

2-0001

AGREEMENT

Between

THE MONMOUTH COUNTY WELFARE BOARD

And

LOCAL 2284, AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, AFL-CIO

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PREAMBLE

This agreement entered into by the Monmouth County Welfare Board, hereinafter referred to as the "Employer" and Local 2284, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union", has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other conditions of employment.

RECOGNITION

The Employer recognizes the Union as the sole and exclusive representative of the employees in the following job classifications in the John L. Montgomery Medical Home and the Geraldine L. Thompson Medical Home for the purpose of establishing salaries, hours of work and other conditions of employment:

- Cook
- Senior Cook
- Senior Food Service Worker
- Food Service Worker
- Building Service Worker
- Hospital Attendant
- Senior Practical Nurse
- Practical Nurse
- Senior Hospital Attendant
- Building Maintenance Worker
- Maintenance Repairman
- Linen Room Attendant
- Environmental Therapy Aide

Unless the parties to this Agreement mutually agree to include other classifications in addition to those listed above, employees in the above classifications and no others shall have the right to be represented in this bargaining unit.

#### UNION SECURITY

The Employer agrees to deduct the Union monthly membership dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union and the aggregate deductions of all employees shall be remitted to the Treasurer of the Union together with a list of names of all employees for whom the deductions were made by the 10th day of the succeeding month after such deductions are made. This authorization shall be irrevocable during the term of this Agreement, or as may otherwise be provided in applicable statutes. The Union will notify the employer, in writing, at least 30 days in advance of any change in dues structure.

#### EMERGENCY OVERTIME

When the employer declares there is an emergency situation, such as a hurricane or some other Act of God, and calls an employee to perform such emergency work outside of his normal working hours, the employee will be compensated at time and one-half for such time that he worked. As a result of such an emergency, employees unable to report for duty shall be excused with pay.

#### CALL-IN-TIME

Any employee who is requested and returns to work during periods other than his regularly scheduled shift shall be paid time and one-half for such work and be guaranteed not less than three hours pay, regardless of the number of hours actually worked. If the employee's call-in-time work assignment and his regular shift overlaps, he shall be paid time and one-half for the first two hours of work. Thereafter, for the balance of his regular work shift he shall be paid at the appropriate rate.

#### OVERTIME

Time and one-half the employee's regular hourly rate of pay shall be paid for work under the following condition:

All work performed in excess of thirty-seven and one-half (37½) hours in any one week.

Overtime work will be distributed as equally as possible among employees within the same classification.

#### RATES OF PAY

The pay scales for all employees covered by this agreement shall be as set forth in Appendix A attached.

When an employee is promoted or reclassified from one class or title to another having a higher salary range, then his salary shall be adjusted to the next increment step in the higher range which he enjoyed in the range from which he was promoted.

During the term of this agreement the pay scales will not be reduced unless by mutual consent of both parties.

An employee who performs work in a higher paid classification will be paid the higher classification rate, when performing those duties. An employee can be worked in a higher classification, at no increase in pay, for a reasonable time. Reasonable time being fifteen (15) days.

An employee shall be paid the rate of pay for his own classification when performing work of a lower classification.

#### PAID LEAVES

Employees in the service of the Employer shall be entitled to the following sick leave of absence with pay:

- (a) One working day sick leave with pay for each month of service from the date of appointment up to and including December 31st next following such date of appointment, and fifteen days sick leave with pay for each calendar year thereafter. If any such employee requires none or a portion only of such allowable sick leave for any calendar year, the amount of such leave taken shall accumulate to his credit from year to year, and he shall be entitled to such accumulated sick leave with pay if and when needed.
- (b) If an employee is absent for three consecutive days (working days), for any of the reasons set forth in the above rule

the employer shall require acceptable evidence on the form prescribed. The nature of the illness and length of time the employee will be absent should be stated on the doctor's certificate and charged against sick time.

- (c) An employee who does not expect to report to work because of personal illness or for any of the reasons included in the definition of sick leave herein-above set forth shall notify his immediate superior, by telephone or personal message within one hour before the beginning time of the employee's shift.
- (d) Sick leave claimed by reason of quarantine or exposure to contagious disease may be approved on the certificate of the local department of health.

#### JURY DUTY

Employees shall be granted a leave of absence with pay anytime they are required to report for jury duty, or jury service.

Employees shall be paid the difference between any jury duty compensation they receive and their regular wages for each day of jury service.

Any compensation received by employee while receiving full pay from the county while on jury duty shall endorse check received for jury duty over to County Treasurer.

#### FAMILY DEATH

In case of death in the immediate family of an employee, time off with straight time pay will be allowed up to a maximum of three scheduled work days charged against annual sick leave.

"Members of the immediate family" means spouse, parents of employees or spouse, child, sister or brother.

#### UNPAID LEAVES

Leaves of absence for a limited period--shall be granted for any reasonable purpose, and such leaves shall be extended or renewed for any reasonable period. Reasonable purpose in each case shall be agreed upon by the Union and the Employer.

### UNION BUSINESS

Employees elected to any union office or selected by the Union to do work which takes them from their employment with the employer shall at the written request of the Union be granted a leave of absence without pay. The leave of absence shall not exceed two years, but it shall be renewed or extended for a similar period upon the request of the Union. The request for renewal or extension shall be requested by the Union every six months.

### MATERNITY

Women employees who are permanent and have completed their working test period may request that earned and accumulated sick leave be granted during the time prior to the expected date of confinement (date of delivery) and for one month after the actual date of confinement. This request must be accompanied by a doctor's certificate and is also dependent on approval by the departmental authorities. Additional time beyond the one month period after confinement may be granted provided the doctor's certificate sets forth the details of the condition requiring the additional leave.

### MILITARY SERVICE

Any employee who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or this State shall be granted a leave of absence during the period of such activity. Such duty is not to exceed three (3) weeks.

Any employee who enters into active service in the armed forces of the United States while in the service of the employer shall be granted a leave of absence for the period of military service.

Employees returning from authorized leaves of absence as set forth herein will be restored to their original classification at the then appropriate rate of pay, with no loss of seniority, or other employee rights, privileges of benefits.

### WORKMAN'S COMPENSATION

When an employee is injured while on duty, he will receive workman's compensation of two-thirds of his salary, plus one-third from the County for a period of eight (8) weeks with no loss of sick time.

Should the employee still be disabled after the eight (8) weeks and has accumulated sick leave, the County will continue to pay him the one-third and will charge time against sick leave based on one-third. i.e., Every three days paid by the County will be charged as only one sick day. Should the employee not have any accumulated sick leave at the end of eight (8) weeks, he will receive workman's compensation only.

#### PAY SCALES

The pay scales for all employees covered by this Agreement shall be as set forth in Appendix "A" attached.

During the term of this Agreement the pay scales will not change unless by mutual consent of both parties.

#### EDUCATIONAL

After completing one year of service, any employee, upon request, shall be granted a leave of absence for educational purposes. The period of the leave of absence shall not exceed one year, but it shall be extended or renewed at the request of the employee. One year leaves of absence (with any requested extension for educational purposes) shall not be provided more than once every three years. The purpose of educational leave is to improve or up-grade the employees skills or professional ability related to their County position.

Employees shall also be granted leaves of absence for educational purposes--not to exceed one month in any calendar year--to attend conferences, seminars, briefing sessions, or other functions of a similar nature that are intended to improve or upgrade the individual's skill or professional ability, relevant to their county positions.

Employees returning from authorized leaves of absence as set forth above will be restored to their original classification at the then appropriate rate of pay with no loss of seniority, or other employee rights, privileges, or benefits.

#### SENIORITY

Seniority is defined as an employee's total length of services with the Employer, beginning with his original date of hire.

In the event that two employees commence their employment on the same date, their respective seniority shall be determined alphabetically.

All employees shall be considered as probationary employees for the first thirty (30) calendar days of their employment. During the probationary period an employee shall be considered as having no seniority rights. Upon completion of such probationary period, seniority will be dated as of the date of the commencement of employment. During the probationary period an employee may be terminated at the sole discretion of the employer.

In all cases of promotions, demotions, layoff, recall, shift assignment, building assignment, vacation schedules and other situations where substantial employee advantages or disadvantages are concerned, employees with the greatest amount of seniority shall be given preference, provided the employee has the ability to perform the work involved.

The Employer agrees that where circumstances permit, day-to-day work assignments of employees will be made in such a manner as will provide senior employees with experience that will improve his ability to qualify for promotions in line with his seniority.

In the event of layoff, the Union Chapter Chairman, Chapter Secretary and the Shop Stewarts shall be the last to be laid off and the first to be recalled after layoff.

The Employer shall maintain an accurate, up-to-date seniority roster showing each employee's date of hire, classification and pay rate and shall furnish copies of the same to the Union upon request.

The Employer shall promptly advise the appropriate Union representative of any changes which necessitate amendments to the seniority list.

HOLIDAYS

The following days are recognized paid holidays:

New Year's Day	Easter Sunday
Lincoln's Birthday	Labor Day
Washington's Birthday	Columbus Day
Good Friday	Presidential Election
Memorial Day	Veteran's Day
Fourth of July	Thanksgiving Day
	Christmas Day

A. Employees who are scheduled to work on the holiday's listed above in this agreement are to be paid at a rate of time and one half, plus regular days wages. In order to be eligible for holiday pay, an employee must be on the active payroll of the Welfare Board and must have worked his full regular scheduled workday before and after their holiday, unless excused.

B. Any other holiday granted to other County employees by resolution of Board of Freeholders, The Governor of New Jersey or the President of the United States shall also be granted.



GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the parties including the application, meaning or interpretation of the Agreement, shall be settled in the following manner:

STEP 1 The Union Steward, with or without the employee, shall take up the grievance or dispute with the employee's immediate supervisor within 10 days of its occurrence, if at that time, the steward is unaware of the grievance, he shall take it up within 10 days of his knowledge of its occurrence. The supervisor shall then attempt to adjust the matter and shall respond to the steward within 3 working days.

STEP 2 If the grievance has not been settled (it shall be presented in writing by the Union steward for the Union grievance committee member) to the administrator within 7 days after the supervisor's response is due. The Administrator shall respond to the Union steward or grievance committee within 3 working days.

STEP 3 If the grievance still remains unadjusted, it shall be presented by the Union steward, Union representative or grievance committee to the department of divisions director in writing within five working days.

STEP 4 If the grievance is still unsettled, the Union may within 15 days, after the reply of the director is due, by written notice to the director require arbitration.

The arbitration proceedings shall be conducted by an arbitrator to be selected by the Employer, and the Union within 7 days after notice has been given. If the parties fail to agree upon an arbitrator the state mediation service shall be requested by either or both parties to provide a panel of five arbitrators. Both the employer and the Union shall have the right to strike two names from the panel. The Employer shall strike the first name; the Union shall then strike one name, etc., and the name remaining shall be the arbitrator.

The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue his decision within 30 days after the conclusion of testimony and argument.

Expenses for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings it may cause such a record to be made, providing it pays for

the record and makes copies available without charge to the other party and the arbitrator.

The Union will notify the Employer in writing of the names of its employees who are designated by the Union to represent employees under the grievance procedure. Employees so designated by the Union will be permitted to confer with other Union representatives, employees and with Employer representatives regarding matters of employee representation during working hours without loss of pay.

Representatives of the Union who are not employees of the Employer, will be permitted to visit the Medical Home during their working hours, for the purpose of discussing Union representation matters. Such representatives shall also be recognized by the Employer as an authorized spokesman for the Union in meetings between the parties regarding employee representation matters. Such representatives shall give 24 hours notice.

#### EQUAL TREATMENT

The Employer and Union agrees that there shall be no discrimination, favoritism for reasons of sex, age, nationality, race, religion, marital status, political affiliation, union membership or union activities.

#### WORK RULES

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

Employees will be allowed a fifteen minute (15) break period daily prior to their normal lunch schedule.

If an employee is requested to work a double shift, a 15 minute break is allowed prior to start of shift.

#### VACATIONS

- (a) One working day for each month worked during the first calendar year of employment.
- (b) Twelve working days per year after the first calendar year, up to an including ten years of service.

- (c) Fifteen working days per year for each calendar year of service beyond ten and up to and including twenty years.
- (d) After twenty years of employment, twenty working days per year.

Part-time employees receive vacation leave on a pro-rate basis; e.g., employees on half-time service, after the first calendar year, receive six working days vacation per calendar year, etc. "Part-time employees" are defined for purposes of these benefits as employees who work less than the regularly scheduled work week, but 20 or more hours in the week.

All vacation monies to be paid to employees on last week prior to vacation.

#### INSURANCE

Present insurance plan to be continued for duration of Agreement unless amended or changed by mutual consent of parties.

Present disability plan to be continued for duration of this Agreement unless amended or changed by mutual consent of parties.

#### STRIKES AND LOCKOUTS

In addition to any other restriction under the law, the Union will not cause a strike or work stoppage of any kind, nor will any employee take part in a strike, intentionally slow down in the rate of work, or in any manner cause interference with or stoppage of the Employer's work, provided the Employer follows the Grievance Procedure for which provision is made herein and the and the Employer shall not cause any lockout.

If either of the parties or if any person violates this section then such parties or person shall be responsible for any damages resulting as a matter of consequence of such action and such damages may be recovered by appropriate action instituted in the County Court of Monmouth County or the Superior Court Law Division, Monmouth County.

#### SAFETY AND HEALTH

The employer shall at all times maintain safe and healthful working conditions, and will provide employees with any wearing

## WORK SCHEDULES

Where the nature of the work involved requires continuous operations on a twenty-four hour per day, seven days per week basis, employees so assigned will have their schedules arranged in a manner which will assure, on a rotation basis, that all employees will have an equal share of Saturdays and Sundays off, distributed evenly throughout the year.

Where more than one work shift per day within a given classification is in effect, employees within such classification will be given preference of shifts in accordance with their seniority. Such preferences will be exercised only when vacancies occur or when for other reasons changes in the number of employees per shift are being made. In no instance however, will a senior employee be required to wait longer than one year in order to exercise his preference of shift over a less-senior employee.

apparel, tools or devices reasonably necessary in order to insure their safety and health.

The Employer and the Union shall designate a safety committee member. It shall be a joint responsibility to investigate and correct unsafe and unhealthful conditions. They shall meet periodically as necessary to review conditions in general and to make recommendations to either or both parties when appropriate. The safety committee representing the Union shall be permitted a reasonable opportunity to visit work locations throughout the Employer's facilities, where employees covered by this Agreement perform their duties, for the purpose of investigating safety and health conditions, during working hours with no loss in pay, for periods not to exceed one (1) hour per day, unless additional time is authorized by the Superintendent, or the Employer.

#### GENERAL PROVISIONS

Bulletin Boards The Employer will make available one enclosed bulletin board for the posting of official Union notices at each of the following locations, and the Union will limit the posting of Union notices to such bulletin boards.

John L. Montgomery Medical Home--In the basement entry, where the majority of employees report for duty.

Geraldine L. Thompson Hospital--On first floor, in the dining room.

Should any portion of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific portion of the Agreement affected by such decisions, whereupon the parties agree immediately to negotiate a substitute for the invalidated portion thereof.

It is agreed that representative of the Employer and representative of the Union meet from time to time upon request of either party to discuss matters of general interest or concern, matters which are not necessarily a grievance as such.

#### CLASSIFICATION AND JOB DESCRIPTIONS

The Classification and job descriptions, for employees covered by this Agreement, are attached hereto as Appendix "A" and by reference are made a part of this Agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE HERETO SET THEIR HANDS  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.

FOR THE UNION:

Miss Linda  
Nellie Shields  
\_\_\_\_\_

FOR THE EMPLOYER:

James T. ...  
\_\_\_\_\_  
\_\_\_\_\_

Frederick H. Brown

NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires May 19, 1975

## A P P E N D I X A

### 1. SALARY INCREASES:

All employees of the John L. Montgomery and Geraldine L. Thompson Medical Home in the bargaining unit of the job classification attached to this appendix are to receive a salary increase of \$300.00 for the year 1972.

### 2. UNIFORM ALLOWANCE:

A uniform allowance for full time, active employees shall be provided for in the current year in the amount of \$50.00. Said uniform allowance shall be payable in the amount of \$25.00 in the month of June and \$25.00 in the month of December. An employee shall have served on full time active duty for a period of 6 months to become eligible for said uniform allowance payment. The Administrator of the institution shall certify in writing to the Department of Finance, County of Monmouth, the names of those employees eligible to receive the uniform allowance of \$25.00 in the months of June and December.

A uniform allowance for all part-time employees on a pro-rata basis.

SENIOR COOK

DEFINITION: Under direction, performs the more responsible work involved in the preparation, cooking and serving of food in large quantities and takes the lead over assigned food service personnel; does related work as required.

EXAMPLES OF WORK: Prepares and cooks food in large quantities; assists in planning and constructing menus; takes the lead over assigned food service personnel; when so directed, requisitions supplies, equipment and utensils required in the kitchen; prepares soups, meats, vegetables, salads and other foods; in addition to cooking, bakes bread and/or pastries; keeps necessary records.

REQUIREMENTS:

1. Ability to read, write and understand English sufficiently to perform the duties of this position.
2. Two years of experience as a cook involving the preparation of a variety of food in large quantities.
3. Considerable knowledge of the problems involved in cooking work and of the materials, methods and equipment used in preparing food in large quantities.
4. Ability to organize assigned work and develop effective work methods and to take the lead over assigned food service personnel.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

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COOK

DEFINITION: Under direction, prepares and cooks food in large quantities; does related work as required.

EXAMPLES OF WORK: Prepares and cooks food in large quantities; prepares soups, meats, vegetables, salads and other foods; in addition to cooking, bakes bread and/or pastries; checks or assists in checking food supplies, kitchen laundry and cleanliness of kitchen and food service equipment; keeps necessary records.

REQUIREMENTS:

1. Ability to read and write English.
2. One year of experience as a cook involving the preparation of a variety of food in large quantities.
3. Some knowledge of the problems involved in cooking work and of the materials, methods and equipment used in preparing food in large quantities.
4. Ability to organize assigned work and develop effective work methods.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

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SENIOR FOOD SERVICE WORKER

DEFINITION: Under direction, assumes a specified responsibility for the operation of a minor and non-professional phase of preparing and serving food; does related work as required.

EXAMPLES OF WORK: Assists in preparing and cooking food; assists in cutting meat and in baking; assumes direct responsibility for maintaining cleanliness of a kitchen, adjacent iceboxes, pantries, and included equipment; assumes direct responsibility for the proper service at a steam table or for all the service within a specific dining room; assists in the washing of dishes; receives, checks, weighs, measures, issues, and maintains records and inventories of food supplies and equipment.

REQUIREMENTS:

1. Ability to read and write English.
2. One year of experience in general kitchen and dining room work.
3. Considerable knowledge of the methods of cleaning and preparing fruits and vegetables for cooking; and of the methods, practices, equipment, and materials used in maintaining clean and sanitary conditions within food preparation, serving, and storing facilities.
4. Ability to assist in the preparation and cooking of food; to assume direct responsibility for the complete preparation and cooking of soups, vegetables, salads, and beverages; to cut meat; to maintain a clean and orderly kitchen, icebox, pantry, and equipment; to assume the proper service at a steam table or for all service within a specified dining room; to assist in the washing of dishes; to supervise and provide suitable assignments and instructions to groups and individuals, and to receive, check, weigh, measure, issue, and maintain records and inventories of food supplies and equipment.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

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## FOOD SERVICE WORKER

**DEFINITION:** Under direction, performs varied routine work involved in preparing and serving food and/or in cleaning food service facilities and equipment; does related work as required.

**EXAMPLES OF WORK:** Prepares fruits and vegetables for cooking; serves meals; waits on tables; delivers food to dining rooms; assists in receiving and storing food supplies, foods and food service equipment; assists in preparing salads, desserts and beverages; prepares and delivers trays; washes, scrubs, polishes and cleans floors, walls, stoves, pots, pans, dishes, silverware and other food service facilities and equipment; cleans kitchen area and kitchen utensils and equipment; assists the cook by cutting, washing or otherwise preparing food items for cooking; serves food at counter, at tables or from a hot food truck or on trays; prepares food items such as coffee, toast, eggs and juices; arranges dishes, cutlery, napkins, and condiments on dining tables or on trays; gathers used dishes, cutlery and trays for washing, washes dining tables, washes and sterilizes dishes, cutlery and trays; procures items for cooks from the butcher shop, milk shed or storeroom; gathers and bags used aprons, napkins and table cloths and sends them to the laundry; washes kitchen and dining room floors and walls, washes and sterilizes cooking utensils and washes hot food trucks; carries garbage pails to disposal area and returns sterilized garbage pails to the kitchen.

### REQUIREMENTS:

1. Formal or other education and training showing attainment of the level represented by completion of the eighth grade.
2. Some knowledge of the problems, procedures, and methods of preparing and cleaning fruits and vegetables for cooking and of cleaning kitchen utensils and equipment.
3. Ability to understand, remember and carry out oral and written directions, and to learn quickly from oral and written directions and from demonstrations.
4. Good health and freedom from disabling physical and mental defects.

## BUILDING SERVICE WORKER

DEFINITION: Under direction, performs varied simple and routine tasks involved in the cleaning of buildings; does related work as required.

EXAMPLES OF WORK: Either working alone or as one of a group, washes and cleans windows and floors, polishes floors, dusts desks, tables, chairs, and other furniture; cleans business offices, cafeterias, living quarters, classrooms, halls, gymnasiums, auditoriums, hospital wards, lavatories and other buildings; empties ash trays and waste baskets; makes beds; sweeps and vacuums rugs; sees that clean towels, tissue and soap are available in bathrooms and restrooms; keeps simple records.

### REQUIREMENTS:

1. Ability to read and write English.
2. Some knowledge of the problems, procedures, methods, equipment, and supplies used in cleaning and washing windows and floors, in waxing and polishing floors, and in dusting desks, chairs, and other furniture.
3. Ability to understand, remember, and carry out oral and written directions, and to learn quickly from oral and written directions and from demonstrations.
4. Good health and freedom from disabling physical and mental defects.

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## HOSPITAL ATTENDANT

DEFINITION: Under direction, performs non-professional nursing work involved in tending patients of a hospital; does related work as required.

EXAMPLES OF WORK: Checks census and counts patients in assigned unit or units; gives proper and necessary custodial care to patients; prepares patients for meals; bathes patients, giving special attention to care of nails and soaps and checking bodies constantly for vermin, bruises, rashes and other injuries or deformities; grooms patients going to activities or receiving visitors or being transferred or discharged or visiting home; in addition to tending patients, maintains good housekeeping in assigned unit or units; assists in changing patients' surgical dressings; escorts patients to dining, treatment or recreation rooms; serves food to bed-ridden patients; assists patients in changing their clothing and in maintaining personal hygiene; assists in quieting disturbed patients; prepares bodies for the hospital morgue; may assist in the preparation and distribution of beverages to the various wards; may assist in the storing and distribution of supplies and in the cleaning of storerooms; may assist in the marking of patients' clothing; may be assigned to other hospital divisions for comparatively short periods for training purposes or to become acquainted with the various functions of the hospital; keeps needed records.

### REQUIREMENTS:

1. Formal or other education and training showing attainment of the level represented by completion of the eighth grade.
2. Some knowledge of the problems involved in performing non-professional nursing work involved in tending patients of a hospital.
3. Ability to be sympathetic but firm with patients.
4. Good health and freedom from disabling physical and mental defects.

## SENIOR PRACTICAL NURSE

DEFINITION: Under direction of a physician and/or professional nurse, supervises and works with assigned employees engaged in the non-professional or sub-professional nursing work involved in tending patients in a unit or units of a hospital and performs sub-professional nursing tasks required in the care of patients in carrying out of medical orders, requiring an understanding of elementary nursing but not requiring professional nursing service; does related work as required.

EXAMPLES OF WORK: Relieves previous shift employees, takes report, checks sharps and special keys; checks census and counts patients personally or delegates this duty to an assigned employee; gives proper and necessary non-professional or sub-professional nursing care to patients or delegates these duties to assigned employee or employees; accompanies doctors on their rounds and receives instructions as to the special custodial care of various patients; supervises and works with assigned employees engaged in preparing patients for meals and in the bathing of patients, giving special attention to care of nails and scalps and checking bodies constantly for vermin, bruises, rashes and other injuries or deformities; is responsible for the care of and record on patients; private and hospital clothing; is responsible for patients' valuables; assists in planning projects and activities for patients in the wards according to their interest and capabilities such as card games, checkers, chess, cribbage, sewing, knitting, scrap-books, group reading, dancing, marching, group singing, group discussion (remotivation), outside gardening, ward work projects and caring for other patients; encourages proper personal appearance among patients, tries to stimulate their interests in themselves, in others and in hospital environment and activities as a means of helping themselves; prepares required reports; promotes, establishes and maintains good interpersonal relations with employees on all levels and with other hospital divisions and constantly promotes intershift understanding and cooperation; is responsible for the appropriate grooming of patients going to activities or receiving visitors or being transferred or discharged or visiting home; is responsible for checking patients' personal belongings on return from pass with particular attention given to valuables, drugs and sharps; checks assigned employees on duty daily, makes necessary substitution for illness and absenteeism; makes work schedules on assignments periodically and posts; gives suitable assignments and instructions to assigned employees; is responsible for concerned equipment and supplies and keeps inventories on such items; is responsible for housekeeping of assigned area; maintains needed records and files.

### REQUIREMENTS:

1. Formal or other education and training showing attainment of the level represented by graduation of high school, supplemented by training in practical nursing routines. *From*
2. One year of experience in performing sub-professional nursing tasks required in the care of patients.
3. Licensed as a Practical Nurse in the State of New Jersey.

## PRACTICAL NURSE

DEFINITION: Under direction, performs sub-professional nursing tasks required in the care of patients in carrying out of medical orders, requiring an understanding of elementary nursing but not requiring professional nursing service; does related work as required.

EXAMPLES OF WORK: Performs such duties as are required in the care of patients in carrying out of medical orders, requiring an understanding of elementary nursing but not requiring any professional service involving the application of principles of nursing based on biological, physical and social sciences; takes oral temperature, takes rectal temperature, takes axillary temperature, observes character of and counts pulse, observes character of and counts respiration, observes character of and measures urine, observes character of feces, observes character of and measures vomitus, observes character of and measure sputum, assembles charts; collects specimen of urine, sputum, feces and/or vomitus; tests urine for albumin and/or sugar; gives oral medications under direct professional nurse supervision; applies and removes bandages, binders and adhesive tape; checks census and counts patients in assigned unit or units; gives proper and necessary custodial care to patients; bathes patients; prepares patients for meals; assists patients in maintaining personal hygiene; assists in quieting disturbed patients; keeps necessary records.

### REQUIREMENTS:

1. Formal or other education and training showing attainment of the level represented by graduation from high school, supplemented by training in practical nursing routines.
2. Licensed as a Practical Nurse in the State of New Jersey.
3. Considerable knowledge of practical nursing routines.
4. Ability to assist in providing for the emotional and physical comfort and safety of patients, to observe, record and report to the appropriate persons symptoms, reactions and changes of patients, to assist with the rehabilitation of patients, and to keep suitable records.
5. Good health and freedom from disabling physical and mental defects.

## SENIOR HOSPITAL ATTENDANT

**DEFINITION:** Under direction, performs the more responsible and varied non-professional nursing work involved in tending patients of a hospital and takes the lead over at least one Hospital Attendant; does related work as required.

**EXAMPLES OF WORK:** Performs the more responsible work involved in checking census and counting patients and takes the lead over at least one Hospital Attendant; performs the more responsible work involved in the bathing of patients, especially those patients suffering from diseases which may easily become aggravated, and takes the lead over at least one Hospital Attendant; performs the more responsible work involved in the grooming of patients going to activities or receiving visitors or being transferred or discharged or visiting home and takes the lead over at least one Hospital Attendant; performs the more responsible work involved in quieting patients and takes the lead over at least one Hospital Attendant; serves in the absence of a supervising attendant for comparatively short periods; keeps needed records.

### REQUIREMENTS:

1. Formal or other education and training showing attainment of the level represented by the completion of the eighth grade.
2. One year of experience in performing non-professional nursing work involved in tending patients of a hospital.
3. Considerable knowledge of the problems involved in performing non-professional nursing work involved in tending patients of a hospital.
4. Ability to comprehend established hospital practices relating to the concerned work.
5. Good health and freedom from disabling physical and mental defects.



## BUILDING MAINTENANCE WORKER

DEFINITION: Under direction, performs varied simple and routine tasks involved in the cleaning and maintenance of buildings and grounds; does related work as required.

EXAMPLES OF WORK: Either working alone or as one of a group, washes and cleans windows and floors, polishes floors, dusts desks, tables, chairs, and other furniture; cleans business offices, cafeterias, living quarters, classrooms, halls, gymnasiums, auditoriums, hospital wards, lavatories and other buildings; burns trash in incinerators; polishes metal fixtures and trimmings; may tend low pressure boilers used to produce hot water and heat; tidies working areas by arranging equipment, materials, and articles in an orderly manner; deposits sweeping in trash cans; replaces burned out light bulbs and services water coolers; in addition to cleaning and maintaining buildings, mows lawns, trims hedges, rakes and burns leaves and refuse, trims driveway and sidewalk edges using spades and hoes; in winter, shovels snow from driveways and sidewalks, and spreads sand, salt, or ashes on icy surfaces to prevent slipping; assists carpenters, electricians, painters, plumbers and steamfitters by carrying tools and materials, by placing and removing ladders, and by cleaning up after work has been done; keeps simple records.

### REQUIREMENTS:

1. Ability to read and write English.
2. Some knowledge of the problems, procedures, methods, tools, equipment, and supplies used in cleaning and washing windows and floors, in waxing and polishing floors, in dusting desks, chairs, and other furniture, and of making minor repairs to heating, electrical and other systems of varied types.
3. Ability to understand, remember, and carry out oral and written directions, and to learn quickly from oral and written directions and from demonstrations.
4. Good health and freedom from disabling physical and mental defects.

4. Thorough knowledge of practical nursing routines.

5. Ability to organize assigned work and develop effective work methods, to give suitable assignments and instructions to assigned employees, to prepare required reports, and to maintain needed records and files.

6. Good health and freedom from disabling physical and mental defects.

## MAINTENANCE REPAIRMAN

DEFINITION: Under direction, performs a variety of routine maintenance and repair tasks involved in blacksmithing and/or carpentry and/or electrical and/or equipment painting and/or masonry and/or painting and/or pipe covering and/or plastering and/or road and bridge structural and/or sheet metal and/or steamfitting and/or thermostat and/or welding and/or window cleaning and/or other types of maintenance work; does related work as required.

DISTINGUISHING CHARACTERISTICS: Work performed approaches but is usually below the level of that performed by a journeyman in the trade in that it is usually not as exacting, does not cover as wide a variety of maintenance and installation work, and does not cover as wide a degree of skill. Assignments are ordinarily received orally or in writing and may be accompanied by sketches or blueprints. The employee may devise his own methods for accomplishing assigned tasks and may work independently but the work is subject to inspection. These employees may operate a variety of automotive and special service equipment in connection with their work.

### EXAMPLES OF WORK:

MAINTENANCE REPAIRMAN ( BLACKSMITH ) : Cuts, bends, hardens, tempers, and does light forging of paint scrapers, beam clamps, eye bolts, hooks, and other types of metal used in maintenance repair, and construction work; does varied types of electric and acetylene welding.

MAINTENANCE REPAIRMAN ( CARPENTER ) : Does the work involved in the repair, maintenance, and construction of wooden structures, uses planes, joiners, band and other saws, shapers and other common carpentry tools and machinery.

MAINTENANCE REPAIRMAN ( ELECTRICIAN ) : Does the work involved in the installation, inspection, repair, and maintenance of wiring, motors, generators, pumps, and other types of electrical equipment, appliances, fixtures, machinery and circuits; oils, greases, and maintains in good working order electrical fixtures, appliances and machinery; replaces needed parts.

MAINTENANCE REPAIRMAN ( EQUIPMENT PAINTER ) : Does the work involved in the spray painting of varied types of motor vehicles and equipment; prepares motor vehicles and equipment for spray painting by cleaning and sanding their surfaces; washes windows and accessories of motor vehicles and equipment before spray painting; maintains the spray painting area by keeping it clean and orderly.

MAINTENANCE REPAIRMAN ( MASON ) : Does the work involved in the maintenance of walls, brick work, cement, and concrete floors, sidewalks, steps and foundations; uses trowels, concrete mixers and other common masonry tools and machinery.

Maintenance Repairman (cont'd)

MAINTENANCE REPAIRMAN ( PAINTER ): Does the work involved in the painting of wood, metal, brick and cement walls, floors, and ceilings of the interior and exterior of buildings; paints furniture, pipes, radiators and iron fixtures; mixes paints to the proper consistency, matches colors, and adds coloring.

MAINTENANCE REPAIRMAN ( PIPE COVERER ): Installs asbestos covering on furnaces, boilers and pipes; may paint pipes.

MAINTENANCE REPAIRMAN ( PLASTERER ): Plasters walls and ceilings.

MAINTENANCE REPAIRMAN ( ROADS & BRIDGES ): Does the work involved in the maintenance and repair of bridges as well as the construction and repair of storm drains, catch basins and manholes; lays concrete pipe; builds catch basins and manholes in proper location; mixes cement and pours footings; constructs curb ends; replaces or repairs guard rails; renews bridge timbers; paints bridges.

MAINTENANCE REPAIRMAN ( PLUMBER ): Does the work involved in the maintenance of plumbing systems; removes stoppage from waste pipes, water closets, and drains; cuts, fits, and treads pipe.

MAINTENANCE REPAIRMAN ( SHEET METAL ): Cuts, bends, solders, welds, brazes, wipes, rivets, or burns as required, sheet metal parts and fittings for the installation or repair of roofs, gutters, down spouts, ventilators, flashings, and other sheet metal structures.

MAINTENANCE REPAIRMAN ( STEAMFITTER ): Does the work involved in the maintenance of steam systems, and may make some boiler and heating repairs; cuts, fits, and threads pipe.

MAINTENANCE REPAIRMAN ( THERMOSTATS ): Does the work involved in the installation, repair and adjustment of thermostatic controls.

MAINTENANCE REPAIRMAN ( WELDER ): Does electrical and acetylene welding and cutting to equipment made of cast iron, aluminum, brass, silver, solder and other materials.

MAINTENANCE REPAIRMAN ( WINDOW WASHER ): Does the work involved in the cleaning of windows.

REQUIREMENTS:

1. Formal or other education and training showing attainment of the level represented by completion of the eighth grade.
2. Some knowledge of the standard tools, materials, methods, and practices and of the occupational hazards and safety precautions of the specialty or specialties indicated in the appropriate class title.
3. Ability to understand, remember, and carry out oral and written directions, to learn quickly from oral and written explanations and from demonstrations, to take needed safety precautions in performing the work, and to take care of tools, equipment, materials and supplies.
4. Good health and freedom from disabling physical and mental defects.

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ENVIRONMENTAL THERAPY AIDE

DEFINITION: Under direction, in a general therapy program, performs subprofessional work in the areas of occupational therapy, music therapy, recreation therapy, personal hygiene and grooming, and domestic arts; does related work as required.

EXAMPLES OF WORK: Assists in conducting classes in needlework, artwork, metalwork, basket-weaving, leatherwork and other arts and crafts; prepares and lays out materials to be used and sees that necessary precautions and safeguards are taken; assists in instructing patients in the principles of personal hygiene and good grooming; teaches patients the rudiments of good housekeeping; conducts cooking classes; organizes and oversees social activities for the patients; teaches patients to dance; organizes, instructs and supervises singing and other musical activities; organizes, instructs and supervises sports activities; conducts physical fitness classes; reports on attendance, work output, and patient's attitude and progress; is responsible for the cleanliness and good order of the unit; maintains equipment in proper operating condition; keeps necessary records.

REQUIREMENTS:

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate, or any equivalency in education and experience.
2. One year of experience in work involved in the custody or care of patients or one year of experience in occupational therapy and/or music therapy and/or recreation therapy and/or home economics work.
3. Some knowledge of the problems encountered in working in a therapy unit with persons who are mentally or physically ill; of institutional routines and programs; and of the equipment, materials, and procedures used in a general therapy program.
4. Ability to learn quickly from oral and written instructions and from demonstrations; to give simple instructions and routine assistance to patients under professional supervision and to lay out and prepare equipment and supplies; to establish and maintain a cooperative relationship with supervisory officers, professional therapists, working assistants, and patients; to observe the rules and regulations of the institution and to act to insure the safety, custody, and well-being of patients; ability to prepare records of patients' progress, materials used, and other reports; and to maintain established records and files.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

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LINEN ROOM ATTENDANT

DEFINITION: Under direction, performs routine tasks involved in the collection, inspection and delivery of linens; does related work as required.

EXAMPLES OF WORK: Stores, inventories, receives, segregates, counts, repairs and records all soiled linens received from various departments, and places linen in hampers or baskets for transmittal to laundry; receives, inspects for tears, counts, and records laundered items before storing on shelves or including in linen requisitions; returns improperly laundered articles; stamps linens with identifying laundry marks; fills requisitions by counting and recording linen requested and places orders in hampers; inventories linens periodically and requests replacement.

REQUIREMENTS:

1. Ability to read and write English.
2. Some knowledge of the use and application of modern laundry and linen room equipment.
3. Ability to organize assigned work and develop effective work methods; to work harmoniously with associates; to understand, remember, and carry out oral and written directions; to learn quickly from observations, oral and written explanations, and from demonstrations; to count, sort, and check accurately and rapidly; to use modern laundry equipment, and to keep simple records.
4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.