

January 1, 1995 – December 31, 1997

TABLE OF CONTENTS

	Preamble	1
Article I	Recognition	1
Article II	Responsible Union-Employer Relationship	2
Article III	Non-Discrimination	2
Article IV	Deduction of Union Dues and Representation Fees	2
Article V	Hours of Work and Paydays	3
Article VI	Salaries and Wages	4
Article VII	Call-in and Stand-by Pay	6
Article VIII	Shift Differential	6
Article IX	Out-of-Title Compensation	6
Article X	Overtime Compensation	7
Article XI	Travel Expenses	8
Article XII	Uniform Allowances and Tools	8
Article XIII	Educational Assistance	9
Article XIV	Health Benefits	10
Article XV	Credit Union Checkoff	12
Article XVI	Vacation	12
Article XVII	Holidays	13
Article XVIII	Sick Leave	14
Article XIX	Miscellaneous Paid Leave	15
Article XX	Unpaid Leaves of Absence	16
Article XXI	Union Leave	17
Article XXII	Grievance Procedure	17
Article XXIII	Disciplinary Actions	19
Article XXIV	Personnel Records	20
Article XXV	Breaks in Service	20
Article XXVI	Job Openings	21
Article XXVII	Layoffs	21
Article XXVIII	Health and Safety	22
Article XXIX	Bulletin Boards	22
Article XXX	Labor-Management Liaison	22
Article XXXI	Supplemental Compensation for Retirees	23

Article XXXII	Evaluations	23
Article XXXIII	Management Rights	24
Article XXXIV	Maintenance of Operations	25
Article XXXV	Military Leave	25
Article XXXVI	Indemnification	25
Article XXXVII	Severability	25
Article XXXVIII	Fully-Bargained Clause	26
Article XXXIX	Term of Agreement	26
Appendix I	Salary Schedules A, B, C, D, E	27
Appendix II	Titles and Scales	32

PREAMBLE

THIS AGREEMENT is entered into by and between the GLOUCESTER COUNTY BOARD OF CHOSEN FREEHOLDERS, together with the COUNTY CLERK, SURROGATE, and SHERIFF of Gloucester County (which parties are referred to hereinafter as "the Employer"), and the COMMUNICATIONS WORKERS OF AMERICA, together with the Gloucester County Supervisory Unit thereof (hereinafter referred to as "the Union"), for the purpose of establishing wages, hours, benefits, and other terms and conditions of employment, together with procedures for the fair and amicable resolution of disputes and grievances pertaining thereto.

NOW, THEREFORE, in consideration of the mutual covenants and understandings expressed herein, the parties agree as follows.

ARTICLE I RECOGNITION

1.1. The Employer hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours, and other terms and conditions of employment for all employees who work fifteen (15) hours per week or more in the Blue and White Collar, Supervisory, Mosquito Control and Row Office bargaining units, including craft employees and investigators in the Medical Examiner's Office. Part-time employees who work fifteen hours or more per week shall be included. Fifteen hours shall mean an average of fifteen hours in the three-month period prior to January 1, April 1, July 1, and October 1 of each year (or 90 days for newly hired employees). Excluded from the aforementioned units are managerial executives, confidential, police, and fire employees, part-time employees who work less than fifteen hours as defined above, and employees who are represented in other units, as well as temporary and interim employees other than those specified below. Employees who work less than fifteen hours per week irrespective of title are not covered by this Agreement.

1.2. The Employer may assign unit work to temporary employees outside the bargaining unit only if such temporary positions are to be filled for less than six months in any twelve-month period (regardless of hours worked) in order to address seasonal or other short-term needs as authorized under the Civil Service Act. If a temporary position exceeds six months, the employee shall be included in the appropriate bargaining unit. Interim appointees, as defined by the New Jersey Department of Personnel, shall be included in the appropriate bargaining unit upon filling a unit position for twelve consecutive months. Nothing herein shall be construed as excluding unit employees who are appointed to fill other unit positions on an interim basis.

1.3. Duties ordinarily performed by bargaining unit employees may be assigned to work experience or community service participants outside the unit under the following conditions only:

(a) Written notice shall be provided to the union at least 10 days before any participant begins work.

(b) The union shall be apprised of the nature of the work to be assigned.

(c) No such assignment shall be made or continued if the positions of employees who ordinarily perform such work have been reduced in number within the past 12 months or if any such positions remain unfilled for longer than three months.

1.4. Whenever titles are used in this Agreement, they shall be understood to include the plural as well as the singular and to include males and females.

ARTICLE II RESPONSIBLE UNION-EMPLOYER RELATIONSHIP

2.1. The Employer and the Union recognize that it is in the best interests of both parties, the employees, and the public that all dealings between them continue to be characterized by mutual responsibility and respect. To insure that this relationship continues and improves, the 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.

ARTICLE III NON-DISCRIMINATION

3.1. In accordance with and to the extent of statute, no employee will be discriminated against on the basis of race, creed, color, national origin, sex, marital status, age, religious opinions or affiliation, handicaps, sexual or affectional orientation, or legal participation or non-participation in Union activities.

ARTICLE IV DEDUCTION OF UNION DUES AND REPRESENTATION FEES

4.1. The Employer agrees to make payroll deductions of Union dues when authorized to do so by the employee on the appropriate form. The amount of such deductions shall be certified to the Employer by the Secretary-Treasurer of the Union. The Employer shall remit the dues to the Union by the last day of the month following the calendar month in which such deductions are made (or earlier, if reasonably possible), together with a list of employees from whose pay such deductions were made. A copy of such list shall also be delivered to the Local President. Dues deductions for employees in the bargaining unit(s) shall not be made for any other employee organization.

4.2. In the event any employee withdraws his or her authorization for dues deduction by notice to the Employer, such dues shall be halted as of January 1 or July 1 next following the date on which notice of withdrawal was filed, pursuant to *N.J.S.A. 52:14-15.9e*.

4.3. For all employees in the bargaining unit(s) who do not pay dues in accordance with Section 4.1 above, the Employer shall instead deduct a representation fee equal to a percentage of the appropriate dues as certified by the Union, pursuant to Chapter 477, Laws of 1979.

4.4. The Union represents that it has established a demand-and-return system in accordance with law.

4.5. It is agreed that the Employer shall have no other obligation or liability, financial or otherwise (other than set forth herein), because of actions arising out of the understandings expressed in the language of this section. It is further understood that once the funds deducted are remitted to the Union, the disposition of such funds shall be the sole and exclusive responsibility of the Union. The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits, or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance on any list, notice, or assignment furnished under this section.

ARTICLE V

HOURS OF WORK AND PAYDAYS

5.1. The current hours of work, including meals, shift schedules, and breaks, shall continue. In cases where there is more than one shift for employees in a given title, seniority shall be a consideration in assignment or reassignment of employees to a shift. Full-time workweeks shall be as follows, depending upon department and/or job classification:

- (a) 32.5 hours, Monday through Friday;
- (b) 35 hours, Monday through Friday;
- (c) 40 hours, Monday through Friday;
- (d) 40 hours, five days per week, including scheduled weekends;
- (e) Irregular (40-hour average), including scheduled weekends.

5.2. (a) Part-time salaried employees covered by this Agreement shall be assigned to work a portion of the standard full-time workweek. Employees in hourly positions covered by this Agreement shall be assigned to work as follows:

- (1) at least fifteen (15) hours per week on average, or
- (2) at least twenty (20) hours per week on average.

(b) Investigators in the County Medical Examiner's Office shall work an average of 20 hours per week over the course of the work year. Each investigator shall be on 24-hour stand-by duty for one full week in rotation out of every three weeks, and shall be responsible for investigations or other duties which may be assigned during his or her duty week.

5.3. The present bi-weekly schedule of paydays shall remain unchanged.

5.4. A four-day workweek for certain clerical employees will be continued in the Sheriff's Office, subject to the conditions set forth below:

- (a) The four-day workweek shall be strictly voluntary. Employees who elect this

schedule will be accommodated whenever possible, while all others will remain on the regular five-day schedule. Any employee who elects to work a four-day schedule and subsequently decides to resume the regular five-day schedule may do so, except that such employee will not be permitted to change again during the duration of this Agreement.

(b) The four-day schedule will consist of either Monday through Thursday or Tuesday through Friday, from 8 AM to 5 PM, with 52 minutes off for lunch. It is understood, however, that the starting and stopping times may be adjusted for individual employees if necessary to accommodate specific needs such as child care, provided the total working hours remain the same.

5.5. The parties agree that during the term of this Agreement, they will negotiate concerning the use of alternative workweeks, which may include compressed workweeks or flexible schedules. Any changes will be reduced to writing and will be incorporated as an amendment to this Agreement. An optional 4-day workweek will continue to be offered in the County Superintendent's Office from mid-June to Labor Day.

5.6. Summer work schedules shall be utilized between Memorial Day and Labor Day in the following areas:

Maintenance employees in the Parks & Recreation Department (excluding golf course employees but including the Mosquito Division): 6 AM-2:30 PM, with a half-hour lunch break.

Highway Department (40-hour employees): 6 AM-2:30 PM.

Motor Pool (Clayton Yard): 6 AM-2:30 PM.

Engineering Department (Sign Shop and Traffic Division): 6:30 AM-2:30 PM.

Buildings & Grounds Department (day-shift building maintenance workers): 7 AM-3 PM and 8 AM-4 PM.

ARTICLE VI SALARIES AND WAGES

6.1. General salary increases shall be granted to all employees as follows:

(a) Effective January 1, 1995, each employee's salary shall be adjusted to the appropriate scale and step of Salary Schedule A (Appendix I), representing an increase of 2% over the employee's previous salary. Retroactive adjustments shall be made for all current employees and for all employees who have retired between January 1, 1995, and the signing of this Agreement. Such retroactive payment shall be made by separate paychecks, to be issued as soon as possible upon execution of this Agreement.

(b) Effective July 1, 1995, each employee's salary shall be adjusted to the respective scale and step of Schedule B, representing an increase of 2% over Schedule A.

(c) Effective January 1, 1996, each employee's salary shall be adjusted to the respective scale and step of Schedule C, representing an increase of 3% over Schedule B.

(d) Effective July 1, 1996, each employee's salary shall be adjusted to the respective scale and step of Schedule D, representing an increase of 1% over Schedule C.

(e) Effective January 1, 1997, each employee's salary shall be adjusted to the respective scale and step of Schedule E, representing an increase of 4% over Schedule D.

(f) Employees who exceed the top step of their respective salary scales shall receive the same percentage adjustments as provided to those on steps.

6.2. Each job classification shall be assigned a salary scale as shown in Appendix II or as otherwise agreed by the parties. The starting salary for each job classification shall be step 1 of the appropriate scale. Incremental or step increases shall be granted annually to all employees on steps 1 through 9 as of their established increment dates. Increment dates shall be established as follows:

(a) The increment date for each new employee shall be the first day of the calendar quarter following the employee's anniversary of hire.

(b) The increment date for any employee who receives a salary increase of more than 8% because of promotion to a higher title shall become the first day of the calendar quarter following the employee's anniversary of promotion.

6.3. As of July 1 of each year, every employee whose salary has been at step 10 or above for one year or more shall be entitled to a lump-sum longevity payment. For employees with less than 15 years' service, the longevity payment shall be equal to 3% of step 1 on the appropriate scale, as shown in Column A of the salary schedules in Appendix I. For employees with at least 15 years' service, the longevity payment shall be equal to 4% of step 1, as shown in Column B. Employees with at least 20 years' service will receive a longevity payment equal to 5% of step 1, as shown in Column C. Longevity payments will be issued no later than July 15 of each year.

6.4. Part-time salaries or wages shall be calculated by using the hourly equivalent of the corresponding full-time salary figures.

6.5. Any employee promoted to a higher job classification shall be placed on the proper step of the salary schedule as follows:

(a) If promoted one scale, the employee will remain at the same step number.

(b) For every additional scale thereafter, the employee will move back one step.

(c) If the employee was at step 10 and would otherwise have been due a longevity payment within the next 12 months, he or she will be given one additional step on the new scale. In such case the employee will receive a longevity payment as previously scheduled only if the promotion does not exceed one scale.

(d) In addition to the above, if the promotion involves a change in the number of full-time working hours, the employee will receive a one-step increase if changing from 32.5 to 35 hours or from 35 to 40 hours. If the change is from 32.5 to 40 hours, the increase will be two steps. If there is a reduction in the number of working hours, there will be a corresponding decrease in the employee's step.

(e) In no case shall an employee be placed above the maximum step or below the minimum step.

6.6. Any employee demoted to a lower classification shall be placed on the proper step as follows: if demoted one scale, the employee will remain at the same step number; for each

additional scale thereafter, the employee will move forward one step. In no case, however, shall an employee be placed above the maximum step or below the minimum step.

6.7. Investigators in the County Medical Examiner's Office will receive a part-time salary based on an average of 20 hours per week. If required to work additional duty days over and above the regular schedule, an investigator will receive additional pay equal to 1/121 of his or her base salary for each day in excess of the regular schedule. In addition, if an investigator is required to attend an autopsy for more than three hours per occasion, he or she will be paid at the appropriate hourly rate for each additional hour or fraction of a hour.

ARTICLE VII CALL-IN AND STAND-BY PAY

7.1. Employees of the Highway, Engineering, and Health Departments, as well as the Animal Shelter, may be assigned stand-by duty, provided, however that such assignment is in writing. Employees when assigned to stand-by duty shall be provided with beepers and shall remain within beeper range so as to be immediately available for recall to work. Stand-by pay shall consist of one (1) hour of regular straight-time pay for every eight (8) hours of stand-by duty assignment or major fraction thereof.

7.2. Any employee who is called to work prior to his or her next scheduled work period shall be paid for not less than two (2) hours of work, unless the call-in immediately precedes the employee's normal workday. In those cases where the call-in is not contiguous to the regular shift, the employee shall be compensated for mileage to and from home only for the most direct round-trip route.

7.3. If an employee is expressly required in writing to carry a beeper while off duty, he/she will be paid a stipend of twenty-five dollars (\$25.00) per month.

ARTICLE VIII SHIFT DIFFERENTIAL

8.1. Effective July 1, 1995, an hourly shift differential of 50¢ shall be applied to any shift commencing after 12:00 noon for employees of the Shady Lane Home, Juvenile Detention Center, Parks & Recreation Department, Regional Communications Center, and Sheriff's Department, as well as Boiler Operators in the Buildings & Grounds Department.

ARTICLE IX OUT-OF-TITLE COMPENSATION

9.1. Any employee in the bargaining unit who is expressly assigned in writing to work in a higher job classification in excess of two (2) consecutive work days or an aggregate in

excess of fifteen (15) work days in a calendar year shall be paid for such time as if temporarily promoted in accordance with Section 6.5, commencing with the third consecutive day or the 16th aggregate work day in a calendar year. Employees of the Juvenile Detention Center shall receive the higher pay beginning with the first day of out-of-title work. It is understood that no such assignment shall be made except in writing.

ARTICLE X OVERTIME COMPENSATION

10.1. Employees shall be compensated for overtime as follows:

(a) Employees who are required to work more than 40 hours net per week shall be paid time-and-a-half for all time worked in excess of 40 hours. Notwithstanding this provision, employees with irregular workweeks averaging 40 hours per week shall be paid time-and-a-half for time worked in excess of their scheduled workweek only.

(b) Employees on a 32.5-hour workweek shall be compensated at straight time either in cash or compensatory time off, at the Employer's option, for the first 7.5 hours of overtime per week.

(c) Employees in positions that currently have a 35-hour workweek shall be paid at straight time for the first 5 hours of overtime per week. In lieu of cash, employees may elect compensatory time off if agreeable to the Employer.

10.2. Paid unworked time shall be considered as time worked for overtime compensation purposes. In addition, approved individual days of unpaid leave for Union business will also be considered as time worked for overtime purposes. There shall be no pyramiding of time or overtime.

10.3. Employees who are required to work overtime past 7:30 PM shall be entitled to dinner at the Employer's expense, provided the employee has been on duty (whether regular or overtime) for at least four (4) hours. The Employer shall also arrange for meals at intervals of no less than four (4) hours for employees on overtime duty, or as nearly thereto as possible. Meal allowances shall be the same as provided by Section 11.2, unless a meal is provided by the Employer.

10.4. Overtime work shall be offered as equitably as possible to employees in the appropriate job functions, utilizing a rotating overtime list whenever practicable. No employee shall be required to work overtime if other qualified employees in the appropriate job functions are available and willing to work. It is understood that the qualifications for performing the work are to be determined solely by the Employer, and where necessary all employees may be required to work a reasonable amount of overtime. Overtime records shall be made available to the Union upon reasonable request.

10.5. Employees shall be responsible for using compensatory time off with reasonable promptness, by no later than the end of the calendar year in which it is earned. However, employees shall be permitted to carry over compensatory time off for any of the following reasons:

- (a) The time was earned in the month of December;
- (b) The employee was prevented from using his or her comp time because of the pressure of County business or because of approved absence from duty;
- (c) The employee's comp time balance is less than one full working day.

Employees who fail to use their accumulated comp time by the end of the calendar year, unless for a reason as specified above, shall have such comp time scheduled for them at the convenience of the Employer. Employees who resign in good standing with a balance of unused comp time shall be paid at their regular straight-time rate of pay for such time. Official comp time records shall be made available for inspection by employees upon reasonable request.

ARTICLE XI TRAVEL EXPENSES

11.1. The Employer agrees to reimburse employees who are required to use their personal vehicles for work at the following rates:

- (a) Effective January 1, 1995: 26¢ per mile;
- (b) Effective July 1, 1995: 27¢ per mile;
- (c) Effective January 1, 1997: 29¢ per mile;

11.2. In the event any employee is required to travel outside Gloucester County in the course of employment, he/she will be reimbursed for necessary meal expenses at a maximum rate of \$6.50 for breakfast, \$7.50 for lunch, and \$12.00 for dinner. Nothing herein shall preclude management from allowing a higher rate or including an in-county meal allowance at its sole discretion because of unusual circumstances.

ARTICLE XII UNIFORM ALLOWANCES AND TOOLS

12.1. Beginning July 1, 1995, blue-collar employees in the Highway, Buildings & Grounds, and Engineering Departments shall be paid a clothing allowance for the purchase and maintenance of their own work clothes. The initial payment will consist of \$150. Thereafter each employee will receive \$150 on or before the second payday of July and the second payday of January. It is understood that work shirts shall be purchased in a solid blue color (or white for supervisors). The Employer will continue to provide T-shirts for warm-weather use in the Highway and Engineering Departments.

12.2. The Employer will continue to provide a full set of uniforms, with regular replacements as needed, to each uniformed employee in the Parks & Recreation Department, Motor Pool, the Communications Center, and the Animal Control Facility. A full set of uniforms at the Communications Center will consist of four pants, four shirts, and one pair of shoes.

12.3. All employees who receive clothing allowances or uniform allotments as specified above, together with cooks in the County Jail and maintenance and storeroom employees at the Shady Lane Home, will be entitled to reimbursement on an annual basis for the purchase of safety shoes to be used on the job, provided the shoes conform to applicable OSHA standards. Employees shall be required to present proof of purchase in order to receive reimbursement. The amount of reimbursement shall not exceed \$75 per employee annually, except where the nature of the work requires specialized footwear (such as electrically insulated work shoes).

12.4. Coveralls and boots will be provided for investigators in the Medical Examiner's Office as well as for Mosquito Control employees.

12.5. Beginning in July 1995, uniformed employees at the Shady Lane Home, together with cooks and nurses who work in the County Jail, will receive a semi-annual uniform allowance of \$175, payable on or before the second payday of July and the second payday of January.

12.6. Nurses and allied health workers at the Health Department (other than those assigned to the County Jail) will receive an annual clothing allowance of \$200 payable on or before the second payday of July.

12.7. Officers at the Juvenile Detention Center will be furnished with uniforms for use on the job. The officers will receive a semi-annual maintenance allowance of \$150, payable on or before the second payday of July and the second payday of January.

12.8. Except for craft personnel who are required to furnish basic tools, the Employer will supply any tools required to be used on the job. Employees shall be responsible for maintenance and retention of issued tools.

12.9. For all craft employees who are required to furnish their own tools on the job, the County will replace or pay the actual value of any tools which may be broken, stolen, or destroyed as a result of use on the job, up to a maximum of \$1,500 (\$25,000 for automobile or golf course mechanics) less a deductible of \$100 per year. The County will not be responsible for replacing tools which are mislaid by employees. Employees may be required to furnish an inventory of all personally owned tools which are kept on County premises, to be verified by the appropriate supervisor or department head.

12.10. The County will provide employees with appropriate safety equipment where necessary. Failure of employees to use safety equipment provided will result in the employee being subject to discipline.

ARTICLE XIII

EDUCATIONAL ASSISTANCE

13.1. The Employer agrees to reimburse employees for tuition upon satisfactory completion of courses leading to advancement or improvement of skills in the employee's field or to maintain required licensure or certification, as determined by the Employer. The maximum reimbursement for each employee shall be as follows:

- (a) Effective January 1, 1995: \$550 annually

(b) Effective January 1, 1996: \$575 annually

(c) Effective January 1, 1997: \$600 annually

13.2. Requests for educational assistance shall be submitted to the Employer prior to enrollment, and approval of such payment must be obtained prior to enrollment.

13.3. Whenever an employee obtains any certification or license at the request of the Employer, over and above the minimum legal requirements of the job, the Employer shall pay the applicable fee for such certification or license, including renewal fees.

ARTICLE XIV HEALTH BENEFITS

14.1. The Employer shall continue the following insurance for each eligible employee and his or her family:

(a) Medical. Employees will have the choice of either the traditional indemnity plan or an HMO plan. As of September 1, 1995, the Employer may reduce the number of HMO plans offered, provided the coverage currently provided by U.S. Healthcare is retained and provided further that a PPO is made available to those employees participating in the indemnity plan.

(b) Vision care. Effective September 1, 1995, allowances for the following items shall be as indicated: examination, \$30; frames, \$20; single vision lenses, \$30; bifocal lenses, \$40; trifocal lenses, \$50; lenticular lenses, \$100; contact lenses, \$200.

(c) Prescription. Employees will co-pay \$2.00 for each generic prescription and \$5.00 for each name-brand prescription. Effective July 1, 1995, the prescription plan will be amended to include payment for syringes as required.

For purposes of this section, eligible employees are understood to be all full-time employees and all part-time employees who are regularly scheduled to work an average of at least twenty (20) hours per week.

14.2. Premium charges for health insurance will be subject to the following conditions:

(a) In the case of a self-funded plan, premiums will reflect the anticipated cost to the Employer of providing the insurance, using actuarial estimates or experience factors.

(b) Employees on active pay status will be required to contribute toward the cost of medical insurance to the extent that the monthly premium for their selected coverage exceeds the applicable premium for the indemnity plan or the U.S. Healthcare HMO plan, whichever is higher.

14.3. The Employer agrees to provide disability coverage to all eligible employees under the State Temporary Disability Benefits Law. Coverage will be financed by employer-employee contributions as required by law.

14.4. The Employer shall continue to provide dental insurance in accordance with the current indemnity plan for employees only, at a cost to the Employer which shall not exceed \$18 per month. Beginning January 1, 1996, there shall be no deductible for any of the services provided under the plan. As an alternative to the indemnity plan, the Employer shall offer

coverage through a dental plan organization, the terms of which shall be agreed upon by the Employer and the Union. Employees who elect to enroll in the dental plan organization may also enroll their dependents. However, in no case shall the Employer be required to pay a higher monthly premium for any such employee than it would have paid for employee-only coverage under the indemnity plan. Any premium costs incurred by an employee in excess of the indemnity plan rates will be paid by the employee through payroll deductions on a pre-tax basis, as authorized by Section 125 of the Internal Revenue Code. Open enrollment periods for the dental plans shall be in July of each year, for coverage beginning September 1. A special open enrollment period shall also be held in November of 1995.

14.5. Employees who terminate their employment or begin unpaid leaves of absence after the fifth day of the month shall have their health benefits continued by the Employer for one calendar month following the month in which the leave begins. Employees on approved leaves of absence may continue coverage thereafter at their own expense by paying the applicable premium charges to the employer four (4) weeks in advance of the coverage month.

14.6. Insurance coverage will be provided to retirees as follows:

(a) The Employer shall continue medical coverage for employees who retire on pension with at least twenty-five (25) years or more of credited service in the Public Employees' Retirement System, together with their dependents.

(b) The Employer will provide for continuation of prescription benefits to all employees who retire with at least twenty-five (25) years of service with the County. Such coverage shall be limited to employee and spouse only.

14.7. The Employer reserves the right to change insurance carriers or plans so long as the benefits to be provided are substantially equivalent to those of the existing plan(s).

14.8. In January of each year, employees who are enrolled in the medical or prescription plans pursuant to Section 14.1 may elect to waive either or both coverages, subject to the following provisions:

(a) Employees will be permitted to waive employer-provided medical coverage only upon furnishing proof of other medical coverage through a spouse's employer or other source. The terms of such other coverage should be the same or better than the coverage offered by the Employer.

(b) Employees who waive medical or prescription coverage shall receive a monthly payment in lieu of insurance, depending upon the type of coverage for which they are otherwise eligible, as set forth below:

Employee-only medical: \$85 per month

Parent/child medical: \$125 per month

Husband/wife medical: \$155 per month

Family medical: \$220 per month

Employee-only prescription: \$10 per month

Family prescription: \$30 per month

(c) Waivers of coverage shall remain in effect unless the employee elects to re-enroll

during a subsequent open enrollment period or unless the employee loses his or her alternative coverage (as, for example, by termination of a spouse's employment). An employee who re-enrolls because of a loss of alternative coverage shall resume coverage under the Employer's plan within sixty (60) days after giving notice or as soon thereafter as is permitted under the insurance then in effect.

(d) Waivers of coverage will take effect April 1 following the employee's election. Payments will commence by the end of April and will continue thereafter on a regular basis each month while the waiver of coverage remains in effect.

(e) In case of a change in dependent status, employees who have waived their health benefits will have their monthly payments adjusted to reflect the appropriate category as set forth in subsection (b) above, beginning with the month following the change in status.

(f) Employees who have waived coverage but plan to apply for post-retirement medical or prescription coverage pursuant to Section 14.6 must be re-enrolled in the respective plans not less than one (1) year prior to retirement.

14.9. Commencing January 1, 1993, the Employer will offer a plan by which employees may set aside a portion of their salaries in the form of flexible spending accounts, pursuant to Section 125 of the Internal Revenue Code, for payment of unreimbursed medical or dependent care expenses. The terms of the plan will be subject to the approval of both the Union and the Employer.

ARTICLE XV CREDIT UNION CHECKOFF

15.1. The Employer agrees to make payroll deductions for any employee, upon written request, to be paid to an appropriate credit union as authorized by *N.J.S.A. 40A:9-17*.

ARTICLE XVI VACATION

16.1. All full-time employees shall be credited with vacation leave based on years of continuous service to the Employer as follows:

(a) During the first calendar month of employment, employees who are hired prior to the 16th day of the month will earn one (1) working day of vacation; all others hired prior to the 24th day of the month will earn one-half (1/2) working day of vacation. During the remainder of the first calendar year, each employee will earn one (1) additional working day of vacation for each additional full month of employment.

(b) Beginning with the second calendar year of employment, employees will be entitled to twelve (12) working days of vacation.

(c) Beginning with the fifth calendar year of employment, employees will be entitled to fifteen (15) working days of vacation.

(d) Beginning with the 12th calendar year of employment, employees will be entitled to twenty (20) working days of vacation.

(e) Beginning with the 20th calendar year of employment, employees will be entitled to twenty-five (25) working days of vacation.

16.2. Vacation leave may be used in hourly increments. Annual allowances for part-time employees will be pro-rated.

16.3. Employees shall be permitted to carry over seven (7) vacation days or fewer from one calendar year to the next, at their option. Additional days may be carried over only if such additional leave was not taken by reason of the pressure of County business. All vacation leave carried over must be used in the succeeding calendar year.

16.4. Upon the death of an employee, any earned vacation leave not used shall be calculated and paid to the estate. An employee retiring, or otherwise separating, shall be entitled to a pro-rata allowance for the current year in which the separation or retirement becomes effective. Any vacation leave which may have been carried over from the previous year will be included.

16.5. The Employer may provide a specified period at the beginning of each calendar year for employees to apply for vacation time. Vacation requests submitted during this period will be granted based upon seniority, which shall be defined as length of service to the Employer, and shall be subject to the operational requirements as defined by the Employer. If there is a conflict between employees for utilizing available vacation time, seniority shall prevail. In all other cases where a scheduling conflict arises outside the specified window period, preference will be given to those vacation requests which are submitted first; provided, however, that if two or more requests are received simultaneously, seniority will prevail; and provided further that the granting of such vacation shall be subject to the operational requirements as defined by the Employer. The Employer reserves the right to approve scheduling of vacations in accordance with the provisions of this Article.

ARTICLE XVII HOLIDAYS

17.1. There shall be a minimum of fourteen (14) holidays per year in accordance with the schedule below:

New Year's Day	Memorial Day	Veterans' Day
King's Birthday	Independence Day	Thanksgiving Day
Lincoln's Birthday	Labor Day	Day after Thanksgiving
Washington's Birthday	Columbus Day	Christmas Day
Good Friday	Election Day	

Additional holidays shall be granted as legally mandated or by determination of the Employer. Holidays that fall on Saturday shall be observed on Friday, and holidays that fall on Sunday shall be observed on Monday.

17.2. To be eligible for holiday pay, an employee must be on active pay status and must have received payment for his last scheduled day before and first scheduled day after the holiday, or the employee must be on an unpaid Union leave.

17.3. Employees shall be entitled to compensatory time off at straight time for work performed on non-premium holidays. Such compensatory time off shall be used within sixty (60) calendar days at a time mutually agreeable to the Employer and employee. Work performed on premium holidays (New Year's Day, Independence Day [July 4th], Thanksgiving, and Christmas Day) shall be compensated in cash at time-and-one-half for time worked in addition to straight-time pay for the holiday as such. Christmas Day and New Year's Day shall be reckoned as the actual date on which they occur for the purposes of determining the date of the premium holiday.

17.4. If a holiday falls on an employee's regular day off, he/she shall be entitled to take a substitute day off within sixty (60) calendar days at a time that is mutually agreeable to the Employer and employee.

17.5. Notwithstanding Sections 17.3 and 17.4 above, cooks and nurses in the County Jail and investigators in the County Medical Examiner's Office, along with nursing staff at the Shady Lane Home who work twelve-hour shifts, will be paid at the applicable rate for holiday work, as well as for unworked holidays, instead of receiving substitute time off.

ARTICLE XVIII

SICK LEAVE

18.1. All full-time employees shall be entitled to paid sick leave as follows:

(a) During the first calendar month of employment, employees who are hired prior to the 16th day of the month will earn one (1) sick day; all others hired prior to the 24th day of the month will earn one-half (1/2) sick day.

(b) During the remainder of the first calendar year, each employee will earn one (1) sick day for each additional month of employment.

(c) Thereafter, each employee will be credited with 15 sick days at the beginning of each calendar year in anticipation of continued employment, to be earned at the rate of one and one-quarter (1 1/4) days per month. Unused sick leave shall accumulate to the employee's credit from year to year. If an employee resigns or otherwise separates from employment, he or she will be liable for any paid sick leave which has been used in excess of the pro-rata entitlement for the year.

Sick leave for part-time employees shall be pro-rated.

18.2. Sick leave may be used in whole days or in partial days, by hour, at the employee's regular rate of pay in case of personal illness, accident, exposure to contagious disease, or on a short-term basis to care for a member of the employee's immediate family who is seriously ill. "Immediate family" shall consist of father, mother, step-father, step-mother, father-in-law, mother-in-law, grandmother, grandfather, grandchild, spouse, child, foster child, sister, brother, step-sister, step-brother, sister-in-law, brother-in-law, son-in-law,

daughter-in-law, and any relative or domestic partner of the employee residing in the employee's household.

18.3. *Reporting of Absence on Sick Leave*

(a) If an employee is absent for reasons that entitle the employee to sick leave, the appropriate supervisor shall be notified promptly as of the employee's usual reporting time, except that in the following work situations notice must be given one (1) hour prior to the employee's starting time:

Shady Lane Home

Juvenile Detention Center

Communications Center

Boiler Operators (Buildings & Grounds)

(b) Failure by the employee without sufficient cause to give the required notice may result in denial of sick leave for absence and constitute cause for disciplinary action.

(c) Absence without notice for five (5) consecutive days shall constitute a resignation.

18.4. *Verification of Sick Leave*

(a) Should medical evidence be required under the circumstances to verify illness for purposes of granting sick leave, the employee shall be given timely notice on a case-by-case basis. Such evidence shall include a statement certifying that the employee is fit to return to his or her job. Abuse of sick leave shall be cause for disciplinary action.

(b) The Employer may require an employee who has been absent because of personal illness, before returning to duty, to be examined at its expense by a physician chosen by the employee from a panel of physicians designated by the Employer. Such examination shall establish whether the employee is capable of performing his or her normal duties and that his or her return will not jeopardize the health of the employee or other employees.

18.5. In the event an employee requires sick or bereavement leave while on an approved vacation or administrative leave, the employee shall be permitted to substitute such leave accordingly with appropriate verification.

ARTICLE XIX

MISCELLANEOUS PAID LEAVE

19.1. *Administrative Leave.* Employees shall be allowed two (2) days off with pay annually for personal business that cannot be disposed of outside working hours, except that employees hired on or after July 1 shall be entitled to only one (1) administrative leave day in the first year of service. In addition, part-time employees who ordinarily work fewer than five days per week shall be entitled to only one administrative leave day per year. Administrative leave shall not be granted on the day before or the day after a holiday or vacation. In its sole discretion, however, the Employer in extraordinary circumstances may waive the aforementioned restriction. Except in cases of emergency, requests for administrative leave shall be submitted at least two (2) working days in advance to the appropriate department head. It is understood

that in order to maintain sufficient service levels, management reserves the right to deny a request for administrative leave if services would be interrupted, hindered, or obstructed.

19.2. *Emergency Excusals.* In case of adverse weather or other emergency, the Employer may, at its discretion, excuse the employees from work without loss of pay. Employees who are required to work on such days while the rest of the work force is excused shall receive straight-time compensatory time off or cash at the option of the Employer.

19.3. *Jury Duty.* Employees called for jury duty shall not suffer loss of pay for such necessary service. Appropriate pay shall not include jury fees.

19.4. *Disability Leave*

(a) In case of disability due to illness or injury as a result of, or arising from, an employee's job, the Employer shall provide paid disability leave as follows:

- (1) Four (4) weeks at 100% of base pay;
- (2) Eighteen (18) weeks at 85% of base pay.

Employees shall not be required to use their regular sick leave in such cases, provided the insurance carrier has determined that the disability is job-related. In the event the employee receives periodic Workers' Compensation benefits, disability leave payments will be offset or reduced correspondingly to prevent duplication. After twenty-two (22) weeks of paid disability leave, employees who are so entitled will receive state-mandated Workers' Compensation benefits only.

(b) While on paid disability leave, the employee will accrue vacation and sick leave and will be covered by the health insurance provisions of this Agreement. In no event, however, shall the employee be entitled in any calendar year to more than fifty-two (52) weeks of paid leave inclusive of sick and vacation time. The employee will accrue clothing allowance on a pro-rated basis for the time actually worked during the year.

19.5. *Bereavement Leave*

(a) Employees covered under this Agreement shall suffer no loss of regular straight-time pay for absence due to death in the immediate family, up to a maximum of four (4) days annually, but not to exceed three (3) days per instance.

(b) For purposes of this section, "immediate family" shall be defined as in Section 18.2, and shall also include aunts and uncles, as well as any immediate family of the employee's spouse.

(c) Sick leave may be utilized for bereavement in excess of the bereavement leave provided for in this section.

**ARTICLE XX
UNPAID LEAVES OF ABSENCE**

20.1. Upon request, an employee may be granted a leave of absence without pay for up

to six months where necessary for medical reasons, maternity or paternity, or for other reasons satisfactory to the Employer. Such leave may be extended for an additional six months where circumstances warrant. It is understood that child care leave for care of an infant less than sixty (60) days of age at commencement of such leave is provided in this section.

20.2. Disability due to pregnancy shall be considered as any other disability in accordance with Federal law.

20.3. Any employee taking an unpaid leave of absence shall be permitted to continue his/her health benefit coverage for up to nine months after employer-paid coverage ends by pre-paying the monthly premiums at least 30 days before the coverage month.

ARTICLE XXI UNION LEAVE

21.1. The Employer agrees to allow a total of fifty (50) days aggregate unpaid leave annually for all employees of the County Freeholder Board and Row Officers who are represented by the Union to participate in Union activities. Such days may be utilized in one-half day increments. If, however, the Local President is a member of the bargaining unit(s) covered by this Agreement, the Employer agrees to allow seventy-five (75) unpaid days, to be used either for training activities or by the Local President at his or her discretion. Requests for Union leave shall be applied for by the Local President. All requests for Union leave must be submitted at least two (2) working days in advance to the appropriate department head. Waiver of the notice requirement may be granted.

21.2. On request, the Employer shall allow six months unpaid leave for the Local President and one other employee to work in an elective or appointed Union position, provided the request is made at least twenty-one (21) days in advance. Such leaves shall be renewable for an additional six months, with the same notice requirement. Upon the expiration of such leave, full benefits shall be restored to the affected employees.

21.3. No Union representative shall suffer a loss in pay while attending any jointly agreed Union-Employer meeting, or for reasonable travel time to and from such meetings. It is understood that such joint meeting and travel time is considered work time. This section is not intended to include time other than the regularly scheduled base work day.

ARTICLE XXII GRIEVANCE PROCEDURE

22.1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment, consistent with applicable laws, regulations, contractual obligations, operational requirements, and standards of fairness. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate supervisor.

22.2. The term "grievance" as used herein shall mean an appeal of the interpretation, application, or violation of applicable written policies, written agreements, or administrative decisions affecting the terms and conditions of employment.

22.3. (a) Election of remedies. In the event an appeal is taken by an employee or the Union on behalf of an employee to the State Merit System Board, Division on Civil Rights, court, or other forum provided by law, the appellant (*i.e.*, employee and/or Union) shall waive any right and shall not be entitled to pursue the matter further by means of the grievance procedure set forth herein.

(b) An aggrieved employee may be represented at all stages of the grievance procedure by a representative designated by the Union. If an employee chooses to present a grievance by himself or herself, the Union shall have the right to be present and to state its views at all stages of the grievance procedure.

(c) Failure of the grievant to file or advance a grievance within the prescribed time limits shall constitute forfeiture.

(d) Union representatives shall be afforded reasonable opportunity if necessary, upon request, to process grievances during working hours without loss of regular straight-time pay, provided that permission is obtained in advance from the appropriate department head or his/her designee if time away from the job is required.

(e) Time limits for filing or responding to grievances at any step may be extended by consent of the parties.

22.4. Step 1. To be viable, the grievance must be filed within twenty-one (21) calendar days of the occurrence that gave rise to the grievance. The grievance shall first be taken to the department head or designee, who shall make an effort to resolve the problem within seven (7) calendar days. At this level, a complaint or grievance shall be in writing, and the response shall also be in writing.

Step 2. If not resolved at the aforementioned level, the grievant shall, within fourteen (14) calendar days after receipt of management's response, submit the grievance in writing to the Personnel Director, who shall render a decision within fourteen (14) calendar days thereafter. If requested, an informal conference will be provided prior to the decision of the Personnel Director or his designee.

Step 3. If the grievant is not satisfied with the decision of the Personnel Director, the matter may be appealed to the Board of Freeholders within fourteen (14) calendar days after receipt by filing the grievance with the Freeholder Director. The Freeholder Director shall consider the matter and render a written decision on behalf of the Board within twenty-one (21) calendar days. If a hearing is requested at this Step, the Freeholder Director may designate himself or the County Administrator, County Counsel, or other designee to conduct the hearing, which shall be held prior to the Freeholder Director's decision. If the grievant objects to the Director's decision, he/she may request the full Board to review the decision by filing notice to the Clerk of the Board within fourteen (14) calendar days after receipt. The Board may then consider the matter as a body, but shall not be required to do so unless so moved by one or more members of the Board. If no action is taken by the Board to reject or modify the Director's decision within twenty-one (21) calendar days, the decision shall stand.

Step 4. If the Union is not satisfied with the response to the grievance at the preceding step, either by the Freeholder Director or by the full Board, demand for arbitration may be made by the Union to the Public Employment Relations Commission within thirty (30) calendar days thereafter. Unless agreed otherwise by the parties, the arbitrator shall be selected pursuant to the procedures of the Public Employment Relations Commission.

(a) Arbitration shall be limited to grievances based upon the interpretation, application, or violation of an express provision of this Agreement. A disciplinary grievance involving discharge or suspension, fine or demotion equivalent to three (3) days or more may be submitted to binding arbitration except where pre-empted by a statutory right of appeal to the New Jersey Merit System Board. If the grievance involves suspension of less than three days, it may be submitted to advisory arbitration or may be pursued in such other legal forum as may be available.

(b) The arbitrator shall not add to, subtract from, or modify the terms of this Agreement.

(c) No more than one grievance or issue may be submitted to a single arbitrator unless otherwise agreed to in writing by the parties.

(d) It is understood that arbitration is limited to the four corners of the Agreement and the arbitrator is not to consider any past practice precedent.

(e) The arbitrator shall issue an award in writing to the parties, which shall be final and binding.

(f) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the County and the Union. Any other expenses shall be paid by the party incurring them.

22.5. Employees of the County Clerk, Surrogate, and Sheriff shall follow the grievance procedure set forth above, with the following exceptions:

(a) Grievances at step 1 shall be presented to the Deputy County Clerk, Undersheriff, or Deputy Surrogate (or their designees) as appropriate.

(b) Grievances at step 2 shall be presented to the County Clerk, Surrogate, or Sheriff (or their designees) as appropriate.

(c) Step 3 shall not apply except where the County Clerk, Surrogate, or Sheriff expressly defers to the Board of Freeholders with respect to the grievance.

ARTICLE XXIII

DISCIPLINARY ACTIONS

23.1. All disciplinary actions (*i.e.*, written reprimands, suspensions, fines, demotions, or discharge) shall be for just cause. It is understood that demotions or discharges resulting from layoffs or Department of Personnel bumping procedures are not to be considered disciplinary actions. Except in extreme cases of misconduct, discipline shall be intended as

corrective and shall be progressive in nature.

23.2. Employees are obligated to comply conscientiously with all rules and regulations of the Employer, provided such rules do not conflict with the express provisions of this Agreement and are not otherwise unlawful or improper. Employees may be disciplined for incompetence, inefficiency, or failure to perform assigned duties; insubordination; inability to perform assigned duties; chronic or excessive absenteeism or lateness; conviction of a crime; conduct unbecoming a public employee; neglect of duty; misuse of public property; discrimination in regard to equal employment opportunity, including sexual harassment; and other sufficient cause.

23.3. An employee is entitled to have Union-appointed representation at any disciplinary hearing. Employees who are required as witnesses at such hearings, as well as the union representative, shall suffer no loss of regular straight-time pay, provided every effort is made to keep the loss of working time to a minimum.

23.4. An employee who reasonably believes that he or she may be subject to disciplinary action in connection with any questioning by the Employer, shall be entitled to have a Union representative present during such questioning. This shall not apply to interviews which are intended only to provide counseling, information, or instruction.

23.5. Any employee who receives a preliminary notice of major disciplinary action pursuant to Department of Personnel rules shall be allowed ten days in which to request a departmental hearing.

ARTICLE XXIV PERSONNEL RECORDS

24.1. Upon reasonable prior request, the non-confidential personnel records of any employee shall be open to the inspection of the employee. Copies of the contents shall be available upon request; any reproduction costs shall be paid by the employee. Any employee who is appointed to a new title or receives a promotion will be given written notice of such new title or promotion, with the effective date thereof.

24.2. An employee will be given a copy of any disciplinary document which is placed in the employee's non-confidential official personnel record file.

24.3. The Employer will furnish to the Union on a monthly basis a listing of all new hires, terminations, title changes, and reassignments from one department to another within the bargaining unit(s). Upon reasonable prior request, the Employer will also furnish to the Union a list of home addresses for employees represented by the Union.

ARTICLE XXV BREAKS IN SERVICE

25.1. Employees who resign will give two weeks' notice, except that the Employer may

consent to shorter notice if circumstances reasonably prevent the employee from giving the required notice. An employee may be permitted to rescind his or her resignation for good cause within seventy-two (72) hours after submission.

25.2. For vacation purposes only, seniority will be defined as length of employment for the same jurisdiction without actual interruption due to resignation, retirement, or removal. For all other purposes, unless otherwise specified in this Agreement, all references to seniority will mean an employee's continuous service from date of hire. Employees who resign in good standing and are subsequently rehired within sixty (60) days will be considered to have no interruption in continuous service.

ARTICLE XXVI JOB OPENINGS

26.1. All job openings shall be posted on an appropriate bulletin board for a period of at least five (5) working days prior to filling such opening. However, such posting shall not be required in the case of regular appointments to be made from certifications issued by the New Jersey Department of Personnel. Employees may apply for posted positions within the five (5) working days. Nothing herein shall restrict the Employer's right to assign work on an interim basis.

26.2. The Employer reserves sole determination to make promotional appointments. In all instances, the employees promoted must possess the skill, knowledge, and potential ability to learn the job within a reasonable period of time, to be determined by the Employer. When qualifications are substantially equal, the Employer will consider seniority before making the appointment.

ARTICLE XXVII LAYOFFS

27.1. The Employer agrees that the Union shall be given advance written notification if lay-offs are anticipated, stating the reasons for such action. Lay-offs shall be in accordance with Department of Personnel rules and regulations, where applicable.

27.2. Provisional and unclassified employees who have been employed for more than ninety (90) days shall be entitled to twenty-one (21) days' notice in the event of layoff and shall be laid off and recalled on the basis of "last in, first out" per job title. In the event openings become available, laid-off employees will be eligible for recall in reverse order of layoff for a period of one (1) year from separation.

ARTICLE XXVIII
HEALTH AND SAFETY

28.1. There shall be a Health and Safety Committee composed of a maximum of five (5) members selected by the Employer and five (5) selected by the Union to review occupational safety and health concerns affecting the employees and to discuss possible remedies for such problems. The committee shall meet quarterly or as may be mutually agreed. In the event the Employer schedules a meeting of the Health and Safety Committee during working hours, employee members of the Committee shall suffer no loss of regular straight-time pay.

28.2. Legal mandates regarding occupational and environmental health and safety incumbent upon the Employer shall continue to be observed.

28.3. Protective devices required by the Employer for job operations shall be supplied without charge to the employee. Failure of employees to use protective devices provided will result in the employees being subject to discipline. The Employer agrees to take reasonable precautions concerning employees who, as a result of their jobs, are at a special risk of exposure to communicable diseases.

28.4. Records of the Employer concerning chemicals used on the job by employees, and the result of any chemical test upon employees in the possession of the Employer shall be available for inspection by the Committee. In accordance with law and upon reasonable request and notice to the Employer, the Employer will furnish to the Union health and accident information which may be required by the Union in order to perform its representational duties. Where necessary, the Union will secure appropriate releases from employees involved regarding information affecting them.

ARTICLE XXIX
BULLETIN BOARDS

29.1. Reasonable space will be provided by the Employer for Union materials to be posted on centrally located bulletin boards at such work sites as shall be mutually agreed upon. This space shall be designated solely for Union use.

ARTICLE XXX
LABOR-MANAGEMENT LIAISON

30.1. Each party to this Agreement shall designate a representative to meet as necessary in order to promote harmonious labor relations by discussing and resolving problems of mutual concern. The representatives shall meet quarterly or by request of either party if circumstances warrant such a meeting. Such meetings shall be held outside of normal work hours unless mutually designated otherwise.

ARTICLE XXXI
SUPPLEMENTAL COMPENSATION FOR RETIREES

31.1. Upon retiring on pension, an employee shall be eligible for a one-time supplemental payment based on the number of unused sick days remaining to the employee's credit. In order for an employee to qualify, this unused balance must equal at least eight days for each full year of service with the Employer, after disregarding the employee's two worst years.

31.2. The supplemental payment for retirees will be calculated as follows:

- (a) The number of unused sick days will be divided in half;
- (b) The result in (a) will be multiplied by the value of a day's pay for the employee at retirement;
- (c) The resulting figure will constitute the supplemental payment, except that in no case shall such payment exceed \$6,500 during 1995 or \$7,000 thereafter.

ARTICLE XXXII
EVALUATIONS

32.1. Each employee may be evaluated in writing at least once per year as management may deem necessary or as required by Department of Personnel rules and regulations or other such legal mandates. Nothing herein is intended to preclude corrective action by the Employer at any time management considers it necessary.

32.2. Employees shall be informed of evaluation criteria as soon as developed by the Employer and informed of any subsequent changes in evaluation criteria.

32.3. The completed evaluation shall be shown to the employee for review, and such employee shall affix his/her signature. Such signature shall not indicate agreement or disagreement with the contents of the evaluation. A copy will be furnished to the employee concerned.

32.4. If requested, the supervisor or manager shall provide a conference to the employee in order to discuss the evaluation and improvement goals where applicable.

32.5. If the employee disagrees with the evaluation, he/she may request a reconsideration and/or note exceptions to the official record.

32.6. Appeal of the evaluation may be made through the grievance procedure, except that final and binding determination shall reside with the chief administrator. If the evaluation is a primary or contributing factor in any adverse action, the employee shall have such appeal rights as provided by law or this Agreement.

ARTICLE XXXIII MANAGEMENT RIGHTS

33.1. The Employer hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

(a) The executive management and administrative control of the County Government and its properties and facilities and activities of its employees by utilizing personnel, methods, and means of the most appropriate and efficient manner possible as may from time to time be determined by the Employer.

(b) To make rules of procedure and conduct, to introduce and use new and improved methods and equipment, to contract out for goods and services, to decide the number of employees needed for any particular time and to be in sole charge of the quality and quantity of the work required.

(c) The right of management to make, maintain, and amend such reasonable rules and regulations as it may from time to time deem best for the purpose of maintaining order, safety, and/or the effective operation of the County after advance notice thereof to the employees and to require compliance by the employees is recognized.

(d) To hire all employees, and subject to the provisions of law, to determine their qualifications and conditions of continued employment, or assignment, and to promote and transfer employees.

(e) To suspend, demote, discharge or take any other appropriate disciplinary action against any employee for good and just cause according to law.

(f) To lay off employees in the event of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive or for other legitimate reason.

(g) To subcontract any of the work performed by employees covered by this Agreement for reasons of economy or other legitimate business reasons provided the Union is consulted sixty (60) days in advance.

33.2. In the exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Employer, the adoption of policies, rules, regulations, and practices and the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.

33.3. Nothing contained herein shall be construed to deny or restrict the Employer of its rights, responsibilities, and authority under R.S. 40A, or any other national, state, county or local laws or regulations.

ARTICLE XXXIV
MAINTENANCE OF OPERATIONS

34.1. It is recognized that the need for continued and uninterrupted operation of the County's departments and agencies is of paramount importance to the citizens of the community and that there should be no interference with such operations.

34.2. The Union covenants and agrees that neither the Union nor any person acting in its behalf, will cause, authorize, engage in, sanction, assist or support, nor will any of its members take part in, any strike, work stoppage, slowdown, walkout or other job action against the Employer during the term of this Agreement. It is understood that employees who participate in such activities may be subject to disciplinary action.

34.3. Nothing contained in this Agreement shall be construed to limit or restrict the Employer in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach by the Union or its members.

ARTICLE XXXV
MILITARY LEAVE

35.1. Employees in the military service, including the New Jersey National Guard or United States Armed Forces Reserves, shall be entitled to such leave provisions as may be required by law. Employees with weekend military obligations whose normal work schedule requires them to work on some or all weekends may have their weekend work schedule amended by the Employer during such weeks so that there will be no conflict and the County and military obligations may both be met without any additional cost to the Employer.

ARTICLE XXXVI
INDEMNIFICATION

36.1. The Employer will indemnify an employee for damages resulting from any tort claim or any civil violation of state or federal law arising out of the employee's job, if, in the opinion of the Employer, the acts committed by the employee upon which the damages are based did not constitute fraud, malice, willful misconduct, or intentional wrongdoing.

ARTICLE XXXVII
SEVERABILITY

37.1. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a court or other

tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XXXVIII
FULLY-BARGAINED CLAUSE

38.1. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

38.2. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE XXXIX
TERM OF AGREEMENT

39.1. This Agreement shall be effective immediately on the date of signing below and shall continue in full force and effect through December 31, 1997. The parties shall commence negotiations on a successor Agreement pursuant to regulations of the Public Employment Relations Commission.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to affix their signatures this 18TH day of MAY, 1995.

FOR THE UNION

Carol E. Day
Richard A. Dann
Anne Abuzzese
Danielle H. Dougherty
Robert E. Lynch
Ray Paul

FOR THE EMPLOYER

x James J. Brennan
Charles W. Gyle
Joseph J. Hoffman
Richard W. McGraw

APPENDIX I
SALARY SCHEDULE A
(Effective January 1, 1995)

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	A	B	C
01	478.95	15,965	16,444	16,923	17,402	17,881	18,360	18,839	19,318	19,797	20,276	479	639	798
02	498.24	16,608	17,106	17,604	18,103	18,601	19,099	19,597	20,096	20,594	21,092	498	664	830
03	518.34	17,278	17,796	18,315	18,833	19,351	19,870	20,388	20,906	21,425	21,943	518	691	864
04	539.40	17,980	18,519	19,059	19,598	20,138	20,677	21,216	21,756	22,295	22,835	539	719	899
05	561.57	18,719	19,281	19,842	20,404	20,965	21,527	22,088	22,650	23,212	23,773	562	749	936
06	584.91	19,497	20,082	20,667	21,252	21,837	22,422	23,006	23,591	24,176	24,761	585	780	975
07	609.42	20,314	20,923	21,533	22,142	22,752	23,361	23,971	24,580	25,189	25,799	609	813	1,016
08	635.10	21,170	21,805	22,440	23,075	23,710	24,346	24,981	25,616	26,251	26,886	635	847	1,059
10	662.04	22,068	22,730	23,392	24,054	24,716	25,378	26,040	26,702	27,364	28,026	662	883	1,103
11	690.24	23,008	23,698	24,388	25,079	25,769	26,459	27,149	27,840	28,530	29,220	690	920	1,150
12	720.06	24,002	24,722	25,442	26,162	26,882	27,602	28,322	29,042	29,762	30,483	720	960	1,200
13	751.17	25,039	25,790	26,541	27,293	28,044	28,795	29,546	30,297	31,048	31,800	751	1,002	1,252
14	783.93	26,131	26,915	27,699	28,483	29,267	30,051	30,835	31,619	32,402	33,186	784	1,045	1,307
15	818.40	27,280	28,098	28,917	29,735	30,554	31,372	32,190	33,009	33,827	34,646	818	1,091	1,364
16	854.55	28,485	29,340	30,194	31,049	31,903	32,758	33,612	34,467	35,321	36,176	855	1,139	1,424
17	892.53	29,751	30,644	31,536	32,429	33,321	34,214	35,106	35,999	36,891	37,784	893	1,190	1,488
18	932.34	31,078	32,010	32,943	33,875	34,807	35,740	36,672	37,604	38,537	39,469	932	1,243	1,554
19	974.10	32,470	33,444	34,418	35,392	36,366	37,341	38,315	39,289	40,263	41,237	974	1,299	1,624
20	1,018.0	33,935	34,953	35,971	36,989	38,007	39,025	40,043	41,061	42,079	43,097	1,018	1,357	1,697
21	1,064.1	35,471	36,535	37,599	38,663	39,728	40,792	41,856	42,920	43,984	45,048	1,064	1,419	1,774
22	1,112.5	37,085	38,198	39,310	40,423	41,535	42,648	43,760	44,873	45,985	47,098	1,113	1,483	1,854
23	1,163.3	38,778	39,941	41,105	42,268	43,431	44,595	45,758	46,921	48,085	49,248	1,163	1,551	1,939
24	1,216.6	40,556	41,773	42,989	44,206	45,423	46,639	47,856	49,073	50,289	51,506	1,217	1,622	2,028
25	1,272.8	42,428	43,701	44,974	46,247	47,519	48,792	50,065	51,338	52,611	53,884	1,273	1,697	2,121
26	1,331.6	44,388	45,720	47,051	48,383	49,715	51,046	52,378	53,709	55,041	56,373	1,332	1,776	2,219
27	1,393.2	46,443	47,836	49,230	50,623	52,016	53,409	54,803	56,196	57,589	58,983	1,393	1,858	2,322

SALARY SCHEDULE B
(Effective July 1, 1995)

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	A	B	C
01	488.52	16,284	16,773	17,261	17,750	18,238	18,727	19,215	19,704	20,192	20,681	489	651	814
02	508.20	16,940	17,448	17,956	18,465	18,973	19,481	19,989	20,497	21,006	21,514	508	678	847
03	528.72	17,624	18,153	18,681	19,210	19,739	20,268	20,796	21,325	21,854	22,382	529	705	881
04	550.20	18,340	18,890	19,440	19,991	20,541	21,091	21,641	22,191	22,742	23,292	550	734	917
05	572.79	19,093	19,666	20,239	20,811	21,384	21,957	22,530	23,103	23,675	24,248	573	764	955
06	596.61	19,887	20,484	21,080	21,677	22,273	22,870	23,467	24,063	24,660	25,256	597	795	994
07	621.60	20,720	21,342	21,963	22,585	23,206	23,828	24,450	25,071	25,693	26,314	622	829	1,036
08	647.79	21,593	22,241	22,889	23,536	24,184	24,832	25,480	26,128	26,775	27,423	648	864	1,080
10	675.27	22,509	23,184	23,860	24,535	25,210	25,885	26,561	27,236	27,911	28,586	675	900	1,125
11	704.04	23,468	24,172	24,876	25,580	26,284	26,988	27,692	28,396	29,100	29,804	704	939	1,173
12	734.46	24,482	25,216	25,951	26,685	27,420	28,154	28,889	29,623	30,358	31,092	734	979	1,224
13	766.20	25,540	26,306	27,072	27,839	28,605	29,371	30,137	30,903	31,670	32,436	766	1,022	1,277
14	799.62	26,654	27,454	28,253	29,053	29,852	30,652	31,452	32,251	33,051	33,851	800	1,066	1,333
15	834.78	27,826	28,661	29,496	30,330	31,165	32,000	32,835	33,669	34,504	35,339	835	1,113	1,391
16	871.65	29,055	29,927	30,798	31,670	32,542	33,413	34,285	35,157	36,028	36,900	872	1,162	1,453
17	910.38	30,346	31,256	32,167	33,077	33,988	34,898	35,808	36,719	37,629	38,539	910	1,214	1,517
18	951.00	31,700	32,651	33,602	34,553	35,504	36,455	37,406	38,357	39,308	40,259	951	1,268	1,585
19	993.57	33,119	34,113	35,106	36,100	37,093	38,087	39,080	40,074	41,068	42,061	994	1,325	1,656
20	1,038.42	34,614	35,652	36,691	37,729	38,768	39,806	40,845	41,883	42,921	43,960	1,038	1,385	1,731
21	1,085.40	36,180	37,265	38,351	39,436	40,522	41,607	42,692	43,778	44,863	45,949	1,085	1,447	1,809
22	1,134.81	37,827	38,962	40,097	41,231	42,366	43,501	44,636	45,771	46,905	48,040	1,135	1,513	1,891
23	1,186.62	39,554	40,741	41,927	43,114	44,300	45,487	46,674	47,860	49,047	50,234	1,187	1,582	1,978
24	1,241.01	41,367	42,608	43,849	45,090	46,331	47,572	48,813	50,054	51,295	52,536	1,241	1,655	2,068
25	1,298.31	43,277	44,575	45,874	47,172	48,470	49,769	51,067	52,365	53,663	54,962	1,298	1,731	2,164
26	1,358.28	45,276	46,634	47,993	49,351	50,709	52,067	53,426	54,784	56,142	57,501	1,358	1,811	2,264
27	1,421.16	47,372	48,793	50,214	51,635	53,057	54,478	55,899	57,320	58,741	60,162	1,421	1,895	2,369

SALARY SCHEDULE C
(Effective January 1, 1996)

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	A	B	C
01	503.19	16,773	17,276	17,779	18,283	18,786	19,289	19,792	20,295	20,799	21,302	503	671	839
02	523.44	17,448	17,971	18,495	19,018	19,542	20,065	20,589	21,112	21,636	22,159	523	698	872
03	544.59	18,153	18,698	19,242	19,787	20,331	20,876	21,421	21,965	22,510	23,054	545	726	908
04	566.70	18,890	19,457	20,023	20,590	21,157	21,724	22,290	22,857	23,424	23,990	567	756	945
05	589.98	19,666	20,256	20,846	21,436	22,026	22,616	23,206	23,796	24,386	24,976	590	787	983
06	614.52	20,484	21,099	21,713	22,328	22,942	23,557	24,171	24,786	25,400	26,015	615	819	1,024
07	640.26	21,342	21,982	22,623	23,263	23,903	24,543	25,184	25,824	26,464	27,104	640	854	1,067
08	667.23	22,241	22,908	23,575	24,243	24,910	25,577	26,244	26,912	27,579	28,246	667	890	1,112
10	695.52	23,184	23,880	24,575	25,271	25,966	26,662	27,357	28,053	28,748	29,444	696	927	1,159
11	725.16	24,172	24,897	25,622	26,347	27,073	27,798	28,523	29,248	29,973	30,698	725	967	1,209
12	756.48	25,216	25,972	26,729	27,485	28,242	28,998	29,755	30,511	31,268	32,024	756	1,009	1,261
13	789.18	26,306	27,095	27,884	28,674	29,463	30,252	31,041	31,830	32,619	33,409	789	1,052	1,315
14	823.62	27,454	28,278	29,101	29,925	30,748	31,572	32,396	33,219	34,043	34,867	824	1,098	1,373
15	859.83	28,661	29,521	30,381	31,240	32,100	32,960	33,820	34,680	35,540	36,399	860	1,146	1,433
16	897.81	29,927	30,825	31,723	32,620	33,518	34,416	35,314	36,212	37,109	38,007	898	1,197	1,496
17	937.68	31,256	32,194	33,131	34,069	35,007	35,944	36,882	37,820	38,757	39,695	938	1,250	1,563
18	979.53	32,651	33,631	34,610	35,590	36,569	37,549	38,528	39,508	40,487	41,467	980	1,306	1,633
19	1,023.39	34,113	35,136	36,160	37,183	38,207	39,230	40,253	41,277	42,300	43,324	1,023	1,365	1,706
20	1,069.56	35,652	36,722	37,791	38,861	39,930	41,000	42,069	43,139	44,208	45,278	1,070	1,426	1,783
21	1,117.95	37,265	38,383	39,501	40,619	41,737	42,855	43,973	45,091	46,209	47,327	1,118	1,491	1,863
22	1,168.86	38,962	40,131	41,300	42,469	43,637	44,806	45,975	47,144	48,313	49,482	1,169	1,558	1,948
23	1,222.23	40,741	41,963	43,185	44,408	45,630	46,852	48,074	49,297	50,519	51,741	1,222	1,630	2,037
24	1,278.24	42,608	43,886	45,164	46,443	47,721	48,999	50,277	51,556	52,834	54,112	1,278	1,704	2,130
25	1,337.25	44,575	45,912	47,250	48,587	49,924	51,261	52,599	53,936	55,273	56,610	1,337	1,783	2,229
26	1,399.02	46,634	48,033	49,432	50,831	52,230	53,629	55,028	56,427	57,826	59,225	1,399	1,865	2,332
27	1,463.79	48,793	50,257	51,721	53,184	54,648	56,112	57,576	59,040	60,503	61,967	1,464	1,952	2,440

SALARY SCHEDULE D
(Effective July 1, 1996)

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	A	B	C
01	508.23	16,941	17,449	17,957	18,466	18,974	19,482	19,990	20,499	21,007	21,515	508	678	847
02	528.66	17,622	18,151	18,679	19,208	19,737	20,265	20,794	21,323	21,851	22,380	529	705	881
03	550.05	18,335	18,885	19,435	19,985	20,535	21,085	21,635	22,185	22,735	23,285	550	733	917
04	572.37	19,079	19,651	20,224	20,796	21,368	21,941	22,513	23,086	23,658	24,230	572	763	954
05	595.89	19,863	20,459	21,055	21,651	22,247	22,842	23,438	24,034	24,630	25,226	596	795	993
06	620.67	20,689	21,310	21,930	22,551	23,172	23,792	24,413	25,034	25,654	26,275	621	828	1,034
07	646.65	21,555	22,202	22,848	23,495	24,142	24,788	25,435	26,082	26,728	27,375	647	862	1,078
08	673.89	22,463	23,137	23,811	24,485	25,159	25,832	26,506	27,180	27,854	28,528	674	899	1,123
10	702.48	23,416	24,118	24,821	25,523	26,226	26,928	27,631	28,333	29,036	29,738	702	937	1,171
11	732.42	24,414	25,146	25,879	26,611	27,344	28,076	28,809	29,541	30,273	31,006	732	977	1,221
12	764.04	25,468	26,232	26,996	27,760	28,524	29,288	30,052	30,816	31,580	32,344	764	1,019	1,273
13	797.07	26,569	27,366	28,163	28,960	29,757	30,554	31,351	32,148	32,946	33,743	797	1,063	1,328
14	831.87	27,729	28,561	29,393	30,225	31,056	31,888	32,720	33,552	34,384	35,216	832	1,109	1,386
15	868.44	28,948	29,816	30,685	31,553	32,422	33,290	34,159	35,027	35,896	36,764	868	1,158	1,447
16	906.78	30,226	31,133	32,040	32,946	33,853	34,760	35,667	36,573	37,480	38,387	907	1,209	1,511
17	947.07	31,569	32,516	33,463	34,410	35,357	36,304	37,251	38,198	39,146	40,093	947	1,263	1,578
18	989.34	32,978	33,967	34,957	35,946	36,935	37,925	38,914	39,903	40,893	41,882	989	1,319	1,649
19	1,033.62	34,454	35,488	36,521	37,555	38,588	39,622	40,656	41,689	42,723	43,757	1,034	1,378	1,723
20	1,080.27	36,009	37,089	38,170	39,250	40,330	41,410	42,491	43,571	44,651	45,731	1,080	1,440	1,800
21	1,129.14	37,638	38,767	39,896	41,025	42,155	43,284	44,413	45,542	46,671	47,800	1,129	1,506	1,882
22	1,180.56	39,352	40,533	41,713	42,894	44,074	45,255	46,435	47,616	48,796	49,977	1,181	1,574	1,968
23	1,234.44	41,148	42,382	43,617	44,851	46,086	47,320	48,555	49,789	51,024	52,258	1,234	1,646	2,057
24	1,291.02	43,034	44,325	45,616	46,907	48,198	49,489	50,780	52,071	53,362	54,653	1,291	1,721	2,152
25	1,350.63	45,021	46,372	47,722	49,073	50,424	51,774	53,125	54,475	55,826	57,177	1,351	1,801	2,251
26	1,413.00	47,100	48,513	49,926	51,339	52,752	54,165	55,578	56,991	58,404	59,817	1,413	1,884	2,355
27	1,478.43	49,281	50,759	52,238	53,716	55,195	56,673	58,152	59,630	61,108	62,587	1,478	1,971	2,464

SALARY SCHEDULE E
(Effective January 1, 1997)

Scale	Incr.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	A	B	C
01	528.57	17,619	18,148	18,676	19,205	19,733	20,262	20,790	21,319	21,848	22,376	529	705	881
02	549.81	18,327	18,877	19,427	19,976	20,526	21,076	21,626	22,176	22,725	23,275	550	733	916
03	572.04	19,068	19,640	20,212	20,784	21,356	21,928	22,500	23,072	23,644	24,216	572	763	953
04	595.26	19,842	20,437	21,033	21,628	22,223	22,818	23,414	24,009	24,604	25,199	595	794	992
05	619.74	20,658	21,278	21,897	22,517	23,137	23,757	24,376	24,996	25,616	26,236	620	826	1,033
06	645.51	21,517	22,163	22,808	23,454	24,099	24,745	25,390	26,036	26,681	27,327	646	861	1,076
07	672.51	22,417	23,090	23,762	24,435	25,107	25,780	26,452	27,125	27,797	28,470	673	897	1,121
08	700.86	23,362	24,063	24,764	25,465	26,165	26,866	27,567	28,268	28,969	29,670	701	934	1,168
10	730.59	24,353	25,084	25,814	26,545	27,275	28,006	28,737	29,467	30,198	30,928	731	974	1,218
11	761.73	25,391	26,153	26,914	27,676	28,438	29,200	29,961	30,723	31,485	32,247	762	1,016	1,270
12	794.61	26,487	27,282	28,076	28,871	29,665	30,460	31,255	32,049	32,844	33,638	795	1,059	1,324
13	828.96	27,632	28,461	29,290	30,119	30,948	31,777	32,606	33,435	34,264	35,093	829	1,105	1,382
14	865.14	28,838	29,703	30,568	31,433	32,299	33,164	34,029	34,894	35,759	36,624	865	1,154	1,442
15	903.18	30,106	31,009	31,912	32,816	33,719	34,622	35,525	36,428	37,331	38,235	903	1,204	1,505
16	943.05	31,435	32,378	33,321	34,264	35,207	36,150	37,093	38,036	38,979	39,922	943	1,257	1,572
17	984.96	32,832	33,817	34,802	35,787	36,772	37,757	38,742	39,727	40,712	41,697	985	1,313	1,642
18	1,028.91	34,297	35,326	36,355	37,384	38,413	39,442	40,470	41,499	42,528	43,557	1,029	1,372	1,715
19	1,074.96	35,832	36,907	37,982	39,057	40,132	41,207	42,282	43,357	44,432	45,507	1,075	1,433	1,792
20	1,123.47	37,449	38,572	39,696	40,819	41,943	43,066	44,190	45,313	46,437	47,560	1,123	1,498	1,872
21	1,174.32	39,144	40,318	41,493	42,667	43,841	45,016	46,190	47,364	48,539	49,713	1,174	1,566	1,957
22	1,227.78	40,926	42,154	43,382	44,609	45,837	47,065	48,293	49,520	50,748	51,976	1,228	1,637	2,046
23	1,283.82	42,794	44,078	45,362	46,645	47,929	49,213	50,497	51,781	53,065	54,348	1,284	1,712	2,140
24	1,342.65	44,755	46,098	47,440	48,783	50,126	51,468	52,811	54,154	55,496	56,839	1,343	1,790	2,238
25	1,404.66	46,822	48,227	49,631	51,036	52,441	53,845	55,250	56,655	58,059	59,464	1,405	1,873	2,341
26	1,469.52	48,984	50,454	51,923	53,393	54,862	56,332	57,801	59,271	60,740	62,210	1,470	1,959	2,449
27	1,537.56	51,252	52,790	54,327	55,865	57,402	58,940	60,477	62,015	63,552	65,090	1,538	2,050	2,563

APPENDIX II TITLES AND SCALES

The first column indicates the scale number for each listed title. The second column is the number of hours in a full-time workweek. The third column indicates whether the title is used for part-time positions.

02	32.5	Y	Account Clerk	17	35	N	Assistant Nutrition Program Coordinator
03	35	N	Account Clerk				WIC Program
03	32.5	Y	Account Clerk Typing	15	32.5	N	Assistant Planner
04	35	N	Account Clerk Typing	14	32.5	N	Assistant Program Analyst
15	32.5	N	Accountant	14	35	N	Assistant Program Analyst
11	32.5	N	Accounting Assistant	13	32.5	N	Assistant Program Coordinator Non-
12	35	N	Accounting Assistant				Emergency Transportation
18	32.5	N	Administrative Analyst	18	35	N	Assistant Public Health Nurse
19	35	N	Administrative Analyst				Supervisor
13	32.5	N	Administrative Clerk	18	32.5	N	Assistant Purchasing Agent
14	35	N	Administrative Clerk	13	40	N	Assistant Supervising Bridge Repairer
13	32.5	N	Administrative Secretary	13	40	N	Assistant Supervising Mechanic
14	35	N	Administrative Secretary	15	35	N	Assistant Supervising Road Inspector
04	32.5	N	Admitting Clerk Typing	12	40	N	Assistant Supervisor Parks
05	32.5	N	Advertising and Sales Clerk	13	40	N	Assistant Supervisor Roads
15	32.5	N	Analyst Grant Applications	15	35	N	Assistant Supervisor Traffic Signal
03	40	N	Animal Attendant	10	40	N	Boiler Operator
14	40	N	Animal Control Officer	02	32.5	N	Bookkeeping Machine Operator
12	40	N	Animal Health Technician	02	32.5	N	Bookkeeping Machine Operator Typing
12	40	N	Assistant Animal Control Officer	14	35	N	Bridge Construction Inspector/Road
12	35	N	Assistant Building Superintendent				Inspector
22	35	N	Assistant Chief Sanitary Inspector	07	40	N	Bridge Repairer
22	35	N	Assistant Chief Sanitary Inspector	22	32.5	N	Budget Officer
			Environmental Sanitation	23	35	N	Budget Officer
14	40	N	Assistant Communications Technician	02	35	Y	Building Maintenance Worker
13	32.5	N	Assistant County Superintendent of	04	40	Y	Building Maintenance Worker
			Weights and Measures	01	35	Y	Building Service Worker
17	32.5	N	Assistant Director Office of the	02	40	N	Building Service Worker
			Handicapped	04	40	N	Building Service Worker/Groundskeeper
13	32.5	N	Assistant District Recycling Coordinator	15	35	N	Building Superintendent
18	35	N	Assistant Engineer Highways	14	32.5	N	Buyer
16	40	N	Assistant Golf Superintendent	11	35	N	Carpenter
15	35	N	Assistant Maintenance Supervisor	04	32.5	N	Cashier
17	40	N	Assistant Manager Golf Facilities	05	35	N	Cashier
13	32.5	N	Assistant Manager Mobile Meals Program	05	32.5	N	Cashier Typing

06	35	N	Cashier Typing	05	40	N	Cook
06	32.5	N	Chauffer	12	32.5	N	Coordinator Child Placement Review
18	32.5	N	Chemist Water Analysis	17	40	Y	Coordinator Clean Communities Program
14	32.5	N	Chief Clerk	22	35	N	Coordinator Community Health Services
15	35	N	Chief Clerk	08	32.5	N	Coordinator Juvenile Conference Committees
17	32.5	N	Chief Court Clerk	19	32.5	N	Coordinator of Public Transportation
17	40	N	Chief Inspector Mosquito Extermination	20	32.5	N	Coordinator of Special Transportation
17	32.5	N	Chief Probate Clerk	15	40	N	Coordinator of Volunteers
23	35	N	Chief Sanitary Inspector	22	35	N	Coordinator Special Child Health Services
23	35	N	Chief Sanitary Inspector Environmental Sanitation	17	32.5	N	Coordinator Vocational Services
01	32.5	Y	Clerk	22	35	N	County Alcoholism Coordinator/Employee Assistance Counselor
02	35	N	Clerk	07	40	Y	County Park Ranger
03	32.5	Y	Clerk Driver	00	35	Y	Court Attendant
03	32.5	Y	Clerk Stenographer	08	32.5	N	Court Clerk
04	35	N	Clerk Stenographer	10	32.5	N	Court Clerk/Principal Clerk Stenographer
02	32.5	Y	Clerk Transcriber	03	32.5	N	Data Entry Machine Operator
03	35	N	Clerk Transcriber	04	35	N	Data Entry Machine Operator
02	32.5	Y	Clerk Typist	21	32.5	N	Data Processing Coordinator
03	35	N	Clerk Typist	17	32.5	N	Data Processing Programmer
03	32.5	N	Clerk Typist/Interpreter Bilingual in Spanish and English	10	35	N	Dental Assistant
04	35	N	Clerk Typist/Interpreter Bilingual in Spanish and English	13	35	N	Dental Hygienist
03	35	Y	Clinic Attendant	13	32.5	N	Deputy Clerk of the Superior Court Special Civil Part
04	35	N	Clinic Attendant Typing	14	32.5	N	Deputy County Superintendent of Weights & Measures
07	40	N	Communications Operator	16	32.5	N	Deputy Work Release Administrator
16	40	N	Communications Technician*	18	32.5	N	Diet Counselor
05	32.5	N	Community Service Aide Typing	16	40	N	Dietitian
07	32.5	N	Composing Machine Operator	19	32.5	N	Director of Social Rehabilitation Services
07	32.5	N	Computer Operator	21	32.5	N	Director Office of the Handicapped
17	32.5	N	Confidential Assistant to the Director County Extension Service	16	32.5	N	District Recycling Coordinator
22	32.5	N	Confidential Assistant to the Director Community Resources	02	32.5	Y	Docket Clerk
17	32.5	N	Confidential Assistant to the Director Data Management	03	35	Y	Docket Clerk
11	32.5	N	Confidential Assistant to the Director Aging	03	32.5	N	Docket Clerk Typing
17	32.5	N	Confidential Assistant to the Director Economic Development	04	35	N	Docket Clerk Typing
16	35	N	Confidential Assistant to the Director Health	08	32.5	N	Drafting Technician
				07	35	N	Drafting Technician
				21	32.5	N	Education and Training Coordinator
				11	35	N	Electrician

13	40	N	Electronics Repairer	12	40	N	Head Cook
13	40	Y	Emergency Medical Technician Dispatcher*	23	40	N	Head Nurse**
14	32.5	N	Employment Counselor	07	35	N	Health Aide
13	32.5	N	Employment Specialist	08	35	N	Health Aide Bilingual in Spanish and English
07	32.5	N	Employment Test Monitor	21	35	N	Health Educator
07	35	Y	Engineering Aide	21	35	N	Health Educator Bilingual in Spanish and English
27	35	N	Environmental Health Coordinator	07	32.5	N	Health Insurance Benefits Clerk Typing
15	35	N	Environmental Health Specialist	08	35	N	Health Insurance Benefits Clerk Typing
17	35	N	Environmental Health Specialist Hazardous Substances	12	40	N	Heavy Equipment Operator
16	32.5	N	Environmental Specialist Educational Programs	15	40	N	Heavy Equipment Operator Mosquito Extermination
13	40	N	Equipment Operator Mosquito Extermination	16	40	N	Heavy Equipment Operator Mosquito Extermination/Mechanic
11	32.5	N	Examiner Education Credentials	02	32.5	Y	Index Clerk
07	32.5	N	Execution Clerk	03	32.5	N	Index Clerk Typing
08	32.5	N	Execution Clerk Typing	22	35	N	Industrial Hygienist
15	32.5	N	Executive Assistant	16	32.5	N	Industrial Representative
16	40	N	Executive Housekeeper	08	40	N	Inspector Mosquito Extermination
15	32.5	N	Field Representative County Board of Taxation	10	35	N	Inspector Road Openings
16	35	N	Field Representative Disease Control	07	40	N	Inspector Trainee Mosquito Extermination
12	35	N	Field Representative Health Education	03	40	Y	Institutional Attendant
10	32.5	N	Field Representative Industrial and Real Estate Development	08	32.5	N	Investigator Consumer Protection
12	35	N	Field Representative Narcotics Education	17	32.5	Y	Investigator County Medical Examiner's Office
21	32.5	N	Fiscal Officer	15	40	N	Investigator Public Works
22	35	N	Fiscal Officer	13	32.5	N	Job Developer
23	35	N	Fiscal Officer/Senior Administrative Analyst	04	32.5	N	Jury Panel Clerk
14	40	N	Food Service Manager	07	40	Y	Juvenile Detention Officer
02	40	Y	Food Service Worker	14	32.5	N	Laboratory Technician
12	32.5	N	Four-H Program Assistant	03	35	Y	Laborer
18	40	N	General Supervisor Mosquito Extermination	05	40	Y	Laborer
18	40	N	General Supervisor Roads	16	35	N	Land Surveyor
05	40	N	Golf Ranger	17	32.5	N	Landscape Architect
21	40	Y	Graduate Nurse	02	40	N	Laundry Worker
15	35	Y	Graduate Nurse Public Health	05	32.5	N	Legal Stenographer
02	35	Y	Groundskeeper	04	32.5	N	Library Assistant
04	40	Y	Groundskeeper	04	32.5	N	Library Page
				01	32.5	N	Mail Clerk
				06	35	Y	Maintenance Repairer
				07	35	N	Maintenance Repairer Painter

18	35	N	Maintenance Superintendent	11	35	N	Principal Cashier Typing
16	35	N	Maintenance Supervisor	06	32.5	N	Principal Clerk
13	32.5	N	Management Information Systems Specialist	07	35	N	Principal Clerk
16	32.5	N	Management Specialist	08	32.5	N	Principal Clerk Stenographer
22	40	N	Manager Animal Control Facility	10	35	N	Principal Clerk Stenographer
22	32.5	N	Manager Mobile Meals Program	07	32.5	N	Principal Clerk Transcriber
12	40	N	Mechanic	08	35	N	Principal Clerk Transcriber
06	40	N	Mechanic's Helper	07	32.5	Y	Principal Clerk Typist
19	35	N	Medical Social Worker	08	35	N	Principal Clerk Typist
17	32.5	N	Mental Health Administrator	08	32.5	N	Principal Data Entry Machine Operator
01	32.5	Y	Messenger	10	35	N	Principal Data Entry Machine Operator
02	32.5	N	Microfilm Machine Operator	07	32.5	N	Principal Docket Clerk
10	32.5	N	Microfilm Systems Supervisor	08	35	N	Principal Docket Clerk
05	32.5	Y	Museum Attendant	08	32.5	N	Principal Docket Clerk Typing
16	32.5	N	Museum Curator	10	35	N	Principal Docket Clerk Typing
21	35	Y	Nurse Practitioner Obstetrics and Gynecology	13	35	N	Principal Drafting Technician
21	35	N	Nurse Practitioner Pediatrics	23	35	N	Principal Engineer
22	35	N	Nutrition Program Coordinator WIC Program	13	35	N	Principal Engineering Aide
08	40	N	Occupational Therapy Aide	08	32.5	N	Principal Engineering Clerk
06	32.5	Y	Omnibus Operator	07	32.5	N	Principal Index Clerk
11	35	N	Painter	08	32.5	N	Principal Index Clerk Typing
15	32.5	N	Paralegal Specialist	07	32.5	N	Principal Microfilm Machine Operator
14	40	N	Park Naturalist	08	32.5	N	Principal Payroll Clerk
03	32.5	N	Payroll Clerk Typing	21	32.5	N	Principal Planner
04	35	N	Payroll Clerk Typing	21	32.5	N	Principal Planner Data Management
12	32.5	N	Payroll Supervisor	21	32.5	N	Principal Planner Solid Waste Management
11	32.5	N	Photographer	21	32.5	N	Principal Planner Transportation
07	32.5	Y	Planning Aide	12	32.5	N	Principal Planning Aide
11	35	N	Plumber	08	32.5	N	Principal Purchasing Assistant Typing
14	40	N	Practical Nurse	21	35	N	Principal Sanitary Inspector
07	32.5	N	Principal Account Clerk	07	32.5	N	Probate Clerk
08	35	N	Principal Account Clerk	16	32.5	N	Program Analyst
10	32.5	N	Principal Account Clerk Stenography	13	32.5	N	Program Development Specialist Aging
11	35	N	Principal Account Clerk Stenography	16	32.5	N	Program Development Specialist Community Service
08	32.5	N	Principal Account Clerk Typing	15	32.5	N	Program Development Specialist Criminal Justice
10	35	N	Principal Account Clerk Typing	13	32.5	N	Program Monitor
19	32.5	N	Principal Accountant	16	35	N	Program Specialist Alcohol Abuse Activities
07	32.5	N	Principal Bookkeeping Machine Operator Typing	19	35	N	Program Specialist Special Child Health Services
10	32.5	N	Principal Cashier Typing				

20	32.5	N	Project Administrator On the Job Training	05	32.5	N	Senior Account Clerk/Telephone Operator
13	35	N	Project Coordinator Construction	06	35	N	Senior Account Clerk/Telephone Operator
13	32.5	Y	Project Coordinator Crime Prevention Program	17	32.5	N	Senior Accountant
19	32.5	N	Project Director Nutrition Program for the Elderly	20	40	N	Senior Administrative Analyst
10	35	N	Public Health Investigator	05	40	N	Senior Animal Attendant
15	35	N	Public Health Laboratory Technician	12	40	N	Senior Boiler Operator
16	35	Y	Public Health Nurse	04	32.5	N	Senior Bookkeeping Machine Operator
21	35	N	Public Health Nurse Supervisor**	04	32.5	N	Senior Bookkeeping Machine Operator Typing
23	35	N	Public Health Nutritionist	17	35	N	Senior Bridge Construction Inspector/Senior Road Inspector
12	32.5	N	Public Information Officer	10	40	N	Senior Bridge Repairer
03	32.5	N	Purchasing Assistant	04	35	N	Senior Building Maintenance Worker
04	32.5	N	Purchasing Assistant Typing	06	40	N	Senior Building Maintenance Worker
16	40	N	Radio Technician	04	35	N	Senior Building Service Worker
03	32.5	N	Receptionist Typing	13	35	N	Senior Carpenter
04	35	N	Receptionist Typing	07	32.5	N	Senior Cashier Typing
04	32.5	N	Receptionist/Senior Clerk Transcriber	08	35	N	Senior Cashier Typing
05	35	N	Receptionist/Senior Clerk Transcriber	02	32.5	N	Senior Citizen Program Aide
03	32.5	N	Receptionist/Telephone Operator	03	32.5	N	Senior Clerk
04	35	N	Receptionist/Telephone Operator	04	35	N	Senior Clerk
02	32.5	N	Recorder Operator Courts	05	32.5	N	Senior Clerk Stenographer
11	32.5	N	Recreation Program Coordinator	06	35	N	Senior Clerk Stenographer
16	32.5	N	Recreation Program Specialist	04	32.5	N	Senior Clerk Transcriber
18	32.5	N	Recreation Supervisor	05	35	N	Senior Clerk Transcriber
18	32.5	N	Recreation Supervisor Handicapped Program	04	32.5	N	Senior Clerk Typist
08	40	Y	Recreation Therapy Aide	05	35	N	Senior Clerk Typist
06	32.5	N	Research Aide	08	32.5	N	Senior Communications Operator
13	32.5	N	Research Assistant	17	40	N	Senior Communications Technician
13	32.5	N	Research Assistant Criminal Information	08	32.5	N	Senior Community Service Aide Typing
13	35	N	Road Inspector	07	40	N	Senior Cook
17	35	N	Sanitary Inspector	10	40	N	Senior County Park Ranger
13	35	N	Sanitary Inspector Trainee	11	32.5	N	Senior Court Clerk
04	32.5	N	Sanitary Landfill Caretaker	05	32.5	N	Senior Data Entry Machine Operator
03	40	N	Seamstress	06	35	N	Senior Data Entry Machine Operator
11	32.5	N	Secretarial Assistant Typing	19	32.5	N	Senior Data Processing Programmer
12	35	N	Secretarial Assistant Typing	04	32.5	N	Senior Docket Clerk
04	32.5	Y	Senior Account Clerk	05	35	N	Senior Docket Clerk
05	32.5	Y	Senior Account Clerk Typing	05	32.5	N	Senior Docket Clerk Typing
06	35	N	Senior Account Clerk Typing	06	35	N	Senior Docket Clerk Typing
				11	35	N	Senior Drafting Technician

13	35	N	Senior Electrician	10	32.5	N	Senior Planning Aide
15	40	N	Senior Emergency Medical Technician Dispatcher*	13	35	N	Senior Plumber
15	32.5	N	Senior Employment Specialist	16	40	Y	Senior Practical Nurse
10	32.5	N	Senior Employment Test Monitor	10	32.5	N	Senior Probate Clerk
18	35	N	Senior Engineer	18	32.5	N	Senior Program Analyst
20	35	N	Senior Engineer Hydraulic	19	32.5	N	Senior Program Development Specialist Community Service
11	35	N	Senior Engineering Aide	12	35	N	Senior Public Health Investigator
19	35	N	Senior Environmental Health Specialist Hazardous Substances	16	35	N	Senior Public Health Nurse
11	32.5	N	Senior Execution Clerk	06	32.5	N	Senior Purchasing Assistant Typing
18	35	N	Senior Field Representative Disease Control	04	32.5	N	Senior Receptionist
18	35	N	Senior Field Representative Health Education	05	35	N	Senior Receptionist
06	40	N	Senior Groundskeeper	05	32.5	N	Senior Receptionist Typing
04	32.5	N	Senior Index Clerk	06	35	N	Senior Receptionist Typing
05	32.5	N	Senior Index Clerk Typing	05	32.5	N	Senior Receptionist/Telephone Operator
12	40	N	Senior Inspector Mosquito Extermination	06	35	N	Senior Receptionist/Telephone Operator
12	35	N	Senior Inspector Road Openings	11	40	N	Senior Recreation Therapy Aide
04	40	Y	Senior Institutional Attendant	15	35	N	Senior Road Inspector
12	32.5	N	Senior Investigator Consumer Protection	19	35	N	Senior Sanitary Inspector
17	32.5	Y	Senior Investigator County Medical Examiner's Office	17	40	N	Senior Social Worker Juvenile Rehabilitation
10	40	Y	Senior Juvenile Detention Officer	03	40	N	Senior Stock Clerk
19	32.5	N	Senior Landscape Architect	08	35	N	Senior Storekeeper
03	40	N	Senior Laundry Worker	10	40	N	Senior Storekeeper
07	32.5	N	Senior Legal Stenographer	05	32.5	N	Senior Telephone Operator
08	35	N	Senior Maintenance Repairer	06	32.5	N	Senior Telephone Operator Typing
13	40	N	Senior Mechanic	08	35	N	Senior Traffic Maintenance Worker
05	32.5	N	Senior Medical Record Clerk	13	35	N	Senior Traffic Signal Electrician
20	40	N	Senior Medical Social Worker	05	32.5	N	Senior Word Processing Operator
07	32.5	N	Senior Medical Stenographer	00	35	Y	Sergeant-at-Arms
04	32.5	N	Senior Microfilm Machine Operator	03	32.5	Y	Site Manager Nutrition Program for the Elderly
11	40	N	Senior Occupational Therapy Aide	17	32.5	N	Social Rehabilitation Therapist Penal Institution
04	32.5	Y	Senior Payroll Clerk	13	40	N	Social Service Assistant
05	35	N	Senior Payroll Clerk	11	32.5	N	Social Service Assistant Typing
05	32.5	N	Senior Payroll Clerk Typing	16	32.5	Y	Social Worker Health
06	35	N	Senior Payroll Clerk Typing	18	35	N	Social Worker Health
17	32.5	N	Senior Planner	15	40	N	Social Worker Institutions
17	32.5	N	Senior Planner Community Development Program	15	40	N	Social Worker Juvenile Rehabilitation
17	32.5	N	Senior Planner Transportation	15	32.5	N	Specification Writer Purchasing
				01	40	N	Stock Clerk
				06	35	N	Storekeeper

08	40	N	Storekeeper	13	32.5	N	Supervisor of Data Entry Machine Operations
08	40	N	Storekeeper Automotive				
11	32.5	N	Supervising Account Clerk	14	35	N	Supervisor of Data Entry Machine Operations
12	35	N	Supervising Account Clerk				
12	32.5	N	Supervising Account Clerk Stenography	12	32.5	N	Supervisor of Records
13	35	N	Supervising Account Clerk Stenography	14	40	N	Supervisor Parks
12	32.5	N	Supervising Account Clerk Typing	11	40	N	Supervisor Recreation Maintenance
13	35	N	Supervising Account Clerk Typing	15	40	N	Supervisor Roads
08	40	N	Supervising Animal Attendant	14	35	N	Supervisor Traffic Maintenance
15	40	N	Supervising Animal Control Officer	17	35	N	Supervisor Traffic Signal
11	32.5	N	Supervising Bookkeeping Machine Operator	15	32.5	Y	Tax Research Examiner and Investigator
19	35	N	Supervising Bridge Construction Inspector/Supervising Road Inspector	02	32.5	Y	Teacher Aide
15	40	N	Supervising Bridge Repairer	15	32.5	N	Teacher Juvenile Facilities
12	32.5	N	Supervising Clerk Stenographer	15	32.5	N	Teacher Special Education
13	35	N	Supervising Clerk Stenographer	03	32.5	Y	Telephone Operator
11	32.5	N	Supervising Clerk Typist	04	32.5	N	Telephone Operator Typing
12	35	N	Supervising Clerk Typist	14	40	N	Telephone System Installer and Repairer
14	40	N	Supervising County Park Ranger	15	35	N	Traffic Analyst
17	40	N	Supervising Emergency Medical Technician Dispatcher*	26	35	N	Traffic Engineer
18	32.5	N	Supervising Employment Specialist	10	35	N	Traffic Investigator
26	35	N	Supervising Engineer	06	35	N	Traffic Maintenance Worker
26	35	N	Supervising Engineer Bridges	11	35	N	Traffic Signal Electrician
15	35	N	Supervising Engineering Aide	08	35	N	Traffic Signal Repairer
18	40	N	Supervising Heavy Equipment Operator	11	32.5	N	Trainee Weights and Measures
18	40	N	Supervising Heavy Equipment Operator Mosquito Extermination	07	40	N	Tree Climber
10	32.5	N	Supervising Index Clerk	07	40	N	Truck Driver
11	32.5	N	Supervising Index Clerk Typing	04	40	N	Ward Clerk
07	40	N	Supervising Institutional Attendant	12	40	N	Welder
12	40	N	Supervising Juvenile Detention Officer	03	32.5	N	Word Processing Operator
11	35	N	Supervising Maintenance Repairer	04	35	N	Word Processing Operator
15	40	N	Supervising Mechanic	19	32.5	N	Work Release Administrator
23	32.5	N	Supervising Planner	10	40	N	Youth Group Worker
19	35	N	Supervising Road Inspector	17	32.5	N	Youth Opportunity Coordinator
12	32.5	N	Supervising Telephone Operator	20	32.5	N	Youth Services Counselor
07	35	N	Supervisor Building Service				
07	40	N	Supervisor Building Service				
16	32.5	N	Supervisor Job Development				
11	32.5	N	Supervisor of Accounts				

*Effective July 9, 1995 (previously one scale lower).

**Effective January 1, 1996 (previously one scale lower).

