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1/1/77 - 12/31/78

AGREEMENT

BETWEEN

THE SALEM COUNTY WELFARE BOARD

AND

SALEM COUNTY COUNCIL #21

OF

THE NEW JERSEY CIVIL SERVICE ASSOCIATION

1977 - 1978

PREAMBLE

This Agreement entered into by the Salem County Welfare Board, hereinafter referred to as the "Employer", and Salem County Council #21, New Jersey Civil Service Association, hereinafter referred to as "Representative", has as its purpose the promotion of harmonious relations between the employer and the representative; the establishment of an equitable and amicable procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment.

The use of the word "he" throughout this contract applies to both male and female employees and is being used as a matter of convenience.

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1978

RODGERS UNIVERSITY

## ARTICLE I RECOGNITION

The employer recognizes the representative as the sole bargaining agent for the purposes of establishing salaries, wages, hours, and other conditions of employment for all of its employees in the classifications listed under Annex A, attached hereto, and by reference made a part of the Agreement, and for such additional classifications as the parties may later agree to include. The recognition, however, shall not be interpreted as having the effect of, or in any way abrogating the rights of employees as established under Ruling 11.

## ARTICLE II WORK RULES

The employer, through the various department heads, shall establish reasonable and necessary rules of work and conduct for employees. Such rules shall be equitably applied and enforced. No general rules or office policy will be changed unless the proposed changes have been posted ten (10) days prior to the date of the proposed changes and written copy of the proposed changes shall be given to the designated representative.

## ARTICLE III HOURS OF WORK

A. The standard number of work hours per week for all classified Civil Service positions will be set forth in the Annex.

B. The regular starting time of work shifts will not be changed without reasonable notice to the affected employees and not without having discussed such changes and the need for such with their representative.

#### ARTICLE IV NON DISCRIMINATION

The parties agree that there shall be no discrimination or favoritism for reasons of sex, age, sexual preference, nationality, race, religion, marital status, political status or affiliation and representative membership or activities.

#### ARTICLE V ACCESS TO PERSONNEL FILES

The personnel files and salary of individual employees shall be kept in confidence and not revealed to other employees except upon the direct approval of the individual employee. Such information shall be revealed only to genuinely authorized persons. However, each employee shall have the right to inspect his own personnel file upon request and at a mutually convenient time.

ARTICLE VI SALARIES AND WAGES

A. Salary Ranges.

Salary ranges shall be established and applied to all authorized classified positions. The salary ranges authorized under this agreement shall be interpreted as exclusive of any longevity pay and any prior authorized salary differentials.

All County Welfare Board employees will be placed on the ranges for comparable titles as set by Ruling 11 effective July 1976 as further set forth in Appendix A, attached hereto and made a part hereof. ~~step within the State range as listed in Appendix A, attached hereto effective January 1, 1977.~~

*[Handwritten signatures and initials]*

Effective January 1, 1977, employees in the below-listed titles will receive a two (2) salary range increase as follows:

	Salary Range		<del>Salary Ranges</del>
	From	To	
Income Maintenance Technician	11	13	<del>8,481.11, 8,816.11</del>
Income Maintenance Specialist	16	18	<del>10,329.11, 10,664.11</del>
Social Worker	16	18	<del>10,329.11, 10,664.11</del>

*[Handwritten signatures and initials]*

Effective January 1, 1977, employees who receive a two (2) salary range increase shall have their salary adjusted so that it provides an increase in pay of one increment of the present salary range plus the amount (if necessary) to adjust and equalize the employee's salary to the proper step of the new range.

Note: Under this procedure, which is commonly referred to as the "zigzag" method, the employee who was in step #4 of his present salary range would go to step #3 of the higher present salary range, then step to step of the new salary range as follows:

	Range	Step	Salary
From:	11	4	8,266. (+359 = 8,625.)
To: a	13	3	8,717. (Ruling 11 of 7/1/74)
b	13	3	9,329. (Ruling 11 of 7/1/76)
Increase:			1,033.

	<u>Range</u>	<u>Step</u>	<u>Salary</u>
From:	16	4	10,551. (+450 = 11,010.)
To: a	18	3	11,127.
b	18	3	11,903.
Increase:			1,355.

Effective January 1, 1977, employees who did not receive a range change (such as the clerical staff and social service aides) shall be adjusted to the same step of the revised salary range for the title in Ruling 11. <sup>the above</sup>

Any employee who is promoted or reclassified to another title with a higher salary range shall have his/her salary adjusted so that it provides an increase in pay of one increment of the present salary range plus the amount (if necessary) to adjust and equalize the employee's salary to the proper step of the new salary range.

In those situations in which the employee's salary adjustment equals two or more increments in the old salary range, the anniversary date shall be assigned provided a plan for annual increments has been adopted by the County Welfare Board in accordance with Section 9, Ruling 11. The new anniversary date shall be assigned on the basis of the effective date of the salary increase.

**B. Hiring Rate.**

The minimum step of the salary range shall be the hiring rate for each title.

If it becomes necessary, due to exceptional circumstances, to hire someone at a rate higher than the minimum, prior approval must be obtained from the Director of Division of Public Welfare in accordance with the appropriate provisions of Ruling 11.

The salary ranges authorized under these regulations shall be interpreted as exclusive of any temporary pay.

C. Annual Merit Increments.

Increases: All employees with ~~one year of service of full-time~~ /their anniversary dates shall receive an annual increment on ~~January 1~~, subject to a favorable recommendation of the individual department heads except those employees presently receiving the maximum salary in their respective salary range.

No increase shall be given to an employee until the completion of one full year of service. All employees with less than one year's service shall be granted incremental increases in salary at the end of the quarter in which the anniversary date of their employment occurs. Employees shall be allocated a quarterly anniversary date as follows:

1. An employee hired or ~~last promoted~~ between January 2, and April 1, will be eligible to receive the incremental increase in salary on April 1, of the following year.

2. An employee hired or ~~last promoted~~ between April 2, and July 1, will be eligible to receive the incremental increase in salary on July 1, of the following year.

3. An employee hired or ~~last promoted~~ between July 2, and October 1, will be eligible to receive the incremental increase in salary on October 1, of the following year.

4. An employee hired or ~~last promoted~~ between October 2, and January 1, will be eligible to receive the incremental increase in salary on January 1, of the following year.

ARTICLE VII LONGEVITY

Longevity will be granted all classified Civil Service employees with 5 years or more continuous service from date of appointment on the following basis:

5 through 9 years service -  $1\frac{1}{4}\%$  current annual pay

10 through 14 years service -  $2\frac{1}{2}\%$  current annual pay

15 through 19 years service -  $3\frac{3}{4}\%$  current annual pay

20 years and over service -  $5\%$  current annual pay

Payment will be made by separate check at the end of the quarter following the employee's service anniversary date.

ARTICLE VIII OVERTIME

A. Overtime is defined as the hours worked beyond the prescribed thirty-five hour work week within the calendar week.

The calendar week is defined as from midnight Sunday to midnight the following Sunday.

B. The County Welfare Board is authorized overtime for certain emergency conditions. Premium pay for overtime hours worked will be paid employees at  $1\frac{1}{2}$  times the regular hourly rate as follows:

1. All hours worked beyond the prescribed 35 hours if and when the employee is ordered to work by the Director of the County Welfare Board.
2. All hours worked on official holidays as designated in this Agreement.



ARTICLE IX PART TIME POSITIONS

A. Part time employee means an employee whose regular hours of duty are less than the regular and normal work week.

B. Rate of compensation provided for in these regulations are fixed on the basis of full time service in full time positions. When an employee is accepted for employment on a part time basis compensation and appropriate benefits shall be reduced in proportion to the reduction of scheduled hours of work.

ARTICLE X PROMOTION

A. Promotional opportunities shall be filled in accordance with Civil Service Rules, and eligible employees shall be advised by posted notice at the earliest possible time that a promotional vacancy is to be filled. In the event that no employee of the Board qualifies for the promotional positions, anyone meeting required Civil Service qualifications may be hired.

B. Insofar as it is compatible with Civil Service Rules and Regulations, opportunities will be afforded employees to advance within the competitive system by promotional examinations.

C. Whenever an employee is promoted to a classification having a higher salary range, salary increases for such promotion shall be made in accordance with the provisions of Ruling 11 and effective with the date of promotion. If the employee is unable to obtain Civil Service certification for their provisional appointment, said employee shall be returned to their permanent title and appropriate salary determined in accordance with the provisions of Ruling 11.

ARTICLE XI SENIORITY

Seniority is defined as an employee's total length of continuous service with the employer, beginning with the date of permanent appointment.

A. The employer shall maintain an accurate, up-to-date seniority roster showing each employee's date of permanent employment, classification and pay rate, and shall furnish copies of same to the representative upon request and at a mutually convenient time.

B. Unless New Jersey Civil Service Statutes require otherwise, in all cases of promotions, demotions, layoffs, recalls and vacation schedules, a permanent employee with the greatest amount of seniority in the work classification affected shall be given preference, provided he has the ability to perform the work involved.

ARTICLE XII LEAVES OF ABSENCE GENERAL RULES

A permanent employee holding a classified position, who is temporarily mentally or physically incapacitated to perform his duties may be granted special leave of absence without pay, pursuant to Ruling 11 by the Salem County Welfare Board and within Civil Service limitations.

1. Request for special leave of absence shall be submitted in writing stating the reasons for the request, the date leave begins, and the probable date of return to duty.

2. Special leaves of absence if granted shall not exceed six (6) months and may be extended for an additional period not exceeding six (6) months.

B. Anyone on authorized leave retains their seniority.

ARTICLE XIII BEREAVEMENT LEAVE

per incident up to a total of 3 days per calendar year

A. A Bereavement leave of absence of one day with pay shall be granted to an employee for attendance at the Funeral of a member of the employee's immediate family. The immediate family is defined as anyone of the following: husband, wife, son, daughter, mother, father, grandmother, grandfather, brother, sister, mother-in-law, father-in-law, foster family member or any other relative living in the employee's household.

ARTICLE XIV SICK LEAVE

A. General. Sick leave is defined as the absence from duty of an employee who because of personal illness is unable to perform the usual duties of their position; exposure to contagious disease; a short period of emergency attendance upon a member of the immediate family critically ill and requiring said presence of the employee or a death in the immediate family. A member of the employee's family shall be limited to husband or wife, son, daughter, mother, father, brother, sister, and other relative living in the employee's household.

B. Eligibility. Permanent and provisional employees in the county service shall be entitled to the following sick leave with pay:

1. One working day of sick leave with pay for each month of service from the date of appointment up to and including the December 31st following such date of appointment, and fifteen days sick leave with pay for each calendar year thereafter, which can only be taken as earned. If an employee required none or only a portion of the allowable sick leave for any calendar year, the amount of unused leave shall accumulate to his credit from year to year. The employee shall be entitled to such accumulated sick leave with pay if and when needed.

2. Temporary employees are eligible for sick leave as earned: one (1) day per month.

3. Regular scheduled part time employees must have worked a minimum of eighty (80) hours during the given calendar month for sick leave credit, and are eligible for sick leave benefits on a pro-rated basis of hours worked vs. standard full time hours as designated for that particular job classification.

4. Seasonal employees are not eligible.

C. Qualifying Requirements.

1. If an employee is absent for three or more consecutive working days, for any reasons set forth in the above, acceptable medical evidence must be presented to the Director of the County Welfare Board. The nature of illness shall be stated on the doctor's certificate.

2. The Director of the County Welfare Board may require the employee seeking sick leave to submit acceptable medical evidence if the employee has been absent over three times in a six month period.

3. The Director of the County Welfare Board may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action. If the sick leave is not approved, the time involved during which the employee was absent may be charged to his vacation credit, if any; otherwise, he will suffer loss of pay for such time.

4. Any employee who does not expect to report to work because of personal illness or for any of the reasons as set forth in paragraph "A" above, shall notify his immediate supervisor, or some other person in the work unit, by telephone or personal message prior to the normal starting hour of work or within one hour after the beginning hour of work for his position.

5. Sick leave claimed by reason of quarantine or exposure to contagious diseases may be approved on the certification of the local department of health, or upon such reasonable proof as the Director of the County Welfare Board shall require.

6. In accumulating sick leave due, the total years of continuous service in classified Civil Service positions with the County Welfare Board, shall be considered, less sick leave utilized.

#### ARTICLE XV MATERNITY LEAVE

Maternity Leave. An employee shall notify the employer of her pregnancy when it is medically confirmed. In all cases, an approximate due date shall be provided the employer by her physician. Additionally, the employee must provide medical certification indicating that she is capable of safely performing her normal work duties beyond the fourth month of pregnancy.

She may use her accumulated sick leave before the expected confinement and up to one month beyond the delivery date. The employee may be granted, upon her written request, a supplementary maternity leave without pay for up to six months.

#### ARTICLE XVI ADMINISTRATIVE LEAVE (Personal Business Leave)

Two days leave with pay per calendar year shall be granted each employee for conducting personal business at his or her request upon approval of their immediate supervisor, after completion of one year of service as a Welfare Board employee.

Eligibility for one day of Administrative Leave shall be granted after completion of six months continuous service.

Except in emergency conditions, forty-eight hours prior notice of such request shall be given to the immediate supervisor.

Leave must be taken in full day increments during the calendar year in which earned.

Administrative Leave is not cumulative. If not used within calendar year it is cancelled.

With the approval of the Director of the County Welfare Board *[Handwritten Signature]* ARTICLE XVII UNION ACTIVITIES LEAVE the aggregate in *[Handwritten Signature]* A maximum of twelve (12) days in a calendar year ~~aggregate~~, will be allowed with pay for Welfare Board employees designated by the president of local Council # 21 for the purpose of conducting Local Council # 21 business. *[Handwritten Signature]*

A minimum of twenty-four hour notice of such purpose shall be given the Director of the Salem County Welfare Board.

ARTICLE XVIII EDUCATIONAL LEAVE

A permanent employee, holding a classified position, who desires to pursue a course of study that will increase his usefulness on return to his classified position may request a special leave of absence without pay, subject to the approval of the Salem County Welfare Board and Division of Public Welfare in accordance with Ruling 11.

Request for special leave of absence shall be submitted in writing stating reasons request should be granted, the date leave is to begin, and probable date of return to duty. Special leaves of absence if granted, shall be for period not exceeding six months and the same may be extended for an additional period not exceeding six months by the Salem County Welfare Board.

ARTICLE XIX VACATIONS

A. Permanent or Provisional Employees (Full time)

Permanent and Provisional employees in the Welfare Board service shall be entitled to the following annual vacations with pay subject to the approval of the requested times by the employee's Director of the County Welfare Board.

1. For the 1st year or part thereof through the first full calendar year - 1 day per month as earnedx for each month of service or major fraction thereof.

2. Beginning with the second full calendar year through Eight calendar years - 12 days per year.

3. Beginning with the Ninth calendar year through Sixteen calendar years - 15 days per year.

4. Beginning with the Seventeenth calendar year through Twenty-Five calendar years - 20 days per year.

5. Beginning with the Twenty-Sixth calendar year - Twenty-five days per year.

B. Temporary Employees

Temporary employees are eligible for vacation as earned; 1 day per monthx as earned for each month of service or major fraction thereof.

C. Seasonal Employees

Seasonal employees are not eligible for vacations.



D. Part Time Employees

To be eligible for vacation credit, regulary scheduled part-time employees must have worked a minimum of eighty (80) hours during the calendar month. Awarded vacation will be on a pro-rated basis of hours worked vs. standared full time hours as designated for the particular job classification.

E. Employees Separated from County Employment

Any employee, who is laid off, discharged, retired or separated from County Welfare Board service for any reason prior to taking his vacation, shall be compensated in cash for the unused vacation earned at the time of separation.

F. Vacation Carry-Over

When in any calendar year the vacation or any part thereof is not granted for reasons of business, such vacation periods shall accumulate and be granted during the next succeeding year only.

1. At the employee's request, a portion of a current year's vacation may be carried forward into the succeeding year only.

<u>Years of Continuous Service</u>	<u>Vacation Eligible to Carry-Over</u>	<u>Maximum Vacation Allowed to Accumulate</u>
2 but less than 15	Ten days	Ten days
15 but less than 20	Ten days	Fifteen days
20 or more	Ten days	Twenty days

2. Any surplus vacation accumulated beyond the amount allowed to accumulate and not taken will be lost, unless an exception is granted by the Salem County Welfare Board, but not beyond one year's entitlement.

3. Request to carry-over vacation must be in the hands of the Director of the County Welfare Board no later than November 1st of the current calendar year.

ARTICLE XX HOLIDAYS (LEGAL & OTHER)

- A. The following are recognized paid county holidays;
1. New Year's Day
  2. Washington's Birthday (3rd Monday in February)
  3. Lincoln's Birthday
  4. Good Firiday
  5. Memorial Day (4th Monday of May)
  6. Independence Day
  7. Labor Day
  8. Columbus Day (2nd Monday of October)
  9. General Election Day
  10. Veteran's Day
  11. Thanksgiving Day
  12. Christmas
  13. Such holidays as the Salem County Welfare Board may legally deem appropriate for all employees in accordance with the provisions of Ruling 11.

Holidays designated above which officially fall on a Sunday shall be celebrated on the following Monday.

For 1978, Martin Luther King's Birthday shall be included as an official holiday.

Handwritten signature and initials in black ink, appearing to be 'H. J. King' and 'J. B. King'.

ARTICLE XXI MEDICAL INSURANCE BENEFITS

A. Hospital, Surgical & Major Medical Benefits

Provisional and permanent employees, after 60 days service, may enroll for State Health benefits for the entire family. The premiums will be paid by the employer.

1. Employees appointed to fill regular positions for short periods of time, maximum of four months or the equivalent thereof are not eligible for hospital, surgical and major medical benefits.
2. Seasonal and Part-time employees are not eligible.

ARTICLE XXII WORKMEN'S COMPENSATION - SAFETY AND HEALTH

A. When an employee is injured in the course of his employment and qualifies for Workmen's Compensation according with Ruling 11:

1. He will be paid the difference between the amount received as compensation and his salary during the period he is unable to work, as determined by a physician designated by the insurance carriers.
2. Time lost will not be charged against accumulated sick leave.

B. The employer shall at all times maintain safe and healthful working conditions, and will provide employees with any protective tools or devices reasonably necessary to ensure their safety and health. The proper use of this equipment is mandatory on the part of the employees.

ARTICLE XXIII AUTOMOBILE UTILIZATION

A. Reimbursement.

1. Employees using personal automobiles for authorized county business will be compensated at a rate of fourteen (14¢) cents per mile.

B. Insurance Clause.

Welfare Board Employees using their personal cars on authorized business are not required to provide any special insurance coverage beyond what they consider adequate for their personal use of their automobile.

Salem County Welfare Board will reimburse those employees who are authorized to utilize their personal cars on county business up to One Hundred (\$100.00) Dollars to compensate for the increased premium they become subject to because of this usage. The employees must provide a certificate of insurance to the Director, citing the minimum coverage required. This reimbursement will be made only in the year contracted and will not be paid retroactively for previous years for which reimbursement was not requested.



ARTICLE XXV GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment. The parties agree that this procedure will be kept as informal as may be appropriate.

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

B. Definitions

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

1. A misinterpretation or misapplication of the terms of this Agreement which is subject to the grievance procedure outlined herein and shall hereinafter be referred to as a "contract grievance"; or

2. Inequitable, improper, unjust application or misinterpretation of rules or regulations, existing policy, or orders applicable to the Welfare Board, which shall be processed up to and including the Welfare Board, and shall hereinafter be referred to as a "non-contractual grievance."

C. Presentation of a Grievance

The Welfare Board agrees that in the presentation of a grievance there shall be no loss of pay for the time spent in presenting the grievance by the grievant and one Council representative who is an employee of the Board throughout the grievance procedure.

D. Steps of the Grievance Procedure

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

### Step 1

- a. The grievant shall institute action under the provisions hereof in writing, signed and delivered to his (or her) Supervisor within (10) working days of the occurrence complained of, or within ten (10) working days after he would reasonably be expected to know of its occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance. The grievant may be represented by an employee who is the Council Representative.
- b. The Supervisor shall render a decision in writing within ten (10) working days after receipt of the grievance.

### Step 2

- a. In the event satisfactory settlement has not been reached, the grievant shall, in writing and signed, file his complaint with the Director of Welfare within five (5) working days following the determination at Step 1. The grievant may be represented by an employee who is the Council Representative.
- b. The Director of Welfare, or his designee, shall under his decision within ten (10) working days after the receipt of the complaint.

### Step 3

- a. Should the grievant disagree with the decision of the Director, or his designee, the aggrieved may, within five (5) working days, submit to the Board a statement in writing and signed as to the issues in dispute. In the event the grievant files his statement with the Board at least ten (10) working days prior to a Board meeting, the matter shall be placed on the agenda for the Board meeting.

Statements filed less than ten (10) working days before a Board meeting may be heard by the Board at the meeting or at the Board's discretion placed on the agenda for the following meeting. The Board shall review the decision of the Director together with the disputed areas submitted by the grievant. The grievant and/or the Council representative may request an appearance before the Board. The Board will render its decision within eight (8) working days after the Board meeting at which the matter has been reviewed. If the Board's decision involves a non-contractual grievance, the decision of the Board shall be final.

- b. The grievant may be represented by the Local Council representative. A minority organization shall not present or process grievances.

#### Step 4

- a. Any unresolved contract grievance (as defined in B. 1, Definitions above) except matters involving appointment, promotion, or assignment or matters within the exclusive province of Civil Service, may be appealed to arbitration only by the Council. The Council must file the request for arbitration within ten (10) working days after the receipt of the Board's decision.
- b. Nothing in this Agreement shall be construed as compelling the Council to submit a grievance to arbitration or to represent an employee before Civil Service. The Council's decision to request the movement of a grievance to arbitration or to terminate the grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Council.



- c. Where the grievance involves an alleged violation of individual rights specified in Civil Service Law and rules for which a specific appeal to Civil Service is available, the individual may present his complaint to Civil Service procedure or the grievance procedure as herein provided. Once the grievant makes the selection of procedure, such election shall be deemed final and binding and constitute an absolute waiver of the procedure not selected. The election will be made in writing at the appropriate time on the grievance form.
- d. The arbitrator shall be selected by agreement between the parties within thirty (30) working days following the execution of this agreement. The arbitrator shall be selected from the members of the Institute of Management and Labor Relations of Rutgers University and shall be designated as permanent and shall serve during the life of the agreement, or
- e. If the parties do not desire a permanent arbitrator, they may have the option of selecting an arbitrator on a case-by-case basis as follows:
  - 1) by selection from list of arbitrators who are members of the Institute of Management and Labor Relations of Rutgers University, in accordance with the selection procedures of the Institute, or;
  - 2) by selection from the panel of arbitrators maintained by the Public Employment Relations Commission, in accordance with the selection procedures of the Public Employment Relations Commission, or;

3) by selection from the panel of arbitrators maintained by the American Arbitration Association, in accordance with the selection procedures of the American Arbitration Association.

- f. The parties shall meet at least ten (10) working days prior to the date of the arbitration hearing to frame the issues to be submitted to the arbitrator and to stipulate the facts of the matter in an effort to expedite the hearing.
- g. The decision or award of the arbitrator shall be final and binding on the Welfare Board, the Council, and the grievant or grievants to the extent permitted by and in accordance with applicable law and this agreement.

Any arbitration decisions or awards affecting matters covered by Ruling 11 shall be subject to review by the Department of Human Services, Division of Public Welfare. Where the Department of Human Services, Division of Public Welfare, refuses to approve an arbitrator's decision or award as being in contravention of Ruling 11, this shall not be construed as preventing the Council from thereafter moving in an appropriate forum for the enforcement of the arbitrator's decision or award.

- h. The arbitrator may prescribe an appropriate back pay remedy when he finds a violation of this Agreement, provided such remedy is permitted by law and is consistent with the terms of this Agreement, except that he may not make an award which exceeds the Welfare Board's authority.

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

- i. the arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement and shall confine his decision solely to the interpretation and application of this Agreement. He shall confine himself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not submitted to him, nor shall he submit observations or declaration of opinions which are not essential in reaching the determination.
- j. The costs of the services of the arbitrator shall be borne equally by the Board and the Union. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring the same.
- k. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript the cost will be shared equally.
- l. The arbitrator shall hold a hearing at a time and place convenient to the parties as expeditiously as possible after his selection and shall issue his decision within thirty (30) days after the close of the hearing.
- m. Grievance resolutions or decisions at Steps 1 through 4 shall not constitute a precedent in any arbitration or other proceeding unless a specific agreement to that effect is made by the authorized representatives of both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence, including such grievance resolutions, as to the prior conduct of the other party.

ARTICLE XXVI TERM OF AGREEMENT

1/1/77

This Agreement shall be accepted and become effective as of ~~the date~~ <sup>1/1/77</sup> ~~the parties hereto have set forth in this Agreement~~, and shall remain in full force and effect until December 31, 1978. Either party shall notify the other, in writing, 90 calendar days prior to the end of ~~xxxxxx~~ <sup>1977</sup> ~~year~~ should it desire to negotiate salaries, mileage allowance or Longevity <sup>for 1978</sup> pay. In the event that such notice is given, negotiations shall begin not later than sixty days prior to the end of the calendar year; and this Agreement shall remain in full force and be effective during the period of negotiations until a new Agreement is amicably signed thereto.

*[Handwritten signatures and initials, including "J. J. ...", "J. J. ...", "J. J. ...", "J. J. ...", "J. J. ..."]*

IT WITNESS WHEREOF, the parties hereto have set their hands this  
21 day of April, 1977.

SALEM COUNTY WELFARE BOARD

Joseph J. Byer  
Joseph J. Byer, Chairman  
Negotiating Committee

Stanley H. Hughes  
Stanley Hughes, President  
Salem County Welfare Board  
Negotiating Committee Member

Katherine Troupe  
Katherine Troupe  
Negotiating Committee Member

Isabel Myers  
Isabel Myers  
Negotiating Committee Member

John Davis, Board Member

Anthony Crescenzi, Board Member

James Lomax  
James Lomax, Board Member

Approved

G. Thomas Riti  
G. Thomas Riti, Director  
Division of Public Welfare

SALEM COUNCIL #21

Wanda E. Fox  
Wanda Fox, Chairman  
Negotiating Committee

Mae Gandy  
Mae Gandy, President,  
Council #21

Lois Haskell  
Lois Haskell, Committee Member

Cyndi Kurland  
Cyndi Kurland, Committee Member

Stephen W. Layton  
Stephen Layton, Committee Member

Delores Walker  
Delores Walker, Committee Member

Kathryn D. Martin  
Kathryn Martin, Committee Member

Charles Hitchner  
Charles Hitchner, Committee Member

January 1, 1977

1977 SALARY RANGES

<u>TITLE</u>	<u>RANGE</u>	
Income Maint. Aide	Range 4	5,467 - 7,378
Social Service Aide	Range 4	5,467 - 7,378
Account Clerk (Typing)	Range 5	5,740 - 7,749
Clerk Typist	Range 5	5,740 - 7,749
Home Service Aide	Range 6	6,027 - 8,141
<del>XXXXXXXXXXXXXXXXXXXX</del>	<del>Range 7</del>	<del>6,638 - 8,977</del>
Sr. Account Clerk (Typing)	Range 8	6,646 - 8,977
Sr. Clerk Typist	Range 8	6,646 - 8,977
Sr. Home Service Aide	Range 8	6,646 - 8,977
Sr. Clerk Transcriber	Range 9	6,979 - 9,422
Principal Home Service Aide	Range 11	7,694 - 10,382
<del>XXXXXXXXXXXXXXXXXXXX</del>	<del>Range 11</del>	<del>7,694 - 10,382</del>
Principal Clerk	Range 11	7,694 - 10,382
Principal Clerk (Typing)	Range 12	8,078 - 10,899
Principal Clerk Steno	Range 13	8,481 - 11,449
Income Maint. Technician	Range 13	8,481 - 11,449
Inc. Maint. Tech. Bilingual (Spanish)	Range 13	8,481 - 11,449
Income Maint. Spec.	Range 18	10,824 - 14,611
Income Maint. Spec. Bilingual (Spanish)	Range 18	10,824 - 14,611
Social Worker	Range 18	10,824 - 14,611

BEMC

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