

12228

AGREEMENT BETWEEN
THE MORRIS COUNTY BOARD
OF SOCIAL SERVICES

AND

THE COMMUNICATIONS WORKERS
OF AMERICA, AFL-CIO

JANUARY 1, 1994 - DECEMBER 31, 1996

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PREAMBLE

This Agreement made and entered into this 29th day of June, 1995 by and between the Morris County Board of Social Services, hereinafter referred to as the Board and the Communications Workers of America AFL-CIO, hereinafter referred to as the Union, is the final and complete understanding between the Board and the Union on all bargainable issues and as such will serve to promote and maintain a harmonious relationship between the Board and those of its employees who are subject to this Agreement in order that more efficient and progressive public service is rendered.

ARTICLE I: RECOGNITION AND SCOPE

Section 1:

The Board hereby recognizes the Union as the sole and exclusive representative of all full time, permanent and provisional employees under this Agreement for the purpose of collective negotiations pursuant to the New Jersey Employer-Employee Relations Act (N.J.S.A. 34:13A-1 et seq.) concerning salary, hours and other terms and conditions of employment in the negotiating unit described below:

a. The following titles are included in the negotiating unit:

ACCOUNT CLERK	PRINCIPAL DATA ENTRY MACHINE OPERATOR
ACCOUNT CLERK - TYPING CLERK	SENIOR ACCOUNT CLERK
CLERK TRANSCRIBER	SENIOR CLERK
CLERK TYPIST	SENIOR CLERK TRANSCRIBER
DATA CONTROL CLERK	SENIOR CLERK TYPIST
DATA ENTRY MACHINE OPERATOR	SENIOR DATA MACHINE OPERATOR
HEALTH AIDE	SENIOR HEALTH AIDE
HOME ECONOMIST	SENIOR HOME ECONOMIST
INCOME MAINTENANCE AIDE	SENIOR INVESTIGATOR
INCOME MAINTENANCE SPECIALIST	SENIOR MESSENGER
INCOME MAINTENANCE SUPERVISOR	SENIOR MOTOR VEHICLE OPERATOR
INCOME MAINTENANCE TECHNICIAN	SENIOR PAYROLL CLERK
INCOME MAINTENANCE WORKER	SENIOR RECEPTIONIST
INVESTIGATOR	SENIOR TRAINING TECHNICIAN
MAIL CLERK	SOCIAL SERVICE AIDE
MEDICAL SOCIAL WORKER	SOCIAL SERVICE TECHNICIAN
MESSENGER	SOCIAL WORKER
MOTOR VEHICLE OPERATOR	SOCIAL WORKER BILINGUAL (SPANISH - ENGLISH)
PRINCIPAL ACCOUNT CLERK-TYPING	SOCIAL WORKER SPECIALIST
PRINCIPAL CLERK	SOCIAL WORKER SUPERVISOR
PRINCIPAL CLERK TYPING	TELEPHONE OPERATOR-RECEPTIONIST
PRINCIPAL CLERK TRANSCRIBER	TRAINING TECHNICIAN
RECEPTIONIST TYPING	

b. All position titles not enumerated above are hereby excluded from the contract, namely

ACCOUNTANT
ADMINISTRATIVE ANALYST
ADMINISTRATIVE CLERK
ADMINISTRATIVE SECRETARY
ADMINISTRATIVE SUPERVISOR OF INCOME MAINTENANCE
ADMINISTRATIVE SUPERVISOR OF SOCIAL WORK
ASSISTANT ADMINISTRATIVE SUPERVISOR OF INCOME MAINTENANCE
ASSISTANT ADMINISTRATIVE SUPERVISOR OF SOCIAL WORK
ASSISTANT TRAINING SUPERVISOR
CHIEF CLERK
CLERICAL SUPPORT FOR ASSISTANT ADMINISTRATIVE SUPERVISOR
OF INCOME MAINTENANCE AND SOCIAL SERVICES
CLERICAL SUPPORT FOR ADMINISTRATIVE SUPERVISORS OF INCOME
MAINTENANCE AND SOCIAL SERVICES
CLERICAL SUPPORT TO DIRECTOR AND DEPUTY DIRECTOR
CLERICAL SUPPORT TO FISCAL OFFICER
CLERICAL SUPPORT TO PERSONNEL OFFICER
CLERICAL SUPPORT TO TRAINING SUPERVISOR
COORDINATOR OF CHILD SUPPORT AND PATERNITY
COORDINATOR OF VOLUNTEERS
COUNSEL, COUNTY WELFARE AGENCY
DATA PROCESSING COORDINATOR
DEPUTY DIRECTOR OF WELFARE
DIRECTOR OF WELFARE
FISCAL OFFICER
MANAGEMENT SPECIALIST
OFFICE SERVICES MANAGER
PAYROLL SUPERVISOR
PERSONNEL AIDE
PERSONNEL ASSISTANT
PRINCIPAL CLERK BOOKKEEPER
PUBLIC INFORMATION OFFICER
SENIOR ACCOUNTANT
SENIOR PERSONNEL ASSISTANT
SUPERVISING ACCOUNT CLERK
SUPERVISING CLERK
SUPERVISING CLERK BOOKKEEPER
SUPERVISOR OF ACCOUNTS
SUPERVISOR OF ADMINISTRATIVE SERVICES
TRAINING SUPERVISOR

This shall not preclude the addition of new categories or new titles which will be negotiated at the time the new categories or new titles are established.

Section 2:

Unless otherwise indicated, the terms "employee" or "employees" when used in this Agreement refer to all persons represented by the Union in the above-defined Negotiating Unit.

ARTICLE II: WELFARE BOARD'S RIGHTS AND RESPONSIBILITIES

Section 1:

In order to effectively administer the affairs of the Board and to properly serve the public, the Board hereby reserves and retains unto itself, as public employer, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by law including, but not limited to the rights enumerated below:

1. To manage and administer the affairs and operations of the Board.
2. To direct its working forces and operations.
3. To hire, promote and assign employees in accordance with law.
4. To demote, suspend, discharge or otherwise take disciplinary action in accordance with law.
5. To promulgate reasonable rules and regulations from time to time, which may affect the orderly and efficient administration of the Board.

Section 2:

The Board's use and enjoyment of its powers, rights, authority, duties and responsibilities, the adoption of its policies and practices or the promulgation of rules and regulations in furtherance thereof, and the exercise of discretion pursuant thereto, shall be limited only by the terms of this Agreement and to the extent same conform to law of New Jersey and of the United States.

Section 3:

Nothing contained in this Agreement shall operate to deny or restrict the Board in the exercise of its rights, responsibilities and authority pursuant to the laws of this state or of the United States.

ARTICLE III: 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 Administration, and having the grievance adjusted without the intervention of the Union.

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 "contractual grievance;" or

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

C. PRESENTATION OF A GRIEVANCE

The 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 Union representative who is an employee of the Board throughout the grievance procedure. It is understood and agreed that if available, private space shall be provided by the Board for the prior discussion of a grievance.

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/her Supervisor within ten (10) working days of the occurrence complained of, or within ten (10) working days after he/she 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 Shop Steward.

b. The Supervisor shall render a decision in writing within ten (10) working days after receipt of the grievance.

c. It is understood and agreed that a Supervisor cannot act in the capacity of Supervisor and Shop Steward in Step 1 of the grievance procedure.

d. All class action grievances shall be initiated with the Director of Welfare, by-passing Step 1 of the procedure.

Step 2

a. In the event satisfactory settlement has not been reached, the grievant shall, in writing and signed, file his/her 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 Shop Steward or Local Union Officer.

b. The Director of Welfare, or his/her designee, shall render his/her 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/her 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/her statement with the Board at least ten (10) working days prior to a Board meeting, the matter shall be placed on the agenda for that Board meeting. Statements filed less than ten (10) working days before a Board meeting may be heard by the Board 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 Union representative may request an appearance before the Board. If the grievant and/or the Union representative requests an appearance before the Board, such party shall be heard on work time providing the regularly scheduled meeting of the Board is held during work time. 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 Union Officer or the International Union Representative, or both. A Minority organization shall not present or process grievances.

Step 4

a. Any unresolved contractual 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 Union. The Union must file the request for arbitration within thirty (30)

calendar days after receipt of the Board's decision.

b. Nothing in this Agreement shall be construed as compelling to the Union to submit a grievance to arbitration or to represent an employee before Civil Service. The Union'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 Union.

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 shall present his/her complaint to Civil Service directly, except where there is a right under the law to elect between Civil Service appeal and the grievance procedure, the grievant may make such an election.

Once the grievant makes the selection of procedure, such selection 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 from a list by agreement between the parties on a case-by-case basis, as follows:

(i) By selection from the panel of arbitrators maintained by the Public Employment Relations Commission, or

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

e. 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.

f. The decision or award of the arbitrator shall be final and binding on the Board, the Union and the grievant or grievants to the extent permitted by and in accordance with applicable law and this Agreement.

g. 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 terms of this Agreement, except that he may not make an award which exceeds the Board's authority.

The arbitrator shall not have authority to prescribe a monetary award as a penalty for violation of this Agreement.

h. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement and shall confine his/her 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 so submitted to him, nor shall he submit observations or declaration of opinions which are not essential in reaching the determination.

I. 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 same.

j. 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.

k. The arbitrator shall hold a hearing at the time and place convenient to the parties as expeditiously as possible after his/her selection and shall issue his/her decision within thirty (30) days after the close of the hearing.

l. 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 resolution, as to the prior conduct of the other party.

ARTICLE IV: WORKING HOURS AND WORK WEEK

Section 1:

Any employee, given prior or emergency approval for overtime by his or her supervisor, shall be granted compensatory time on an hour-for-hour basis for hours worked between 35 and 40 hours. An employee shall be paid time and one-half (1½) the employee's straight time hourly rate for each hour worked beyond 40 hours worked in the employee's normal work week, all as provided by law.

Section 2:

All employees will work thirty-five (35) hours during the normal work week.

Section 3:

All compensatory time must be taken within four (4) weeks of the date which it was earned, except that seven (7) hours or a portion thereof may be carried over to November 15, of that calendar year. If a date is not mutually agreed upon, then that employee shall be paid for the accumulated compensatory time by December 15 of that calendar year. Any compensatory time earned on November 15th through the end of that calendar year which cannot be processed as previously specified will be carried over or paid on the same basis in the following calendar year.

Section 4

The union acknowledges that the Board may change the hours of employees from the current 2 schedules (8:30 a.m.- 4:30 p.m. and 9:00 a.m. - 5:00 p.m.) to one schedule (8:30 a.m. - 4:30 p.m.) upon 30 days written notice to the union. This provision shall not diminish the rights of the parties existing elsewhere in the Agreement or in Law.

ARTICLE V: HOLIDAYS

Section 1:

Employees shall be granted the following paid holidays as publicly proclaimed:

NEW YEAR'S DAY		LABOR DAY
MARTIN LUTHER KING'S BIRTHDAY		COLUMBUS DAY
LINCOLN'S BIRTHDAY		ELECTION DAY
WASHINGTON'S BIRTHDAY		VETERAN'S DAY
GOOD FRIDAY		THANKSGIVING DAY
MEMORIAL DAY	INDEPENDENCE DAY	CHRISTMAS DAY

In addition (at the discretion of the Board), employees may be granted any other days declared to be holidays by proclamation of the President or Governor or if the Board of Chosen Freeholders authorizes a holiday for all County employees.

Section 2:

To be eligible for a paid holiday, an employee must have worked the last scheduled work day before and the first scheduled work day after the holiday, unless on authorized leave with pay, excluding educational leave. New employees who have exhausted all earned sick leave, and are ill the day before or after a holiday, shall be reimbursed for that holiday upon earning back the sick leave used. For purposes of this paragraph an employee shall be considered a new employee for the 12 month period commencing from his/her date of hire.

Section 3:

Whenever any of the holidays enumerated above falls on a Sunday, the following Monday shall be observed as the official holiday and whenever such holiday falls on a Saturday it shall be observed on the preceding Friday.

Section 4:

If any employee is required to work on any one of the holidays designated under Section 1 of this Article, he shall be paid at the rate of time and one-half (1½) his/her regular rate of pay for each such hour worked and he shall be granted one day's compensatory time off for each such full holiday worked at his/her regular rate of pay, if eligible, subject to Section 2 above.

Section 5:

All employees must report in person to the office on the work day before and the work day after the holiday unless on authorized leave or an assignment by his/her immediate supervisor or administrator which precludes it.

ARTICLE VI: VACATIONS

Section 1:

In accordance with N.J.S.A. 11:24A-1-1, the employees shall be granted vacation leave, pursuant to the following schedule based upon length of service:

<u>Length of Service</u>	<u>Vacation</u>
Less than 1 year	One (1) day for each month worked or major fraction thereof during the first calendar year of employment
From 1st full calendar year through 6th full calendar year	12 days
From 7th full calendar year through 12th full calendar year	15 days
From 13th full calendar year through 19th full calendar year	18 days
From 20th full calendar year through 24th full calendar year	21 days
Beginning with 25th full calendar year	25 days

Section 2:

The vacation period for employees shall begin January 1 of each year and continue in effect until December 31 of such year. Annual leave shall be taken subject to the needs of the service, during the current vacation period.

Section 3:

Vacation leave shall be credited in advance at the beginning of the calendar year in anticipation of continued employment for the full year and may be used on the basis of and in accordance with established Board policy.

a. All new employees shall be granted one (1) working day for each month of service or major fraction thereof during the remainder of calendar following date of employment.

b. Employees hired from January 1 thru September 30 will be credited vacation days in advance on January 1 of the following calendar year in anticipation of continued employment.

c. Employees hired on October 1 thru December 31 will be credited vacation days in advance at the beginning of the second calendar year of employment in anticipation of continued employment.

d. The requests for above vacation days shall be made in writing to the Director of Welfare. Vacation allowance must be taken during the current calendar year at such time as permitted by the Director of Welfare unless she determines it cannot be taken because of pressure of work; except that an employee may request a maximum of one year of earned vacation allowance be carried forward into the next succeeding year only. This request shall be made in writing to the Director of Welfare and may be approved for good reason. The employee must use such vacation allowance within the next succeeding year or such vacation allowance will be forfeited.

Section 4:

Annual vacation shall be granted with the approval of the Supervisor, Administrative Supervisor and the Director of Welfare. For vacations of five days or less, a written request shall be presented to the Supervisor except in case of illness or emergency. For vacations more than five consecutive days, a written request shall be presented to the Supervisor and Director at least four weeks prior to the dates requested except in the case of illness or emergency. Extended vacation shall include any carried over vacation taken with current year's vacation. In scheduling vacations (normal and extended) management will consider seniority of employees involved and the orderly flow of work within the work unit.

Section 5:

An employee who during the calendar year returns from a continuous period of absence of more than six (6) months due to disability, leave of absence or layoff, shall be eligible for a vacation after the employee has completed six (6) months in the performance of duty after returning from such absence. These six (6) months in performance of duty need not be continuous, but period of absence of eight (8) days or more shall not be credited in computing the required six (6) months. In case an employee becomes ill after having had his/her vacation schedule approved, the Board will not expect the employee to cancel said vacation if it results in a financial hardship to the employee.

This section shall not deprive an employee of any justly earned vacation time or compensation thereof.

Section 6:

Upon termination of employment, an employee will be credited with annual vacation for only those months of the calendar year worked on a prorated basis for each month of actual service. An employee who has, pro rata, used more annual vacation than entitled to at the time of termination, shall have an amount equal to his/her daily rate of pay deducted from his/her final pay, for each day of annual vacation taken in excess of the number to which he was entitled.

Section 7:

Whenever any employee in the classified service dies, payment shall be made to the estate of such deceased employee for all earned and unused vacation leave, within the limits set forth in the above, based on the last approved compensation rate for the deceased employee.

ARTICLE VII: SICK LEAVE

Section 1:

Sick leave is hereby defined to mean absence from post of duty of an employee because of illness, injury, accident, exposure to contagious disease, pregnancy disability, or attendance upon a member of the employee's immediate family, seriously ill requiring the care or attendance of such employee. "Immediate family" means father, mother, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandchild, spouse, child, foster child, sister or brother, sister-in-law and brother-in-law of the employee. It shall also include relatives of the employee residing in the employee's household for at least three (3) consecutive months prior to the event giving rise to the request for leave.

Civil Service Rule N.J.S.A. 34:1-17.15 will apply to Board employees. Though the aforesaid Rule does not define the term "short period," the Board and Union agree that said term shall mean a period not exceeding five (5) working days.

Section 2:

Each employee shall be entitled to sick leave credits at the rate of one day per month or major fraction thereof from the date of employment to the end of the calendar year of hire. If separation from employment occurs before the end of said year, and the employee has used more sick leave than appropriate on a pro rata basis, he shall have an amount equal to his/her daily rate of pay deducted from his/her final pays, for each day of sick leave in excess of the number to which he was entitled.

Each employee will be credited with 15 days sick leave annually for each succeeding calendar year of full time employment, which is cumulative. Sick leave cannot be used as terminal leave. (There shall be no accumulated time under any circumstances for sick leave when leaving the employ of the Board). If upon termination after a year's service an employee has used more sick leave than that to which he is entitled, he shall have deducted from his/her final pays an amount equal to his/her daily rate of pay for each day of sick leave taken in excess of the number of sick leave days to which he is entitled. Sick leave benefits shall be available to both provisional and permanent employees in accordance with law and existing practices.

Section 3:

Each employee is responsible to ensure that the Personnel Office and his/her immediate supervisor (or unit in the absence of the supervisor) is notified within one hour after starting time on each day of absence giving the specific reason for the absence. Failure to give notification without valid reason as required may result in loss of sick leave for that day and may constitute cause for disciplinary action. Failure to report absences from duty for five consecutive business days shall constitute a resignation not in good standing pursuant to Civil Service Rules and Regulations.

Section 4:

a. A certificate from a licensed physician in attendance may be required as sufficient proof of need of leave of absence or the need of the employee's attendance upon a member of the employee's immediate family. Where an employee is absent from duty due to illness less than five days at a time, the Board may require production of the physician's certificate. However, in the event of absence from duty due to illness for five consecutive working days or more at one time, it may be required that the employee submit a physician's certificate to the Director of Welfare.

b. Employees, absent on sick leave for periods totaling fifteen (15) days in one calendar year consisting of periods of less than five (5) days, shall submit acceptable medical evidence for any additional sick leave in that year unless such illness is of a chronic or recurring nature requiring recurring absences of one day or less in which case only one certificate shall be necessary for a period of six months.

c. In the instance of leave of absence due to contagious disease, a certificate from the Department of Health shall be required.

Section 5:

Any employee who retires on or after January 1, 1992 shall be reimbursed for accumulated sick time based on the schedule below:

Thirty (30) percent of the value of sick time at time of retirement to a maximum of eight thousand-five hundred twenty (\$8,520.00) dollars.

In order to receive this reimbursement, retirement shall be determined based upon receipt of New Jersey State Pension benefits or Social Security retirement benefits.

An employee who elects a deferred retirement benefit shall not be eligible for the above lump sum payment.

Section 6:

Work Connected Injury

a. When an employee is injured or disabled as a result of, or arising out of, his/her employment so as to be physically unfit for normal duty, the appointing authority may grant a leave of absence with full pay for up to four (4) months. Such leave shall not be chargeable to sick leave.

b. A leave of absence for four (4) months without pay may be granted beyond the initial four (4) months leave. During this leave, payment for earned sick and vacation time may be granted upon written request from the employee.

c. The employee will be required to endorse and deliver to the Board the full amount of workmen's compensation temporary

disability benefits received during any period of leave for which payroll checks have been issued.

ARTICLE VIII: PERSONAL LEAVE

Section 1:

Jury Duty--Each employee shall be allowed leave with differential pay, if required for jury duty. A written request for such leave shall be given by the employee to his/her supervisor at least two (2) weeks in advance. When granted said leave, an employee shall receive the difference between the pay received for jury duty and the employee's wages for the leave period. When granted said leave, an employee shall give the jury pay to the Board of Social Services and receive his/her regular pay check.

Section 2:

Military Leave--Military Leave shall be provided pursuant to N.J. Civil Service Personnel Manual (Local Jurisdiction) Part 17-3, "Military Leave" and said part is hereby incorporated herein by reference.

Section 3:

Bereavement Leave

a. The Board of Social Services shall provide non-cumulative bereavement leave with pay not to exceed three (3) days per incident in the case of the employee's spouse, children, brothers, sisters, mother, father, mother-in-law, father-in-law, grandmother, grandfather, grandchildren, son-in-law, daughter-in-law or other relative residing in employee's household for at least three (3) consecutive months prior to the event giving rise to the request for leave. Additional days may be approved by the supervisor and charged against sick leave for members of the immediate family as defined by Civil Service regulations. One (1) working day per incident shall be provided for: aunt, uncle, niece, nephew, cousins, brother-in-law, sister-in-law and grandparents-in-law.

b. As soon as possible, an employee shall notify his/her supervisor of a death in his/her family and of his/her need for leave. Notification must be given as in the case of illness under Article VII, Sick Leave, Section 3. Proof of death may be required by the Director of Welfare.

Section 4:

Education Leave--Education Leave may be granted by the Board with or without stipend. Courses must be job related and within budgeting limitations. Posting of Educational Leave Committee Meeting will be made at least four (4) working days in advance of meeting.

It is understood that a Union representative will have the opportunity to make a presentation before the Educational Leave Committee on behalf of the employees who are requesting Educational Leave.

Section 5:

Administrative Days

a. Each employee shall be granted three non-cumulative administrative leave days of which up to two (2) days of the three (3) days may be taken as personal days. A written request for administrative leave days must be submitted to and approved by the Director of Welfare or designee. In case of illness or emergency the written request may be waived. Administrative leave is credited at the beginning of each calendar year and may be taken in $\frac{1}{2}$ day increments.

b. New employees hired October 1 thru December 31 will not earn any administrative leave days in the first calendar year of employment. All new employees hired January 1 thru September 30 shall be credited with three (3) administrative leave days on January 1 of the following calendar year. Administrative days shall be earned by new employees at the rate of $\frac{1}{4}$ of a day for each full month for the remainder of the calendar year in which said employee was hired.

c. Employees hired on October 1 thru December 31 will be credited with three (3) administrative leave days on January 1 of the second full calendar year of employment - not the January 1 following the hiring date.

d. Administrative days are to be used as follows:

1. Personal days. No reason need be given for the use of these days.
2. Personal business which cannot be attended to outside of work hours. Applicable uses are as follows:
 - A. Business with attorney and court appearances not covered in section 6 below.
 - B. Banking business (applying for loan, mortgage).
 - C. Necessary visit to government agency for application, recertification, tax audit.
3. Established religious holidays.

Section 6:

Special Leave--Employees subpoenaed for non work related court appearances by a County Prosecutor or Municipal Judge shall be granted release time with pay.

Section 7:

Leave Without Pay

a. A permanent employee may, for reasons deemed appropriate by the Board, be granted a personal leave of absence without pay for a period not to exceed six (6) months. An additional period not to exceed six (6) months may be granted by the Board upon reapplication by the employee.

b. Temporary and provisional employees may be granted authorized leave of absence without pay for a maximum of sixty (60) days for reasons deemed appropriate by the Board and such leave may not be consecutively renewed or extended.

c. An employee on an approved leave without pay for a period of more than one month shall have the option of continuing health benefits at his/her own expense under the group rate for the succeeding nine (9) months.

Section 8:

Aggregate Time Off for Union Activities--During the calendar year of 1994, no more than a total of 25 days paid leave; during each of the calendar years 1995 and 1996 a total of 25 paid days per year; during each year no more than a total of 7 unpaid days leave may be granted to officers and two (2) delegates for Union conventions or meetings.

All requests for convention leave will be made in writing two weeks before the leave is to commence. If, in the opinion of the Director of Welfare or his/her designee, the employee's absence from duty on Union business will impede or unduly interfere with the conduct of normal Board business, then the Director or her designee may, upon written notice to the employee, deny said leave. The denial of leave is non-grievable.

The President shall be allowed no more than one (1) hour at the end of each working day for Union business to be available to agency employees.

In the event that an officer of the Union is involuntarily transferred to a location away from the main office, time will be made available for said union officer to process grievances according to Article III of the Agreement.

ARTICLE IX: STORM DAYS & EMERGENCY

Section 1:

In the event the employee cannot report to work because of storm conditions, the time lost from work will be charged against accrued compensatory time or accumulated vacation time. However, in the event the County offices close subsequent to the employee's request for time off such approved time shall be restored to the employee. In the event that no such time is available, the time lost from work will be charged as time off without pay. If an employee is unable to report to work, the employee must follow the same procedure as that outlined for reporting an absence due to illness.

Section 2:

In the event of extreme weather conditions due to storm conditions necessitating the closing of County Offices announcement of closing of such offices shall be made over radio stations WDHA and WMTR from 6:30 a.m. to 8:00 a.m. on the day of the storm. This is to be approved as a "bad weather day off" without penalty. Likewise authorized early dismissal due to inclement weather shall be without penalty.

ARTICLE X: HEALTH BENEFITS

Section 1:

- (a) All eligible employees shall choose one of the below listed medical insurance plans. The employee's eligible dependents shall also be covered under the plan selected by the employee.

Medallion Plan

Base Hospital, Wrap Around, Major Medical Plan (Employer's Medical Insurance Plan)

The HMO option

- (b) Employees choosing the Medallion Plan as their medical insurance shall have deducted from each paycheck an amount equal to the annual equivalent of four hundred dollars (\$400.00).

Effective July 1, 1995 and continuing thereafter, employees choosing the Medallion Plan as their medical insurance shall have deducted from each paycheck an amount equal to the annual equivalent of the difference between the premium charged by the authorized carrier of the Medallion Plan and the employer's medical plan (Wrap Around Plan).

- (c) An employee who is currently covered by the Medallion Plan and enrolls in the Employer's Medical Plan or the HMO option shall not be permitted to be enrolled back into the Medallion Plan unless there has been a change in the employee's spousal medical coverage or a change in the employee's family status.
- (d) In the event that the enrollment of the employees covered by this agreement in the Medallion Plan falls below 15 employees, the Medallion Plan shall no longer be offered as an option. The remaining employee enrollment in the Medallion Plan shall be enrolled in either the Employer's Medical Plan or HMO, at the employee's option.
- (e) Employees hired after November 25, 1992 shall not be eligible for coverage under the Medallion Plan and they may select either the Employer's Medical Plan or HMO only.

Section 2:

The Co-Pay for the Prescription Drug Plan for employees and their eligible dependents shall be:

\$3.00 for generic drugs
\$6.00 for Brand Name Drugs

Section 3:

the employer will offer a plan by which employees may set aside a portion of their salaries in the form of flexible spending accounts, pursuant to Section 125 of the Internal Revenue Code, for payments of unreimbursable eligible medical or dependent care expenses.

Section 4

(a) Employees enrolled in medical and prescription plans may elect to waive their coverage provided proof of coverage through another source can be demonstrated. Employees who waive their medical and prescription coverages shall receive a monthly payment in lieu of insurance depending upon the type of coverage for which they are eligible, as follows:

Employee Only Coverage: \$75.00 per month

Parent/Child Coverage: \$140.00 per month

Family Coverage: \$200.00 per month

Employees who have previously waived their medical and prescription plan coverage and elect to continue to waive this coverage shall be entitled to the monthly payments listed above.

(b) In the event that coverage through another source is eliminated, the employee may re-enroll in the County medical and prescription plans. In such event, re-enrollment in the Medallion Plan will be permitted only if there has been a change in spousal medical coverage or change in family status.

Section 5:

The Board shall pay the dental insurance premium cost for employee coverage only to a maximum of \$9.83 per month (\$118.00 maximum annual or prorated for less than a full year coverage) per employee. It is understood and agreed that any increase, above \$118.00 in the dental premium charged by the authorized carrier during the term of this Agreement shall be equally shared by the employee and the Board. The provided benefit plan will include an option for the employee to elect dependent coverage providing the same level of benefit as provided for the employee. The total cost of the premium charged for the dependent coverage shall be paid by the employee. The employees' contribution shall be deducted in equal periodic amounts from their paychecks.

Section 6:

The Board shall assume the entire cost of health and hospital benefit insurance coverage (Blue Cross/Blue Shield 750 Series or its equivalent) for employees covered by this Collective Bargaining Agreement who retire, as permitted by N.J.S.A. 40A:10- 23 and as

provided by the resolution adopted by the Board of Social Services at their October 23, 1986 meeting.

In order to receive this benefit, said retiree must have been:

- 1) retired on a disability pension; or,
- 2) been employed by the Board for twenty-five (25) continuous years or more of service at the time of retirement; or,
- 3) at the time of retirement, reached the age of 62 or older and been employed by the Board for at least fifteen (15) continuous years.

Each retiree and his/her eligible dependents shall receive this benefit provided they annually advise the Board of all other health and hospital coverage under which they are covered through any other source.

Section 7:

It is understood and agreed that the Board retains the unilateral right to select the insurance carrier or to be self-insured. Notwithstanding any such changes the level of the benefits shall remain substantially the same.

Preadmission Review and Individual Case Management programs will be implemented immediately upon signing of this Agreement. An employee who has received an adverse decision in using the preadmission review procedures and who has exhausted the insurance company appeal procedures shall have a final, nonreviewable appeal to the Employer and Board of Chosen Freeholders.

Section 8:

New employees hired in the first five (5) working days of the calendar month will have insurance coverage beginning on the first day of their 3rd calendar month of employment. (e.g., employees hired 9/4/91 would begin coverage 11/1/91.) Employees hired after the 5th day of calendar month will have coverage begin on the first day of their 4th calendar month of employment. (e.g., employees hired 9/6/91 would begin coverage 12/1/91.)

Health insurance coverage for the employee and his enrolled dependents ceases on the last day of the month in which the termination is effective.

ARTICLE XI: DISABILITY PLAN

Section 1:

All employees in the Negotiating Unit will be covered by the existing County Disability Program.

Section 2:

The maximum weekly disability benefit shall be \$255.00 per week for eligible employees. The employee's annual contribution shall be \$67.24 per year.

These disability benefits are paid to all eligible employees covered by this Collective Bargaining Agreement who have exhausted their sick leave and are unable to work because of sickness or off the job accidents.

Section 3:

Benefits would not be payable for a disability beginning before completion of the ninety (90) day "probationary period" when first employed. The average weekly wage would be calculated on the earnings in the eight calendar weeks immediately before the week in which the disability begins. The total wages earned during these weeks worked are divided by the number of weeks worked in the eight week period to obtain the average weekly wage. The benefit will be two thirds (2/3) of the average weekly wage. Morris County would remain as guarantor.

ARTICLE XII: GROUP LIFE INSURANCE

Group Life Insurance benefits shall be provided in accordance with the statute and Rules and Regulations of the Public Employees Retirement System (PERS) of New Jersey. Included, but not limited thereto are the following benefits:

a. Life insurance is automatically provided upon enrollment in the Public Employees' Retirement System of New Jersey with total coverage equal to three (3) times annual base wage of the employees as provided below.

1. Under the Public Employees' Retirement System of New Jersey, one and one-half ($1\frac{1}{2}$) times the amount of base annual wage life insurance is provided free of charge.

2. After the first 12 months membership, (during which time the remaining one and one-half ($1\frac{1}{2}$) times contributory life insurance is mandatory at the employee's expense) the employee may thereafter, at the Employee's option, withdraw from the contributory life insurance only, provided required notification is given.

Any employee who becomes a member of the Public Employees' Retirement System of New Jersey may discontinue the contributory insurance, at the employees option, after the first full year (12 months) of membership. Once an employee discontinues the contributory insurance, he/she cannot again become insured for the contributory life insurance, subject to the Statutes and Rules and Regulations of PERS.

Upon retirement under the Public Employees' Retirement System of New Jersey, the coverage constitutes and becomes a paid up policy equal to presently 3/16ths of the base pay at the time of retirement.

ARTICLE XIII: PENSIONS

Pension and retirement benefits shall be provided to employees of the Board covered by this agreement pursuant to the provisions of the statutes and laws of the State of New Jersey.

ARTICLE XIV: LIABILITY INSURANCE

During the term of this Agreement, the Board shall continue the existing liability insurance coverage for employees covered by this Agreement during the performance of their duties. (See Appendix I).

ARTICLE XV: SALARIES

Section 1:

Effective January 1, 1994, all employees shall have their salaries increased to the salary Schedule A which appears in Appendix III and represents a two and one-quarter percent (2.25%) salary increase over the 1993 salary schedule. Employees will remain in the same range and step they were at on 12/31/93, when they are moved to salary Schedule A, Appendix III.

Section 2:

Effective July 1, 1994 all employees, not at the maximum step of the range, who have at least one year service as of July 1, 1994 shall be advanced a one-half increment in their present range per Schedule A of Appendix III.

Section 3:

Effective January 1, 1995 , employees shall have their salaries increased to the salary Schedule B which appears in Appendix III and represents a two and one-quarter percent (2.25%) salary increase over salary Schedule A, Appendix III. Employees will remain in the same range and step they were at on 7/1/94, when they are moved to salary Schedule B, Appendix III.

Section 4 :

Effective July 1, 1995 all employees, not at the maximum step of the range, who have at least one year service as of July 1, 1995 shall be advanced a one-half increment in their present range per Schedule B of Appendix III.

Section 5:

Effective January 1, 1996, all employees shall have their salaries increased to the salary Schedule C which appears in Appendix III and represents a three percent (3.0%) salary increase over the 1995 salary schedule. Employees will remain in the same range and step they were at on 7/1/95, when they are moved to salary Schedule C, Appendix III.

Section 6:

When an employee works outside of his/her classification at the written request of the Director for a period of eighteen (18) or more consecutive working days, the employee shall receive the rate of pay for that job classification, or for his/her own job classification, whichever is higher, for total number of hours worked outside his/her classification. This will not be construed to be a promotion.

Section 7:

Any employee who is promoted to a higher position title shall receive no less than one (1) salary increment in the old range.

ARTICLE XVI: LONGEVITY

Section 1:

Eligible employees covered by this Agreement shall be paid in addition to the rates of pay set forth in Article XV set forth above, a longevity increment calculated from date of hire and based upon unbroken continuous years of service with the Board of Social Services in accordance with the following schedule:

<u>Years of Service</u>	<u>Percentage</u>
After 3rd through the 8th anniversary date of employment	1
After 8th through the 12th anniversary date of employment	3
After 12th through the 16th anniversary date of employment	5
After 16th anniversary date of employment	7

Section 2:

Longevity will be paid in accordance with the provisions of this Agreement on a bi-weekly basis to be included with the employee's regular pay issued on the appropriate pay days.

Section 3:

In consideration of entitlement to longevity, no tacking on of previous periods of employment shall be permitted unless such period of service shall have been interrupted by an approved leave of absence.

Section 4:

- (a) Employees hired on or after November 25, 1992 shall not be eligible for longevity benefits under the provisions of this Article XVI.
- (b) Employees hired prior to November 25, 1992 shall continue to be eligible for the longevity benefits described in Article XVI.

ARTICLE XVII: MILEAGE ALLOWANCE

Section 1 :

Whenever an employee is authorized and required to use his/her privately owned vehicle on official business, the employee shall be reimbursed at the rate of twenty (20) cents for each mile for such use. Effective July 1, 1995 the reimbursement rate shall be increased to twenty-five (25) cents.

Section 2 :

The Employer shall also reimburse employees for the cost of automobile insurance coverage, it being understood that each employee who is authorized and routinely required to utilize his/her automobile on Board business shall obtain liability insurance coverage for their protection. The employee shall present evidence of the existence of the liability coverage and proper certificate of insurance carried by the employee indicating coverage in the amount of \$300,000 Combined Single Limit (CSL). Said certificate must include thirty days notice of cancellation of insurance clause. The amount of reimbursement shall be to the extent of the actual coverage, but shall not exceed the sum of Nine dollars (\$9.00) per month.

ARTICLE XVIII: SENIORITY

Except where Civil Service Rules preclude, parking assignments and vacation grants shall be made solely on the basis of agency seniority. Agency seniority is to be determined by the total length of continuous service with the Board. Special consideration shall be given to handicapped employees for parking assignments.

ARTICLE XIX: SOCIAL WORKER
WEEKEND/HOLIDAY/STANDBY/CALL OUT

Social Worker Standby shall be in effect from January 1, through December 31, unless otherwise amended by the Agency Director. To participate in the Standby provisions of the article, an employee must volunteer for and be selected by the Director for membership on the Agency's standby team.

Employees required to be on standby shall first be chosen on a volunteer basis. If there are no volunteers for standby, the Board reserves the right to assign an employee to this duty by using a rotating inverse seniority list from amongst the team members.

The standby schedule shall be in effect for the normal weekend from the close of business Friday (4:30 or 5:00 p.m. at Director discretion) to the opening of business on Monday (8:30 or 9:00 a.m. at Director discretion).

The standby schedule for mid-week holiday shall be in effect from the close of business on the day preceding the holiday to the opening of business on the day following the holiday.

Since all weekends and holidays of the year may not require a standby schedule, the Board reserves the sole right to determine which weekends and holidays of the year require this duty.

Employees who are assigned weekend standby shall receive a One Hundred dollar (\$100.00) allowance for covering the hours as outlined above or a pro rata portion thereof if the weekend hours are covered by, or divided between, two or more employees. On holidays requiring standby duty the employee shall receive a fifty dollar (\$50.00) allowance.

In addition to the allowance, if the employee is called out to perform authorized services, he/she shall be compensated for the actual hours worked in accordance with Article IV, Section 1, or in the event of a holiday, the employee shall be compensated in accordance with Article V, Section 4.

ARTICLE XX: AGENCY ORIENTATION

There will be an orientation session for all new employees within a month of the date of hire. The Union will be notified when these orientation sessions will be held, and the names and titles of the new employees attending the session will be forwarded to the Union. The Union representative will have an opportunity to address the employees at the orientation session for a period not to exceed 15 minutes.

ARTICLE XXI: POSTING POSITION VACANCIES

Openings in positions on the Board's staff will be posted on bulletin boards for at least five (5) working days to afford interested employees an opportunity to apply. If interested in a vacancy, the supervisor of the employee should be notified and will register the name of the applicant with the Director of Welfare. All inter-office vacancies shall be posted. Names of appointees shall be posted. The notice of vacancy shall include the salary range of the position to be filled.

ARTICLE XXII: PERSONNEL FILE AND EVALUATIONS

All employees shall have the right to openly copy any section of their personnel file, including their evaluations without signing a waiver. Negative comments that do not result in an official disciplinary action will be purged from an employee's personnel file four years after the filing of the comment.

ARTICLE XXIII: DISCIPLINARY ACTION

Whenever an employee is given an official notice of disciplinary action the Union will be notified that the employee has received notice of disciplinary action. No details of the disciplinary action will be included in this notice to the Union. In all cases the notice to the Union will be forwarded to the Union president within two (2) working days.

For permanent employees only the employer will apply the concept of progressive discipline for minor disciplinary actions (i.e. suspension of or fine for five (5) days or less). The employer, however, reserves the right to apply more severe discipline for more serious violations as the situations warrant.

For permanent employees only, the Employer will apply the standard of sufficient cause in accordance with N.J.A.C. 4:1-16.7. Provisional, temporary and emergency employees shall be disciplined as appropriate pursuant to Civil Service Rules and Regulations and shall not be entitled to application of the sufficient cause standard as the same is to apply to only permanent employees in accordance with Civil Service Rules and Regulations.

ARTICLE XXIV: APPLICATION OF BENEFITS

Further, the provisions of this Agreement shall not apply to any employee who has left the employ of the Board on or before the date of signing of this Agreement by both parties.

ARTICLE XXV: NO DISCRIMINATION

There shall be no discrimination, interference or coercion by the Board or any of its agents, or by the Union or any of its agents or members against the employees represented by the Union because of membership or activity (or lack of each) in the Union; nor shall the Board or the Union discriminate against any employee because of race, creed, color, age, sex, marital status, national origin or religious persuasion, physically handicapped and any other categories covered by Civil Service regulations.

ARTICLE XXVI: RESPONSIBLE RELATIONS

The Board and the Union recognize that it is in the best interests of both parties, the employees and the public, that all dealings between them continue to be characterized by mutual responsibility and respect.

To insure that this relationship continues and improves, the Board and the Union and their respective representatives at all levels will apply the terms of this contract fairly in accordance with its intent and meaning.

ARTICLE XXVII: CONTINUATION OF CERTAIN BOARD POLICIES

All County Board written employment policies in effect on the signing of this Agreement shall be continued during the term of the Agreement.

ARTICLE XXVIII: AGREEMENT NOT TO STRIKE

The Union acknowledges that the common law of New Jersey prohibits strikes and the Union agrees not to strike during the term of this Agreement.

ARTICLE XXIX: GENERAL PROVISIONS

Section 1:

This agreement constitutes the complete and final understanding and resolution by the parties on all bargainable issues which were or could have been the subject matter of negotiations between the parties. During the life of this Agreement except where otherwise provided herein, neither party shall be required to negotiate with respect to any matter, whether or not covered by this Agreement or whether or not within the knowledge or contemplation of either or both parties at the time they negotiated and executed this Agreement.

Section 2:

If any provisions of this Agreement or application of this Agreement to any employee or employees covered hereunder is held invalid by operation of law, by Legislative Act or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions contained herein shall not be affected thereby and shall continue in full force and effect.

Section 3:

General Information--Physical examination may be required (at reasonable intervals) at the expense of the Board.

Section 4:

When used in this Agreement, terms of the masculine gender shall be deemed to include the feminine gender intended from the context in which such term is used. Singular unless a different interpretation is clearly intended from the context in which such terms are used.

Section 5:

When used in this Agreement, the term Civil Service shall be deemed to include the New Jersey Department of Personnel.

ARTICLE XXX: PAYROLL DEDUCTIONS FOR UNION DUES

Section 1:

Upon request, the Board agrees to deduct from the salaries of those of its employees who authorize its membership dues in the Union. Authorization must be in writing and comply with the provisions of N.J.S.A. 52:14-15.9e of the Statutes of New Jersey. Deductions shall be made in compliance with law each pay period, and monies collected, together with records of any corrections, shall be transmitted to the treasurer of the Union by the first of each month following collection.

Section 2:

If, during the life of this Agreement, there shall be any change in the rate of membership dues, the Union shall furnish to the Board written notice prior to the effective date of such change, and shall furnish to the Board a certified copy of the Resolution, indicating dues changes and the effective date of such changes.

Section 3:

The Union will provide the necessary dues deduction forms and will secure the signatures of its members on the forms and deliver the signed forms to the Director or his/her designee. The Union shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of, or by reason of, action taken by the Board in reliance upon salary deduction authorization cards submitted by the Union.

ARTICLE XXXI: PAYROLL DEDUCTIONS FOR C.O.P.E.

For all employees who sign a payroll deduction authorization, payroll deduction C.O.P.E. will be implemented on and after September 1, 1984.

ARTICLE XXXII: UNION BULLETIN BOARD

A bulletin board fitted with glass doors and a lock will be designated as the Union bulletin board. Keys to the lock will be entrusted to the local union president, and the local union president will accept the responsibility for any and all material posted on said bulletin board.

ARTICLE XXXIII: REOPENER

In the event that the County of Morris implements improved disability plan, improved health benefits, increased mileage allowance, improved longevity, holiday, or substitutes a floating holiday in place of one of the holidays in any of its labor agreements, the parties to this Agreement agree to reopen this Agreement for the purpose of negotiations concerning only such improvements as are referred to herein. It is understood and agreed that this article does not apply to interest arbitration awards under the New Jersey Statute.

ARTICLE XXXIV: DURATION

Except as otherwise provided herein, this Agreement shall be in full force and effect as of the first (1st) day of January, 1994 and shall remain in full force and effect through the thirty-first (31st) day of December, 1996. If either party desires to modify or terminate this Agreement, it must, not later than September 30, 1996 give written notice of its intention. In the event no such notice is received by September 30, 1996, this Agreement shall continue in effect from year to year after December 31, 1996, subject to modification or termination by either party upon written notice given prior to August 31st of any succeeding year.

IN WITNESS WHEREOF, the parties have hereunto subscribed their hands and seals the day and year first above written.

ATTEST:

MORRIS COUNTY BOARD OF
SOCIAL SERVICES

Mary Rose Lurushki

J. Hubert Kernan
Director of Welfare

Dorothy E. Broome
Deputy Director of Welfare

ATTEST:

COMMUNICATIONS WORKERS OF
AMERICA, AFL-CIO

Anne DeLoress
President, Local 1069

Kathleen A. King
CWA Staff Representative

Julia Papouitch

Barry A. Eull

Jean Schramm

Appendix III
Schedule A
Calendar Year 1994

Range	Increment	1/2 Step	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
1	535	267	10,691	10,958	11,226	11,493	11,760	12,027	12,295	12,562	12,829	13,096	13,364	13,631	13,898	14,165	14,433	14,700	14,967
2	561	281	11,228	11,508	11,789	12,070	12,351	12,632	12,912	13,193	13,474	13,754	14,035	14,316	14,596	14,877	15,158	15,438	15,719
3	588	296	11,788	12,084	12,378	12,673	12,968	13,263	13,557	13,852	14,147	14,442	14,738	15,031	15,326	15,620	15,915	16,210	16,505
4	619	308	12,377	12,686	12,996	13,305	13,615	13,924	14,234	14,543	14,852	15,162	15,471	15,781	16,090	16,400	16,709	17,018	17,328
5	650	326	12,995	13,320	13,645	13,970	14,295	14,620	14,944	15,269	15,594	15,919	16,244	16,569	16,894	17,218	17,543	17,868	18,193
6	682	341	13,645	13,986	14,327	14,668	15,010	15,351	15,692	16,033	16,374	16,715	17,056	17,397	17,738	18,080	18,421	18,762	19,103
7	716	358	14,328	14,686	15,044	15,403	15,761	16,119	16,477	16,835	17,194	17,552	17,910	18,268	18,626	18,985	19,343	19,701	20,059
8	752	376	15,047	15,423	15,799	16,176	16,552	16,928	17,304	17,680	18,056	18,433	18,809	19,185	19,561	19,937	20,313	20,690	21,066
9	790	396	15,802	16,197	16,592	16,987	17,382	17,777	18,172	18,567	18,962	19,357	19,752	20,148	20,543	20,938	21,333	21,728	22,122
10	830	415	16,593	17,008	17,423	17,837	18,252	18,667	19,082	19,497	19,912	20,326	20,741	21,156	21,571	21,986	22,401	22,815	23,230
11	871	436	17,420	17,856	18,291	18,727	19,162	19,598	20,033	20,469	20,904	21,340	21,775	22,211	22,646	23,082	23,517	23,953	24,388
12	915	457	18,290	18,747	19,205	19,662	20,119	20,576	21,034	21,491	21,948	22,405	22,863	23,320	23,777	24,234	24,692	25,149	25,605
13	960	480	19,204	19,684	20,164	20,644	21,124	21,605	22,085	22,565	23,045	23,525	24,005	24,485	24,965	25,445	25,925	26,405	26,885
14	1,008	504	20,161	20,665	21,169	21,673	22,177	22,681	23,185	23,689	24,193	24,697	25,201	25,705	26,208	26,713	27,217	27,721	28,225
15	1,058	529	21,169	21,688	22,227	22,757	23,286	23,815	24,344	24,874	25,403	25,932	26,461	26,990	27,520	28,049	28,578	29,107	29,637
16	1,111	556	22,227	22,783	23,338	23,894	24,450	25,005	25,561	26,117	26,672	27,228	27,784	28,339	28,895	29,451	30,006	30,562	31,118
17	1,167	583	23,338	23,921	24,505	25,089	25,672	26,255	26,839	27,422	28,006	28,589	29,173	29,756	30,339	30,923	31,506	32,090	32,673
18	1,225	613	24,507	25,120	25,732	26,345	26,958	27,570	28,183	28,796	29,408	30,021	30,634	31,246	31,859	32,472	33,084	33,697	34,310
19	1,287	643	25,731	26,374	27,018	27,661	28,304	28,947	29,591	30,234	30,877	31,520	32,164	32,807	33,450	34,094	34,737	35,380	36,023
20	1,351	675	27,016	27,693	28,369	29,044	29,720	30,395	31,071	31,746	32,422	33,097	33,773	34,448	35,123	35,799	36,474	37,150	37,825
21	1,418	709	28,367	29,076	29,785	30,495	31,204	31,913	32,622	33,331	34,040	34,750	35,459	36,168	36,877	37,586	38,295	39,005	39,714
22	1,490	745	29,790	30,535	31,280	32,024	32,769	33,514	34,259	35,003	35,748	36,493	37,238	37,982	38,727	39,472	40,217	40,961	41,706
23	1,564	782	31,279	32,061	32,843	33,625	34,407	35,189	35,971	36,753	37,535	38,317	39,099	39,881	40,663	41,445	42,227	43,009	43,791
24	1,642	821	32,843	33,664	34,485	35,306	36,127	36,948	37,769	38,591	39,412	40,233	41,054	41,875	42,696	43,517	44,338	45,159	45,980
25	1,724	862	34,484	35,346	36,208	37,070	37,932	38,794	39,657	40,519	41,381	42,243	43,105	43,967	44,829	45,691	46,553	47,415	48,277
26	1,810	905	36,207	37,112	38,017	38,921	39,826	40,733	41,638	42,543	43,448	44,354	45,259	46,164	47,069	47,974	48,879	49,785	50,690
27	1,901	951	38,020	38,971	39,921	40,872	41,822	42,773	43,723	44,674	45,624	46,575	47,525	48,476	49,426	50,377	51,327	52,278	53,228
28	1,996	998	39,924	40,922	41,920	42,918	43,916	44,914	45,913	46,911	47,909	48,907	49,905	50,903	51,901	52,899	53,897	54,895	55,894
29	2,096	1,048	41,918	42,965	44,014	45,062	46,110	47,158	48,206	49,254	50,302	51,350	52,398	53,446	54,493	55,541	56,589	57,637	58,685
30	2,201	1,100	44,018	45,118	46,219	47,319	48,420	49,520	50,621	51,721	52,822	53,922	55,023	56,123	57,223	58,324	59,424	60,525	61,625

Appendix III
Schedule B
Calendar Year 1995

Range	Increment	1/2 Step	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
1	547	273	10,932	11,205	11,479	11,752	12,025	12,299	12,572	12,845	13,118	13,392	13,665	13,938	14,212	14,485	14,758	15,032	15,305
2	574	287	11,481	11,788	12,085	12,342	12,629	12,916	13,203	13,490	13,777	14,064	14,351	14,638	14,925	15,212	15,499	15,786	16,073
3	603	301	12,054	12,355	12,657	12,958	13,259	13,561	13,862	14,163	14,465	14,766	15,068	15,369	15,670	15,972	16,273	16,574	16,875
4	634	316	12,655	12,971	13,288	13,604	13,921	14,237	14,553	14,870	15,186	15,502	15,819	16,135	16,452	16,768	17,084	17,401	17,717
5	664	332	13,287	13,619	13,951	14,284	14,616	14,948	15,280	15,612	15,944	16,277	16,609	16,941	17,273	17,605	17,937	18,270	18,602
6	698	349	13,952	14,301	14,650	14,998	15,347	15,696	16,045	16,394	16,742	17,091	17,440	17,789	18,138	18,486	18,835	19,184	19,533
7	733	366	14,650	15,016	15,383	15,749	16,115	16,481	16,848	17,214	17,580	17,946	18,313	18,679	19,045	19,411	19,778	20,144	20,510
8	769	385	15,386	15,771	16,155	16,540	16,925	17,309	17,694	18,079	18,463	18,848	19,232	19,617	20,002	20,386	20,771	21,156	21,540
9	808	404	16,158	16,562	16,966	17,370	17,774	18,178	18,582	18,986	19,389	19,793	20,196	20,601	21,005	21,409	21,813	22,217	22,621
10	848	424	16,968	17,390	17,814	18,238	18,663	19,087	19,511	19,935	20,359	20,783	21,207	21,632	22,056	22,480	22,904	23,328	23,752
11	891	445	17,812	18,257	18,703	19,148	19,593	20,038	20,484	20,929	21,374	21,820	22,265	22,710	23,156	23,601	24,046	24,491	24,937
12	936	468	18,702	19,170	19,637	20,105	20,572	21,040	21,507	21,975	22,442	22,910	23,377	23,845	24,313	24,780	25,248	25,715	26,183
13	982	491	19,636	20,127	20,618	21,109	21,600	22,091	22,581	23,072	23,563	24,054	24,545	25,036	25,527	26,018	26,509	26,999	27,490
14	1,031	515	20,615	21,130	21,645	22,161	22,677	23,192	23,707	24,223	24,738	25,253	25,769	26,284	26,800	27,315	27,830	28,346	28,861
15	1,082	541	21,645	22,186	22,727	23,268	23,809	24,350	24,892	25,433	25,974	26,515	27,056	27,597	28,138	28,680	29,221	29,762	30,303
16	1,136	568	22,727	23,295	23,863	24,432	25,000	25,568	26,136	26,704	27,272	27,841	28,409	28,978	29,546	30,113	30,681	31,250	31,818
17	1,193	597	23,863	24,460	25,056	25,653	26,249	26,846	27,442	28,039	28,636	29,232	29,829	30,425	31,022	31,618	32,215	32,812	33,408
18	1,253	626	25,058	25,684	26,311	26,937	27,564	28,190	28,817	29,443	30,070	30,696	31,323	31,949	32,575	33,202	33,828	34,455	35,081
19	1,318	658	26,310	26,968	27,626	28,283	28,941	29,599	30,257	30,914	31,572	32,230	32,888	33,545	34,203	34,861	35,519	36,176	36,834
20	1,381	691	27,626	28,317	29,007	29,696	30,389	31,079	31,770	32,461	33,151	33,842	34,533	35,223	35,914	36,604	37,295	37,986	38,676
21	1,450	725	29,005	29,730	30,455	31,180	31,906	32,631	33,356	34,081	34,806	35,531	36,256	36,981	37,707	38,432	39,157	39,882	40,607
22	1,523	762	30,460	31,222	31,983	32,745	33,506	34,268	35,029	35,791	36,552	37,314	38,075	38,837	39,598	40,359	41,121	41,883	42,644
23	1,599	800	31,983	32,783	33,582	34,382	35,181	35,981	36,780	37,580	38,380	39,179	39,979	40,778	41,578	42,377	43,177	43,977	44,775
24	1,679	840	33,582	34,422	35,261	36,101	36,940	37,780	38,619	39,459	40,298	41,138	41,977	42,817	43,657	44,496	45,335	46,175	47,015
25	1,763	882	35,260	36,142	37,023	37,905	38,786	39,668	40,549	41,431	42,312	43,194	44,075	44,957	45,838	46,720	47,601	48,483	49,364
26	1,851	926	37,022	37,948	38,873	39,799	40,724	41,650	42,575	43,501	44,426	45,352	46,277	47,203	48,129	49,054	49,980	50,905	51,831
27	1,944	972	38,875	39,847	40,819	41,791	42,763	43,734	44,706	45,678	46,650	47,622	48,594	49,566	50,538	51,510	52,482	53,454	54,425
28	2,041	1,021	40,822	41,843	42,863	43,884	44,904	45,925	46,945	47,966	48,986	49,986	50,986	51,986	52,986	53,986	54,986	55,986	56,986
29	2,143	1,072	42,961	43,933	44,904	45,876	46,848	47,819	48,790	49,762	50,733	51,705	52,676	53,648	54,619	55,591	56,562	57,534	58,505
30	2,250	1,125	45,008	46,133	47,258	48,384	49,509	50,634	51,759	52,884	54,010	55,135	56,260	57,385	58,510	59,635	60,760	61,885	63,010

Appendix III
Schedule C
Calendar Year 1996

Range	Increment	1/2 Step	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
1	563	262	11,290	11,542	11,823	12,105	12,386	12,668	12,949	13,231	13,512	13,794	14,075	14,357	14,638	14,920	15,201	15,483	15,764
2	591	295	11,825	12,121	12,416	12,712	13,008	13,303	13,599	13,894	14,190	14,486	14,781	15,077	15,373	15,668	15,964	16,259	16,555
3	621	310	12,416	12,726	13,037	13,347	13,658	13,968	14,278	14,589	14,899	15,210	15,520	15,830	16,141	16,451	16,762	17,072	17,382
4	652	328	13,035	13,361	13,687	14,013	14,339	14,664	14,990	15,316	15,642	15,968	16,294	16,620	16,946	17,271	17,597	17,923	18,249
5	684	342	13,686	14,028	14,370	14,712	15,055	15,397	15,739	16,081	16,423	16,765	17,107	17,450	17,792	18,134	18,475	18,818	19,160
6	719	358	14,371	14,730	15,090	15,449	15,808	16,167	16,527	16,886	17,245	17,604	17,964	18,323	18,682	19,041	19,401	19,760	20,119
7	755	377	15,090	15,467	15,845	16,222	16,599	16,976	17,354	17,731	18,108	18,485	18,863	19,240	19,617	19,994	20,372	20,749	21,125
8	792	395	15,848	16,244	16,640	17,037	17,433	17,829	18,225	18,621	19,016	19,414	19,810	20,206	20,602	20,999	21,395	21,791	22,187
9	832	416	16,643	17,059	17,475	17,891	18,307	18,723	19,139	19,556	19,972	20,388	20,804	21,220	21,636	22,052	22,468	22,884	23,300
10	874	437	17,475	17,912	18,348	18,786	19,223	19,659	20,096	20,533	20,970	21,407	21,844	22,281	22,718	23,154	23,591	24,028	24,465
11	917	459	18,346	18,805	19,263	19,722	20,181	20,639	21,098	21,557	22,015	22,474	22,932	23,391	23,850	24,308	24,767	25,226	25,684
12	963	482	19,263	19,745	20,226	20,708	21,189	21,671	22,152	22,634	23,116	23,597	24,079	24,560	25,042	25,523	26,005	26,487	26,968
13	1,011	506	20,225	20,731	21,236	21,742	22,248	22,753	23,259	23,764	24,270	24,776	25,281	25,787	26,293	26,798	27,304	27,809	28,315
14	1,062	531	21,233	21,764	22,295	22,825	23,356	23,887	24,418	24,949	25,480	26,010	26,541	27,072	27,603	28,134	28,665	29,195	29,726
15	1,115	557	22,294	22,851	23,408	23,966	24,523	25,081	25,638	26,195	26,753	27,310	27,868	28,425	28,982	29,540	30,097	30,654	31,212
16	1,170	585	23,408	23,984	24,579	25,165	25,750	26,335	26,920	27,506	28,091	28,676	29,261	29,846	30,432	31,017	31,602	32,187	32,773
17	1,229	614	24,579	25,183	25,808	26,422	27,037	27,651	28,266	28,880	29,495	30,109	30,724	31,338	31,953	32,567	33,182	33,796	34,411
18	1,291	645	25,810	26,455	27,101	27,746	28,391	29,036	29,682	30,327	30,972	31,617	32,263	32,908	33,553	34,198	34,844	35,489	36,134
19	1,355	677	27,099	27,776	28,454	29,131	29,808	30,486	31,164	31,841	32,519	33,196	33,874	34,551	35,229	35,906	36,584	37,261	37,939
20	1,423	711	28,455	29,166	29,878	30,589	31,301	32,012	32,723	33,435	34,146	34,857	35,569	36,280	36,992	37,703	38,414	39,126	39,837
21	1,484	747	29,875	30,622	31,369	32,116	32,863	33,609	34,356	35,103	35,850	36,597	37,344	38,091	38,838	39,584	40,331	41,078	41,825
22	1,549	784	31,374	32,158	32,943	33,727	34,511	35,296	36,080	36,864	37,649	38,433	39,217	40,002	40,786	41,571	42,355	43,139	43,924
23	1,617	824	32,942	33,766	34,589	35,413	36,236	37,060	37,883	38,707	39,530	40,354	41,177	42,001	42,825	43,648	44,472	45,295	46,119
24	1,729	865	34,589	35,454	36,318	37,183	38,048	38,913	39,777	40,642	41,507	42,372	43,236	44,101	44,966	45,830	46,695	47,560	48,425
25	1,816	908	36,318	37,228	38,134	39,042	39,950	40,858	41,766	42,674	43,582	44,490	45,398	46,305	47,213	48,121	49,029	49,937	50,845
26	1,907	953	38,133	39,086	40,040	40,993	41,946	42,900	43,853	44,806	45,759	46,713	47,666	48,620	49,573	50,526	51,480	52,433	53,386
27	2,002	1,001	40,041	41,042	42,043	43,044	44,045	45,046	46,047	47,048	48,049	49,050	50,051	51,052	52,053	53,054	54,055	55,056	56,057
28	2,102	1,051	42,047	43,096	44,145	45,201	46,252	47,303	48,354	49,405	50,456	51,508	52,559	53,610	54,661	55,712	56,763	57,815	58,865
29	2,207	1,104	44,147	45,251	46,354	47,458	48,562	49,665	50,769	51,873	52,976	54,080	55,184	56,287	57,391	58,495	59,598	60,702	61,805
30	2,318	1,159	46,358	47,517	48,676	49,835	50,994	52,153	53,312	54,471	55,630	56,789	57,948	59,108	60,265	61,424	62,583	63,742	64,901

SIDE BAR AGREEMENT

The parties acknowledge that the Collective Negotiation Agreement will not be a bar to an application to PERC by the employer to exclude supervisory titles from this unit.

Communications Workers of
America, AFL-CIO

Morris County Board of
Social Services

CWA Staff Representative

Director

President. Local 1069

1995 Comparative rates

	<u>WRAP</u>	<u>MEDALLION</u>	<u>Diff.</u>
Family	\$6,658.44	\$7,223.64	\$565.20
Parent/Child	5,043.48	5,471.52	428.04
Single	2,456.28	2,664.84	208.56



APPENDIX I

LIABILITY INSURANCE

The basis of coverage for liability insurance shall be the policy offered on January 1 of the current year by the Morris County Insurance Fund (coverage formerly provided by the Fireman's Fund Insurance Company).

Information of liability insurance coverage can be obtained from Risk Management.

APPENDIX 11

<u>TITLE</u>	<u>RANGE</u>
ACCOUNT CLERK.....	09
ACCOUNT CLERK-TYPING.....	09
CLERK.....	07
CLERK TRANSCRIBER.....	10
CLERK TYPIST.....	09
DATA CONTROL CLERK.....	11
DATA ENTRY MACHINE OPERATOR.....	09
HEALTH AIDE.....	12
HOME ECONOMIST.....	21
INCOME MAINTENANCE AIDE.....	09
INCOME MAINTENANCE SPECIALIST.....	19
INCOME MAINTENANCE SUPERVISOR.....	22
INCOME MAINTENANCE TECHNICIAN.....	15
INCOME MAINTENANCE WORKER.....	17
INVESTIGATOR.....	19
MAIL CLERK.....	-
MEDICAL SOCIAL WORKER.....	21
MESSENGER.....	08
MOTOR VEHICLE OPERATOR.....	12
PRINCIPAL ACCOUNT CLERK-TYPING.....	15
PRINCIPAL CLERK.....	14
PRINCIPAL CLERK TRANSCRIBER.....	
PRINCIPAL CLERK TYPING.....	15
PRINCIPAL DATA ENTRY MACHINE OPERATOR.....	15
RECEPTIONIST TYPING.....	09
SENIOR ACCOUNT CLERK.....	12
SENIOR CLERK.....	11
SENIOR CLERK TRANSCRIBER.....	13
SENIOR CLERK TYPIST.....	12
SENIOR DATA ENTRY MACHINE OPERATOR.....	13
SENIOR HEALTH AIDE.....	13
SENIOR HOME ECONOMIST.....	24
SENIOR INVESTIGATOR.....	22
SENIOR MESSENGER.....	11
SENIOR MOTOR VEHICLE OPERATOR.....	14
SENIOR PAYROLL CLERK.....	12
SENIOR RECEPTIONIST.....	12
SOCIAL SERVICE AIDE.....	09
SOCIAL SERVICE TECH.....	15
SENIOR TRAINING TECHNICIAN.....	
SOCIAL WORKER.....	19
SOCIAL WORKER BILINGUAL (SP./ENG.).....	19
SOCIAL WORK SPECIALIST.....	21
SOCIAL WORK SUPERVISOR.....	22
TELEPHONE OPERATOR-RECEPTIONIST.....	10
TRAINING TECHNICIAN.....	19