

Contract # 1912

T

AGREEMENT

LIBRARY
INSTITUTE OF MANAGEMENT

JAN 25 1994

RUTGERS UNIVERSITY

Between the

Board of Chosen Freeholders of the County of Sussex

and

Communications Workers of America, AFL-CIO

Local 1083 (Welfare Unit)

1993-1995

RECEIVED
DEC 10 1993

SUSSEX COUNTY WELFARE AGENCY

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

THIS AGREEMENT, effective the first day of January, 1993, is entered into by and between the Board of Chosen Freeholders for the County of Sussex (hereinafter referred to as the "County") and the Communications Workers of America, AFL-CIO, and its Local No. 1083 (hereinafter referred to as the "Union").

ARTICLE 1 - RECOGNITION

In accordance with the Certification of the New Jersey Public Employment Relations Commission dated October 15, 1971, as supplemented by agreement of the parties and as supplemented by the Certification of the New Jersey Public Employment Relations Commission dated August 17, 1976, the County recognizes the Union as the exclusive representative of all the employees in the Unit described below for the purpose of collective negotiations with respect to the terms and conditions of their employment: All Social Work Specialists, Income Maintenance Specialists, Child Support Specialists, Social Workers, Income Maintenance Workers, Income Maintenance Technicians, Social Service Technicians, Social Service Aides, Investigators and all clerical employees including: Account Clerks (typing), Principal Clerk Stenographers, Clerk Stenographers, Senior Clerk Transcribers, Clerk Transcribers, Clerk Typists, Senior Clerk Typists, Senior Receptionists, Telephone Operators (typing), Senior Data Entry Machine Operators, Data Entry Machine Operators, Word Processing Operators, Senior Account Clerks (typing), Principal Data Entry Machine Operators, Senior Payroll Clerks, Senior Stock Clerks, employed by the County Welfare Agency but excluding craft employees, managerial executives, police, confidential employees, Income Maintenance Supervisors, Social Work Supervisors, other supervisory employees within the meaning of the Act and all other employees of the County Welfare Agency.

ARTICLE 2 - MANAGEMENT RIGHTS

Section 1: The County hereby retains and reserves unto itself,

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

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 foregoing, the following rights:

a) To exercise all management functions and responsibilities which the Employer has not expressly modified or restricted by a specific provision of this agreement;

b) To the executive management and administrative control of the County Government and its properties and facilities and to determine the methods of operation to be offered by its employees and to direct the activities of its employees;

c) To establish and administer policies and procedures related to personnel matters, departmental activities, employee training, departmental and work unit operational functions, performance of services and maintenance of the facilities and equipment of the County;

d) To reprimand, suspend, demote, discharge or otherwise discipline employees for just cause;

e) To determine the standards of selection of employment and to hire, promote, transfer, assign, reassign, lay-off and recall employees to work and to determine their qualifications and conditions for continued employment or assignment in accordance with New Jersey Department of Personnel rules and regulations;

f) To determine the number of employees and the duties to be performed;

g) To maintain the efficiency of employees in the performance of their duties and to maintain the efficiency of its operations;

h) To determine staffing patterns and areas worked, to control and regulate the use of facilities, supplies, equipment, materials and other property of the County;

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

i) To relieve employees from duty because of lack of work, lack of funding, or legal cause, in accordance with State Department of Personnel rules;

j) To determine the amount of overtime to be worked;

k) To determine the methods, means and personnel by which its operations are to be conducted;

l) To determine the content of work assignments in accordance with New Jersey Department of Personnel job descriptions;

m) To exercise complete control and discretion over the organization and the technology of performing its work;

n) To subcontract for any existing or future service as determined necessary by the County as limited by Section 3, below;

o) To make or change County rules, regulations, policies, and resolutions as the County may from time-to-time deem best for the purposes of maintaining order, safety and/or the effective and efficient operation of the work of the County subject to the limitations contained in this Agreement and in law; and

p) To generally manage the affairs of the County, attain and maintain full operation efficiency and productivity and to direct the work force.

Section 2: The exercise of the foregoing powers, rights, authority, duties and responsibilities of the County, the adoption of policies, rules, regulations, and practices in furtherance thereof and the use of judgement and discretion in connection herewith shall be limited only by law and 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.

Section 3: Should the County contract or subcontract for work or

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

services performed by negotiating unit employees, the County shall notify and discuss with the Union of the impact of such contracting or subcontracting upon negotiating unit employees who may be laid off or reassigned. Such notice shall be given prior to the award of the contract or subcontract, except in extraordinary circumstances. The Union must request the opportunity to discuss the impact of a decision to subcontract or contract out work within thirty (30) days after notification by the County. Failure of the Union to make such a timely request shall act as a waiver and shall bar the Union from seeking to discuss the impact of this action.

Section 4: The parties agree that the County has the right to make reasonable rules and regulations. All rules and regulations promulgated by the County for the proper and efficient operation of the public service shall be duly and conspicuously placed and shall be observed. A copy of all rules and regulations will be provided to the Union.

ARTICLE 3 - DUES CHECKOFF AND REPRESENTATION FEE

A. Dues Checkoff for Union Members

The County, upon receipt of a duly executed authorization assignment form acceptable to the County, agrees to deduct from the first and second paycheck each month of employees covered by this Agreement who have executed said form, the established dues of the Union, subject, however, to the provision of NJSA 52-14-15.9e. It is further agreed that the County shall remit such deductions to the Union prior to the 15th day of the month following the month for which such deduction is made. Dues shall be such amount as may be certified to the County by the Union at least thirty (30) days prior to the date on which the deduction of Union dues is to be made.

B. Representation Fee for Non-Members

1. Subject to the provisions of applicable laws and

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

regulations and the conditions set forth below, during the term of this Agreement, the Union shall be entitled to a representation fee not to exceed 85% of regular Union dues. The representation fee shall be deducted from the salaries of employees in the Unit who are not members of the Union, provided, however, that membership in the Union is available to all employees in the Unit on an equal basis and the representation fee in lieu of dues shall be available only so long as the Union remains majority representative of the employees in the Unit and maintains a demand and return system which complies with the provisions of applicable laws and regulations.

2. The Union shall certify to the County that the Amount of such representation fee in lieu of dues was determined in accordance with applicable law. In no event shall such fee exceed 85% of the Union's regular membership dues. Such deductions shall be made in the amounts certified in writing to the County by the Union.

3. In no case shall the representation fee in lieu of dues be deducted sooner than the thirtieth (30th) day following the beginning of an employee's employment in a position included in the Bargaining Unit.

C. Transmittal

1. The County shall transmit to the Union:
 - a) A check for the total amounts deducted and
 - b) A statement setting forth the names of the Unit members for whom dues or representation fees in lieu of dues were deducted.

2. The check and statement shall be mailed by the fifteenth (15th) day of the month following the month for which the deduction was made.

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

D. Union Obligations

1. The provisions of this Article are conditioned upon the Union's compliance with all requirements set forth by statute or regulation.

2. The Union hereby agrees to indemnify and save the County harmless against any and all claims, demands, suits and other forms of liability that may arise out of, or by reason of, action taken or not taken by the County for the purpose of complying with any of the provisions of this Article, or in reliance upon any notice furnished under any provision of the Article.

ARTICLE 4 - HOURS OF WORK

Section 1: The normal work week for full time employees shall consist of thirty-five (35) hours. The normal hours of work in existence at the time of execution of this Agreement for the Welfare Agency shall remain in full force and effect for the duration of this Agreement unless changed by mutual consent. Either party reserves the right to request a change in the normal working hours, but no change shall be made unless mutually agreed to.

Section 2: All employees authorized by their supervisor to work in the field or on the road shall compute their hours of work on a portal-to-portal basis for such time spent in the field or on the road.

OVERTIME

Section 3: All employees shall be expected to complete their work in the time allotted for the normal working day.

Section 4: Any employee scheduled by the department head in accordance with the County's policy to work in excess of his/her regular work week shall be paid at the rate of time and one-half for all hours the employee works in excess of his/her regular work week. An employee who is scheduled to work a regular Monday

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

to Friday work week and works on a Saturday, shall receive time and one-half for all hours s/he works on said Saturday, provided that any absence during the regular work week is justified.

An employee who is scheduled to work a regular Monday to Friday work week and works on Sunday, shall receive double time for all hours s/he works on said Sunday, provided that any absence during the regular work week is justified.

Section 5: Part time employees will receive overtime pay only for those hours they work in excess of the normal work week in their department (35).

Section 6: All overtime and/or extra hours must be authorized by the County by budget appropriation and specifically scheduled by the department head.

ARTICLE 5 - NON-DISCRIMINATION AND DUE PROCESS

Section 1: No employee shall be discharged, or discriminated against because of age, race, creed, sex, color, ethnic background, political affiliation, handicap, marital status, or Union activity.

Section 2: The County reserves the right to discipline or discharge any employee for just cause.

Section 3: All discipline shall be progressive in nature and corrective in intent. Discipline for this purpose means any penalty greater than an oral reprimand.

ARTICLE 6 - GRIEVANCE PROCEDURE

A. Definition

A "grievance" shall mean a complaint by an employee, group of employees, or the Union

(1) that there has been a violation, misinterpretation or inequitable application of any of the provisions of this agreement, or

(2) that employee(s) has/have been treated unfairly or inequitably by reason of any act or condition which is

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

contrary to established County policy or administrative practice governing or effecting employees. However, any matter for which:

- (a) a precise method of review is prescribed by State Statute or rule having the force and effect of law, or
- (b) the County is without authority to act shall not be permitted to go to arbitration.

B. Procedure

The importance of having grievances processed as quickly as possible suggests that the number of days indicated at each level should be considered as a maximum and every effort made to expedite the process. The time limits, may, however, be extended by mutual written agreement. A grievance may be filed within fifteen (15) work days of the event. The employee shall have the right to be represented by the Union representative.

Level 1

An employee with a grievance shall reduce it to writing and may request a meeting with his/her Division Head, with the objective of resolving the matter informally. If an impasse occurs, a written grievance shall then be presented to the Personnel Director, and said employee shall be entitled to a reply, in writing, within fifteen (15) working days of said written complaint.

Level 2

If the aggrieved is not satisfied with the disposition of the grievance at Level 1, within ten (10) working days from receipt of the reply to the grievance from the Personnel Director, said person will inform the Department Administrator and County Administrator, in writing, that the grievant wishes to have a non-public meeting with the County Administrator and Department Administrator. The County Administrator shall schedule and conduct a meeting within ten (10) working days of

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

receipt of the appeal to the Administrator and shall render a decision within ten (10) working days of said meeting.

Level 3

If the grievance or dispute has not been satisfactorily adjusted pursuant to Levels 1 and 2, the Union shall present it to the Board of Chosen Freeholders, or their designated representative who shall not be the County Administrator, within five (5) working days after receiving the response from Level 2, or within five (5) working days after the response was due. The Board shall settle the matter and respond in writing within ten (10) days. If the Board intends to convene a hearing into the matter, the time for this step shall be extended to fifteen (15) calendar days, provided the Union has been notified, in writing, of this intent within five (5) working days after the matter has been presented to the Board. This notice shall specify the time and date of the hearing.

Level 4

If no settlement of the grievance or dispute has been reached between the parties, the Union may move the grievance or dispute to arbitration within thirty (30) calendar days of receiving the Board's response, or within thirty (30) calendar days of the time the response was due.

Arbitration

If the Union wishes to move a grievance to arbitration, it shall notify the Public Employment Relations Commission and the County that they are moving a grievance to arbitration and request that a list of arbitrators be furnished to the County and the Union. The arbitrator shall be chosen in accordance with the procedures set forth by the Public Employment Relations Commission.

The arbitrator shall hear the matter on the evidence and within the meaning of the Agreement, render his/her award, in

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

writing, which shall be final and binding. The cost of the arbitrator's fee shall be born equally by the parties.

C. Extension and Modifications

Time extensions may be mutually agreed to by the County and the Union, in writing.

D. Group or policy grievance

A group or policy grievance or dispute shall be presented, in writing, by the Union, at the lowest step at which a settlement may be obtained.

ARTICLE 7 - MEDICAL BENEFITS

Section 1: Employees whose regular work week is a least twenty (20) hours or more are eligible for Blue Cross/Blue Shield series 14/20, Rider J, and Major Medical Insurance under the New Jersey State Health Benefits Program. The plan includes coverage for the employee and eligible immediate family members and shall be fully paid for by the County.

Section 2: Until January 1, 1994, employees whose regular work week is at least twenty (20) hours or more are eligible for a prescription drug program which includes \$2.00 co-pay. Effective January 1, 1994, employees whose regular work week is at least twenty (20) hours or more are eligible for a prescription drug program which includes \$5.00 co-pay for name brands; \$1.00 co-pay for generic; and no co-pay for mail orders.

The plan includes coverage for the employee and eligible immediate family members and shall be fully paid for by the County.

Section 3: Employees whose regular work week is at least twenty (20) hours or more are eligible for a basic dental program, known as Program I-B as outlined by the Delta Dental Plan. The plan includes coverage for the employee and eligible immediate family members and shall be fully paid for by the County.

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

Section 4: Coverage shall begin the first of the month after two (2) months of employment, providing that the proper application is completed and filed timely with the Central Personnel Division.

Section 5: The County agrees to continue to pay the premium charges for certain eligible retirees and their eligible dependents (but not including survivors) for the Blue Cross/Blue Shield and Major Medical Insurance described in Section 1 provided such persons retire from the County service after twenty-five (25) years or more of contributions to the New Jersey State Pension System and provided such retirees apply for full coverage under Part B of the Federal Medicare Program, if the retiree meets the requirements. This health care program is administered by the New Jersey State Division of Pensions, Health Benefits Bureau.

For employees who retire effective January 1, 1991, or thereafter, the County agrees to pay the premium charges for the prescription program described in Section 2, and for the dental program described in Section 3, provided such persons retire from the County service after twenty-five (25) years or more of contributions to the New Jersey State Pension System. The prescription and dental care programs are administered by the County in accordance with the contracts with the respective insurance carriers.

Section 6: The County agrees to reimburse eligible employees for their premium charges under Part B of the Federal Medicare Program for themselves and their eligible immediate family members, provided the County voucher is submitted by the employee to the Treasurer's Office during July and January for the previous six (6) months.

The County agrees to reimburse retirees with twenty-five (25) years or more of contributions to the New Jersey State

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

Pension System for their premium charges under Part B of the Federal Medicare Program for themselves and their eligible immediate family members, provided a County voucher is submitted to the Treasurer's Office during July and January for the previous six (6) months.

Section 7: Employees who are granted a leave of absence without pay should refer to Article 19, Section 5.

Section 8: Upon an employee's termination, all insurance coverage will be discontinued the first of the month after one month, or as otherwise specified by the insurance carrier.

Section 9: All rights, benefits, eligibility requirements, etc. shall be governed by the applicable policy of insurance.

ARTICLE 8 - NO STRIKE PLEDGE

Section 1: The Union assures and pledges to the County that its goals and purposes are such that it does not condone strikes or threats thereof by public employees, or work stoppages, slowdowns or any other such actions which would interfere with service to the public or violate the Constitution and the laws of the State of New Jersey; and the Union and the employees agree they will not initiate or participate in such activities nor advocate or encourage members of the unit to initiate or participate in the same; and the Union will not support anyone acting contrary to this provision.

Section 2: Nothing stated elsewhere in this Article shall alter the parties' rights to seek judicial relief in law or in equity. Further nothing contained herein in any way diminishes any right the County may have under Article 2, Management Rights.

Section 3: The County agrees that there shall be no lockout of employees during the term of this Agreement.

ARTICLE 9 - FULLY BARGAINED PROVISIONS

The parties agree that they have fully bargained and agreed upon all terms and conditions of employment and that this

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

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.

ARTICLE 10 - PROMOTIONS

Section 1: Promotional positions shall be filled in accordance with State Department of Personnel Rules. Notice shall be posted at the earliest possible time that a promotional vacancy is to be filled.

Section 2: An employee at the maximum pay range for his/her class of employment shall be given the opportunity to advance to the next higher class where available, provided there is a vacancy and provided the employee has the required qualifications and ability.

Section 3: The following procedure shall be used to determine the salary increase upon promotion or temporary assignment:

- (a) 5% increase to the base salary, or
- (b) should the 5% increase be less than the minimum of the new range, the employee shall be paid the minimum of the new range, or
- (c) should the 5% increase be more than the maximum of the new range, the employee shall be paid the maximum of the new range.

No employee shall receive a pay cut on promotion.

Section 4: An employee serving provisionally under promotional procedures shall be paid for the provisional title effective the date of provisional appointment. If the employee fails the promotional exam or is not eligible for appointment, his/her title and salary shall revert to the previous permanent title and previous salary until eligible for appointment in the promotional title.

Section 5:

A. Temporary Assignments.

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

The purpose and intent of this section is to insure an employee is compensated for performing the duties assigned to another employee in a higher position. It is not intended to provide additional compensation for duties which fall adequately within an employee's current title. An employee required to perform the duties of a position in a higher job Group shall be granted a salary increase as described in Section 3 above after fifteen (15) continuous days of such performance, retroactive to the first day.

The County may conduct an internal audit of the duties to determine the appropriate title for the temporary assignment. The Union agrees that such temporary assignments are not considered a provisional or permanent promotion.

B. In addition to the provisions of "A" above, any five (5) consecutive work days worked in a higher Job Group are accumulated and if and when the employee accumulates twenty (20) such days in a calendar year, then a salary increase shall be granted as described in Section 3, above, retroactive to the first day.

ARTICLE 11 - SEPARABILITY AND SAVINGS

If any provisions of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, including but not limited to the New Jersey Department of Personnel (Civil Service), or if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination as to its validity, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE 12 - BEREAVEMENT - PERSONAL LEAVE

Employees who are on the payroll on January 1st of any year shall be entitled to a maximum of six (6) days leave per year, except as hereinafter provided in (A), with pay, in accordance

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

with the following:

A. BEREAVEMENT Up to three (3) days per calendar year leave of absence, with pay, for time lost from work due to the death of a spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother in-law, sister-in-law, grandparent, grandchild, step-child, foster child, step-parent, foster parent, niece, nephew, aunt, uncle or any other relative who lives in the employee's home or person residing in an employee's household with whom the employee has a spousal relationship.

Should there be a second incident during the year, up to three (3) additional days paid bereavement leave (not subject to the maximum set forth above) shall be allowed for time lost from work, if one of the incidents involves the death of a spouse, child, parent, brother or sister.

B. PERSONAL Full Time employees shall receive three (3) days leave per year for personal leave, non-accumulative. No personal leave shall be taken for less than a half day and providing it is mutually agreed by the employee and the Department Administrator. An employee must give his/her department/agency head twenty-four (24) hours notice when possible before taking personal leave. Requests to use personal leave for emergencies, with less than 24 hours notice, shall not be unreasonably withheld. The County shall approve the personal leave unless there is a shortage of staff or peak work load periods.

C. Employees hired after January 1st shall accrue one (1) bereavement day pursuant to Section 1, paragraph 1; one (1) bereavement day pursuant to Section 1, paragraph 2; and one (1) personal day after each four (4) months of continuous employment during the calendar year, subject to the conditions set forth above.

ARTICLE 13 - SNOW DAYS

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

Section 1. The County reserves the right to declare a snow day.

Section 2. Should an employee report for work and subsequently the County decides to close County offices, such employee who reports to work shall be credited for the day's work. There shall be no charge against his/her benefit leave time. If the County decides to close County offices after the start of the work day, all offices will remain open until official notification is received.

Should the County close County offices before the start of a work day, all employees scheduled to work that day will be credited with a day's work. There shall be no charge against his/her benefit leave time.

Notification of snow days will be made by radio announcements on local radio stations at 6 AM and/or 7 AM and periodically during the day.

Section 3: If the County does not declare a snow day, an employee who does not report to work will be charged with either a vacation day or personal leave day.

Section 4: If an employee who is reasonably late reports to work because of the weather, that employee shall be credited with a full working day.

Section 5: Snow days may not be taken in the form of compensatory time or accumulated.

ARTICLE 14 - LEAVE OF ABSENCE FOR UNION PURPOSES

The County shall, at the Union's written request, grant a leave of absence with pay to no more than two (2) Union representatives to attend an official Union convention or an authorized group meeting of Union representatives but not to exceed seven (7) days in any year. Request for such leave shall be made in writing no later than three (3) working days prior to the leave when possible. Such leave shall be granted provided that it will not interfere with the efficient operation of the

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

Agency.

ARTICLE 15 - VACATIONS

Section 1 Full time employees shall be granted vacation leave as follows:

One (1) working day for each month of service or major fraction thereof during the first year;

After one (1) year of service through five (5) years of service twelve (12) working days per year;

After five (5) years of service through twelve (12) years of service, fifteen (15) working days per year;

After twelve (12) years of service through twenty (20) years of service, twenty (20) working days per year;

After twenty or more years of service, twenty-five (25) working days per year.

Section 2: Employees shall be credited on January 1 with any new vacation entitlement which they become eligible for during that calendar year by virtue of achieving a new vacation plateau.

Section 3: No vacation days shall be taken for less than one-half day and providing it is mutually agreed by the employee and the Department Administrator.

Section 4: Employees shall submit requests for vacation times of five consecutive work days or more to the department/agency head in writing no later than four weeks before his/her requested vacation, with first and second choices. The department/agency head shall answer the request in writing within five (5) working days. The requested vacation shall be scheduled where practical on the basis of seniority. Vacations of less than five (5) consecutive work days should be requested in writing four (4) working days, where possible, before the requested vacation leave. The department/agency head should answer the request in writing no later than two working days before the requested vacation leave.

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

Exceptions to the above minimum request times will be allowed if work load permits.

The department head shall attempt to schedule work, insofar as possible, to preclude changes in the vacation scheduling.

Section 5: Vacation allowance must be taken during the current calendar year at such time as permitted or directed by the department/agency head unless the department/agency head determines that it cannot be taken because of pressure of work. A maximum of one year's allotment may be automatically carried forward into the new year.

Section 6: Any employee whose service with the County terminates shall have unused vacation time paid to him/her or the employee's legal representative in the event of his/her death.

ARTICLE 16 - SICK LEAVE

Section 1: All employees shall be granted sick leave based upon the following from date of last hire:

1-1/4 days per month in the first year of service, then
15 days per calendar year

Section 2: All unused sick leave may be accumulated from year to year.

Section 3: Employees are entitled to use sick leave in accordance with New Jersey Department of Personnel (Civil Service) rules, N.J.A.C. 4A:6-1.3. The parties agree to adhere to the following policy concerning verification of sick leave usage.

Absenteeism includes paid and unpaid sick leave, excused or unexcused absences whether paid or unpaid, or leaves of absence without pay. Chronic or excessive absenteeism may be cause for disciplinary action up to and including termination of employment (see N.J.A.C. 4A:2-2.2 and 4A:2-2.3).

Supervisors may require medical evidence whenever such

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

requirement appears reasonable. Supervisors may deny the use of sick leave for any valid reason. Supervisors must advise employees of the reason for denial.

An employee who is absent on sick leave for five or more consecutive working days shall be required to submit acceptable medical evidence.

An employee who has been absent on sick leave for periods totaling 15 work days in one calendar year consisting of periods of less than five days, shall submit acceptable medical evidence for any additional sick leave in that calendar year unless such illness is of a chronic or recurring nature requiring recurring absences of one day or less in which case only one submission of acceptable medical evidence shall be necessary for a period of six months.

An employee who has been absent on sick leave for more than 10 work days a calendar year, except where prior medical evidence has been provided, may be given a non-disciplinary notice. This notice requires employees to supply acceptable medical evidence if they are absent on sick leave, either paid or unpaid, more than 10 work days in the next calendar year without acceptable medical evidence.

A new employee who is absent or sick more than 3 times during his/her first 90 days of employment may be subject to termination if no legitimate reasons for the absences are found.

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

A permanent employee serving a 90-day working test period who is sick or absent more than 3 times during the working test period may be subject to failure of the working test period if no legitimate reasons for the absences are found. Failure of the working test period may result in demotion, if an appropriate vacancy exists, or termination of employment.

An employee who has exhibited a pattern of absences (such as single absences on Monday or Friday, payday, the day after payday, or some other pattern that appears suspicious) without legitimate reasons, is subject to progressive discipline, i.e. verbal warning, written warning, suspension, termination. After progressive discipline is initiated in these circumstances, employees may be required to supply acceptable medical evidence justifying the absence for the next calendar year.

The County and its representatives retain the right to initiate progressive discipline and/or require acceptable medical evidence whenever there is reasonable cause to suspect abuse of sick leave.

An employee who has been absent on sick leave for periods totaling 15 or more work days in one calendar year, except where prior medical evidence has been provided, consisting of periods of less than five days, may be interviewed by their supervisor to determine whether there are legitimate reasons causing the absences. If no legitimate reasons are found, the employees must

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

be given a verbal warning. The warning may require employees to supply acceptable medical evidence for every sick absence in the next calendar year. If legitimate reasons are found, the employee shall be given a non-disciplinary notice.

An employee who has been absent on sick leave, either paid or unpaid, more than 15 work days each year in two or more consecutive calendar years, except where prior medical evidence has been provided, may be given a written warning where no legitimate reasons are found following an investigatory interview.

An employee who continues to be absent or call in sick without legitimate reasons after being issued a written warning shall be subject to additional discipline.

Section 4: Employees required to supply medical evidence for sick absences must supply a legible, in English, note from a doctor's office that "excuses the employee from work". Medical evidence merely stating that the employee had an office visit or is "under my care" is not acceptable. The cost for this medical evidence shall be borne by the employee, except as noted below. The County does not require the doctor to reveal the employee's medical condition nor does it relieve the employee of a reasonable obligation to notify the County of a potential contagious condition nor is the employee required to visit the doctor's office to obtain the note if the employee has made other

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

arrangements with the doctor's office.

An employee who is required to provide acceptable medical evidence and who fails to supply the evidence may be docked for each unexcused absence. Also, an employee who has exhausted his/her sick accumulated leave shall be docked for each absence (see N.J.A.C. 4A:6-1.3(e), even if acceptable medical evidence is supplied.

The County and its representatives may require an employee to be examined by a physician designated and compensated by the County as a condition of the employee's continuation of sick leave. If a physician should determine that the employee is able to return to work but is not able to perform his/her regular duties, the Department Administrator and the County shall determine what other type of work duties, if any shall be assigned to such employee.

In the event an employee returning to work from sick leave is examined and a dispute ensues, the County agrees that the employee shall be able to submit the report to his/her physician and a third party neutral physician shall make a final recommendation. The cost of the third party neutral physician shall be shared equally by the employee and the County.

Section 5: An employee upon retiring shall be paid for one-half of the unused sick leave she/he accumulated up to a maximum of \$15,000.00. The employee shall be compensated for this

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

accumulated time at his/her daily rate of pay at the date of retirement.

An employee whose employment within the County is terminated in good standing for reasons other than retirement shall be paid for unused accumulated sick leave based upon the following schedule:

Upon completion of 5 through 10 years of service= 1/8 up to
\$15,000

Upon completion of 11 through 20 years of service= 1/4 up to
\$15,000

Upon completion of 21 years or more= 1/2 up to \$15,000

Section 6: Employees who have in excess of fifty (50) sick days on December 31st (including December 31, 1990) of any year may convert any or all sick days they have in excess of fifty (50) sick days for vacation days at a ratio of two (2) sick days for one vacation day. Those sick days converted to vacation days shall not be reinstated at any future date. However, no employee shall be permitted to convert more than fifty (50) sick days to vacation days in any one calendar year.

ARTICLE 17 - HOLIDAYS

Section 1: Fourteen (14) legal holidays shall be observed under this Agreement:

New Year's Day
Martin Luther King, Jr.'s Birthday
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

Independence Day
Labor Day
Columbus Day
Election Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Day

Also to be observed are any other holidays declared by the legally constituted authorities of the County, Governor or President.

When a holiday as above, falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following day, Monday.

The parties recognize New Year's Day holiday 1994 will be observed Monday, January 3, 1994.

Section 2: A day's holiday pay shall be equal to the employee's pay for his/her regularly scheduled work day.

ARTICLE 18 - JURY DUTY

The County agrees to continue its current Jury Duty Policy of allowing time off, with pay, in addition to the jury salary.

ARTICLE 19 - LEAVES OF ABSENCE

Section 1: To be eligible for a leave of absence, the employee shall be employed by the County at least six (6) months prior to the requested leave. The Appointing Authority with the approval of the County may grant the privilege of a leave of absence without pay to an employee for a period not to exceed six (6) months at any one time. Such leaves may be renewed for an

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

additional period of six (6) months only by formal actions of the Appointing Authority with a Resolution of the Board of Chosen Freeholders. (N.J.A.C. 4:1-17.6)

Employees granted a medical leave of absence (with physician's certificate) need not use all earned vacation leave time prior to the leave of absence unless they so choose. Employees granted a leave of absence for reasons other than medical shall use all earned vacation time prior to the leave of absence.

The parties recognize that under State Department of Personnel (formerly Civil Service) rules, an employee is required to be permanent before granted leave of absence. If the County agrees to grant a non-permanent employee a leave of absence and the State Department of Personnel does not approve such leave of absence, the parties and the employee agree to adhere to the State Department of Personnel's decision.

Section 2: Maternity Leave of Absence.

An employee shall notify the Department Administrator, and the Personnel Department of her pregnancy as soon as it is medically confirmed. Said employee may request a maternity leave of absence without pay as aforementioned in Section 1.

A maternity leave of absence shall be for a period of not more than one year (two consecutive six month

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

periods). The employee may elect to return at an earlier date, provided the employee shall be deemed medically fit to resume the duties and responsibilities of her position.

Section 3: Military and all other leaves shall be granted in accordance with N.J.A.C. 4:1-17, "Leaves of Absence."

Section 4: An employee on any type of leave of absence shall be responsible for the employee's share of pension and contributory insurance. Such premiums shall be deducted from the employee's paycheck upon certification by the Division of Pensions.

Section 5: The County shall pay the medical insurance premiums, prescription program premiums and/or dental premiums for an employee on medical leave of absence for a maximum of the first three (3) months provided the employee supplies the County with a medical certificate verifying she/he cannot work. Thereafter, the employee shall be entitled to continue their coverage in accordance with the Federal C.O.B.R.A. laws.

An employee on any type of leave of absence, except medical, shall be entitled to continue their coverage in accordance with the Federal C.O.B.R.A. laws. (See Article on Medical Benefits)

Within 5 days of return from leave of absence, an employee shall be responsible for completing re-enrollment form.

An employee on leave of absence shall not be reimbursed for Medicare B.

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

Section 6: Employees on any type of leave of absence shall not accumulate or be eligible for vacations, sick leave, personal leave or holidays.

Section 7: Employees shall be entitled to all benefits under the Family Leave Act of 1989, Chapter 261.

ARTICLE 20 - WORKERS' COMPENSATION LEAVE

Section 1: Employees entitled to receive Workers' Compensation Insurance shall be paid their regular salary for the first five (5) days after injury on the job without charges against their sick leave, vacation time, or personal leave. The employee shall be responsible for providing the County with a medical certificate verifying that she/he is unable to return to full duty for those five (5) days.

Should the employee be unable to return to full duty after those five (5) days, she/he shall provide the County with a medical certificate. Should the Workers' Compensation Insurance carrier determine that she/he is eligible to receive Workers' Compensation Insurance payments retroactively, the employee shall reimburse the County for the five (5) days originally paid by the County.

Section 2: The time that the employee shall be paid Workers' Compensation Insurance payments shall not be charged against her/his sick leave, vacation leave, or personal leave, but said employee shall be paid for any holiday which may occur during the

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

time that she/he is receiving Workers' Compensation.

Section 3: During the time that the employee is receiving Workers' Compensation Insurance, the County shall assume both the County's share and the employee's share of pension costs (but not contributory insurance) and the costs for all medical benefits, excepting however, if the employee fails to reimburse the County for contributory insurance.

ARTICLE 21 - PERSONNEL FILES

Section 1: Employees shall have the right, upon 2 days advance notice, to review the contents of his/her personnel file during normal office hours, and upon request, may have a Union representative present. An employee is entitled to a copy of any document in the file, except pre-employment documents.

Section 2: No material derogatory to an employee shall be placed in his/her personnel file unless the employee has been provided with a copy. The employee shall acknowledge that s/he has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall have the right to submit a written response to material and his/her response shall be included in the file.

Section 3: The County's Division of Personnel is designated as the location of the "official" personnel files. Should other

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

files be maintained, the employee shall be advised of their location and allowed an opportunity to review as outlined in Sections 1 and 2.

Section 4: The County agrees to protect the confidentiality of the information contained in each personnel file. The Union agrees that certain job related information is public knowledge and may be released to the media upon request.

ARTICLE 22 - SENIORITY

Seniority, which is defined as continuous employment with the County from the date of most recent hire, will be given due consideration by the County.

In considering employees for promotion, all other factors being equal, seniority will be the deciding factor subject to Department of Personnel (Civil Service) rules and regulations. When vacation requests conflict, the senior employee shall be given preference of vacation.

ARTICLE 23 - EDUCATIONAL LEAVE

A. Any employee with permanent status, who has worked for the County for a period of one year or more and who is desirous of obtaining an undergraduate degree or a graduate degree in accordance with former Ruling 11, may apply to the County for full-time leave with stipend, or without pay, upon recommendation of that employee's supervisor(s), division head and department head.

B. Not more than one employee from the Agency shall receive

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

stipend at any one given time and if the course is not completed, the expense of the course is the employee's responsibility.

C. To be considered, employees must notify the County in writing by November 1st of the year preceding the desired entry into the course of study and, following acceptance in an accredited school, must submit request for leave with or without stipend to the County.

D. Time off not to exceed four (4) hours per week may be granted for an employee, including a provisional employee who has been a full-time employee of the Agency for twelve (12) continuous months, to attend job-related courses which can only be attended during working hours. Request for such time off shall be submitted in writing. The time may be granted, at the discretion of the Division Head, based on the merits of the individual case and efficient operation of the Agency.

ARTICLE 24 - TUITION REIMBURSEMENT

A. The County agrees to appropriate monies totaling six hundred dollars (\$600.00) annually (non-accumulative under State regulations) to provide a fifty percent (50%) tuition reimbursement to employees of the Welfare Division who intend to take a course which is clearly job-related. The County shall provide a fifty percent (50%) reduction in tuition cost for employees taking courses at the Sussex County Vocational-Technical School

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

who present a valid photo identification to the School. This 50% discount shall be applied before the tuition reimbursement described above is processed.

When the \$600.00 appropriation is expended, there will be no further reimbursement.

- B. To be eligible for the program, said employee must be full-time and permanent; a provisional employee who has been a full-time employee of the County for twelve (12) continuous months or more shall be eligible for tuition reimbursement, subject to the same conditions applicable to regular employees.

The courses must be taken at an accredited institution approved by the Personnel Director.

The interested employee must submit a written request for approval and authorization prior to registration for course work on the proper form. The request must be presented to the employee's immediate supervisor for initial approval and the Personnel Director for final approval and authorization. The employee will be notified as to the approval or disapproval of his/her application within two (2) weeks.

- C. Within four (4) weeks after completion of the course work, the employee shall submit to the Personnel Director, via his/her immediate supervisor,

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

certification for successful completion of course work, on the proper form. This certification for successful completion contains a statement, to be completed by the accredited institution, as evidence of successful completion of expenses. Payments will be made to the employee, after approval by the Personnel Director and, after the employee has completed and signed the proper voucher form.

- D. The tuition reimbursement program will be administered by the Personnel Director and subject to any and all regulations as set by former Ruling 11.
- E. Maximum of three (3) credits per employee per calendar year.

ARTICLE 25 - MISCELLANEOUS

A. Job Vacancies: Notice of job vacancies, which the County intends to fill, will be posted for five (5) working days, except in exceptional circumstances, provided prior written notice is given to the Union.

B. Newly-Hired Employees: The County agrees to give the Local Union President written notice of the name, title and salary of newly-hired employees in the Bargaining Unit.

ARTICLE 26 - SAFETY

Section 1: The County agrees to provide reasonably safe and adequate working areas and equipment. The County will discharge

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

its responsibility for the development and enforcement of occupational safety and health standards to provide a safe and healthful environment. The County will set up necessary job safety and health programs for all employees covered by this Agreement.

Section 2: The parties agree to cooperate in maintaining and improving safe working conditions and health protection for the employees consistent with established safety standards in the promotion of safety, safe working habits, and good housekeeping throughout the work environment. Each employee shall comply with all reasonable safety rules and regulations.

Section 3: Employee complaints of unsafe or unhealthful conditions shall be reported to the Division Head or Department Administrator and shall be promptly investigated.

Section 4: Employees shall not be required to work under conditions of work which are unsafe or unhealthful which determination shall be made by the County. Should a dispute arise representatives of O.S.H.A. or P.E.O.S.H.A shall make a final determination. An employee whose work is temporarily eliminated as a result of the foregoing, may be promptly assigned on an interim basis to other comparable work or work location.

Section 5: The Union shall have one (1) representative on the County-wide health and safety committee.

ARTICLE 27 - CHILD CARE COMMITTEE

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

The Union and the County agree to establish a joint labor-management study committee to investigate child care needs among County employees and possible solutions to identified problems. The Union shall have one (1) representative on the County-wide committee.

This shall in no way obligate the County to implement any proposed solutions.

ARTICLE 28 - TRAVEL

The County agrees to continue, for the duration of this Agreement, its current practice of providing vehicles for official County business. When an employee is authorized to use his/her own vehicle, said employee shall be reimbursed for said use provided that a voucher in the prescribed form is submitted to their supervisor. Employees who use their own cars shall submit a "Certificate of Insurance" and be reimbursed at the rate of 22 cents per mile.

Employees shall not be required to use their own vehicles.

ARTICLE 29 - LONGEVITY

Section 1: To be eligible for longevity, an employee must be full time and permanent. Part time, permanent employees who work at least twenty (20) hours per week or more, shall be granted longevity pro rata based on the following formula:

Divide the number of hours worked per week by the regular Agency hours (35). This fraction will then be

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

multiplied by the full time longevity amount to obtain a total.

Years of completed service shall be computed on a full calendar year from January 1 to December 31 in accordance with the following schedule (schedule based on full time employment):

5 through 9 years	=	\$	300.
10 through 14 years	=	\$	400.
15 through 19 years	=	\$	550.
20 through 24 years	=	\$	900.
25 years or more	=	\$	1,100.

Section 2: Payment will be made in mid-December on a lump sum basis. The parties recognize that under pension regulations, longevity paid on a lump sum basis is not subject to pension contributions and, therefore, not creditable for pension purposes.

Section 3: Any employee granted any leave of absence without pay, shall receive pro rata longevity based upon the actual number of months worked.

An employee who retires in accordance with the New Jersey State Division of Pensions Regulations shall receive pro rata longevity based upon the actual number of months worked.

An employee who terminates for reason other than retirement shall not be granted longevity.

ARTICLE 30 - WAGES & SALARY RANGES

Section 1: The minimums, maximums, and increments of each salary range which was in effect on December 31, 1992 shall be increased by 3% effective January 1, 1993.

Section 2: Each employee who was in the employ of the County on December 31, 1992 and who is still in the employ of the County on the date of the tentative agreement (September 27, 1993) shall have their annual salary or hourly rate increased by 3% effective

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

January 1, 1993. In no instance shall any employee be paid less than the minimum of the range.

Any employee, who retired prior to the date of the tentative Agreement, shall be granted pro rata salary increases for the time worked.

The estate of a deceased employee who died prior to the date of the tentative Agreement shall receive the employee's pro rata salary increase for the time worked.

Section 3: The minimums, maximums, and increments of each salary range which was in effect on December 31, 1993 shall be increased by 4.5% effective January 1, 1994.

Each salary range shall have five established points: a minimum, a point which is 90% of the mid-point (.9mp), a mid-point (mp), a point that is 110% of the mid-point (1.1mp), and the maximum.

Section 4: Effective January 1, 1994, each employee who is in the employ of the County on that date shall have their salary adjusted in accordance with the following schedule based on their December 31, 1993 salary:

Salary less than or equal to .9mp	- 6%
Salary greater than .9mp but less than or equal to mp	- 5.5%
Salary greater than mp but less than or equal to 1.1mp	- 4.25%
Salary greater than 1.1mp	- 4%

In no instance shall any employee be paid less than the minimum of the range.

Section 5: The minimums, maximums, and increments of each salary range which was in effect on February 21, 1995 shall be increased by 4.5% effective February 22, 1995.

Each salary range shall have five established points: a minimum, a point which is 90% of the mid-point (.9mp), a mid-point (mp), a point that is 110% of the mid-point (1.1mp), and

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

the maximum.

Section 4: Effective February 22, 1995, each employee who is in the employ of the County on that date shall have their salary adjusted in accordance with the following schedule based on their February 21, 1995 salary:

Salary less than or equal to .9mp	- 6%
Salary greater than .9mp but less than or equal to mp	- 5.5%
Salary greater than mp but less than or equal to 1.1mp	- 4.25%
Salary greater than 1.1mp	- 4%

In no instance shall any employee be paid less than the minimum of the range.

County of Sussex\C.W.A., 1083, Welfare Unit
1993-1995

ARTICLE 32 - DURATION OF AGREEMENT

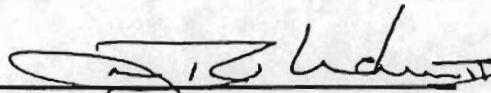
The terms of this Agreement shall be in full force and effect through December 31, 1995. The benefits in this agreement shall remain in full force and effect after termination of this Agreement and until superseded by a successor Agreement.

No additional wage and/or increment increases shall be granted in 1996 until and unless negotiated in a successor contract.

Signed this 8th day of December, 1993 by the duly authorized representatives of the parties hereto.

FOR THE COUNTY

FOR THE C.W.A.

<u></u>	<u>Mary E Harrington</u>
<u>Claire A. Morgan</u>	<u>Joe P. Hall</u>
<u> </u>	<u>Nancy Corson</u>
<u> </u>	<u>Paul S. ...</u>
<u> </u>	<u> </u>

C.W.A. 1083, Welfare Unit, Schedule A-Ranges.

RANGE	INCR.	1993 MINIMUM	1993 MAXIMUM
1	520	10,800	16,687
2	546	11,300	17,481
3	574	11,823	18,313
4	602	12,373	19,185
5	632	12,950	20,100

Range 6 Account Clerk, typing Clerk Typist Data Entry Machine Operator
Social Service Aide

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	663	13,556	21,062
Part Time	0.363	7.420	11.529

Range 7 Clerk Stenographer Clerk Transcriber Telephone Operator/Receptionist

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	697	14,194	22,075
Part Time	0.382	7.769	12.083

Range 8

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	732	14,864	23,138
Part Time	0.401	8.136	12.665

Range 9 Senior Account Clerk, Typing Senior Payroll Clerk
Senior Clerk Typist Senior Telephone Operator/
Receptionist

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	768	15,567	24,254
Part Time	0.420	8.521	13.276

C.W.A. 1083, Welfare Unit, Schedule A-Ranges.

Range 10 Senior Clerk Transcriber Senior Stock Clerk
 Senior Data Entry Machine Operator
 Word Processing Operator

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	806	16,305	25,425
Part Time	0.442	8.924	13.916

Range 11 Senior Clerk Stenographer

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	848	17,077	26,651
Part Time	0.464	9.347	14.588

Range 12 Social Service Technician

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	890	17,889	27,939
Part Time	0.487	9.791	15.292

Range 13 Principal Clerk Stenographer Principal Data Entry Machine
 Income Maintenance Technician Operator

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	934	18,740	29,290
Part Time	0.511	10.257	16.032

Range 14

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	981	19,636	30,712
Part Time	0.537	10.748	16.810

C.W.A. 1083, Welfare Unit, Schedule A-Ranges.

Range 15

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	1,030	20,576	32,204
Part Time	0.563	11.262	17.626

Range 16

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	1,082	21,563	33,770
Part Time	0.592	11.803	18.483

Range 17 Income Maintenance Worker

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	1,135	22,600	35,416
Part Time	0.621	12.370	19.385

Range 18 Investigator, Co. Welfare Agency Social Worker

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	1,192	23,690	37,146
Part Time	0.652	12.967	20.331

Range 19 Income Maintenance Specialist Child Support Specialist

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	1,251	24,832	38,960
Part Time	0.685	13.592	21.324

Range 20 Social Work Specialist

	INCR.	1993 MINIMUM	1993 MAXIMUM
Full Time	1,314	26,032	40,864
Part Time	0.719	14.249	22.366

C.W.A. 1083, Welfare Unit, Schedule A-Ranges.

RANGE	INCR.	1994				1994	
		MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM	
1	544	11,286	12,926	14,362	15,798	17,438	
2	570	11,809	13,534	15,038	16,542	18,268	
3	600	12,355	14,172	15,746	17,321	19,138	
4	629	12,930	14,840	16,489	18,138	20,048	
5	661	13,533	15,542	17,269	18,996	21,005	

Range 6 Account Clerk, typing Clerk Typist Data Entry Machine Operator Social Service Aide

	INCR.	1994				1994	
		MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM	
Full Time	693	14,166	16,279	18,088	19,897	22,010	
Part Time	0.379	7.754	8.911	9.901	10.891	12.048	

Range 7 Clerk Stenographer Clerk Transcriber Telephone Operator/Receptionist

	INCR.	1994				1994	
		MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM	
Full Time	729	14,833	17,056	18,951	20,846	23,068	
Part Time	0.399	8.119	9.336	10.373	11.410	12.627	

Range 8

	INCR.	1994				1994	
		MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM	
Full Time	765	15,533	17,870	19,856	21,842	24,179	
Part Time	0.419	8.502	9.782	10.868	11.955	13.235	

Range 9 Senior Account Clerk, Typing Senior Clerk Typist Senior Payroll Clerk Senior Telephone Operator/ Receptionist

	INCR.	1994				1994	
		MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM	
Full Time	803	16,268	18,726	20,807	22,888	25,346	
Part Time	0.439	8.905	10.250	11.389	12.528	13.873	

C.W.A. 1083, Welfare Unit, Schedule A-Ranges.

Range 10 Senior Clerk Transcriber Senior Stock Clerk
 Senior Data Entry Machine Operator
 Word Processing Operator

		1994				1994
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	843	17,039	19,623	21,804	23,984	26,569
Part Time	0.462	9.325	10.741	11.934	13.127	14.543

Range 11 Senior Clerk Stenographer

		1994				1994
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	886	17,846	20,563	22,848	25,133	27,851
Part Time	0.484	9.768	11.255	12.506	13.757	15.244

Range 12 Social Service Technician

		1994				1994
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	930	18,694	21,551	23,945	26,340	29,196
Part Time	0.509	10.232	11.796	13.106	14.417	15.981

Range 13 Principal Clerk Stenographer Principal Data Entry Machine
 Income Maintenance Technician Operator

		1994				1994
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	976	19,583	22,586	25,096	27,605	30,608
Part Time	0.534	10.718	12.362	13.736	15.109	16.753

Range 14

		1994				1994
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,025	20,520	23,676	26,307	28,937	32,094
Part Time	0.561	11.232	12.959	14.399	15.839	17.566

C.W.A. 1083, Welfare Unit, Schedule A-Ranges.

Range 15

		1994			1994	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,076	21,502	24,820	27,578	30,335	33,653
Part Time	0.589	11.769	13.585	15.094	16.604	18.420

Range 16

		1994			1994	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,130	22,533	26,020	28,911	31,802	35,289
Part Time	0.619	12.334	14.242	15.824	17.407	19.315

Range 17 Income Maintenance Worker

		1994			1994	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,186	23,617	27,282	30,313	33,345	37,009
Part Time	0.649	12.927	14.933	16.592	18.251	20.257

Range 18 Investigator, Co. Welfare Agency Social Worker

		1994			1994	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,245	24,756	28,608	31,787	34,965	38,817
Part Time	0.681	13.550	15.658	17.398	19.138	21.246

Range 19 Income Maintenance Specialist Child Support Specialist

		1994			1994	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,308	25,950	29,998	33,331	36,664	40,713
Part Time	0.716	14.204	16.419	18.244	20.068	22.284

Range 20 Social Work Specialist

		1994			1994	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,373	27,204	31,458	34,953	38,449	42,703
Part Time	0.751	14.890	17.218	19.132	21.045	23.373

C.W.A. 1083, Welfare Unit, Schedule A-Ranges.

RANGE	INCR.	2/22/95				2/22/95	
		MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM	
1	568	11,793	13,507	15,008	16,509	18,223	
2	596	12,340	14,143	15,715	17,286	19,090	
3	627	12,911	14,810	16,455	18,101	19,999	
4	657	13,512	15,508	17,231	18,954	20,950	
5	691	14,142	16,241	18,046	19,851	21,950	

Range 6 Account Clerk, typing
Clerk Typist

Data Entry Machine Operator
Social Service Aide

	INCR.	2/22/95				2/22/95	
		MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM	
Full Time	724	14,803	17,012	18,902	20,792	23,001	
Part Time	0.396	8.103	9.312	10.346	11.381	12.590	

Range 7 Clerk Stenographer
Clerk Transcriber

Telephone Operator/Receptionist

	INCR.	2/22/95				2/22/95	
		MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM	
Full Time	761	15,501	17,823	19,804	21,784	24,106	
Part Time	0.417	8.484	9.756	10.840	11.924	13.195	

Range 8

	INCR.	2/22/95				2/22/95	
		MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM	
Full Time	800	16,232	18,675	20,749	22,824	25,267	
Part Time	0.438	8.885	10.222	11.358	12.493	13.830	

Range 9 Senior Account Clerk, Typing
Senior Clerk Typist

Senior Payroll Clerk
Senior Telephone Operator/
Receptionist

	INCR.	2/22/95				2/22/95	
		MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM	
Full Time	839	17,000	19,569	21,743	23,918	26,486	
Part Time	0.459	9.305	10.711	11.901	13.091	14.497	

C.W.A. 1083, Welfare Unit, Schedule A-Ranges.

Range 10 Senior Clerk Transcriber Senior Stock Clerk
 Senior Data Entry Machine Operator
 Word Processing Operator

		2/22/95			2/22/95	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	881	17,805	20,506	22,785	25,063	27,764
Part Time	0.483	9.745	11.224	12.471	13.718	15.197

Range 11 Senior Clerk Stenographer

		2/22/95			2/22/95	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	926	18,649	21,489	23,876	26,264	29,104
Part Time	0.506	10.207	11.762	13.069	14.376	15.930

Range 12 Social Service Technician

		2/22/95			2/22/95	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	972	19,535	22,520	25,023	27,525	30,510
Part Time	0.532	10.692	12.326	13.696	15.066	16.700

Range 13 Principal Clerk Stenographer Principal Data Entry Machine
 Income Maintenance Technician Operator

		2/22/95			2/22/95	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,020	20,464	23,602	26,225	28,847	31,986
Part Time	0.558	11.201	12.919	14.354	15.789	17.507

Range 14

		2/22/95			2/22/95	
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,071	21,443	24,741	27,490	30,239	33,538
Part Time	0.586	11.737	13.542	15.047	16.552	18.357

C.W.A. 1083, Welfare Unit, Schedule A-Ranges.

Range 15

		2/22/95				2/22/95
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,125	22,470	25,937	28,819	31,701	35,168
Part Time	0.615	12.298	14.196	15.773	17.351	19.248

Range 16

		2/22/95				2/22/95
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,181	23,547	27,191	30,212	33,234	36,877
Part Time	0.647	12.889	14.883	16.537	18.190	20.184

Range 17 Income Maintenance Worker

		2/22/95				2/22/95
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,240	24,680	28,510	31,677	34,845	38,675
Part Time	0.678	13.509	15.605	17.339	19.072	21.168

Range 18 Investigator, Co. Welfare Agency Social Worker

		2/22/95				2/22/95
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,301	25,870	29,895	33,217	36,539	40,564
Part Time	0.712	14.160	16.363	18.181	19.999	22.202

Range 19 Income Maintenance Specialist Child Support Specialist

		2/22/95				2/22/95
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,367	27,117	31,348	34,831	38,314	42,545
Part Time	0.748	14.843	17.158	19.065	20.971	23.286

Range 20 Social Work Specialist

		2/22/95				2/22/95
	INCR.	MINIMUM	90% OF MID.	MID-POINT	110% OF MID.	MAXIMUM
Full Time	1,435	28,428	32,874	36,526	40,179	44,625
Part Time	0.785	15.560	17.993	19.993	21.992	24.425