

Table of Contents

AGREEMENT
SOUTH BRUNSWICK TOWNSHIP and
AFSCME LOCAL 2242

(Clinical Employees)

ARTICLE 1.....1
 PREAMBLE.....1
 Definitions.....1

ARTICLE 2.....2
 RECOGNITION.....2

ARTICLE 3.....3
 DUES CHECKOFF.....3

ARTICLE 4.....4
 MANAGEMENT RIGHTS.....4

ARTICLE 5.....5
 CONTINUANCE OF OPERATIONS.....5

ARTICLE 6.....6
 SALARY.....6
 Senior Position.....7

ARTICLE 7.....7
 LONGEVITY.....7
 Longevity Schedule.....8

ARTICLE 8.....8
 STEP INCREASES.....8

ARTICLE 9.....9
 HOURS OF WORK.....9

ARTICLE 10.....10
 COMPENSATORY TIME, OVERTIME, EMERGENCY CALLOUTS....10

ARTICLE 11.....10
 JOB BIDDING AND PROMOTIONS.....10

ARTICLE 12.....12
 PART TIME EMPLOYEES.....12

ARTICLE 13.....12
 MEDICAL BENEFITS.....12

ARTICLE 14.....13
 PERSONAL DAYS.....13

January 1, 1985 - December 31, 1987

ARTICLE 15.....	14
HOLIDAYS.....	14
Holiday Schedule.....	14
ARTICLE 16.....	15
VACATION	15
Vacation Schedule.....	15
ARTICLE 17.....	16
BEREAVEMENT LEAVE.....	16
ARTICLE 18.....	17
GRIEVANCE PROCEDURE.....	17
Grievance Conditions.....	18
Step One.....	18
Step Two.....	19
Step Three.....	19
Step Four.....	19
Step Five.....	20
Arbitration.....	20
ARTICLE 19.....	24
DISCIPLINE.....	24
ARTICLE 20.....	24
SENIORITY.....	24
ARTICLE 21.....	25
LAYOFF AND RECALL.....	25
ARTICLE 22.....	26
UNION PRIVILEGES.....	26
ARTICLE 23.....	27
BULLETIN BOARDS.....	27
ARTICLE 24.....	28
LABOR MANAGEMENT MEETINGS.....	28
ARTICLE 25.....	28
DISPATCHERS.....	28
Clothing Allowance.....	28
Shift Differential.....	29
Overtime.....	29
Scoring.....	29
Selection.....	30
Scheduling.....	31

ARTICLE 26.....	31
EDUCATION.....	31
Degree Benefit	
Schedule.....	32
ARTICLE 27.....	32
PAST PRACTICES AND POLICIES.....	32
ARTICLE 28.....	33
RULES AND REGULATIONS.....	33
ARTICLE 29.....	33
SICK LEAVE PLAN.....	33
ARTICLE 30.....	35
DURATION OF CONTRACT.....	35
APPENDIX A.....	36
JOB TITLES	36
INCLUDED IN BARGAINING UNIT.....	36
Index.....	37

AN AGREEMENT BETWEEN
THE TOWNSHIP OF SOUTH BRUNSWICK AND THE
AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES
AFL-CIO LOCAL 2242

ARTICLE 1

PREAMBLE

The purpose of this Agreement entered into this 26th day of August 1985, between the Township of South Brunswick, hereafter referred to as the Township, and the American Federation of State, County, and Municipal Employees, AFL-CIO, Local 2242 of Council 73, South Brunswick Township Employees, hereafter referred to as the Union, is to promote and insure harmonious relations, cooperation, communication and understanding between the Township and the Union, for the purposes of collective negotiations with respect to compensation, hours of work and other conditions of employment as herein provided.

The following terms used throughout this agreement are defined as follows:

ADMINISTRATOR: The Township Administrator.

CPI: The Consumer Price Index as published by the Department of Labor. Specifically, the CPI shall be published under the heading "Urban Consumers, New York - Northeastern New Jersey (Base Year = 100). The Township shall determine the percentage change (not the change in the monthly index figures) in the index for the year based on December through December. In instances of a net CPI, the net is derived by subtracting from the total CPI the percentage listed for medical care. Example: CPI 5%; MEDICAL CARE 7% equals a net CPI of 4.65%.

EMPLOYEE: The employees of the various Departments covered

by this agreement.

PERC: The Public Employees Relations Commission, State of New Jersey.

PPPM: The Personnel Policy Procedure Manual of the Township.

SENIORITY: The employee's most recent period of continuous service within the Unit.

TOWNSHIP: The Township of South Brunswick.

UNION: The South Brunswick Clerical Employees Local 2242.

ARTICLE 2 RECOGNITION

The employer recognizes the Union as the sole and exclusive collective bargaining agent for all permanent full-time and permanent part-time employees listed in Appendix A. Temporary full-time, Temporary part-time, and seasonal employees are not covered by this Agreement; also all other employees, supervisors, confidential employees, managerial and police employees as defined by PERC and as stated in the Certification of Representation.

*Corrected
enr
JAB.
JCL*

Temporary full-time employees are hired for full-time work for a period of limited duration not to exceed four (4) months. Temporary part-time employees work on the average less than 1/2 the prescribed number of hours per week in a position, for a limited period of time (not to exceed four (4) months). The Township shall notify the Union if the Township finds it necessary to extend employment for another four (4) months, or part thereof, and shall state its reasons.

In the event any new job classifications are created or any existing bargaining unit classifications are changed, the Township shall promptly meet with the Union to discuss the new

request, meet with the Union to negotiate the appropriate rate of pay for any new or changed job classifications.

ARTICLE 3

DUES CHECKOFF

The Township agrees to deduct from the salaries of its employees subject to this Agreement, dues for the Union. Such deduction shall be made in compliance with N.J.S.A. 52:14-15.9(e), as amended. Said moneys, together with records of any corrections, shall be transmitted to the Union office by the end of the next month following the monthly pay period in which deductions were made.

If there shall be any change in the rate of membership dues during the life of this Agreement, the Union shall furnish to the Township written notice, prior to the effective date of such change.

The Union will provide the necessary check off authorization forms and the Union will secure the signatures of its members on the forms and deliver the signed forms to the designated Township officials, as provided in N.J.S.A. 52:14-15(e), as amended. The authorization to deduct full union dues may be revoked by an employee at any time, and full dues shall terminate January 1, or July 1, whichever date occurring first after notice of termination.

Any employee in the bargaining unit on the effective date of this Agreement who does not join the Union within thirty (30) days thereafter, any new employee who does not join within thirty (30) days of initial employment within the Unit, and any employee previously employed with the Unit who does not join within ten (10) days of reentry into employment with the Unit shall, as a

condition of employment, pay a Representation Fee to the Union by automatic payroll deduction. The Representation Fee shall be in an amount equal to eighty five percent (85%) of the regular Union membership dues, fees and assessments. The Union's entitlement to the Representation Fee shall continue beyond the termination date of this Agreement so long as the Union remains

the majority representative of the Employees in the Unit, provided that no modification is made in this provision by a successor agreement between the Union and the Township.

The Union shall indemnify, defend and save the Township harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken by the Township on reliance upon the salary deduction authorization cards submitted by the Union to the Township and/or that may arise by reason of action taken by the Township in the salary deduction of eighty five percent (85%) of Union dues for employees who are not members of the Union.

ARTICLE 4 MANAGEMENT RIGHTS

There are no provisions in the Agreement that shall be deemed to limit or curtail the Township in any way in the exercise of the rights, powers, and authority which the Township had prior to the effective date of this contract unless and only to the extent that provisions of the Agreement specifically curtail or limit such rights, powers and authority. The Union recognizes that the Township's rights, power and authority include, but are not limited to: The right to manage its operation; direct, select, decrease and increase the work force including hiring, promotion, demotion, transfer, suspension, discharge, or layoff; the right to make all plans and decisions on all matters involving its operation; the extent to which any department thereof

work stoppage, slow down, walk out, or other job action against the Township.

Nothing contained in this Agreement shall preclude the Township from taking disciplinary action against any employee participating in such activities as described herein and such disciplinary action shall include possible discharge. Nothing contained in this Agreement shall be construed to limit or restrict the Township in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity in the event of such a breach by the Union or its members.

The Township agrees that no lockout against any or all employees shall take place during the lifetime of this Agreement.

ARTICLE 6

SALARY

It is understood and agreed that since the salary ranges for employees covered under this agreement have been modified effective January 1, 1985, the step increases and promotion type increases have been reflected in a salary schedule provided the Union. The increases due each employee are as depicted in said schedule attached hereto and made a part hereof. No further salary increase are due any member of the Union covered in said schedule except for promotion increases that may occur after the effective date of this agreement.

It is agreed that for the year 1986 the negotiated increase for salary and wages shall be seven (7%). The increase shall be computed on the employee's December 31, 1985 base salary. For 1987, the increase shall be seven (7%).

The Township may hire all new employees at no less than the

shall be operated; the conditions thereto; replacements, curtailments, or transfers thereof; removal of equipment; outside purchases of products or services; the scheduling of operations; means and processes of operations; materials to be used and the right to introduce new and improved methods and facilities and to change existing methods and facilities; to maintain discipline and efficiency of employees; to prescribe rules to that effect; to establish and change standards and performance; determine qualifications of employees; regulate and ensure quality and quality in performance; and to run the department efficiently. The Township recognizes that all the aforesaid rights shall be exercised reasonably in accordance with the Agreement and for good cause.

ARTICLE 5

CONTINUANCE OF OPERATIONS

It is agreed that the need for continued and uninterrupted operation of the Township department and agencies is of paramount importance to the citizens of the Township, and there should be no interference with such operation.

In light of the foregoing and the fact that adequate procedures exist for the peaceful and orderly resolution of grievances arising under this Agreement, as well as the Personnel Policy and Procedures Manual, and that procedure exists for obtaining a new Agreement, the Union covenants and agrees for itself and all bargaining unit employees during the term of the Agreement that the Union and employees shall not engage in any conduct which has as its purpose the hampering of Township operations. The Union further covenants and agrees that during the term of this Agreement, neither it nor any individual member or members acting on its behalf will cause, authorize or support or take part in any strike or such related activities as mass resignation, mass absenteeism,

minimum salary for that job title. New employees may be hired above the minimum in accordance with the PPPM where experience and /or education warrant same.

Adjustment in pay due to promotion shall not be used in any way to reduce the amount of the across the board salary increase.

Salary is to be paid every other Friday, beginning in 1986.

SENIOR POSITION:

There is created effective January 1, 1986, the position classification of "Senior." Employees who have attained at least three (3) years of service in a position and have been at the top of the salary range for at least three years in that position, shall advance to the "Senior" position the January 1 following their meeting the criteria. The salary/wage differential for the "Senior" position shall be four and one-half (4 1/2) percent of the top of the range for the particular position.

**ARTICLE 7
LONGEVITY**

All bargaining unit members hired before January 1, 1983 shall continue being covered by the longevity plan described in the Personnel Policies and Procedures manual with the exception that no employee shall be entitled to receive more than Five Thousand Dollars (\$5,000) in any given year.

Employees hired after January 1, 1983, shall be subject to a revised longevity plan. Under this revised plan, employees shall receive a salary increase based upon years of continuous service computed as follows:

Longevity Schedule

1. After completion of five (5) years through nine (9) years -

Five Hundred Dollars (\$500) per year.

2. After completion of ten (10) years through fourteen years - One Thousand Dollars (\$1,000) per year.

3. After completion of fifteen (15) years through 19 years - One Thousand Five Hundred Dollars (\$1,500) per year.

4. After completion of twenty (20) years through 24 years - Two Thousand Dollars (\$2,000) per year.

5. After completion of twenty five (25) years through 29 years - Two Thousand Five Hundred Dollars (\$2,500) per year.

6. After completion of thirty (30) years - Three Thousand Five Hundred Dollars (\$3,500) per year.

ARTICLE 8 STEP INCREASES

All eligible employees within the union shall receive a step increase of up to five (5) per cent in addition to the negotiated increase. All or a portion of this step increase may be denied if an employee is negligent in his/her job performance. The affected employee may grieve this action if he/she feels it is arbitrary or without just cause.

Procedures for administering step increases are as follows:

1. New Employees: If an employee is hired after January 1 of any given year, and before July 1, that employee is eligible for a step increase as of the following January 1. If an employee is hired on or after July 1 of any given year, that employee is eligible for a step increase as of the following July 1. Following one full year of employment, the employee shall be eligible for a step increase as of January 1.

Handwritten:
JHP
TMB
Corrected
page
8-29-85

2. Existing Employees: Employees earning the maximum salary allowed in their job classification, are not eligible for a step increase.

3. Employees Approaching Maximum of Range: If an employee is less than five (5) per cent below their maximum salary, the step increase granted shall not exceed the maximum salary.

4. Promoted employees: An employee receiving a promotion shall be eligible for a step increase pursuant to the following conditions:

a. If the employee was at maximum salary prior to the promotion, he/she shall not receive a step increase until the following January 1 or completion of the six month probationary period, whichever occurs later.

b. If the employee was not at maximum and had received a full increase including the step increase prior to the promotion, he/she shall not receive an additional step increase until the following January 1 or the satisfactory completion of the six (6) month probationary period, whichever occurs later.

c. If the employee promoted has received less than a full step increase prior to the promotion, he/she shall receive the balance of the percentage due on the step increase providing the promotion occurred before July 1. If the promotion occurs after July 1, he/she shall be eligible for a step increase six months following the date of the promotion.

ARTICLE 9

HOURS OF WORK

The normal work week for the bargaining unit shall be thirty five (35) hours, exclusive of the daily one hour for lunch.

The switchboard operator and the dispatchers shall be guaranteed coverage to enable them to take two fifteen (15)

minute breaks during their hours of work.

ARTICLE 10

COMPENSATORY TIME, OVERTIME, EMERGENCY CALLOUTS

Compensatory time and overtime shall be provided to the employee on the basis of the Personnel Policies and Procedures Manual, number 4.8 I.B. "Compensatory and Overtime Pay", that is earned to a maximum of five (5) hours per week, provided the employee works thirty five (35) hours a week. This compensatory time may be taken within a six (6) month period. After forty (40) hours per week, or after eight (8) hours per day, compensation at the rate of one and one half (1 1/2) the employee's hourly rate shall be paid.

Bargaining unit members working for the courts shall receive their regular day time hourly rate when scheduled to work at a court session other than during regular daytime hours. Hours worked when court is in session other than during regular daytime hours, shall be counted as part of the total number of hours worked in excess of thirty-five for overtime purposes. When working after their regular hours, but not in court, these employees will follow the procedure for all other bargaining unit members.

If an employees is called out to respond to an emergency situation, the employee shall be paid a minimum of three hours straight time.

An employee donating blood during work hours as part of the Township blood drive, shall be permitted to take two hours comp time as scheduled and approved by the Department Head.

ARTICLE 11

JOB BIDDING AND PROMOTIONS

All new and vacant positions which are to be filled must be posted within all departments for five consecutive days. Job Qualifications shall be part of the job posting and shall clearly

state the qualifications for the position.

All employees may bid on vacant positions at the same time. In considering applicants for the positions those within the department shall be given first consideration, and the position shall be filled by the most qualified person within the department who has bid on the position. If the employees, within the department bidding are relatively equally qualified, then the most senior employee shall be chosen for the position. If no applicant within the department is qualified, or if no employee from the department applies for the position, then the position shall be filled by the most qualified bargaining unit employee who has bid on the position. If more than one employee has bid on the vacant position, and they are relatively equally qualified, then the most senior employee should be chosen for the job.

Employees on layoff shall be eligible to bid on job openings.

If no qualified Township employee bid on a vacant position, the Township may then fill the position from the general public. Qualifications shall be determined by the Township utilizing, at its discretion, reasonable testing procedures.

Any employee promoted into a position with a higher job range shall receive a five percent (5%) increase in his/her annual base salary at the time of appointment. If five percent (5%) does not equal the minimum of the new salary range, he/she will receive the minimum of the new range.

ARTICLE 12

PART-TIME EMPLOYEES

Permanent part-time employees shall receive the benefits provided for regular Township employees in the areas of holidays, sick leave and vacation leave at a pro ration equal to the percentage of time they normally work. They shall receive full Township medical, dental and optical benefits for themselves, i.e. single coverage.

ARTICLE 13

MEDICAL BENEFITS

Bargaining unit members are currently under the Garden State Policy for in-patient hospital care, and the Equitable Life Assurance Society of the United States for out-patient, major medical, and accident insurance. Bargaining unit members are under Dental Care Program provided by the New Jersey Dental Service Plan, Inc., and are under the Blue Cross Prescription Program. Employees electing a health benefit package other than the Township's such as HMO or RCHP, or any similar authorized plan, are required to pay for any additional premium over and above the premium associated with the Township's health benefits package.

The Township may change these plans and vendors provided that the overall benefit level remains the same or is improved.

Effective January 1, 1985, January 1, 1986, and January 1, 1987, the vision care benefit as shown in Appendix B, "Vision Care Benefit" shall be adjusted by the net CPI.

A Fifteen Dollar (\$15) benefit shall be prepared to defray

the cost of a glaucoma test if not included as part of a regular eye exam.

In the event of the death of an employee, the Township agrees to continue to pay the premium for the health plan for a period of two (2) years or until the spouse remarries, whichever occurs first.

Retirees have the option of continuing insurance coverage by paying the Township the amount of the premium required to continue coverage. It is understood the Township will provide this benefit contingent upon the insurance carrier permitting same.

Each employee of the unit shall be eligible to receive a personal physical examination by a physician of his/her choice on a bi-annual basis. An employee exercising the benefit shall receive reimbursement of the cost of the physical, but not to exceed \$150.00, providing proof of the examination is provided, with results if requested, and a statement evidencing the cost of the physical.

ARTICLE 14

PERSONAL DAYS

All bargaining unit members shall receive three (3) personal days each year. A request for a personal day shall be submitted in writing to the supervisor at least three (3) days in advance. However, in cases of emergency, an employee may call in to the supervisor that he/she is taking a personal day.

ARTICLE 15

HOLIDAYS

The Township designates the following holidays:

New Year's Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Election Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Day
Floating Holiday (designated by the Township Committee)

If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday.

Should an official holiday occur while an employee is on sick or vacation leave the employee shall not have that holiday charged against sick or vacation leave.

If a dispatcher requests it, the holiday may be celebrated at a different day than the regularly scheduled day, with the approval of the supervisor.

ARTICLE 16

VACATION SCHEDULE

Full-time permanent employees shall be granted a vacation leave, with pay, each year, in accordance with the following schedule:

VACATION SCHEDULE

1. Employees with five (5) or less years service shall earn one working day of vacation for each month of service.
2. Employees, upon completion of five (5) years of service, shall be entitled to annual working days of vacation leave as follows:

five (5) years seventeen (17) days per year.

Upon completion of ten (10) years

ten (10) years nineteen (19) days per year.

Upon completion of fifteen (15) years

fifteen (15) years twenty one (21) days per year.

Upon completion of twenty (20) years

twenty (20) years twenty three (23) days per year.

Upon completion of twenty five (25) years

twenty five (25) years twenty five (25) days per year.

Employees will be allowed to carry over up to ten (10) earned and accumulated vacation days into the next calendar year.

In no event shall an employee be entitled to earn more than twenty five (25) days of vacation leave per year.

The provisions of the Vacation Leave Policy, as provided in the PPPM, shall apply where applicable.

ARTICLE 17
BEREAVEMENT LEAVE

Each bargaining unit member may be granted time off, upon notification of such employee's department head, with pay, not to exceed five (5) days for death of a spouse or child.

Each bargaining unit member may be granted time off, with pay, not to exceed four (4) days in the event of a death in his/her immediate family. The term "immediate family" for the purpose of this policy shall mean the father or mother, brother or sister, mother-in-law or father-in-law, brother-in-law or sister-in-law, and grandparents and grandchildren of the employee.

After the expiration of the bereavement leave the employee has the option of using accumulated vacation and personal days in order to extend his/her time off, due to extenuating circumstances resulting from the death of a spouse or child. If the employee has four or less days remaining he/she shall have the right to charge against next year's vacation and personal days, the difference between the number of days he/she has remaining plus five (5) days. If an employee has no vacation or personal days remaining he/she shall have the right to take up to five (5) days advance leave against the next year's vacation and personal days entitlement, as selected by the employee upon application for same.

If an employee terminates his/her employment with the Township the Township may deduct from his/her last paycheck any

advance leave days that the employee has taken but not earned. If any balance remains the Township may collect same utilizing all remedies available to it.

ARTICLE 18

GRIEVANCE PROCEDURE

A grievance is defined as any dispute, controversy or issue involving the interpretation, application or violations (alleged or otherwise) of any provision of this Agreement or regarding employment or the application of any rules, regulations, ordinance and/or statute which actually affects working conditions.

A grievant is defined as any individual or entity which has been, is being, or may be affected by any issue, or controversy, or dispute, or application, as indicated in the definition of a grievance. The Union may initiate or file a grievance on behalf of an injured or unavailable employee.

When disciplinary proceedings have been instituted, the grievance procedure shall not be available during the pendency of such disciplinary proceedings for issues arising out of the subject matter of the charges. Any issues finally determined or resolved during (or in the course of) a disciplinary proceeding shall be considered a final disposition as to those issues for the purpose of any subsequent grievance. All other rights and benefits under this Agreement shall be available to the employee during the pendency of any disciplinary proceedings.

Grievance, disputed or controversies which may arise shall be resolved in the following manner:

1. A written grievance shall meet the following specifications:

- (a) It shall be specific.
- (b) It shall contain a synopsis of the facts givingrise to the dispute, controversy or issue.
- (c) It shall specify the section of the Agreement, or rule, or regulation, or statute, or ordinance, which has been allegedly violated, misapplied, or as to which the dispute arises.
- (d) It shall state the relief requested.
- (e) It shall contain the date of the alleged dispute, controversy, or issue.
- (f) It shall be signed by the grievant.

2. Times as indicated exclude Saturday, Sunday and legal holidays, except where calendar days are indicated.

3. The "Step Procedure" will be as follows:

STEP ONE: Within twenty (20) calendar days after its occurrence, or within twenty (20) calendar days after he/she knew, or should have known, of its existence, the aggrieved employee shall discuss his complaint with his immediate supervisor. It shall be discussed verbally and if resolved, no further action shall be taken. If not resolved on an informal discussion basis within three (3) working days, the grievance shall be reduced to writing within seven calendar days, signed by the aggrieved, and submitted to the immediate supervisor at Step One. In no event shall a grievance be initiated more than thirty (30) calendar days after its occurrence, or more than thirty (30) calendar days after the grievant first knew, or should have known, of its existence. The supervisor shall investigate the grievance and provide a written answer to the grievant within seven (7) calendar days of the date of submission. The time limit in preparing a written grievance, or written response, may be waived by mutual

agreement. In the event the supervisor is the department head the grievance shall commence at Step Two.

STEP TWO: In the event the grievance is not resolved at Step One, or if no written response is received by the grievant, the grievance shall then be submitted in writing, by the grievant, to the department head (with a copy to the Township Administrator). The department head shall submit his answer to the grievant within seven (7) calendar days. This time limit may be waived by mutual agreement.

STEP THREE: In the event the grievance shall not have been resolved at Step Two, or if no written response from the department head is received by the grievant, then the grievance shall be submitted to the Township Administrator by the grievant. The Township Administrator shall investigate and report his findings and recommendations, in writing, within seven (7) calendar days, to the grievant, the department head, and the attorney or representative of the grievant (if any).

Any employer grievance will be filed with the Union President at Step Three. The Union President shall respond, in writing, within seven (7) calendar days, to the Township Administrator. The times indicated may be extended by mutual agreement.

Following the submission of the Township Administrator's written answer, or the Union President's (as also indicated in Step Three for employer grievances), matters which are unresolved shall be discussed at a meeting between the parties, during which all pertinent facts and information will be reviewed in an effort to resolve the matter through conciliation.

STEP FOUR: In the event the grievance shall not have been

resolved at Step Three, then the grievance shall be transmitted and submitted to the Township Committee by the Township Administrator. The Township Committee shall schedule and hold a plenary hearing within twenty one (21) days of the receipt of the grievance from the Township Administrator. The Township Committee shall hear the matter and render its decision within fourteen (14) days of the completion of the hearing. The Township Committee shall notify all parties of the date, time, and place of the hearing within ten (10) days prior to the scheduled hearing date. All parties may be represented by an attorney during the plenary hearing. The times indicated may be waived or extended by mutual agreement. All decisions of the Township Committee shall be by a majority vote.

STEP FIVE; In the event the grievance shall not have been resolved at Step Four, and in the event of an employer grievance - at Step Three, then the grievant may seek relief at arbitration as herein specified, except that in all matters involving Federal or State constitutional issues or civil rights questions, the grievant shall have the right to seek a resolution of his grievance either at binding arbitration or in the courts. In all respects the initiation of binding arbitration or court process shall begin within forty-five (45) days after receipt of a written resolution from the Township Committee, which Resolution shall embody the decision of the Committee.

4. **Arbitration:**

(a) Arbitration requests shall be directed to the Public Employees Relations Commission, subject to the rules then existing of such agency. The aggrieved party shall send the other party a copy on his request. The request shall specify the particulars of the grievance and the Agreement provision (s) allegedly violated.

(b) The selection of the independent arbitrator shall be made pursuant to the rules then existing of the Public Employees Relations Commission.

(c) The arbitrator shall hold the hearing at a time and place convenient to the parties. The arbitrator shall issue his decision within twenty one (21) days after the close of the hearing. The decision of the arbitrator shall be served upon the employee aggrieved, the employee's representative, the Township, and the Union, in writing.

In the event a disagreement exists regarding whether an issue is arbitrable, the arbitrator shall make a preliminary determination as to whether the issue is arbitrable under the express terms of this Agreement. Once a preliminary determination is made that such a dispute is arbitrable, the arbitrator shall then proceed to determine the merits of the dispute.

(d) Unless otherwise mutually agreed, the submission to the arbitrator shall be based on the original written grievance and issues submitted in the grievance procedure at Step One. This paragraph shall not be construed as to limit the submission of proofs by the parties.

(e) An arbitrator shall not have the power or authority to add to, subtract from, or modify the provisions of this Agreement, or the laws of the State of New Jersey, and shall confine his decision solely to the interpretation and application of this Agreement. He shall confine himself to the precise issues submitted for arbitration and shall have no authority to determine any other issues not so submitted to him. The arbitrator shall not submit observations or declarations of his opinions which are not relevant in reaching the determination. The arbitrator may prescribe an appropriate back pay remedy when he finds a violation of this Agreement, provided such remedy is per-

mitted by law and is consistent with the terms of the Agreement. The arbitrator shall have no authority to prescribe a monetary award as a penalty for a violation of this Agreement, except as provided within the Agreement. The arbitrator shall not have the authority to add to or subtract from or modify any of the terms of this Agreement or to limit or impair any right that is reserved to the Township or the Union or Employee, or to establish or change any wage or rate of pay that has been agreed to in this Agreement, except where the arbitrator finds that a clause in this Agreement is illegal or unconstitutional.

(f) The Union may not withdraw any notice of its desire to arbitrate a case or otherwise discontinue arbitration proceedings except with prejudice, unless the Township shall consent that such withdrawal or discontinuance is without prejudice.

(g) The decision of the arbitrator is final and binding upon both parties and the grievance shall be considered permanently resolved.

(h) The expense of the arbitrator shall be shared equally by both parties. Each party shall make arrangements for and pay the witnesses which are called by it.

(i) If the Public Employees Relations Commission is abolished, or its mission substantially changed to the extent of it handling arbitrable matters, the parties shall meet to agree upon another method for choosing an arbitrator.

5. General Provisions and Exceptions to the Grievance Procedure:

(a) No grievance settlement reached under the terms of the Agreement shall add to, subtract from, or modify the terms of the

Agreement.

(b) Grievance resolutions or decisions at Step One through Step Four shall not constitute a precedent in any arbitration or other proceeding unless a specific Agreement to that effect is made by the Township and the Union.

(c) Where a grievance involves, exclusively, an alleged error in calculation of salary payment, the grievance may be timely filed within thirty (30) days of the time the individual should reasonably have known of its occurrence.

(d) Where a grievance has been previously submitted in writing, and the grievant requires time to investigate such grievance to achieve an understanding of the specific work problem during working hours, the grievant or a representative of the Union may be granted permission and reasonable time to a limit of four (4) hours to investigate, without loss of pay. Such time release shall not be unreasonably withheld and, upon request, can be extended beyond a four (4) limit for specified reasons if the circumstances warrant an exception to this limit.

(e) The aggrieved employee and his designated employee representative shall be allowed time off without loss of pay as may be required for appearance at a hearing of the employees grievance scheduled during working hours.

(f) Where the employee or the Union requests employee witnesses, permission for a reasonable number of witnesses required during a grievance proceeding will be granted. A witness at such proceedings will be permitted to appear without loss of pay for the time of appearance as required, if during his normal scheduled working hours. The witnesses to appear for the grievant shall, when called to testify, be excused from duty with

no loss of pay.

(g) The Township agrees to make available to the Union all public information concerning the Township, together with information which may be necessary to process any grievance or complaint.

ARTICLE 19
DISCIPLINE

No Employee may be disciplined except for just cause. Any grievance concerning discipline shall be initiated at Step 3 of the Grievance procedure and may be appealed through the arbitration procedure (Step 5).

Discipline includes: written warnings, suspension, demotion, termination, and other penalties imposed by the Township. The employee shall be notified, in writing, of the charges and specifications.

ARTICLE 20
SENIORITY

Seniority is defined as an employee's total length of service from date of hire.

Permanent employees shall, upon successful completion of their probationary period, be considered to have seniority back to their date of hire with the Township. Temporary full-time employees, upon being permanently hired by the Township, shall be considered to have seniority back to their original date of hire into temporary employment with the Township.

Permanent part-time employees will receive part-time

seniority pro-rated according to the percentage of time they have worked. This part-time seniority will only be compared with other part-time seniority, not with the seniority accrued by full-time employees.

Permanent part-time employees, upon being hired by the Township as permanent full-time employees, shall be considered to have seniority pro-rated back to their date of part-time hire with the Township. This seniority shall be considered as a part of their regular seniority, to be used in matters affecting promotion and lay-off.

Seniority shall accumulate until there is a break in service. A break in service occurs when an employee resigns, retires, or is terminated.

If an employee is laid off, his/her seniority shall be retained until the employee is recalled or refused to be recalled. Seniority shall continue to accrue during any period of absence due to sick or injury leave, maternity leave (up to one year), military leave, or paid leave of absence.

ARTICLE 21

LAYOFF AND RECALL

In the event layoffs become necessary, such layoffs shall be based on the inverse order of seniority. The Township shall notify the Union at least two (2) weeks in advance of scheduled layoffs.

When vacancies occur thereafter, each laid off employee shall be recalled upon a basis of seniority, and prior to the employment of any new person, provided, however, they accept work in that classification where the vacancy exists, and further

provided that those recalled have the demonstrated ability and qualifications to perform the available work, as determined by the Township. Any laid off employee who fails to report for duty within twenty five (25) days after the mailing to him of a written notice, postage prepaid, registered, to the last address known to the Township, and return receipt requested shall lose his/her rights to be rehired hereunder.

For the purpose of this Section, employees laid off will be called back during a two (2) year period only.

ARTICLE 22 UNION PRIVILEGES

The Union shall be allowed to conduct normal business meetings on Township property, provided that space is available, and requests are made at least one (1) week in advance. Employees may attend such meetings only during off duty hours.

An employee of the Township who is a duly authorized delegate of Local 2242 may take a paid leave of absence to attend the International Convention, and Council 1, and 73 conventions. The total days available for Union leave for the bargaining unit are two (2) days for one year.

A negotiation committee, consisting of no more than five (5) members within the unit, shall be allowed to take time off from their assignment, with pay, if required to attend negotiation sessions with the Township negotiation committee during normal working hours. No more than one employee from each department shall be permitted to serve on the negotiation committee during working hours.

ARTICLE 23
BULLETIN BOARDS

The Union shall be permitted to place one (1) bulletin board in each of the following locations, at sites to be agreed upon:

Municipal Building
Community Center
Public Safety Building

The size shall not exceed two (2) feet by three (3) feet, and shall be acceptable in appearance by the Township.

The bulletin boards shall be used only for the following notices:

1. Recreational and social affairs of the Union
2. Union meetings
3. Union elections
4. Reports of Union committees
5. Rulings of policies of the international Union

Notice of announcements shall not contain anything political or controversial, or anything reflecting upon the Township, any of its employees, and no material, notices, or announcements which violate the provisions of this section shall be posted.

Any Union authorized violation of this Section shall entitle Management to cancel immediately the provisions of this Section and direct removal of the bulletin boards. In the event any non Union authorized material is posted on bulletin boards, it shall be promptly removed by the Union President, or his/her designee, upon notification by Management. All material placed on the bulletin board must bear the signature of an officer of the Union.

ARTICLE 24

LABOR MANAGEMENT MEETINGS

The Township and the Union shall meet as needed, and as mutually agreed upon, for the purpose of reviewing the administration of the Agreement and to discuss other matters of general interest. These meetings are not intended to by-pass the grievance procedure nor to be considered collective bargaining meetings, but rather are intended as a means of fostering good employment relations through communication between parties. The Union shall have two local representatives and one Council 73 representative at these meetings.

ARTICLE 25

DISPATCHERS

1. Clothing

Each dispatcher shall receive an annual clothing allowance of Three Hundred Dollars (\$300.00) in 1985. This allowance will be increase by the net cost of living in 1986 and 1987, and is subject to the following:

a. Whenever the Township hires a new dispatcher for full-time work, subject to a six (6) month probation period, said employee shall not be entitled to the normal clothing allowance given to other dispatchers. However, the Township shall provide a full set of uniforms, consisting of two (2) long sleeve and two (2) short sleeve shirts, two (2) pairs of slacks or skirts, and one (1) tie.

All new employees who fail to satisfactorily complete the six (6) month probationary period, and are terminated, shall be required to return the uniforms. Payment of any final wages or salaries due shall not be made until said employee turns in the clothing.

If the beginning date of employment is prior to July 1, of any given year the employee shall not be entitled to any addi-

tional clothing allowance for the remainder of that year.

If employment occurs after July 1, of any given year then - for the following year the employee shall receive one half (1/2) of the regular clothing allowance given to Union employees.

(b) Payment of the clothing allowance shall be on or before March 30, of each year.

2. Shift Differential

Each dispatcher on duty between the hours of 4:00 PM and 8:00 AM shall receive a rate differential increase in pay of for each hour actually on duty. The shift differential for dispatchers shall be increased by the net cost of living in each year of the Contract.

In 1985, the net cost of living is 4.36%.

(a) Dispatchers on duty between the hours of 4:00 PM and 12:00 midnight shall be entitled to a rate differential increase in pay of nineteen cents (19) for each hour actually on duty. (The 1984 rate for each hour actually worked of eighteen (18)cents, multiplied by 4.36% equals nineteen (19) cents.

(b) Dispatchers on duty between the hours of 12:00 midnight and 8:00 AM shall be entitled to a rate differential increase in pay of twenty nine (29) cents for each hour actually worked. (the 1984 rate was twenty eight (28) cents, multiplied by 4.36% equals twenty nine (29) cents).

3. Overtime

Overtime shall be distributed equally among the dispatchers, in accordance with the Overtime Equalization Policy as follows:

SCORING

Record the date at the top of the first available column (left to right). Record the nature of the detail at the bottom of the column as well as the person making the calls.

A block by each dispatcher is scored into three (3) sections. The upper left section should be used to record the key (sick, working, etc.,). The lower left section contains the number of hours of the detail. This number is to be recorded in red ink if the detail is refused and in black ink if the detail is accepted. The larger block to the right contains the total chargeable overtime worked and is recorded in black.

SELECTION

To determine the order of selection of dispatchers for overtime locate the total column with the smallest number and that dispatcher will be called first. However, if a tie exists as to the least total overtime the most senior dispatcher (closest to the top of the list) will be called first.

If the detail is over four (4) hours in length, dispatchers scheduled for regular duty during an adjoining shift shall not be charged more than four (4) hours for refusal to work. They can be offered the overtime.

Upon selection of dispatchers for the detail, overtime totals are then to be brought across for every dispatcher with those listing the hours in red being included in the total.

When a shift is short one or more dispatchers, the dispatchers will be given the first opportunity for overtime in each

case.

4. Scheduling

The dispatchers normal schedule will not be changed without reasonable notice provided.

ARTICLE 26

EDUCATION

1. All educational courses that are job related or that may enable an employee to qualify for promotional advancement in his/her department or related departments and that are successfully completed by the bargaining unit employees, shall be paid for by the Township in the amount of Twenty Five Dollars (\$25) per credit hour. Prior approval from the employees respective department head and the municipal Administrator, indicating that the courses are eligible for reimbursement, must be obtained. All training courses that are approved in advance by the Township and that are successfully completed by the bargaining unit members, shall be paid for by the Township.

"Successfully completed" means that to gain reimbursement the employees must obtain a certification from the educational institution involved, indicating that if letter grades are give for the course, a grade of "C" or better must be obtained. If no letter grades are provided, then a certification must show that the employee has completed and passed the course.

2. The cost of vocational training courses that are directly job related, will be fully reimbursed. Vocational training courses that are not job related are subject to reimbursement at the rate of fifty percent (50%) of the cost of the course. All applications for vocational training courses must be submitted to the department head and and the Administrator for review and approval.

3. The Degree Incentive Program will pay employees who earn, or who have earned the following degrees at the annual rate

shown:

<u>DEGREE</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>
Associates Degree	\$350	\$350	\$350
Bachelors Degree	\$700	\$800	\$900
Masters Degree	\$1000	\$1000	\$1100

Payment for a degree newly acquired in the previous year will be prorated on the basis of the date of the degree to year end. An employee claiming this benefit must produce for his/her personnel record, a copy of the certification evidencing the holding of the degree. Payment for those eligible will be made not later than November 30th. Each employee shall give written notice to their department head by October 1st of the year prior to the year he/she anticipates receiving the degree.

ARTICLE 27

PAST PRACTICES AND POLICIES

Except as explicitly amended by the collective negotiations agreement between the parties, all personnel policies of the Township, as provided for in Chapter III, of the Revised General Ordinances of the Township of South Brunswick, and specifically, the Personnel Policy Procedure Manual (PPPM), shall remain in effect. There shall be no change in terms and conditions of employment, as specified in this manual, or as provided in past practices, or contained within the terms of the collective negotiations agreement between the parties, unless there has been prior negotiations with the Union. All employment definitions, employment policies, especially EEO/Affirmative Actions, Personnel Actions, Employee Benefits, Leaves, and other policies set forth in the PPPM shall remain in effect, except as specifically

modified by this Agreement.

ARTICLE 28

RULES AND REGULATIONS

In accordance with NJSA 34:13A-5.3, proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Union before they are established.

ARTICLE 29

SICK LEAVE PLAN

The Sick Leave Incentive Plan described in the Personnel Policy and Procedure Manual (PPPM) shall continue in effect during the life of this contract with the following revisions:

If an employee has accumulated fifty (50) days of sick leave as of December 31, then the next year he/she has the option of selling the unused days, over fifty (50), back to the Township at the rate of Forty Dollars (\$40.00) per day.

If an employee uses less than seven (7) sick days per year he/she will be reimbursed at the rate of Ten Dollars (\$10.00) per day for every unused sick day earned that year. However, if the employee uses three (3) sick day or less he/she will be reimbursed at the rate of Fifteen Dollars (\$15.00) for every unused sick day earned that year.

New employees must have been hired on or before January 1, of the current year to be eligible for the sick leave incentive benefit.

At separation, an employee with less than five (5) years of

service is entitled to twenty five percent (25%) of accumulated sick leave. With five (5) or more years of service an employee is entitled to thirty three percent (33%) of accumulated sick leave. With ten (10) or more years of service an employee is entitled to fifty percent (50%) of accumulated sick leave. Maximum cash benefit from sick leave at retirement or separation shall be Twenty Thousand Dollars (\$20,000.00)

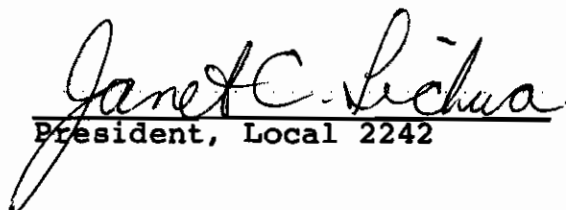
In the event of the death of an employee, the designated beneficiary of the employee or his/her estate shall receive one hundred percent (100%) of the accumulated sick leave, not to exceed the maximum award for sick leave of Twenty Thousand Dollars (\$20,000.00).

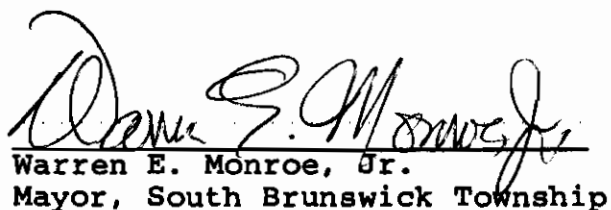
ARTICLE 30

DURATION OF CONTRACT

This Agreement shall be effective as of the first day of January, 1985, and shall remain in full force and effect until midnight on December 31, 1987.

This Agreement may be reopened for 1988 contract negotiations by either party upon notice in writing of at least sixty (60) days, and no more than one hundred twenty (120) days prior to December 31, 1987.


President, Local 2242

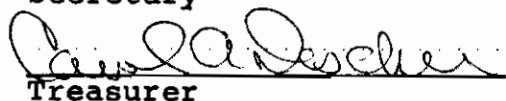

Warren E. Monroe, Jr.
Mayor, South Brunswick Township

ATTEST


Vice President


Township Clerk


Secretary


Treasurer

APPENDIX A
JOB TITLES
INCLUDED IN BARGAINING UNIT

BUS DRIVER
CLERK
RECEPTIONIST/SWITCHBOARD OPERATOR
ACCOUNT CLERK I
SECRETARY I
DEPUTY COURT CLERK
CUSTODIAN
SECRETARY II
DISPATCHER
PERMIT CONTROL CLERK
ACCOUNT CLERK II
CHIEF PAYROLL CLERK
INVESTIGATIVE SECRETARY
ADMINISTRATIVE SECRETARY
ASSISTANT COLLECTOR/WATER & SEWER
ASSESSOR - FIELD PERSON
SANITARIAN
ASSISTANT COMPTROLLER
RECREATION COORDINATOR
ASSISTANT ASSESSOR
ENVIRONMENTAL SANITARIAN
BUILDING INSPECTOR
PLUMBING INSPECTOR
ZONING INSPECTOR
ELECTRICAL INSPECTOR
FIRE INSPECTOR
ENGINEERING INSPECTOR
BUILDING SUB CODE OFFICIAL
FIRE SUB CODE OFFICIAL
ELECTRICAL SUB CODE OFFICIAL
PLUMBING SUB CODE OFFICIAL
ASSISTANT ENGINEER

Index

- A**
 - Advance Leave
 - deduction, pay 16
 - Appendix A
 - job titles 36
 - Arbitration
 - Grievance 20
 - Article 10
 - Compensatory Time 10
- B**
 - Bereavement Leave
 - Article 17 16
 - definition 16
 - immediate family 16
 - Bidding
 - Jobs 9
 - Breaks
 - swtchbrd. oper. 9
 - Bulletin Boards
 - Article 23 27
 - Sites 27
 - removal 27
- C**
 - CPI, 1985
 - 4.36% 28
 - Clothing Allowance 28
 - Duration of Contract
 - Article 30 35
- E**
 - Education
 - Article 26 31
 - Benefits, Program 31
 - Degree Incentive
 - Program 32
 - credits 32
 - Emer. Callouts
 - Article 10 10
 - Emergency Call Out 10
 - Emergency Callouts
 - Article 10 10
- C**
 - Compensatory Time
 - Article 10 10
 - blood drive 10
 - conditions 10
 - Contract
 - term 35
 - Court Hours 10
- D**
 - Definitions 1
 - Degree Incentive Program
 - Education 31
 - Degrees
 - Education Incentive 32
 - Dental Care Program 12
 - Differential
 - Shift 29
 - Discipline
 - Article 19 24
 - Dispatchers
 - Article 25 28
 - Dues
 - authorization 3
 - non-members 4
 - Dues Checkoff
 - Article 3 3
- J**
 - Job Bidding
 - Article 11 10
 - posting 10
 - procedure 11

Index

G

Glaucoma
Benefit 12
Grievance
Definitions 20
definition 20,
limitations 26
Grievance Procedure
Article 18 19
Steps 18
Grievant 17

H

HMO
medical Benefits 12
Holidays
Article 15 14
Time Off 14
schedule 14
Hours of Work
Article 9 9
Court 9

M

Management Rights
Article 4 4
Medical Benefits
Article 13 12
Defined 12
change of carrier 12
increase, CPI 12

N

Negligent
step increases 8
Negotiation Comm.
Number permitted 26
New Job Classifications
2
New Jobs
classification 2

O

Operations
Article 5 5
continuance 5
Overtime
Article 10 10

L

Labor Mgt. Mtngs.
Article 24 28
Layoff
recall 25
seniority 26
Layoff --
Job Bidding 26
Layoff and Recall
Article 21 25
Longevity
Article 7 7
cap 7

P

Part Time Employees
Article 12 12
benefits 12
Part-time seniority 25
Past Practices
Article 27 32

PPPM 32

Permanent Employees
Seniority 25
Personal Days
Article 14 13
amount 13
notice 13
Physical Examination
Payment 13
Policies
Article 27 32

Position

Senior 7

Preamble

Article 1 1

Prescription Program 12

Promotion

Step Increase 11

Promotions

Article 11 10

increment 11

O

Overtime--

Overtime Equalization
Dispatchers 30

Index

R
RCHP
 Medical Benefits 12
Range Maximum
 Step 9
Recall
 Layoffs 25
Recalls, layoff
 Time Limit 26
Recognition
 Article 2 2
Representation Fee
 non members 4
Retirees
 Health Ins. 13
Rules and Regulations
 Article 28 33

S
Salary
 1986 6
 1987 6
 Article 6 6
 minimum 7
 payday 7
Schedule
 longevity 8
Scheduling

T
Temp. Employees
 Time Limit 2
Temporary Employees
 Recognition 2

U
Union Privileges
 Article 22 26
 delegate 26

Senior Position
 Compensation 7
Seniority
 Article 20 24
 Definition 24
 temporary, emp. 25
Seniority Accumulation 25
Shift Differential
 Dispatchers 29
Sick Leave
 Maximum Payment 34
 seperation, pymnt 34
Sick Leave Incentive
 payment 33
Sick Leave Plan
 Article 29 33
Step Increases
 Article 8 9
 Defined 10
 New Employees 10
Strikes
 lockout 5
 prohibited 6
Swchbrd. Oper.
 breaks 9

V
Vacation
 Article 16 15
 Carry Over 15
 limit 15
 schedule 15
Vision Care 12

SALARY GUIDELINES FOR 1985 AFSCME CONTRACT

GENERAL:

1. Reclassifications with regard to salary follow existing AFSCME contract.

2. Step increases based on date of hire beginning with employees hired in 1984. If date of hire is January 1 through June 30, first step increase is following January 1. If hired July 1 through December 31, first step increase is following July 1.

GUIDELINES FOR SALARIES FOR 1985:

SITUATION A: EMPLOYEES HIRED AT MINIMUM IN 1984:

1. Base salary raised to new adjusted 1985 minimum range.
2. Eligible for merit up to 5% effective July 1.

EMPLOYEES INVOLVED: Patterson, B.; Kopf, S.; Arnessen, A.; Rizzo, L.

SITUATION B: EMPLOYEES HIRED PRIOR TO 1984 WHOSE 1984 SALARY IS BELOW NEW 1985 ADJUSTED MINIMUM RANGE:

1. Base salary raised to new adjusted 1985 minimum.
2. Step of 5 % given January 1 for benefit of prior service.

EMPLOYEES INVOLVED: Prakash, SP.; McKiddie, M.

SITUATION C: EMPLOYEES HIRED ABOVE MINIMUM IN 1984:

1. Base salary raised to new 1985 minimum.
2. Eligible for 5 % merit January 1, or July 1.

EMPLOYEES INVOLVED: Aler, R.

SITUATION D: EMPLOYEE HIRED ABOVE MINIMUM IN 1984 WITH SALARY ABOVE 1985 MINIMUM RANGE:

1. Receives 5 % contracted increase January 1.
2. Eligible for 5 % step depending on date of hire either on January 1, or July 1.

3. Apply 3.5 % contracted increase July 1.

EMPLOYEES INVOLVED: Newmeyer, M.; Farneski, B.; Davidson, R.; Holtaway, J.

SITUATION E: EMPLOYEE HIRED PRIOR TO 1984 WHOSE 1984 SALARY IS WITHIN NEW 1985 RANGES:

1. January 1 -- receive 5 % contracted increase.
2. January 1 -- receive step up to 5 %.
3. July 1 -- receive 3.5 % contracted increase.

EMPLOYEES INVOLVED: Renk, G.; Froats, S.; Guerriero, D.; Nally, L.; Calvanelli, M.; Paulus, J.; Brown, D.; Buchinski, C.; Bierman, T.; Stevens, T.; Scrimgeour, B.; McGrady, D.; Peters, L.; Beauregard, T.; Smith, C.; Harms, J.; House, J.; Haas, A.; Owens, P.; Lichwa, J.; Uhrig, R.

SITUATION F: RECLASSIFICATIONS:

1. Employee reclassified moves to 1985 minimum if 1984 salary is below new minimum for new position. Adjust if necessary for prior service.

EMPLOYEES INVOLVED: Walker, C.; Brkal, J.

2. If new 1985 minimum is less than 1984 salary, employee to receive:

- 5 % contracted increase January 1.
- 5 % step increase January 1.
- 3.5 % contracted increase July 1.

EMPLOYEES INVOLVED: Doscher, C.; Starrick, T.; DiConcilio, L.

SITUATION G: EMPLOYEE HIRED IN 1985 AT MINIMUM SET FOR 1984:

1. Employee moves to new minimum.
2. Eligible for merit after six month review.

EMPLOYEES INVOLVED: Appleby, J.; Reddan, P.; Shwindinger, T.; Fuscko, G.; Catapano, D.; Murray, S.; Scannella, M.; Heally, A.

SITUATION H: EMPLOYEE HIRED IN 1985 ABOVE MINIMUMS SET FOR 1985:

1. After completing six month probationary period, eligible for 5 % merit.

EMPLOYEES INVOLVED: Kelly, P.; Krohn, C.; Arnesser, P.; Potter, J.; Greci, A.; Londensky, A.

SITUATION I: EMPLOYEE ABOVE MAXIMUM OF RANGE TO RECEIVE CONTRACTED INCREASE (Salary in excess of range):

EMPLOYEES INVOLVED: Newman, J.; Merrow, L.

SITUATION J: EMPLOYEE REACHING MAXIMUM OF RANGE RECEIVES
PORTION OF STEP TO STAY AT MAXIMUM OF NEW RANGE;

EMPLOYEES INVOLVED: Burnett, S.; Zeltakins, S.; Farley, G.;
Cicchino, B.; Demarco, R. (Note -- Demarco's salary shows higher
than range for 1985 but will be at maximum in 1986 when ranges
are adjusted by 7 %)