

Contract no. 668

A G R E E M E N T

Between

THE NEWARK PUBLIC LIBRARY

And

THE NEWARK PUBLIC LIBRARY EMPLOYEES' UNION

LOCAL 2298, COUNCIL 52 OF THE AMERICAN FEDERATION OF

STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

1990-1992

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PREAMBLE

THIS AGREEMENT is lawfully made and entered into this day of September 27, 1989 by and between the Newark Public Library, Newark, NJ, hereinafter called the "Library", and the Newark Public Library Employees' Union, Local 2298, Council 52 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter called the "Union". The provisions of this Agreement shall become effective on January 1, 1990, except as otherwise expressly provided herein.

The parties to this Agreement attest that they shall abide by all its terms and provisions as set forth below. It is the intention of both the Library and the Union that this Agreement is to be construed within the framework of the policies enunciated in Chapter 303, of the laws of 1968, N.J.S.A. 34:13A-1 et seq. and in harmony with the New Jersey Civil Service law, rules and regulations.

WHEREAS, the Union has presented proof that it represents a majority of the Library's employees in an appropriate negotiating unit as provided by N.J.S.A. 34:13A-5,3; and

WHEREAS, the Library and the Union have conducted negotiations in good faith with respect to terms and conditions of employment,

IT IS AGREED AS FOLLOWS:

ARTICLE I
RECOGNITION

A. The Library recognizes the Union as the exclusive collective negotiating representative of those employees who belong to the negotiating units enumerated below, with respect to salaries, wages, hours of work and other terms and conditions of employment.

B. The Library and the Union agree that they shall not interfere with the right of any employee to join the Union, if he so desires, or to refrain from Union membership, and the Library and the Union shall not discriminate against any employee because of his membership or non-membership in the Union.

C. To achieve a proper balance between the goal of optimum library service to the community and the greatest sense of self-satisfaction on the part of the employee, nothing herein stated shall be implied to preclude or abridge the right of any individual employee to enter discussions with the Library, or the right of the Library to consider with any individual employee, any matter relating to the terms and conditions of his employment, except that as to those specific topics which constitute the proper domain of collective negotiations, and such revisions or readjustments shall be effected only through recourse to formal collective negotiations with the Union.

ARTICLE IINEGOTIATING UNITS

The Negotiating Units represented by the Union shall include all employees classified under the Civil Service titles in Units 1 and 2 as listed in Appendix (A).

ARTICLE IIIMANAGEMENT RIGHTS

The Library shall retain the managerial rights and power to direct the working force, except those rights which are explicitly qualified by the provisions of this Agreement.

The Library is vested with, but not restricted to, the following specific rights except as otherwise stipulated in his Agreement: The right for over-all planning, maintenance, modification, expansion or curtailment of services; the right to draw up position-classification plans subject to Civil Service approval and to assign scheduled rates of salary in relation to the position classification plan; the right to decide the staffing and scheduling needs including time periods of performing the work assignments; the right to determine the methods, processes and means of its operations, including the right to change or introduce processes and methods for the purpose of securing efficient and economical operation of the Library; the right to establish, relocate and terminate any agency; the right to recruit, interview, appoint, assign and train its employees; the right to appoint employees on

a regular, probationary, seasonal or temporary basis and provide them with work assignments; the right to supervise and direct employees in the discharge of their duties; the right to schedule, transfer, promote and demote employees for just cause; the right to implement disciplinary action, including reprimand, suspension, dismissal and other appropriate measures for just cause; the right to determine, issue, enforce, modify and nullify such rules and regulations that are deemed necessary for the best functioning of the Library and its employees.

The adverse effect on the employees in the negotiating units in the exercise of the right of management and the fulfillment of the Library's executive responsibilities as outlined above shall be subject to the grievance adjustment procedures clauses of this Agreement. Nothing herein stated shall be deemed to infringe upon an employee's right to present a grievance pursuant to the terms and provisions of this Agreement as stipulated in Article XXI.

ARTICLE IV

SENIORITY

Section 1. Definition

Seniority means an employee's length of continuous service with the Library since his last date of hire except as it may be defined otherwise in other Sections of this Agreement.

Section 2. Probation Period

(a) All new permanent employees hired shall be considered as probationary employees for the first ninety (90) days of their employment. When an employee completes his probationary period,

he shall be entered on the seniority list retroactive to his date of hire. There shall be no seniority among probationary employees.

(b) The Union shall represent all probationary employees for the purpose of collective bargaining in respect to wages/salaries, hours and other conditions as set forth under Article I of this Agreement.

Section 3. Seniority Lists

A list shall be furnished to the Local Union President, upon request, if a problem or grievance should arise that involves seniority. The seniority list will show the names, job titles and dates of hire of all employees concerned in the problem or grievance.

Section 4. Layoff

(a) In the event the Library plans to layoff employees for any reason, the Library shall meet with the Union to review such anticipated layoff at least thirty (30) days prior to the date such action is to be taken.

(b) When such action takes place it shall be accomplished by laying off temporary and provisional employees first in the order of inverse seniority within job classification. Should it be necessary to further reduce the work force, then permanent Civil Service employees shall be laid off in the inverse order of seniority within job classification.

(c) The Library shall forward a list of those employees being laid off to the Local Union Secretary on the same date that the notices are sent to the employees.

(d) Employees to be laid off will have at least forty-five (45) calendar days notice to layoff for permanent employees, two (2) weeks for others.

(e) When an employee is laid off due to a reduction in the work force, he shall be permitted to exercise his seniority right to bump or replace an employee with less seniority, in accordance with Civil Service Rules and Regulations. In the event that the Department of Civil Service does not provide the bumping rights for titles unique to the Library in time to avert a loss of pay, the Library will tentatively place the affected in a lower title, pursuant to seniority rights, pending final determination by the Department of Civil Service.

Section 5. Recall

(a) When the work force is increased after a layoff, employees will be recalled according to Civil Service Rules and Regulations.

(b) Notice of recall shall be sent to the employee at his last known address by certified mail. If the employee fails to report for work within ten (10) days from the date of mailing of notice of recall, he shall be considered a quit. Recall rights for an employee with at least two (2) years seniority, shall expire after a period equal to his seniority, but in no case less than two (2) years from the date of layoff.

(c) No new employees shall be hired until all employees on layoff status desiring to return to work have been recalled.

Section 6. Transfers

Employees desiring to transfer to other jobs shall submit an application in writing to their immediate supervisor. The application shall state the reason for the requested transfer. Transfers shall be permitted only at the discretion of the Director.

ARTICLE VPERSONNEL FILES - EVALUATIONSSection 1.

(a) All employees shall have immediate access to all material in their personnel files. They may examine these during working hours.

(b) All employees shall be sent a copy of any material that is placed in their personnel file.

Section 2.

A copy of subsequent evaluatory documents placed in the personnel file shall be given to the employee on request.

Section 3.

All records involving discipline or threatened discipline will be removed from an employee's record if that employee is not disciplined or written up for a period of five (5) full years.

ARTICLE VIHOURS OF WORK AND OVERTIMESection 1. Work Week

The standard straight time work week is thirty-five (35) hours.

Section 2. Work Schedules

(a) Employees shall be assigned their work schedules in writing. Such written schedules shall not be changed by any verbal direction, save as may be provided for the working of overtime.

(b) Changes in written work schedules shall not take effect any sooner than fourteen (14) calendar days after presentation to the employee. This waiting period may be waived at the discretion of the employee.

(c) Work Schedules for employees taking courses will be adjusted to allow for these courses but, in doing so, work requirements take preference.

Section 3. Saturday Work

(a) Employees who are scheduled to work on Saturdays receive compensatory time off, preferably in a single, unfragmented period of time.

(b) No full-time employee in the bargaining unit shall be required to work every Saturday, unless there is an extreme emergency or unless the employee volunteers to do so or unless the employee is expressly hired to work every Saturday and this is put in writing at the time of hire.

Section 4. Overtime and Differential

(a) When the demands of the service require added hours of work, full-time staff members who work overtime at the request of the supervisor, are compensated at time and a half by time off. When time off cannot be arranged or is not desired by the employee overtime pay may be approved.

(b) Building maintenance workers shall be paid one and one half (1 1/2) times their regular rate of pay in cash for all hours worked in excess of thirty-five (35) hours per week.

(c) Building maintenance workers who are scheduled to work overtime on the sixth (6th) day of a regular scheduled five (5) day work week shall be paid for the overtime at one and one half (1 1/2) time their regular rate of pay. If scheduled to work overtime continuing beyond the first overtime shift at time and one half (1 1/2) they shall be paid for this second overtime shift at the rate of two (2) times the regular rate.

(d) Full time staff members who work an evening schedule will have the dinner hour included as part of the work schedule.

(e) \$5.00 dinner money will be paid to those employees asked to cover the schedule on an emergency basis.

(f) If an employee agrees voluntarily to attend a conference, workshop or course, which occurs outside of the employee's regular schedule, the employee shall only be reimbursed for actual out of pocket expenses incurred at such rate as agreed to between the employee and the Library.

If an employee does not agree voluntarily but is required by the Library to attend such a conference, workshop or course which occurs outside of the employee's regular schedule, the employee shall be reimbursed for actual out of pocket expenses and receive compensatory time at a rate of one and one half (1 1/2) times the actual time involved in on-site attendance at the activities of the conference, workshop, or course.

When used in this Section, the term "course" shall not be interpreted to mean a course of study at an institution of higher education taken by an employee in pursuit of an academic degree.

Section 5. Lunch Period

(a) All employees covered by this Agreement shall have a lunch period of one (1) hour each shift unless another arrangement is mutually agreed between the employee and the Library.

(b) If, in any branch, an employee is alone in the Library when his or her lunch period is due, he or she shall receive the lunch period in accordance with paragraph (a) of this Section. In such a case, the employee will notify the Branch Department at least one (1) hours in advance and close the branch for the duration of his or her lunch period.

Section 6. Work at Employee's Option

Overtime work shall be voluntary. There shall be no discrimination against any employee who declines to work overtime. If no volunteers are available, involuntary overtime shall be assigned in inverse order of seniority.

Section 7. Distribution of Overtime

(a) Overtime work shall be distributed equally to employees in the same job classification and within a department, or unit sub-division on a rotational basis beginning with the employee with the most seniority.

(b) An employee shall be permitted to use his compensatory time at the mutual convenience of the employee and the Library provided that such use is consonant with all applicable law.

Section 8. Call-In Time

(a) Full-time professional and clerical employees who are called back to work after the normal working day for emergency service, shall receive credit for having worked from the departure time from their residence until the time of their return arrival home. Such credited work time shall be considered and utilized by the employee as compensatory time off.

(b) Maintenance (Janitorial) employees on call-in service shall be guaranteed at least four (4) hours pay at their annual rate of pay pro-rated on hourly basis.

(c) Except in emergencies, an employee shall not be sent home during his regular scheduled shift for the purpose of recalling such employee to work another work shift which either begins at the end of the employee's regular work shift or anytime thereafter. When an employee is sent home due to an emergency and asked to return later, he will be compensated for his travel expenses, including parking fees, if any, or mileage, if applicable, and, in addition, he will receive three (\$3.00) dollars lunch money.

Section 9. Punctuality

Employees are not to be docked for lateness up to fifteen (15) minutes on any occasion unless the total amount of lateness during the pay period exceeds of half hour.

Section 10. Snow Days

In the event a decision is made not to open the Library, maintenance employees shall be notified by 6:00 a.m. and all other employees by 7:00 a.m. Any employees previously credited with vacation, personal time, sick time or scheduled day off for this day shall not be charged for the time. Maintenance employees may be required to work on such days. If they are so required, they shall receive compensatory time at one and one half (1 1/2) times for actual time worked on that day.

Section 11. Thanksgiving

The Day after Thanksgiving shall be given as a compensatory day. This time shall be taken with supervisory approval.

ARTICLE VIIWORK FORCE CHANGESSection 1. Promotion and Filing of Vacancies

A. Whenever a job opening occurs in Competitive Civil Service job classifications, the normal procedure for the selection of candidates from an appropriate Civil Service Eligibility List shall apply.

B. Promotional or Lateral Transfer Opportunities

When a promotional or lateral transfer opportunity is available, a notice of such opening shall be posted prominently for a period of not less than ten (10) days. All interested employees shall within fifteen (15) days from the date of posting, indicate their desire for the promotion or lateral transfer in accordance with Rules and Regulations of Civil Service in writing, to the Library Director.

C. The Library will make available in the Personnel Office the results of all promotional and open competitive Civil Service examinations for any position within the Library, as they become available.

Section 2. Demotions

(a) The term demotion, as used in this provision, means the re-assignment, not requested by the employee, of an employee from a position in one job classification to a lower paying position in the same job classification or in another job classification.

(b) An employee who is relegated back to his previous job from a higher classification to which he was provisionally appointed because of his inability to prove to the Library that he was able to fulfill the standards of the job, or pass a Civil Service examination required for permanent appointment to that job or who voluntarily relinquishes such job, shall not be considered as demoted.

ARTICLE VIIIEQUITABLE CLASSIFICATION AND SALARY ASSIGNMENT

Employees who are assigned work of similar difficulty and responsibility, requiring similar skills and education, shall be classified in the same position title and salary scale in accordance with Civil Service Rules and Regulations. Salary increases within the assignment range shall be base on efficient and meritorious work performance as ascertained by the departmen head or other designated supervisor.

ARTICLE IXSALARY DIFFERENTIAL FOR EMPLOYEES IN CHARGE OF BRANCH

In recognition of special responsibilities involved in adminsitration of A branch Library the employee in charge of the Branch will be assigned a salary scale one (1) step higher than the minimum and maximum of their present title. As used in this Section, a Branch is herein defined as Branch Brook, Clinton, North End, Roseville, Springfield, Vailsburg, Van Buren, Weequahic, Madison, First Avneue, Mount Vernon, the Bookmobile, and the Business Library.

ARTICLE XSALARY AND INCREMENTSSection 1.

A. All eligible employees on recommendation of their department heads or supervisors shall receive a one (1) step salary increase at the time of their eligibility date.

B. If any employee is denied a salary increment, he may request the matter be taken up as a grievance.

Section 2.

A. Effective 1/1/90 salaries will be increased by 6% across the board for all bargaining unit members as listed in Appendix A.

B. Effective 1/1/91 all employees in the bargaining unit will receive an across the board salary increase of \$1,750.00 .

C. Effective 1/1/92 all employees in the bargaining unit will receive a 6% across the board salary increase.

D. Employees who are no longer with the Library shall be compensated retroactively from 1/1/90 to their last day of work.

Section 3.

A. In 1990 increment movement is based on the increment system in effect in the prior (87-89) agreement.

B. Effective 1/1/85 the increment system was modified so that all bargaining unit members on Steps 1-4 under the prior system moved to Step 5. Step 5 became the new Step 1. Effective 1/1/88 movement from Step 1 to Step 2 will occur at a two (2) year interval and movement from Step 2 to maximum will occur at a two (2) year interval.

C. Effective 1/1/88 employees who are between steps shall be placed on the next higher step.

D. All increments due to employees under the new system will be ongoing into the next agreement.

E. Effective 1/1/88, increments will only be granted on January 1. In determining eligibility for an increment, a person shall receive credit for a full year's service if he or she enters the position prior to July 1 of that year.

ARTICLE XI

PROMOTION POLICY

A. To provide incentive for advancement within the job title as well as to higher job titles, the Library shall encourage employees to pursue formal courses of training or education and in-service training. For the former, flexibility in assignment of schedules in keeping with maintenance of high standards of library service shall be observed. For the latter, time spent in attendance on in-service training shall be considered part of the work schedule.

B. When a Civil Service promotion examination for a vacancy is scheduled, all staff members eligible for the examination will be notified by the Library by posting notices of the examination or personally.

ARTICLE XIISENIORITY PREFERMENT

When a question of seniority arises, the Library will supply information, on request to the Union office.

When temporary coverage is required at a Library unit or agency, such as a Branch Library, for evening or Saturday scheduling on an overtime basis, preference should be given to qualified employees within that unit before the Library seeks a substitute replacement elsewhere.

ARTICLE XIIIREST PERIODS

Two rest periods shall be granted to full-time employees during a regular work-shift. A ten (10) minute rest period in the first half-day, followed by a fifteen (15) minute rest period in the concluding portion of the work day, or vice versa. Part-time employees are granted a ten (10) minute rest period each day. Such rest periods are not to be added to the meal period. Employees shall not leave the Library premises during these rest periods.

ARTICLE XIV
PAID HOLIDAYS

Section 1.

The paid holiday entitlement per year for employees, excepting temporary appointment in the job title, Library Page, include the following days:

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

Section 2. Holiday Hours for Overtime Purposes

For the purpose of computing overtime, all holiday hours (worked or unworked) for which an employee is compensated shall be regarded as hours worked.

Section 3. Holiday During Vacation Periods

If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation period shall be extended by the number of hours the employee would have worked on that day.

Section 4.

When a legal holiday falls on a day which is a regular day off for a staff member, he or she may take equivalent time off at a later date to be approved by the supervisor. This time is to be taken consecutively on one day, not split up.

Section 5.

When a holiday falls on a Saturday, those employees who are not scheduled to work that Saturday will be allowed equivalent comp time which is to be taken at a time approved by the supervisor.

ARTICLE XVVACATION ENTITLEMENTSection 1. Vacation Schedule

Employees shall be entitled to earned vacation allotments on satisfactory completion of three months of service. For employees in professional classifications, as listed in Appendix A, the vacation allotment is twenty (20) days, effective January 1, 1982.

For all other positions the minimum annual vacation allotment is twelve (12) days with an increase to sixteen (16) days after five (5) years of service and to twenty (20) days after ten (10) years. Part-time employees receive a pro-rated allotment.

Section 2.

Vacation allotments shall be computed in units of hours to ensure uniformity in distribution of vacation benefits.

Section 3.

An employee who incurs an accident or illness of at least three (3) days' duration and submits a doctor's certificate attesting to the accident or illness while on vacation, may on written request, have the time charged to his sick leave accrual. The request and doctor's certificate must be submitted within three (3) days of return from vacation.

Section 4.

Vacation allotment not fully used by the employee in one (1) calendar year, may be held over to the next calendar year on recommendation of the department head and approval of the Director or Assistant Director. However, no unused vacation allotment may be carried beyond the next year.

Section 5.

Whenever feasible, and in keeping with the Library's responsibility to serve the public, an employee's first preference for vacation time will be granted. In the event two or more employees in the same work location request the same vacation period, the employee with the greater seniority in title will be allowed the option of the first choice in vacation time.

Section 6.

Any employee who is laid off, discharged, retired, or separated from the service of the Library for any reason, prior to taking his vacation, shall be compensated in cash for the unused vacation he has accumulated at the time of separation.

Section 7.

Employees who currently receive vacation allotment at the professional level will continue to receive that allotment.

ARTICLE XVI

PERSONAL BUSINESS LEAVE

A. All full-time employees shall be given three (3) work days off for personal reasons. Such personal days shall not be accumulated beyond the given calendar year.

B. Request for leave must be made in writing to the supervisor at least one week in advance.

C. Part-time employees shall be granted similar leave in amount proportionate to the number of hours in the normal weekly schedule.

ARTICLE XVII

HEALTH AND LIFE INSURANCE

Section 1.

The Library agrees that it shall provide the health and life insurance package which includes the following features:

A. Effective on the signing of the contract, Blue Cross/Blue Shied PACE plan will be in effect with employee paying for Rider J if elected. Employees will pay 25% of the difference between the cost of PACE and the cost of Blue Cross/Blue Shield 14/20 coverage.

B. Prudential Major-Medical coverage will continue, with the lifetime maximum increased to \$250,000.00.

C. A \$10,000 life insurance policy at no cost to the employee, will be provided as long as the employee works and is under 65 years old. When an employee reaches 65, whether or not he/she continues working, he/she received \$1,000 life insurance free of charge.

D. Each employee will be covered until age 65 by a \$20,000 Accident Death and Dismemberment Policy, paid for by the Library.

E. A \$1.50 co-pay prescription plan will be provided by the Library. Effective 1/1/88, retirees with 25 years of continuous service will also receive this plan.

F. Effective 1/1/85, a dual choice dental plan with employee paying the difference in premium between the cost of the closed package and that of the open package. This payment of differential shall apply only to employees who select the open plan.

G. If the City of Newark provides better health coverage to its employees as a result of any negotiated union agreement, the Library agrees to reopen negotiations on the sole issue of health benefits.

Section 2.

In the event the City is required to offer alternative coverage through a health maintenance organization, employees may exercise their option to select such alternative coverage. Any employee who chooses to join a health maintenance organization shall bear such costs of the health plan which exceed the cost of the regular City Plan.

Section 3.

The City reserves the right to change insurance carriers or provide insurance on a self-insured basis during the life time of the Agreement so long as substantially similar benefits but not less than those presently in effect are provided. The City shall notify the Union prior to such change being made. In any event,

there shall be no interruption of medical coverage for employees covered by the Agreement.

ARTICLE XVIII

PAID LEAVE

Section 1. Funeral Leave

Absence not to exceed five (5) consecutive days is granted with pay in case of death in the immediate family. For purpose of definition, the immediate family includes: spouse, natural, foster or step-parent; child, brother or sister; father-in-law or mother-in-law; grandparents of both employees and spouse; or any relative residing in the employee's household.

The five (5) days leave, for this purpose, is counted from the day on which the death had occurred.

Leave because of death of any other relative shall be granted on request and such leave may be charged to personal business, vacation, or sick leave. If sick leave is used, proof may be required.

Section 2. Civil Service Examination

Employees shall be allowed time off with pay to take open competitive and promotional examinations which are set up by the Civil Service System.

Section 3. Military Service Leave

Military leave is given in accordance with N.J.A.C. 4:1-17.7 or any subsequent revisions.

A. An employee who is a member of the National Guard of other component of the organized militia of the state shall be entitled to a leave of absence with pay not to exceed ninety (90) days in the aggregate in any one year that he or she is required to engage in active duty or active duty for training. A leave of absence with pay shall also be granted for other military duty when ordered by the Governor.

Such leave of absence shall be in addition to the regular vacation allowed such employee (See N.J.S.A. 38A:4.4).

B. A permanent employee who is a member of the organized reserves of the Army, Navy, Air Force or Marine Corps of the United States or other affiliated organizations shall be entitled to a leave of absence with pay for time in which he or she is required to engage in field training. This would include only that training which consists of participation in unit training in field operations.

A nonpermanent employee serving for one year or longer shall be entitled to a leave of absence with pay not to exceed 30 days in the aggregate in any one year while engaged in field training. A leave of absence without pay shall be granted to a nonpermanent employee serving for less than a year while engaged in field training.

Such leave of absence shall be in addition to the regular vacation allowed such employee (See N.J.S.A. 38:23-1 and 38:23-1.1).

C. An employee is entitled to a leave of absence without pay for such other National Guard, State organized militia or United States Reserve duty not covered by (A) and (B) above.

Section 4.

Employees called to jury duty shall retain jury duty pay in addition to the Library salary. Those employees scheduled to work on Saturday during the course of jury duty shall not be required to work those Saturdays.

ARTICLE XIX

UNPAID LEAVES

Section 1. Reasonable Purpose

Leaves of absence without pay not to exceed six (6) months shall be granted to permanent employees for reasonable purposes and such leaves may be extended for an additional period if necessary. Leaves of absence shall not be unreasonably denied.

Section 2. Maternity Leave

A pregnant employee shall have the option of working through the ninth (9th) month of her pregnancy, provided he furnishes proof from her physician in the seventh (7th), eighth (8th) and ninth (9th) month that he is able to do so.

Maternity leave shall be granted on request to an employee for a period not to exceed six (6) months. This may be renewed, at the employee's request, for a period not to exceed (6) months.

Section 3. Education

(a) After completing three (3) years of service, any permanent employee may, upon request, be granted a leave of absence for educational purposes leading to a Library career. The period of the leave of absence shall not exceed one (1) year.

(b) One (1) year leave of absence with any requested extension for educational purposes shall not be provided more than once every three (3) years.

(c) Employees may also request leaves of absence for educational purposes, not to exceed one (1) month in any calendar year, to attend conferences, seminars, briefing sessions or other functions of a similar nature that are intended to improve or upgrade the individual's skill or professional ability.

ARTICLE XXSICK LEAVESection 1. Allowance

(a) Any employee contracting or incurring any non-service connected sickness or disability or who is quarantined by the Health Authorities, or who must make medical visits during working hours as a result of any illness or injury, shall receive sick leave with pay in accordance with (b) and (c) below. In addition, employees may use accrued sick leave to attend to immediate family members who are ill and require the care or attendance of the employees.

(b) Employees shall be eligible for sick leave after ninety (90) days service with the Library. However, upon completion of the ninety (90) day probation period, an employee will receive credit for those days retroactive to his date of hire.

(c) Sick Schedule -- Employees shall be allowed fifteen (15) days per year with pay. Part-time employees shall earn pro-rated sick benefits.

(d) An employee may be required by the Library to produce a Doctor's certificate after five (5) consecutive days of sickness or disability.

(e) All time for which an employee is credited with sick leave shall be considered as time worked.

(f) The Library may require proof of illness of any employee on sick leave, whenever such requirement appears reasonable and warranted under the circumstances. Abuse of sick leave shall be cause for disciplinary action.

Section 2. Accumulation

Employees shall start to earn sick leave from their date of hire, and they shall accumulate sick leave as long as they are in the service of the Library.

Section 3. Payment for Unused Sick Time at Retirement

The Library agrees to pay for unused sick time at the time of retirement under the following formula:

0 - 25 days	-	no payment
26 - 50 days	-	20% of its value
51 - 150 days	-	25% of its value
151 days or more	-	50% of its value to a maximum payment of up to \$12,000.

ARTICLE XXI

GRIEVANCE PROCEDURE

Section 1. Purpose and Definition

(a) 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.

(b) In the working of this statement of procedure, the term "aggrieved" shall be taken to include all those employees covered by this Agreement.

(c) Any employee shall have the right to present his grievance through the steps described in the following paragraph with assured freedom from restrains, interference, coercion, discrimination or reprisal.

(d) If the Library does not answer a grievance or an appeal thereof within the specified time limits or any mutually agreed to extension, the grievant shall proceed to the next step of the grievance procedure.

(e) If, in the judgment of the Grievance Committee, a grievance affects a group of employees, the Grievance Committee members may process and institute such grievance through all steps of this grievance procedure beginning with Step 2.

(f) The term "grievance" shall mean any dispute between the Library and the Union or between the Library and any employee or group of employees within the bargaining unit concerning the meaning and application and the alleged violation of the expressed written provision of this collective negotiation agreement, or any

inequitable application of the Library's rules, regulations, procedures and policies which have an adverse effect on an employee, group of employees or all employees within the bargaining unit. The term "grievance" shall also include the discipline of an employee or group of employees.

(g) Such grievances will be handled according to the following procedure:

Step 1

The grievance shall be deemed satisfactorily resolved under Step 1 unless within five (5) work days after the decision in Step 1 has been rendered, the aggrieved employee submits, in writing, an appeal to the Library Administration addressed to the Director. The Administration shall conduct a hearing within ten (10) work days after the receipt of the appeal. At this hearing, the aggrieved employee will appear with such representatives as the Union may designate. The Administration will render a written decision within fifteen (15) work days after the conclusion of the hearing.

Step 2

The grievance shall be deemed satisfactorily resolved under Step 1 unless within five (5) work days after the decision in Step 2 has been rendered, the aggrieved employee submits, in writing, an appeal to the Library Board of Trustees through the Director. The Board or Committee thereof shall conduct a hearing within fifteen (15) work days after the receipt of the appeal. At this hearing, the aggrieved employee will appear with such

representatives as the Union may designate. The Board will render a written decision within five (5) work days after the conclusion of the hearing.

Step 3

If the grievance involved is a presumed violation of the terms of this Agreement, the Union has the right to request grievance arbitration before a neutral third party arbitrator to be jointly selected by the Library and the Union. If the parties fail to agree, then an arbitrator will be selected according to the rules and regulations of PERC. The arbitrator's decision will be final and binding.

(h) If the grievance involves a Civil Service question, under Title XI of the New Jersey State Statutes, the matter may, at the employee's or Union's option be taken to the Department of Civil Service for decision.

(i) The cost of fees and expenses for having a grievance arbitrated shall be shared equally by the Union and the Library. It is agreed that any arbitrator appointed pursuant to this Agreement may not in any way alter the provisions of this Agreement. Furthermore, the right to request arbitration shall be limited to the parties to this Agreement.

Section 2. General Provisions

(a) A grievance must be initiated within ten (10) work days after the event giving rise to the grievance or within ten (10) work days of the time the employee(s) became aware of it. This and other time limitations stated in this Agreement are of the essence.

Under special circumstances, however, the parties to this Agreement, by mutual consent, may extend the time limits. But, failure on the part of management to implement a decision in favor of the grievant in a reasonable time at any step will not preclude the aggrieved or the Union from proceeding to the next step despite the lapse of time limits.

(b) Nothing herein shall be construed to deny any individual employee his rights under Civil Service laws or regulations.

(c) At least three (3) work days' notice of any hearing shall be given to the employee or employees affected.

ARTICLE XXII

DISCIPLINARY PROCEDURE

A. It is agreed that nothing herein shall in any way prohibit the Library from discharging or otherwise disciplining any employees regardless of seniority for good and just cause.

B. Any action taken by the Library under this Article shall be subject to Civil Service Rules and Regulations.

C. In all such cases of official action, the Library shall notify the Union.

ARTICLE XXIII

GENERAL PROVISIONS

Section 1. Pledge Against Discrimination and Coercion

(a) The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin or political affiliation.

(b) All references to employees in this Agreement designate both sexes and wherever the male gender is used, it shall be construed to include male and female employees.

Section 2. Work Rules

(a) Employees shall comply with all existing rules that are not in conflict with the terms of this Agreement, provided the rules are uniformly applied and uniformly enforced.

(b) An unresolved complaint as to the reasonableness of any new or existing rule, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the grievance procedure.

Section 3. Protection and Security for Employees

The Library shall provide, to the extent possible, security and protection for employees during their working hours.

Section 4. Parking

The Library shall provide, to the extent possible, security and protection for employees during their working hours.

Section 5. Part-time Employees

Part-time employees employed on a regular basis, twenty (20) hours or more each week, but less than thirty-five (35) hours each week, shall be entitled to receive all benefits provided to all full-time employees covered by this Agreement, but on a pro-rated basis. Present employees who work fifteen (15) hours or more a week will continue to receive current benefits. This applies to all part-time employees hired prior to 1/1/85.

Section 6. Disabled Employees

The Library shall make every effort to place employees, who become partially disabled on their present jobs, on work which they are able to perform.

Section 7. Personal Damages

The Library shall replace or reimburse an employee for any damage incurred to his personal property, such as clothing and eye glasses, which was brought about as a result of defective equipment or furniture or if an employee's defense of Library property and patrons.

Section 8. Pay Day

Pay checks will be issued to the staff bi-weekly on Fridays.

Section 9. Lockers

Clothes and lunchroom lockers will be assigned individually when available, otherwise they will be shared with one or more staff members.

ARTICLE XXIV

STAFFING

In the interest of safety and proper service, the Library agrees to maintain a staff of at least two (2) persons in every Branch at all times.

ARTICLE XXV

TEMPORARY RE-ASSIGNMENT

In any instance in which a work location is closed for lack of heat, water or other essential facilities, the Library may reassign the employees of the closed work location to other work locations.

ARTICLE XXVI

HEALTH AND COMFORT

Cooling devices, such as electric fans, will be installed to the extend feasible at the various work locations in order to protect the employee's health and comfort.

ARTICLE XXVII

ALLOTMENT FOR WORK UNIFORMS

The Clothing Allowance for all permanent maintenance personnel shall be \$200.00 per year, payable in the first pay of the year for the duration of this contract. The cleaning, repair and subsequent replacement of clothing will be the personal responsibility of the employees. This provision shall apply to all employees serving in the titles listed in Appendix C.

ARTICLE XXVIIIREIMBURSEMENT FOR USE OF PERSONAL CAR

Employees using their own motor vehicles on authorized Library business shall be reimbursed at the rate of twenty-two (\$.22) cents per mile, effective 1/1/90.

ARTICLE XXIXNO STRIKE - NO LOCKOUT

The Union shall not instigate, call, engage in or advocate the direct sanction of a strike, work stoppage, mass absenteeism or other form of reprisal which will interfere with the provision of Library service to the community, during the life of this Agreement.

The commission of such actions by the Union or its members shall be deemed a violation of this Agreement. In the event of violation, the Union and/or its officers, agents and members shall be subject to the penalties provided herein.

Penalties Against Employees

Any employee who has violated the no-strike prohibition may be subject to discharge, demotion, suspension or other appropriate disciplinary measure.

Penalties Against the Union

If the Union has violated the no-strike prohibition, the Union shall be liable to the Library for reasonable damages.

In addition to the aforesaid entitlement to damages, the Library, without prejudice thereto, may invoke any other legal relief in which by law or equity it is entitled.

No Lockout

During the term of this Agreement, the Library shall not engage in any lockout.

In the event of a lockout, the Library or its agencies shall be held liable to the Union for assessment of reasonable damages in the form of financial renumeration. Payment by the Library for damages shall make up the pay loss suffered by the employees during the lockout. For any expenses incurred by the Union due to this action, the Library will be held liable.

The terms of this Article shall not be arbitrable.

ARTICLE XXXLONGEVITY BENEFITS

Effective 1/1/90 after completion of 10 years of service 4%; 15 years of service 6%; 20 years of service 8%; 25 years of service 10%; and 30 years of service 14%.

ARTICLE XXXIUNION RIGHTS AND RESPONSIBILITIESA. Bulletin Boards

The Library shall allow posting of Union Notices at Main Library staff bulletin boards and Branch staff rooms. Copies of all such notices are also to be sent to the Library Administration.

B. Designation of Union Officers and Stewards

The Union shall provide the Library with written certification, listing names of its elective officers, Executive Committee Members, Grievance Committee members and Stewards and any changes in such representation as such changes occur during the term of this Agreement.

C. Access to Library Administration

Union officers and representatives shall have access to the Library Administration to confer for the purpose of carrying out the terms of this Agreement. Appointments for such purpose shall be made in advance through the Director's office.

D. Union Activity on Library Time

Union Members shall refrain from Union work or Union activities on the Library's time other than that which is sanctioned by the terms of this Agreement.

E. Visitation

Representatives or members of the Union who are not employees of the Library shall be granted visitation rights to the Library for the purpose of consulting with an employee who has a grievance, investigating a grievance, and representing an employee at a grievance hearing as specified in the grievance procedure. Permission, granting such access, shall be requested in advance through the Library Administration Office.

F. Stewards

The Library acknowledges the right of the Union to select shop stewards.

The Union shall notify the Library of the work locations under the jurisdictional assignment of each shop steward.

Each shop steward will be permitted, if necessary, to spend up to two (2) hours per employee per year, for each employee in the unit under his jurisdiction, provided that neither the Chief Steward nor any shop steward shall spend more than a maximum of four (4) hours working time in any one week in the investigation and presentation of grievances.

G. Time Spent on Union Business at Negotiations, Conferences and Hearings

Six (6) employees who are Union officers or their duly authorized representatives shall be permitted to take part in negotiations or conferences with the Library administration on Library time. This provision shall not be abused. Similarly, these aforementioned Union spokesmen shall be given Library time to attend public budgetary hearings during which the Library budget appears as an item on the agenda for discussion. Attendance at budget hearings on Library work time shall be limited to two (2) Union officers who are Library employees.

H. Leave for Attendance at Union Conferences

Employees who are officers of the Union or accredited Union delegates shall be entitled, after reasonable notice to the Library, to leave privilege with pay to attend American Federation of State, County, and Municipal Employees (AFSCME) International Union Conventions, State Conventions of AFSCME Council 1 and Council 52 Conferences or similar meetings.

Leave with pay shall be limited to one Union employee for Council 1 and Council 52 Conferences and no more than two (2) employees for the AFSCME International and State Conventions.

I. Use of Library Meeting Room

The Union shall have the right to request the use of the Library meeting rooms in conformance with the regulations governing the use of these rooms.

J. Union Meetings

When Union meetings are held during the Library's hours of operation, attendance by on duty staff members shall be permitted at the discretion of the departmental supervisor.

K. The Library agrees to allow one (1) representative of Local 2298 to attend Board of Trustees meetings on Library time.

ARTICLE XXXII

DUES CHECKOFF

A. Payroll deductions or Union dues will be made by the Library on receipt of proper authorization, in writing from individual members of the Union. The Library Comptroller shall transmit the sums so deducted to the designated Union office authorized to receive such funds.

Authorization of dues deduction may be revoked and deductions may be terminated by giving the Library and Union written notice at least thirty (30) days before July 1, at which time of the year dues deduction may be terminated.

The Union shall indemnify and save harmless the Library against any and all claims arising out said check-off.

B. Dues deduction for any employee in the bargaining unit shall be limited to AFSCME, the majority representative.

C. Agency Shop

Purpose of Fee: Beginning thirty (30) days after agreement on this contract, all eligible non-member employees in this unit will be required to pay to the majority representative a representation fee in lieu of dues for services rendered by the majority representative. Nothing herein shall be deemed to require any employee to become a member of the majority representative.

Amount of Fee: Prior to the beginning of each contract year, the Union will notify the Library, in writing, of the amount of regular membership dues, initiation fees and assessments charged by the Union to its own members for that contract year, and the amount of the representation fee for that contract year. Any changes in the representation fee structure during the contract year shall be in accordance with the above Article.

The representation fee in lieu of dues shall be in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the majority representative to its own members less the cost of benefits financed through the dues, fees and assessments and available to our benefiting only its members, but in no event shall such fee exceed 85% of the regular membership dues, fees and assessment.

Deduction and Transmission of Fee: After verification by the Library that an employee must pay the representation fee, the Library will deduct the fee for all eligible employees in accordance with this Article.

The mechanics of the deduction of representation fees and the transmission of such fees to the Union will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Union.

The Library shall deduct the representation fee as soon as possible after the tenth (10th) day following re-entry into this unit for employees who previously served in a position identified as excluded or confidential, for individuals re-employed in this unit from a re-employment list, for employees returning from leave without pay, and for previous employee members who become eligible for the representation fee because of non-member status.

The Library shall deduct the representation fee from a new employee as soon as possible after thirty (30) days from the beginning date of employment in a position in this unit.

Demand and Return System

The representation fee in lieu of dues only shall be available to the Union if the procedures hereafter are maintained by the Union.

The burden of proof under this system is on the Union.

The Union shall return any part of the representation fee paid by the employee which represents the employee's additional pro rata share of expenditures by the Union that is either in aid of

activities or causes of a partisan political or ideological nature only incidentally related to the terms and conditions of employment, or applied toward the cost of any other benefits available only to members of the majority representative.

The employee shall be entitled to a review of the amount of the representation fee by requesting the Union to substantiate the amount charged for the representation fee. This review shall be accorded in conformance with the internal steps and procedures established by the Union.

The Union shall submit a copy of the Union review system to the Library. The deduction of the representation fee shall be available only if the Union establishes and maintains this review system.

If the employee is dissatisfied with the Union's decision, he may appeal to a three-member board established by the Governor.

Library Hold Harmless

The Union hereby agrees that it will indemnify and hold the Library harmless from any claims, actions, proceedings or judgments brought by an employee in the negotiations unit which arises from the provisions of this Article. The Library shall not be liable to the Union for any retroactive or past due representation fee for an employee who was identified by the Library as excluded or confidential or in good faith was mistakenly or inadvertently omitted from deduction or the representation fee.

Legal Requirements

Provisions in this clause are further conditioned upon all other requirements set by statute and applicable law.

Notifications Concerning Employees

The Library agrees to provide to the Union, on a semi-annual basis, a complete up-to-date listing of all employees covered by this Contract. Such listing shall include the employee's job classification, work location, home address and membership status as it appears on the records of the Library. The Union shall disclose such information only to its officials and representatives whose duties require access to such information. The Library will notify all employees whose titles are listed in Appendix A of this Contract that AFSCME is the only employee organization that can represent them in matters pertaining to wages, hours of work, and other terms and conditions of employment.

ARTICLE XXXIIILABOR MANAGEMENT MEETINGS

Labor Management Meetings, apart from the Grievance Procedure, for matters considered important by either the Union or the Library may be arranged by mutual agreement between the Local President and the Director of his designee. Such meetings shall be attended by such representatives of the parties as each deem useful to the discussion. Arrangements for the time, date and place of such conferences shall be made in advance, including a proposed list of employees attendees, and with an agenda of the matters to be taken

up at the meeting. These shall be presented at the time the conference is requested, and matters taken up at the conference shall be limited to those included in the agenda. The members of the Union attending such conferences shall not lose time or pay for time so spent, nor for up to one-half (1/2) hour spent in meeting together preceding such a conference. If requested by either party, an answer will be sent in seven (7) working days.

ARTICLE XXXIV

HEAT TIME

From June 1 to September 1, when THI reaches 80 (Acute discomfort) and remains at that level for a sustained period, employees assigned to non-air-conditioned areas will be either 1) reassigned to an air-conditioned area, or, 2) granted leave for the balance of the shift.

These two options will be exercised at the discretion of management.

	<u>Temp. Degrees</u>	<u>Humid. %</u>
THI of 80	81	100
	82	93
	83	86
	84	78
	85	71
	86	65
	87	59
	88	54
	89	49
	90	43
	91	38
	92	34
	93	30
	94	26
	95	23
	96	20
	97	16
	98	13
	99	11
	100	8
	101	6
	102	3

ARTICLE XXXV

PERSONNEL GUIDE

The guide for new personnel shall be revised within six (6) months of the signing of this Agreement.

APPENDIX (A)

Unit 1: Those employees who exercise supervisory powers to the extent that they can effectively recommend hiring, discharge, or discipline of employees:

Supervising Librarian

Principal Librarian, Acquisitions

Head, Receiving & Registration Services

Supervisor of Book Stack Services

Building Maintenance Worker Foreman

Assistant Building Maintenance Worker Foreman

Unit 2: Professional, Clerical, Custodial and Specialized Services.

Classifications:

Professional

Principal Librarian with the exception of Principal Librarian
(Acquisitions)

Senior Librarian

Junior Librarian

Clerical and Office Positions

Library Interne (N.C.)
Librarian Trainee
Supervising Library Assistant (In-Charge)
Principal Library Assistant (In-Charge)
Senior Library Assistant
Library Assistant
Agency Aide
Library Page
Clerk-Typist
Library Assistant/Typist

Building Operators and Maintenance

Senior Building Maintenance Worker
Building Maintenance Worker
Building Service Worker
Clerk-Driver

Specialized Services

Supervisor of Security
Purchasing Expeditor

New Classifications

Public Programs Coordinator
 Special Projects Coordinator
 Library Clerk Driver/Bookmobile
 Carpenter's Helper
 Special Services Coordinator

Exclusions:

Holders in job titles not listed above are specifically excluded from the bargaining unit. The following positions and titles, therefore, are excluded:

Director of Libraries	Business Manager
Assistant Director	Chief Librarian
Personnel Director	External Relations Officer

Confidential position's assigned to the above will also be excluded. Also excluded are Craft Union Employees, Bookbinders, Carpenters, Engineers and Painters.

APPENDIX (B) - SALARY SCALE

<u>Title</u>		<u>MINIMUM</u>	<u>MID</u>	<u>MAXIMUM</u>
Library Interne	1990:	20,865	21,839	22,862
	1991:	22,615	23,589	24,612
	1992:	23,972	25,004	26,089
Library Trainee	1990:	21,839	22,862	23,936
	1991:	23,589	24,612	25,686
	1992:	25,004	26,089	27,227
Assistant Librarian	1990:	23,936	25,064	26,246
	1991:	25,686	26,814	27,996
	1992:	27,227	28,423	29,676
Senior Librarian	1990:	27,489	28,794	30,163
	1991:	29,239	30,544	31,913
	1992:	30,993	32,377	33,828
Senior Librarian (In Charge)	1990:	28,794	30,163	31,602
	1991:	30,499	31,913	33,352
	1992:	32,329	33,828	35,353
Principal Librarian	1990:	31,603	33,113	34,699
	1991:	33,353	34,863	36,449
	1992:	35,354	36,955	38,636
Principal Librarian (In Charge)	1990:	33,113	34,699	36,306
	1991:	34,863	36,449	38,114
	1992:	36,955	38,636	40,401
Supervising Librarian	1990:	36,364	38,112	39,950
	1991:	38,114	39,862	41,700
	1992:	40,401	42,254	44,202
Supervising Librarian (In Charge)	1990:	38,546	40,399	42,347
	1991:	39,864	41,612	43,450
	1992:	42,825	44,789	46,854
Library Page	1990:	4.49/hr.	4.72/hr.	4.90/hr.
Agency Aide	1990:	13,944	14,573	15,231
	1991:	15,694	16,323	16,981
	1992:	16,636	17,302	18,000
Library Assistant	1990:	13,944	14,573	15,231
	1991:	15,694	16,323	16,981
	1992:	16,636	17,302	18,000

Senior Library Assistant	1990:	15,923	16,650	17,414
	1991:	17,673	18,400	19,164
	1992:	18,733	19,504	20,314
Principal Library Assistant	1990:	18,214	19,055	19,939
	1991:	19,964	20,805	21,689
	1992:	21,162	22,054	22,990
Supervising Library Assistant	1990:	20,865	21,908	22,862
	1991:	22,615	23,658	24,612
	1992:	23,972	25,077	26,089
Supervising Library Assistant (In Charge)	1990:	21,839	22,862	23,936
	1991:	23,589	24,612	25,686
	1992:	25,004	26,089	27,227
Supervisor of Book Stack Services	1990:	23,936	25,063	26,246
	1991:	25,686	26,813	27,996
	1992:	27,227	28,422	29,676
Head, Receiving and Registration Services	1990:	23,936	25,063	26,246
	1991:	25,686	26,813	27,996
	1992:	27,227	28,422	29,676
Clerk Typist	1990:	15,923	16,650	17,414
	1991:	17,673	18,400	19,164
	1992:	18,733	19,504	20,314
Account Clerk Typing	1990:	16,650	17,414	18,214
	1991:	18,400	19,164	19,964
	1992:	19,504	20,314	21,162
Administrative Clerk	1990:	22,862	23,936	25,063
	1991:	24,612	25,686	26,813
	1992:	26,089	27,227	28,422
Library Assistant/Typing	1990:	16,358	17,176	18,088
	1991:	18,108	18,926	19,838
	1992:	19,194	20,062	21,028
Purchasing Expeditor	1990:	20,865	21,839	22,862
	1991:	22,615	23,589	24,612
	1992:	23,972	25,004	26,089
Building Service Worker	1990:	15,231	15,923	16,650
	1991:	16,981	17,673	18,400
	1992:	18,000	18,733	19,504
Building Maintenance Worker	1990:	15,923	16,650	17,414
	1991:	17,673	18,400	19,164
	1992:	18,733	19,504	20,314

Senior Building Maintenance Worker	1990:	18,214	19,056	19,939
	1991:	19,964	20,806	21,689
	1992:	21,162	22,054	22,990
Assistant Supervisor, Building Services	1990:	20,865	21,839	24,005
	1991:	22,615	23,589	25,755
	1992:	23,972	25,004	27,300
Supervisor, Building Services	1990:	23,936	25,063	26,246
	1991:	25,686	26,813	27,996
	1992:	27,227	28,422	29,676
Clerk Driver	1990:	16,650	17,414	18,214
	1991:	18,400	19,164	19,964
	1992:	19,504	20,314	21,162
Library Clerk Driver/Bookmobile	1990:	17,414	18,201	18,989
	1991:	19,164	19,951	20,739
	1992:	20,314	21,148	21,983
Supervisor of Security	1990:	25,063	26,329	27,560
	1991:	26,813	28,079	29,310
	1992:	28,422	29,764	31,069
Security Guard	1990:	15,923	16,650	17,414
	1991:	17,673	18,400	19,164
	1992:	18,733	19,504	20,314
Public Programs Coordinator	1990:	28,398	29,818	31,309
	1991:	30,148	31,568	33,059
	1992:	31,957	33,462	35,043
Special Projects Coordinator	1990:	28,398	29,818	31,309
	1991:	30,148	31,568	33,059
	1992:	31,957	33,462	35,043
Special Services Coordinator	1990:	28,398	29,818	31,309
	1991:	30,148	31,568	33,059
	1992:	31,957	33,462	35,043
Carpenter's Helper	1990:	21,773	22,889	24,005
	1991:	23,523	24,639	25,755
	1992:	24,934	26,117	27,300
Elevator Operator	1990:	15,923	16,650	17,411
	1991:	17,673	18,400	19,164
	1992:	18,733	19,504	20,314
Telephone Operator	1990:	15,933	16,650	17,414
	1991:	17,673	18,400	19,164
	1992:	18,733	19,504	20,314

APPENDIX (C) - TITLES ELIGIBLE FOR CLOTHING ALLOWANCE

Supervisor, Building Services

Assistant Supervisor, Building Services

Senior Building Maintenance Worker

Building Maintenance Worker

Building Service Worker

Supervisor of Security

Security Guard

DURATION OF AGREEMENT

The provisions of this Agreement shall take effect on January 1, 1990 and shall continue in full force and effect up to and including midnight of the thirty-first day of December, 1992 with the exception, that with respect to salary revision, either party may request the entering into discussion on salary matters, such request to be made to the other party, in writing, not earlier than ninety (90) days prior to the thirty-first day of December, 1992, not later than sixty (60) days prior to the aforementioned date. If such notification is made by either party to this Contract, the party agree to enter into discussion at a mutually satisfactory time.

SIDEBAR

It is mandatory that employees hired after January 1, 1987, work on Sundays. Employees hired before December 31, 1986, shall work on Sundays, on a voluntary basis.

S I G N A T U R E P A G E

NEWARK PUBLIC LIBRARY EMPLOYEES LOCAL 2298
AFSCME, AFL-CIO

Frances S. Chavis
President

Anthony Lardieri
Secretary

NEWARK PUBLIC LIBRARY

Aly Boyd
Director

Josephine B. Jumper
President, Board of Trustees

AFSCME COUNCIL 52

Elizabeth Baker