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LIBRARY  
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Labor Relations

Apr 10 1975

RUTGERS UNIVERSITY

Essex County

A G R E E M E N T

between

The Newark Public Library

Newark, New Jersey

and

The Newark Public Library Employees' Union  
Local 2298, American Federation of State,  
County and Municipal Employees, AFL-CIO.

1974

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APPENDIX

PREAMBLE

THIS AGREEMENT is lawfully made and entered into this  
day of \_\_\_\_\_, 1974, by and between the Newark Public  
Library, Newark, N. J., hereinafter called the "Library", and the  
Newark Public Library Employees' Union, Local 2298, American Feder-  
ation of State, County and Municipal Employees, AFL-CIO, hereinafter  
called the "Union". The provisions of this Agreement shall become  
effective on January 1, 1974, except as otherwise expressly provided  
herein.

The parties to this Agreement attest that they shall abide  
by all its terms and provisions as set forth below. It is the in-  
tention of both the Library and the Union that this Agreement is to  
be construed within the framework of the policies enunciated in  
Chapter 303, of the Laws of 1968, N.J.S.A. 34:13A-1 et seq. and  
in harmony with the New Jersey Civil Service law, rules and regula-  
tions.

WHEREAS the Union has presented proof that it represents a  
majority of the Library's employees in/<sup>an</sup>appropriate negotiating unit  
as provided by N.J.S.A. 34:13A-5.3; and

WHEREAS the Library and the Union have conducted negotiations  
in good faith with respect to grievances, and terms and conditions  
of employment,

IT IS AGREED AS FOLLOWS:

ARTICLE I - Recognition

A. The Library recognizes the Union as the exclusive col-  
lective negotiating representative of those employees who belong  
to the negotiating units enumerated below, with respect to salaries,  
wages, hours of work and other terms and conditions of employment.

B. The Library and the Union agree that they shall not interfere with the right of any employee to join the Union, if he so desires, or to refrain from Union membership, and the Library and the Union shall not discriminate against any employee because of his membership or non-membership in the Union.

C. To achieve a proper balance between the goal of optimum library service to the community and the greatest sense of self-satisfaction on the part of the employee, nothing herein stated shall be implied to preclude or abridge the right of any individual employee to enter discussions with the Library, or the right of the Library to consider with any individual employee, any matter relating to the terms and conditions of his employment, except that as to those specific topics which constitute the proper domain of collective negotiations, and such revisions or readjustments; and such revisions or readjustments shall be effected only through recourse to formal collective negotiations with the Union.

## ARTICLE II

### NEGOTIATING UNITS

The Negotiating Units represented by the Union shall include all employees classified under the Civil Service titles in Units 1 and 2 as listed in Appendix (A).

## ARTICLE III

### MANAGEMENT RIGHTS

The Library shall retain the managerial rights and power to direct the working force, except those rights which are explicitly qualified by the provisions of this Agreement.

The Library is vested with, but not restricted to, the following specific rights except as otherwise stipulated in this Agreement: the right for over-all planning, maintenance, modification, expansion or curtailment of services; the right to draw up position-classification plans subject to civil service approval and to assign scheduled rates of salary in relation to the position-classification plan; the right to decide the staffing and scheduling needs including the time periods of performing the work assignments; the right to determine the methods, processes and means of its operations, including the right to change or introduce processes and methods for the purpose of securing efficient and economical operation of the Library; the right to establish, relocate and terminate any agency; the right to recruit, interview, appoint, assign and train its employees; the right to appoint employees on a regular, probationary, seasonal or temporary basis and provide them with work assignments; the right to supervise and direct employees in the discharge of their duties; the right to schedule, transfer, promote and demote employees for just cause; the right to implement disciplinary action, including reprimand, suspension, dismissal and other appropriate measures for just cause; the right to determine, issue, enforce, modify or nullify such rules and regulations that are deemed necessary for the best functioning of the Library and its employees.

The adverse effect on the employees in the negotiating units in the exercise of the rights of management and the fulfillment of the Library's executive responsibilities as outlined above shall be subject to the grievance adjustment procedures clauses of this

Agreement. Nothing herein stated shall be deemed to infringe upon an employee's right to present a grievance pursuant to the terms and provisions of this Agreement as stipulated in Article XXVII.

ARTICLE IV

PERSONNEL RULES AND REGULATIONS

Unless otherwise specified elsewhere in this Agreement, the basic rules affecting personnel, as described in the brochure entitled Guide for New Personnel: An Introduction to the Newark Public Library, and supplemented by written interpretations and revisions thereof, are incorporated by reference into this Agreement and shall remain in full force and effect.

ARTICLE V

REGULAR APPOINTMENT

Regular permanent appointments are made by the Library in accordance with New Jersey Civil Service Laws, Rules and Regulations which provide that an appropriate examination must be passed and the individual's name certified for appointment. After appointment the employee acquires permanent status with tenure rights on satisfactory completion of a 90 day probationary period. Permanent employees have preference for retention over temporary and provisional employees.

ARTICLE VI

PROVISIONAL APPOINTMENT

When there is no eligible list from an examination, Civil Service regulations empower the employer to make provisional appointments pending examination.

ARTICLE VII

HOURS OF WORK

A. The standard straight time work week is 37½ hours, or an average of 37½ hours.

B. Employees who are scheduled to work on Saturdays receive compensatory time off, preferably in a single, unfragmented period of time.

C. Building Maintenance Workers who are scheduled to work overtime on the sixth day of a regularly scheduled five day work week shall be paid for the overtime at 1½ times their regular rate of pay. If scheduled to work overtime continuing beyond the first overtime shift at time and a half they shall be paid for this second overtime shift at the rate of 2 times the regular rate.

D. Full-time clerical and professional employees who are scheduled to work between the hours of 6 p.m. and 9 p.m. shall receive an additional 10 per cent pay differential for the number of hours or fractions thereof actually worked between 6 p.m. and 9 p.m. Excluded from the 10 per cent pay differential are sick leave, vacations, holidays and any other occasions when the employee does not actually work during the hours of 6 p.m. and 9 p.m.

E. Employees who attend meetings as authorized representatives of the Library shall be compensated at the rate of \$15 per meeting, except that professional conferences such as those of the New Jersey Library Association and the American Library Association



are not subject to such compensation, nor shall such compensation be applicable to employees in positions classified above Principal Librarian. For those eligible, compensation shall be paid only when attendance at meetings goes beyond the time of their normal working tour of duty.

ARTICLE VIII

DISTRIBUTION OF SALARY SCHEDULE

A copy of the official salary schedule shall be distributed to each Library department and agency and to each permanent employee.

ARTICLE IX

EQUITABLE CLASSIFICATION AND SALARY ASSIGNMENT

Employees who are assigned work of similar difficulty and responsibility, requiring similar skills and education, shall be classified in the same position title and salary scale in accordance with Civil Service Rules and Regulations. Salary increases within the assignment range shall be based on efficient and meritorious work performance as ascertained by the department head or other designated supervisor.

ARTICLE X

SALARY DIFFERENTIAL FOR PRINCIPAL LIBRARIAN  
IN CHARGE OF A BRANCH AND THE ORDER DEPARTMENT

In recognition of the special responsibilities involved in the administration of a Branch Library, employees in the Principal Librarian classification shall be assigned a salary scale which is a step higher at the minimum and the maximum than that of other

Principal Librarians, with the exception of the Principal Librarian in Charge of the Order Department, to which position shall also be assigned the one step differential.

ARTICLE XI

REDUCTION OF SALARY STEPS

The Library will endeavor in future salary revisions to reduce the number of steps in the scales assigned to the various classifications, so that eventually no scale will consist of more than seven steps, with the exception of certain classifications which present unusual difficulties.

ARTICLE XII

NEXT-STEP SALARY INCREMENT

A. All employees on recommendation of their department heads or supervisors shall receive in 1974 a one-step salary increase at the time of their anniversary date.

B. If an employee is denied an annual salary increment, he may request the matter be taken up as a grievance.

ARTICLE XIII

PROMOTION POLICY

A. To provide incentive for advancement within the job title as well as to higher job titles, the Library shall encourage employees to pursue formal courses of training or education and in-service training. For the former, flexibility in assignment of schedules in keeping with maintenance of high standards of library service shall be observed. For the latter, time spent in attendance of in-service training shall be considered part of the work schedule.

B. When a Civil Service promotion examination for a vacancy is scheduled, all staff members eligible for the examination will be notified by the Library by posting notice of the examination or personally.

ARTICLE XIV

SENIORITY PREFERMENT

When a question of seniority arises the Library will supply information, on request, to the Union Office.

When temporary coverage is required at a Library unit or agency such as a Branch Library, for evening or Saturday scheduling on an overtime basis, preference should be given to qualified employees within that unit before the Library seeks a substitute replacement elsewhere.

ARTICLE XV

REST PERIODS

Two rest periods shall be granted to full-time employees during a regular work-shift, a ten-minute rest period in the first half-day, followed by a fifteen-minute rest period in the concluding portion of the work day, or vice versa. Part-time employees are granted a ten-minute rest period each day. Such rest periods are not to be added to the meal period. Employees shall not leave the Library premises during these rest periods.

ARTICLE XVI

PAID HOLIDAYS

The paid holiday entitlement per year for employees, excepting temporary appointment in the job title, Junior Library Clerks, Part-time, include the following days:

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

ARTICLE XVII

VACATION ENTITLEMENT

A. Employees shall be entitled to earned vacation allotments on satisfactory completion of three months of service. As set forth in the Guide for New Personnel, for most clerical positions the minimum annual vacation allotment is twelve (12) days, with an increase to sixteen (16) days after five (5) years of service and to twenty (20) days after ten (10) years. For employees in professional classifications, the vacation allotment is 162 hours. Part-time employees receive a pro-rated allotment.

B. Vacation allotments shall be computed in units of hours to ensure uniformity in distribution of vacation benefits.

C. An employee who incurs an accident or illness of at least three (3) days' duration and submits a doctor's certificate attesting to the accident or illness while on vacation, may, on written request, have the time charged to his sick leave accrual. The request and doctor's certificate must be submitted within three (3) days of return from vacation.

D. Vacation allotment not fully used by the employee in one calendar year, may be held over to the next calendar year on recommendation of the department head and approval of the Director or Assistant Director. However, no unused vacation allotment may be carried beyond the next year.

E. Whenever feasible, and in keeping with the Library's responsibility to serve the public, an employee's first preference for vacation time will be granted. In the event two or more employees in the same work location request the same vacation period, the employee with the greater seniority in title will be allowed the option of the first choice in vacation time.

ARTICLE XVIII

RECOGNITION FOR LONG-TIME EMPLOYEES

Employees with aggregate service periods of fifteen, twenty, twenty-five, thirty, thirty-five and forty years shall be honored with a certificate or pin presented by the Director or his representative in an appropriate ceremony to be held at least once a year when there are employees entitled to such recognition.

ARTICLE XIX

PERSONAL BUSINESS LEAVE

All full-time employees shall be given three (3) work days off for personal reasons. Such personal days shall not be accumulated beyond the given calendar year.

Request for leave must be made in writing to the supervisor at least one week in advance.

Part-time employees shall be granted similar leave in amount proportionate to the number of hours in the normal weekly schedule.

ARTICLE XX

PAID RIDER J

The Library agrees that Rider J shall be included in the paid hospital and medical-surgical insurance plan provided for permanent employees if the City approves such an expansion of the plan for all City employees.

ARTICLE XXI

LEAVES OF ABSENCE

Permanent employees may apply for leaves of absence without pay in accordance with Civil Service Rules "to engage in a course of study such as will increase his usefulness on his return to the service or for any other reason considered good" by the employer and the Department of Civil Service. Such leaves shall not exceed

six months and may be extended with the approval of the Board of Library Trustees and the Department of Civil Service for another six months.

ARTICLE XXII

SICK LEAVE

Leaves for illness shall be granted in accordance with Civil Service Rules. Sick leave shall be with pay to the extent that there exists for the employee unused sick leave.

ARTICLE XXIII

SICK TIME ALLOWANCE

The permanent employee is entitled to fifteen days' sick time with pay per year. If sick time is not fully used up in any given calendar year, it shall be accrued to the sick leave credit for the employee.

ARTICLE XXIV

APPLICATION OF UNUSED SICK TIME TO TERMINAL LEAVE

The Library agrees that if the bill in the New Jersey Legislature is enacted providing for payment of unused sick leave at retirement, the Library Board will adopt this practice if the City of Newark approves.

ARTICLE XXV

MATERNITY LEAVE

A pregnant employee shall have the option of working through the seventh month of her pregnancy, provided the Library is satisfied that her physical condition permits.

Maternity leave shall be granted on request to a permanent employee, renewable according to Civil Service Rules and Regulations.

ARTICLE XXVI

FUNERAL LEAVE

Absence not to exceed five consecutive days is granted with pay in case of death in the immediate family. For purpose of definition, the immediate family includes: spouse, natural, foster or step-parent; child, brother or sister; father-in-law or mother-in-law; grandparents of both employee and spouse; or any relative residing in the employee's household.

The five-days' leave, for this purpose, is counted from the day on which the death had occurred.

Leave because of death of any other relative shall be granted on request and such leave may be charged to personal business, vacation, or sick leave, not to exceed three work days.

ARTICLE XXVII

GRIEVANCE PROCEDURE

The term grievance shall mean any dispute between the Library and the Union or between the Library and any employee or group of employees within the bargaining units concerning the meaning and application and the alleged violation of the expressed written provision of this collective negotiation agreement, or any inequitable application of the Library's rules, regulations, procedures and policies which have an adverse effect on an employee, group of employees or all employees within the bargaining units. The term grievance shall also include the discipline of an employee or group of employees.

Such grievances will be handled according to the following procedure:

Step 1

If the issue in dispute has not been satisfactorily resolved by the employee's consultation with his immediate supervisor, the grieving employee then, in cooperation with his Union Shop Steward or Union Representative, may refer his problem, in writing, to his first-line supervisor's superior officer. The response to the grievance should be forthcoming in writing within five (5) work days to the grieving employee.

Step 2

The grievance shall be deemed satisfactorily resolved under Step 1 unless within five (5) work days after the decision in Step 1 has been rendered, the aggrieved employee submits in writing an appeal to the Library Administration addressed to the Director. The Administration shall conduct a hearing within ten (10) days after the receipt of the appeal. At this hearing the aggrieved employee will appear with such representatives as the Union may designate. The Administration will render a written decision within fifteen (15) work days after the conclusion of the hearing.

Step 3

The grievance shall be deemed satisfactorily resolved under Step 2 unless within (5) work days after the decision in Step 2 has been rendered, the aggrieved employee submits in writing an appeal to the Library Board of Trustees through the Director. The Board or a Committee thereof shall conduct a hearing within fifteen (15) work days after the receipt of the appeal. At this hearing the aggrieved employee will appear with such representatives as the Union may designate. The Board will render a written decision within fifteen (15) work days after the conclusion of the hearing.



Step 4

If the grievance involves a presumed violation of the terms of this Agreement, the Union has the right to request grievance arbitration before a neutral third party arbitrator to be jointly selected by the Library and the Union. If the parties fail to agree, then an arbitrator will be selected according to the rules and regulations of PERC. The arbitrator's decision will be final and binding.

If the grievance involves a Civil Service question, under Title XI of the New Jersey State Statutes, the matter will be taken to the Department of Civil Service for decision.

The cost of fees and expenses for having a grievance arbitrated shall be shared equally by the Union and the Library. It is agreed that any arbitrator appointed pursuant to this Agreement may not in any way alter the provisions of this Agreement. Furthermore, the right to request arbitration shall be limited to the parties to this Agreement.

General Provisions

A grievance must be initiated within ten (10) work days after the event giving rise to the grievance. This and other time limitations stated in this Agreement are of the essence. Under special circumstances, however, the parties to this Agreement, by mutual consent, may extend the time limits.

Nothing herein shall be construed to deny any individual employee his rights under Civil Service laws or regulations.

At least three (3) work days' notice of any hearing shall be given to the employee or employees affected.

ARTICLE XXVIII

DISCIPLINARY PROCEDURE

In matters of discipline, the Library shall observe the following procedure with the employee involved:

1. Verbal warning.
2. Written warning.
3. Disciplinary action.

In all cases of suspension and dismissal, the Library shall notify the Union of such action in no more than five (5) days. Such action would be subject to the grievance procedure for all employees who have worked at least six months.

It is agreed that in circumstances involving grave misconduct where prompt disciplinary action is evidently warranted Steps 1 and 2 above may be omitted.

ARTICLE XXIX

TEMPORARY REASSIGNMENT

In any instance in which a work location is closed for lack of heat, water or other essential facilities, the Library may reassign the employees of the closed work location to other work locations.

ARTICLE XXX

HEALTH AND COMFORT

Cooling devices, such as electric fans, will be installed to the extent feasible at the various work locations in order to protect the employees' health and comfort.

ARTICLE XXXI

CALL-IN SERVICE

Full-time professional and clerical employees who are called back to work after the normal working day for emergency service, shall receive credit for having worked from the departure time from their residence until the time of their return arrival home. Such credited work time shall be considered and utilized by the employee as compensatory time off.

Maintenance (janitorial) employees shall be guaranteed at least three (3) hours' pay at their annual rate of pay pro-rated on hourly basis when called in.

ARTICLE XXXII

ALLOTMENT FOR WORK UNIFORMS

Permanent building maintenance workers, building service workers and clerk-drivers shall be given an initial allowance of up to sixty (\$60) dollars for purchase of appropriate work uniforms to wear while on duty. The allotment shall be renewed every three years. However, cleaning, repair and subsequent replacement of such clothing will be the personal responsibility of the employees.

It is agreed that the uniforms will be the same in color, material and design, these criteria to be mutually decided by both parties.

ARTICLE XXXIII

REIMBURSEMENT FOR USE OF PERSONAL CAR

Employees using their own motor vehicles on authorized Library business shall be reimbursed at the rate of 12 cents per mile, effective as of date this contract is signed.

ARTICLE XXXIV

NO STRIKE - NO LOCKOUT

The Union shall not instigate, call, engage in or advocate the direct sanction of a strike, work stoppage, mass absenteeism or other form of reprisal which will interfere with the provision of library service to the community, during the life of this Agreement.

The commission of such actions by the Union or its members shall be deemed a violation of this Agreement. In the event of violation, the Union and/or its officers, agents and members shall be subject to the penalties provided herein.

Penalties Against Employees

Any employee who has violated the no-strike prohibition may be subject to discharge, demotion, suspension or other appropriate disciplinary measures.

Penalties Against the Union

If the Union has violated the no-strike prohibition, the Union shall be liable to the Library for reasonable damages.

In addition to the aforesaid entitlement to damages, the Library, without prejudice thereto, may invoke any other legal relief in which by law or equity it is entitled.

No Lockout

During the term of this Agreement, the Library shall not engage in any lockout.

In the event of a lockout, the Library or its agencies shall be held liable to the Union for assessment of reasonable damages in the form of financial remuneration. Payment by the Library for damages shall make up the pay loss suffered by the employees during the lockout. For any expenses incurred by the Union due to this

action, the Library shall be held liable.

The terms in this Article shall not be arbitratable.

ARTICLE XXXV

EARLIER IMPLEMENTATION OF LONGEVITY BENEFITS

The Library agrees to change the longevity benefits scheduled in accordance with any modification made by the City Government in this regard.

ARTICLE XXXVI

RETENTION OF EXISTING BENEFITS

All existing benefits not affected by this Agreement shall continue in force for the employees of the Library, as detailed in the Guide for New Personnel.

ARTICLE XXXVII

UNION RIGHTS AND RESPONSIBILITIES

A. Bulletin Boards

The Library shall allow posting of Union notices at Main Library staff bulletin boards and Branch staff rooms. Copies of all such notices are also to be sent to the Library Administration.

B. Designation of Union Officers & Stewards

The Union shall provide the Library with written certification, listing names of its elective officers, Executive Committee Members, Grievance Committee Members and Stewards and any changes in such representation as such changes occur during the term of this Agreement.

C. Access to Library Administration

Union officers and representatives shall have access to the Library Administration to confer for the purpose of carrying out the terms of this Agreement. Appointments for such purpose shall be made in advance through the Director's Office.

D. Union Activity on Library Time

Union members shall refrain from Union work or Union activity on the Library's time other than that which is sanctioned by the terms of this Agreement.

E. Visitation

Representatives or members of the Union who are not employees of the Library shall be granted visitation rights to the Library for the purpose of consulting with an employee who has a grievance, investigating a grievance, and representing an employee at a grievance hearing as specified in the grievance procedure. Permission, granting such access, shall be requested in advance through the Library Administration Office.

F. Stewards

The Library acknowledges the right of the Union to select shop stewards.

The Union shall notify the Library of the work locations under the jurisdictional assignment of each shop steward.

Each shop steward will be permitted, if necessary, to spend up to two (2) hours per employee per year, for each employee in the unit under his jurisdiction, provided that the Chief Steward nor any shop steward shall spend more than a maximum of four (4) hours' working time in any one week in the investigation and presentation of grievances.

G. Time Spent on Union Business at Negotiations,  
Conferences & Hearings

Four (4) employees who are Union officers or their duly authorized representatives shall be permitted to take part in negotiations or conferences with the Library on Library time.

Similarly, these aforementioned Union spokesmen shall be given Library time to attend public budgetary hearings during which the Library Budget appears as an item on the agenda for discussion. Attendance at budget hearings on Library work time shall be limited to two (2) Union officers who are Library employees.

H. Leave for Attendance at Union Conventions

Employees who are officers of the Union or accredited Union delegates shall be entitled after reasonable notice to the Library, to leave privilege with pay to attend Union International Conventions, State Conventions of New Jersey Public Employees, Council #52 and District Council Conferences, or similar meetings.

Leave with pay shall be limited to one Union employee for Council #52 and District Council Conferences and no more than two (2) employees for the Union International and State Conventions.

I. Use of Library Meeting Room

The Union shall have the right to request use of the Library meeting rooms in conformance with the regulations governing the use of these rooms.

ARTICLE XXXVIII

DUES CHECKOFF

Payroll deductions of Union dues will be made by the Library on receipt of proper authorization in writing from individual members of the Union. The Library Comptroller shall transmit the

sums so deducted to the designated Union Office authorized to receive such funds.

Authorization of dues deduction may be revoked and deductions may be terminated by giving the Library and the Union written notice at least thirty (30) days before January 1 or July 1, at which times of the year dues deductions may be terminated.

The Union shall indemnify and save harmless the Library against any and all claims arising out of said check-off.

ARTICLE XXXIX

LIBRARY CARD FOR RETIRED EMPLOYEES

Employees retiring after ten years of service shall be entitled to receive a permanent library card.

ARTICLE XL

JURY DUTY PAY

Employees called to jury duty shall retain jury pay in addition to Library salary.

ARTICLE XLI

GENERAL SALARY INCREASE

All Library employees covered by this Agreement shall receive a salary increase in the amount of five and one-half percent ( $5\frac{1}{2}\%$ ) of base pay. Such increase shall be in addition to their normal annual increment, and is contingent upon approval of the Mayor and the City Council and the provision to the Library of the funds required for that increase.



DURATION OF AGREEMENT

The provisions in this Agreement shall take effect on January 1, 1974 and shall continue in full force and effect up to and including midnight of the thirty-first day of December, 1975 with the exception that with respect to salary revision, either party may request the entering into discussion on salary matters, such request to be made to the other party in writing not earlier than ninety days prior to the thirty-first day of December, 1974, not later than sixty days prior to the aforementioned date. If such notification is made by either party to this Contract, the parties agree to enter into discussion at a mutually satisfactory time.

FOR THE NEWARK PUBLIC LIBRARY

---

Augustine J. Kelly, President  
Board of Trustees

---

Joseph S. White, Secretary  
Board of Trustees

---

J. Bernard Schein,  
Director of Libraries

FOR THE NEWARK PUBLIC LIBRARY  
EMPLOYEES' UNION, LOCAL 2298,  
AFSCME, AFL-CIO

---

Charles Allan Baretzki, President

---

George Grauel, Vice-President

---

Theodore C. Christman, Jr.,  
Recording Secretary

---

(Mrs.) Mina Clark,  
Secretary-Treasurer

## APPENDIX (A)

UNIT 1: Those employees who exercise supervisory powers to the extent that they can effectively recommend hiring, discharge or discipline of employees:

Supervising Librarian, Art & Music  
Supervising Librarian, Business  
Supervising Librarian, Catalog  
Supervising Librarian, Branch & Extension  
Supervising Librarian, Children's & School Dept.  
Supervising Librarian, New Jersey Division  
Supervising Librarian, Reference (Assistant to Chief Librarian, Reference)  
Principal Librarian, Order Department  
Head, Receiving & Registration Services  
Supervisor of Book Stack Services  
Building Maintenance Worker Foreman  
Public Relations Representative

UNIT 2: Professional, Clerical, Custodial and Specialized Services, Classifications:

### Professional

Principal Librarian with the exception of Principal Librarian (Order Department)  
Senior Librarian (In charge of Children's Room)  
Senior Librarian  
Junior Librarian  
Library Interne (N.C.)  
Librarian Trainee

### Clerical and Office Positions

Supervising Library Assistant  
Senior Library Assistant (excepting one Senior Library Assistant assigned to Personnel Office)  
Junior Library Assistant  
Junior Library Clerk  
Principal Clerk  
Senior Clerk  
Senior Clerk-Bookkeeper  
Senior Clerk-Stenographer  
Clerk-Stenographer  
Account Clerk (Typing)  
Clerk-Typist

APPENDIX A (cont'd.)

Building Operators and Maintenance

Senior Building Maintenance Workers  
Building Maintenance Worker  
Building Service Worker  
Elevator Operator  
Senior Telephone Operator  
Telephone Operator  
Clerk-Driver

Specialized Services

Supervisor of Security  
Purchasing Agent  
Library Exhibit Artist  
Multigraph Machine Operator  
Book Repairer

Exclusions

Holders of job titles not listed above are specifically excluded from any bargaining unit. The following positions and titles, therefore, are excluded:

Director of Libraries  
Assistant Director  
Chief Librarian (Lending & Reference)  
Chief Librarian (Branch & Extension)  
Comptroller

Confidential secretarial positions assigned to the offices of the Director of Libraries, Assistant Director and Comptroller, as well as Administrative Secretaries, temporary. Included in this group are:

Two Principal Clerk-Stenographers, assigned to the Office, one Supervising Library Assistant and one Senior Library Assistant, assigned to the Administrative Office. One Senior Telephone Operator, assigned to the Director of Libraries' Office, One Principal Clerk-Bookkeeper and One Senior Account Clerk, assigned to the Accounting Office.

Also Excluded are Craft Union Employees compensated at prevailing wage rates; Bookbinders, Cabinet-Makers, Engineers, Painters and Printer.