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AGREEMENT

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BETWEEN

CITY OF ELIZABETH, NEW JERSEY

AND

UNION COUNCIL NO. 8 NEW JERSEY CIVIL SERVICE ASSOCIATION (CITY HALL EMPLOYEES)

APRIL 1, 1992 THROUGH JUNE 30, 1994

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AGREEMENT entered into this 31 day of March 1992 by and between the CITY OF ELIZABETH, NEW JERSEY hereinafter referred to as the "City" and UNION COUNCIL NO. 8, NEW JERSEY CIVIL SERVICE ASSOCIATION, hereinafter referred to as the "Association", is designed to promote a harmonious relationship between the City, the Association and such of the City's employees as are represented by the Association.

ARTICLE I

RECOGNITION

- 1. The City hereby recognizes Union Council #8, New Jersey Civil Service Association as the exclusive and sole representative for collective negotiations concerning salaries, hours and other terms and conditions of employment for all City Hall employees, but excluding all foremen and supervisors, managers and department heads.
- 2. Unless otherwise indicated, the terms "employee" or "employees", when used in this Agreement, refer to all persons represented by Union Council #8, New Jersey Civil Service Association.

ARTICLE II

ASSOCIATION SECURITY (MAINTENANCE OF MEMBERSHIP)

- 1. The Employer agrees to deduct from the salaries of employees, dues for the Association when authorized in writing to do so by each employee. Individual authorization forms shall be furnished and filed by the Association with the appropriate business office of the Employer.
- membership dues shall be terminated automatically when an employee is removed from the payroll of the City of Elizabeth. Where an employee takes a leave of absence without pay for one month or more during any payroll deduction period, there shall be no obligation on the part of the City of Elizabeth to collect funds from his/her salary during such absence. Upon his return to employment at the termination of his/her leave, the City of Elizabeth shall continue to deduct dues from his salary in accordance with the payroll deduction program agreed upon by the parties.
- 3. The amount of monthly Association membership dues will be certified by the President of the Association in writing to the employer and the amount so certified will be uniform for all members of the Association.

ARTICLE II

ASSOCIATION SECURITY (MAINTENANCE OF MEMBERSHIP (Continued)

- 4. The above will be in compliance with N.J.S.A. 52:14-15.9e.
- 5. Assignees shall have no right or interest whatsoever in any money authorized withheld until such money is actually paid over to them. The City or any of its officers and employees shall not be liable for any delay in carrying out such deductions, and upon forwarding check in payment of such deductions by mail to the assignee's last known address, the City and its officers and employees shall be released from all liability to the employee-assignors and to the assignees under such assignments.
- 6. If any provision of this Article is invalid under Federal law or the laws of the State of New Jersey, said provisions shall be modified to comply with the requirements of Federal or State Law or shall be re-negotiated for the purpose of adequate replacement.

ARTICLE IIA

UNION SECURITY

- 1. Upon the request of the Union, the employer shall deduct a representation fee from the wages of each employee who is not a member of the Union.
- 2. These deductions shall commence thirty (30) days after the beginning of employment in the unit or ten (10) days after re-entry into employment in the Unit.
- 3. The amount of said representation fee shall be certified to the employer by the Union, which amount shall not exceed 85% of the regular membership dues, fees and assessments charged by the Union to its own members.
- 4. The Union agrees to indemnify and hold the employer harmless against any liability, cause of action, or claims of loss whatsoever arising as a result of said deductions.
- 5. The employer shall remit the amounts deducted to the Union monthly, on or before the 15th of the month following the month in which such deductions were made.
- 6. The Union shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.5 (c) and 5.6 (L. 1979, c. 477), and membership in the Union shall be available to all employees in the unit on an equal basis at all times. In the event the Union fails to maintain such a system, or if membership is not so available, the employer shall immediately cease making such deductions.

ARTICLE III

BULLETIN BOARDS

The Association shall have the use of bulletin boards throughout City Hall. Such boards to be used solely for the purpose of exhibiting official business of the Association. All materials to be posted shall be submitted to the Business Administrator or his/her designee prior to posting.

ARTICLE IV

ASSOCIATION BUSINESS LEAVE

- l. Every effort will be made to schedule meetings between representatives of the City and of the Association to negotiate the terms of the Agreement during regular working hours. However, should the scheduling of negotiating sessions during non-working time of the employer be required, they may be scheduled for any time.
- 2. Leaves of absences with pay shall be granted as provided in Section 38:23-2 of the Revised Statutes of New Jersey. Notice of elected delegates to attend a convention in accordance with said statute shall be made in writing to the Office of the Business Administrator not less than two (2) weeks in advance by Union Council #8 secretary.
- 3. Failure of employees to return to work promptly upon expiration of authorized leave without reasonable notice satisfactory to the Director shall be subject to disciplinary action in accordance with New Jersey Department of Personnel Rules and Regulations.

ARTICLE V

GRIEVANCE PROCEDURE

In the event any difference or dispute should arise between the City and the Association or its members employed by the City over the application and interpretation of the terms of this Agreement, an earnest effort shall be made to settle such differences immediately and in the following manner, provided the grievance is filed in writing within ten (10) working days of its occurrence or employee knowledge thereof.

STEP 1. Between the aggrieved employee and his/her immediate supervisor. If no satisfactory agreement is reached within three (3) working days, then

STEP 2. Between the aggrieved employee in the company of officers of the Association or his/her attorney in conference with the employee's director or his/her designee. Should no acceptable agreement be reached within an additional three (3) working days, then (Should the final decision of the director involve a suspension from duty without pay said suspension will not become effective until at least ten (10) days after the final meeting).

STEP 3. The matter may be appealed to the Department of Personnel, in accordance with applicable statutes and regulations.

ARTICLE VI

WORK WEEK

The employer shall have the right, for the efficient operation of its facilities, to make changes in starting and stopping time of the daily work schedule and to vary the daily or weekly work schedule. However, prior to making any change, the director or directors involved shall meet with the Association to discuss the proposed changes.

ARTICLE VII

MANAGEMENT RESPONSIBILITY

- It is recognized that the management of the City Hall, the control of its properties and the maintenance of order and efficiency are solely responsibilities of the City. Accordingly, the City retains the following rights, except as they may be abridged in this Agreement, including, but not limited to selection and direction of the force; to hire; to suspend or discharge for just cause; to assign, promote, demote or transfer; to determine the amount of overtime to be worked; to relieve employees from duty for reasons of economy as provided for in N.J.S.A. 11A:8-1 and N.J.A.C 4A:8-1.1 et seq., or for other legitimate reasons, not inconsistent with the terms and provisions of this Agreement; to decide on the number and locations of facilities, to determine the work to be performed; amount of supervision necessary, equipment, methods, together with the selection, procurement, designing, engineering and control of equipment and materials; and to purchase services of others by contract or otherwise. It also retains the right to discontinue this service, at any time, for reasons of economy.
- City-wide employee benefits granted during the life of this agreement will include employees covered by this contract.

ARTICLE VIII

ACCESS

- 1. A duly, authorized representative of the Association, designated in writing, after reporting to the Office of the Business Administrator, or his/her designee, shall be admitted to the premises for the purpose of assisting in the adjustment of grievances and for investigation of complaints that the contract is being breached. Upon request, the Association representative shall state the purpose of his/her visit. Except in an emergency, at least four (4) hours advance notice must be given by telephone. Such visits shall not be permitted to interfere with, hamper or obstruct normal operations.
- 2. Facilities in City Hall shall be made available to the Association for meetings that are scheduled after working hours provided advanced permission is received from the Supervisor of Public Buildings, Markets and Docks.

ARTICLE IX

LONGEVITY

- shall be entitled to be paid longevity pay in accordance with the schedule contained in this Article. Longevity pay shall be applied on the basis of the employee's anniversary date of employment as follows if the employee's anniversary falls between January 1 and June 30, he/she shall be entitled to adjusted longevity pay retroactive to January 1; if the employee's anniversary date falls between July 1 and December 31, he/she shall be entitled to adjusted longevity pay retroactive to July 1. Longevity pay, in the case of salary increases, will be credited retroactively to the January 1st preceding the execution date of this contract and will accordingly be computed on the new base salary.

ARTICLE X

SENIORITY

- 1. Seniority is defined to mean the accumulated length of continuous service with the City, computed from the last date of hire. An employee's length of service shall not be reduced by time lost due to authorized leave with pay for a bona fide illness or injury certified by a physician. Seniority may be lost and employment terminated if any of the following occur:
 - A. Discharge
 - B. Resignation
 - C. Absence for five (5) consecutive days without leave or notice
 - D. Absence for illness, injury or leave without pay for more than one (1) continuous year.
- 2. Nothing in this paragraph shall restrict the powers of the employer or the rights of the employee as set forth in New Jersey Department of Personnel Statutes, rules and regulations.

ARTICLE XI

HOLIDAYS

1. An employee not required to work shall receive time off with straight time pay for each of the following holidays:

New Year's Day Columbus Day

Lincoln's Birthday Election Day

Washington's Birthday Veteran's Day

Good Friday Thanksgiving Day

Memorial Day Friday after Thanksgiving

Independence Day Christmas

Labor Day Martin Luther King's Birthday

2. If any of the holidays fall on Sunday, Monday shall be considered as the holiday. If the holiday falls on Saturday, the previous Friday shall be considered as the holiday.

3. If one of the above holidays falls within an employee's vacation period, the employee shall not be charged a vacation day for said holiday.

ARTICLE XII

PERSONAL DAY

- 1. After one (1) year of service, computed from the last date of hire, full-time employees may be granted one (1) Personal Leave Day during each year of this contract for any of the following reasons:
 - A. Religious observance
 - B. Death of a blood relative not included in the Funeral Leave section.
 - C. Personal, legal, business, household or family matters of an emergency nature, not covered elsewhere in this Agreement provided the employee states the specific reason for the request and such is approved in writing by the department head.
 - 2. This day shall not be accumulated.

ARTICLE XIII

VACATIONS

1. The employees covered by this Agreement shall be entitled to vacation leave with pay according to the following schedule:

First year -- One (1) working day per month

First three months -- earned but cannot spend

BEGINNING	END	
2nd year	5th year	13 working days
6th year	10th year	15 working days
llth year	15th year	18 working days
16th year	20th year	20 working days
21st year	25th year	23 working days
after 25 years		26 working days

- Vacations shall normally begin following the regular days off of the employee.
- 3. When any vacation or part of it cannot be taken in the calendar year when earned because of work load in a department, the same can be taken in the following year, with the consent of the department head, but such accumulated vacation days may not be extended beyond the second year.
- 4. The vacation period shall be the calendar year from the 1st day of January to the 31st day of December. Vacations shall be scheduled by the Director, giving preference to employee choice according to seniority, where practicable and where consistent with continued, efficient operation.

ARTICLE XIII

VACATIONS (Continued)

- 5. Any City Hall employee covered by this Agreement, who is entitled to vacation leave at the time of retirement, shall receive the earned vacation which has not been taken prior to the date of retirement. In the event an employee is entitled to vacation leave at the time of death, the employee's estate shall receive the earned vacation pay on the same basis as an employee who is retiring.
- 6. Upon completion of twenty-five (25) years of continuous service, the employee shall receive five (5) extra days of vacation for that anniversary year only.

ARTICLE XIV

OVERTIME

- 1. All hours worked over forty (40) hours in the work week shall be paid at the rate of one and one-half times an employee's regular rate of pay.
- Regular rate of pay is an employee's base salary plus longevity.
- 3. Upon execution of this contract, employees required to work on a scheduled holiday, shall be paid time and one-half his/her regular rate of pay for all hours worked. This will be in addition to his/her regular pay.
- 4. Effective January 1, 1981 employees required to work over their required hours in a work week may elect to receive payment at the straight time or compensatory time for time up to 40 hours. Should an employee accrue compensatory time in lieu of payments, such compensatory time shall not exceed ninety (90) hours.

ARTICLE XV

CALL BACK

If an employee covered by this Agreement is called back to work at a time other than his/her regular working hours, he/she shall be guaranteed a minimum of three (3) hours of compensatory time, payment at straight time, or two (2) hours at time and one half, which ever applies as explained in Article XIV of this contract.

ARTICLE XVI

LEAVE WITHOUT PAY

- 1. The appointing authority may grant the privilege of a Leave of Absence without pay to a permanent employee for a period not to exceed six (6) months at any one time.
- 2. Such leaves of absence may be renewed for an additional period not to exceed six months only by formal action of the appointing authority with the approval of the governing body. No further renewal may be granted except upon the approval by the New Jersey Department of Personnel for reasons as established by Department Regulations.
- 3. Request for such leave shall be in writing to the appointing authority no less than two (2) weeks in advance of the date for which such leave is desired, except in the event of an emergency, stating the reason for the leave and the time requested.

ARTICLE XVII

DISCIPLINE AND DISCHARGE

Discipline and discharge of employees shall be as provided in New Jersey Department of Personnel statutes, rules and regulations.

ARTICLE XVIII

INSURANCE

- 1. All employees covered by this Agreement and eligible members of their family shall be entitled to full coverage of Blue Cross and Blue Shield hospitalization plans, including Rider "J" of the New Jersey Blue Cross and Major Medical Insurance, the premiums of which shall be paid for by the City.
- 2. The City acknowledges that the rules and regulations of the State Health Benefits Commission established that Chapter 88, P.L. 1974 does:
- A. apply to all eligible present and future pensioners of the employer and their dependents.
- B. continue as long as the State is paying the costs of its eligible pensioners and their dependents in accordance with the provisions of Chapter 75, Public Laws of 1972.
- C. provide for local employer reimbursement of Federal Medicare premiums for eligible pensioners and/or their spouses, as well as the payment of health insurance premiums required by the program, on a basis comparable to the reimbursement made by the State to its eligible pensioners and their spouses in accordance with provisions of Chapter 75, Public Laws of 1972.
- D. require the local employer to pay the full cost of such premiums and Medicare charges.

ARTICLE XVIII

INSURANCE (Continued)

- 3. The City hereby agrees to pay the premium or periodic charges for the benefits provided to all eligible retired employees and their dependents covered under the program, but not including survivors, if such employees retired from a State or locally administered retirement system effective after the date the employer adopted the State Health Benefits Program on a benefit based on 25 years or more of service credited in such retirement system, and also to reimburse retired employees for their premium charges under Part B of the Federal Medicare Program covering the retired employees and their spouses in accordance with the regulations of the State Health Benefits Commission.
- 4. All employees covered by this Agreement and eligible members of their families will be covered by a Prescription Drug Plan. The premiums will be paid by the City.
- 5. All employees covered by this Agreement and eligible members of their families will be covered by a Dental Plan. The premiums will be paid by the City.
- 6. All other insurance benefits presently in effect shall be maintained throughout the period of the contract.

ARTICLE XIX

ASSOCIATION PRIVILEGES

Copies of general orders, rules and regulations affecting wages, hours and other terms and conditions of employment covered by this Agreement shall be furnished to the Association within two (2) working days of their promulgation.

ARTICLE XX

RULES AND REGULATIONS

- 1. The City may establish and enforce binding rules and regulations in connection with its operation and maintenance of discipline, provided such rules and regulations are not in conflict with the provisions of this Agreement. Copies shall be furnished to the Association.
- 2. It is understood that employees shall comply with all rules and regulations made by the City from time to time. Employees shall promptly and efficiently execute the instructions and orders of the director and supervisors. If an employee or employees believe a rule, regulation, instruction or order of an officer or other supervisor is unreasonable or unjust, the employee or employees shall comply with the rule, regulation, order or instruction, but with further provision that such employee or employees may regard the rule, regulation, order or instruction as a grievance which shall be handled in accordance with the grievance procedure set forth in Article V of this contract.
- 3. In the event that an employee or employees shall refuse to execute promptly and efficiently, instruction or order of an officer or other supervisor, the City shall have the right, at its option, to suspend, or discharge the offending employee or employees.

ARTICLE XXI

SICK LEAVE

Sick leave shall be as provided for in New Jersey Department of Personnel Statutes, Rules and Regulations.

ARTICLE XXII

MILITARY LEAVE

Military leave shall be as provided by applicable Federal and State Statutes and/or Department of Personnel Rules and Regulations.

ARTICLE XXIII

FUNERAL LEAVE

- 1. Leave with pay, not exceeding three (3) days, shall be granted to any employee in the event of a death in his/her immediate family.
- 2. Immediate family for purposes of the above is defined as follows:
 - A. Mother and Father
 - B. Husband or Wife
 - C. Children
 - D. Brother or Sister
 - E. Mother-in-law and Father-in-law
 - F. Grandmother and Grandfather
 - G. Sister-in-law and Brother-in-law
- H. Grandchildren of employee or spouse

 This provision also applies for any other relative who resides with the employee.
- 3. One (1) working day shall be allowed in the event of the death of an Aunt or Uncle.
 - 4. Special cases will be referred to the director.
- 5. Funeral leave with pay as provided for in this section is intended to be used for the purpose of handling the necessary arrangements and attending the funeral of the deceased member of the immediate family and shall not be cumulative.

ARTICLE XXIV

MATERNITY LEAVE

- l. Upon request in writing to the appointing authority, a regular, full-time employee shall be entitled to a maternity leave of absence not to exceed six (6) months. The employee may request that such leave shall be with pay to the extent of accrued sick leave, otherwise, the time on leave shall be without pay. When an employee is informed by a physician that she is pregnant, the employee shall immediately inform her director in writing of same. The director, upon learning that an employee is pregnant, shall require a written statement from the treating physician attesting to the fact that said employee is physically capable of continuing employment and is able to perform all the duties of her position. The director shall advise the treating physician of the employee's title and duties prior to the physician preparing the statement as referred to hereinabove.
- 2. Employee on maternity leave must return to work not more than thirty (30) days after birth or termination of pregnancy, whichever occurs sooner, unless the employee submits a statement in writing from the treating physician stating the need for an extended leave and indicating the length of such extension.
- 3. An employee returning to work from maternity leave must present to the director a physician's statement certifying her ability to resume all normal duties. Seniority shall be accrued while the employee is on paid leave, but shall only be retained during leave without pay.

ARTICLE XXV

JURY DUTY

- 1. An employee who is called to jury duty shall immediately notify his/her supervisor.
- 2. An employee who is excused from jury duty service on any day shall report for work on such day.
- 3. An employee shall not be required to report back for work on any day he/she is in attendance at Court for jury duty service, regardless of the employee's shift.
- 4. The employer retains the right to request that the employee be excused from jury duty because he/she is required on the job.

ARTICLE XXVI

BAN ON STRIKES

- 1. It is recognized that the need for continued and uninterrupted operation of the City's departments and agencies is of paramount importance to the citizens of the community and that there should be no interference with such operation.
- 2. Adequate procedures having been provided for the equitable settlement of grievances arising out of this Agreement, parties hereto agree that they will not engage in, encourage, sanction or suggest strikes, slowdowns, lockouts, or mass resignations, mass absenteeisms or other similar action which would include suspension of or interference with normal work performance.
- 3. The City shall have the right to discipline or discharge any employee encouraging, suggesting, fomenting or participating in a strike, slow down or other interference.

ARTICLE XXVII

SAVINGS CLAUSE

In the event that any Federal or State legislation, governmental regulation or Court decision causes invalidation of any Article, said Article or portion of this Agreement shall have no force or effect. However, the invalidity of any Article or portion of this Agreement shall not affect the validity of the remaining Articles or portions of this Agreement. They will remain in full force and effect for the duration of this contract.

ARTICLE XXVIII

DISCRIMINATION AGAINST ASSOCIATION MEMBERS

The City agrees that neither it nor any of its supervisors or representatives shall interfere with, coerce, intimidate or discriminate against any employee because of membership or activity in the Association.

ARTICLE XXIX

WAGES

- 1. Effective April 1, 1992, regular full-time employees covered by this Agreement shall receive a salary adjustment as indicated on Appendix "A-1" attached.
- 2. In addition, those covered employees eligible within the terms of the City's salary schedule shall receive one (1) increment, effective January 1, 1993. However, no employee will be paid a salary rate above the maximum of the range for his/her title.
- 3. Effective July 1, 1993, regular full-time employees covered by this Agreement shall receive a salary adjustment as indicated on Appendix "A-2" attached.
- 4. In addition, those covered employees eligible within the terms of the City's salary schedule shall receive one (1) increment, effective January 1, 1994. However, no employee will be paid a salary rate above the maximum of the range for his/her title.

APPENDIX "A-1"

CITY HALL EMPLOYEES ASSOCIATION

SALARY SCHEDULE

TITLE	T/Q	RANGE	MIN	MAX	INC	STEPS
Account Clerk	4	17-30	17,518	18,818	325	4
Accountant	2	7-30	22,268	23,568	325	4
Administrative Analyst	4	3-30	24,832	26,132	325	4
Administrative Clerk	5	5-30	24,124	25,424	325	4
Administrative Secty.	3	2-30	25,422	26,722	325	4
Administrative Secty.	1	1-35PD	29,677	31,177	375	4
Affirmative Action Off.	1	6-30	23,771	25,071	325	4
Air Pollution Inspector	3	8-30	21,825	23,125	325	4
Analyst (Grant Appl.)	1	7-30	22,268	23,568	325	4
Assessing Clerk Typing	1	14-30	18,579	19,879	325	4
Asst. Assessor	3	10-30	21,087	22,387	325	4
Asst. Engineer	2	3-30	24,832	26,132	325	4
Asst.Mun.Supt Wgts&Meas.	2	8-30	21,825	23,125	325	4
Asst. Pension Fund Spvr.	1	3-30	24,832	26,132	325	4
Asst. Planner	3	5-30	24,124	25,424	325	4
Asst.Secty.Bd/Comm(ABC)*	1	4-30	24,479	25,779	325	4
Asst. Violations Clerk	1	4-30	24,479	25,779	325	4
Bldg. Inspector	3	1-35BP	36,844	38,344	375	4
Bldg.Insp/Zoning Off	1	1-35BZO	37,434	38,934	375	4
Buyer	2	9-30	21,442	22,742	325	4
Cashier	6	13-30	18,875	20,175	325	4

^{*} Includes \$600.00 for ABC Night Meetings

TITLE	<u>T/O</u>	RANGE	MIN	XAM	INC	STEPS
<pre>Chief Clk.(Hous.&Insp.)</pre>	1	11-30	20,703	22,003	325	4
Clerk	8	18-30	17,400	18,700	325	4
Clerk Stenographer	25	16-30	17,871	19,171	325	4
Clerk Stenographer	2	2-35	20,866	22,366	375	4
Clerk/Telephone Oper.	2	15-30	18,285	19,585	325	4
Clerk Transcriber	5	3-35	20,491	21,991	375	4
Clerk Typist	21	17-30	17,518	18,818	325	4
Clerk Typist	8	4-35	20,453	21,953	375	4
Collector 'Delinquent Accts	1	11-30	20,703	22,003	325	4
Communications Operator Typing	14	3-35	20,491	21,991	375	4
Communications Relations Specialist	1	1-40CRS	33,928	35,228	325	4
Computer Operator	2	11-40	24,479	25,779	325	4
Computer Oper. Trainee	1	18-40	19,760	21,060	325	4
Cost Estimator Prop Imp	5	3-30	24,832	26,132	325	4
Data Entry Machine Oper	4	3-35	20,491	21,991	375	4
Data Entry Machine Oper (Terminal)	1	15-30	18,285	19,585	325	4
Data Process Programmer	4	1-40	29,788	31,088	325	4
Dental Asst.(Full Time)	1	15-30	18,285	19,585	325	4
Deputy Registrar of Vital Statistics	1	2-30	25,422	26,722	3 2 5	4
Drafting Technician	3	12-30	20,409	21,709	325	4
Electrical Inspector	3	1-35EI	36,844	38,344	375	4
Engineering Aide	1	17-30	17,518	18,818	325	4

TITLE	<u>T/O</u>	RANGE	MIN	<u>MAX</u>	INC	STEPS
Fld Rep Disease Contr	1	11-30	20,703	22,003	325	4
Fld Rep Hous & Insp	10	8-30	21,825	23,125	325	4
Food & Drug Inspector	1	11-30	20,703	22,003	325	4
Health Aide Bi-lingual in Spanish & English	1	9-30	21,442	22,742	325	4
Health Insurance Benefits Clerk	1	11-30	20,703	22,003	325	4
Housing Inspector	1	2-30H	27,192	28,492	325	4
Industrial Hygienist	1	1-30H	31,558	32,858	325	4
Investigator Consumer Protection	1	7-30	22,268	23,568	325	4
Investigator Communicable Diseases	2	7-30	22,268	23,568	325	4
Land Surveyor	1	1-30	28,962	30,262	325	4
Legal Stenographer	4	2-30	25,422	26,722	325	4
License Inspector	2	8-30	21,825	23,125	325	4
Loan Advisor	4	3-30	24,832	26,132	325	4
Mail Clerk	1	15-30	18,285	19,585	325	4
Meat Inspector	1	11-30	20,703	22,003	325	4
Microfilm Operator	1	13-30	18,875	20,175	325	4
Parking Enforcement Off	4	4-35	20,453	21,953	375	4
Personnel Aide	1	8-30	21,825	23,125	325	4
Planning Aide	2	11-30	20,703	22,003	325	4
Plumbing Inspector	1	1-35PB	36,844	38,344	375	4
Prin Accountant	2	3-30	24,832	26,132	325	4

TITLE	<u>T/O</u>	RANGE	MIN	MAX	INC	STEPS
Prin Acct. Clerk	6	11-30	20,703	22,003	325	4
Prin Assessing Clerk	1	5-30	24,124	25,424	325	4
Prin Cashier	1	8-30	21,825	23,125	325	4
Prin Clerk	8	11-30	20,703	22,003	325	4
Prin Clerk Steno	10	9-30	21,442	22,742	325	4
Prin Clerk Typist Bilingual in Span & En	g 2	15-30	18,285	19,585	325	4
Prin Clerk Typist	2	15-30	18,285	19,585	325	4
Prin Data Entry Mach Oper	1	2-30	25,422	26,722	325	4
Prin Drafting Tech	1	10-30	21,087	22,387	325	4
Prin Drftg Tech/Water Distribution Tech	1	3-30	24,832	26,132	325	4
Prin Engineering Aide	2	10-30	21,087	22,387	325	4
Prin Engineering Clerk	1	9-30	21,442	22,742	325	4
Prin Payroll Clerk	1	11-30	20,703	22,003	325	4
Property Clerk	2	5-35	20,150	21,650	375	4
Property Clerk Bilingual in Span & En	g l	1-35	20,930	22,430	375	4
Recreation Center Dir.	12	6-35	19,854	21,354	375	4
Relocation Assistant	2	5-30	24,124	25,424	325	4
Relocation Officer	1	3-30	24,832	26,132	325	4
Repr. Rent Regulation	1	9-30	21,422	22,742	325	4
Sanitary Inspector	4	6-30	23,771	25,071	325	4
Sanitary Insp. Trainee	2	12-30	20,409	21,709	325	4
Secretarial Assistant	5	6-30	23,771	25,071	325	4
Secty to City Engineer	1	4-30	24,479	25,779	325	4
Secretary to Mayor	1	13-30	18,875	20,175	325	4

TITLE	<u>T/O</u>	RANGE	MIN	MAX	INC	<u>STEPS</u>
Sr. Accountant	2	4-30	24,479	25,779	325	4
Sr. Account Clerk	8	13-30	18,875	20,175	325	4
Sr. Acct. Clk Typing	2	13-30	18,875	20,175	325	4
Sr. Acct. Clk Typing	1	1-35A	21,380	22,880	375	4
Sr. Air Pollution Insp.	1	2-30H	27,192	28,492	325	4
Sr. Assessing Clerk	1	10-30	21,087	22,387	325	4
Sr. Asst. Assessor	2	3-30	24,832	26,132	325	4
Sr. Building Inspector	1	1-35BUI	37,434	38,934	375	4
Sr. Buyer	1	7-30	22,268	23,568	325	4
Sr. Cashier	1	12-30	20,409	21,709	325	4
Sr. Citizen Prgm. Aide	1	12-30	20,409	21,709	325	4
Sr. Clerk	1	16-30	17,871	19,171	325	4
Sr. Clerk Stenographer	8	13-30	18,875	20,175	325	4
Sr. Clerk Transcriber	3	1-35	20,930	22,430	375	4
Sr. Clerk Typist	9	16-30	17,871	19,171	325	4
Sr. Clerk Typist	1	2-35	20,866	22,366	375	4
Sr. Computer Operator	1	2-40	26,425	27,725	325	4
Sr. Data Processing	4	1-40EDD	32,207	22 507	3.25	4
Programmer		1-40EDP			325	4
Sr. Drafting Tech	1	12-30				4
Sr. Engineering Aide	1	13-30	18,875	20,175	325	4
Sr. Mail Clerk	1	7-30	22,268	23,568	325	4
Sr. Planning Aide	2	10-30	21,087	22,387	325	4
Sr. Property Clerk	1	1-35PCS	22,686	24,186	375	4
Sr. Purchasing Asst.	1	5-30	24,124	25,424	325	4

TITLE	<u>T/0</u>	RANGE	MIN	<u>MAX</u>	INC	STEPS
Sr. Sanitary Inspector	2	1-301	31,558	32,858	325	4
Sr. Telephone Operator	1	13-30	18,875	20,175	325	4
Sr. Transport. Insp.	1	7-30	22,268	23,568	325	4
Supervising Acct. Clerk	2	2-30	25,422	26,722	325	4
Supervising Clerk	2	8-30	21,825	23,125	325	4
Spvr of Accounts	1	10-30	21,087	22,387	325	4
Spvr Central Mailing Rm	. 1	3-30	24,832	26,132	325	4
Spvr of Data Entry Machine Operations	1	9-30	21,442	22,742	325	4
Spvr of Data Processing Operations	1	1-40	29,788	31,088	325	4
Spvr of Sr. Citizens Activities	1	3-30	24,832	26,132	325	4
Supv Water Meter Read'g	1	11-30	20,703	22,003	325	4
Tax Searcher	1	8-30	21,825	23,125	325	4
Technical Asst. Office of the Const. Official	1	12-30	20,409	21,709	325	4
Timekeeper	1	1-40	29,788	31,088	325	4
Transportation Insp.	2	8-30	21,825	23,125	325	4
Violations Clerk	1	1-30 v	26,425	27,725	325	4
Water Meter Reader	6	13-30	18,875	20,175	325	4
Water Meter Inspector	1	12-30	20,409	21,709	325	4
Welfare Investigator	10	13-30	18,875	20,175	325	4
Zoning Officer	3	1-35ZO	36,844	38,344	375	4

APPENDIX "A-2"

CITY HALL EMPLOYEES ASSOCIATION

SALARY SCHEDULE

TITLE	T/Q	RANGE	MIN	MAX	INC	STEPS
Account Clerk	4	17-30	18,459	19,759	325	4
Accountant	2	7-30	23,446	24,746	325	4
Administrative Analyst	4	3-30	26,139	27,439	325	4
Administrative Clerk	5	5-30	25,395	26,695	325	4
Administrative Secty.	3	2-30	26,758	28,058	325	4
Administrative Secty.	1	1-35PD	31,236	32,736	375	4
Affirmative Action Off.	1	6-30	25,025	26,325	325	4
Air Pollution Inspector	3	8-30	22,981	24,281	325	4
Analyst (Grant Appl.)	1	7-30	23,446	24,746	325	4
Assessing Clerk Typing	1	14-30	19,573	20,873	325	4
Asst. Assessor	3	10-30	22,206	23,506	325	4
Asst. Engineer	2	3-30	26,139	27,439	325	4
Asst.Mun.Supt Wgts&Meas	2	8-30	22,981	24,281	325	4
Asst. Pension Fund Spvr.	1	3-30	26,139	27,439	325	4
Asst. Planner	3	5-30	25,395	26,695	325	4
Asst.Secty.Bd/Comm(ABC)*	1	4-30	25,768	27,068	325	4
Asst. Violations Clerk	1	4-30	25,768	27,068	325	4
Bldg. Inspector	3	1-35BP	38,761	40,261	375	4
Bldg.Insp/Zoning Off.	1	1-35BZO	39,381	40,881	375	4
Buyer	2	9-30	22,579	23,879	325	4
Cashier	6	13-30	19,884	21,184	325	4

^{*} Includes \$600.00 for ABC Night Meetings

TITLE	T/O	RANGE	MIN	XAM	INC	<u>STEPS</u>
Chief Clk.(Hous&Insp)	1	11-30	21,803	23,103	325	4
Clerk	8	18-30	18,335	19,635	325	4
Clerk Stenographer	25	16-30	18,830	20,130	325	4
Clerk Stenographer	2	2-35	21,984	23,484	375	4
Clerk/Telephone Oper.	2	15-30	19,264	20,564	325	4
Clerk Transcriber	5	3-35	21,591	23,091	375	4
Clerk Typist	21	17-30	18,459	19,759	325	4
Clerk Typist	8	4-35	21,551	23,051	375	4
Collector Delinquent Accts	1	11-30	21,803	23,103	325	4
Communications Operator Typing	14	3-35	21,591	23,091	375	4
Communications Relations Specialist	1	1-40CRS	35,689	36,989	375	4
Computer Operator	2	11-40	25,768	27,068	375	4
Computer Oper. Trainee	1	18-40	20,813	22,113	325	4
Cost Estimator Prop Imp	5	3-30	26,139	27,439	325	4
Data Entry Machine Oper.	4	3-35	21,591	23,091	375	4
Data Entry Machine Oper. (Terminal)	1	15-30	19,264	20,564	325	4
Data Process Programmer	4	1-40	31,342	32,642	325	4
Dental Asst.(Full Time)	1	15-30	19,264	20,564	325	4
Deputy Registrar of Vital Statistics	1	2-30	26,758	28,058	325	4
Drafting Technician	3	12-30	21,494	22,794	325	4
Electrical Inspector	3	1-35EI	38,761	40,261	375	4
Engineering Aide	1	17-30	18,459	19,759	325	4

TITLE	<u>T/O</u>	RANGE	MIN	MAX	INC	STEPS
Fld Rep Disease Contr	1	11-30	21,803	23,103	325	4
Fld Rep Hous & Insp	10	8-30	22,981	24,281	325	4
Food & Drug Inspector	1	11-30	21,803	23,103	325	4
Health Aide, Bi-lingual in Spanish & English	1	9-30	22,579	23,879	325	4
Health Insurance Benefits Clerk	1	11-30	21,803	23,103	325	4
Housing Inspector	1	2-30H	28,617	29,917	325	4
Industrial Hygienist	1	1-30H	33,201	34,501	325	4
Investigator Consumer Protection	1	7-30	23,446	24,746	325	4
Investigator Communicable Diseases	2	7-30	23,446	24,746	325	4
Land Surveyor	1	1-30	30,475	31,775	325	4
Legal Stenographer	4	2-30	26,758	28,058	325	4
License Inspector	2	8-30	22,981	24,281	325	4
Loan Advisor	4	3-30	26,139	27,439	325	4
Mail Clerk	1	15-30	19,264	20,564	325	4
Meat Inspector	1	11-30	21,803	23,103	325	4
Microfilm Operator	1	13-30	19,884	21,184	325	4
Parking Enforcement Off	4	4-35	21,551	23,051	375	4
Personnel Aide	1	8-30	22,981	24,281	325	4
Planning Aide	1	11-30	21,803	23,103	325	4
Plumbing Inspector	1	1-35PB	38,761	40,261	375	4
Principal Accountant	2	3-30	26,139	27,439	325	4

TITLE	<u>T/O</u>	RANGE	MIN	<u>MAX</u>	INC	STEPS
Prin Acct. Clerk	6	11-30	21,803	23,103	325	4
Prin Assessing Clerk	1	5-30	25,395	26,695	325	4
Prin Cashier	1	8-30	22,981	24,281	325	4
Prin Clerk	8	11-3Ò	21,803	23,103	325	4
Prin Clerk Steno	10	9-30	22,579	23,879	325	4
Prin Clerk Typist Bilingual in Span & End	g 2	15-30	19,264	20,564	325	4
Prin Clerk Typist	2	15-30	19,264	20,564	325	4
Prin Data Entry Mach Oper	1	2-30	26,758	28,058	325	4
Prin Drafting Tech	1	10-30	22,206	23,506	325	4
Prin Drftg Tech/Water Distribution Tech	1	3-30	26,139	27,439	325	4
Prin Engineering Aide	2	10-30	22,206	23,506	325	4
Prin Engineering Clerk	1	9-30	22,579	23,879	325	4
Prin Payroll Clerk	1	11-30	21,803	23,103	325	4
Property Clerk	1	5-35	21,233	22,733	375	4
Property Clerk Bilingual in Span & En	g l	1-35	22,052	23,552	375	4
Recreation Center Dir.	12	6-35	20,922	22,422	375	4
Relocation Assistant	2	5-30	25,395	26,695	325	4
Relocation Officer	1	3-30	26,139	27,439	325	4
Repr. Rent Regulation	1	9-30	22,579	23,879	325	4
Sanitary Inspector	4	6-30	25,025	26,325	325	4
Sanitary Insp. Trainee	2	12-30	21,494	22,794	325	4
Secretarial Assistant	5	6-30	25,025	26,325	325	4
Secty. to City Engineer	1	4-30	25,768	27,068	325	4
Secretary to Mayor	1	13-30	19,884	21,184	325	4

TITLE	T/O	RANGE	MIN	MAX	INC	<u>STEPS</u>
Sr. Accountant	2	4-30	25,768	27,068	325	4
Sr. Account Clerk	8	13-30	19,884	21,184	325	4
Sr. Acct. Clk Typing	2	13-30	19,884	21,184	325	4
Sr. Acct. Clk Typing	1	1-35A	22,524	24,024	375	4
Sr. Air Pollution Insp.	1	2-30Н	28,617	29,917	325	4
Sr. Assessing Clerk	1	10-30	22,206	23,506	325	4
Sr. Asst. Assessor	2	3-30	26,139	27,439	325	4
Sr. Building Inspector	1	1-35BUI	39,381	40,881	375	4
Sr. Buyer	1	7-30	23,446	24,746	325	4
Sr. Cashier	1	12-30	21,494	22,794	325	4
Sr. Citizen Prgm. Aide	1	12-30	21,494	22,794	325	4
Sr. Clerk	1	16-30	18,830	20,130	325	4
Sr. Clerk Stenographer	8	13-30	19,884	21,184	325	4
Sr. Clerk Transcriber	3	1-35	22,052	23,552	375	4
Sr. Clerk Typist	9	16-30	18,830	20,130	325	4
Sr. Clerk Typist	1	2-35	21,984	23,484	375	4
Sr. Computer Operator	1	2-40	27,811	29,111	325	4
Sr. Data Processing Programmer	4	1-40EDP	33,882	35,182	325	4
Sr. Drafting Tech	1	12-30	21,494	22,794	325	4
Sr. Engi nee ring Aide	1	13-30	19,884	21,184	325	4
Sr. Mail Clerk	1	7-30	23,446	24,746	325	4
Sr. Planning Aide	2	10-30	22,206	23,506	325	4
Sr. Property Clerk	1	1-35PCS	23,895	25,395	375	4
Sr. Purchasing Asst.	1	5-30	25,395	26,695	325	4

TITLE	T/O	RANGE	MIN	MAX	INC	<u>STEPS</u>
Sr. Sanitary Inspector	2	1-301	33,201	34,501	325	4
Sr. Telephone Operator	1	13-30	19,884	21,184	325	4
Sr. Transport. Insp.	1	7-30	23,446	24,746	325	4
Supervising Acct. Clerk	3	2-30	26,758	28,058	325	4
Supervising Clerk	2	8-30	22,981	24,281	325	4
Spvr of Accounts	1	10-30	22,206	23,506	325	4
Spvr Central Mailing Rm	. 1	3-30	26,139	27,439	325	4
Spvr of Data Entry Machine Operations	1	9-30	22,579	23,879	325	4
Spvr of Data Processing Operations	1	1-40	31,342	32,642	325	4
Spvr of Sr. Citizen Activities	1	3-30	26,139	27,439	325	4
Supv Water Meter Read'g	1	11-30	21,803	23,103	325	4
Tax Searcher	1	8-30	22,981	24,281	325	4
Technical Asst. Office of the Const. Official	1	12-30	21,494	22,794	325	4
Timekeeper	1	1-40	31,342	32,642	325	4
Transportation Insp.	2	8-30	22,981	24,281	325	4
Violations Clerk	1	1-30 V	27,811	29,111	325	4
Water Meter Reader	6	13-30	19,884	21,184	325	4
Water Meter Inspector	1	12-30	21,494	22,794	325	4
Welfare Investigator	10	13-30	19,884	21,184	325	4
Zoning Officer	3	1-35ZO	38,761	40,261	375	4

RANGE	MINIMUM	<u>MAXIMUM</u>	INCREMENT	STEPS
1-30	28,962	30,262	325	4
1-30H	31,558	32,858	325	4
1-301	31,558	32,858	325	4
1-30V	26,425	27,725	325	4
2-30	25,422	26,722	325	4
2-30H	27,192	28,492	325	4
3-30	24,832	26,132	325	4
4-30	24,479	25,779	325	4
5-30	24,124	25,424	325	4
6-30	23,771	25,071	325	4
7-30	22,268	23,568	325	4
8-30	21,825	23,125	325	4
9-30	21,442	22,742	325	4
10-30	21,087	22,387	325	4
11-30	20,703	22,003	325	4
12-30	20,409	21,709	325	4
13-30	18,875	20,175	325	4
14-30	18,579	19,879	325	4
15-30	18,285	19,585	325	4
16-30	17,871	19,171	325	4
17-30	17,518	18,818	325	4
18-30	17,400	18,700	325	4

RANGE	MINIMUM	MUMIXAM	INCREMENT	STEPS
1-35	20,930	22,430	375	4
1-35A	21,380	22,880	375	4
1-35BP	36,844	38,344	375	4
1-35BUI	37,434	38,934	375	4
1-35BZO	37,434	38,934	375	4
1-35EI	36,844	38,344	375	4
1-35PB	36,844	38,344	375	4
1-35PCS	22,686	24,186	375	4
1-35PD	29,677	31,177	375	4
1-35ZO	36,844	38,344	375	4
2-35	20,866	22,366	375	4
3-35	20,491	21,991	375	4
4-35	20,453	21,953	375	4
5-35	20,150	21,650	375	4
6-35	19,854	21,354	375	4
1-40	29,788	31,088	325	4
1-40EDP	32,207	33,507	325	4
2-40	2 6,42 5	27,725	325	4
11-40	24,479	25,779	325	4
18-40	19,760	21,060	325	4

RANGE	MUNIMUM	<u>MUMIXAM</u>	INCREMENT	<u>STEPS</u>
1-30	30,475	31,775	325	4
1-30Н	33,201	34,501	325	4
1-301	33,201	34,501	325	4
1-30V	27,811	29,111	325	4
2-30	26,758	28,058	325	4
2-30н	28,617	29,917	325	4
3-30	26,139	27,439	325	4
4-30	25,768	27,068	325	4
5-30	25,395	26,695	325	4
6-30	25,025	26,325	325	4
7-30	23,446	24,746	325	4
8-30	22,981	24,281	325	4
9-30	22,579	23,879	325	4
10-30	22,206	23,506	325	4
11-30	21,803	23,103	325	4
12-30	21,494	22,794	325	4
13-30	19,884	21,184	325	4
14-30	19,573	20,873	325	4
15-30	19,264	20,564	325	4
16-30	18,830	20,130	325	4
17-30	18,459	19,759	325	4
18-30	18,335	19,635	325	4

RANGE	MINIMUM	MAXIMUM	INCREMENT	STEPS
1-35	22,052	23,552	375	4
1~35A	22,524	24,024	375	4
1-35BP	38,761	40,261	375	4
1-35BUI	39,381	40,881	375	4
1-35BZO	39,381	40,881	375	4
1-35EI	38,761	40,261	375	4
1-35PB	38,761	40,261	375	4
1-35PCS	23,895	25,395	375	4
1-35PD	31,236	32,736	375	4
1-35ZO	38,761	40,261	375	4
2-35	21,984	23,484	375	4
3-35	21,591	23,091	375	4
4-35	21,551	23,051	375	4
5-35	21,233	22,733	375	4
6-35	20,922	22,422	375	4
1-40	31,342	32,642	325	4
1-40EDP	33,882	35,182	325	4
2-40	27,811	29,111	325	4
11-40	25,768	27,068	325	4
18-40	20,813	22,113	325	4

ARTICLE XXX

TRAVEL ALLOWANCE

Effective upon the signing of this Agreement, the employees covered by said agreement who are required to use privately-owned automobiles in the performance of their duties shall be reimbursed for such use at the rate of twenty-six cents (26¢) per mile.

ARTICLE XXX-A

TRAVEL ALLOWANCE (Meter Readers)

- 1. Effective upon the signing of this Agreement, employees of the Water Utility that are required to use public transportation in the performance of their duties, shall be reimbursed at the rate of two dollars (\$2.00) per day.
- 2. Said payment will only be made when employees work in the field and transportation is not provided.

ARTICLE XXXI

EMBODIMENT OF AGREEMENT

This document constitutes the sole and complete agreement between the parties and embodies all the terms and conditions governing the employment of employees in the unit. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject which is (or may be) subject to collective bargaining. Any prior commitment or agreement between the City and the Association or any individual employee covered by this Agreement is hereby superseded.

ARTICLE XXXII

APPROPRIATION OF FUNDS

All wages and other financial benefits accruing to employees covered by this Agreement shall be specifically subject to the appropriation of adequate and necessary funds therefore by the Elizabeth City Council in its annual municipal budget or as otherwise allowed by law.

ARTICLE XXXIII

TERM OF AGREEMENT

- 1. This Agreement shall be in full force and effect from April 1, 1992 through and including the 30th day of June, 1994. If either party wishes to terminate, amend or otherwise modify terms and conditions set forth herein at the time of expiration, he must notify either party in writing not less than sixty (60) days prior to such expiration date.
- 2. The Agreement shall remain in full force and effect on a day-to-day basis during collective negotiations between the parties extending beyond the date of expiration set forth herein, unless and until either party serves the other with written notice of termination, by registered mail, in which event, the Agreement shall terminate five (5) days following receipt of such notice.

ARTICLE XXXIII

TERM OF AGREEMENT (Continued)

IN WITNESS WHEREOF, the parties have caused their names to be signed on this $3/\frac{sT}{day}$ of March 1992.

CITY OF ELIZABETH, NEW JERSEY

BY: M NUMBER OF THOMAS G. DUNN. Mayor

ATTEST:

ANTHONY R. PILLO, City Clerk

DATE:_____

UNION COUNCIL NO. 8, NEW JERSEY CIVIL SERVICE ASSOCIATION

ELIZABETH CITY HALL EMPLOYEES' ASSOCIATION

BERNARD E FAGAN Breside

ANNETTE T. FRASIER, Secretary

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