

Contract # 50

LIBRARY  
INSTITUTE OF MANAGEMENT  
AND LABOR RELATIONS

APR 18 1994

RUTGERS UNIVERSITY

AGREEMENT

BETWEEN

MERCER COUNTY (NEW JERSEY)

BOARD OF SOCIAL SERVICES

AND

LOCAL 2285, AMERICAN FEDERATION

OF

STATE, COUNTY AND MUNICIPAL

EMPLOYEES

AFL-CIO

January 1, 1994 through December 31, 1996

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PREAMBLE

This Agreement dated the 14th day of April, 1994 is entered into by and between the Mercer County Board of Social Services, hereinafter referred to as the Board, and Local 2285, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union.

ARTICLE 1

RECOGNITION

The Board recognizes the Union as the exclusive representative for the following non-supervisory employees:

Account Clerk  
Building Maintenance Worker  
Clerk  
Clerk Stenographer  
Clerk Transcriber  
Clerk Typist  
Computer Operator  
Computer Operator Trainee  
Data Entry Machine Operator  
Home Service Aide  
Income Maintenance Specialist  
Income Maintenance Technician  
Income Maintenance Worker  
Interpreter Bilingual Spanish  
Investigator, County Welfare Agency  
Principal Clerk  
Principal Account Clerk  
Principal Clerk Transcriber  
Principal Clerk Typist  
Principal Data Entry Machine Operator  
Principal Microfilm Operator  
Receptionist  
Senior Account Clerk  
Senior Account Clerk (Typing)  
Senior Building Maintenance Worker  
Senior Clerk  
Senior Clerk Stenographer  
Senior Clerk Transcriber  
Senior Clerk Typist  
Senior Data Entry Machine Operator  
Senior Home Service Aide  
Senior Microfilm Machine Operator  
Senior Receptionist  
Social Service Aide  
Social Service Technician  
Social Worker  
Terminal Operator  
Senior Terminal Operator  
Messenger  
Microfilm Machine Operator

Excluded are the following employees:

Director  
Deputy Director  
Chief Clerk  
Assistant Chief Clerk  
Administrative Supervisor of Income Maintenance  
Administrative Supervisor of Social Work

Assistant Administrative Supervisor of Income  
Maintenance  
Assistant Administrative Supervisor of Social Work  
Personnel Officer  
Assistant Personnel Officer  
Personnel Assistant  
Senior Personnel Technician  
Supervising Personnel Clerk  
Training Supervisor  
Assistant Training Supervisor  
Chief of Administrative Services  
Senior Training Technician  
Training Technician  
Administrative Analyst  
Senior Administrative Analyst  
Attorney  
Chief Investigator  
Coordinator of Child Support & Paternity Program  
Assistant Chief Investigator  
Fiscal Officer  
Administrative Secretary  
Secretarial Assistant  
Secretarial Assistant (Stenography)  
Secretarial Assistant (Transcriber)  
Managerial Executives  
Confidential Employees  
Judicial Employees  
Police Employees  
Craft Employees  
Para Legal Specialist  
Medical Social Work Supervisor  
Seasonal Assistant  
Data Processing Coordinator  
Parking Attendant  
Security Guard  
Data Processing Programmer  
Data Processing Programmer/Trainee  
Assistant Fiscal Officer  
Assistant Data Processing Coordinator  
Exclusions as provided by PERC

All other job classifications covered within other certified and/or other recognized bargaining units.

In the event that either party to this contract deems it necessary to question the propriety of any of the aforementioned titles as to its inclusion in the Union bargaining unit, then either party may reopen negotiations as to the same upon written notice by one party to the other.

In the event that the Board creates new titles, the Board will discuss with the Union the Union's representation as to those titles.

## ARTICLE 2

### MANAGEMENT RIGHTS

All the powers, rights, prerogatives, duties, responsibilities and authority that the Board had prior to the signing of this Agreement are retained by the Board except those specifically modified by this Agreement and those which are not contrary to public policy nor any law of the State of New Jersey, or any rules, regulations or directives promulgated by the State Division of Public Welfare, the State Division of Youth and Family Services, or the Division of Medical Assistance and Health Services.

Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established.

## ARTICLE 3

### DUES CHECK OFF AND REPRESENTATION FEE DEDUCTION

#### Dues Check Off:

In accordance with Title 52:14-15.9e of the New Jersey Statutes Annotated, the Board agrees to deduct the Union monthly membership dues from the pay of those employees who individually request in writing that such deduction be made. The amounts to be deducted shall be certified to the Employer, by the Treasurer of the Union, and the aggregated deductions of all employees shall be remitted to AFSCME Council 73, University Office Plaza, 3635 Quakerbridge Rd., Trenton, N.J. 08619, together with a list of the names of all employees from whom the deductions were made by the tenth (10th) day of the succeeding month after deductions are made. The revocation of this authorization shall be in accordance with the applicable statutes as presently existing or as may be amended.

#### Representation Fee Deductions:

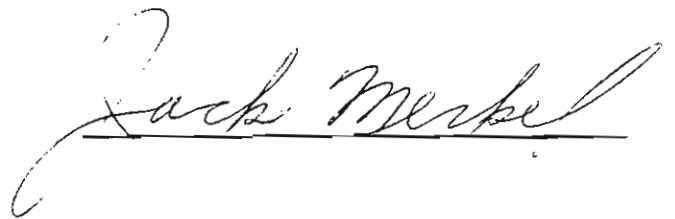
1. The Board agrees to continue to deduct, in accordance with P.L. 1979, Chapter 477 as it relates to the Agency Shop provisions, from the pay of each employee covered by this Agreement who does not furnish a written authorization for each deduction of Union Dues, a representation fee equal to eighty-five percent (85%) of the Union Dues, as may be certified to the Board by the Union at least thirty (30) days prior to the month in which the deduction of dues is to be made, commencing on the first pay after the completion of thirty (30) calendar days following the beginning of their employment in a bargaining unit position. Representation fees shall be withheld on the first pay after the completion of ten (10) calendar days following re-entry into a bargaining unit for employees who previously served in bargaining unit positions.

If, during the course of the year the non-member becomes a Union member, the employer shall cease deducting the representation fee and commence deducting the Union dues beginning with the first paycheck representing the pay period ten (10) calendar days after written notification of the change in status. Conversely, if during the course of the year the Union member directs the employer to cease Union dues deductions in a manner appropriate under the terms of this Agreement, the employer shall commence deduction of the representation fee with the first paycheck representing the pay period ten (10) days after written notification of the change in status. After deduction, representation fees shall be transmitted to the Union in the same manner and in the same time as Union dues.



2. Deduction of representation fees made pursuant hereto shall be remitted to the Treasurer of the Union together with a list of the names of all employees for whom the deductions were made by the tenth (10th) day of the succeeding month after deductions are made.
3. (a) Local 2285 AFSCME and Council 73, affiliated with the International AFSCME, AFL-CIO do and shall indemnify, defend and save harmless, the Mercer County Board of Social Services against any and all claims, demands, suits or other forms of liability that shall arise out of any check-off deductions provided for in this Article 3.  
  
(b) Further, in consideration for Mercer County Board of Social Services' action in implementing Agency Shop (P.L. 1979 c 407, amending N.J.S.A. 34:13 A-5 et seq.) Local 2285, AFSCME and Council 73, affiliated with the International AFSCME, AFL-CIO does agree to reimburse Mercer County Board of Social Services for Court costs, fees and judgements incident to suits or other forms of liability that may be incurred by Mercer County Board of Social Services that shall arise out of any of said check-off deductions.
4. The Union's entitlement to the representation fee shall continue beyond the termination date of this Agreement, so long as the Union remains the majority representative of the employees in the unit, provided that no modification is made in this provision by a successor agreement between the Union and the Board.

IN WITNESS WHEREOF, Local 2285, AFSCME and Council 73, affiliated with International AFSCME, AFL-CIO has entered into this Agreement as contained in aforesaid Article 3, Dues Check Off and Representation Fee Deduction, and caused the same to be executed by its duly authorized officer or agent on the 7<sup>th</sup> day of MARCH, 1994.

  
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ARTICLE 4

HOURS OF WORK

The normal work week shall consist of 35 hours per week, 7 hours per day, 5 days per week. The hours of work will be from 8:30 A.M. to 4:30 P.M., Monday through Friday.

ARTICLE 5

DISASTER LEAVE

- A. In the event that the Board's business and operations are curtailed due to calamity, conflagration or such similar circumstances, continuance of the current wage scale and employment of employees shall be provided for as shall be possible and practicable, subject to the approval of the Director of Welfare and the Mercer County Board of Social Services.
- B. In the event of a disaster and the Board is open for business during a normal work day, then in that event, the Board shall be considered as having been open for a full work day. In the event of a disaster and the Board does not open for business on a normal work day, then in that event, the Board shall be considered closed for the entire normal work day. On a work day when the Board is considered to be closed for the entire normal work day, employees who have been approved for vacation, sick, personal or bereavement days with pay shall not be charged with the time specified in their request.

ARTICLE 6

HOLIDAYS

All employees covered by this Agreement are entitled to legal paid holidays.

The legal paid holidays fixed by the New Jersey Statutes are as follows:

New Year's Day	Independence Day
Martin Luther King's Birthday	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	General Election Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
	Christmas Day

In the event any of the above legal holidays falls on a Sunday, it shall be celebrated on the following Monday, or in the event any of the above legal holidays falls on a Saturday, it shall be celebrated on the preceding Friday.

In addition to the aforementioned holidays, the Board will grant a holiday when the Governor, in his role as Chief Executive of the State of New Jersey, declares a holiday by Proclamation or when the Chief Executive of Mercer County and/or the Board of Chosen Freeholders of Mercer County declares a holiday for all County employees.

## ARTICLE 7

### VACATIONS

- A. All full time employees covered by this Agreement shall earn vacation leave for each month of service following the date of permanent, provisional, temporary, or interim appointment as set forth below:
1. One (1) working day's vacation for each month of service during the remainder of the calendar year following the date of appointment.
  2. Twelve (12) working days vacation thereafter for every year and up to five years of service.
  3. Fifteen (15) working days vacation thereafter for every year after the completion of five years of service and up to ten years.
  4. Eighteen (18) working days vacation thereafter for every year after the completion of ten years of service and up to fifteen years.
  5. Twenty (20) working days vacation thereafter for every year after the completion of fifteen years and up to twenty years.
  6. Twenty-five (25) working days vacation thereafter for every year after the completion of twenty years of service.

Any increase in vacation days based on years of continuous service with the Board will be credited at the beginning of the calendar year in which the employee attains it provided the employee has permanent status with the Board at the beginning of the calendar year. Crediting of this time is done with the anticipation that his/her employment will be continuous throughout the year.

- B. The employee will follow a vacation schedule suited to the overall needs of the Board and considerate of the needs of the employee. The present policy will be continued of granting vacation time by seniority in each working unit wherever possible and practicable.
- C. Employees requesting vacation leave of three days or less must make written request to the immediate supervisor by 1:00 P.M. of the working day preceding the vacation day requested.

Employees requesting vacation leave of more than three days must make written request to the immediate supervisor by at least five business days prior to the beginning of the first vacation day requested.

- D. In the case of vacation requests of three days or less, the immediate supervisor will inform the employee of the disposition of the employee's request for vacation leave by the end of the work day of their request. The supervisor's written response shall contain a reason in the event of a denial:

In the case of vacation requests of more than three days, the immediate supervisor will inform the employee of the disposition of the employee's request for vacation leave within three working days after the request has been submitted. The supervisor's written response shall contain a reason in the event of a denial.

- E. The employee must reimburse the Board within one year in cases where vacation time is credited in advance, taken with pay, but not actually earned by the employee. The Board reserves the right to take appropriate action to recover monies uncollected.

In the event an employee owes the Board money for time credited, taken, but not actually earned, the Board reserves the right to withhold from the employee's bi-weekly pay monies by way of reimbursement to the Board as a result of owed time.

Where an employee is no longer in the employ of the Board, the Board reserves the right to apply all or part of the employee's wages from the employee's last paycheck by way of reimbursement of owed time.

- F. Vacation days may be carried into the next calendar year but no further.
- G. In an emergency situation, a vacation day or a vacation one-half day may be requested without prior approval and may be allowable at the discretion of the immediate supervisor. The employee is required to call in before 8:30 A.M. or as soon as possible thereafter on the morning emergency vacation leave is requested. Emergency is defined as an unforeseen circumstance or combination of circumstances which calls for immediate action.

ARTICLE 8

LEAVES OF ABSENCE WITHOUT PAY

- A.1. Leaves of absence without pay may be granted at the discretion of the Director of Welfare to permanent employees for any reason considered acceptable by the Director of Welfare, for a period not to exceed six (6) months at any one time, subject to approval by the N. J. Department of Personnel. Such leaves of absence may be renewed by the Director of Welfare for an additional period not to exceed six (6) months. No further renewal may be granted except upon the approval of the N. J. Department of Personnel for reasons as established by Department regulation.
2.
  - a. Employees must use all vacation days that have accrued prior to commencing a leave of absence without pay for reasons other than non-work related illness or injury which has been approved by the Director of Welfare.
  - b. Employees must use all sick days that have accrued prior to commencing a leave of absence without pay, due to non-work related illness or injury which has been approved by the Director of Welfare.
- B.1. For leaves of absence without pay of three (3) days duration or less, the employee will notify his/her immediate supervisor of the request and reason for the request, and said request shall be subject to prior approval of the immediate supervisor.
2. In all cases of a leave of absence without pay in excess of three (3) days, the employee must provide a written request setting forth the reason or reasons why leave is requested and the dates for the commencing and the terminating of said leave and shall submit same to the Director of Welfare. No leave of absence without pay in this circumstance shall become effective without prior approval of the Director of Welfare. In situations wherein the Director of Welfare disapproves of the employee's leave request, a written reason will be given along with the disapproval.
- C.1. Provisional employees may be granted authorized leave of absence without pay for a maximum period of sixty (60) days for reasons deemed appropriate by the Director of Welfare subject to approval by the N. J. Department of Personnel and such leave may not be renewed or extended consecutively.
2.
  - a. Employees must use all vacation days that have accrued prior to commencing a leave of absence without pay for reasons other than non-work related illness or injury which has been approved by the Director of Welfare.
  - b. Employees must use all sick days that have accrued prior to commencing a leave of absence without pay, due to non-work related illness or injury which has been approved by the Director of Welfare.

- D. Employees granted leave of absence without pay shall not accrue sick leave or vacation leave credit for every full month or major fraction thereof that the employee is on sick leave without pay for the year in which such leave is taken.
- E. In leaves of absence without pay due to non-work related illness or injury, the employee must submit a signed statement from his or her physician setting forth the medical reason for the leave and the period of time the employee will be unable to work because of the illness. The Board reserves the right to have an employee examined by a qualified physician of its choice and at the Board's expense before acting upon the employee's request for an extension of leave of absence for medical reasons.
- F. Anniversary dates for employees on leave without pay, excluding military leave, leave due to a work-related illness or injury and leave subject to the Family Leave Act, change as follows:
1. There will be no change in the anniversary date for employees who are out of work on a leave of absence without pay for less than thirty (30) calendar days.
  2. If the leave of absence without pay exceeds thirty (30) calendar days, anniversary dates will change as follows:
    - a. If the leave exceeds 30 calendar days but is less than or equal to 120 calendar days, change the anniversary date one (1) quarter later.
    - b. If the leave exceeds 120 calendar days but is less than or equal to 210 calendar days, change the anniversary date two (2) quarters later.
    - c. If the leave exceeds 210 calendar days but is less than or equal to 300 calendar days, change the anniversary date three (3) quarters later.
    - d. If the leave exceeds 300 calendar days but is less than or equal to 390 calendar days, change the anniversary date four (4) quarters later.
    - e. Any consecutive period of leave without pay beyond 390 calendar days will result in a change in anniversary date. The anniversary date will change by an additional quarter for each 90 calendar day period following the 300th day of leave without pay in the same manner as set forth above.
- G. The time during absence from work in excess of six (6) months shall be deducted from total service for employees who have taken a leave of absence without pay to determine both eligibility for promotion and/or seniority. If this procedure results in any conflict with N. J. Department of Personnel regulations, then Department regulations shall prevail.



Exceptions: Time should not be deducted from total service for employees who have taken a leave of absence for:

- 1) Military Leave
- 2) Educational Leave
- 3) Sick Leave (including pregnancy disability)
- 4) Leave without pay while receiving Worker's Compensation Benefits as a result of work related injuries.
- 5) New Jersey Family Leave Act Leave

H. In cases where leave of absence without pay are disapproved by the Director of Welfare, the grievance procedure may be applied.

ARTICLE 9

SICK LEAVE

- A. Definition: Sick leave means the absence of an employee from duty because of illness, injury, pregnancy disability, exposure to contagious disease, necessary attendance upon a member of the immediate family seriously ill, death in the immediate family or other relatives in the employee's household. A physician's certificate must be required whenever an employee is on sick leave for five consecutive working days or more.
- B. The sick leave plan is as follows:
1. Sick leave with pay shall accrue to any full-time employee on the basis of one (1) working day per month of service or major fraction thereof during the remainder of the first calendar year of employment after initial appointment and fifteen (15) working days in every calendar year thereafter.
  2. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose. Sick leave is credited in advance at the beginning of the calendar year.
- C. Sick leave for absences in excess of ten continuous working days must be requested by the employee in writing to his/her immediate supervisor. This request must be accompanied by a written and signed statement by a physician setting forth the reason for the sick leave and probable date of return to employment.
- D. In all cases of illness, whether of short or long duration, the employee is required to notify his/her superior of the reason for absence at 8:30 A.M. or as soon as possible thereafter on the first day of absence from the office. If the duration of absence exceeds two days, it will be necessary to report on every third day. Failure to report absences on the part of any employee may be cause for disciplinary action.
- E. All sick leaves are subject to Administrative and/or Board approval and may also be subject to approval of the Department of Civil Service.
- F. Management reserves the right to require acceptable medical authorization that an employee is capable of returning of work.
- G. The employee must reimburse the Board within one year in cases where sick time is credited in advance, taken with pay, but not actually earned by the employee. The Board reserves the right to take appropriate action to recover monies uncollected.

In the event an employee owes the Board money for time credited, taken, but not actually earned, the Board reserves the right to withhold from the employee's bi-weekly pay monies by way of reimbursement to the Board as a result of owed time.

Where an employee is no longer in the employ of the Board, the Board reserves the right to apply all or part of the employee's wages from the employee's last paycheck by way of reimbursement of owed time.

ARTICLE 10

GRIEVANCE PROCEDURE

A. Purpose:

1. The purpose of this procedure is to secure at the lowest possible level equitable solutions to the problems which may arise affecting the terms and conditions of employment. The parties agree that this procedure will be kept as informal as may be appropriate.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration.

B. Definition:

A grievance is defined as:

1. A claimed breach, misinterpretation, or improper application of the terms of this Agreement.
2. A claimed violation, misinterpretation, or misapplication of the Agency's rules, regulations, and policies affecting the terms and conditions of employment.

- C. If a grievance or dispute arises over a matter which is controlled by the New Jersey Department of Personnel, the employee shall proceed through the New Jersey Department of Personnel for a resolution of the matter. If the grievance or dispute arises over a matter which is not controlled by the New Jersey Department of Personnel, then the matter shall be resolved through the grievance procedure.

D. Steps of the Grievance Procedure:

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this agreement:

- Step 1. a. The grievant shall institute action under the provisions hereof in writing, signed and delivered to his/her immediate supervisor or department head, where the department head is alleged to have committed the grievable act, within ten (10) working days of the occurrence complained of, or within ten (10) working days after he/she would reasonably be expected to know of its occurrence. Failure to act within the prescribed time shall be deemed to constitute an abandonment of the grievance. The employee, after he/she has filed the grievance, shall have the right to present his/her appeal or designate a representative authorized by the Union and who is an employee of the Board to present said appeal with him/her without loss of pay. The designated representative must be a member of the Union.

- b. The immediate supervisor or department head, where the department head is alleged to have committed the grievable act, shall render in writing a decision to the grievant within ten (10) working days after receipt of the grievance. A copy of the response to the grievance will be given to the Union President, if the Union was involved in the First Step of the grievance procedure.
  - c. In the event a decision is not rendered within ten (10) working days after receipt of the grievance, the grievance procedure at Step Two shall be applied. In that event, the grievant or the grievant's authorized representative shall give a written statement setting forth what occurred or did not occur in resolving the grievance at Step One.
  - d. In the event that the grievance does not pertain to the immediate supervisor or department head, this step may be omitted at the discretion of the grievant and his/her immediate supervisor or department head. The aggrieved will forward a copy of the grievance to his/her immediate supervisor or department head in all situations.
- Step 2. a. In the event satisfactory settlement has not been reached, the grievant shall, in writing and signed, file his/her complaint with the Director of Welfare within five (5) working days following the determination at Step One. The employee, after filing the grievance with the Director, may present his/her appeal or designate a Council representative authorized by the Union to present the appeal, and the Union president or his/her designee who must be a Union member and an employee of the Board, may participate at the request of the employee without loss of pay throughout Step Two of the grievance procedure.
- b. The Director of Welfare, or his designee, shall render his decision to the grievant within ten (10) working days after the receipt of the complaint. A copy of the response to the grievance will be given to the Union President, if the Union was involved in the First Step of the grievance procedure.
- Step 3. Any unresolved grievance may be appealed to arbitration only by the Union. The Union must file the request for arbitration within fifteen (15) working days after the receipt of the decision of the Director or his designee. The Board will not compensate Union witnesses, grievant, Union representatives, and/or officials for loss of time from work in attendance at arbitration hearings, New Jersey Department of Personnel hearings, or hearings before the Public Employees' Relations Commission.
- a. Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration. The Union's decision to request the movement of a grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Union.

- b. The parties shall select an arbitrator on a case to case basis from the panel of arbitrators maintained by the Public Employees' Relations Commission and in accordance with the rules of the Public Employees' Relations Commission.
- c. The parties may meet at least ten (10) working days prior to the date of the arbitration hearing to frame the issues to be submitted to the arbitrator and to stipulate the facts of the matter in an effort to expedite the hearing.
- d. The arbitrator may prescribe an appropriate back pay remedy when he finds a violation of this Agreement, provided such remedy is permitted by law and is consistent with the terms of this Agreement, except that he may not make an award which exceeds to Board's authority.

The arbitrator shall have no authority to prescribe a monetary award as a penalty for a violation of this Agreement.

- e. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement and shall confine his decision solely to the interpretation and application of this Agreement. He shall confine himself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him, nor shall he submit observations or declaration of opinions which are not essential in reaching the determination.
- f. The costs of the services of the arbitrator shall be borne equally by the Board and the Union. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring the same.
- g. The arbitrator shall hold a hearing at a time and place convenient to the parties as expeditiously as possible after his selection and shall issue his decision within thirty (30) days after the close of the hearing.
- h. Grievance resolutions of decisions at Step One through Three shall not constitute a precedent in any arbitration or other proceeding unless a specific agreement to that effect is made by the authorized representatives of both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence, including such grievance resolutions, as to the prior conduct of the other party.
- i. The decision of the arbitrator shall be final and binding on both parties.

E. Miscellaneous:

1. Should the grievant elect to present his/her own grievance without Union representation, he/she should so indicate on the grievance form in the procedural Step One.
2. The Union will notify the Board in writing of the names of its employees who are designated by the Union to represent employees under this grievance procedure. This list shall be limited to Union officials, Shop Stewards, and AFSCME Council 73 representatives. It is understood that the Union will notify the Board in writing of changes in this list within a reasonable period of time. In Steps One (1) through Two (2), the designated employees shall notify their immediate supervisor in order to represent the employee in Steps One (1) through Two (2) of the grievance procedure.
3. Date and time of arbitration hearing is to be within discretion and availability of the arbitrator.

ARTICLE 11

HEALTH INSURANCE, INSURANCE, RETIREMENT BENEFITS

- A. The Board agrees to pay for the full cost and provide coverage for eligible employees and their immediate families in accordance with the existing New Jersey State Health Benefits Program. The Board agrees to provide retirement benefits in accordance with the existing New Jersey Employees Retirement Act.
1. All employees shall be entitled upon retirement from the New Jersey Public Employees' Retirement System to receive a lump sum payment as supplemental and unused accumulated sick leave which is credited to him or her on the effective date of his or her retirement.
  - 2.a. The supplemental compensation payment to be paid hereunder, shall be computed at the rate of one-half of the eligible employee's rate of pay for each day of earned and unused accumulated sick leave based upon the average annual compensation received during the last year of his or her employment prior to the date of his or her retirement, provided however, that no such lump sum payment of supplemental compensation shall exceed \$16,000.
  - b. An employee who elects a deferred retirement benefit shall not be eligible for the above lump sum payment. Those employees who have a break in service (excluding layoffs) shall be entitled to apply for lump sum purposes only, the unused accumulated sick leave which was earned from the date of return to employment from the most recent break in service prior to effective date of retirement.
- B. Subject to the guidelines of the State Health Benefits Commission established pursuant to the provisions of Chapter 12, P.L. 75, the Board shall continue a Prescription Drug Benefit Program.

The program shall be funded and administered by the Board. It shall provide benefits to all eligible unit employees and their eligible dependents.

For the period January 1, 1994 through June 30, 1994, each prescription required by competent medical authority for Federal legend drugs shall be paid for by the Carrier subject to a deductible provision which shall not exceed \$2.50 per prescription and further subject to specific procedural and administrative rules and regulations which are part of the Program.

Effective July 1, 1994, each prescription required by competent medical authority for Federal legend drugs shall be paid for by the Carrier subject to a deductible provision which shall not exceed \$5.00 per brand name prescription and \$3.50 per generic prescription and further subject to specific procedural and administrative rules and regulations which are part of the Program.



Each employee shall be provided with an authorization and identification card and a brochure describing the details of the Program.

- C. Health Benefits covering the employee and members of his or her family will be continued from the point of retirement until the time of his or her death, subject to the provisions of the Public Employees' Retirement System.
- D. 1. The Board shall continue to provide dental insurance for employees covered by this Agreement and the employees' eligible dependents as defined by the New Jersey State Health Benefits Commission.
- 2. Subject to the Board's approval, the Board shall provide an alternate optional dental plan for employees covered by this agreement and the employees' eligible dependents as defined by the New Jersey State Health Benefits Commission. Dental benefits under the optional plan chosen by the employee shall be subject to the terms of the contract between the Board and the provider of the optional Dental Plan.

E. EYE CARE PLAN.

- 1. Employees covered by this Agreement shall be eligible to receive eye care benefits outlined below upon presentation of receipted bill:
  - a. Forty dollars (\$40.00) for the cost of regular optical lenses for the employee, their spouse, and their dependent children, and not more than one payment per person to be made on behalf of said individuals for regular optical lenses purchased per calendar year.
  - b. Forty-five dollars (\$45.00) for the cost of bi-focal lenses for the employee, their spouse, and their dependent children, and not more than one payment per person to be made on behalf of said individuals for bi-focal lenses purchased per calendar year.
  - c. Forty-five dollars (\$45.00) for the cost of an eye examination for the employee, their spouse, and their dependent children, and not more than one payment per person to be made on behalf of said individuals for eye examinations per calendar year.
- 2. It is expressly understood by the parties that under the eye care benefit, an employee will be considered either as an employee or a dependent of his related employee, but not both; i.e., husband and wife both employees of the agency, the husband and wife and dependents will receive the eye care benefits either under the husband's eye care plan or under the wife's eye care plan, but not both.

3. The employee and his dependents (spouse and unmarried children under twenty-three (23) years of age who live with the employee in a regular parent-child relationship) will be eligible for this benefit after the employee has been continuously employed for a minimum of sixty (60) days.
- F. Employees shall be required to report all changes in eligibility factors of themselves or of their dependents to the Personnel Office within thirty (30) days of the effective date of such change.
  - G. The employee shall hold the Board harmless in the event the employee does not comply with requirements set forth in the health benefit programs for continued coverage, and because of the employee's non-compliance, he or she loses the benefits.
  - H. The Board reserves the right to take appropriate steps against the employee to recover monies owed for health insurance premiums by the employee, which premiums were the employee's responsibility, and which premiums were paid by the Board.
  - I. With respect to any or all of the insurance benefits addressed in this Article, the Board reserves the right to change carriers or policies subject to the following conditions:
    - (1) the substituted carrier or policy provides benefits substantially equivalent to the benefits set forth herein; and
    - (2) before any changes in the benefits set forth herein are made, the Board shall discuss and review with the Union at least 45 days prior to the effective date of change the impact of the new plan.

## ARTICLE 12

### SALARIES AND COMPENSATION

- I. For the period from January 1, 1994 through June 30, 1994, employees covered by this Agreement shall be compensated as follows:
  - A. Each position title shall have a salary range as set forth in Appendix I of this Agreement. Effective January 1, 1994 employees shall have their salaries adjusted on-step on-guide in the appropriate salary range as set forth in Appendix I of this Agreement. (Salary adjustment reflects a 1% salary increase.)
  - B. Employees who are not at the maximum of their appropriate salary range shall be entitled to an earned merit increment within their salary range on their anniversary date, provided their services have been satisfactory and they have been in the continuous employment of the Board for at least one year.
  - C. Longevity payments shall not be considered in arriving at the on-step on-guide adjustments. These payments shall be in addition to base salaries.
  - D.
    1. All employees covered by this Agreement, promoted or reclassified to another title which carries a higher salary range, shall have their salary adjusted so that it provides an increase in pay of one increment of the present salary range plus the amount, if necessary, to adjust and equalize the employee's salary to the proper step of the new salary range.
    2. In those situations in which an employee's salary adjustment is not equal to at least two increments in their old range they shall retain their current anniversary date. However, if an employee's salary adjustment equals two or more increments in their old range, they shall be assigned a new anniversary date based on the effective date of such salary increase in the same manner as indicated below for new employees hired. Employees placed on a new quarterly anniversary date must serve in position for one year to be entitled to an earned merit increment on their anniversary date.
    3. Employees, being paid a special salary adjustment, upon promotion or reclassification to another title which carries a higher salary range, shall have that special salary adjustment discontinued upon promotion or reclassification to a higher paying title.

E. Determining Anniversary Dates:

1. Employees hired at the Board from October 2 to January 1 shall have a January 1 anniversary date of the second year following the date of appointment. For those employees hired on January 1 or January 2, the anniversary date of January 1 will be the following year.
  2. Employees hired from January 3 through April 1 shall have an April 1 anniversary date of the following year.
  3. Employees hired from April 2 through July 1 shall have a July 1 anniversary date of the following year.
  4. Employees hired from July 2 through October 1 shall have an October 1 anniversary date of the following year.
- F. For the period January 1, 1994 through December 31, 1996, the Employer agrees to pay a uniform maintenance allowance in the sum of \$250.00 per year to Home Service Aides and to Building Maintenance Workers.

II. For the period from July 1, 1994 through December 31, 1994, employees covered by this Agreement shall be compensated as follows:

- A. Each position title shall have a salary range as set forth in Appendix II of this Agreement. Effective July 1, 1994 employees shall have their salaries adjusted on-step on-guide in the appropriate salary range as set forth in Appendix II of this Agreement. (Salary adjustment reflects a 4% salary increase.)
- B. Employees who are not at the maximum of their appropriate salary range shall be entitled to an earned merit increment within their salary range on their anniversary date, provided their services have been satisfactory and they have been in the continuous employment of the Board for at least one year.
- C. Longevity payments shall not be considered in arriving at the on-step on-guide adjustments. These payments shall be in addition to base salaries.
- D.
  1. All employees covered by this Agreement, promoted or reclassified to another title which carries a higher salary range, shall have their salary adjusted so that it provides an increase in pay of one increment of the present salary range plus the amount, if necessary, to adjust and equalize the employee's salary to the proper step of the new salary range.
  2. In those situations in which an employees' salary adjustment is not equal to at least two increments in their old range they shall retain their current anniversary date. However, if an employee's salary adjustment equals two or more increments in their old range, they shall be assigned a new anniversary date based on the effective date of such salary increase in the same manner as indicated below for new employees hired. Employees placed on a new quarterly anniversary date must serve in position for one year to be entitled to an earned merit increment on their anniversary date.
  3. Employees, being paid a special salary adjustment, upon promotion or reclassification to another title which carries a higher salary range, shall have that special salary adjustment discontinued upon promotion or reclassification to a higher paying title.

E. Determining Anniversary Dates:

1. Employees hired at the Board from October 2 to January 1 shall have a January 1 anniversary date of the second year following the date of appointment. For those employees hired on January 1 or January 2, the anniversary date of January 1 will be the following year.
2. Employees hired from January 3 through April 1 shall have an April 1 anniversary date of the following year.
3. Employees hired from April 2 through July 1 shall have a July 1 anniversary date of the following year.
4. Employees hired from July 2 through October 1 shall have an October 1 anniversary date of the following year.

III. For the period from January 1, 1995 through December 31, 1995 employees covered by this Agreement shall be compensated as follows:

- A. Each position title shall have a salary range as set forth in Appendix III of this Agreement. Effective January 1, 1995 employees shall have their salaries adjusted on-step on-guide in the appropriate salary range as set forth in Appendix III of this Agreement. (Salary adjustment reflects a 3% salary increase.)
- B. Employees who are not at the maximum of their appropriate salary range shall be entitled to an earned merit increment within their salary range on their anniversary date, provided their services have been satisfactory and they have been in the continuous employment of the Board for at least one year.
- C. Longevity payments shall not be considered in arriving at the on-step on-guide adjustments. These payments shall be in addition to base salaries.
- D.
  1. All employees covered by this Agreement, promoted or reclassified to another title which carries a higher salary range, shall have their salary adjusted so that it provides an increase in pay of one increment of the present salary range plus the amount, if necessary, to adjust and equalize the employee's salary to the proper step of the new salary range.
  2. In those situations in which an employees' salary adjustment is not equal to at least two increments in their old range they shall retain their current anniversary date. However, if an employee's salary adjustment equals two or more increments in their old range, they shall be assigned a new anniversary date based on the effective date of such salary increase in the same manner as indicated below for new employees hired. Employees placed on a new quarterly anniversary date must serve in position for one year to be entitled to an earned merit increment on their anniversary date.
  3. Employees, being paid a special salary adjustment, upon promotion or reclassification to another title which carries a higher salary range, shall have that special salary adjustment discontinued upon promotion or reclassification to a higher paying title.

E. Determining Anniversary Dates:

1. Employees hired at the Board from October 2 to January 1 shall have a January 1 anniversary date of the second year following the date of appointment. For those employees hired on January 1 or January 2, the anniversary date of January 1 will be the following year.
2. Employees hired from January 3 through April 1 shall have an April 1 anniversary date of the following year.
3. Employees hired from April 2 through July 1 shall have a July 1 anniversary date of the following year.
4. Employees hired from July 2 through October 1 shall have an October 1 anniversary date of the following year.



ARTICLE 13

TRANSFER OF THE WELFARE PROGRAM

Should the Federal, State or County Government enact legislation to assume the supervision and administration of the Welfare Program, specific provisions should be made to protect and guarantee that the New Jersey Department of Personnel and Retirement Rights of the Mercer County Board of Social Services personnel transferred to employment under the Federal, State or County Government Welfare Program be continued.

ARTICLE 14

PERSONAL AND BEREAVEMENT LEAVE

Personal Leave Days

- A. Full-time employees of the Board hired prior to July 1, 1986 shall be entitled to three (3) days leave per calendar year with pay for personal business. Full time employees hired on or after July 1, 1986 shall be entitled to three (3) days leave per calendar year with pay for personal business beginning the first day of the calendar year following date of hire.
- B. Request for leave shall be in writing and given at least twenty-four (24) hours in advance of the requested date or dates to the employee's immediate supervisor. In case of an emergency situation, a personal day may be requested, without prior approval, and will be allowable at the discretion of the immediate supervisor. The employee is required to call before 8:30 A.M. or as soon as possible thereafter. Personal leave days shall be non-cumulative.
- C. The employee shall have the option of using a maximum of three (3) of the three (3) personal days (21 hours) by taking time off in one (1) hour intervals subject to the procedures for requesting personal time in paragraph B. The use of this time in hour intervals will be allowable at the discretion of the immediate supervisor, which shall not be unreasonably withheld.

Bereavement Leave Days

- A. 1. For the period from January 1, 1994 through December 31, 1996, all employees covered by this Agreement shall be entitled to four (4) days paid leave for bereavement for time lost from work due to the death of any of the following members of the immediate family of the employee: father, mother, brother, sister, spouse, natural children, adopted children, step or foster children, grandchildren and grandparents.
- 2. Any employee absenting him/herself shall advise, if possible, his/her immediate supervisor of the date or dates he/she will be absent. Prior to receiving pay for the period of his/her absence, the employee shall verify in writing the relationship between the deceased and his/herself, the date on which he/she is absent, to his/her immediate supervisor as soon as practicable upon his/her return to duty.

- B. 1. All employees covered by this Agreement shall be entitled to one day paid leave for bereavement for time lost from work due to the death of the following relatives of the employee: present father-in-law, present mother-in-law, step or foster parents, stepbrother, stepsister, legal guardian, aunt, uncle, employee's spouse's grandparents, present son-in-law, present daughter-in-law, and other relatives residing in the employee's household.
2. Any employee absenting him/herself shall advise his/her immediate supervisor at least one (1) working day in advance of the date he/she will be absent and prior to receiving pay for the period of his/her absence shall verify in writing the relationship between the deceased and him/herself to his/her immediate supervisor as soon as practicable upon his/her return to duty.
- C. It is intended that the above payment be made for such period only that the employee would actually have been working to the end that an employee will receive either bereavement pay, holiday pay, or vacation pay, as the case may be. The employee will have the option of taking either the bereavement day, or the holiday pay, or the vacation pay, but the employee will only receive one type of pay during this period of time.
- D. Bereavement days shall be payable only to employees who are in active pay status with the Board.
- E. Bereavement days shall be non-cumulative.

ARTICLE 15

SENIORITY

1. Seniority, which is defined as length of permanent employment in title with the Board, will be given due consideration by the Board with respect to promotions and demotions.
2. In the event two or more persons have the same seniority, the one with more time in service with the Board shall be considered as having greater seniority.
3. Nothing herein shall contravene the Statutes and rules and regulations of the New Jersey Department of Civil Service.

## ARTICLE 16

### LONGEVITY

Every full-time employee, provisional or permanent, classified or unclassified, of the Board shall receive longevity payments on a prorated basis with each salary check during the calendar year, and such longevity payment shall be considered with the salary for pension purposes.

The Longevity Plan is as follows: Employees having completed five years of continuous service will have added to their gross per annum pay an additional \$300.00 commencing with the first day of the first full pay period following said anniversary date, and for completion of each additional five years of service calculated in the same manner using employee anniversary dates, shall have added to their gross per annum pay an additional \$400.00.

In the event that during the life of this Agreement, the County of Mercer adopts increases in its Longevity Plan, the same increases will be provided employees covered by the Agreement, subject to the availability of funds, and prior approval of the Board.

ARTICLE 17

EDUCATION

Educational leave will be granted in accordance with the Board policy, subject to the availability of funds, and subject to approval by the Board.

ARTICLE 18

NON DISCRIMINATION CLAUSE

The Board and the Union agree there shall be no discrimination against any employee because of age, sex, marital status, race, religion, national origin, handicap as defined by the New Jersey Department of Personnel regulations or law, political affiliation, or Union membership and other categories as defined by New Jersey Department of Personnel regulations.

## ARTICLE 19

### UNION ACTIVITY

- A. The Board agrees to grant officially elected delegates of the Union time off with pay for purpose of attending state or national Union conferences, state or national Union conventions, and conferences of Council No. 73 open to all Locals of Council No. 73 provided that:
1. Total time off does not exceed an aggregate of twenty-two (22) days per calendar year. A maximum of seven (7) days may be carried over into the next calendar year; however, it is understood that no time is carried over beyond December 31, 1993.
  2. An additional eight (8) days without pay may be used per calendar year subject to the same conditions as the twenty-two (22) days with pay except that any of the eight (8) days without pay unused in the calendar year shall not be carried over into the subsequent calendar year.
  3. Not more than seven (7) such Union delegates shall be permitted to attend such convention or conference at any one time.
  4. Written request specifying the amount of time off to be received by the Board at least five (5) days in advance of granting of each time off. Under certain circumstances this five (5) day period may be waived by the Board.
- B. Union Management Conferences:
1. Representatives of the Local Union and representatives of the Board may confer at any time upon the request of either, with the consent of the other party to consider matters of general interest or concern other than grievances. Such conference shall take place at a mutually convenient time and place, and may be attended by no more than five (5) Union representatives employed by the Board who shall not lose pay for time spent during their regular working hours at such conferences. Such conference may be attended by Council No. 73 representatives.
  2. The Board agrees to provide meeting space at its facilities during employee's lunch hour for annual election of Union Officers and for one membership meeting every three months. The aforementioned meetings can only be held with notice being given by the Union President or his/her designee to the Director of Welfare or his designee and with prior approval of the Director of Welfare or his designee.



ARTICLE 20

BULLETIN BOARDS - USE BY UNION

The Board shall maintain three glass-enclosed bulletin boards. One board shall be located on each floor of the agency work area. The boards shall be the only location used by the Union to place official notices, bulletins, etc.

## ARTICLE 21

### SEPARABILITY AND SAVINGS

If any provisions of this Agreement should be held invalid by operation of law or by tribunal of competent jurisdiction including but not limited to the New Jersey Department of Personnel, 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 22

OVERTIME

Employees covered by the Agreement will be compensated at the rate of time and one-half for authorized hours accrued in excess of the normal hours of the established work week. Hours worked on a holiday shall be compensated at time and one-half in addition to the holiday credit. Overtime will be computed as one and one-half times the regular hourly rate of pay of that employee.

ARTICLE 23

MILEAGE

The Board agrees to provide a mileage reimbursement allowance of 20 cents per mile to all employees covered by this Agreement who are required to use their own private vehicles in connection with the performance of their duties as employees of the Board.

ARTICLE 24

JURY DUTY AND WITNESS LEAVE

- A. An employee shall be granted necessary time off without loss of pay when he/she is summoned and performs jury duty as prescribed by applicable law. If excused by the Court on or before 12:30 P.M., the employee shall return to work for the remainder of the work day.
- B. When an employee is summoned to appear as a witness before a court, legislative committee or judicial or quasi-judicial body in a matter related to his/her capacity as an employee or officer of this Board, he/she shall be granted necessary time off without loss of pay.
- C. The employee shall notify management immediately of his/her requirement for this leave, and subsequently furnish evidence that he/she performed the duty for which the leave was requested.

## ARTICLE 25

### LEAVE OF ABSENCE DUE TO INJURY

All employees covered by this Agreement who are disabled because of a job related injury or illness may be granted a leave of absence with pay by the Mercer County Board of Social Services for up to six (6) months from the date of injury or illness and this leave shall be based upon medical proof that the illness or injury is job related and that the employee is unable to work. This leave will not be charged to an employee's sick or vacation time.

Any amount of salary or wages paid or payable to such employee for disability leave shall be reduced by the amount of worker's compensation paid under the Worker's Compensation Act for temporary disability.

In the event that the disabled employee receives temporary disability under the worker's compensation during the course of the aforementioned six (6) months, he or she is to endorse that draft payable to the Mercer County Board of Social Services and is to tender such draft to the Personnel Officer of the Board. Said tender of draft to the Board will be in way of reimbursement to the aforementioned Board toward payment of the disabled employee's full salary during the course of the six month period. In the event that the disabled employee does not endorse and turn over the temporary disability draft to the Personnel Officer of the Board he or she shall not receive full pay but only the difference between the compensation pay and his or her full pay during the six (6) month period of time.

In the event the Board becomes self-insured for worker's compensation, the Board and the Union will commence renegotiation of the provisions of the within article.

ARTICLE 26

PROMOTIONS

It is agreed that eligible employees who are qualified and apply for any provisional promotion will be given preferential consideration over any non-employee applicant.

ARTICLE 27

ASSIGNMENTS AND REASSIGNMENTS

The Board has the right to assign and reassign employees in accordance with the provisions of New Jersey Department of Personnel Rule N.J.A.C. 4A:4-7.2.



## ARTICLE 28

### JOB POSTING

- A. Vacancies will be posted on the bulletin board. The posting will set forth the date and time that it is posted on the bulletin board on the first floor, any required qualifications, the departmental location of the vacancies whenever practicable, and procedures to be followed by employees interested in making application. Application must be made within three (3) working days of posting. A copy of the posting will be given to the Union President and Chief Steward. A copy of the job specification will be given to the Union President and Chief Steward upon request of the Union President or Chief Steward.
- B. A vacancy is a newly created permanent position or an existing permanent position becoming available due to resignation or termination.
- C. Permanent positions to be filled by interim appointment will be posted on the bulletin board. The posting will set forth the date and time that it is posted on the first floor bulletin board, any required qualifications, the departmental location of the vacancies whenever practicable, and the procedures to be followed by employees interested in making application. Application must be made within three (3) working days of posting. A copy of the posting and job specifications will be given to the Union President and Chief Steward.
- D. Interim appointment means any appointment to a specific position or title which is held by a permanent employee who is on an approved leave of absence.
- E. Vacancies will be filled in the progressive three (3) step procedure outlined below whenever possible. Permanent positions to be filled by interim appointment will also be filled in the progressive three (3) step procedure outlined below whenever possible. In the event the Administration feels that this procedure is not workable in a given situation, this matter will be discussed with the Union prior to implementation of another procedure.
  - 1. Employees presently serving in the title in which the vacancy occurs who have responded to the job posting.
  - 2. Any eligible employee who is fully qualified and applied for the vacant position.
  - 3. Any non-employee applicant.

PRINTING OF AGREEMENT

- A. The Board will reproduce and provide to the Union one hundred (100) copies of this agreement. The method of reproduction will be at the discretion of the Board.

ARTICLE 30

PERSONNEL FILES AND EVALUATIONS

- A. Personnel evaluations shall be administered in compliance with the Board's personnel evaluation system.
- B. An employee, by request for appointment and with the knowledge of the immediate supervisor, shall have access to examine his or her own personnel file during office hours at a reasonable time set by management. An employee may review his/her personnel file utilizing his/her fifteen minute break period. If the employee needs additional time, the employee may review the file for an additional fifteen minutes beyond the aforementioned break period. An employee may be accompanied by an officer of the Union or his designated representative only if disciplinary action has been filed. Requests by an employee to review his or her personnel file shall not be unreasonably denied by his or her immediate supervisor.
- C. Initial copies of memoranda documenting an employee's work performance which are placed in the employee's personnel file shall be given to the employees at no charge.
- D. The employee shall have the right to respond in writing to any documents in the file. This response shall become part of the personnel file unless, as a result of the response, the questioned document is removed and destroyed.
- E. Copies of documents in an employee's personnel file relating solely to his/her employment with the Board will be reproduced upon request and upon payment in advance by the employee to the Board for said copies as follows:

1-10 copies	50 cents per page
11-20 copies	25 cents per page
21 plus copies	10 cents per page

Copies reproduced will be given to the employee at the convenience of management, within a reasonable period of time.

- F. An employee whose performance evaluation is rated as unsatisfactory in part or in its entirety shall be permitted to apply the grievance procedure up to the level of the Department Head in whose Department that employee's performance was rated as unsatisfactory. The decision of that Department Head will be final and binding on all parties.

ARTICLE 31

DISCIPLINE

A. DEFINITION:

1. Major Discipline is defined as:
    - a. Suspension or fine of more than five days at one time.
    - b. Suspensions or fines more than three times for an aggregate of more than fifteen days in one calendar year.
    - c. Disciplinary demotion from a title in which the employee has permanent status or to which the employee has received a regular appointment.
    - d. Removal.
    - e. Resignation not in good standing.
  2. Minor Discipline is defined as:
    - a. Suspension of five days or less.
    - b. Fine (amount equal to five days pay or less).
    - c. Demotion of five days or less.
- B. Permanent employees and employees in their working test period shall be given Preliminary Notice of Disciplinary Action (CS31A) when major discipline is contemplated.
- C. Permanent employees and employees in their working test period shall be given notice when minor discipline is contemplated.
- D. In cases where minor discipline is contemplated for permanent employees or for employees in their working test period, the Director of Welfare or his designee shall schedule a Departmental hearing.

## ARTICLE 32

### UNION MANAGEMENT RELATIONS

The Board and the Union, having recognized that cooperation between management and employees is indispensable to the accomplishment of sound and harmonious labor relations, shall jointly maintain and support a Labor-Management Committee.

1. The Labor-Management Committee shall consider employee and/or management items.
2. The Labor-Management Committee shall consist of six (6) members. The Union shall designate two (2) members, the Supervisor's Association shall designate two (2) members, and the Board shall designate two (2) members. The Committee shall make its recommendations to the Director in writing and said recommendations should set forth the names of persons in favor of same. Each committee member shall receive copies of items recommended.

ARTICLE 33

DISABILITY PLAN

The Board agrees to continue to provide Temporary Disability Benefits for employees in accordance with the provisions of P.L. 1980, Chapter 18, or as amended, and it is understood that said law requires contributions from both employer and employee.

ARTICLE 34

FULLY BARGAINED

The parties agree that they have fully bargained and agreed upon all terms and conditions of employment, and that this Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been subject of negotiations.

ARTICLE 35

NO STRIKE CLAUSE

It is agreed that during the terms of this Agreement, neither the Union, its officers or members, shall instigate, call, sanction, condone, or participate in any strike, slowdown, stoppage of work, boycott, picketing, or willful interference with production, transportation or distribution and that there shall be no lockout of employees by the employer.

In the event that any employees violate the provisions of the above paragraph, the Union shall take necessary steps to have the members who participate in such action back to their jobs, and shall use every means at its disposal to influence the employees to return to work.



ARTICLE 36

DURATION

- A. This Agreement shall be effective January 1, 1994 and shall remain in full force and effect until December 31, 1996.

For the contract year January 1, 1996 through December 31, 1996 the parties agree that the sole reopener will be salaries for the aforementioned contract year.

Negotiations with regard to the aforementioned reopener will commence on or about October 1, 1995 by the Union requesting same in writing.

- B. Negotiations on the successor contract shall commence on or about August 31, 1996 upon written notice by one party to the other at least ninety (90) days prior to the expiration date of the Agreement of the desire to change, modify, or terminate this Agreement.

AFSCME LOCAL 2285 SALARY RANGES  
 1% APPENDIX I  
 EFFECTIVE 01-01-94

			1	2	3	4	5	6	7	8
01245	5	Clerk	15311	15976	16643	17307	17976	18642	19307	19972
00929	6	Building Maintenance Worker	15976	16677	17379	18078	18779	19480	20181	20881
02504	6	Microfilm Machine Operator	15976	16677	17379	18078	18779	19480	20181	20881
00001	7	Account Clerk	16677	17412	18147	18883	19618	20357	21091	21827
01268	7	Clerk Typist	16677	17412	18147	18883	19618	20357	21091	21827
04649	7	Data Entry Machine Operator	16677	17412	18147	18883	19618	20357	21091	21827
02165	7	Interpreter Bilingual Spanish	16677	17412	18147	18883	19618	20357	21091	21827
02976	7	Receptionist	16677	17412	18147	18883	19618	20357	21091	21827
03728	7	Social Service Aide	16677	17412	18147	18883	19618	20357	21091	21827
01260	8	Clerk Stenographer	17412	18185	18959	19730	20504	21275	22048	22820
01266	8	Clerk Transcriber	17412	18185	18959	19730	20504	21275	22048	22820
02041	8	Home Service Aide	17412	18185	18959	19730	20504	21275	22048	22820
02499	8	Messenger	17412	18185	18959	19730	20504	21275	22048	22820
03227	9	Senior Building Maintenance Worker	18185	18995	19806	20615	21424	22234	23044	23854
03247	9	Senior Clerk	18185	18995	19806	20615	21424	22234	23044	23854
03477	9	Senior Microfilm Machine Operator	18185	18995	19806	20615	21424	22234	23044	23854
04162	9	Terminal Operator	18185	18995	19806	20615	21424	22234	23044	23854
03165	10	Senior Account Clerk	18995	19844	20694	21542	22394	23240	24091	24942
03168	10	Senior Account Clerk (Typing)	18995	19844	20694	21542	22394	23240	24091	24942
03256	10	Senior Clerk Typist	18995	19844	20694	21542	22394	23240	24091	24942
03361	10	Senior Home Service Aide	18995	19844	20694	21542	22394	23240	24091	24942
03552	10	Senior Receptionist	18995	19844	20694	21542	22394	23240	24091	24942
03253	11	Senior Clerk Stenographer	19844	20738	21626	22518	23408	24300	25192	26082
03255	11	Senior Clerk Transcriber	19844	20738	21626	22518	23408	24300	25192	26082
05180	11	Senior Data Entry Machine Operator	19844	20738	21626	22518	23408	24300	25192	26082
03619	11	Senior Terminal Operator	19844	20738	21626	22518	23408	24300	25192	26082
01332	11	Computer Operator Trainee	19844	20738	21626	22518	23408	24300	25192	26082

			1	2	3	4	5	6	7	8
01330	12	Computer Operator	20760	21697	22633	23571	24508	25445	26384	27322
02773	13	Principal Clerk	21672	22653	23639	24624	25608	26589	27573	28561
03729	13	Social Service Technician	21672	22653	23639	24624	25608	26589	27573	28561
02755	14	Principal Account Clerk	22653	23687	24719	25753	26787	27818	28853	29884
02779	14	Principal Clerk Transcriber	22653	23687	24719	25753	26787	27818	28853	29884
02781	14	Principal Clerk Typist	22653	23687	24719	25753	26787	27818	28853	29884
05173	14	Principal Data Entry Machine Operat	22653	23687	24719	25753	26787	27818	28853	29884
04467	14	Principal Microfilm Machine Operato	22653	23687	24719	25753	26787	27818	28853	29884
02089	15	Income Maintenance Technician	22596	23669	24746	25819	26890	27964	29040	30112
04924	19	Income Maintenance Worker	27231	28535	29839	31146	32452	33757	35063	36367
02185	20	Investigator, County Welfare	28535	29907	31280	32651	34024	35396	36768	38141
03734	20	Social Worker	28535	29907	31280	32651	34024	35396	36768	38141
02086	21	Income Maintenance Specialist	29907	31347	32791	34231	35671	37114	38556	39996

## AFSCME LOCAL 2285 SALARY RANGES

## 4% APPENDIX II

EFFECTIVE 07-01-94

			1	2	3	4	5	6	7	8
01245	5	Clerk	15923	16615	17308	18000	18695	19387	20079	20771
00929	6	Building Maintenance Worker	16615	17344	18074	18801	19530	20259	20988	21716
02504	6	Microfilm Machine Operator	16615	17344	18074	18801	19530	20259	20988	21716
00001	7	Account Clerk	17344	18109	18873	19638	20403	21171	21934	22700
01268	7	Clerk Typist	17344	18109	18873	19638	20403	21171	21934	22700
04649	7	Data Entry Machine Operator	17344	18109	18873	19638	20403	21171	21934	22700
02165	7	Interpreter Bilingual Spanish	17344	18109	18873	19638	20403	21171	21934	22700
02976	7	Receptionist	17344	18109	18873	19638	20403	21171	21934	22700
03728	7	Social Service Aide	17344	18109	18873	19638	20403	21171	21934	22700
01260	8	Clerk Stenographer	18109	18912	19717	20520	21324	22126	22930	23733
01266	8	Clerk Transcriber	18109	18912	19717	20520	21324	22126	22930	23733
02041	8	Home Service Aide	18109	18912	19717	20520	21324	22126	22930	23733
02499	8	Messenger	18109	18912	19717	20520	21324	22126	22930	23733
03227	9	Senior Building Maintenance Worker	18912	19755	20598	21440	22281	23124	23966	24808
03247	9	Senior Clerk	18912	19755	20598	21440	22281	23124	23966	24808
03477	9	Senior Microfilm Machine Operator	18912	19755	20598	21440	22281	23124	23966	24808
04162	9	Terminal Operator	18912	19755	20598	21440	22281	23124	23966	24808
03165	10	Senior Account Clerk	19755	20638	21522	22404	23289	24170	25054	25940
03168	10	Senior Account Clerk (Typing)	19755	20638	21522	22404	23289	24170	25054	25940
03256	10	Senior Clerk Typist	19755	20638	21522	22404	23289	24170	25054	25940
03361	10	Senior Home Service Aide	19755	20638	21522	22404	23289	24170	25054	25940
03552	10	Senior Receptionist	19755	20638	21522	22404	23289	24170	25054	25940
03253	11	Senior Clerk Stenographer	20638	21568	22491	23419	24344	25272	26200	27126
03255	11	Senior Clerk Transcriber	20638	21568	22491	23419	24344	25272	26200	27126
05180	11	Senior Data Entry Machine Operator	20638	21568	22491	23419	24344	25272	26200	27126
03619	11	Senior Terminal Operator	20638	21568	22491	23419	24344	25272	26200	27126
01332	11	Computer Operator Trainee	20638	21568	22491	23419	24344	25272	26200	27126

			1	2	3	4	5	6	7	8
01330	12	Computer Operator	21590	22565	23538	24514	25488	26463	27440	28414
02773	13	Principal Clerk	22538	23559	24585	25609	26632	27653	28676	29703
03729	13	Social Service Technician	22538	23559	24585	25609	26632	27653	28676	29703
02755	14	Principal Account Clerk	23559	24634	25707	26783	27859	28931	30007	31079
02779	14	Principal Clerk Transcriber	23559	24634	25707	26783	27859	28931	30007	31079
02781	14	Principal Clerk Typist	23559	24634	25707	26783	27859	28931	30007	31079
05173	14	Principal Data Entry Machine Operat	23559	24634	25707	26783	27859	28931	30007	31079
04467	14	Principal Microfilm Machine Operato	23559	24634	25707	26783	27859	28931	30007	31079
02089	15	Income Maintenance Technician	23500	24616	25736	26851	27966	29082	30201	31317
04924	19	Income Maintenance Worker	28320	29676	31033	32392	33750	35108	36466	37822
02185	20	Investigator, County Welfare	29676	31103	32531	33957	35385	36812	38239	39666
03734	20	Social Worker	29676	31103	32531	33957	35385	36812	38239	39666
02086	21	Income Maintenance Specialist	31103	32601	34102	35600	37098	38599	40098	41596

AFSCME LOCAL 2285 SALARY RANGES  
 3% APPENDIX III  
 EFFECTIVE 01-01-95

			1	2	3	4	5	6	7	8
01245	5	Clerk	16401	17114	17828	18540	19256	19969	20682	21394
00929	6	Building Maintenance Worker	17114	17865	18616	19365	20116	20867	21618	22367
02504	6	Microfilm Machine Operator	17114	17865	18616	19365	20116	20867	21618	22367
00001	7	Account Clerk	17865	18652	19439	20227	21015	21806	22592	23381
01268	7	Clerk Typist	17865	18652	19439	20227	21015	21806	22592	23381
04649	7	Data Entry Machine Operator	17865	18652	19439	20227	21015	21806	22592	23381
02165	7	Interpreter Bilingual Spanish	17865	18652	19439	20227	21015	21806	22592	23381
02976	7	Receptionist	17865	18652	19439	20227	21015	21806	22592	23381
03728	7	Social Service Aide	17865	18652	19439	20227	21015	21806	22592	23381
01260	8	Clerk Stenographer	18652	19480	20309	21135	21964	22789	23618	24445
01266	8	Clerk Transcriber	18652	19480	20309	21135	21964	22789	23618	24445
02041	8	Home Service Aide	18652	19480	20309	21135	21964	22789	23618	24445
02499	8	Messenger	18652	19480	20309	21135	21964	22789	23618	24445
03227	9	Senior Building Maintenance Worker	19480	20348	21216	22083	22950	23817	24685	25553
03247	9	Senior Clerk	19480	20348	21216	22083	22950	23817	24685	25553
03477	9	Senior Microfilm Machine Operator	19480	20348	21216	22083	22950	23817	24685	25553
04162	9	Terminal Operator	19480	20348	21216	22083	22950	23817	24685	25553
03165	10	Senior Account Clerk	20348	21257	22167	23076	23988	24895	25806	26718
03168	10	Senior Account Clerk (Typing)	20348	21257	22167	23076	23988	24895	25806	26718
03256	10	Senior Clerk Typist	20348	21257	22167	23076	23988	24895	25806	26718
03361	10	Senior Home Service Aide	20348	21257	22167	23076	23988	24895	25806	26718
03552	10	Senior Receptionist	20348	21257	22167	23076	23988	24895	25806	26718
03253	11	Senior Clerk Stenographer	21257	22215	23166	24121	25074	26030	26986	27939
03255	11	Senior Clerk Transcriber	21257	22215	23166	24121	25074	26030	26986	27939
05180	11	Senior Data Entry Machine Operator	21257	22215	23166	24121	25074	26030	26986	27939
03619	11	Senior Terminal Operator	21257	22215	23166	24121	25074	26030	26986	27939
01332	11	Computer Operator Trainee	21257	22215	23166	24121	25074	26030	26986	27939

1 2 3 4 5 6 7 8

01330	12	Computer Operator	22238	23242	24245	25250	26253	27257	28263	29267
02773	13	Principal Clerk	23215	24266	25322	26377	27431	28482	29536	30594
03729	13	Social Service Technician	23215	24266	25322	26377	27431	28482	29536	30594
02755	14	Principal Account Clerk	24266	25373	26479	27587	28694	29799	30907	32012
02779	14	Principal Clerk Transcriber	24266	25373	26479	27587	28694	29799	30907	32012
02781	14	Principal Clerk Typist	24266	25373	26479	27587	28694	29799	30907	32012
05173	14	Principal Data Entry Machine Operat	24266	25373	26479	27587	28694	29799	30907	32012
04467	14	Principal Microfilm Machine Operato	24266	25373	26479	27587	28694	29799	30907	32012
02089	15	Income Maintenance Technician	24205	25355	26508	27657	28805	29955	31107	32256
04924	19	Income Maintenance Worker	29169	30566	31964	33364	34763	36161	37560	38956
02185	20	Investigator, County Welfare	30566	32036	33507	34976	36446	37917	39386	40856
03734	20	Social Worker	30566	32036	33507	34976	36446	37917	39386	40856
02086	21	Income Maintenance Specialist	32036	33579	35125	36668	38211	39757	41301	42844

IN WITNESS WHEREOF, the parties have entered into this Agreement and caused same to be executed by its respective officers or agents on the 14<sup>th</sup> day of April, 1994.

MERCER COUNTY BOARD  
OF SOCIAL SERVICES

BY *[Signature]*  
Chairperson

ATTEST:

*[Signature]*  
Director of Welfare

LOCAL 2285, AMERICAN FEDERATION  
OF STATE, COUNTY AND MUNICIPAL  
EMPLOYEES

BY *[Signature]*  
President

ATTEST:

*[Signature]*