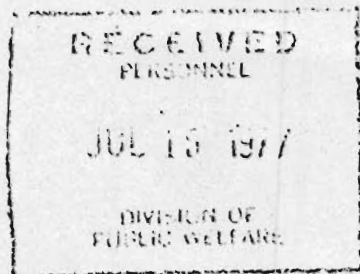


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Camden



PREAMBLE

11/77-12/31/78

This agreement, effective January 1, 1977, is entered into between the Camden County Welfare Board (herein referred to as the Board) and the Welfare Supervisors' Organization (herein referred to as W.S.O.)

It is the intention of both the Board and the W.S.O. that this Agreement effectuate the policies of N.J.S. 34:13A-1 et seq (New Jersey Employer-Employee Relations Act), and be construed in harmony with the Rules and Regulations of the New Jersey Civil Service Commission.

ARTICLE I - RECOGNITION

The Camden County Welfare Board agrees to recognize the Welfare Supervisors' Organization, as the sole and exclusive collective bargaining representative of the employees in the following job titles: Supervisor, Principals, Senior Homemaker, Head Clerks, Senior Investigator and Accountant (whether provisional or permanent) but excluding the Director, Deputy Director, Administrative Supervisors, Legal Assistants, Personnel Officer, Confidential Secretary to the Director and Deputy Director and all employees in the C.W.A. Local 1084 negotiating unit.

ARTICLE II - HOURS OF WORK

The normal work week shall consist of 35 hours per week, 7 hours per day; 5 days per week, Monday through Friday. The Director may stagger lunch hours so that the public may be served. The hours of work shall be from 8:30 a.m. to 4:30 p.m., which includes a one hour lunch period.

ARTICLE III - DUES DEDUCTION

Prior to ratification of the contract, the Welfare Board will receive from W.S.O. duly executed W.S.O. membership and dues deduction cards from all employees who have signed said cards.

In accordance with the appropriate New Jersey Statutes, the Board, upon receipt of a duly executed authorization-assignment form acceptable to the Board, agrees to deduct each month from the employees covered by this Agreement who have executed said form, the established monthly dues of W.S.O. It is further agreed that the Board shall remit such deductions to the W.S.O. prior to the 10th day of the month following the month for which such deduction is made. Dues shall be \$1.00 per month, or such other amount as may be certified to the Board by W.S.O. at least thirty (30) days prior to the date on which the deduction of W.S.O. dues is to be made. The W.S.O. dues deducted pursuant hereto shall be remitted by the Board to the Treasurer of the W.S.O., together with a list of employees from whose pay deductions were made.

ARTICLE IV - RULING NO. 11

All rights, privileges, prerogatives, duties and obligations of the parties contained in Ruling No. 11 of the Division of Public Welfare, in its present or amended form, should be continued during the life of this Agreement, except and only to the extent that they are modified by this Agreement.

ARTICLE V - MANAGEMENT RIGHTS

All the powers, rights, prerogatives, duties, responsibilities and authority that the Board had prior to the signing of this Agreement are retained by the Board except those and only to the extent that they are specifically modified by this Agreement, and are not contrary to public policy nor any law of the State of

New Jersey, or any rules, regulations or directives promulgated by the State Division of Public Welfare. It is further agreed that the said management rights are not subject to any grievance procedures set forth in this contract.

ARTICLE VI - 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 W.S.O. Employees in the various steps of this grievance procedure may be represented by a member of the grievance committee of the W.S.O.


B. Definition

The term "grievance" as used herein means a complaint by any employee that, as to him (or her), there has been an inequitable, improper or unjust application, interpretation, or violation of this agreement.

C. 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 ~~aggrieved~~ ^{aggrieved} shall institute action under the provisions hereof in writing, signed and delivered to his (or her) 

Supervisor within ten (10) working days of the occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance.

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 aggrieved shall, in writing and signed, file his complaint with the Director of Welfare within five (5) working days following the determination at Step 1.

b. The Director of Welfare, or the Deputy-Director, shall render his decision within ten (10) working days after the receipt of the complaint.

Step 3

Should the aggrieved disagree with the decision of the Director, or Deputy Director, he may within five (5) working days after said decision, submit to the Board a statement in writing and signed as to the issues. If said statement is filed with the Board at least ten (10) working days prior to its regular meeting, the matter shall be placed on the agenda for that 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 aggrieved. The aggrieved and/or the W.S.O. representative may request an appearance before the Board. The Board will render its decision within twelve (12) days after the Board meeting at which the matter has been reviewed.

ARTICLE VII - CLOTHING ALLOWANCE

The Camden County Welfare Board shall pay a clothing allowance of \$125.00 per year to those employees classified as Senior and Principal Homemakers, who wear uniforms in operational duties.

ARTICLE VIII - AUTOMOBILE LIABILITY INSURANCE

The employer shall pay \$150.00 per year towards an automobile insurance premium for Supervisors of Property and Resources Principal Tab Operators, Social Work Supervisor, Income Maintenance Supervisor, Accountants, Senior Investigators, Principal Homemakers and Senior Homemakers, provided that the employees show proof of proper insurance coverage and proof of payment of such coverage, to the employer prior to payment of the \$150.00 and continuing proof at the employer's request. In order to qualify for said payment, the employee must be insured in the following amounts of coverage: \$100/300,000. for public liability -- \$10,000.00 property damage -- \$1,000.00 medical.

If the employee is unable to obtain the required amount of insurance and presents written proof of his inability to be insured by such amount, then in that event the Welfare Board will endeavor to obtain such coverage, the said employee must maintain the minimum insurance coverage established by the State of New Jersey, and the employer shall then pay \$100.00 towards such premium.

ARTICLE IX - EQUIPMENT AND SUPPLIES

It is recognized that good employee morale and pleasant working conditions are important factors in the consideration of the services to be rendered to the public. Where possible, subject to

the discretion of the Board and budgetary commitments, sufficient furniture, equipment, supplies, and telephone service will be provided to all employees.

ARTICLE X - SUPERVISORY AUTHORITY

Supervisors shall be recognized as part of the management of the Camden County Welfare Board. They are also responsible for recommending disciplinary action for any of the reasons specified in the New Jersey Civil Service Rules and Regulations. Such recommendations shall be given serious consideration by the administration of the Welfare Board.

ARTICLE XI - MATERNITY LEAVE

Employees covered by this agreement who are entitled to maternity leave will be granted such leave upon request. Request for such leave will be made in writing to the Welfare Director. Notification of the pregnancy shall be given to the Welfare Director not later than the end of the fourth month of pregnancy. Except for reasons of health and safety or inability to perform her job, the pregnant employee shall be permitted to work provided the attending physician approves and so advises in writing. Employees shall be permitted to use up to three months of their accumulated sick leave towards the maternity leave, with appropriate payment for said sick leave benefits, but not in excess of one month following date of confinement.

Maternity leave shall not be granted beyond one year.

ARTICLE XII - HOLIDAYS

The legal paid holidays, as specified under Ruling 11 of the Department of Human Services, Division of Public Welfare and fixed by the New Jersey Statutes are as follows:

New Years	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Election Day
Good Friday	Veteran's Day

Memorial Day

Thanksgiving

Independence Day

Christmas

For 1978, Martin Luther King's birthday shall be included as a legal paid holiday in accordance with statute.

In the event any of the above statutory holidays falls on a Sunday, it shall be celebrated on the following Monday.

Whenever the work schedule is such that an employee is required to work on a holiday, the employee will be granted a substitute day off with pay as soon thereafter as is convenient.

In addition to the aforementioned holidays, the Board will grant a holiday when the Board of Chosen Freeholders of Camden County declares a holiday for all County employees, providing that a sufficient work force is maintained to provide necessary and appropriate services. Said work force shall be established in advance, by the Welfare Director. The holiday established by the Board of Freeholders is not governed by the preceding paragraph wherein an employee will be granted a substitute day for holiday work.

In the event that the Camden County Court House is closed by proclamation or official notice of the Camden County Board of Freeholders due to inclement weather, then in that event, the offices of the Welfare Department will be closed for the same period of time, subject however, to a special force being maintained as established by the Welfare Director in accordance with the preceding paragraph.

Every effort will be made by the Welfare Board to rotate those persons required to serve on a special force, established in this Article.

ARTICLE XIII - VACATIONS

A. Permanent employees shall be granted vacation leave

as follows:

1. One (1) working day for each month of service or major fraction thereof during the first (1st) year;
2. After one (1) year of service through five (5) years of service, twelve (12) working days per year;
3. After five (5) years of service through twelve (12) years of service, fifteen (15) working days per year; except those employees hired on or after July 1, 1977 shall be granted vacation of fifteen (15) days after five (5) years of service instead of after three (3) years of service. Vacation for employees hired prior to July 1, 1977 shall remain as in previous contract.
4. After twelve (12) years of service through twenty (20) years of service, twenty (20) working days per year.
5. After twenty (20) years of service, twenty-five (25) working days per year.
6. Vacation time will be credited on January 1st of each year in anticipation of full employment for that calendar year and is to be taken during the calendar year.
 - B. Vacation time for all employees shall be scheduled and taken within the calendar year it is earned.
 - C. The present policy will be continued of granting vacation time by seniority in grade with requests to be submitted in writing within a given time limitation.
 - D. Temporary employees shall be granted one (1) working day vacation leave for each full month of service or major fraction thereof during temporary employment. No vacation leaves in excess of the amount actually earned will be approved in anticipation of continued employment.

ARTICLE XIV - SENIORITY & JOB OPENINGS

In the event of a job opening or vacancy, the employees

eligible therefor shall be notified in writing of said opening with a notice of salary range and job description.

Seniority, which is defined as continuous unbroken service with the Camden County Welfare Board, in a supervisory position, will be given consideration by the Board, with respect to promotions, however, service will be considered unbroken for the purposes of this clause, if an employee who has served continuously with the Camden County Welfare Board for at least one year should resign his position and be rehired by said Board within three (3) months of said resignation.

If in the sole opinion of the Welfare Director there are two or more employees with equal qualifications and ability to perform the work, the employee with the greatest seniority will be given preference.

All promotions and promotional policies are subject to the New Jersey Civil Service Law, Rules and Regulations.

The following factors shall be used in evaluating eligibility for appointment:

- a. Performance evaluations in the job title from which the appointment is being made.
- b. Seniority.
- c. Previous education or work experience relative to the particular job opening.

ARTICLE XV - HEALTH INSURANCE COVERAGE

A. The Board agrees to pay the full cost and provide coverage for eligible employees and their immediate families in accordance with the definition of the insurance carrier for hospital and medical insurance and major medical expenses insurance in accordance with the current Camden County plan. Coverage for the employees will be provided in accordance with the provisions of said County plan, and this will pertain to permanent or temporary employees.

B. In the event that the covered employees, adopt a dental insurance plan, then in that event, upon written notification by the individual employee, the Board will deduct from the employee's pay, the monthly premiums towards the payment of said dental insurance plan. Said deductions shall be transmitted by the Board to the designated insurance carrier or agency.

ARTICLE XVI - LEAVE OF ABSENCE WITHOUT PAY

A. Leaves of absence without pay may be granted, at the discretion of the Welfare Board to permanent employees for any reason considered good by the Welfare Board, for a period not to exceed one year at any one time, subject to approval by the Division of Public Welfare and the Department of Civil Service. No further renewal may be granted except upon the approval by the Department of Civil Service for reasons as established by Commission Regulations.

B. In all cases, a letter of request from the employee setting forth the reasons why leave is desired and the dates for the commencing and the terminating of the leave shall be submitted to the Welfare Board. No leave of absence without pay shall become effective without prior approval of the Welfare Board and/or the Welfare Director.

C. Employees granted leave of absence without pay shall have annual sick leave and vacation leave credit each reduced at the same rate at which it is earned for every full month or major fraction thereof that the employee is on such leave without pay, for the year in which such leave is taken.

ARTICLE XVII - PERSONAL LEAVES OF ABSENCE

who have been employed by this Welfare Board for at least one year
Employees in this unit shall be entitled to a maximum

of three (3) personal days leave, with pay in each full calendar year of this agreement. Such leaves shall not be cumulative from year to year.

Requests for said personal leave shall be made in writing and approved in advance of the requested date from the employee's immediate supervisor.

Personal leaves are granted for personal business, such as emergencies, religious holidays or other items relating to the personal affairs of the employee. Such leave shall not be granted at the beginning or end of a vacation or paid holiday, or at the beginning or end of a work week, except in cases of emergency or religious holiday. Requests for said personal leave shall be made in writing and approved in advance of the requested date from the employee's immediate supervisor.

ARTICLE XVIII - PROFESSIONAL MEETINGS

Upon presentation to the Welfare Board, of a paid membership in a social Welfare organization, said Board will reimburse to the employee, the fee charged by said organization for attending a regular meeting, provided that:

1. The employee attends said meeting and presents proof of payment.
2. Permission for payment is given in advance by the Welfare Director or his designee.
~~and in writing and to be approved by the immediate supervisor~~
3. The particular meeting is not recreational, in nature.
4. The total reimbursement to any one supervisor shall not exceed \$40.00 in a calendar year.

ARTICLE XIX - EDUCATIONAL LEAVE

Two employees shall be afforded the opportunity for

educational leave for the purpose of pursuing full time studies for a Masters Degree, in accordance with the educational leave provisions of Ruling No. 11, promulgated by the Division of Public Welfare.

Qualified employees may be afforded opportunity for educational leave, with a maximum stipend, grant in aid, tuition and reimbursable items permitted by Ruling No. 11 of the Division of Public Welfare.

ARTICLE XX - RE-ASSIGNMENTS

When a re-assignment is contemplated, a notice shall be posted on the Supervisor's bulletin board, to be located in each building. Those Supervisors who may be interested in the assignment or re-assignment shall contact the Director or Deputy Director indicating their desires.

ARTICLE XXI - MILEAGE

Those supervisory personnel who are required to use their automobiles for official use shall be reimbursed for said use at the rate of fourteen cents (\$.14) per mile, subject to a maximum monthly allowance. Those affected employees will be required to maintain a daily log containing mileage and specific locations visited. Authorization for automobile use must be obtained, in advance, from the immediate superior.

In the event that the Division of Public Welfare establishes a new mileage rate for the year 1978, negotiations will be reopened at that time for purposes of the mileage rate only.

ARTICLE XII - SICK LEAVE

A. Sick leave shall be credited, and may be utilized, under the provisions of Ruling 11, Division of Public Welfare.

B. Sick leave for absences of long duration must be

requested by the employee in writing to his immediate supervisor. This request must be accompanied by a written and signed statement by a physician prescribing the sick leave and giving the reasons for the sick leave.

C. In all cases of illness, whether of short or long term, the employee is required to notify his superior of the reason for absence at 9 a.m., or as soon as possible thereafter on the first day of absence from the office. If the duration of absence exceeds two (2) days, it will be necessary to report on every third day. Failure to report absences on the part of any employee may be cause for disciplinary action. A physician's certificate must be submitted for five (5) or more consecutive days of sick leave.

D. All sick leaves are subject to Administrative and/or Board approval and, where appropriate, to approval by the Division of Public Welfare and the Department of Civil Service.

ARTICLE XXIII - OVERTIME

All employees represented by the W.S.O. shall be compensated at 1½ times their regular straight time hourly rate of pay for all hours worked beyond their normal work week of 35 hours. All overtime must be approved by the Director, Deputy Director or designee, in advance.

ARTICLE XXIV - SAVINGS CLAUSE

If any provisions of this Agreement should be held invalid by operation of law or regulation by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal or appropriate administrative agency pending a final determination as to its validity, such provision shall be inoperative but all other provisions shall not be

affected thereby and shall continue in full force and effect.

ARTICLE XXV - CONTRACT PERIOD

This Agreement shall remain in full force and effect from January 1, 1977 through December 31, 1978. Negotiations over a successor contract shall begin on or about September 1, 1978 at the request of either party, a copy of which written request shall be delivered to the other party.

ARTICLE XXVI - SALARIES

I. Effective January 1, 1977, employees who are in the employ of said Board at the time of the signing of this Agreement, shall receive the following:

A. Income Maintenance Supervisors, Social Work Supervisors, Senior Investigators and Supervisors of Property and Resources shall receive a salary range change from 20 to 21 in which their salaries shall be adjusted step to step into the new salary range in Ruling 11 of July 1, 1976. Those employees shall also receive, effective January 1, 1977 a 1.5 percent salary differential based exclusively on the minimum step of the applicable salary range which shall terminate on December 31, 1978.

B. Employees who did not receive a range change (such as clerical staff) shall be adjusted to the same step of the revised salary range as contained in Ruling 11 of July 1, 1976. Those employees shall receive, effective January 1, 1977, a 6.5 percent salary differential based exclusively on the minimum step of the applicable salary range which shall terminate on December 31, 1978.

C. In the event an employee is appointed to another classification, the salary differential, if applicable, shall be based on the minimum step of the salary range of the classification title to which he/she is appointed on the effective date.

Employees, thereafter, shall be entitled to a merit increment as follows:

- a. Employees hired in January, February and March shall receive an increment on April 1 of the following year.
- b. Employees hired in April, May and June will receive an increment on July 1 of the following year.
- c. Employees hired in July, August and September will receive an increment on October 1 of the following year.
- d. Employees hired in October, November and December will receive an increment on January 1 of the following year.

[Handwritten signature/initials]