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1979-1980 SUSSEX COUNTY PROBATION OFFICERS' CONTRACT

ARTICLE I - AGREEMENT

This agreement entered into this 10th day of September 1979, by and between the Judges of the Superior Court of Sussex County, New Jersey (hereinafter referred to as the Judges) and the Sussex County Probation Officers' Association (hereinafter referred to as the Association).

ARTICLE II - RECOGNITION

The Judges hereby recognize the Association pursuant to Chapter 123 of the Laws of 1974 as the sole and exclusive representative of the Senior Probation Officers and Probation Officers of the Sussex County Probation Department (hereinafter referred to collectively as probation officers) to negotiate matters relating to salaries and terms and conditions of employment pursuant to the provisions of N.J.S.A. 2A:168-1 et. seq.

The New Jersey Constitution, especially Article 6 as interpreted in Passaic County Probation Officers' Association v. The County of Passaic et al., statutes, court rules, and case law provide for the involvement of the Chief Justice and the Supreme Court, the Administrative Director of the Courts and the Assignment Judge of the County in the administration of probation services. The parties hereby recognize and agree to respond and comply to the requests, promulgated standards and pronouncements of these aforementioned parties as they exercise their lawful rights.

ARTICLE III - SALARIES

Section 1 (1979 Ranges)

A. Effective January 1, 1979 and retroactive to that date, salary ranges for Probation Officers and Senior Probation Officers shall be established as follows:

Probation Officer	\$ 9,817-13,960
Senior Probation Officer	\$11,365-16,040

B. Effective July 1, 1979 and retroactive to that date, salary ranges for Probation Officers and Senior Probation Officers shall be established as follows:

Probation Officer	\$10,307-13,960
Senior Probation Officer	\$11,933-16,108

Section 2 (1979 Salary Increase)

A. Effective January 1, 1979 and retroactive to that date, each probation officer inclusive of Ceta sponsored officers, shall receive a salary increase of \$1,100 for the year 1979.

Section 3 (1980 Ranges)

A. Effective January 1, 1980, the ranges for Probation Officer and Senior Probation Officer shall be established as follows:

Probation Officer	\$10,823-14,960
Senior Probation Officer	\$12,529-17,040

B. Effective July 1, 1980, the ranges for Probation Officer and Senior Probation Officer shall be established as follows:

Probation Officer	\$11,365-15,341
Senior Probation Officer	\$13,156-17,764

Section 4 (1980 Salary Increase)

A. Effective January 1, 1980, each Probation Officer and Senior Probation Officer (exclusive of Ceta sponsored officers) who were employed in the department prior to October 1, 1979, shall receive a salary increase of \$1,000 for the year 1980. Any officer hired after October 1, 1979 shall receive only the minimum salary established for the position.

B. Effective January 1, 1980 and during that year, Ceta sponsored officers shall be paid at the rate of \$10,400 annually unless there is a determination that such salary is contrary to law or federal requirements.

ARTICLE IV - LONGEVITY

Probation officers shall receive the same longevity benefits as do county employees generally, provided such employees are full time and permanent. Payment will be made in the 25th payroll of the year on a lump sum basis. Years of completed service shall be computed from December 16 of any given year to December 15 of the following year.

Should an officer be on leave of absence during the year in December, he/she would receive longevity pro rata based on the number of months he/she actually worked. Should an officer retire under pension regulations (and only upon retirement) during the year, in December, he/she would receive longevity pro rata based on the number of months he/she actually worked. Under pension

- regulations, longevity paid on a lump sum basis is not subject to pension contributions and, therefore, not creditable for pension purposes.

ARTICLE V - PROMOTIONS

Any Probation Officer receiving a promotion to Senior Probation Officer shall be entitled to a salary adjustment of \$950 or the new minimum salary, whichever is greater.

ARTICLE VI - MEAL ALLOWANCE

Probation officers who are required to remain on duty after the hour when the department has normally closed and through the supper hour from 6:00 to 8:00 P.M. shall be paid a meal allowance of up to \$4.00. Reimbursement shall be made by voucher in accordance with the provisions of N.J.S.A. 2A:168-8.

ARTICLE VII - AUTOMOBILES

Section 1

As authorized by N.J.S.A. 2A:168-8, a probation officer, when designated by the Chief Probation Officer to use his/her private vehicle on probation department business, shall be reimbursed at the prevailing county mileage rate, presently at 16¢ per mile. Probation officers authorized to use their private vehicles shall keep monthly records specifying the dates and use, points of travel, mileage traveled and shall sign and transmit the records to the Chief Probation Officer using the appropriate travel voucher form furnished to the officer for this purpose. Traffic violations (fines) are the responsibility of the individual officer.

ARTICLE VIII - TUITION REIMBURSEMENT

Section 1

The Board of Chosen Freeholders agrees to appropriate monies totaling \$500 annually (non-accumulative under State regulations) to provide a 50% tuition reimbursement to probation officers of Sussex County who intend to take a course which is clearly job related. This program will be administered by the County Administrator.

An employee must be full time and permanent. The Board will reimburse 50% of the costs of tuition and registration for all courses taken in accredited institutions approved by the County

Administrator. An interested employee must submit a written request for approval and authorization prior to registration for course work (form TR-1). Tuition Reimbursement forms are available through the Personnel Office. The request must be presented to the Chief Probation Officer for initial approval and the County Administrator for final approval and authorization. The Officer will be notified of the eligibility or reason of ineligibility of his/her application. Within four (4) weeks after completion of the course work, the Officer must submit to the County Administrator via the Chief Probation Officer the CERTIFICATION OF SUCCESSFUL COMPLETION OF COURSE WORK (form TR-2), for processing and reimbursement. This form, which must be submitted by the Officer to the accredited institution for certification as evidence of successful completion and expenses, is available from the Personnel Office. When the \$2,000 appropriation is expended, there will be no further reimbursements during that fiscal year. This program shall be subject to any and all regulations as set by the County Administrator.

ARTICLE IX - HOLIDAYS

Section 1

Probation officers shall be entitled to all legal holidays and such other days off as shall be determined by the judiciary. Pursuant to N.J.S.A. 36:1-1, these legal holidays shall include:

- January 1 New Year's Day
- January 15 Martin Luther King's Birthday
- February 12 Lincoln's Birthday
- 3rd Monday in February Washington's Birthday
- Last Monday in May Memorial Day
- July 4 Independence Day
- 1st Monday in September Labor Day
- 2nd Monday in October Columbus Day
- November 11 Armistice or Veterans' Day
- 4th Tuesday in November Thanksgiving Day
- December 25 Christmas Day
- Good Friday & General Election Day

Section 2

If any probation officer is required to work on a legal holiday or other day off granted by the judiciary, the officer shall be granted an equivalent amount of time off.

ARTICLE X - VACATION AND OTHER LEAVE CREDITS

Section 1 - Vacation

Pursuant to R. 1:30-5(b), probation officers shall receive the same vacation credits as are provided generally to other

employees of the county. All officers shall be granted vacation leave based upon the following from date of last hire:

First year - 1 day per month to end of calendar year
Upon completion of 1 thru 5 years - 12 days per year
6 thru 7 years - 13 days per year
8 thru 15 years - 15 days per year
16 thru 20 years - 20 days per year
21 thru 26 years - 23 days per year
27 years or more - 25 days per year

Officers on the payroll as of January 1 of any calendar year shall on that January 1 be credited in advance with vacation entitlement in accordance with the foregoing schedule, provided, however, that if the officer works less than twelve months in the calendar year he/she is entitled to a pro rata share of such vacation entitlement. An officer who has used more vacation time than he/she is entitled to at the time of his/her severance shall have an amount equal to his/her daily rate at time of severance deducted from his/her final pay for each day of vacation the officer has used in excess of the number of days to which he/she is entitled.

Officers shall submit requests for vacation times of five (5) consecutive work days or more to the Chief Probation Officer in writing no later than four (4) weeks before the requested vacation, with first and second choices. The Chief Probation Officer shall answer the request in writing within five (5) working days. The requested vacation shall be scheduled where practicable 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 Chief Probation Officer should answer the request in writing no later than two working days before the requested vacation leave.

The Chief Probation Officer shall attempt to schedule work, insofar as possible, to preclude changes in the vacation scheduling.

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

No vacation time shall be taken for less than a half day and providing it is mutually agreed by the officer and the Chief Probation Officer.

Vacation allowance must be taken during the current calendar year at such time as permitted or directed by the Chief Probation Officer unless the Chief Probation Officer determines that it cannot be taken because of pressure of work. One week (5 days) vacation may be automatically carried forward into the new year. A request in writing to the Chief Probation Officer, and approved by the Chief Probation Officer, is required in order to carry forward additional vacation time up to a maximum of one year's

allotment. The County Administrator shall review this request.

Section 2 - Sick Leave

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

1½ days per month in the first year of service, then
15 days per calendar year.

All unused sick leave may be accumulated from year to year. Officers absent from work on sick leave shall submit themselves to a physical examination monthly by the County Physician, who shall make a report to the Judges as to said officer's ability to return to work. If the County Physician should determine that the officer could return to work but is not qualified to perform his/her regular duties, then the Chief Probation Officer and the Judges shall determine what other type of work duties, if any, shall be assigned to such officer.

An officer, upon retiring, shall be paid for one-half of the unused sick leave he/she accumulated up to a maximum of \$12,000. The officer shall be compensated for this accumulated time at his/her daily rate of pay at date of retirement. An officer whose employment is terminated for reasons other than retirement will not be paid for accumulated sick leave. Civil Service Rule 4:1-17.18, "Verification of Sick Leave" shall apply to all officers.

Section 3 - Other Leaves

A. Personal Leave - All officers shall receive three days leave per year for personal business, non-accumulative. No personal days shall be taken for less than a half day and providing it is mutually agreed by the officer and the Chief Probation Officer. An officer must give the Chief Probation Officer 24 hours notice, when possible, before taking personal leave.

B. Bereavement Leave - All officers shall receive three days leave in the event of the death of a spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, brother-in-law, sister, sister-in-law and grandparents; such leave being separate and distinct from any other leave time. The officer shall be allowed three days per incident.

C. Jury Duty - Should an officer be obligated to serve as a juror, he/she shall not lose any pay for time spent for jury duty.

D. Snow Days - The Board of Freeholders reserves the right to declare a snow day for all departments including the County Library and the Welfare House.

Should an employee report for work and subsequently the Board decides to close County offices, such employee who reports to work shall be credited with the day's work. There shall be no charge against his/her benefit leave time. Should the Board close County offices before the start of a workday, 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 a local radio station at 6 A.M. and/or 7 A.M. and periodically during that day.

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

If the Board decides to close County offices after the start of a workday, all offices will remain open until notification from the Board.

In the event the Courts are not closed on a declared snow day, the probation officers shall report for duty to service the Courts.

Snow days may not be taken in the form of compensatory time or accumulated. If the employee is reasonably late in reporting to work because of the weather, that employee shall be credited with a full working day.

E. Leaves without Pay - The Judges may grant a leave of absence without pay to a permanent officer for a period not to exceed six (6) months at any one time, provided all vacation time earned has been used first. Such leaves may be renewed for an additional period of six (6) months only by formal action of the Judges. A leave of absence to a temporary or provisional officer may not be granted.

An officer on leave of absence shall be responsible for the employee's share of pension and contributory insurance premiums. Such premiums shall be deducted from the officer's paycheck upon certification from the Division of Pensions. An officer on leave of absence shall be responsible for payment of all hospitalization coverage premiums. Failure to reimburse the County for these premiums within 60 days, or provide substantial reason for not reimbursing the County will result in cancellation of the officer's coverage. The officer shall not be reimbursed for Medicare B during a leave of absence. Officers on leave of absence shall not accumulate or be eligible for vacations, sick leave, personal leave or holidays.

F. Maternity Leave - An officer shall notify the Chief Probation Officer and the Personnel Office of her pregnancy as soon as it is medically confirmed. Said officer may request a maternity

leave without pay as aforementioned under Subsection E above. A maternity leave of absence shall be for a period of not more than one year (two consecutive six-month periods). The officer may elect to return at an earlier date, provided the officer shall be deemed medically fit to resume the duties and responsibilities of her position. An officer on maternity leave shall be responsible for pension, contributory insurance and hospitalization coverage premiums as aforesaid.

G. Military Leave - Military and all other leaves shall be granted in accordance with N.J.A.C. 4:1-17.

H. Other Type Leaves - Officers entitled to receive Workmen's Compensation Insurance shall be paid their regular salary for the first five days after injury on the job without charges against their sick leave, vacation time or personal leave, but thereafter the employee shall be paid his/her Workmen's Compensation Insurance payment as determined by the proper authorities. However, the time that the officer shall be paid Workmen's Compensation Insurance payments shall not be charged against his/her sick leave, vacation time, or personal leave, but said officer shall be paid for any holidays which may occur during the time that he/she is receiving compensation. Further, during the time that the officer is receiving Workmen's Compensation Insurance, the County shall assume both the County share and the officer's share of pension costs (but not contributory insurance) and the costs for all health benefits, excepting however if the officer fails to reimburse the County for contributory insurance.

ARTICLE XI - HEALTH AND WELFARE BENEFITS

Probation officers shall continue to be provided with health and welfare benefits presently granted to Sussex County employees generally. The benefits include a non-contributory Blue Cross, Blue Shield, Rider J and Major Medical Insurance Plan. Upon an officer's termination of employment, insurance coverage shall be discontinued the first of the month after one month has elapsed. All rights, benefits, eligibility requirements, etc., shall be governed by the applicable policy of insurance. If, during the term of this agreement, the County grants to its employees generally any additional health and welfare benefits, such as optical, drug or dental plan, or provides any expanded coverage, such benefits shall simultaneously be awarded to probation officers.

ARTICLE XII - GRIEVANCE PROCEDURE

As authorized by N.J.S.A. 34:13A-5.3 and in conformance with the provisions of P.E.R.C. Rules 19:12-5.3 and 19:12-5.4, the

parties agree that a complaint or grievance of any probation officer relating to the interpretation, application or violation of policies, agreements and administrative decisions affecting them, if not otherwise provided for in law or in applicable rule and regulations having the force and effect of law, shall be settled in the following manner:

Step 1

The grievance shall first be taken to the officer's immediate supervisor who shall make an effort to resolve the problem within a reasonable period of time; within three (3) working days, if possible. At this level, a complaint or grievance need not be in writing. The time limit in this step may be extended by mutual consent;

Step 2

If not resolved at the supervisory level, the grievance shall be put in writing, signed by the aggrieved officer, and submitted to the Chief Probation Officer, who shall acknowledge its receipt within three (3) working days and shall render a decision within five (5) working days thereafter. In the case of absence of the Chief Probation Officer, the grievance may be handled by a designated assistant or it may proceed to the next step with the approval of both parties. The time limit in this step may be extended by mutual consent;

Step 3

If the aggrieved officer is not satisfied with the decision of the Chief Probation Officer, he/she may choose to utilize one of the following two options for a final determination of the grievance:

a. The officer may appeal to the Civil Service Commission under the laws and rules governing the operation of that agency, provided that the Commission agrees to hear the case;

b. He/she may appeal to the Superior Court Judges, in which case the decision of the Judges shall be final and shall be rendered with reasonable promptness. The Judges may designate any Court employee or other representative who is not an employee of the Courts to hear and make recommendations to them for disposition.

All grievances and complaints that are related to judicial policy and/or the authority of the Chief Justice, Supreme Court, Administrative Director of the Courts or the Assignment Judge under Rule 1:34-4 and any other applicable Statute or Court Rule shall be limited to Step 3(b). In using the grievance procedure established herewith, an employee is entitled at each step to be

represented by an attorney of his/her own choosing, or by a bona fide member of the Association designated to represent him/her pursuant to this Agreement.

Notwithstanding any procedures for the resolution of disputes, controversies or grievances established by any other Statute, grievance procedures established by agreement between the public employer and the representative organization shall be utilized for any dispute covered by the terms of such agreement. (N.J.S.A. 34:13A-5.3)

Hearings and/or meetings resulting from the implementation of Step 2 of this grievance procedure shall be held after the normal workday.

ARTICLE XIII - SAVINGS CLAUSE

Should any article, section or provision of this agreement be found illegal, unenforceable, null, void or in violation of any law, all other articles, sections and provisions of this agreement shall remain, nonetheless, in full force and effect.

ARTICLE XIV - CONCLUSIVENESS OF AGREEMENT

This agreement constitutes the final and complete understanding between the parties on all bargainable issues, subject to the right of the parties to reopen discussion on any such issue, but only by their mutual consent and upon the happening of some unforeseen event.

ARTICLE V - DURATION OF CONTRACT

Section 1

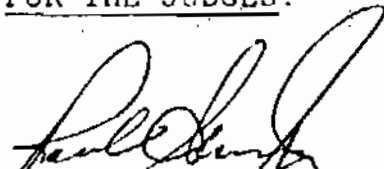
The provisions of this agreement shall be retroactive to January 1, 1979 and shall remain in full force and effect until December 31, 1980. By mutual concurrence of the parties, they may be continued for an additional time period.

Section 2

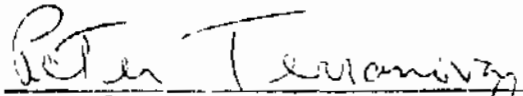
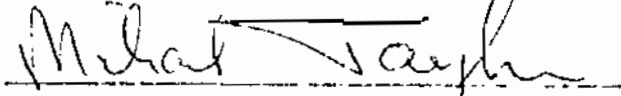
A written notice to terminate or modify this agreement is required to be given at least 30 days prior to December 31, 1980.

In witness of this agreement, the parties to it have affixed their signatures this 10th day of September 1979.

FOR THE JUDGES:


Robert C. Shelton, Jr., J.S.C.

FOR THE ASSOCIATION:

THIS DOES NOT

1/1/77 - 12/31/78

THIS DOES NOT

1/1/77 - 12/31/78