

1229

AGREEMENT

between

HUNTERDON COUNTY BOARD OF SOCIAL SERVICES

and

**COMMUNICATIONS WORKERS OF AMERICA
AFL-CIO
(CWA LOCAL 1035)**

SUPERVISORY UNIT

Effective: January 1, 1992 through December 31, 1994

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THIS AGREEMENT made this 2nd day of December, 1993, between the Communications Workers of America (CWA), and known as Local 1035, hereinafter referred to as the Union, and the Hunterdon County Board of Social Services, hereinafter referred to as the Employer, shall constitute the complete and sole Agreement for the Hunterdon County Board of Social Services employees.

ARTICLE 1

RECOGNITION AND SCOPE

A. The Negotiating Unit

The Board of Social Services 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:

Supervising Clerk, Social Work Supervisors, and Income Maintenance Supervisors employed by the Hunterdon County Board of Social Services but excluding all other employees.

B. Employee(s) Defined

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

C. Additions and Modifications to the Negotiating Unit

This shall not preclude the addition of new titles which shall be negotiated only as to unit placement and salary at the time the new titles are established. The content of job descriptions shall not be negotiated and shall be the Board's prerogative solely and exclusively to determine without negotiations with the Union. Failure of the board and the Union to agree on the unit placement and salary for the position title shall not delay the filling of the position and the payment of the employee(s) serving therein by the Board of Social Services.

It is understood and agreed between the parties that any party has the right under law to file a clarification of unit petition, should circumstances require. The parties are free and encouraged to resolve any disputes as to the composition of the unit between themselves without resorting to intervention by P.E.R.C.

ARTICLE 2

PAYROLL DEDUCTIONS

A. Dues Checkoff

The Employer will deduct current uniform dues of employees who are members of the Union beginning with the next pay period following receipt of a duly executed form acceptable to the Employer. Such authorization may only be revoked upon thirty (30) days notice prior to January 1 or July 1. Monthly, the Employer will forward a list of all employees hired or terminated during the preceding month.

It shall be the sole obligation of the Employer to remit sums deducted to the Secretary-Treasurer of the Union by the 15th of the month following the month in which it deducts them, with a list of those employees for whom the deductions have been made.

The Union shall hold the Employer harmless against all claims, demands or other forms of liability that may arise out of the Employer's deducting sums as Union dues pursuant to this Article.

B. Automobile Insurance Coverage

The Employer agrees to provide payroll deductions for automobile insurance coverage for members of an appropriate group who so authorize such deductions. The Union shall hold the Employer harmless against all claims, demands or other forms of liability that may arise out of the Employer's deducting sums pursuant to this Article.

The Employer also reserves the right to require a Hold Harmless agreement from the carrier providing such group automobile insurance coverage. The contract between the insurance carrier and the employee shall contain provisions reasonably acceptable to both the Employer and the Union.

ARTICLE 3

MANAGEMENT

It is mutually understood and agreed that the Employer has the prerogatives of management in the direction of the employees including but not limited to the rights of hiring, suspending, discharging in accordance with Civil Service rules; promoting, transferring, scheduling to determine the standards of services to be offered by its agencies, take necessary actions in emergencies, determine the standards of selection for employment, maintain the efficiency of its operations, technology of performing its work, determine the methods, means and personnel by which its operations are to be conducted, determine the content of job classifications, subject to Civil Service Regulations and any other applicable law or provision of this Agreement.

ARTICLE 4

RESPONSIBLE UNION-EMPLOYER RELATIONSHIP

A. Responsibility of the Parties

The Employer and the Union recognize and agree 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 Employer and the Union and their respective representatives at all levels will apply the terms of this contract fairly in accord with its intent and meaning and consistent with the Union's status as exclusive bargaining representative of all employees covered by this contract and management's role as the Employer.

B. Proper Treatment of Persons

It is further understood and agreed that every employee, supervisor, manager and Board Member shall be treated in accordance within the accepted standards of decency (propriety in conduct, speech), courtesy (habitual politeness; good manners), and respect (to treat with propriety). This means not calling persons derogatory names, nor refusing to acknowledge them, nor behaving toward others less than professionally. It does not mean failing to evaluate poor performance truthfully, imposing discipline when warranted, rendering a negative decision or mandating requirements with which a person disagrees or which a person dislikes.

ARTICLE 5

RIGHTS AND PRIVILEGES OF THE UNION

A. Union Representatives

1. The Union shall designate such members of the Union as it deems reasonably necessary as Union Representatives, who shall not be discriminated against due to their legitimate Union activity.
2. The Union shall provide the Employer with a list of all Union Representatives, who are employees of the Board of Social Services, and will notify the Employer within thirty (30) days if any changes occur.

B. Visits by Authorized Union Representatives

No more than two authorized representatives of the Union shall have the right to enter upon the premises of the Hunterdon County Board of Social Services, with prior twenty-four (24) hours written notice, during working hours as long as such visits do not interfere with proper service to the public. Approval of the Employer must be obtained prior to such visits.

C. Union Representatives - Negotiations, Conferences, Meetings

1. Not more than five (5) Union representatives, no more than two (2) of whom shall be Board of Social Services employees, shall be permitted to participate in negotiations, conferences or meetings with the Hunterdon County Board of Social Services. In the event the Board of Social Services schedules negotiations, conferences or meetings during normal working hours, up to five (5) Union representatives, not more than two (2) of whom shall be Board of Social Service employees, may participate with no loss in pay.

Where negotiations meetings are held jointly with representatives of the Board and the non-supervisors bargaining unit only one employee of the supervisors bargaining unit may attend and the five (5) Union representatives permitted to attend negotiations under the supervisors and non-supervisors agreements shall be the same.

2. It is recognized that should the County of Hunterdon permit the release of one (1) delegate (a County employee) to attend negotiations for CWA's Board of Social Services Negotiating Committee, the said County employee on paid leave status provided said negotiation occurs during working hours, such County employee shall be permitted to attend negotiations for Board of Social Service employees.
3. Upon securing prior approval from the Board of Social Services, representatives of the Union shall be permitted to transact official Union business on the premises at all reasonable times, provided that this shall not interfere with or interrupt normal operations of the service. Official Union business is defined for purposes of this agreement as any meeting called by a designated Union representative which is open to the general membership and any training activity conducted by a designated Union representative.

Representatives authorized by the Union may, upon five (5) days advanced written notice, be excused from duty to attend Union seminar meetings, conferences or conventions. The requirement of five (5) days advanced written notice may be waived by the Board where circumstances require. Permission will be granted when absence from work will not interfere or interrupt normal operations of the service. No more than four (4) days per year (aggregate total of individual days off) shall be allowed under this provision. Unused days shall not be accumulative and any unused days shall be cancelled at the end of the calendar year.

D. Use of Facilities and Equipment

1. Upon securing prior approval, the Union may use facilities and equipment when not otherwise in use.
2. The Union may use mailboxes and designated bulletin Boards.
3. Should the representative of the Union or the Union itself cause any malicious damage to any facility or equipment owned by the County or the Board of Social Services, the Union hereby agrees to either repair such facility or equipment at its own cost or to reimburse the County or the Board of Social Services for the reasonable cost to repair said facility or equipment.

E. Information Made Available

The Employer agrees to make available to the Union all public information concerning the financial resources of the agency together with information which may be necessary for the Union to process any grievance or complaint.

ARTICLE 6

ADHERENCE TO CIVIL SERVICE RULES

The Employer and the Union understand and agree that all Rules promulgated by the New Jersey Department of Personnel shall be binding upon both parties.

ARTICLE 7

RULES OF THE EMPLOYER

All rules and regulations promulgated by the Employer for the proper and efficient operation of the Public Service shall be duly and conspicuously placed.

ARTICLE 8

HOURS OF WORK

A. The Work Week

1. Employees will work thirty-five (35) hours during the normal work week, Monday through Friday, 8:30 a.m. to 4:30 p.m. with one (1) hour for lunch. Lunch hours shall be taken according to schedules as established.
2. Employees who work beyond forty (40) hours in a work week shall be entitled to overtime compensation as provided in Article 10.

B. Breaks

1. Each employee herein represented shall be entitled to one (1) fifteen (15) minute break for each half-day of work (morning and afternoon, and equivalent periods for shift work). Breaks are to be taken according to schedules as established. Breaks may not be used to delay the start of the work day; to extend the lunch hour at the start or finish; or at the end of the work day, provided, however, that the employee's supervisor in his sole discretion may allow an exception to this policy. Unused break time shall not be credited or accumulated in any way by the employee.
2. Employees who are on break shall not engage employees who are not on break in any way. Breaks shall be taken away from the work areas.

ARTICLE 9

WAGES

- A. The Formula for Wages shall be as follows:
1. Effective January 1, 1992, an additional step shall be added to each salary range. This shall result in a new compensation schedule which is Schedule 92.
 2. Effective January 1, 1992, each employee who has been evaluated as satisfactory for the preceding evaluation year, shall have a salary increase by advancing one (1) step on Schedule 92. Since all evaluations for this evaluation period have been completed, it is understood that all employees were evaluated as satisfactory. Additionally, each employee shall receive a bonus payment, not added to base of six-tenths of one percent (0.6%).
 3. Effective January 1, 1993, a new compensation schedule shall be created by increasing all points on Schedule 92 by 3.25%. Additionally, each step shall be divided in half, in effect doubling the number of steps. This shall result in a new compensation schedule which is Schedule 93.
 4. Effective January 1, 1993, each employee who has been evaluated as satisfactory for the preceding evaluation year, shall be moved, step-to-step, onto the new Schedule 93. Additionally, each employee who has been evaluated as satisfactory and who is not at the maximum of their salary range shall be advanced one-half step. Each employee who has been evaluated as satisfactory and who is at the maximum of their salary range shall be given a bonus payment which is not added to base equivalent to one-half of an increment in their salary range. Since all evaluations for this evaluation period have been completed, it is understood that all employees were evaluated as satisfactory.
 5. Effective January 1, 1994, a new compensation schedule shall be created by increasing all points on Schedule 93 by 3.5%. This shall result in a new compensation schedule which is Schedule 94.
 6. Effective January 1, 1994, each employee who has been evaluated as satisfactory for the preceding evaluation year, shall be moved, step-to-step, onto the new Schedule 94. Additionally, each employee who has been evaluated as satisfactory and who is not at the maximum of their salary range shall be advanced one-half step. Each employee who has been evaluated as satisfactory and who is at the maximum of their salary range shall be given a bonus payment, which is not added to base, equivalent to one-half of an increment in their salary range.
 7. An employee who has been evaluated as unsatisfactory for the preceding evaluation year shall receive no salary increase effective January 1. The unchanged rate of pay will be continued for the applicable payment year.
 8. New hires on board for more than two quarters in any evaluation year (hired prior to April 1) shall be eligible for all of the negotiated

salary increase effective January 1, contingent upon being evaluated as satisfactory.

New hires on board for two quarters or less in any evaluation year (hired April 1 or later) shall be eligible for only the step-to-step salary increase effective January 1, contingent upon being evaluated as satisfactory.

9. Employees promoted and working in a higher title for more than two quarters in any evaluation year (promoted prior to April 1) shall be eligible for all of the negotiated salary increase effective January 1, contingent upon being evaluated as satisfactory.

Employees promoted and working in a higher title for two quarters or less in any evaluation year (hired April 1 or later) shall be eligible for only the step-to-step salary increase effective January 1, contingent upon being evaluated as satisfactory.

10. It is expressly understood that there are no salary increases which are provided for subsequent to December 31, 1994.

11. No employee shall be paid less than the minimum nor more than the maximum of their salary range except that employees may receive contractually provided for bonuses or overtime payments. If an employee is evaluated unsatisfactory, and receives no salary increase effective January 1, the unchanged pay rate of that employee, if less than the negotiated pay range increase will be considered the minimum of the applicable salary range, but not the starting rate nor the base used to calculate range increments.

12. When an employee is promoted, demoted or reclassified, s/he will receive a salary adjustment as indicated in Appendix I.

B. Wages will be paid every second Friday, at the appropriate rate per employee, for the two-week (70 hour) period ending as of and inclusive of the payday.

C. Payments for overtime work authorized and worked within the pay period shall be paid on the payday for the succeeding pay period.

ARTICLE 10

OVERTIME

A. General Provisions

1. Supervisory employees shall not be paid for overtime hours worked, provided, however, that compensatory time leave will be granted to supervisory employees who are authorized to work and required to work beyond 35 hours in a given work week. Compensatory time shall be earned at the rate of time and one-half for each hour worked.
 - a. Compensatory time may be accumulated up to a maximum of thirty-five (35) hours (1 work week). Accumulated hours must be used within the next succeeding thirty (30) calendar days or the unused time shall be forfeited.
 - b. The thirty-five (35) hours accumulated for use at a later date shall be scheduled in advance in the same manner as vacation. If workloads do not permit the use of compensatory time when requested, the employee may continue to carry the time on the books for another thirty (30) calendar days.
 - c. Should an employee's service terminate, unused earned compensatory time shall be reimbursed to the employee in the final pay.
2. Agency staff who agree to perform work on a sub-contractor basis for programs to be administered after regular hours by the Board, will be considered exempt for the provisions of the Article for overtime.

B. Court Appearance

If an employee is required to appear in court on Board of Social Services business during his working hours, he shall be excused with pay. If such Court appearance is required at other than normal working hours, the employee shall be compensated at his normal overtime rate if he is otherwise eligible as indicated in Paragraph A. He will be entitled to mileage reimbursement as indicated in Article 16.

ARTICLE 11

HOLIDAYS

A. Days Off

1. The thirteen (13) holidays presently observed shall continue to be observed under this Agreement (New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, and Christmas Day).
2. Also to be observed are any other additional holidays declared by the legally constituted authorities of the County, or any holidays declared by Gubernatorial or Presidential proclamation which are not listed above. Employees who work on such days will receive compensatory time for their normal workday and their normal overtime rate for all hours beyond their normal workday.

B. Additional Days Off

The day after Thanksgiving shall be a paid day off for all employees.

C. Observance

1. By mutual consent of the Parties, the date of observance of any of the above holidays may be moved to another day.
2. When a holiday falls on a Saturday, it shall be observed on the preceding day, Friday.
3. When a holiday falls on a Sunday, it shall be observed on the following day, Monday.

ARTICLE 12

VACATIONS

A. Vacation Schedule

All employees covered by this Agreement shall be granted Vacation Leave based upon the following from date of hire:

<u>Years of Service</u>	<u>Annual Leave</u>
1st year	1 day/month to end of calendar year in which hired
1 through 7 years	12 days per year
8 through 10 years	16 days per year
11 through 15 years	21 days per year
16 through 20 years	26 days per year
21 years and over	26 days per year, plus one additional day for each year over 20

For the duration of this Agreement all employees who under the previous contract were entitled to 15 vacation days per year as of January 1, 1985, shall continue to be entitled to 15 vacation days per year until their entitlement changes to 16 days per year under the current vacation schedule.

B. "Service" Defined

Service includes all continuous service with the Board of Social Services or other County office regardless of Civil Service status, provided there is no break in service of more than one week.

C. Vacation Requests

1. Employees shall submit an annual request for Vacation Leave no later than April 30 of the year with first and second choices. Up to one-third of the year's vacation entitlement may be unscheduled, by indicating the number of days to be used "on a day basis."
2. Separate vacation requests for use of the unscheduled Vacation Leave may be submitted as needed after April 30, but no later than November 15.

D. Scheduling of Vacations

The Director will schedule vacations according to the needs of the service, and, for purposes of the annual request, on the basis of seniority in the event of multiple requests for the same time period.

2. Requests for the use of unscheduled Vacation Leave received subsequent to April 30, and prior to November 15 will not be governed by seniority considerations. The Director will schedule according to the needs of the service, on the basis of requests first received for the same time period.
3. Vacation Leave will be scheduled in no less than one-half day increments.

E. Amended Vacation Requests

An employee may submit no more than four (4) amended vacation requests per year. Seniority will not be a factor in approving amended vacation requests. No amended vacation request may be submitted after November 15.

F. Vacation Entitlement

1. Each employee, except as provided in 2. (below), shall be given credit for each calendar year for all due Vacation Leave and shall be permitted to use credited leave when requested, subject to the needs of the agency and the approval of the Director. Should an employee's service terminate before the end of the year, earned Vacation Leave shall be calculated based on the number of months (or major portion thereof) completed. Unused earned Vacation Leave shall be reimbursed to the employee in the final pay. Used unearned Vacation Leave shall be deducted from the final pay.
2. Newly hired employees shall be given credit for all due Vacation Leave after the employee has been employed for a full six months. During the first six months, Vacation Leave will be credited as earned, at the rate of one day per month worked.

G. Illness or Death in the Family During Vacation

If an employee becomes ill while on vacation and requires the use of Sick Leave or should a death in the family occur for which Bereavement Leave is provided, then that time may be changed to Sick and/or Bereavement Leave as applicable. She/he must notify the Director by telephone, telegram, or letter within two (2) days of the occurrence unless exceptional circumstances prevent such notification being given within the time provided. In addition, the employee must furnish medical evidence or proof of death in family upon return to work to verify an illness or injury which would have precluded his or her working in order to be credited with Sick Leave or Bereavement Leave in lieu of a charge for vacation days.

H. Substitution of Leave

Any substitution of Sick Leave or Bereavement Leave for vacation days does not extend the scheduled Vacation Leave beyond the expected date of return to work unless it is specifically authorized by the Director.

I. Vacation Carryover

A vacation carryover of up to one-third (1/3) of a year's vacation entitlement is permitted upon written notice filed by December 1st. Vacation carryover in excess of one-third (1/3) of the year's entitlement must be requested by October 1st. The carryover must be used in the succeeding year or such vacation credit is forfeited.

ARTICLE 13

LEAVES OF ABSENCE

A. Sick Leave

1. Sick Leave shall accumulate at the rate of one and one-quarter (1 1/4) day per month in the first calendar year of service, commencing in the first month or major portion thereof from the date of hire.
2. Sick Leave shall accumulate year to year with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year.
3. It is assumed that the employee shall remain in the service of the Employer for the remainder of the calendar year, and the total number of sick days, pro-rata, shall be credited to the employee. If separation occurs before the end of the year, and more Sick Leave has been taken than appropriate on a pro-rata basis, the per diem rate of pay for the excess days shall be deducted from the final pay.
4. If a holiday occurs during paid Sick Leave, it shall not be charged as paid Sick Leave.
5. On the last work day in December each year, employees may exercise a Buy-back of Sick Leave Option, whereby up to 7 unused Sick Leave days of the current year entitlement may be surrendered and removed from the employee's Sick Leave credit in return for a cash payment based upon the employee's daily rate of pay in effect as of December 31.
6. Sick Leave may be used for the following: (1) Personal illness or injury including medical appointments therefore, which cannot be scheduled at other times; (2) Exposure to contagious disease; (3) Care, for a reasonable period of time, of a seriously ill member of the employee's immediate family; and (4) death in the employee's immediate family, for a reasonable period of time. "Immediate family" shall be an employee's spouse, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee's household.
7. The Employer reserves the right to verify that Sick Leave has been or will be used for the purposes for which it is intended; and employees are subject to all conditions of documentation and verification of Sick Leave use as contained in N.J.A.C. 4A:6-1.4(d)-(g).

B. Pregnancy Disability and Child Care

An employee shall notify the Employer of her pregnancy disability as soon as it is medically confirmed. Said employee may request a Pregnancy Disability Leave without pay and said Leave shall be granted. A pregnancy disability and/or subsequent Child Care Leave of Absence shall be granted for the maximum period allowed by Civil Service rules. The employee may elect to return to work at an earlier date provided the employee shall be deemed medically fit to return to the duties and responsibilities of her position.

C. Bereavement Leave

1. All employees shall receive up to five (5) consecutive working days leave in the event of the death of a spouse, child, step-child, ward, son-in-law, daughter-in-law, sister, sister-in-law, brother, brother-in-law; grandparent (of employee or employee's spouse), grandchild, (of employee or employee's spouse) parent (of employee or employee's spouse) step-parent; father-in-law, mother-in-law, and any other member of the employee's immediate household. The number of days taken, up to 5, shall be at the sole discretion of the employee. This leave is separate and distinct from any other leave time. In the event of multiple deaths, special consideration will be given to the employee by the Employer.
2. Each employee may bank a maximum of two days for use in the event of death of persons other than covered in Article 13, C.1. In the first year, credit will be established for deduction from a future covered occurrence. If the employee leaves employment prior to the future occurrence, the cost of the credited day, if used, will be repaid by a deduction from the final pay or by surrender of earned Personal Leave or Vacation Leave credit. If the banked day was credited from time applicable to a covered occurrence but not used before leaving employ, then the employee will be reimbursed for the day.

D. Personal Leave

1. Employees shall receive non-cumulative personal days which shall be earned at the rate of one-half (1/2) day per month up to a maximum of four (4) days in the first calendar year. During the second calendar year of employment and thereafter, employees shall be credited with four (4) days leave for personal business which is non-cumulative.
2. Written notice of Personal Leave shall be submitted three working days in advance, except in cases of emergency, so that work schedules and unit coverage may be maintained properly.
3. Personal Leave for non-emergent circumstances will not be approved if such use would reduce unit coverage below the established coverage minimum. If this disapproval results in Personal Leave not being used before the end of the year, the unused Personal Leave will be carried over and used in the succeeding year no later than May 1.

4. Personal Leave shall be taken in minimum increments of 2 hours, except in emergency situations.
5. Up to one day of Personal Leave, not used by December 31, will be reimbursed to the employees as a cash payment at the rate of pay as of December 31.
6. Should the Employer note emergency Personal Leave usage which suggests possible abuse, the use of emergency Personal Leave will be denied unless the employee provides sufficient reason for the emergency Personal Leave. Abuse may be indicated by: (1) more than 3 emergencies in a calendar year; (2) a claimed emergency at a time for which other leave time had been denied, or which the employee had been advised would be denied if requested; (3) a claimed emergency on a day before or after a Holiday, or other leave time; (4) a pattern of use or other sufficient reason.

If an employee is required to provide a reason for emergency use of Personal Leave which is highly confidential, then the employee may insist on revealing the circumstances directly to the Director who will be contractually bound to not divulge the nature of the emergency to anyone else unless the denial of the emergency use becomes the issue in a grievance.

E. Other Leaves

All other proper and authorized leaves as provided in the Rules of the Department of Personnel shall be recognized and constitute a part of this Agreement.

ARTICLE 14

JURY DUTY

A. Paid Leave

Should an employee be obligated to serve as a juror, he shall receive full pay from the Employer for all time spent on jury duty, including reasonable travel time from the place of employment or home to the court and back. If the employee's services as a juror are not required for a portion of the work day, the employee shall report for duty for that part of the work day, unless specific circumstances warrant dismissal from duty by the Employer.

B. Court Allowance

Remuneration received from the Court for such service will not be deducted from the wages received for the corresponding workdays.

ARTICLE 15

MEDICAL AND OTHER BENEFITS

A. Benefit Entitlement

The medical and other benefits currently enjoyed by employees shall remain in effect during the term of this Agreement. It is understood and agreed that these benefits apply to employees who work twenty (20) or more hours per week.

B. Hospital/Medical Insurance

1. The Employer agrees to provide at no cost to the employees, medical coverage in the form of basic and extended hospital benefits, basic and extended Medical-Surgical benefits and Major Medical benefits as currently provided through the State Health Benefits Plan traditional program for all employees and their eligible dependents. If the employee elects an approved State Health Benefit option -HMO or PPO program- then the Employer shall pay the full cost up to the amount of the traditional program premium. Any additional costs will be paid by the employee via payroll deduction. The Employer shall also pay the monthly Medicare premium for each employee over age sixty-five (65).

2. The Board may change insurance carriers or programs provided the new carrier and/or program has benefits comparable to the current State Health Benefits Program and provided there is no diminution of benefit and/or services. The Board will, prior to changing carriers and/or program, give the Union no less than 60 days notice of the intended change, along with a complete listing of the benefit level of the existing program and the proposed new program. In the event the Union makes a claim of diminution of benefit, such a claim will be settled via an expedited arbitration hearing (grievance to be submitted directly to arbitration after discussion with the Director). If the County of Hunterdon seeks to change the insurance carrier or program and the Board proposes to change to the same carrier or program, and if the CWA International Union is arbitrating a claim of diminution of benefit with the County, the Union and the Board, with the consent of the County, agree to becoming parties to a consolidated arbitration hearing with the County.

C. Temporary Disability Insurance

In addition, the Employer agrees to provide, on a contributory basis from the Employer and the employee, New Jersey Temporary Disability Insurance.

D. Worker's Compensation Leave

Each employee shall receive for on the job injuries a leave of absence with full pay for up to twenty-six (26) weeks, with no loss in Sick Leave credit or any other leave time. Any monies received by

the employee from Worker's compensation during the leave of absence which is for regular maintenance shall be reimbursed to the Employer.

E. Extended Benefits for Retired Employees

The Employer further agrees to provide health insurance as a supplement to Medicare to retired Board of Social Services employees pursuant to Ch. 88, of the P.L. 1974 and the Board's enabling resolutions.

F. Medical Reimbursement Program

1. Subject to authorization by the State Health Benefits Commission, the employer agrees to provide a net medical reimbursement program covering vision care, dental care, and prescription drugs, and insurance premiums for these items; chiropractic services; and discretionary physical examinations for employees who have completed at least two (2) months continuous service with the Board of Social Services. If the State Health Benefits Commission establishes a maximum reimbursement for any of these items which is less than stated herein, then the contract is amended automatically to the lower maximum amount.
2. Each covered employee shall be eligible to receive a maximum net reimbursement of \$375 per year in 1992, and \$400 per year in 1993 and 1994, for himself and eligible dependents (as defined by the State Health Benefits Program).
3. The maximum net reimbursement rate in each year shall apply to bills for services incurred and submitted in that year. Covered services eligible for net reimbursement shall be limited to the following:
 - a. Vision Care: prescription lenses and eye examinations;
 - b. Prescription Drugs: prescriptions as prescribed by a licensed physician and recognized by Blue Cross, Blue Shield of N.J. as eligible for reimbursement;
 - c. Dental Care: any dental care performed by a licensed dental care provider;
 - d. In the event that an employee purchases insurance coverage for vision care, prescription drugs or dental care for himself or herself and with or without children, then the employee may submit for reimbursement for the premiums paid or some portion thereof but not to exceed the maximum permitted to be paid under Article 15 F.2 above. If the policy is not continued by the employee for at least for the amount of premiums reimbursed, then the employee shall notify the Employer of the cancellation of the policy and pay back any monies reimbursed over and above the amount charged to the date of cancellation.

- e. Any chiropractic services provided by a licensed chiropractic provider.
 - f. Discretionary physical examinations for the employee
4. a. Employees will submit requests for net reimbursement via an approved voucher, following the instructions for submission, with an attached dated receipt clearly identifying the recipient and describing the services, with costs itemized. In the case of a prescription the receipt must also show the prescription number and name of the medicine.
- b. The employee must submit written proof from the existing health care provider or providers, if more than one, that the amount claimed is not reimbursable under the policy or program for which the employee is enrolled or showing the net amount to be paid by the employee after payment under the policy or that the deductible applies. The Employer reserves the right to verify the decision of the health care provider in writing. Any employee whose spouse is an employee of Hunterdon County shall only submit for any net reimbursement which is not reimbursed by the County program or by a health care provider.
- c. The claim shall be submitted as soon as the net liability has been verified in writing to the employee. If a claim has been submitted to the health care provider but it is anticipated that the net liability may not be determined by December 1 of the year, then the employee shall complete a Notice of Possible Reimbursement form and file the form with the Employer no later than the last work day of the calendar year so that when the final net liability is determined, the approved voucher shall be submitted.
5. The Employer will pay the net reimbursement within the earliest cycle of Board-approved payments possible, based upon date of receipt of the voucher, replies for verification and provided that the voucher is not returned due to errors or lack of clarity. Any claims submitted which are complete and verified after December 1, should be approved at the January Board Meeting for payment.
6. Employees who are required to use Video Display Terminals (VDTs) and whose documented regular use of a VDT exceeds three (3) hours per day will be reimbursed up to \$40 for an additional annual visual examination.

ARTICLE 16

EMPLOYEE'S EXPENSES

A. Mileage Reimbursement for Personal Vehicles

Employees authorized and required to use personal vehicles in the pursuit of proper and necessary Board of Social Services business shall be reimbursed at the rate of twenty (\$.20) cents per mile. All such personal car mileage shall be submitted on the proper forms (to be provided) and such mileage shall be computed on a portal basis.

B. Meals

The Board of Social Services shall continue its present policy of providing meals to its employees who are out of Hunterdon County on Board of Social Services business. Reimbursement shall only include meal cost, sales tax and a gratuity (up to 15% of the total meal cost and sales tax) but shall not exceed the maximum amount allowable:

Breakfast	Up to \$ 5.00
Lunch	Up to \$ 6.50
Dinner	Up to \$13.50

A signed, dated receipt clearly identifying the food vendor is required for reimbursement.

C. Personal Vehicle Allowance

Employees in the following titles who are authorized and required to use privately owned vehicles for agency business, other than on an occasional basis (defined as one (1) day per week, or less, average) shall be granted a maximum of \$100 per year, to be used to defray additional insurance premium expenses for business-use coverage:

Social Service Supervisor
Income Maintenance Supervisor

Employees will be notified in advance if the use of personal cars for Board of Social Services business is required on more than an occasional basis (as herein defined) so that business use insurance coverage can be obtained as specified below:

All employees required to use privately owned vehicles, and claiming reimbursement for business-use insurance coverage, shall carry liability insurance with minimum coverage of \$100,000/\$300,000 personal injury liability, and \$50,000 property damages, plus business use rating. Evidence that such insurance coverage is in full force and effect with a company approved by the New Jersey Department of Insurance shall be made available to the Employer prior to payment. Payment will be made monthly during the time in which the insurance is required to be in effect, computed on a pro-rated share of the \$100 maximum payment, per diem.

ARTICLE 17

EMPLOYEE FACILITIES

Adequate facilities shall be provided for employees for purposes of daily breaks, eating of lunches and for relief in time of momentary illness incurred while at work. Adequate parking for employees' automobiles will also be provided.

ARTICLE 18

SAFETY

A. Rights and Obligations

The Employer agrees to insure the safety and adequacy of all working areas and equipment provided for employee use. The Union reserves the right to call upon the Employer or any appropriate State or Federal agency to investigate any matter involving work area or equipment. Such request will only be made where the Union feels that the employee is subjected to a possible impairment of health and safety.

B. Safety Committee

A joint Safety Committee shall be established consisting of two (2) employees and one (1) alternate, designated by the Union, and two (2) members and one (1) alternate, designated by the Employer. One of the three Union members shall be designated from the supervisory unit, and two shall be designated from the non-supervisory unit. This Committee consisting of two (2) members from each side, shall meet twice a year. Upon request for additional meetings, for urgent reasons, the Committee may meet if the Director approves the request. The function of this Safety Committee shall be to advise the Employer concerning safety and health matters which may be brought to its attention. The Safety Committee shall not function to handle grievances or to rectify individual complaints concerning health and safety conditions. In the discharge of this function, the Safety Committee shall consider existing practices and rules and recommend adoption of new practices and rules to the Employer.

The Safety Committee shall be appointed within thirty (30) days of the signing of this Agreement.

ARTICLE 19

UNSCHEDULED CLOSING OF BOARD OF SOCIAL SERVICES

A. Closing Prior to the Start of Work Day

Should the Employer close the Board of Social Services offices for whatever reason before the start of a work day, all employees shall be credited with a day's work.

B. Closing During a Regularly Scheduled Work Day

Should an employee report for work and subsequently the Employer closes the Board of Social Services offices, for whatever reason, an employee who reports to work shall be credited for a day's work. If an employee reports for work and then decides to leave work before the time of the official closing, that period of time between the time he/she left and the official closing shall be charged to the employee.

ARTICLE 20

JOB CLASSIFICATIONS, VACANCIES, PROMOTIONS AND TITLE CHANGES

A. Posting Requirement

The Employer shall post within the Board of Social Services offices, advance notice for five (5) working days of any positions to be filled.

B. Employer to Provide Job Description

Prior to posting such notice, the Employer shall submit to the Union the proposed title and salary for the position to be filled if the title is new to the Board of Social Services.

C. Joint Committee

1. The Employer will provide each employee, at time of hire, with his/her current Civil Service job specification; and future revisions as they are received.
2. A joint Labor-Management Committee shall be established within thirty (30) days of the signing of this Agreement. This Committee shall consist of two (2) representatives of Management and two (2) representatives of the Union. Each side shall select their own representatives. The Union representatives shall be employees of the Board of Social Services. The Committee shall meet twice a year, in March and September, to review requests to study the employee's Civil Service job description and the duties currently assigned to the employee. Upon request for additional meetings, for urgent reasons, the Committee may meet if the Director approves the request. The Committee shall submit written recommendations to the Director. If a dispute remains after the Director's decision, it shall be submitted to Civil Service for determination.
3. In addition, the Committee may study requests for promotions and/or changes in title. It shall also review the status of provisional employees who have passed Civil Service examinations and have not been granted permanent appointment due to the absence of the complete certified list for the position held. The recommendations of this Committee shall be advisory.

ARTICLE 21

TEMPORARY EMPLOYEES

A. Defined

Temporary employees are those hired during a period of emergency or to fill a temporary position required for a period of not more than an aggregated six (6) months in a 12-month period, or up to 12 months for a position established as a result of a short-term grant, in accordance with N.J.A.C. 4A:4-1.7. If the temporary employee continues to be employed in the same title beyond the time permitted in N.J.A.C.4A:4-1.7, his status will be changed to provisional effective the first working day after the time period or the effective date of the status change of the position by Civil Service regulations whichever is sooner and the employee will be entitled to benefits granted to such provisional employees on the effective date; and thereafter if otherwise eligible.

B. Entitlement to Overtime

Overtime shall be provided in accordance with Article 10 of the Agreement.

ARTICLE 22

DISCRIMINATION AND DISCIPLINE

A. Employer's Obligation

No employee shall be discharged or discriminated against because of race, age, creed, sex, color, ethnic background, political affiliation, Union activity, marital status, armed forces obligations, religious opinions or affiliations and physical handicaps.

B. Notice to Union re Discipline

In any case of disciplinary action, including discharge, the Employer will notify the Union of the action taken no later than the next work day.

ARTICLE 23

PERSONNEL FILES

A. Employee's Rights

Employees shall have the right to inspect and review their own individual personnel files upon request to the Employer. The Employer recognizes and agrees to permit this review and examination at any reasonable time. An employee shall have the right to define, explain or object in writing to anything found in his personnel file. This writing shall become a part of the employee's personnel file.

B. Personnel File Defined

For purposes of this Agreement, the personnel file is defined as any and all recorded matter concerning the employee, maintained by the Hunterdon County Board of Social Services with the exception of pre-employment information which will be held in application status. This information includes but is not limited to references and interview recommendations. Such material held in application status will be destroyed three (3) months after the date of hire providing it does not conflict with Civil Service regulations.

C. Copy of Material Added Furnished to Employee

Copies of all materials added to the employee's file shall be provided to the employee at the time of insertion.

ARTICLE 24

ECONOMY LAYOFFS

A. Procedure

Layoffs for economy reasons shall not be effected before the Employer, in good faith, has first demonstrated the need for economy to the Union, and that the necessary economy will result from the layoff(s). Employees to be laid off shall be sent written notice; layoffs shall be accomplished according to the rules and regulations of the Civil Services Commission.

B. Option to File a Grievance

An employee covered by this Agreement who is laid off pursuant to the provision hereof, may file a grievance complaining of the layoff, in which case, the employee shall only take the grievance beyond Step 1 to the Civil Service Commission, in accordance with Civil Service procedures.

ARTICLE 25

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 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 one's immediate supervisor or with any appropriate member of the 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 mis-interpretation of mis-application of the specific 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 mis-interpretation of rules or regulations, existing policy, or orders applicable to the Board of Social Services, which shall be processed up to and including the Board of Social Services, and shall hereinafter be referred to as a "non-contractual grievance."
3. The term "grievant" shall mean an employee, a group of employees or the Union.

C. Presentation of a Grievance

1. The Board of Social Services agrees that in the presentation of a grievance there shall be no loss of pay for the time spent in actually presenting the grievance by the grievant and one Union Representative, who is an employee of the Board, throughout the grievance procedure.
2. The Union agrees that any other paid time outside of the actual presentation of a grievance as provided at each step herein is not permitted.

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 these provisions by presenting his grievance complaint to his supervisor, in writing and signed, on the designated form within ten (10) working days of the occurrence complained of, or within ten (10) work days after he reasonably would be expected to know of its occurrence. Failure to present within ten (10) days will constitute an abandonment of the grievance. The complaint shall specify and document how the grievant has been aggrieved. The grievant(s) may be represented by a union shop steward whose appointment has been noticed to the Employer in accordance with the provisions of Article 5, A.2.
- b. The supervisor shall render a decision in writing within ten (10) work days after receipt of the grievance.

STEP 2:

- a. If satisfactory settlement has not been reached, the grievant shall present the grievance form previously filed and the decision of the supervisor, together with a written, signed request for reconsideration to the administrative supervisor within five (5) work days following the determination at Step 1. Failure to do so within the time specified will constitute abandonment of the grievance. The grievant may be represented by a union shop steward whose appointment has been noticed to the Employer in accordance with the provisions of Article 5, A.2.
- b. No new or additional allegations may be made at this or any Step than were made at Step 1.
- c. The administrative supervisor shall review the complaint and the supervisor's response and render a decision for or against the grievant within ten (10) work days after receipt of the complaint.

STEP 3:

- a. If satisfactory settlement has not been reached, the grievant shall again present the grievance as filed at Step 1, the responses at Step 1 and Step 2, along with a written, signed request for reconsideration to the Director within five (5) work days following the determination at Step 2. Failure to do so within the time specified will constitute abandonment of the grievance. The grievant may be represented by a union shop steward whose appointment has been noticed to the Employer in accordance with the provisions of Article 5, A.2.

- b. The Director or his designee shall review the complaint and the supervisor's response and render a decision for or against the grievant within ten (10) work days after receipt of the complaint.

STEP 4:

- a. Should the grievant disagree with the decision of the Director, or his/her designee, the aggrieved may, within five (5) work days, submit the original grievance and responses to the Board, via the Clerk of the Board, together with a written, signed request that the matter shall be at Step 4. Failure to submit within the prescribed time will constitute abandonment of the grievance.
- b. The grievant may be represented by a Union Shop Steward, or an officer of Local 1035, or by a paid representative of the Union. Should the representative wish to make an oral presentation, it shall be made in the following form to the Board's Personnel Committee prior to the Board meeting at which the grievance is scheduled on the agenda:
 - i. Only the representative, upon request to the Clerk of the Board, will be permitted to come before the Personnel Committee and make an oral presentation for a maximum period of five (5) minutes.
 - ii. The Personnel Committee may question the representative, if desired, after the representative's oral presentation.
 - iii. In exercising this provision, all parties will confine their statements to the specific matter of the grievance and the record established through Step 3.
- c. The grievance will be placed on the agenda of the next regularly scheduled Board Meeting subsequent to the oral presentation if requested; if it is submitted to the Clerk of the Board by the first work day of the month of meeting, or at the regularly scheduled Board Meeting in the subsequent month if submitted after the first work day of the month.
- d. The Board shall review the complaint and the responses of the supervisor, the administrative supervisor and the Director or his designee and the recommendation of the Personnel Committee. The Board will render its decision within eight (8) days after the Board meeting at which the grievance was reviewed.
- e. A Board decision on non-contractual grievances shall be final.

STEP 5:

- a. Any unresolved contractual grievances (as defined in B.1., Definitions above) except matters involving appointment, promotion, or assignment or matters within the exclusive province of the Merit System Board, may be appealed to arbitration only by the Union. The Union must file the request for arbitration within fifteen (15) working days after the receipt of the Board's decision.
- b. Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration or to represent an employee before the Merit System Board. 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 the Merit System Board is available, the individual may present his complaint to the Merit System Board directly. The grievant may pursue either the Merit System Board procedure or the grievance procedure as herein provided. Once the grievant makes the selection of procedure, such election shall be deemed final and binding and constitute an absolute waiver of the procedure not selected. The election will be made in writing at the appropriate time on the grievance form.
- d. The arbitrator will be selected on a case-by-case basis from the panel of arbitrators maintained by the Public Employment Relations Commission, in accordance with the selection procedure of the Public Employment Relations Commission.
- 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 of Social Services, 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 the terms of this Agreement, except that he may not make an award which exceeds the Board of Social Services authority.

The arbitrator shall have no authority to prescribe a monetary award as a penalty for a 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 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 the 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 a time and place convenient to the parties as expeditiously as possible after his selection and shall issue his decision within thirty (30) days after the close of the hearing.
- 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.
- m. At Step 5, the grievant may be represented by a Local Union Representative and/or an International Representative of the Union or both. In addition, the grievant may be represented by counsel. Only one person, however, shall act as spokesperson for the grievant.

ARTICLE 26

COMMUNICATIONS

A. Employer to Provide Minutes

The Employer shall provide the Union with copies of minutes of public meetings held by the Board of Social Services as soon as they are prepared, with all references to the Board of Social Services clients deleted therefrom.

B. Attendance at Board Meetings

Two (2) members of the Board of Social Services staff, on a rotating basis, as assigned by the Director, may attend the regular monthly meeting of the Board of Social Services.

C. Orientation of New Employees

Time shall be allocated for an authorized Union representative to explain the contents and benefits of the CWA affiliation, not to exceed one-half (1/2) hour to all new employees during the Board of Social Services formal orientation program for new employees.

D. Monthly Meetings

To further harmonious labor relations, there shall be a monthly meeting between the Director or his designee and representatives from each bargaining unit (2 from the non-supervisory unit and 1 from the supervisory unit) as designated by the Union; however, the Union will make every effort to have 1 representative from direct service staff (Social Work, Income Maintenance, CSP, Training) and 1 representative from support service staff (Clerical, Fiscal, Document Control). The meetings are to facilitate and improve communications between management and employees concerning personnel policies. These meetings shall be no longer than one (1) hour in duration. Meetings shall not be used to discuss or handle grievances as such matters shall be processed through the grievance procedure.

ARTICLE 27

GENERAL PROVISIONS

A. The Agreement

This Agreement constitutes the complete and final understanding of the parties during the term thereof.

B. Separability and Savings Clause

If any provision 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.

C. Use of Certain References

All terms of masculine gender shall be construed to include the feminine gender and all terms stated in the singular shall be construed to include the plural unless a different intention is clearly understood from the context in which such terms are used.

All References to the New Jersey Department of Personnel or Civil Service

All references to the New Jersey Department of Personnel or Civil Service are to be construed as the Department and/or the Merit System Board.

ARTICLE 28

EDUCATIONAL LEAVE AND ASSISTANCE

Subject to the availability of funds, the Board of Social Services agrees that it will provide, during the term of this Agreement, a staff development and education program based upon policies existent, or policies as the Board may adopt or amend as recommended by the Staff Development Committee.

ARTICLE 29

EMPLOYEE EVALUATIONS

I. PERFORMANCE STANDARDS

- A. The Employee Performance Evaluation and Improvement System (EPEIS) is the formal evaluation system adopted by the Hunterdon County Board of Social Services.
- B. Annually, each employee will be given written Performance Standards prepared by the Employer, which prescribe the duties of the employee and the standards by which those duties are to be performed.

Prior to signing the acknowledgement of the Performance Standards, the employee shall be given the opportunity to discuss performance standards with the supervisor. This shall in no way prohibit the employee from making suggestions nor in any way obligate the supervisor to modify the Performance Standards.

Each employee must then sign the document indicating that the employee understands the duties, standards and criteria of performance expected. This procedure must be completed by the beginning of the evaluation period.

- C. In accordance with II and III, herein, each employee shall be evaluated by supervisory personnel to determine the employee's conformance or non-conformance with the terms of the Performance Standards.
- D. Employees who have conformed with the Performance Standards will be evaluated as satisfactory and will be given the negotiated salary increase as set forth in Article 9.
- E. Employees who have not conformed with the Performance Standards will be evaluated as unsatisfactory and will not be given the negotiated salary increase as set forth in Article 9.

II. FREQUENCY OF EVALUATION CONFERENCES

- 1. New Permanent Employee - monthly for the first year of employment.
- 2. Employees in working test period - monthly with final written recommendation to retain or discharge prior to the end of the test period.
- 3. Provisional Employees - monthly.

4. Newly Promoted Employees - monthly for the first six months.
5. All others - quarterly.

If an employee is promoted or transferred to another supervisory unit within the agency, the following applies:

1. The supervisor of the unit the employee is leaving completes a final summary evaluation of the employee (this may be the recommendation for promotion) and forwards it within 15 days of the employee's departure to the employee's new supervisor and Administration.
2. A new Performance Standards Document is prepared and a copy is forwarded to the Administration.

III. FORMS TO BE COMPLETED:

1. The Non-Managerial Performance Standards Document - the form designating the employee's duties, standards and criteria for performance.
2. The Managerial and Supervisory Performance Standards Document - the form designating the duties, standards, criteria and degree of authority conferred for performance of supervisors and managers.
3. Quarterly Evaluation Summaries - due by the 15th of the month following the quarter:

January - March due April 15

April - June due July 15

July - September due October 15

October - December due January 15.
4. The Performance Certification and Salary Increase Recommendation

- completed once a year, prior to October 15.

NOTE: A copy of these forms is placed in each employee's personnel file. Whenever the Performance Standards Document is updated as duties, standards and criteria for performance change, an updated copy reflecting the changes is to be placed in the personnel file.

A Performance Standards Document must be prepared for each employee on the appropriate form at the beginning of each new yearly evaluation period. The form should indicate the employee's name, title, unit, SSN, evaluation period, date of acknowledgement, any changes in the employee's duties of responsibilities. The acknowledged Performance Standards

Document is to be forwarded to Administration no later than 15 days after the beginning of the new evaluation period.

At the end of each quarter during the evaluation period the supervisor is required to complete a Quarterly Summary of Performance Evaluation Conferences report which indicates the employee's performance rating for that quarter. This form is signed by the employee and forwarded to Administration no later than January 15th, April 15th, July 15th and October 15th of each year.

At the completion of the yearly evaluation period the supervisor is required to complete a Performance Certification and Salary Increase Recommendation form on each employee being evaluated. This form is submitted to Administration with the 4th and final Quarterly Summary of Performance Evaluation Conferences report.

Time frames may be extended by mutual agreement between the employee and the Employer's representative for extraordinary circumstances.

IV. EMPLOYEE APPEAL OF THE EVALUATION

If an employee disagrees with an evaluation, s/he should indicate what and why, in writing to the supervisor within 10 days of receiving the Quarterly Summary of Performance Evaluation report. The supervisor will forward the written statement to the Administrative Supervisor, who will review the evaluation to determine its propriety. A response will be given in writing within 10 days. An appeal of the Administrative Supervisor's decision may be made by the employee to the Director within 10 days of receipt. The Director's decision on the matter is final, except that grievances arising out of penalties described in VI, herein (except corrective actions) shall be processed according to the contractual grievance procedure.

V. CORRECTIVE ACTION PLAN

If an employee is rated unsatisfactory in any quarter, a Corrective Action Plan must be developed (see exceptions below) in detail: the reasons for the unsatisfactory performance; if training or retraining is needed to correct the deficiencies; what the supervisor will do; what the employee will do to improve performance; the time period (3 months maximum) by which the improvement must be achieved and maintained. The Corrective Action Plan must be completed with the Quarterly Summary.

In the event the Corrective Action Plan requires training outside the agency, such training will be noted in the Corrective Action Plan but the date of the training need not be specified if it is unknown. If the training cannot be scheduled early in the next quarter, due consideration of this delay will be given in the next evaluation(s).

The Corrective Action Plan, subject to Administrative review and approval, must be signed by the supervisor and the employee. The plan will be unacceptable if it shifts the burden for satisfactory performance from the employee to the supervisor.

During the corrective action period, evaluation conferences are to be held biweekly to monitor progress (unless the task(s) needing correction are only performed monthly, in which case the meetings shall be monthly).

A final summary of results is to be written by the supervisor specifying what performance has or has not been satisfactorily improved.

Exceptions: An employee who has had an unsatisfactory quarterly evaluation, and then rates another unsatisfactory evaluation in the next 12 months, may not be provided further corrective action planning. The supervisor, in consultation with the Administration, may determine that in lieu of a Corrective Action Plan, a disciplinary action would be more appropriate.

VI. PENALTIES FOR UNSATISFACTORY PERFORMANCE

In addition to possible disciplinary action which may be imposed for failure to perform satisfactorily, i.e., nonconformance to standards, the negotiated salary increase will not be given whenever two or more quarters are determined to be unsatisfactory in an evaluation year. Restoration of any increase withheld is not automatic.

VII. EVALUATION PERIOD

Effective for the January 1, 1994 salary increases, the evaluation period shall run from October 1, 1992 through September 30, 1993. For employees whose anniversary date was not January 1 as of January 1, 1993, the evaluation period shall run from January 1, 1993 through September 30, 1993. Thereafter the evaluation period shall run from October 1 through September 30 for everyone.

ARTICLE 30

LONG RANGE PLANNING COMMITTEE

The Board and the Supervisors agree to implement a Long-Range Planning Committee, comprised of members from the Board and Administration and the Supervisors, to develop long range goals for the agency.

ARTICLE 31

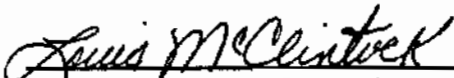
DURATION OF AGREEMENT

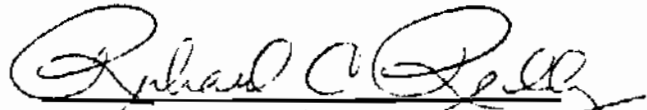
Except as otherwise provided herein, the terms and effects of this Agreement shall be in force commencing January 1, 1992 and shall remain in effect in full force through December 31, 1994. The parties agree to begin negotiating for a successor Agreement no later than September 15, 1994.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized representatives on the date first above written.

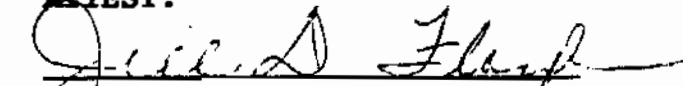
COMMUNICATIONS WORKERS
OF AMERICA (CWA), LOCAL 1035

HUNTERDON COUNTY BOARD OF
SOCIAL SERVICES


Louis M. McClintock, President


Richard C. Reilly, Chairman


ATTEST:

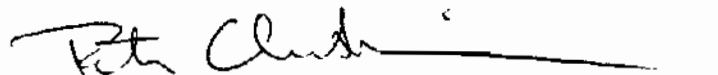

Secretary


Robert M. Fasanello, Clerk

COMMUNICATIONS WORKERS OF
AMERICA, INC.

HUNTERDON COUNTY BOARD OF
SOCIAL SERVICES,
COMMUNICATIONS WORKERS OF
AMERICA NEGOTIATING COMMITTEE


John Loos, International
Representative


Peter Christianson, Employee
Representative

Dated: 12/2/93

APPENDIX I

A. Promotions and Reclassifications

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

B. Demotions and Appointments to Lower Paying Job Title

Any employee who is demoted or being appointed to another title with a lower salary range shall have his/her salary adjusted so that it provides a deduction of one full increment of the present salary range less any additional amount (if necessary) to adjust and equalize the employee's salary to the proper step of the title to which he/she is being reassigned. Another acceptable procedure would be to reconstruct the employee's salary on the basis of the employee's previous employment record.

C. Layoffs

If an employee accepts a demotion in lieu of a layoff, the salary shall be determined as indicated in (B) above.

SCHEDULE A

TITLE

RANGE

Income Maintenance Supervisor	21
Social Work Supervisor	21
Supervising Clerk	15

SCHEDULE 92

RNG	TRUCK	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
0	521	5.73	6.01	6.30	6.59	6.87	7.16	7.45	7.73	8.02	8.30	8.59
1	547	6.01	6.32	6.62	6.92	7.22	7.52	7.82	8.12	8.42	8.72	9.02
2	575	6.32	6.63	6.95	7.26	7.58	7.90	8.21	8.53	8.84	9.16	9.47
3	603	6.63	6.96	7.29	7.63	7.96	8.29	8.62	8.95	9.28	9.61	9.94
4	634	6.96	7.31	7.56	8.01	8.36	8.70	9.05	9.40	9.75	10.10	10.45
5	665	7.31	7.68	8.04	8.41	8.77	9.14	9.50	9.87	10.23	10.60	10.96
6	699	7.68	8.06	8.44	8.83	9.21	9.60	9.98	10.36	10.75	11.13	11.52
7	734	8.06	8.46	8.87	9.27	9.67	10.08	10.48	10.88	11.29	11.69	12.09
8	770	8.46	8.89	9.31	9.73	10.16	10.58	11.00	11.43	11.85	12.27	12.69
9	809	8.89	9.33	9.78	10.22	10.66	11.11	11.55	12.00	12.44	12.89	13.33
10	849	9.33	9.80	10.26	10.73	11.20	11.66	12.13	12.60	13.06	13.53	14.00
11	892	9.80	10.29	10.78	11.27	11.76	12.25	12.74	13.23	13.72	14.21	14.70
12	936	10.29	10.80	11.32	11.83	12.35	12.86	13.37	13.89	14.40	14.92	15.43
13	953	10.47	11.00	11.52	12.05	12.57	13.09	13.62	14.14	14.66	15.19	15.71
14	1,001	11.00	11.55	12.10	12.65	13.20	13.75	14.30	14.85	15.40	15.95	16.50
15	1,051	11.55	12.13	12.70	13.28	13.86	14.44	15.01	15.59	16.17	16.75	17.32
16	1,103	12.13	12.73	13.34	13.94	14.55	15.16	15.76	16.37	16.97	17.58	18.19
17	1,159	12.73	13.37	14.01	14.64	15.28	15.92	16.55	17.19	17.83	18.46	19.10
18	1,217	13.37	14.04	14.71	15.37	16.04	16.71	17.38	18.05	18.72	19.39	20.06
19	1,277	14.04	14.74	15.44	16.14	16.84	17.55	18.25	18.95	19.65	20.35	21.05
		25,548	26,825	28,102	29,379	30,656	31,933	33,210	34,487	35,764	37,041	38,318

SCHEDULE 92

20	1,341	14.74	26,835	15.48	29,507	16.21	30,848	16.95	32,189	17.69	33,530	18.42	34,871	19.16	36,212	19.90	37,553	20.63	38,894	21.37	40,235	22.11
21	1,408	15.48	28,166	16.25	17.02	17.80	18.57	19.34	20.12	20.89	21.66	22.44	23.21	23.98	24.75	25.52	26.29	27.06	27.83	28.60	29.37	30.14
22	1,479	16.25	29,574	17.06	17.87	18.71	19.56	20.41	21.26	22.11	22.96	23.81	24.66	25.51	26.36	27.21	28.06	28.91	29.76	30.61	31.46	32.31
23	1,553	17.06	31,053	17.92	18.77	19.62	20.48	21.33	22.18	23.04	23.89	24.74	25.59	26.44	27.29	28.14	28.99	29.84	30.69	31.54	32.39	33.24
24	1,630	17.92	32,606	18.81	19.71	20.60	21.50	22.39	23.29	24.18	25.08	25.98	26.87	27.76	28.66	29.55	30.45	31.34	32.24	33.13	34.03	34.92
25	1,712	18.81	34,236	19.75	20.69	21.63	22.57	23.51	24.45	25.40	26.34	27.28	28.22	29.16	30.10	31.04	31.98	32.92	33.86	34.80	35.74	36.68
26	1,797	19.75	35,948	20.74	21.73	22.71	23.70	24.69	25.68	26.66	27.65	28.64	29.63	30.62	31.61	32.60	33.59	34.58	35.57	36.56	37.55	38.54
27	1,887	20.74	37,745	21.78	22.81	23.85	24.89	25.92	26.96	28.00	29.03	30.07	31.11	32.15	33.19	34.23	35.27	36.31	37.35	38.39	39.43	40.47
28	1,982	21.78	39,632	22.86	23.96	25.04	26.13	27.22	28.31	29.40	30.49	31.58	32.67	33.76	34.85	35.94	37.03	38.12	39.21	40.30	41.39	42.48
29	2,081	22.86	41,614	24.01	25.15	26.30	27.44	28.58	29.73	30.87	32.01	33.15	34.29	35.43	36.57	37.71	38.85	39.99	41.13	42.27	43.41	44.55
30	2,185	24.01	43,695	25.21	26.41	27.61	28.81	30.01	31.21	32.41	33.61	34.81	36.01	37.21	38.41	39.61	40.81	42.01	43.21	44.41	45.61	46.81
31	2,294	25.21	45,880	26.47	27.73	28.99	30.25	31.51	32.77	34.03	35.29	36.55	37.81	39.07	40.33	41.59	42.85	44.11	45.37	46.63	47.89	49.15
32	2,409	26.47	48,174	27.79	29.12	30.44	31.76	33.09	34.41	35.73	37.06	38.38	39.70	41.02	42.34	43.66	44.98	46.30	47.62	48.94	50.26	51.58
33	2,529	27.79	50,583	29.18	30.57	31.96	33.35	34.74	36.13	37.52	38.91	40.30	41.69	43.08	44.47	45.86	47.25	48.64	50.03	51.42	52.81	54.20
34	2,656	29.18	53,112	30.64	32.10	33.56	35.02	36.48	37.94	39.40	40.86	42.32	43.78	45.24	46.70	48.16	49.62	51.08	52.54	54.00	55.46	56.92
35	2,789	30.64	55,768	32.17	33.71	35.24	36.77	38.30	39.83	41.36	42.90	44.43	45.96	47.49	49.02	50.55	52.08	53.61	55.14	56.67	58.20	59.73
36	2,928	32.17	58,556	33.78	35.39	37.00	38.61	40.22	41.83	43.44	45.04	46.65	48.26	49.87	51.48	53.09	54.70	56.31	57.92	59.53	61.14	62.75
37	3,074	33.78	61,484	35.47	37.16	38.85	40.54	42.23	43.92	45.61	47.30	48.99	50.68	52.37	54.06	55.75	57.44	59.13	60.82	62.51	64.20	65.89
38	3,228	35.47	64,558	37.25	39.02	40.79	42.57	44.34	46.11	47.89	49.66	51.43	53.20	54.97	56.74	58.51	60.28	62.05	63.82	65.59	67.36	69.13

SCHEDULE 93

BMS LMC#	STEP 1	STEP 1.5	STEP 2	STEP 2.5	STEP 3	STEP 3.5	STEP 4	STEP 4.5	STEP 5	STEP 5.5	STEP 6	STEP 6.5	STEP 7	STEP 7.5	STEP 8	STEP 8.5	STEP 9	STEP 9.5	STEP 10	STEP 10.5	STEP 11	
0	269	10,765	11,034	11,303	11,572	11,841	12,110	12,379	12,648	12,917	13,186	13,455	13,724	13,993	14,262	14,531	14,800	15,069	15,338	15,607	15,876	16,145
1	282	11,309	11,568	11,827	12,086	12,345	12,604	12,863	13,122	13,381	13,640	13,899	14,158	14,417	14,676	14,935	15,194	15,453	15,712	15,971	16,230	16,489
2	297	11,867	12,164	12,461	12,758	13,055	13,352	13,649	13,946	14,243	14,540	14,837	15,134	15,431	15,728	16,025	16,322	16,619	16,916	17,213	17,510	17,807
3	311	12,461	12,772	13,083	13,394	13,705	14,016	14,327	14,638	14,949	15,260	15,571	15,882	16,193	16,504	16,815	17,126	17,437	17,748	18,059	18,370	18,681
4	327	13,083	13,410	13,737	14,064	14,391	14,718	15,045	15,372	15,699	16,026	16,353	16,680	17,007	17,334	17,661	17,988	18,315	18,642	18,969	19,296	19,623
5	343	13,737	14,080	14,423	14,766	15,109	15,452	15,795	16,138	16,481	16,824	17,167	17,510	17,853	18,196	18,539	18,882	19,225	19,568	19,911	20,254	20,597
6	361	14,423	14,784	15,145	15,506	15,867	16,228	16,589	16,950	17,311	17,672	18,033	18,394	18,755	19,116	19,477	19,838	20,199	20,560	20,921	21,282	21,643
7	379	15,145	15,524	15,903	16,282	16,661	17,040	17,419	17,798	18,177	18,556	18,935	19,314	19,693	20,072	20,451	20,830	21,209	21,588	21,967	22,346	22,725
8	398	15,903	16,301	16,699	17,097	17,495	17,893	18,291	18,689	19,087	19,485	19,883	20,281	20,679	21,077	21,475	21,873	22,271	22,669	23,067	23,465	23,863
9	418	16,699	17,117	17,535	17,953	18,371	18,789	19,207	19,625	20,043	20,461	20,879	21,297	21,715	22,133	22,551	22,969	23,387	23,805	24,223	24,641	25,059
10	438	17,535	17,973	18,411	18,849	19,287	19,725	20,163	20,601	21,039	21,477	21,915	22,353	22,791	23,229	23,667	24,105	24,543	24,981	25,419	25,857	26,295
11	460	18,411	18,871	19,331	19,791	20,251	20,711	21,171	21,631	22,091	22,551	23,011	23,471	23,931	24,391	24,851	25,311	25,771	26,231	26,691	27,151	27,611
12	483	19,331	19,814	20,297	20,780	21,263	21,746	22,229	22,712	23,195	23,678	24,161	24,644	25,127	25,610	26,093	26,576	27,059	27,542	28,025	28,508	28,991
13	492	19,814	20,316	20,668	21,160	21,652	22,144	22,636	23,128	23,620	24,112	24,604	25,096	25,588	26,080	26,572	27,064	27,556	28,048	28,540	29,032	29,524
14	517	20,668	21,188	21,702	22,215	22,729	23,243	23,757	24,271	24,785	25,299	25,813	26,327	26,841	27,355	27,869	28,383	28,897	29,411	29,925	30,439	30,953
15	543	21,702	22,245	22,788	23,331	23,874	24,417	24,960	25,503	26,046	26,589	27,132	27,675	28,218	28,761	29,304	29,847	30,390	30,933	31,476	32,019	32,562
16	569	22,788	23,357	23,926	24,495	25,064	25,633	26,202	26,771	27,340	27,909	28,478	29,047	29,616	30,185	30,754	31,323	31,892	32,461	33,030	33,599	34,168
17	598	23,926	24,524	25,122	25,720	26,318	26,916	27,514	28,112	28,710	29,308	29,906	30,504	31,102	31,700	32,298	32,896	33,494	34,092	34,690	35,288	35,886
18	628	25,122	25,750	26,378	27,006	27,634	28,262	28,890	29,518	30,146	30,774	31,402	32,030	32,658	33,286	33,914	34,542	35,170	35,798	36,426	37,054	37,682
19	659	26,378	27,037	27,696	28,355	29,014	29,673	30,332	30,991	31,650	32,309	32,968	33,627	34,286	34,945	35,604	36,263	36,922	37,581	38,240	38,899	39,558

20	692	15.22	21.596	28.288	29.088	29.272	29.464	29.656	29.848	29.992	30.136	30.280	30.424	30.568	30.712	30.856	31.000	31.144	31.288	31.432	31.576	31.720	31.864	32.008	32.152	32.296	32.440	32.584	32.728	32.872	33.016	33.160	33.304	33.448	33.592	33.736	33.880	34.024	34.168	34.312	34.456	34.600	34.744	34.888	35.032	35.176	35.320	35.464	35.608	35.752	35.896	36.040	36.184	36.328	36.472	36.616	36.760	36.904	37.048	37.192	37.336	37.480	37.624	37.768	37.912	38.056	38.200	38.344	38.488	38.632	38.776	38.920	39.064	39.208	39.352	39.496	39.640	39.784	39.928	40.072	40.216	40.360	40.504	40.648	40.792	40.936	41.080	41.224	41.368	41.512	41.656	41.800	41.944	42.088	42.232	42.376	42.520	42.664	42.808	42.952	43.096	43.240	43.384	43.528	43.672	43.816	43.960	44.104	44.248	44.392	44.536	44.680	44.824	44.968	45.112	45.256	45.400	45.544	45.688	45.832	45.976	46.120	46.264	46.408	46.552	46.696	46.840	46.984	47.128	47.272	47.416	47.560	47.704	47.848	47.992	48.136	48.280	48.424	48.568	48.712	48.856	48.999	49.143	49.287	49.431	49.575	49.719	49.863	50.007	50.151	50.295	50.439	50.583	50.727	50.871	51.015	51.159	51.303	51.447	51.591	51.735	51.879	52.023	52.167	52.311	52.455	52.599	52.743	52.887	53.031	53.175	53.319	53.463	53.607	53.751	53.895	54.039	54.183	54.327	54.471	54.615	54.759	54.903	55.047	55.191	55.335	55.479	55.623	55.767	55.911	56.055	56.199	56.343	56.487	56.631	56.775	56.919	57.063	57.207	57.351	57.495	57.639	57.783	57.927	58.071	58.215	58.359	58.503	58.647	58.791	58.935	59.079	59.223	59.367	59.511	59.655	59.799	59.943	60.087	60.231	60.375	60.519	60.663	60.807	60.951	61.095	61.239	61.383	61.527	61.671	61.815	61.959	62.103	62.247	62.391	62.535	62.679	62.823	62.967	63.111	63.255	63.399	63.543	63.687	63.831	63.975	64.119	64.263	64.407	64.551	64.695	64.839	64.983	65.127	65.271	65.415	65.559	65.703	65.847	65.991	66.135	66.279	66.423	66.567	66.711	66.855	66.999	67.143	67.287	67.431	67.575	67.719	67.863	68.007	68.151	68.295	68.439	68.583	68.727	68.871	69.015	69.159	69.303	69.447	69.591	69.735	69.879	70.023	70.167	70.311	70.455	70.599	70.743	70.887	71.031	71.175	71.319	71.463	71.607	71.751	71.895	72.039	72.183	72.327	72.471	72.615	72.759	72.903	73.047	73.191	73.335	73.479	73.623	73.767	73.911	74.055	74.199	74.343	74.487	74.631	74.775	74.919	75.063	75.207	75.351	75.495	75.639	75.783	75.927	76.071	76.215	76.359	76.503	76.647	76.791	76.935	77.079	77.223	77.367	77.511	77.655	77.799	77.943	78.087	78.231	78.375	78.519	78.663	78.807	78.951	79.095	79.239	79.383	79.527	79.671	79.815	79.959	80.103	80.247	80.391	80.535	80.679	80.823	80.967	81.111	81.255	81.399	81.543	81.687	81.831	81.975	82.119	82.263	82.407	82.551	82.695	82.839	82.983	83.127	83.271	83.415	83.559	83.703	83.847	83.991	84.135	84.279	84.423	84.567	84.711	84.855	84.999	85.143	85.287	85.431	85.575	85.719	85.863	86.007	86.151	86.295	86.439	86.583	86.727	86.871	87.015	87.159	87.303	87.447	87.591	87.735	87.879	88.023	88.167	88.311	88.455	88.599	88.743	88.887	89.031	89.175	89.319	89.463	89.607	89.751	89.895	90.039	90.183	90.327	90.471	90.615	90.759	90.903	91.047	91.191	91.335	91.479	91.623	91.767	91.911	92.055	92.199	92.343	92.487	92.631	92.775	92.919	93.063	93.207	93.351	93.495	93.639	93.783	93.927	94.071	94.215	94.359	94.503	94.647	94.791	94.935	95.079	95.223	95.367	95.511	95.655	95.799	95.943	96.087	96.231	96.375	96.519	96.663	96.807	96.951	97.095	97.239	97.383	97.527	97.671	97.815	97.959	98.103	98.247	98.391	98.535	98.679	98.823	98.967	99.111	99.255	99.399	99.543	99.687	99.831	99.975
21	727	15.98	21.600	28.292	29.092	29.276	29.468	29.660	29.852	29.996	30.140	30.284	30.428	30.572	30.716	30.860	31.004	31.148	31.292	31.436	31.580	31.724	31.868	32.012	32.156	32.300	32.444	32.588	32.732	32.876	33.020	33.164	33.308	33.452	33.596	33.740	33.884	34.028	34.172	34.316	34.460	34.604	34.748	34.892	35.036	35.180	35.324	35.468	35.612	35.756	35.900	36.044	36.188	36.332	36.476	36.620	36.764	36.908	37.052	37.196	37.340	37.484	37.628	37.772	37.916	38.060	38.204	38.348	38.492	38.636	38.780	38.924	39.068	39.212	39.356	39.500	39.644	39.788	39.932	40.076	40.220	40.364	40.508	40.652	40.796	40.940	41.084	41.228	41.372	41.516	41.660	41.804	41.948	42.092	42.236	42.380	42.524	42.668	42.812	42.956	43.100	43.244	43.388	43.532	43.676	43.820	43.964	44.108	44.252	44.396	44.540	44.684	44.828	44.972	45.116	45.260	45.404	45.548	45.692	45.836	45.980	46.124	46.268	46.412	46.556	46.700	46.844	46.988	47.132	47.276	47.420	47.564	47.708	47.852	47.996	48.140	48.284	48.428	48.572	48.716	48.860	49.004	49.148	49.292	49.436	49.580	49.724	49.868	50.012	50.156	50.300	50.444	50.588	50.732	50.876	51.020	51.164	51.308	51.452	51.596	51.740	51.884	52.028	52.172	52.316	52.460	52.604	52.748	52.892	53.036	53.180	53.324	53.468	53.612	53.756	53.900	54.044	54.188	54.332	54.476	54.620	54.764	54.908	55.052	55.196	55.340	55.484	55.628	55.772	55.916	56.060	56.204	56.348	56.492	56.636	56.780	56.924	57.068	57.212	57.356	57.500	57.644	57.788	57.932	58.076	58.220	58.364	58.508	58.652	58.796	58.940	59.084	59.228	59.372	59.516	59.660	59.804	59.948	60.092	60.236	60.380	60.524	60.668	60.812	60.956	61.100	61.244	61.388	61.532	61.676	61.820	61.964	62.108	62.252	62.396	62.540	62.684	62.828	62.972	63.116	63.260	63.404	63.548	63.692	63.836	63.980	64.124	64.268	64.412	64.556	64.700	64.844	64.988	65.132	65.276	65.420	65.564	65.708	65.852	65.996	66.140	66.284	66.428	66.572	66.716	66.860	67.004	67.148	67.292	67.436	67.580	67.724	67.868	68.012	68.156	68.300	68.444	68.588	68.732	68.876	69.020	69.164	69.308	69.452	69.596	69.740	69.884	70.028	70.172	70.316	70.460	70.604	70.748	70.892	71.036	71.180	71.324	71.468	71.612	71.756	71.900	72.044	72.188	72.332	72.476	72.620	72.764	72.908	73.052	73.196	73.340	73.484	73.628	73.772	73.916	74.060	74.204	74.348	74.492	74.636	74.780	74.924	75.068	75.212	75.356	75.500	75.644	75.788	75.932	76.076	76.220	76.364	76.508	76.652	76.796	76.940	77.084	77.228	77.372	77.516	77.660	77.804	77.948	78.092	78.236	78.380	78.524	78.668	78.812	78.956	79.100	79.244	79.388	79.532	79.676	79.820	79.964	80.108	80.252	80.396	80.540	80.684	80.828	80.972	81.116	81.260	81.404	81.548	81.692	81.836	81.980	82.124	82.268	82.412	82.556	82.700	82.844	82.988	83.132	83.276	83.420	83.564	83.708	83.852	83.996	84.140	84.284	84.428	84.572	84.716	84.860	85.004	85.148	85.292	85.436	85.580	85.724	85.868	86.012	86.156	86.300	86.444	86.588	86.732	86.876	87.020	87.164	87.308	87.452	87.596	87.740	87.884	88.028	88.172	88.316	88.460	88.604	88.748	88.892	89.036	89.180	89.324	89.468	89.612	89.756	89.900	90.044	90.188	90.332	90.476	90.620	90.764	90.908	91.052	91.196	91.340	91.484	91.628	91.772	91.916	92.060	92.204	92.348	92.492	92.636	92.780	92.924	93.068	93.212	93.356	93.500	93.644	93.788	93.932	94.076	94.220	94.364	94.508	94.652	94.796	94.940	95.084	95.228	95.372	95.516	95.660	95.804	95.948	96.092	96.236	96.380	96.524	96.668	96.812	96.956	97.100	97.244	97.388	97.532	97.676	97.820	97.964	98.108	98.252	98.396	98.540	98.684	98.828	98.972	99.116	99.260	99.404	99.548	99.692	99.836	99.980
22	764	16.78	21.712	28.404	29.204	29.388	29.572	29.756	29.940	30.084	30.228	30.372	30.516	30.660	30.804	30.948	31.092	31.236	31.380	31.524	31.668	31.812	31.956	32.100	32.244	32.388	32.532	32.676	32.820	32.964	33.108	33.252	33.396	33.540	33.684	33.828	33.972	34.116	34.260	34.404	34.548	34.692	34.836	34.980	35.124	35.268	35.412	35.556	35.700	35.844	35.988	36.132	36.276	36.420	36.564	36.708	36.852	36.996	37.140	37.284	37.428	37.572	37.716	37.860	38.004	38.148	38.292	38.436	38.580	38.724	38.868	39.012	39.156	39.300	39.444	39.588	39.732	39.876	40.020	40.164	40.308	40.452	40.596	40.740	40.884	41.028	41.172	41.316	41.460	41.604	41.748	41.892	42.036	42.180	42.324	42.468	42.612	42.756	42.900	43.044	43.188	43.332	43.476	43.620	43.764	43.908	44.052	44.196	44.340	44.484	44.628	44.772	44.916	45.060	45.204	45.348	45.492	45.636	45.780	45.924	46.068	46.212	46.356	46.500	46.644																																																																																																																																																																																																																																																																																																																																																																																			

Openistry

LINE	INCR.	STEP 1	STEP 1.5	STEP 2	STEP 2.5	STEP 3	STEP 3.5	STEP 4	STEP 4.5	STEP 5	STEP 5.5	STEP 6	STEP 6.5	STEP 7	STEP 7.5	STEP 8	STEP 8.5	STEP 9	STEP 9.5	STEP 10	STEP 10.5	STEP 11
0	218	6.12	6.27	6.43	6.59	6.73	6.89	7.04	7.19	7.34	7.50	7.65	7.80	7.95	8.11	8.26	8.41	8.57	8.72	8.87	9.02	9.18
1	292	6.43	6.59	6.75	6.91	7.07	7.23	7.39	7.55	7.71	7.87	8.03	8.19	8.35	8.51	8.67	8.83	8.99	9.15	9.32	9.48	9.64
2	307	6.75	6.92	7.09	7.25	7.42	7.59	7.75	7.93	8.10	8.27	8.44	8.60	8.77	8.94	9.11	9.28	9.45	9.62	9.79	9.95	10.12
3	322	7.09	7.26	7.44	7.62	7.79	7.97	8.15	8.32	8.50	8.68	8.85	9.03	9.21	9.39	9.56	9.74	9.92	10.09	10.27	10.45	10.62
4	336	7.44	7.63	7.81	8.00	8.18	8.37	8.55	8.74	8.93	9.11	9.30	9.48	9.67	9.85	10.04	10.23	10.41	10.59	10.78	10.96	11.15
5	355	7.81	8.01	8.20	8.40	8.59	8.79	8.98	9.18	9.37	9.57	9.76	9.96	10.15	10.35	10.54	10.74	10.93	11.13	11.32	11.52	11.71
6	374	8.20	8.41	8.61	8.82	9.02	9.23	9.43	9.64	9.85	10.05	10.26	10.46	10.67	10.87	11.08	11.28	11.49	11.69	11.90	12.11	12.31
7	392	8.61	8.83	9.04	9.26	9.47	9.69	9.90	10.12	10.34	10.55	10.77	10.98	11.20	11.41	11.63	11.84	12.06	12.27	12.49	12.70	12.92
8	412	9.04	9.27	9.50	9.72	9.95	10.17	10.40	10.63	10.85	11.08	11.31	11.53	11.76	11.99	12.21	12.44	12.66	12.89	13.12	13.34	13.57
9	433	9.57	10.22	10.47	10.72	10.97	11.22	11.46	11.71	11.96	12.21	12.46	12.71	12.96	13.21	13.46	13.71	13.96	14.21	14.46	14.71	14.96
10	453	10.14	10.73	10.94	11.54	11.82	12.09	12.37	12.64	12.92	13.19	13.46	13.74	14.01	14.29	14.56	14.84	15.11	15.39	15.66	15.94	16.21
11	476	10.74	11.27	11.54	12.06	12.40	12.73	13.06	13.39	13.72	14.05	14.38	14.71	15.04	15.37	15.70	16.03	16.36	16.69	17.02	17.35	17.68
12	500	11.39	11.47	11.75	12.03	12.31	12.59	12.87	13.15	13.43	13.71	13.99	14.27	14.55	14.83	15.11	15.39	15.67	15.95	16.23	16.51	16.79
13	509	11.73	12.05	12.34	12.64	12.93	13.22	13.52	13.81	14.10	14.40	14.69	14.99	15.28	15.57	15.87	16.16	16.46	16.75	17.04	17.34	17.63
14	538	12.34	12.65	12.96	13.27	13.58	13.89	14.19	14.50	14.81	15.12	15.43	15.74	16.05	16.36	16.66	16.97	17.28	17.59	17.90	18.21	18.52
15	562	12.96	13.28	13.61	13.93	14.25	14.58	14.90	15.22	15.55	15.87	16.20	16.52	16.84	17.17	17.49	17.81	18.14	18.46	18.78	19.11	19.43
16	589	13.61	13.96	14.28	14.63	14.97	15.31	15.65	15.99	16.33	16.67	17.01	17.35	17.69	18.03	18.37	18.71	19.05	19.39	19.73	20.07	20.41
17	619	14.29	14.64	15.00	15.36	15.71	16.07	16.43	16.79	17.14	17.50	17.86	18.21	18.57	18.93	19.29	19.64	20.00	20.36	20.71	21.07	21.43
18	650	15.00	15.38	15.75	16.12	16.50	16.87	17.25	17.62	18.00	18.37	18.75	19.12	19.50	19.87	20.25	20.62	21.00	21.37	21.75	22.12	22.50
19	682	15.82	16.23	16.65	17.07	17.49	17.91	18.33	18.75	19.17	19.59	20.01	20.43	20.85	21.27	21.69	22.11	22.53	22.95	23.37	23.79	24.21

SCHEDULE 94

20	716	15 75	28,645	29,301	26,097	30,813	31,529	32,245	32,961	18 19	33,677	34,393	35,109	35,825	36,541	37,257	37,973	38,689	39,405	40,121	40,837	41,553	42,269	42,985
21	752	16 54	16 95	15 95	17 36	18 19	19 02	19 44	20 26	20 76	21 54	22 32	23 10	23 88	24 66	25 44	26 22	27 00	27 78	28 56	29 34	30 12	30 90	31 68
22	751	17 36	30,097	30,849	31,601	32,353	33,105	33,857	34,609	35,361	36,113	36,865	37,617	38,369	39,121	39,873	40,625	41,377	42,129	42,881	43,633	44,385	45,137	45,889
23	830	18 22	17 80	17 80	18 22	18 22	18 64	19 06	19 48	20 30	21 12	21 94	22 76	23 58	24 40	25 22	26 04	26 86	27 68	28 50	29 32	30 14	30 96	31 78
24	830	18 22	31,601	32,392	33,183	33,974	34,765	35,556	36,347	37,138	37,929	38,720	39,511	40,302	41,093	41,884	42,675	43,466	44,257	45,048	45,839	46,630	47,421	48,212
25	915	19 14	19 62	19 62	20 10	20 58	21 06	21 53	22 01	22 48	23 12	23 62	24 12	24 63	25 13	25 63	26 13	26 64	27 14	27 64	28 14	28 65	29 15	29 66
26	960	20 10	34,043	35,113	36,583	37,453	38,323	39,193	40,063	40,933	41,803	42,673	43,543	44,413	45,283	46,153	47,023	47,893	48,763	49,633	50,503	51,373	52,243	53,113
27	1,004	21 11	21 63	21 63	22 16	22 16	22 69	23 22	23 22	24 00	24 17	24 60	25 13	25 66	26 19	26 72	27 25	27 78	28 31	28 84	29 37	29 90	30 43	
28	1,059	22 16	40,333	41,301	42,349	43,357	44,365	45,373	46,381	47,389	48,397	49,405	50,413	51,421	52,429	53,437	54,445	55,453	56,461	57,469	58,477	59,485	60,493	
29	1,112	23 27	23 27	23 85	24 43	25 01	25 60	26 18	26 76	27 34	27 92	28 51	29 09	29 67	30 25	30 83	31 41	32 00	32 58	33 16	33 74	34 32	34 91	35 49
30	1,167	24 43	44,467	45,579	46,691	47,803	48,915	49,027	50,027	51,139	52,251	53,363	54,475	55,587	56,699	57,811	58,923	59,293	60,035	61,147	62,259	63,371	64,483	
31	1,225	25 65	26 30	26 30	26 94	27 58	28 22	28 86	29 50	30 14	30 78	31 43	32 07	32 71	33 35	33 99	34 63	35 27	35 91	36 55	37 19	37 83	38 47	
32	1,288	27 51	47,850	48,858	49,025	50,192	51,359	52,526	53,693	54,860	56,027	57,194	58,361	59,528	60,695	61,862	63,029	64,196	65,363	66,530	67,697	68,864	70,031	
33	1,352	28 28	28 99	29 70	30 41	31 11	31 82	32 53	33 24	33 94	34 65	35 36	36 07	36 78	37 48	38 19	38 90	39 61	40 31	41 02	41 73	42 44	43 15	
34	1,419	29 70	54,051	55,403	56,755	58,107	59,459	60,811	62,163	63,515	64,867	66,219	67,571	68,923	70,275	71,627	72,979	74,331	75,683	77,035	78,387	79,739	81,091	
35	1,489	31 18	31 96	32 74	33 52	34 30	35 08	35 86	36 64	37 42	38 20	38 98	39 76	40 54	41 32	42 10	42 88	43 66	44 44	45 22	46 00	46 78	47 56	
36	1,565	32 74	59,591	61,082	62,573	64,064	65,549	67,038	68,527	70,016	71,505	72,994	74,483	75,972	77,461	78,950	80,439	81,928	83,417	84,906	86,395	87,884	89,373	
37	1,643	34 30	35 24	36 10	36 96	37 82	38 68	39 54	40 40	41 26	42 12	42 98	43 84	44 70	45 56	46 42	47 28	48 14	49 00	49 86	50 72	51 58	52 44	
38	1,724	37 90	67,344	69,987	70,630	72,273	73,916	75,559	77,202	78,845	80,488	82,131	83,774	85,417	87,060	88,703	90,346	91,989	93,632	95,275	96,918	98,561	100,204	

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