employees hired on or after July 26, 1990, the Employer shall only be responsible for its share of the premium for hospitalization and major medical for up to a maximum of 30 days. Thereafter any such employee shall be permitted to continue his/her hospitalization, major medical coverage for up to 11 months after Employer paid coverage ends

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by pre-paying the monthly premium at least 30 days before the coverage month.

ARTICLE 19. HEALTH & SAFETY

Section 1.

Health and safety is a concern of the Employer and the Union. The Employer and the Union mutually recognize the need for a safe and healthful work environment for all employees.

Section 2.

Three (3) representatives of the Local Union, and representatives of the Employer shall meet regularly as a joint Health and Safety Committee. This committee will discuss operating procedures or policies relative to the safe operation of the physical plant, work environment, health and well-being of the employees in the Division of Social Services. This committee shall be an advisory body and its recommendations shall be non-binding.

ARTICLE 20. SALARIES AND COMPENSATION

Section 1.

The following increases shall be made to the base annual rate of each individual bargaining unit employee:

Effective May, 1, 1994	4.0%
Effective Oct. 1, 1994	2.0%
Effective May 1, 1995	3.0%
Effective July 1, 1995	2.5%
Effective March 1, 1996	2.5%

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The above salary increases are reflected in Schedule C annexed hereto.

All bargaining unit employees will be paid pursuant to the ranges set forth in Schedule D annexed hereto.

Section 2.

All employees hired after July 1, 1985, holding the position of Income Maintenance Technician, upon the completion of two years as an Income Maintenance Technician with at least one year of permanent status as an Income Maintenance Technician and with satisfactory performance will be promoted to the position of Income Maintenance Worker, range 16.

Section 3.

When an employee is authorized and required by the employer to work outside of his/her job classification for a period of either 15 consecutive work days or a total of fifteen days in segments of five or more consecutive days, the employee shall be compensated at the rate of pay for that job classification or the rate of pay for his/her own job classification, whichever is higher for the total number of hours worked outside his/her own classification. If the employee works at a higher job classification, the employee will be paid on the same basis as though such employee was provisionally promoted to the said job classification.

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ARTICLE 21. INCREMENTS AND CLASSIFICATION CHANGES

Section 1.

Effective July 1, 1993 through June 30, 1996, all employees who are entitled to receive a merit increment shall be paid such an increment on the following basis:

1. An employee hired, effective January 2 through April 1, will be eligible to receive an increment on April 1 of the following year;

2. An employee hired, effective April 2 and through July 1, will be eligible to receive an increment on July 1 of the following year;

3. An employee hired, effective July 2 through October 1, will be eligible to receive an increment on October 1 of the following year;

4. An employee hired, effective October 2 through January 1, will be eligible to receive an increment as of January 1 of the beginning of the second year following date hired.

Section 2.

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 plus the amount (if necessary) to adjust and equalize the employee's salary to the proper step of the new salary range.

In those situations in which the employee's salary adjustment equals two or more increments in the old range, a new anniversary date shall be assigned as indicated in Section 1 above. The new anniversary date shall be assigned on the basis of the effective date of the salary increase in the same manner as indicated in Section 1 for newly-hired employees.

If any employee is subsequently appointed to another title within one (1) year with a lower salary range, the employee's salary will be reconstructed on the basis of the employee's previous employment record.

Any employee who is subsequently appointed to another title after one (1) year 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 they are being reassigned.

ARTICLE 22. LONGEVITY

The present longevity plan, as adopted by the Board of Chosen Freeholders of the County of Union in Resolution No. 163 of April 13, 1967, as amended, which sets forth the procedures, mechanics, and details of said plan, will continue for those employees who were on the payroll as of December 31, 1972. Any employee hired after that will not be included in the longevity plan.

Longevity is based on the salary of the employee (limited to \$16,000.00) as of December 31 of the preceding year and is to be approximately computed as follows:

8 years but less than 10 years of continuous employment, 2% of their salary as of the determining date;

10 years but less than 15 years of continuous employment, 4% of their salary as of the determining date;

15 years but less than 20 years of continuous employment, 6% of their salary as of the determining date;

20 years but less than 25 years of continuous employment, 8% of their salary as of the determining date;

25 years or more of continuous employment, 10% of their salary as of the determining date.

In the event the Union County Board of Freeholders shall amend their present longevity plan, then the parties hereto will meet after 30 days of the effective date of the amendment and enter into collective negotiations concerning the longevity plan herein.

ARTICLE 23. DISCIPLINE

Discipline shall only be for just cause.

ARTICLE 24. PERSONNEL FILES

Each employee shall be given the opportunity to review the contents of his/her personnel file upon request to the Director, Division of Social Services or his designee at a time reasonably convenient to the parties. Anything to be placed in the

employee's file shall first be shown to the employee. The employee shall have the right to respond to any document in his/her personnel file and to be provided a copy of same. Each page at a cost as presently scheduled by Union County:

1st through 10th page..... \$.50 per page
11th through 20th page..... \$.25 per page
all pages over 20..... \$.10 per page

ARTICLE 25. NO STRIKE/NO LOCKOUT

It is agreed that during the term of this Agreement neither the Union, its officers or bargaining unit employees shall instigate, call, sanction, condone or participate in any strike or in any capacity withhold labor and that there shall be no lockout of the employees by the Employer.

ARTICLE 26. FULLY BARGAINED AGREEMENT

The parties agree that they have fully bargained and agreed upon all terms and conditions of employment.

ARTICLE 27. SEVERABILITY

If any provisions of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal 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.

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ARTICLE 28. MISCELLANEOUS

The parties agree to establish a committee for the purpose of studying flex-time within the Division of Social Services. The committee shall meet within two months after the execution of the collective bargaining agreement. Within four (4) months thereafter, the committee shall make a joint recommendation to the County Manager as to flex-time. Within two (2) months after the recommendation has been received by the County Manager, the County Manager shall make a decision on the recommendation submitted.

It is explicitly understood by the parties that the aforementioned committee to study flex-time shall be solely an advisory body and any recommendation shall be non-binding upon the parties.

ARTICLE 29. EQUAL EMPLOYMENT

The Employer agrees to continue its policy of not discriminating against any employee covered by this contract on the basis of race, creed, color, national origin, sex, marital status, age, armed forces obligation, sexual orientation, political or religious opinions or affiliations or physical handicap or participation in Union activities.

ARTICLE 30. DURATION

Section 1.

This Agreement shall become effective on July 1, 1993 and shall remain in full force and effect until June 30, 1996.

Section 2.

The Agreement shall be renewed, except for those provisions which specifically terminate as indicated in the Agreement, from year to year thereafter unless either party shall give written notice of its desire to terminate, modify or amend the Agreement. Such notice shall be by certified mail prior to June 1, 1996, or June 1 of any succeeding year for which the Agreement has been renewed.

Section 3.

The parties agree to enter into collective negotiations concerning a successor Agreement to become effective on or after July 1, 1996, subject to the provisions above. Both parties shall be in contact with each other by March 15, 1996 to schedule a meeting to be held prior to the April board meeting to exchange in writing their proposals, if any, for the successor agreement. Each party may have a negotiating team not exceeding five (5) members for each party. Each party to this Agreement may, by mutual consent, modify upward or downward the number of members for each team.

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IN WITNESS WHEREOF, the parties have caused the same to be executed by its respective Officers, or Agents, on this 25TH day of AUGUST, 1994.

WITNESSETH:

THE COUNTY OF UNION

By: _____

Ann M. Baran
Ann M. Baran, County Manager

ATTEST:

COMMUNICATION WORKERS OF AMERICA,
AFL-CIO

By: _____

Jeff Robinson
Jeff Robinson, President
Local 1080

By: _____

Adrienne Taylor
Adrienne Taylor
International Representative

James D. Rego
JAMES D. REGO

Derek Hamer
DEREK HAMER

5934

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. SCHEDULE A

UNUSED SICK LEAVE PAYMENT
REGULATIONS

1. EFFECT ON OTHER RETIREMENT BENEFITS:

The lump sum supplemental compensation provided herein for accumulated sick days shall in no way affect, increase or decrease any pension or retirement benefits to such retired employee under any other statute.

2. LIMITATIONS:

- a) no employee who elects a deferred retirement benefit shall be eligible.
- b) an individual may defer his request for lump sum payment but it must be submitted within one year of the effective date of any retirement.

3. DEATH OF AN EMPLOYEE:

In the event of an employee's death within one year after the effective date of retirement but before payment of the lump sum is made, the payment of the lump sum shall be made to the employee's estate. It should be noted that retirement is contingent upon the employee surviving 30 days after the effective date of retirement.

4. DISABILITY RETIREMENT:

Employees who retire as a result of an accidental or ordinary disability retirement, and who meet all of their applicable regulations will be considered eligible for lump sum sick leave reimbursement upon retirement for unused sick leave. If such employees receive lump sum payment and subsequently re-enter County employment, they will not be eligible to have their annual sick leave reinstated to their records. Employees re-entering County employment subsequent to an accidental or ordinary disability retirement will begin earning sick leave in a manner similar to a newly hired employee.

5. RETURN TO SERVICE AFTER RETIREMENT:

Any employee who has or shall retire on age and service and who subsequently re-enters County employment will be considered to have incurred a break in service.

6. LEAVE WITHOUT PAY:

In determining an individual's eligibility, leave without pay shall not be counted towards the requirement of 25 years service with the County; prior service with other governmental entities shall also not be counted toward the requirement of 25 years service with the County, except for service with the former Board of Social Services.

7. COMPUTATION:

- (a) Sick leave credit shall be computed from the date of employment; or if a break in service has occurred, only from the date of return to employment following the break in service except that an employee who has or shall incur a break in service as a result of separation due to lay-off shall be credited with sick leave accrued before separation and after return to employment.
- (b) The amount shall be computed at the rate of 1/2 the employees daily rate of pay for each day of earned and unused accumulated sick leave at the effective date of retirement based upon the average annual compensation received during the last full year of the employee's active employment prior to the effective date of retirement. Overtime, shift differential, stipend or other supplemental pay shall not be included in the computation.
- (c) In no event shall payment for unused accumulated sick leave exceed \$7,000.
- (d) In computing the total amount of unused accumulated sick leave pay due, periods of leave of absence without pay shall be excluded in the computation.
- (e) The lump sum supplemental compensation payment shall be made within 60 days after the date of retirement, if possible.

(f) A retiree must be officially off the County's payroll at the time of payment.

8. GENERAL PROCEDURES:

(a) An employee who is about to retire should follow the regular procedures concerning retirement. When the employee receives a copy of the official notice of retirement approval issued by the approved pension board or authority, the employee may file a request with the County Personnel Office requesting the supplemental lump sum payment.

SCHEDULE B

PUBLIC ASSISTANCE STAFF DEVELOPMENT PROGRAM

1. Objectives for the public assistance staff development program.

The purpose of public assistance staff development is to enable the public welfare agency to achieve its operating goals effectively and efficiently. The quality and extent of service an agency is able to provide is dependent on the competence and skill of the staff charged with delivering those services. Therefore, increasing the competence of staff in order to assure the highest quality of service to the people served by the public assistance program is a continuing objective.

2. County welfare agency training and staff development personnel.

The Director of a county welfare agency shall be responsible for the administration of the training and staff development function of the agency. A training supervisor and appropriate additional training and support staff shall be employed in order to adequately provide for the orientation to the agency of all new staff (clerical, professional, para-professional), intensive skill training requisite for effective job performance, supervisory training, and other training needed because of the expanding and/or changing programs, functions, and responsibilities of the total agency.

3. Training advisory committee.

Each county welfare agency shall establish a training advisory committee which assists with the development of an annual training plan, staff development and training policies and procedures, programmatic directions.

4. Components of the staff development and training program.

A. The components of a county welfare agency staff development program shall include: Initial in-service training; programmatic in-service training; management and supervisory training; career/professional development; and academic, degree-oriented, and other long-term educational programs.

1. Initial in-service training is a formal training program to acquaint, through intensive task-oriented instruction, new and transferring employees (and volunteers as applicable) with the mission, policies, and procedures of the agency, and appropriate sub-units, and for building

knowledge and skills required to assume new or changing job responsibilities. This also includes orientation to the agency, administrative policies and procedures, communications training and problem-solving instruction.

2. Programmatic in-service training is training related to the tasks and requirements inherent in particular positions within the agency. This training should enable employees to improve their knowledge, skills, and job performance.

3. Management and supervisory training is formalized skill development training for managerial and supervisory staff. It may include training to: develop and use organizational systems, assess agency performance in meeting goals, improve interpersonal skills, better plan and establish fiscal and programmatic priorities and means for implementation, and enhance organizational capacity for service delivery.

4. Career/professional development includes activities and programs aimed at providing information, experiences, and training that may enhance an individual's opportunities for advancement or career development.

5. Academic, degree-oriented and other long-term educational programs are academic programs which will increase expertise in areas relevant to the agency's mission. These programs may include educational leave, tuition reimbursement, tuition aid.

B. Educational leave may be full-time leave with or without stipend and/or tuition. This may be granted for full-time enrollment in an accredited school of the employee's choice. Only permanent employees may receive full-time leave with or without stipend and/or tuition. Such professional or technical education should be required of the position for which the employee is occupying or will be assigned to. An employee for full-time educational leave must receive prior approval from the Division of Public Welfare as well as the county welfare training advisory committee.

1. If a stipend is requested by the employee and approved by the county welfare agency training advisory committee and the Division of Public Welfare, the stipend is to equal 80% of the salary being earned by the employee at the time of registration or \$600 per month, whichever is less. This stipend is subject to mandatory deductions and any elective deductions agreed upon by the employee. An employee must have current permanent status in a Department of Personnel title as one of the conditions for full-time leave

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with/without a stipend and/or tuition. Salary is not to be paid to an employee while he or she is receiving a stipend. If the employee is eligible to receive scholarships or stipends from sources other than the agency, he or she must utilize these first and the agency stipend and/or tuition aid may be used to supplement up to the amount the agency would have authorized if it were the single funding source. Such acceptance of financial aid outside of the agency must, in no way, obligate the employee/student to a work commitment in other than a sending county welfare agency which is granting the release time.

2. Prior to receiving agency stipend and/or tuition aid the employee must sign a service commitment (Educational Leave Agreement) to return to the sending county welfare agency immediately upon completion of his or her course of study.

3. If the employee on full-time educational leave with or without stipend and/or tuition aid receives a degree and decides not to return to work, he or she has an obligation to notify the Director of the county welfare agency of his or her intention to resign. The conditions contained in the Educational Leave Agreement must then be invoked and the Employee will be required to repay the county welfare agency all monies received (in the form of stipend, tuition, etc.) in his or her behalf.

4. If an employee terminates employment before completion of the service commitment, he or she must repay the county welfare agency the financial value of the stipend and/or tuition that have not been repaid in work commitment.

5. The work (service) commitment to the agency is one and one-half months for each month the Employee/student was on leave with stipend and/or tuition aid.

C. Tuition Reimbursement is financial aid granted to an employee attending class part-time at an accredited institution. Release time may not exceed four (4) hours per week per employee. If more than four hours per week is required, work schedules may be modified when feasible to accommodate the need but requires approval of the Director of the county welfare agency. If additional time is needed and the work schedule cannot be modified, a request for approval of the additional time must be made through the Division of Public Welfare.

1. An employee may not be reimbursed for more than fifteen (15) credits during the fiscal year.

2. Employees receiving tuition aid must be permanent full-time employees who have completed at least one (1)

year of satisfactory service on or before the beginning date of the course(s) for which reimbursement is requested.

3. Employees may request reimbursement for non-job related courses provided they are required for the completion of the minimum number of credit hours required for graduation from their approved degree program. Approvals for graduate and undergraduate degree programs must be obtained through the Division of Public Welfare prior to matriculation. Under certain circumstances, the agency may provide financial support on a reimbursement basis to those taking exams in order to obtain additional credits for subject matter learned through previous life or educational experiences.

4. Tuition reimbursement may not be made until the employee completes the course(s) with verification of satisfactory completion of the course.

5. Employees will be required to sign an employee commitment form prior to acceptance of tuition aid. This is a condition of accepting and receiving aid whereby the employee agrees to remain in the employ of the sending agency for one month for each month the employee received tuition aid.

D. Tuition aid (part-time education leave) or full-time educational leave with or without stipend and/or tuition aid. The payment for tuition by the county welfare agency will be the actual amount charged by the school, but may not exceed the rate charged by Rutgers, The State University of New Jersey.

1. If an employee just receives leave time on either part-time leave (tuition aid) or full-time educational leave and there is no money payment involved (either tuition aid or stipend, etc.), that employee has the responsibility to continue or resume work in the agency, but does not have a service agreement to work off leave time. The service agreement for working off tuition and/or stipend received for part-time or full-time education pursuits shall not exceed a continuous work commitment to the agency of two years.

2. If more than one course is taken in the tuition aid (part-time) program, the course may be simultaneously worked off beginning the first work day after the completion of that semester so that an employee at the end of a semester never "owes" the agency more work time than one semester.

3. Employees taking education course(s) (either part-time or full-time), shall be responsible for their own travel,

parking, fees, and book costs. Occasionally, there may be a special program or course of study that will not fall clearly under part-time or full-time category, therefore, under these circumstances, the county welfare agency shall contact the Division of Public Welfare for clarification.

5. Contract Services.

Outside experts may be employed to conduct special courses but plans must be discussed with and receive prior approval by the Division of Public Welfare in order to meet audit requirements when payments are made.

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C.W.A. UNION

SCHEDULE 94

EFF. 5-1-94

RANGE	INCREMENT	11	12	13	14	15	16	17	18	19	
6		876	17528	18404	19280	20156	21032	21908	22784	23660	24536
7		920	18403	19323	20243	21163	22083	23003	23923	24843	25763
8A		928	18557	19486	20413	21341	22269	23197	24125	25053	25981
8		967	19324	20291	21258	22225	23192	24159	25126	26093	27060
9		1017	20291	21308	22325	23342	24359	25376	26393	27410	28427
12A		1040	20785	21825	22865	23905	24945	25985	27025	28065	29105
10		1066	21306	22372	23438	24504	25570	26636	27702	28768	29834
13A		1091	21824	22915	24006	25097	26188	27279	28370	29461	30552
11		1117	22372	23499	24606	25723	26840	27957	29074	30191	31308
13		1126	22516	23642	24768	25894	27020	28146	29272	30398	31524
14		1130	23643	24923	26003	27183	28363	29543	30723	31903	33083
15		1240	24323	26063	27303	28543	29783	31023	32263	33503	34743
16C	NOTE	1264	25262	26526	27790	29054	30318	31582	32846	34110	34743
16A		1264	25262	26526	27790	29054	30318	31582	32846	34110	35374
16B	NOTE	1305	26061	27366	28671	29976	31281	32586	33891	35196	35274
16		1305	26061	27366	28671	29976	31281	32586	33891	35196	36501
17		1369	27366	28737	30108	31475	32844	34213	35582	36951	38320
18		1435	28737	30172	31607	33042	34477	35912	37347	38782	40217
19A		1451	29249	30710	32171	33632	35093	36554	38015	39476	40937
19		1510	30170	31680	33190	34700	36210	37720	39230	40740	42250
20		1587	31679	33266	34853	36440	38027	39614	41201	42788	44375

NOTE: THIS FIXED INCREMENT APPLIES ONLY UP TO 8TH STEP.

4-11-94R

EXHIBIT C

C. V. 1994

SCHEDULE 54

2. 377 LINE

EFF. 10-1-94

RANGE	INCREMENT	11	12	13	14	15	16	17	18	19
6	338	17879	18772	19665	20558	21451	22344	23237	24130	25023
7	338	18771	19709	20647	21585	22523	23461	24399	25337	26275
8A	347	18929	19875	20822	21769	22716	23663	24610	25557	26504
8	337	19710	20697	21684	22671	23658	24645	25632	26619	27606
9	1037	20697	21734	22771	23808	24845	25882	26919	27956	28993
12A	1062	21200	22262	23324	24386	25448	26510	27572	28634	29696
10	1087	21732	22819	23906	24993	26080	27167	28254	29341	30428
13A	1113	22260	23373	24486	25599	26712	27825	28938	30051	31164
11	1140	22819	23959	25099	26239	27379	28519	29659	30799	31939
13	1149	22966	24115	25264	26413	27562	28711	29860	31009	32158
14	1203	24116	25319	26522	27725	28928	30131	31334	32537	33740
15	1265	25319	26584	27849	29114	30379	31644	32909	34174	35439
16C	NOTE	1290	25767	27057	28347	29637	30927	32217	33507	34797
16A		1290	25767	27057	28347	29637	30927	32217	33507	34797
16B	NOTE	1331	26582	27913	29244	30575	31906	33237	34568	35899
16		1331	26582	27913	29244	30575	31906	33237	34568	35899
17		1397	27915	29312	30709	32106	33503	34900	36297	37694
18		1463	29312	30775	32238	33701	35164	36627	38090	39553
19A		1490	29834	31324	32814	34304	35794	37284	38774	40264
19		1541	30773	32314	33855	35396	36937	38478	40019	41560
20		1613	32313	33931	35549	37167	38785	40403	42021	43639

NOTE: THIS FIXED INCREMENT APPLIES ONLY UP TO 8TH STEP.

4-12-94R

C.M. ...

RANGE	INCREMENTS	11	12	13	14	15	16	17	18	19	20
6		920	18415	19335	20255	21175	22095	23015	23935	24855	25775
7		965	19334	20300	21266	22232	23198	24164	25130	26096	27062
8A		975	19496	20471	21446	22421	23396	24371	25346	26321	27296
8		1017	20301	21318	22335	23352	24369	25386	26403	27420	28437
9		1068	21318	22386	23454	24522	25590	26658	27726	28794	29862
12A		1094	21836	22930	24024	25118	26212	27306	28400	29494	30588
10		1120	22384	23504	24624	25744	26864	27984	29104	30224	31344
13A		1146	22928	24074	25220	26366	27512	28658	29804	30950	32096
11		1174	23504	24678	25852	27026	28200	29374	30548	31722	32896
13		1183	23655	24838	26021	27204	28387	29570	30753	31936	33119
14		1240	24339	26079	27919	29759	31599	33439	35279	37119	38959
15		1303	26079	27382	28685	29988	31291	32594	33897	35200	36503
16C	NOTE	1329	26540	27869	29198	30527	31856	33185	34514	35843	37172
16A		1329	26540	27869	29198	30527	31856	33185	34514	35843	37172
16B	NOTE	1371	27379	28750	30121	31492	32863	34234	35605	36976	38347
16		1371	27379	28750	30121	31492	32863	34234	35605	36976	38347
17		1439	28752	30191	31630	33069	34508	35947	37386	38825	40264
18		1507	30191	31698	33205	34712	36219	37726	39233	40740	42247
13A		1535	30729	32264	33799	35334	36869	38404	39939	41474	43009
19		1587	31696	33283	34870	36457	38044	39631	41218	42805	44392
20		1667	33262	34949	36616	38283	39950	41617	43284	44951	46618

NOTE: THIS FIXED INCREMENT APPLIES ONLY UP TO 6TH STEP.

4-12-94R

C. W. A. [unclear]

SCHEDULE 5

2.5% INC.
EFF. 7-1-95

RANGE	INCREMENT	1	2	3	4	5	6	7	8	9
6	943	188751	19818	20761	21704	22647	23590	24533	25476	26419
7	991	19817	20808	21799	22790	23781	24772	25763	26754	27745
8A	1000	19989	20983	21983	22983	23983	24983	25983	26983	27983
8	1043	20808	21851	22894	23937	24980	26023	27066	28109	29152
9	1095	21851	22946	24041	25136	26231	27326	28421	29516	30611
12A	1121	22382	23503	24624	25745	26866	27987	29108	30229	31350
10	1143	22944	24092	25240	26388	27536	28684	29832	30980	32128
13A	1174	23501	24678	25849	27023	28197	29371	30545	31719	32893
11	1203	24092	25296	26498	27701	28904	30107	31310	32513	33716
13	1213	24246	25459	26672	27885	29098	30311	31524	32737	33950
14	1271	25460	26731	28002	29273	30544	31815	33086	34357	35628
15	1336	26731	28067	29403	30739	32075	33411	34747	36083	37419
16C	NOTE	1362	27204	28566	29928	31290	32652	34014	35376	36738
16A		1362	27204	28566	29928	31290	32652	34014	35376	36738
16B	NOTE	1406	28063	29469	30875	32281	33687	35093	36499	37905
16		1406	28063	29469	30875	32281	33687	35093	36499	37905
17		1475	29471	30946	32421	33896	35371	36846	38321	39796
18		1544	30946	32490	34034	35578	37122	38666	40210	41754
19A		1574	31497	33071	34645	36219	37793	39367	40941	42515
19		1627	32498	34115	35742	37389	38996	40623	42250	43877
20		1709	34114	35823	37532	39241	40950	42659	44368	46077

NOTE: THIS FIXED INCREMENT APPLIES ONLY UP TO 8TH STEP.

4-12-94R

C.U.A. UNION

SCHEDULE 96

2.5% INC.
EFF. 3-1-96

RANGE	INCREMENT	1	2	3	4	5	6	7	8	9
6	968	19347	20313	21279	22245	23211	24177	25143	26109	27075
7	1016	20312	21328	22344	23360	24376	25392	26408	27424	28440
8A	1028	20483	21508	22533	23558	24583	25608	26633	27658	28683
8	1069	21328	22397	23466	24535	25604	26673	27742	28811	29880
9	1123	22397	23520	24643	25766	26889	28012	29135	30258	31381
12A	1149	22942	24091	25240	26389	27538	28687	29836	30985	32134
10	1178	23518	24694	25870	27046	28222	29398	30574	31750	32926
13A	1203	24089	25292	26495	27698	28901	30104	31307	32510	33713
11	1233	24694	25927	27160	28393	29626	30859	32092	33325	34558
13	1243	24652	26095	27338	28581	29824	31067	32310	33553	34796
14	1302	26097	27399	28701	30003	31305	32607	33909	35211	36513
15	1370	27399	28769	30139	31509	32879	34249	35619	36989	38359
16C	NOTE 1396	27684	29280	30676	32072	33468	34864	36260	37656	38989
16A	1396	27684	29280	30676	32072	33468	34864	36260	37656	39052
18B	NOTE 1441	28765	30206	31647	33088	34529	35970	37411	38852	39052
16	1441	28765	30206	31647	33088	34529	35970	37411	38852	40293
17	1512	30208	31720	33232	34744	36256	37768	39280	40792	42304
18	1532	31720	33302	34884	36466	38048	39630	41212	42794	44376
19A	1614	32284	33898	35512	37126	38740	40354	41968	43582	45196
19	1668	33300	34968	36636	38304	39972	41640	43308	44976	46644
20	1752	34957	36719	38471	40223	41975	43727	45479	47231	48983

NOTE: THIS FIXED INCREMENT APPLIES ONLY UP TO 8TH STEP.

4-12-94R

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

EXHIBIT D

TITLE	SALARY RANGE
ACCOUNT CLERK / CLERK BOOKKEEPER	7
ACCOUNTANT	19A
BLDG.MAINT.WORKER	7
CHILD SUPPORT SPECIALIST	19
CHILD SUPPORT WORKER	16
CLERK	7
CLERK STENOGRAPHER	8A
CLERK TRANSCRIBER	8A
CLERK TYPIST	7
DATA CONTROL CLERK	9
DATA ENTRY MACH.OPERATOR	7
INCOME MAINT.SPECIALIST	19
INCOME MAINT.TECHNICIAN	14
INCOME MAINT.WORKER	16
INTERPRETER	14
INVESTIGATOR C.W.A.	19
MESSENGER	8A
PARALEGAL SPECIALIST	18
PR.ACCOUNT CLERK	11
PR.CLERK	10
PR.CLERK TRANSCRIBER	11
PR.CLERK TYPIST	11

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

EXHIBIT D

TITLE	SALARY RANGE
PR.DATA ENTRY MACH.OPERATOR	11
RECEPTIONIST	7
SR.ACCOUNT CLERK / SR.CLK.BOOKKKPR.	12A
SR.BLDG.MAINT.WORKER	8
SR.CLERK	9
SR.CLERK STENOGRAPHER	13A
SR.CLERK TRANSCRIBER	13A
SR.CLERK TYPIST	12A
SR.DATA CONTROL CLERK	13A
SR.DATA ENTRY MACH.OPERATOR	13A
SR.RECEPTIONIST	12A
SR.TELEPHONE OPERATOR	12A
SOCIAL WORKER	19
SOCIAL WORK SPECIALIST	20
SUPVNG.ACCOUNT CLERK	16B
SUPVNG.CLERK	16B
SUPVNG.DATA ENTRY MACH.OPERATOR	16C
SUPVNG.TELEPHONE OPERATOR	11
TELEPHONE OPERATOR	8A
TRAINING TECHNICIAN	19A