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A G R E E M E N T

BETWEEN:

**MERCER COUNTY (NEW JERSEY)
WELFARE BOARD**

— AND —

**Local 2285, AMERICAN FEDERATION
OF
STATE, COUNTY and MUNICIPAL
EMPLOYEES
AFL-CIO**

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January 1, 1974 through June 30, 1975

IN WITNESS WHEREOF, the parties have entered into this Agreement and caused same to be executed by its respective officers or agents on the 1st day of July, 1974.

MERCER COUNTY WELFARE BOARD

By MARY PERONE, Chairman

ATTEST:

MR. LOUIS J. PERSICO, Vice Chairman

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

By DENNIS MICAI, President

ATTEST:

MRS. ARNETTA TUCKER

Reviewed and approved by the

Division of Public Welfare

N. J. Department of Institutions and Agencies

G. THOMAS RITI, Director 8/13/74

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This Agreement, dated and effective the First day of January 1974, is entered into by and between the Mercer County Welfare Board (hereinafter referred to as the "Welfare Board") and Local 2285, American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the "UNION").

Article I

RECOGNITION

In accordance with the Resolution passed by the Mercer County Welfare Board on April 8, 1971, the Mercer County Welfare Board recognized the Union as the exclusive collective bargaining agent for Non-Supervisory Professional and Non-Professional Employees listed below.

Account Clerk
Clerk
Social Worker
Clerk Transcriber
Clerk Typist
Home Service Aide
Principal Clerk
Principal Clerk Bookkeeper
Receptionist
Senior Account Clerk
Senior Clerk
Senior Clerk Typist
Social Service Aide Trainee
Social Service Aide
Telephone Operator
Senior Telephone Operator
Income Maintenance Technician
Interpreter
Investigator
Income Maintenance Specialist

If during the term of this Agreement the Board determines that new job descriptions and/or classifications be established or that changes be made in existing job descriptions and/or classifications the parties agree that they will consult with a view to arriving at mutually acceptable determination, including the rate of pay thereof, prior to such changes being made effective. Should the parties fail to agree and in the event the Board does make such changes the matter may be referred to the grievance procedure commencing with Step No. 3 of this agreement or to Civil Service proceedings at the initiation of either party.

Article II

MANAGEMENT RIGHTS

1. 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, and only to the extent that they are specifically modified by this Agreement, and 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, or the State Division of Youth and Family Services.

Article III

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 deductions be made. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union and the aggregate deductions of all employees 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 10th day of the succeeding month after deductions are made. The revocation of this authoritation shall be in accordance with the applicable statutes as presently existing or as may be amended.

Article IV

HOURS OF WORK

The normal work week shall consist of 35 hours per week, seven hours per day, 5 days per week.

Article V

HOLIDAYS

The legal paid holidays as specified under Ruling Eleven of the Department of Institutions and Agencies, Division of Public Welfare and fixed by New Jersey Statutes are as follows:

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

In the event any of the above statutory holidays falls on a Sunday, it shall be celebrated on the following Monday.

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 Board of Chosen Freeholders of Mercer County declares a holiday for all County Employees.

Article VI

VACATIONS

A. Permanent employees shall be granted vacation leave as follows: Employees of the Mercer County Welfare Board are entitled to vacation days on the following basis:

1. One working day vacation for each month of service during the remainder of the calendar year following the date of regular appointment.
2. Twelve working days vacation thereafter for every year and up to 5 years of service.
3. Fifteen working days vacation after the completion of five years of service and up to ten years.
4. Eighteen 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, up to 20 years of service.
6. Twenty-five (25) working days vacation thereafter for every year after the completion of 20 years of service.
7. New employees appointed after July 1, 1974 shall receive vacation leave in accordance with revised Ruling 11 dated July 29, 1974, which was effective July 1, 1974.

The employee will follow a vacation schedule suited to the overall needs of the Agency and considerate of the needs of the employee.

B. The present policy will be continued of granting vacation time by seniority in each working unit with requests to be submitted in writing to be agreed upon

by the employee and the employer within three working days after the request has been submitted. However, when requesting 3 days or less the request must be given to the immediate supervisor by 1:00 P.M. of the working day preceding the vacation time requested.

C. Full-time provisional employees shall be entitled to vacation leave to the same extent and for the same reasons such leave is provided for permanent employees.

D. Vacations are credited in advance in expectation of continued employment for employees in their second calendar year of employment. Reimbursement must be made in cases where the amount of employment does not equal the amount of vacation taken within the calendar year.

E. Vacation may be carried into the following year but no further.

F. Temporary employees are entitled to one working day vacation for each month of service as earned.

Article VII

LEAVE OF ABSENCE WITHOUT PAY

A. Leaves of absence without pay may be granted at the discretion of the Welfare Board to permanent employees for any reason considered good by the Welfare Board, for a period not to exceed six months at any one time, subject to the approval by the division of Public Welfare and the Department of Civil Service. Such leaves of absence may be renewed by the Welfare Board for an additional period not to exceed six months. No further renewal may be granted except upon the approval by the Department of Civil Service for reasons as established by Commission Regulation.

B. In all cases, a letter of request from the employee setting forth the reasons why leave is desired and the dates for the commencing and the terminating of the leave

shall be submitted to the Welfare Board. No leave of absence without pay shall become effective without prior approval of the Welfare Board and/or the Welfare Director.

C. 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 such leave without pay for the year in which such leave is taken.

Article VIII

SICK LEAVE

A. During the remainder of the calendar year in which an employee first becomes employed that employee will accumulate sick leave privileges as earned on the basis of one day per month of service or major fraction thereof. Employees beginning with their second calendar year of employment shall be entitled to fifteen days sick leave each calendar year on a cumulative basis. This leave is credited in advance at the beginning of the year.

B. Sick leave for absences of long duration must be requested by the employe in writing to his immediate supervisor. This request must be accompanied by a written and signed statement by a physician prescribing the sick leave and probable date of return to employment.

C. In all cases of illness, whether of short or long duration the employee is required to notify his superior of the reason for absence at 9:00 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. A physician's certifi-

cate must be submitted when an employee is absent five or more consecutive sick leave days.

D. Full-time temporary employees shall be entitled to sick leave of one day per month for each month of service as earned.

E. All sick leaves are subject to Administrative and/or Board approval and when necessary, to approval by the Division of Public Welfare and the Department of Civil Service.

F. Sick days are credited in advance in expectation of continued employment. Reimbursement must be made in cases where the amount of employment does not equal the amount of sick time taken with the calendar year.

Article IX

MATERNITY LEAVE

A. Permanent employees may request in writing through their Supervisor, Maternity leave for pregnancy and confinement. Such request for maternity leave must be accompanied by a written and signed Physician's statement.

B. All Maternity leaves are subject to approval by the Welfare Board, the Division of Public Welfare of the Department of Institutions and Agencies and the Department of Civil Service. Such leave when granted, must be renewed every three months, and supported by a written request and physician's certificate up to a maximum of one year. The above renewal shall apply only after pregnancy has come to term.

C. During this leave an employee is entitled up to four months of paid leave providing she has accrued this time, but not to exceed one month beyond termination of pregnancy.

Article X

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 this agreement. 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:

The term grievance shall mean an allegation that there has been:

1. A breach, misinterpretation or improper application of the terms of this Agreement: or

2. A claimed violation, misinterpretation, or misapplication of rules or regulations, existing policy, or orders, applicable to the Agency or department which employs the grievant which shall be limited to those matters, affecting the terms and conditions of employment.

C. Presentation of a grievance:

In the presentation of a grievance, the aggrieved shall have the right to present his own appeal or designate a union representative to present said appeal with him. The Board agrees that there shall be no loss of pay for the time spent in processing and presenting the grievance by the aggrieved and one steward who is an employee of the Board throughout Step 1 of the grievance procedure.

In Step 2, the grievant shall have the right to be represented by one steward and the local union presi-

dent or his designee without loss of pay to any of these individuals.

In Step 3, the grievant shall have the right to be represented by one steward and the Local Union President or his designee and a Council No. 73 representative, again without loss of pay.

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 aggrieved shall institute action under the provisions hereof in writing, signed and delivered to his or her supervisor within ten working days of the occurrence complained of or within ten working days after he or she would reasonably be expected to know of its occurrence. Failure to act within said ten days shall be deemed to constitute abandonment of the grievance.
- b. The supervisor shall render a decision in writing within three working days after receipt of the grievance. In an emergency, this three day period may be waived if both agree in writing. An immediate response may be requested.
- c. In the event that the grievance does not pertain to the immediate supervisor, this step may be omitted at the discretion of the grievant and his or her immediate supervisor. The aggrieved will forward a copy of the grievance to his immediate supervisor in all situations.
- d. Union Shop Steward may participate at the request of the employee.

Step 2. In the event satisfactory settlement has not been reached, the aggrieved shall in writing and signed, file his complaint with the Director of Welfare within five (5) working days following the determination of Step 1. The Director of Welfare, or his designee shall meet with the aggrieved and shall render his decision within five (5) working days after the receipt of the complaint. The Steward, Local Union President or his designee may participate at request of the employee.

Step 3. Should the aggrieved disagree with the decision of the Director, the aggrieved may within five working days submit a request to appear before the Board. In the event the aggrieved files his or her statement with the Board at least five Working days prior to a Board meeting, the Board shall review the decision of the Director at that meeting. The aggrieved may be represented by the steward and Local President or his designee and a council No. 73 representative. The Board will render its decision within ten working days after the Board meeting at which the matter has been reviewed.

If necessary, a special Board meeting will be held to hear the appeal prior to the next regularly scheduled Board meeting. All members of the Welfare Board are members of a committee to hear appeals. However, a decision may be made by a minimum of three Board members, which shall be the decision of the Welfare Board.

Step 4. a. Should the aggrieved be dissatisfied with the Board's decision, such person has ten (10) working days in which to request fact finding. The fact finder shall be a member of the staff

of the Institute of Management and Labor Relations of Rutgers University as agreed, or in the event he cannot serve, another Fact Finder shall be designated by the Governor from the Institute of Management and Labor Relations of Rutgers University. However, no fact finding hearing shall be scheduled sooner than thirty (30) days after the final decision by the Board. ✓

- b. The fact finder's recommendation shall be in writing and shall set forth his findings of fact, reasons, and conclusions on the issues submitted. The fact finder shall be without power or authority to make any decision which shall bind the parties and his opinion shall be advisory in nature only.
- c. The costs for the services of the fact finder shall be borne equally by the Board and the Union. Any other expenses incurred in connection with the fact finding shall be paid by the party incurring same.
- d. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally. In the event the employee elects to pursue Civil Service Procedures there shall be no resort to fact finding.

MISCELLANEOUS:

- 1. Union representation does not preclude representation by an Attorney.
- 2. A minority organization shall not present or process grievances.
- 3. Should the grievant elect to present his own grievance without Union representation he should

so indicate on the grievance form in the procedural Step No. 1.

4. Time limits under this Article may be changed by mutual agreement only.

Article XI

HEALTH INSURANCE, INSURANCE, AND RETIREMENT BENEFITS

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. Welfare Board agrees to provide Retirement Benefits in accordance with the existing New Jersey Employees Retirement Act.

Article XII

SALARIES AND COMPENSATION

During the term of this Agreement, employees will be compensated as follows:

Each position title shall have a salary range with a minimum and a maximum. (See Appendix I, II, III, IV, V.)

1. All employees covered by this Agreement shall be placed on guide, on step in the new salary range as listed in Appendix III according to their position titles effective January 1, 1974.

2. Account Clerks, Clerk Typists, Interpreter and Receptionists shall have a hiring rate of \$5314.00 effective January 1, 1974. Clerks shall have a hiring rate of \$5280 effective January 1, 1974.

3. Social Worker, Investigator, and Income Maintenance Specialist shall receive a \$260.00 salary differential effective July 1, 1974.

4. Income Maintenance Technician, Principal Clerk, Principal Clerk Bookkeeper shall receive a \$407.00 salary differential effective July 1, 1974.

5. Clerks shall receive a \$317.00 salary differential effective July 1, 1974.

6. Receptionist, Account Clerk, Clerk-Typist and Interpreter shall receive a \$318.00 salary differential effective July 1, 1974.

7. Senior Clerk-typist and Senior Telephone Operator shall receive a \$527.00 salary differential effective July 1, 1974.

8. Telephone Operator and Clerk Transcriber shall receive a \$478.00 salary differential effective July 1, 1974.

9. Senior Clerk and Senior Account Clerk shall receive a \$670.00 salary differential effective July 1, 1974.

10. Social Service Aide shall receive a \$578.00 salary differential effective July 1, 1974.

11. All employees covered by this Agreement hired during the life of this contract shall receive the salary differential pro-rated, based on the period of July 1, 1974 to June 30, 1975.

12. Longevity and salary differential payments shall not be considered in arriving at the on step, on guide adjustment. These payments shall be in addition to regular salaries.

13. All employees covered by this Agreement shall be placed on guide, on step in the new salary range listed in Appendix V according to their position titles effective July 1, 1974.

Accountant Clerk, Clerk Typist, Interpreter and Receptionist shall have a hiring rate of \$5632 effective July 1, 1974. Clerks shall have a hiring rate of \$5595.00 effective July 1, 1974.

14. ANNIVERSARY DATES:

- a. Employees hired or last promoted between October 2 and January 2 will be eligible to receive an increment on January 1.
- b. Employees hired or last promoted between January 3 and April 1 will be eligible to receive an increment on April 1.
- c. Employees hired or last promoted between April 2, and July 1 will be eligible to receive an increment on July 1.
- d. Employees hired or last promoted between July 2 and October 1 will be eligible to receive an increment on October 1.

15. Employees shall be entitled to an earned merit increment within the salary range on their anniversary date provided they have served in the position for 1 year.

16. During the life of this contract an employee who is promoted or re-classified from one class or title to another which carries a higher salary range shall have his salary adjusted as follows:

1. To at least the minimum of the new range; or
2. To the comparable dollar amount step in the new range plus an increment; or,
3. To the comparable dollar amount in the new range and if not on step rounded to the next higher step plus an increment, whichever is higher.

Article XIII

TRANSFER OF THE WELFARE PROGRAM

Should the Federal or State Government enact Legislation to assume the Supervision and Administration of the Welfare Program, specific provision should be made to protect and guarantee that the Civil Service and Retirement Rights of Mercer County Welfare Board Personnel transferred to employment under the Federal or State Government Welfare Program be continued.

Article XIV

PERSONAL AND BEREAVEMENT DAYS

A. Employees with 1 year continuous service shall be entitled to a total of 3 days leave per calendar year with pay for personal business.

Request for leave shall be made in writing at least 24 hours in advance of the requested date or dates from the employee's immediate Supervisor and Director. All leaves must be approved in advance. Leaves shall be non-cumulative and must be used within the calendar year.

B. Employees with one year continuous service shall be entitled to up to a total of 3 days paid leave per calendar year for bereavement for time lost from work due to the death of any of the following members of the immediate family: father, mother, brothers, sisters, spouse, children, grandparents, father-in-law, mother-in-law, or other relatives residing in the employees' household. Bereavement leave shall be non-cumulative and may be used only within the calendar year.

Article XV

SENIORITY

1. Seniority, which is defined as continuous employment in grade with the Mercer County Welfare Board, will be given due consideration by the Board with respect to promotions, demotions. Nothing herein shall contravene Ruling Eleven of the State Division of Public Welfare in its present or amended form, and the Statutes and rules and regulations of the New Jersey Department of Civil Service.

2. In the case where an employee is promoted but does not successfully pass the Civil Service examination or the probationary period, he will be returned to his previous job title in his most recent location or his then current location if practicable without loss of any seniority.

3. In the event two or more persons have the same seniority date, the one with more time in service with the Agency shall be considered as having greater seniority.

4. The Board agrees to supply current seniority lists to the Union on a semi-annual basis.

5. Upon request by a by-passed person or persons the Board will have to show just reason why a person with less seniority in any given situation is chosen by the Board over a person possessing more seniority.

6. In the event there is a need for layoffs the following progressive two step procedure will be used.

- a. Persons without a permanent title according to time with the Agency.
- b. Permanent employees according to Seniority.

7. In the event there is a recall the above procedure will be followed in inverse order.

Article XVI

LONGEVITY

Every full time employee, provisional or permanent, classified or unclassified, of the Mercer County Welfare Board shall be paid 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.

Employees having completed five years of continuous service as of January 1, 1974, or thereafter, will have added to their gross per annum pay an additional \$100, 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 \$100.

Article XVII

EDUCATION

Current educational program: Under Federal and State Stipend plan, is for leave to be granted to attend a Graduate School of Social Work on the basis that employee would return to the Agency and continue employment and be an asset due to graduate training in carrying out Agency's Program. This education leave Plan is in accordance with Ruling Eleven, personnel regulations of the State Division of Public Welfare.

The Labor and Management Committee is to look into other educational possibilities.

Article XVIII

NON-DISCRIMINATION CLAUSE

The Welfare Board and the Union agree there shall be no discrimination against any employee because of age, sex, marital status, race, religion, national origin, political affiliation, or Union membership.

Article XIX

UNION ACTIVITY

A. The Board agrees to grant officially elected delegates of the Mercer County Welfare Local Union time off with pay for the purpose of attending Union conventions and/or conferences provided that:

1. Total time off does not exceed aggregate of 12 working days in any one calendar year.

2. Not more than 6 such Union delegates shall be permitted to attend such convention or conference at any one time.

3. Written request specifying the amount of time off to be received by the Board at least five days in advance of granting of each time off.

B. UNION MANAGEMENT CONFERENCES

1. Representatives of the Local Union and representatives of the Welfare 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 Mercer County Welfare Board who shall not lose pay or time spent during their regular working hours at such conferences. Such conference may be attended by Council No. 73 representatives.

2. Normal Union business shall not be conducted on Agency time.

3. The Welfare Board agrees to provide meeting space at its facilities for Union meetings.

Article XX

BULLETIN BOARD USE BY UNION

The Mercer County Welfare Board shall allow a section of each bulletin board to be used by the Union. Notices of Union meetings, official Union business, Union social, recreational or educational events shall be the types of material posted by the Union. Copies of such materials shall be given to the Director or his designated representative prior to posting. Such notices shall be signed by the Local President prior to posting.

Article XXI

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 Civil Service, 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 in-operative but all other provisions shall not be affected thereby and shall continue in full force and effect.

Article XXII

ACCESS TO PREMISES

The Council No. 73 Executive Director and or his representative shall be admitted to the premises of the Welfare Board on Union business upon notification to the Director of Welfare or his designee.

Article XXIII

OVERTIME

Employees covered by this agreement will be compensated at the rate of time and one half in cash for overtime 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 at the rate of one and one half times the regular hourly rate of that employee.

Article XXIV

PERSONNEL PRACTICES

1. When an individual is to be adversely affected by an individual change of title or rate of compensation, he shall be notified of such change no later than one month in advance of its implementation.

2. With the approval of the appointing authority, any permanent employee who has resigned may request placement on a re-employment list within two years of the date of resignation. The re-employment list will have precedence over any other list.

3. Wherever possible, travel time shall be taken into consideration in the assignment of the Home Service Aides.

4. Proposed new rules or modifications of existing rules governing working conditions, shall be negotiated with the Union as provided for and in accordance with Chapter 303, 1968.

Article XXV

PROMOTIONS

A. Upon promotion, an employee shall be informed of his new rate of compensation one week in advance of the effective date.

B. 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.

C. In order to be considered for a provisional promotion a person must be eligible to take the Civil Service Promotional Examination.

Article XXVI

TRANSFER AND REASSIGNMENTS

A. Transfer is defined as the movement of an employee from one job assignment to another in this job title in another unit.

B. Reassignment is defined as the movement of an employee from one job assignment to another within his job title and within his work unit.

C. Transfers and reassignment will be discussed with the affected employee(s) prior to implementation. Where such transfers or reassignments are not mutually agreed to, the administration will make these transfers and reassignments in the inverse order of his/hers job title seniority of the employees affected.

D. Transfer or reassignment will not affect the 'mulation' of an employee's seniority.

E. Employees to be affected will be given maximum possible notice.

F. The Board agrees to maintain a list of all voluntary requests made by employees for transfers or reassignments and when a vacancy occurs the request will be given due consideration. Copies of this list will be furnished the Union President.

G. The above procedure does not apply in cases requiring a temporary replacement for an absent employee.

H. In the event the Administration decides that this procedure regarding transfers and reassignments is not workable in a given situation this matter will be discussed with the Union prior to implementation of another procedure.

Article XXVII

JOB POSTING

1. Existing or planned job vacancies will be posted on the Bulletin Board. The posting will include a description of the job, any required qualifications, the location of the vacancies and the procedures to be followed by employees interested in making application and said application must be made within five working days of posting. A copy of the posting will be given to the Union president.

2. Vacancies will be filled in the progressive three 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.

a. Employees presently serving in the title in which

- the vacancy occurs who have requested a transfer into the vacant position according to seniority.
- b. Any eligible employee who is fully qualified and applies for the vacant position according to seniority.
 - c. Any non-employee applicant.

Article XXVIII

SUSPENSION AND DISCHARGE

Employees shall have an opportunity to be represented by a Union Official when such employee is advised of charges being brought against him/her.

Article XXIX

PRINTING OF AGREEMENT

The Board will reproduce this Agreement in sufficient quantities so that each present employee in the bargaining unit may receive a copy, plus additional copies for distribution to employees hired during the term of the Agreement.

Article XXX

PERSONNEL FILES AND EVALUATIONS

A. A duplicate copy of the evaluation by the immediate Supervisor which is required for probationers shall be given in its entirety to the respective employee.

1. Each employee shall be notified of his or her performance and shall have opportunity to review such evaluation with his or her supervisor. Evaluations are grievable.

B. An employee by request for appointment shall have access to examine his or her own personnel file during office hours at a reasonable time set by management.

C. All documents other than previous employment inquiries entered in employees file after April 27, 1973 shall be numbered subsequently and upon examination of said documents, each document shall be initialled by the employee.

D. The signature of the employee affixed to any document does not indicate in any way that the employee agrees with the contents of the document or the file. Employee's signature is affixed to show only that the file has been reviewed in accordance with this agreement. The employee shall have the right to respond in writing to any document in the file. Such response shall become part of the personnel file unless as a result of the response, the questioned document is removed and destroyed. The employees reserve the right to grieve any material in this file from the date of employment of said employee.

E. Any document relating to any employee's employment other than previous employment inquiries shall be placed in the employee's personnel file.

F. Copies of all documents relating to the Union which are placed in the personnel file shall be given to the employee.

Article XXXI

UNION MANAGEMENT RELATIONS

A. All new written statements of policy or procedure which are applicable to employees shall be made known and delivered upon promulgation to the Union.

B. 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 and recommend to the Agency head changes in the work-

ing conditions of employees within his Agency. The Labor-Management Committee shall not consider items being grieved.

2. The Labor-Management Committee shall consist of six (6) members. The Union shall designate two members and the Supervisors shall designate two members, and the Welfare Board shall designate two 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.

3. The Labor-Management Committee shall meet at the written request of any of the parties involved at times mutually agreeable to all parties. At least one week in advance of a meeting, the party calling the meeting shall provide the other party with a written agenda of matters to be discussed.

Article XXXII

GENERAL PROVISIONS

1. In the event legislation is enacted providing improvements which would uniformly affect employees of the state, this agreement will not be used to deter or preclude its application to employees covered by this agreement.

Article XXXIII

FULLY-BARBAINED PROVISION

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 the subject of negotiations. This is done with the exception of re-opener articles.

Article XXXIV

DURATION OF AGREEMENT

A. This Agreement shall be effective from January 1, 1974 and shall remain in full force and effect until June 30, 1975.

B. Negotiations on the successor contract shall commence on or about March 31, 1975 upon written notice by one party to the other at least sixty days prior to the expiration date of this Agreement of a desire to change, modify or terminate the Agreement.

C. This Agreement is subject to the review and written approval as to form and content by the State of New Jersey Department of Institutions and Agencies.

APPENDIX I

POSITION TITLES	SALAY RANGE
Account Clerk	\$5,061- 6,832
Clerk	4,590- 6,200
Social Worker	8,657-11,688
Clerk Transcriber	5,314- 7,176
Clerk Typist	5,061- 6,832
Home Service Aide	5,580- 7,533
Principal Clerk	6,783- 9,156
Principal Clerk Bkk.	6,783- 9,156
Receptionist	5,061- 6,832
Senior Acct. Clerk	5,580- 7,533
Senior Clerk	5,580- 7,533
Senior Clk. Typist	5,859- 7,910
Social Service Aide Trainee	4,590-
Social Service Aide	4,820- 6,507
Telephone Operator	5,314- 7,176
Senior Telephone Operator	5,859- 7,910
I. M. Specialist	8,657-11,688
I. M. Technician	6,783- 9,156
Interpreter	5,061- 6,832
Investigator	8,657-11,688

APPENDIX II

1972 SALARY SCHEDULE

Ruling No. 11

Classification and Compensation Plan (Cont'd.)

Effective 1/1/72

Part I, Page

PLAN B (REVISED)

Salary Range No.	Minimum Rate	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step
1.	3946	4143	4340	4537	4734	4931	5128
2.	4143	4350	4557	4764	4971	5178	5385
3.	4350	4568	4786	5004	5222	5440	5658
4.	4568	4796	5024	5252	5480	5708	5936
5.	4796	5036	5276	5516	5756	5996	6236
6.	5036	5288	5540	5792	6044	6296	6548
7.	5288	5552	5816	6080	6344	6608	6872
8.	5552	5830	6108	6386	6664	6942	7220
9.	5830	6122	6414	6706	6998	7290	7582
10.	6122	6428	6734	7040	7346	7652	7958
11.	6428	6749	7070	7391	7712	8033	8354
12.	6749	7086	7423	7760	8097	8434	8771
13.	7086	7440	7794	8148	8502	8856	9210
14.	7440	7812	8184	8556	8928	9300	9672
15.	7812	8203	8594	8985	9376	9767	10158
16.	8203	8613	9023	9433	9843	10253	10663
17.	8613	9044	9475	9906	10337	10768	11199

18.	9044	9496	9948	10400	10852	11304	11756
19.	9496	9971	10446	10921	11396	11871	12346
20.	9971	10470	10969	11468	11967	12466	12965
21.	10470	10994	11518	12042	12566	13090	13614
22.	10994	11544	12094	12644	13194	13744	14294
23.	11544	12121	12698	13275	13852	14429	15006
24.	12121	12727	13333	13939	14545	15151	15757
25.	12727	13363	13999	14635	15271	15907	16543
26.	13363	14031	14699	15367	16035	16703	17371
27.	14031	14733	15435	16137	16839	17541	18243
28.	14733	15470	16207	16944	17681	18418	19155
29.	15470	16244	17018	17792	18566	19340	20114
30.	16244	17056	17868	18680	19492	20304	21116
31.	17056	17909	18762	19615	20468	21321	22174
32.	17909	18804	19699	20594	21489	22384	23279
33.	18804	19744	20684	21624	22564	23504	24444
34.	19744	20731	21718	22705	23692	24679	25666

Ruling No. 11

Classification and Compensation Plan

APPENDIX III

PLAN B (REVISED)

Salary Range No.	Minimum Start	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step	Seventh Step	Maximum
1.	4163	4371	4579	4787	4995	5203	5411	5619
2.	4371	4590	4809	5028	5247	5466	5683	5904
3.	4590	4820	5050	5280	5510	5740	5970	6200
4.	4820	5061	5302	5543	5784	6025	6266	6507
5.	5061	5314	5567	5820	6073	6326	6579	6832
6.	5314	5580	5846	6112	6378	6644	6910	7176
7.	5580	5859	6138	6417	6696	6975	7254	7583
8.	5859	6152	6445	6738	7031	7324	7617	7910
9.	6152	6460	6768	7076	7384	7692	8000	8308
10.	6460	6783	7106	7429	7752	8075	8398	8721
11.	6783	7122	7461	7800	8139	8478	8817	9156
12.	7122	7478	7834	8190	8546	8902	9258	9614
13.	7478	7852	8226	8600	8974	9348	9722	10096
14.	7852	8245	8638	9031	9424	9817	10210	10603
15.	8245	8657	9069	9481	9893	10305	10717	11129
16.	8657	9090	9523	9956	10389	10822	11255	11688
17.	9090	9545	10000	10455	10910	11365	11820	12275
18.	9545	10022	10499	10976	11453	11930	12407	12884

19.	10022	10523	11024	11525	12026	12527	13028	13529
20.	10523	11049	11575	12101	12627	13153	13679	14205
21.	11049	11601	12153	12705	13257	13809	14361	14913
22.	11601	12181	12761	13341	13921	14501	15081	15661
23.	12181	12790	13399	14008	14617	15226	15835	16444
24.	12790	13430	14070	14710	15350	15990	16630	17270
25.	13430	14102	14774	15446	16118	16790	17462	18134
26.	14102	14807	15512	16217	16922	17627	18332	19037
27.	14807	15547	16287	17027	17767	18507	19247	19987
28.	15547	16324	17101	17878	18655	19432	20209	20986
29.	16324	17140	17956	18772	19588	20404	21220	22036
30.	17140	17997	18854	19711	20568	21425	22282	23139
31.	17997	18897	19797	20697	21597	22497	23397	24297
32.	18897	19842	20787	21732	22677	23622	24567	25512
33.	19842	20834	21826	22818	23810	24802	25794	26786
34.	20834	21876	22918	23960	25002	26044	27086	28128
35.	21876	22970	24064	25158	26252	27346	28440	29534
36.	22970	24119	25268	26417	27566	28715	29864	31013

APPENDIX IV

Title	Comparable State Title	State Salary Range Eff. 7-1-74
Accountant	Accountant 3	\$10,115-13,657
Account Clerk	Audit Account Clerk	5,364- 7,240
Addressograph Machine Operator	Addressograph Machine Operator	5,108- 6,894
Administrative Secretary	Head Clerk	8,737-11,796
Assistant Field Office Supvr.	Social Work Supvr. 3	12,296-16,601
Building Maintenance Worker	Building Maintenance Wkr.	5,109- 6,894
Case Worker	Social Worker Trainee	9,174-12,387
	Social Worker 2	
Case Work Specialist	Social Worker 1	10,115-13,657
Clerk	Clerk	4,866- 6,567
Clerk Bookkeeper	Clerk Bookkeeper	5,364- 7,214
Clerk Stenographer	Clerk Stenographer	5,632- 7,606
Clerk Transcriber	Clerk Transcriber	5,632- 7,606
Clerk Typist	Clerk Typist	5,364- 7,214
Employment Specialist	Social Worker 2	9,174-12,387
Field Office Supervisor	Area Supervisor	13,430-18,134
Head Account Clerk	Head Aud. Acct. Clerk	8,737-11,796
Head Clerk	Head Clerk	8,737-11,796
Head Clerk Bookkeeper	Head Clerk Bookkeeper	8,737-11,796
Investigator, C.W.B.	Social Worker 2	9,174-12,387
Key Punch Machine Operator	Key Punch Machine Opr.	5,364- 7,214
Messenger	Messenger	4,413- 5,960

Principal Account Clerk	Prin. Audit Acct. Clerk	7,189- 9,702
Principal Clerk	Principal Clerk	7,189- 9,702
Principal Clerk Bookkeeper	Prin. Clerk Bookkeeper	7,189- 9,709
Principal Clerk Stenographer	Prin. Clerk Stenographer	7,925-10,697
Principal Tab. Mach. Opr.	Data Processing Mach. Opr. 1	7,925-10,697
Receptionist	Receptionist	5,364- 7,214
Sr. Addressograph Mach. Opr.	Sr. Addressograph Mach. Opr.	\$ 5,914- 7,986
Senior Accountant	Accountant 2	11,710-15,812
Senior Account Clerk	Sr. Aud. Acct. Clerk	5,914- 7,986
Senior Clerk	Senior Clerk	5,914- 7,986
Senior Clerk Bookkeeper	Senior Clerk Bookkeeper	5,914- 7,986
Senior Clerk Stenographer	Senior Clerk Stenographer	6,521- 8,803
Senior Clerk Transcriber	Senior Clerk Transcriber	6,521- 8,803
Senior Clerk Typist	Senior Clerk Typist	6,210- 8,387
Senior Key Punch Mach. Opr.	Sr. Key Punch Mach. Opr.	6,521- 8,803
Senior Off. Appl. Opr.	Senior Off. Appl. Opr.	5,914- 7,986
Senior Tab. Mach. Opr.	Data Proc. Mach. Opr. 2	6,521- 8,803
Senior Telephone Opr.	Senior Telephone Opr.	6,210- 8,387
Supervising Telephone Opr.	Supervising Telephone Opr.	7,548-10,187
Stock Clerk	Stock Clerk	5,364- 7,240
Supervisor of Case Work	Asst. Social Work Supvr.	11,152-15,058
Supvr. of Property & Resources	Asst. Social Work Supvr.	11,152-15,058
Supvr. of Tabulating Mach. Oprns.	Data Proc. Mach. Oprns. 2	10,621-14,338
Tabulating Machine Operator	Data Proc. Mach. Opr. 3	5,632- 7,606
Telephone Operator	Telephone Operator	5,632- 7,606
Training Supervisor	Social Work Supvr. 2	13,557-18,303

Watchmen
Welfare Aide
Social Svs. Aide Trainee
Social Service Aide
Senior Soc. Svs. Aide
Principal Soc. Svs. Aide

Guard
Welfare Aide
Soc. Svs. Aide Trainee
Social Service Aide
Senior Soc. Svs. Aide
Principal Soc. Svs. Aide

6,210- 8,387
7,189- 9,702

4,866
5,109- 6,894
6,210- 8,387
7,189- 9,702

APPENDIX V

Ruling No. 11,
Part I.

COMPENSATION SCHEDULE

For County Welfare Boards

Effective July 1, 1974

ANNUAL SALARIES

Rng. No. Inter- val 5%	Incre- ment 5%	Min. Start	2nd	3rd	4th	5th	6th	7th	Max.
A01	221	4413	4634	4855	5076	5297	5518	5739	5960
A02	232	4634	4866	5098	5330	5562	5794	6026	6258
O03	243	4866	5109	5352	5595	5838	6081	6324	6567
A04	255	5109	5364	5619	5874	6129	6384	6639	6894
A05	268	5364	5632	5900	6168	6436	6704	6972	7240
A06	282	5632	5914	6196	6478	6760	7042	7324	7606
A07	296	5914	6210	6506	6802	7098	7394	7690	7986
A08	311	6210	6521	6832	7143	7454	7765	8076	8387
A09	326	6521	6847	7173	7499	7825	8151	8477	8803
A10	342	6847	7189	7531	7873	8215	8557	8899	9241
A11	359	7189	7548	7907	8266	8625	8984	9343	9702
A12	377	7548	7925	8302	8679	9056	9433	9810	10187
A13	396	7925	8321	8717	9113	9509	9905	10301	10697
A14	416	8321	8737	9153	9569	9985	10401	10817	11233
A15	437	8737	9174	9611	10048	10485	10922	11359	11796
A16	459	9174	9633	10092	10551	11010	11469	11928	12387

A17	482	9633	10115	10597	11079	11561	12043	12525	13007
A18	506	10115	10621	11127	11633	12139	12645	13151	13657
A19	531	10621	11152	11683	12214	12745	13276	13807	14338
A20	558	11152	11710	12268	12826	13384	13942	14500	15058
A21	586	11710	12296	12882	13468	14054	14640	15226	15812
A22	615	12296	12911	13526	14141	14756	15371	15986	16601
A23	646	12911	13557	14203	14849	15495	16141	16787	17433
A24	678	13557	14235	14913	15591	16269	16947	17625	18303
A25	712	14235	14947	15659	16371	17083	17795	18507	19219
A26	747	14947	15694	16441	17188	17935	18682	19429	20176
A27	785	15694	16479	17264	18049	18834	19619	20404	21189
A28	824	16479	17303	18127	18951	19775	20599	21423	22247
A29	865	17303	18168	19033	19898	20763	21628	22493	23358
A30	908	18168	19076	19984	20892	21800	22708	23616	24524
A31	954	19076	20030	20984	21938	22892	23846	24800	25754
A32	1002	20030	21032	22034	23036	24038	25040	26042	27044
A33	1052	21032	22084	23136	24188	25240	26292	27344	28396
A34	1104	22084	23188	24292	25396	26500	27604	28708	29812
A35	1159	23188	24347	25506	26665	27824	28983	30142	31301
A36	1217	24347	25564	26781	27998	29215	30432	31649	32866