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INSTITUTE OF MANAGEMENT
AND LABOR RELATIONS

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RUTGERS UNIVERSITY

CONTRACT

between

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES

and

COMMUNICATION WORKERS OF AMERICA, AFL-CIO, CLC and its LOCAL 1082

(Supervisory Unit)

JULY 1, 1991 through JUNE 30, 1994

TABLE OF CONTENTS

<u>ARTICLE #</u>	<u>TITLE</u>	<u>PAGE #</u>
	PREAMBLE	1
I	UNION REGOGNITION	2
II	CONTRACT PERIOD	4
III	HOURS OF WORK	5
IV	HOLIDAYS AND LEAVES	7
V	MEDICAL INSURANCE	13
VII	HIRING, PROMOTIONAL, LAY-OFF AND REHIRE	17
VIII	FACILITIES AND EQUIPMENT	22
IX	CHILD CARE	23
X	PERSONNEL PRACTICES	24
XI	TRANSPORTATION AND REIMBURSEMENT	27
XII	GRIEVANCES	28
XIII	UNION RIGHTS	34
XIV	FAIR PRACTICES	38
XV	EDUCATION AND TRAINING	39
XVI	JURY PAY	41
XVII	LONGEVITY	42
XVIII	SALARIES	43
XIX	EFFECTIVE LAWS	47
XX	MANAGEMENT RIGHTS	48
XXI	HEALTH AND SAFETY COMMITTEE	49
XXII	RESPONSIBLE RELATIONS	52
XXIII	FULLY BARGAINED AGREEMENT	53
XXIV	EXECUTION	54
APPENDIX A	CLASSIFICATION AND COMPENSATION SCHEDULES TITLES AND SALARY RANGES	
APPENDIX B	HEALTH AND SAFETY	

PREAMBLE

This Agreement is entered into by the MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES (hereinafter referred to as the "Board") and the COMMUNICATIONS WORKERS OF AMERICA, and its LOCAL 1082 (hereinafter referred to as the "Union").

D. Workers receiving out-of-title pay to perform duties of a position excluded from the bargaining unit shall continue to be represented by the Union and entitled to all due benefits thereof. Workers temporarily or provisionally assigned to a title excluded from the bargaining unit, reported on a DPF-66 form to the State Department of Personnel, shall not continue to be represented by the Union. The Union will be notified of those workers excluded from their bargaining unit under this Article at the time of appointment.

ARTICLE III

HOURS OF WORK

A. 1. All full-time employees, except Building Maintenance staff, covered by this Agreement shall adhere to a flex-time schedule as delineated below. Each schedule includes a 45 minute lunch and one (1) 15 minute break during each half day of work. The flex-time schedules are:

8:00 a.m. - 3:45 p.m.

8:30 a.m. - 4:15 p.m.

2. Supervisors will assure unit coverage from 8:30 a.m. to 4:15 p.m. with the following exceptions:

a. Supervisors in DCU Screening and Data Entry units will assure coverage until 4:45 p.m.

b. Supervisor of the Receptionists and Telephone Operators will assure front desk coverage from 8:00 a.m. to 4:30 p.m., switchboard coverage from 8:30 a.m. to 4:15 p.m.

B. 1. Building Maintenance staff will work from 12:30 p.m. to 8:00 p.m., with 30 minutes for dinner and one (1) 15 minute break during each half day of work. Effective July 1, 1992, the hours will be 1:00 p.m. to 8:30 p.m. Building Maintenance staff may combine one (1) break with dinner, with the Supervisor's approval.

C. A joint Management/Union Committee comprised of three (3) management representatives and three (3) Union representatives shall work together to mutually resolve any problems and explore

ARTICLE IV

HOLIDAYS AND LEAVES

A. Each employee covered by this Agreement shall be allowed four (4) days per annum for personal reasons, including religious observances. Personal days must be pro-rated for employees in the first year of service according to time earned, i.e., employee earns one-half (1/2) day every one and one-half (1 1/2) months, with a maximum of four (4) personal days per calendar year. These days are not to be deducted from vacation days or sick days allowed to all employees. These days, if unused, shall not be carried over into the following calendar year.

B. 1. Full time employees will be granted vacation leave as follows:

One (1) working day for each month of service, or major fraction thereof, during the remainder of the calendar year following date of appointment.

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 nine (9) years of service, fifteen (15) working days per year.

After nine (9) years of service through twelve (12) years of service, sixteen (16) working days per year.

After twelve (12) years of service through fifteen (15) years of service, twenty (20) working days per year.

After fifteen (15) years of service through twenty (20) years of service, twenty-one (21) working days per year.

After twenty (20) years of service, twenty-five (25) working days per year.

a. Service includes all temporary and/or