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CAMDEN COUNTY COLLEGE
BLACKWOOD, NEW JERSEY

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AGREEMENT

THIS DOES NOT
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between

BOARD OF TRUSTEES
OF
CAMDEN COUNTY COLLEGE

AND

INTERNATIONAL UNION OF ELECTRONIC,
ELECTRICAL, TECHNICAL, SALARIED & MACHINE WORKERS,
AFL - CIO, LOCAL 440

Secretaries, Clerks, Bookkeepers,
Graphic Arts and Switchboard Operators

1983 - 1985

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TABLE OF CONTENTS

ARTICLE I	PURPOSE.	1
ARTICLE II	RECOGNITION.	1
ARTICLE III	RIGHT TO ORGANIZE.	1
ARTICLE IV	CHECKOFF	1
ARTICLE V	AGENCY SHOP.	2
ARTICLE VI	MANAGEMENT	3
ARTICLE VII	DISCRIMINATION	4
ARTICLE VIII	HOURS AND OVERTIME	4
ARTICLE IX	COLLEGE CLOSINGS	7
ARTICLE X	REPORTING TIME	8
ARTICLE XI	SENIORITY.	8
ARTICLE XII	GRIEVANCE PROCEDURE.	10
ARTICLE XIII	NOTICE OF DISCHARGE.	12
ARTICLE XIV	VACATIONS.	13
ARTICLE XV	HOLIDAYS	14
ARTICLE XVI	SICK LEAVE	15
ARTICLE XVII	MATERNITY.	16
ARTICLE XVIII	PERSONAL LEAVE	16
ARTICLE XIX	BEREAVEMENT LEAVE.	16
ARTICLE XX	HOSPITALIZATION AND PRESCRIPTION PLAN.	17
ARTICLE XXI	JURY DUTY.	17
ARTICLE XXII	WORKMEN'S COMPENSATION INSURANCE	17
ARTICLE XXIII	DENTAL INSURANCE	17
ARTICLE XXIV	DISABILITY INSURANCE	18
ARTICLE XXV	TUITION.	18
ARTICLE XXVI	REST PERIOD.	18
ARTICLE XXVII	WASHUP TIME.	18
ARTICLE XXVIII	SAFETY CONDITIONS.	18
ARTICLE XXIX	BULLETIN BOARDS.	19
ARTICLE XXX	UNION VISITATION	19
ARTICLE XXXI	PROMOTIONS AND POSTING OF VACANCIES.	19
ARTICLE XXXII	MISCELLANEOUS.	20
ARTICLE XXXIII	SALARY SCHEDULE.	21
ARTICLE XXXIV	TERMINATION OR MODIFICATION CHANGE	23

1. ARTICLE I - PURPOSE

2. It is the intent and purpose of the parties hereto to
3. set forth herein the Agreement covering rates of pay, hours
4. of work, and conditions of employment to be observed by the
5. parties hereto and to secure closer and more harmonious
6. relations between said parties.

7. ARTICLE II - RECOGNITION

8. The College recognizes the Union as the exclusive
9. bargaining agent for all its employees for the purpose of
10. collective bargaining in respect to wages, hours and
11. working conditions.

12. The term "employees" as used in the Agreement shall
13. include all Secretaries, Clerks, Bookkeepers, Graphic Arts
14. and Switchboard Operators, full and part-time exclusive of
15. employees in the Office of the President, the Office of
16. Personnel and Labor Relations and the Payroll Clerk.

17. ARTICLE III - RIGHT TO ORGANIZE

18. All present and newly hired employees, covered by this
19. Agreement, may on the thirtieth (30th) calendar day of their
20. employment, or thirty (30) days after the effective date of
21. this Agreement, whichever is the later, become members in good
22. standing of the Union and may maintain such membership in the
23. Union during the life of this Agreement.

24. ARTICLE IV -CHECKOFF

25. For the duration of this Agreement, the College shall
26. deduct from the first pay of each month, the monthly Union
27. dues and initiation fees, if payment is payable, for those
28. employees in the bargaining unit whose written and signed
29. authorizations are received by the College.

30.

1. The College shall forward a check for the total of such
2. deductions to the Financial Secretary of the Union by the
3. fifteenth (15th) day of the month for which the deduction is
4. made. The following dues deduction authorization shall be in
5. the form as follows:

6. CHECKOFF AUTHORIZATION

7. I.U.E. LOCAL 440

8. TO: _____
9. (Name of College and Location) (Effective Date)

10. I authorize and direct that you checkoff from my first
11. pay of each month an amount equal to I.U.E. Local 440 member-
12. ship dues, including initiation fee (if payable) and to
13. promptly remit same to Local 440, International Union of
14. Electrical Workers (Affiliated with the AFL-CIO).

15. This checkoff is valid and is not revocable until:

16. (a) the expiration of contract; or
17. (b) one year from signature.

18. Revocation shall be in effect only if I give you and
19. Local 440, International Union of Electrical, Radio and
20. Machine Workers written notice of individual certified
21. mail, return receipt requested.

22. _____
23. Date Employee's Signature

24. Initiation Dues: _____

25. ARTICLE V

26. Agency Shop Provision for Non-Members

27. A. The Union President shall submit to the College
28. Personnel Office a list of names of employees
29. covered by this contract who are not currently
30. dues paying members. The College in compliance

1. with State Law and this Agreement, will deduct
2. from non-union employees in this bargaining unit
3. a representation fee equal to eighty-five percent
4. (85%) of the amount set for union members (this
5. amount will be determined by the Union Treasurer
6. and is to be paid by payroll deduction).
7. B. It is agreed by the parties to this Agreement that
8. the Board shall have no other obligation or liability,
9. financial or otherwise (other than set forth herein)
10. because of actions arising out of the understandings
11. expressed in the language of the Article. It is
12. further understood that once the funds deducted are
13. remitted to the Union the disposition of such funds
14. thereafter shall be the sole and exclusive obligation
15. and responsibility of the Union.
16. C. The Union shall indemnify and save the Board (and
17. College) harmless against any and all claims, demands,
18. suits or other forms of liability including reasonable
19. legal and/or representation fees resulting from any
20. of the provisions of this Article or in reliance on
21. any list, notice or assignment furnished under this
22. Article.

23. ARTICLE VI - MANAGEMENT

24. Recognition of Rights and Functions of Management

25. I. Subject to the provision of this Agreement, the Union
26. agrees that supervision, management and control of the
27. Camden County College operations are exclusively the
28. function of the College and that the College has the
29. right to make such reasonable rules and regulations
30. as it considers necessary or advisable for the orderly

1. and efficient conduct of its operations.
2. II. It is the prerogative of the College from time to
3. time to modify, change, to select and determine all
4. qualifications of new employees, and the methods by
5. which such qualifications are to be determined; to
6. assign Union members as the College shall in its
7. judgment determine proper; to fix all or any assign-
8. ments as to wages and hours which need be uniform.
9. III. Subject always to the right of the Union to bargain
10. collectively with the College with respect to salaries,
11. grievances, and other terms and conditions of employ-
12. ment, the exercise by the College of any one or more
13. of its prerogatives, as set forth above, shall not at
14. any time be subject to collective bargaining as pro-
15. vided in this Agreement.

16. ARTICLE VII - DISCRIMINATION

17. I. There shall be no discrimination, interference, re-
18. straint, intimidation or coercion by the College and
19. its representatives or by the Union and its repre-
20. sentatives on account of any employee's sex, race,
21. color, creed, national origin, marital status, age,
22. handicap, or veteran's status.
23. II. There shall be no discrimination against any employee
24. on account of membership in the Union or on account of
25. employees' participation in any Union activities,
26. defined to mean the fulfillment of steward functions.

27. ARTICLE VIII - HOURS AND OVERTIME

28. SECTION 1

29. The standard work week shall be thirty-five (35) hours per
30. week, seven (7) hours per day, five (5) days per week from

1. Monday through Friday.
2. SECTION 2
3. The Union shall be notified within a reasonable time of any
4. proposed changes in the above working schedule. Any differ-
5. ences or disputes concerning any such proposed changes shall
6. be handled through the grievance procedures.
7. SECTION 3
8. All work performed in excess of seven (7) hours in a single
9. day, in excess of thirty-five (35) hours in any given week
10. and all work performed on Saturday shall be paid for at one
11. and one-half (1½) times the regular straight time rate.
12. SECTION 4
13. Double time shall be paid for all work performed on Sunday.
14. Work performed on listed holidays shall be paid for at double
15. time and a half (2½) which shall include all remuneration
16. including pay for the holiday and overtime premium.
17. SECTION 5
18. No employee will be asked to work on holidays that are
19. observed by the College and listed in this Agreement. If
20. the College knows of its overtime requirements, it will
21. endeavor to give notice of three (3) days of overtime re-
22. quirements and three (3) days notice of requested Saturday
23. overtime.
24. SECTION 6
25. If requested to, employees will be expected to work reasonable
26. overtime.
27. SECTION 7
28. If any employee is injured during the course of the work day
29. and requires medical or surgical attention, she/he will be
30. paid the balance of the regular work day on which such injury

1. occurs at his/her regular hourly rate.

2. SECTION 8

3. In the event that the Board of Trustees should institute
4. classes on Saturday during the college year, the work week
5. for this shift should then be from Tuesday through Saturday
6. inclusive. Employees placed on this as a weekly schedule
7. shall either be newly hired for this schedule or old employees
8. may select that as their regular work week.

9. SECTION 8A

10. In the event that the Board of Trustees should institute
11. classes on Sunday during the college year, the work week for
12. these shifts should then be Wednesday through Sunday inclusive.
13. Employees placed on this weekly schedule shall either be newly
14. hired for this schedule or old employees may select that as
15. their regular work week.

16. All work performed in excess of seven (7) hours in a single
17. day, or in excess of thirty-five (35) hours in a given week
18. and all work performed on a sixth day shall be compensated
19. at one and one-half times ($1\frac{1}{2}$) the regular straight time rate.
20. Double time shall be paid for all work performed on a seventh
21. day. Work performed on listed holidays shall be paid at double
22. time and one-half ($2\frac{1}{2}$) which shall include all remuneration
23. including pay for the holiday and overtime premium.

24. SECTION 9

25. Office Hours:

26. (1) Offices during the basic school year, September 1
27. through May 31 shall be open five (5) days per week
28. (Monday to Friday) 8:30 A.M. to 4:30 P.M. These
29. hours will also apply for the Tuesday through
30. Saturday and Wednesday through Sunday work week

1. (One (1) hour for lunch).
2. Regarding work shifts for secretarial personnel:
3. a. The College will attempt to mutually agree with
4. the involved employees regarding the filling of
5. a second shift(s).
6. b. Thereafter, if no mutual agreement is reached the
7. position will be put up for bid and if not satis-
9. factorily resolved thereafter, if necessary,
10. alternative measures regarding new hires to fill
11. positions or transfers will be utilized to com-
12. plete implementation.
13. c. Such new second shift employees shall receive \$.25
14. additional compensation for each hour of such
15. shift(s).
16. d. If a Tuesday through Saturday schedule is initiated
17. then those employees affected shall receive an
18. additional \$250.00 per annum.
19. (2) Offices during the summer months (June 1 through
20. August 31) shall be open from 8:30 A.M. to 4:00 P.M.
21. (One (1) hour for lunch).
22. (3) Employees may be allowed time during the period from
23. Christmas to New Year's when granted such approval
24. by her immediate supervisor. Said time will be
25. either deducted from her salary on a daily prorated
26. basis for the days used or vacation entitlement.
27. ARTICLE IX - COLLEGE CLOSINGS
28. I. If roads and/or weather conditions are deemed unsafe
29. for travel by students and faculty and classes there-
30. fore cancelled; this same policy shall also apply to

1. employees.

2. II. When conditions at the College are such that personal
3. safety and personal property are in danger, employees
4. shall notify their immediate supervisor. At that point,
5. the President or his designee will determine the extent
6. of the conditions relating to the personal safety and
7. personal property of the employees and at that time
8. notify all concerned of this decision.

9. ARTICLE X - REPORTING TIME

10. Employees who report to work at their regular starting time
11. and have not been given at least one day's notice not to report,
12. shall be guaranteed at least four (4) hours work or pay, except
13. when the inability to provide four (4) hours work is due to an
14. "Act of God" beyond the control of the College.

15. ARTICLE XI - SENIORITY

16. SECTION 1

17. Seniority shall be defined as the employee's length of con-
18. tinuous service beginning with her/his original date of hire.

19. SECTION 2

20. A. In the case of layoffs an employee up for disposition
21. shall have the option of displacing the least senior
22. employee within the same classification, providing
23. she/he is qualified to do the work. If the employee
24. up for disposition cannot do the work of the least
25. senior employee within the same classification she/he
26. may have the option of displacing the least senior
27. employee in any lower classification, provided she/he
28. is qualified to do the work.

29. B. In the event the employee up for disposition elects to
30. displace an employee in a lower classification she/he

1. shall receive the rate of pay of the employee displaced.
2. C. An employee up for disposition may elect to be laid
3. off rather than displace another employee.
4. D. In no event shall this article supersede affirmative
5. action or equal opportunity programs or rules or
6. regulations.

7. SECTION 3

8. Recall from layoff shall be accomplished in the inverse order
9. of the layoff. Employees shall be required to be able to
10. perform the work.

11. SECTION 4

12. All employees shall be notified by certified mail, directed to
13. the address of the employee as stated in College records, to
14. return to work and to be allowed five (5) work days in which
15. to report to work after such notice before any loss of seniority
16. occurs.

17. SECTION 5

18. Employees on layoff shall be recalled to work prior to the
19. College hiring new employees. Employees shall be eligible for
20. recall when on layoff for a period not to exceed the following:
21. Seniority up to three (3) years - not to exceed twelve (12)
22. months.
23. Seniority three (3) years and up to five (5) years - not
24. to exceed eighteen (18) months.
25. Seniority five (5) years and up to ten (10) years - not
26. to exceed twenty-four (24) months.
27. Seniority ten (10) years and up to fifteen (15) years -
28. not to exceed thirty (30) months.
29. Seniority fifteen (15) years and up to twenty (20) years -
30. not to exceed thirty-six (36) months.

1. Seniority twenty (20) years or more - not to exceed
2. forty-two (42) months.
3. SECTION 6
4. All elected union officials, up to a maximum of twelve (12),
5. shall have super seniority for the purpose of layoffs, during
6. the term of office to which they are elected. They will be
7. returned to their regular standing on the seniority list upon
8. termination of office.
9. SECTION 7
10. The College shall send notification to the Union each month
11. of new hires and terminations showing name, address, date of
12. hire, job title and salary.
13. SECTION 8
14. Seniority shall cease upon voluntary termination, discharge
15. for just cause, and failure to return to work when recalled.
16. SECTION 9
17. Any member being elected or delegated to any Union activities
18. necessitating a temporary leave of absence without pay shall
19. be granted same and at the end of such leave shall be returned
20. to their former job and rate, plus any increases granted in
21. their absence without loss of other benefits.
22. SECTION 10
23. All military leave shall be dealt with in accordance with
24. applicable Federal and Local Regulations.
25. ARTICLE XII - GRIEVANCE PROCEDURE
26. Any differences, disputes or grievances that may arise
27. between the Union and the College regarding interpretation of
28. this Agreement will be taken up as follows:
29. STEP 1
30. Between the aggrieved employee and the steward on the one

1. hand and the immediate supervisor on the other hand. If no
2. satisfactory agreement is reached between them in eight (8)
3. hours, the grievance shall be reduced to writing and referred
4. to:

5. STEP 2

6. The Union Chairman and the Steward, or their designees, on
7. the one hand, the College President and the supervisor, or
8. their designees, on the other hand. If no satisfactory
9. agreement is reached between them within five (5) days, the
10. matter will be referred to:

11. STEP 3

12. The Grievance Committee with the Union Representative on the
13. one hand and the College and its Representative on the other
14. hand. If no satisfactory agreement is reached between them
15. within five (5) days, the matter shall be dealt with as
16. hereinafter set forth.

17. STEP 4

18. All differences, disputes, or grievances between the parties
19. that are not satisfactorily settled after following the
20. grievance procedure set forth above, shall at the request of
21. either party, be submitted to arbitration within fifteen (15)
22. days to the American Arbitration Association.

23. (a) The decision of the arbitrator shall be final and
24. binding on both parties.

25. (b) All time spent in the adjustment of grievances, the
26. negotiating of the labor contract, and arbitration
27. will be paid for by the College at straight time.

28. (c) The time for meetings or for giving of decisions at
29. each step above set forth may be extended by mutual
30. agreement of the parties involved in the particular

1. or respective steps.
2. (d) The Union and the College shall share the cost of
3. arbitration.
4. (e) The Union and the College shall have the right to
5. bring in the aggrieved person(s) in any of the
6. above steps of the grievance procedure as outlined
7. above.
8. (f) A grievance must be filed in writing within
9. fifteen (15) calendar days from the date on which
10. the act which is the subject matter of the grievance
11. occurred or fifteen (15) calendar days from the date
12. on which grievant should reasonably have known of
13. its occurrence or thereafter be barred.
14. (g) Anything to the contrary notwithstanding, any
15. challenge to the propriety of a discharge must be
16. filed in writing to the College within five (5)
17. working days from the date of the discharge or the
18. same will be deemed to have been waived.
19. (h) Without limitation, the College shall have the right
20. to discharge employees within the first sixty (60)
21. calendar days of employment.

22. ARTICLE XIII - NOTICE OF DISCHARGE

23. SECTION 1

24. Employees shall be discharged only for just cause.

25. SECTION 2

26. The Shop Chairperson shall be notified immediately of all

27. discharges.

28. SECTION 3

29. It is agreed that a discharge grievance shall be processed

30. immediately with the College President or his designee.

1. SECTION 4

2. If any discharge is found to be unfair or discriminatory,
3. the employee shall be reinstated.

4. SECTION 5

5. Any employee with at least one (1) year seniority will
6. receive thirty (30) days notice of layoff or in lieu of
7. notice two (2) weeks pay.

8. ARTICLE XIV - VACATIONS

9. SECTION 1

10. The College agrees to grant to each employee on the payroll
11. as of July 1 of each year a vacation with pay, in accordance
12. with the following schedule, according to the length of
13. service of each individual:

14. (a) Employees who have worked one (1) year shall
15. receive two (2) weeks vacation.
16. (b) Employees hired after September 1 will receive
17. credit at the rate of one (1) day per month
18. for the time employed.
19. (c) Employees who have worked five (5) years shall
20. receive three (3) weeks vacation. Employees who
21. have worked six (6) years shall receive three (3)
22. weeks plus one (1) day vacation. Employees who
23. have worked seven (7) years shall receive three
24. weeks plus two (2) days vacation. Employees who
25. have worked eight (8) years shall receive three (3)
26. weeks plus three (3) days vacation. Employees
27. who have worked nine (9) years shall receive
28. three (3) weeks plus four (4) days vacation.
29. (d) Employees who have worked ten (10) years shall receive
30. four (4) weeks vacation.

1. (e) Part-time employees shall have their vacation time
2. prorated and receive vacation pay accordingly.
3. (f) It is understood that vacation time will be used
4. within any two (2) year period. Vacation time
5. should be taken so that it is mutually satisfactory
6. with his/her immediate supervisor.
7. (g) An employee who retires at any age shall receive a
8. pro rata vacation pay as of the date he/she leaves
9. the employ of the College.
10. (h) The pro rata vacation pay of an employee who dies
11. while in the employ of the College shall be paid
12. to the beneficiary of his/her group life insurance
13. policy.
14. (i) Vacation time may be taken as it is earned.

15. SECTION 2

16. On July 15 of each year employees will receive a memorandum
17. from the Personnel Office advising them of the number of
18. personal days, sick days and vacation days they have re-
19. maining. Additionally, it is agreed that the Personnel
20. Office will notify, in writing, any employee who is in
21. danger of losing time at least sixty (60) days prior to
22. the end of the fiscal year.

23. ARTICLE XV - HOLIDAYS

24. SECTION 1

25. The College agrees to pay to each eligible employee seven (7)
26. hours pay for each of the following holidays:

27. 1. July 4th
28. 2. Labor Day
29. 3. Thanksgiving Day
30. 4. Day after Thanksgiving Day

1. 5. Christmas Eve Day
2. 6. Christmas Day
3. 7. New Year's Eve Day
4. 8. New Year's Day
5. 9. Martin Luther King's Birthday
6. 10. Good Friday
7. 11. Easter Monday
8. 12. Memorial Day
9. 13. Employee's Birthday (or an alternate day
10. mutually agreed upon by the employee and
11. the immediate supervisor)

12. ADDENDUM: Part-time employees shall receive pro rata pay for
13. holidays they would normally be scheduled to work.

14. SECTION 2

15. Eligible employees shall include all those who are at work
16. within the work week in which the holiday falls or absent
17. for bona fide reasons.

18. SECTION 3

19. Should a problem arise with a holiday because of scheduling,
20. both the Union and the College shall meet and resolve the
21. problem.

22. ARTICLE XVI - SICK LEAVE

23. All employees are entitled to take time off from work
24. because of personal illness in the immediate family (father,
25. mother, spouse, or children) without any loss of pay, according
26. to the following schedule:

27. (a) Employees are allowed twelve (12) days of
28. sick leave per year.
29. (b) Accumulated days of sick leave will be unlimited.
30. (c) A sick leave is subject to medical verification

1. if requested by the immediate supervisor.
2. (d) Part-time employees will have their sick leave
3. prorated based on time worked.
4. (e) Sick leave will be allocated from the time of
5. employment for those starting other than at the
6. start of the College school year.

7. ARTICLE XVII - MATERNITY

8. Maternity leave of up to six (6) months may be granted
9. by the College. If such leave is granted the employee shall
10. have the right to return to her old position in the employment
11. of the College. Should an extension of six months be requested,
12. it will not be unreasonably denied.

13. ARTICLE XVIII - PERSONAL LEAVE

14. Employees will be granted a personal leave with pay not
15. to exceed five (5) days per year, for matters which cannot be
16. cared for in other ways. Personal leave may not be used for
17. vacation or work for pay for another employer. Unused personal
18. leave will be added to accumulated sick leave entitlement.
19. The employee requesting personal leave will give at least
20. twenty-four (24) hours advance notification to her/his
21. supervisor, except in case of emergency.

22. ARTICLE XIX - BEREAVEMENT LEAVE

23. In the event of a death in the immediate family, the College
24. may grant leave with pay not to exceed five (5) days. An
25. employee's immediate family shall be considered as husband,
26. wife, children, brother, sister, stepchildren, grandchildren,
27. father, mother, mother-in-law, father-in-law, grandfather and
28. grandmother. Additionally one (1) day off with pay may be
29. granted by the College in the event of a death of an employee's
30. Aunt, Uncle, Brother-in-law, Sister-in-law, Nephews, Nieces,

1. and Cousins.
2. ARTICLE XX - HOSPITALIZATION AND PRESCRIPTION PLAN
3. The College shall pay all premiums to provide for full
4. Blue Cross - Blue Shield coverage, with Rider J premiums for
5. employees and eligible dependents and Major Medical. The
6. College will provide a prescription plan (\$1.00 per prescrip-
7. tion) for each employee, spouse, and her/his unmarried
8. eligible dependents.
9. ARTICLE XXI - JURY DUTY
10. An employee who is required to be absent from work in
11. order to serve jury duty shall receive from the College the
12. difference between the daily jury duty pay and the amount
13. payable at her/his regular straight time earnings for a
14. normal work day.
15. ARTICLE XXII - WORKMEN'S COMPENSATION INSURANCE
16. All employees are covered by Workmen's Compensation
17. Insurance.
18. SECTION 1
19. In the event of an accident, the employee shall immediately
20. notify her/his immediate supervisor.
21. SECTION 2
22. Time lost from work due to an injury occurring while at work
23. shall not be taken from the employee's allowed sick days until
24. clarified under the Workmen's Compensation Insurance Program.
25. SECTION 3
26. Employees shall be allowed time off from work, without loss of
27. pay, to attend compensation hearings which occur during their
28. regular work day.
29. ARTICLE XXIII - DENTAL INSURANCE
30. All full-time employees and eligible dependents will

1. be covered by the New Jersey Dental Plan, premium to be
2. paid by the College. The terms and conditions of the dental
3. benefit package will be identical to coverage in existence
4. for other employees of the College as of July 1, 1983.

5. ARTICLE XXIV - DISABILITY INSURANCE

6. If the Union secures a disability insurance program for
7. the employees covered by this agreement, the premium is to be
8. fully paid for by each covered employee. The College will act
9. merely as a conduit in withholding premiums from the employees'
10. wages and forwarding same to the Insurance Company designated
11. by the Union upon receipt of proper authorization from the Union
12. and the Employees.

13. ARTICLE XXV - TUITION

14. Employees and their dependents (specifically spouse and
15. children) are to be granted tuition free entrance for credit
16. or audit to any class offered by the College.

17. ARTICLE XXVI - REST PERIOD

18. Employees will be given a fifteen (15) minute rest period
19. in the morning and a fifteen (15) minute rest period in the
20. afternoon without loss of pay.

21. ARTICLE XXVII - WASHUP TIME

22. All employees shall receive five (5) minutes washup time
23. before the regular lunch period and before quitting time,
24. or supper time if working overtime.

25. ARTICLE XXVIII - SAFETY CONDITIONS

26. The College President or his designee and Union Chair-
27. woman or her designee shall comprise the Safety Committee.
28. They shall meet when deemed necessary to discuss and rectify
29. any safety condition they feel necessary to institute.

30.

1. ARTICLE XXIX - BULLETIN BOARDS

2. The College shall make available to the Union a bulletin
3. board for the purpose of posting official Union notices.

4. ARTICLE XXX - UNION VISITATION

5. Officers or Representatives of the Union shall, upon
6. request of the Union, be admitted to the College during working
7. hours for the purpose of ascertaining whether or not this Agree-
8. ment is being observed by the parties or for assisting in the
9. adjustment of grievances upon permission of the College
10. President or his designee.

11. ARTICLE XXXI - PROMOTIONS AND POSTING OF VACANCIES

12. SECTION 1

13. It is the policy and intention of the College to upgrade its
14. employees. Job vacancies on permanent or new positions will
15. be posted for a period of not less than three (3), but not
16. more than five (5) working days exclusively within the College
17. for the information of the employees. The posting will in-
18. clude, but not be limited to, a general summary of the major
19. duties expected of the position, as well as the salary.

20. SECTION 2

21. Posted positions will be filled, from those applying by the
22. most senior employee who has the necessary ability and aptitude
23. to perform the required duties of the job. If an employee of
24. the College does not apply for the posted vacancy, or if an
25. employee's test results do not show evidence of the required
26. qualifications, the Personnel Office will then advertise the
27. position external to the College.

28. SECTION 3

29. The College recognizes that in making promotions, considera-
30. tion shall be given first to the ability and aptitude of an

1. employee to perform the job in question; and second, to
2. the length of the employee's continuous service. However,
3. it is understood that if all other variables are equal,
4. seniority shall prevail in the final selection process.

5. SECTION 4

6. Where possible and practical, the College may use tests
7. to assist in determining an employee's aptitude and abilities.
8. The final form and content of such test shall be mutually
9. agreed upon by a joint union-management committee.

10. The administration and grading of tests will be the respon-
11. sibility of the Personnel Office. Applicants may avail
12. themselves of the opportunity to examine their individual
13. test after it has been graded.

14. ARTICLE XXXII - MISCELLANEOUS

15. SECTION 1

16. Effective July 1, 1978, all newly created jobs, within the
17. unit, which have not been posted will be discussed with the
18. President and/or Vice President of the local before posting.

19. SECTION 2

20. Employees working a minimum of two (2) hours of overtime will
21. receive a meal allowance compensation not to exceed \$4.00 for
22. meals eaten off campus, after submission of a receipt to the
23. Business Office. During add/drop and registration periods
24. however, employees who are in the aforesaid overtime status
25. will continue to secure a slip from the Business Office which
26. will entitle them to a meal at the College cafeteria.

27. SECTION 3

28. In the event that the College should decide to close during
29. the week between Christmas and New Year's prior to the
30. expiration of this two (2) year agreement (June 30, 1985),

1. the College will meet with the union to determine an
2. exchange of holidays and/or leave time in order that
3. employees will be paid for the entire week.

4. ARTICLE XXXIII - SALARY SCHEDULE

5. 2 Year Contract

6. 8% increase in base salary for the period from
7. July 1, 1983 to June 30, 1984, for all employees
8. within the bargaining unit permanently on the pay-
9. roll as of July 1, 1983.

10. 5% increase in base salary for the period from
11. July 1, 1984 to June 30, 1985, for all employees
12. permanently on the payroll as of July 1, 1983.

13. Employees hired after July 1, 1983, will be
14. paid in accordance with their respective position
15. and step on the salary schedule which follows:

		<u>SECRETARIAL</u>		
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
17.				
18.	Senior Bookkeeper	\$11,875.	\$12,195.	\$12,525.
19.	Dean's Secretary	11,375.	11,685.	12,005.
20.	Purchasing Secretary	11,375.	11,685.	12,005.
21.	Offset Machine Operator	10,825.	11,115.	11,415.
22.	"A" Secretary	10,325.	10,605.	10,895.
23.	Junior Bookkeeper	9,975.	10,245.	10,525.
24.	"B" Secretary	9,440.	9,695.	9,955.
25.	"B" Secretary (10-Month)	7,925.	8,180.	8,440.
26.	Ledger Clerk	9,075.	9,320.	9,565.
27.	"C" Secretary	8,735.	8,970.	9,205.
28.	Switchboard Operator	8,200.	8,435.	8,670.
29.	Mail Clerk	8,035.	8,270.	8,505.
30.	Book Store Clerk	6,000.	6,235.	6,470.

1. In addition to the base salary indicated above, the
2. new employee will receive the following increments:
3. Year 1: Base salary plus 50% of the difference
4. between this position and the salary
5. earned by senior employees in the same
6. classification.
7. Year 2: Base salary plus 70% of the difference
8. as described above.
9. Year 3: Base salary plus 90% of the difference.
10. Salaries for other positions within this Local 440
11. bargaining units will be prorated in conjunction with the
12. salary of employees permanently on the payroll as of
13. July 1, 1983, and the new salary schedule.
14. SALARIES FOR THE RESPECTIVE POSITIONS WITHIN THE BARGAINING
15. UNIT FOR THOSE EMPLOYEES ON THE PAYROLL AS OF JULY 1, 1983

16. ARE AS FOLLOWS:	1983-84	1984-85
17. <u>POSITIONS</u>	<u>SALARY</u>	<u>SALARY</u>
18. Senior Bookkeeper	\$16,753.	\$17,591.
19. Dean's Secretary	16,225.	17,036.
20. Purchasing Secretary	16,225.	17,036.
21. Offset Machine Operator	15,598.	16,378.
22. "A" Secretary	15,075.	15,828.
23. Junior Bookkeeper	14,696.	15,431.
24. "B" Secretary	14,122.	14,828.
25. "B" Secretary (10-Month)	11,678.	12,262.
26. Ledger Clerk	13,742.	14,429.
27. "C" Secretary	13,360.	14,028.
28. Switchboard Operator	12,786.	13,425.
29. Mail Clerk	12,594.	13,224.
30. Book Store Clerk	9,555.	10,033.

- 1. ARTICLE XXXIV - TERMINATION OR MODIFICATION CHANGE TO:
- 2. This agreement shall remain in full force and effect
- 3. to and including June 30, 1985. Negotiations for the next
- 4. subsequent contract shall commence in April 1985.
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BOARD OF TRUSTEES
CAMDEN COUNTY COLLEGE

INTERNATIONAL UNION OF ELECTRICAL
RADIO & MACHINE WORKERS, AFL-CIO
LOCAL 440

BY: Gabriel E. Sauch
BY: Henry Baum
BY: W. H. Mank
BY: W. J. Wilhelm
BY: Robert E. Smith

BY: Helen M. Allright
BY: Francis J. Zimmerman
BY: Ronald K. Whelan
BY: Mass E. Flavin
BY: Ann A. West
BY: Gianna Paus
BY: Jandra M. Weyman
BY: Ariane J. Light
BY: Joseph H. Lee
BY: Arthur West

September 26, 1983
DATE SIGNED

DATE SIGNED

BY: Steve Brown
BY: Heather C. Fink
BY: _____