

AGREEMENT

BETWEEN

CAMDEN COUNTY BOARD OF CHOSEN FREEHOLDERS

AND

CAMDEN COUNTY COUNCIL #10

(LARGE UNIT)

JANUARY 1, 2008 TO DECEMBER 31, 2012

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PREAMBLE

This Agreement entered into this ____ day of _____ 2010 by and between the CAMDEN COUNTY BOARD OF CHOSEN FREEHOLDERS, hereinafter called the "County", and CAMDEN COUNTY COUNCIL #10, hereinafter called the "Union", has as its purpose the promotion of harmonious relations between the County and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment, and represents the complete and final understanding on all the bargainable issues between the County and the Union.

ARTICLE I

RECOGNITION

The Board of Chosen Freeholders recognizes the Council as being the bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for all of its employees in the classifications listed and attached hereto and by reference made a part of this Agreement, and for such additional classifications as the parties may later agree in writing to include. The County shall notify the Union in writing prior to the creation of new titles, of new classifications of employees, or the filling of existing positions.

ARTICLE II

CHECK-OFF

- A) The County agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Union. Such deductions shall be made in compliance with N.J.S.A. (R.S.) 52:14-15.9e, as amended.
- B) A check-off shall commence for each employee who signs a properly dated authorization card, supplied by the Union and verified by the Treasurer of the Union during the month following the filing of such card with the County.
- C) The aggregate deductions from all employees shall be remitted to the Treasurer of the Union together with the list of names of all employees for whom the deductions were made by the fifteenth (15th) day of the succeeding month after such deductions were made.
- D) If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish the County written notice thirty (30) days prior to the effective date of such change and shall furnish to the County either new authorizations from its members showing the authorized deduction for each employee, or an official notification on the letter head of the Union and signed by the President of the Union or Local Representative advising of such changed deduction.
- E) The Union will provide the necessary "check-off authorization" form and the Union will secure the signatures of its members on the forms and deliver the signed forms to the County Treasurer.

- F) Any such individual written authorization may be withdrawn at any time by the filing of such withdrawal with the County Treasurer. The filing of notice of withdrawal shall be effective to terminate deductions in accordance with N.J.S.A. 52:14-15.9e as amended.
- G) The Union shall indemnify, defend, and save the County harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken by the County or in reliance upon information furnished by the Union or official notification on the letter head of the Union and signed by the President of the Union or Local Representative.

ARTICLE IIA
AGENCY SHOP

- A) The County agrees to deduct the fair share fee from the earnings of those employees who elect not to become members of the Union and transmit the fee to the majority representative.
- B) The deduction shall commence for each employee who elects not to become a member of the Union during the month following written notice from the Union of the amount of the fair share assessment. A copy of the written notice of the amount of the fair share assessment must also be furnished to the New Jersey Public Employment Relations Commission.
- C) The fair share fee for services rendered by the Union shall be in an amount equal to the regular membership dues, initiation fees, and assessments of the Union, less the cost of benefits financed through the dues and available only to members of the Union, but in no event shall the fee exceed eighty-five (85%) percent of the regular membership dues, fees and assessments.
- D) The sum representing the fair share fee shall not reflect the costs of financial support of political causes of candidates, except to the extent that it is necessary for the Union to engage in lobbying activity designed to foster its policy goals in collective negotiations and contract administration, and to secure for the employees it represents advances in wages, hours, and other conditions of employment which ordinarily cannot be secured through collective negotiations with the County.
- E) Prior to January 1st and July 31st of each year, the Union shall provide advance written notice to the New Jersey Public Employment Relations Commission, the County, and to all employees within the unit the information necessary to compute the fair share fee for services enumerated above.
- F) The Union shall establish and maintain a procedure whereby any employee can challenge the assessment as computed by the Union. This appeal procedure shall in no way involve the County or require the County to take any action other than to hold the fee in escrow pending resolution of the appeal.
- G) The Union shall indemnify, defend, and save the County harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken

by the County in reliance upon salary deduction authorization cards or the fair share assessment information as furnished by the Union to the County, or in reliance upon the official notification on the letterhead of the Union and signed by the President of the Union, advising of such changed deduction.

ARTICLE III

WORK SCHEDULES

- A) The regularly scheduled work week shall consist of thirty (30) through forty-eight (48) hours per week as noted elsewhere in this Agreement. A modified work schedule shall be available to all employees as mutually agreed to by the affected employee, the employer and the Union.
- B) The regular starting time for the work shifts will not be changed without one (1) week written notice, except in case of emergency, to the affected employee and without first having discussed the need for such changes with the Union.
- C) Where the nature of the work involved requires continuous operations on a twenty-four (24) hour per day, seven (7) days per week basis, employees so assigned will have their schedules arranged on the shift assigned in a manner which will assure, on a rotation basis, that all employees will have an equal share of Saturdays and Sundays off, distributed evenly throughout the year insofar as practicable with a minimum of every other scheduled weekend off as long as the employee is assigned to a twelve (12) hour shift schedule.
 - 1) For 24 hour operations only, if any employee's work schedule is changed, all time off which was pre-approved at the time of the change shall be honored. In addition, if there is a mandatory change in an employee's work schedule after April 1 in any year, the affected employee may use his/her accumulated vacation, personal or compensatory time to maintain as days off their former regular days off which were contiguous to the previously approved vacation time.
- D) Where more than one work shift per day within a given classification exists, employees will be given preference of shifts in accordance with their seniority. Such preference will be exercised only when vacancies occur or when for other reasons changes in the number of employees per shift are being made. In no instance, however, will a senior employee be required to wait longer than one (1) year in order to exercise his or her preference of shift over a less senior employee but such preference may only be exercised once within any twelve (12) month period and may not result in a less senior employee incurring a shift change more than once within any twelve (12) month period.
- E) All employees covered by the Agreement shall receive a salary predicated on the appropriate hourly rate for their title multiplied by the actual number of hours that comprise their scheduled work week.
- F) Continuous operations employees at the Camden County Youth Center and Public Safety Telecommunicators who are employed at the Camden County Communications Center covered by this Agreement shall work a twelve (12) hour shift and the daily benefits of such employees such as vacations, sick days, etc., shall accordingly reflect this length of shift

unless otherwise modified in this Agreement.

For example a twelve (12) hour shift employee will receive two (2) sick days for each three (3) received by an eight (8) hour shift employee. However, with respect to discipline, a day shall be considered eight (8) hours. The County may discontinue the aforementioned twelve (12) hour shift.

- G) Employees who receive an unpaid lunch may elect with the agreement of the employee, the employer and the Union to have either a one hour or a one-half hour lunch period. Such election shall remain in effect for a minimum of six months
- H) Employees who work sixteen (16) or more consecutive hours shall be given at least an eight (8) hour break before being required to report back to work. If an employee has worked sixteen (16) or more consecutive hours and is scheduled to return to work with less than an eight hour break in between, the employee may, upon notice to the employer at the end of his/her last shift, delay returning to work for up to two (2) hours by charging his/her compensatory time. If the employee does not have compensatory time, he/she may charge vacation or personal time, or if the employee has no such time, then the employee may use sick time or as a last resort be in no pay status. In the alternative, employees who work sixteen (16) or more consecutive hours, and are scheduled to return to work on the next shift after an eight hour break, will be permitted to work twelve (12) hours, from either 9 am to 9 pm, or 9 pm to 9 am as applicable, on the next shift. This provision shall not apply when employees are working in excess of their regular hours of duty because of weather conditions, a state of emergency declared by the President, Governor or Freeholder Director/OEM Coordinator, riotous conditions or in the field communications unit.
- I) Continuous shift operations employees at the Youth Center who work sixteen (16) consecutive hours shall be given at least a seven hour and forty-five minute break before being required to report back to work. If an employee has worked sixteen (16) consecutive hours and is scheduled to return to work with less than a seven hour and forty-five minute break in between, the employee may, upon notice to the employer at the end of his/her last shift, delay returning to work for up to four (4) hours by charging his/her compensatory time. If the employee does not have compensatory time, he/she may charge vacation or personal time, or if the employee has no such time, then the employee may use sick time or as a last resort be in no pay status. This provision shall not apply when employees are working in excess of their regular hours of duty because of weather conditions or riotous conditions.
- J) Employees with at least six (6) months of service as a PST can voluntarily agree to be scheduled to work every weekend. Volunteers shall be solicited through posting procedures. An employee's agreement shall be limited to a one year period unless voluntarily extended.
- K) The Communications Center shall make every effort to reassign Public Safety Telecommunicators to new platoons only at the time of the annual platoon change to be performed in January or February of each year with the express understanding that the Communications Center can make such changes at any time when it deems it necessary.

ARTICLE IV

OVERTIME

- A) Overtime refers to any time worked beyond the regular hours of duty and is granted only when an employee is ordered to work by a department head. Employees who violate this section will be subject to Article XXIX, paragraph A.
- B) Time and one-half the full time employee's rate of pay shall be paid for work under any of the following conditions:
 - 1) All work performed in excess of the employee's regular hours of duty in any one day.
 - 2) All work performed in excess of the employee's regular hours of duty in any one work week. Hours for which time and one-half or double time is paid shall not be included in the base weekly hours.
 - 3) All work performed on Saturday and Sunday as such, except for those employees assigned on continuous operations.
 - 4) For the roll-call period prior to the start of their shift for continuous shift employees at the Youth Center

Those employees whose regularly scheduled shift of duties requires them to work on a holiday shall receive time and one-half pay for the hours worked on that holiday, in addition to the holiday pay. Other employees who are required to work on a holiday shall receive time and one-half pay for the hours worked on that holiday in addition to a day's pay for the holiday as such.

Employees who are assigned to 24 hour operations at the Communications Center or Youth Center and who work New Year's Day (January 1), the Fourth of July, Veterans Day (November 11) and/or Christmas Day (December 25) shall be paid holiday pay for their entire shift when their reporting time occurs on the actual legal holiday.

- C) Continuous shift operation employees working 12-hour shifts shall be paid time and one-half the full time employee's rate of pay for all hours worked in excess of their regularly scheduled shift, and time and one-half of their regular rate of pay or have the option of taking compensatory time at time and one-half their regular rate of pay in lieu of cash payment for all regularly scheduled hours beyond the 40 hours in each week's payroll pay period schedule. For purposes of this section, it is understood that the "payroll pay period" is adjusted, such that each employee will be regularly scheduled to work 42 hours each payroll pay period, with those additional 2 hours each week and any other additional hours during that weekly payroll pay period being paid at time and one half the employee's regular rate of pay.
- D) Double time the full-time employee's regular hourly rate of pay shall be paid for work in excess of two (2) consecutive regular shifts or for shift work in excess of sixteen (16) consecutive hours in a 24 hour operation, but double time shall be paid in compensatory time only for such hours worked in excess of sixteen (16) hours.

- E) Employees shall have the option of taking compensatory time in lieu of cash payment for overtime. If an employee chooses compensatory time in any instance, the amount of such time will be computed on the basis as set forth above. Compensatory time off must be scheduled and approved by the Department Head.
- F) Overtime work shall be distributed as equally as possible among employees within the same classification. Employees may be required to work a reasonable amount of overtime. An employee may be excused from an overtime assignment provided he has presented a valid excuse which has been approved by the Department Head. However, the Department Head may require the employee with the least seniority to work an overtime assignment.
- G) Overtime shall be paid currently, or at least no later than the second pay period after overtime was served, if funds are available and if overtime pay has been agreed upon.
- H) If overtime appears excessive in any department, division, agency or work area, the County and the Union will jointly conduct a cost benefit analysis and make recommendations to the County Administrator to address the issue.
- I) With the exception of employees working at the Communications Center, and as noted below for Buildings & Operations, Courthouse Division workers during snow emergencies, voluntary overtime shall be distributed by classification and seniority from the most senior on a rotating basis beginning with the employee immediately following the last senior employee who worked. Mandatory overtime shall be distributed by classification and seniority from the least senior on a rotating basis beginning with the next senior employee immediately following the last employee who worked.

In Communications all voluntary and mandatory overtime shall be distributed on a rotation based upon separately maintained alphabetical lists. At the Communications Center the practice of calling the first available personnel to fill vacancies where the need for overtime was not known prior to the beginning of the shift may be continued.

In the Buildings & Operations, Courthouse Division, overtime resulting from snow emergencies will be divided as equally as possible among Building Maintenance Workers and craft employees, i.e., one Building Maintenance Worker will be called for each craft employee called following the seniority lists, provided the employees working the overtime are capable of performing the duties required, including the safe operation of any equipment required. Only Building Maintenance Workers will be called for "Code Blue" (emergency cold weather shelter operations in the County Administration Building) overtime.

ARTICLE V

CALL IN TIME

If an employee is recalled to duty, he shall receive a minimum guarantee of three (3) hours compensation at the overtime rate, provided said recall duty is not immediately prior to or immediately after the employee's normal shift. The County shall have the right to retain the employee on duty for the minimum time period.

ARTICLE VI
RATES OF PAY

- A) The pay scales for all employees covered by this Agreement shall be as the pay scales currently exist but as modified by Paragraphs H and K below. The County and the Union shall negotiate the salary for any title for which a salary has not been previously negotiated. New or additional employees hired during the term of this contract shall be governed by the pay scale as set forth in the appropriate schedule. The lowest rate being paid in a classification shall be the hiring rate.
- B) Rates of compensation provided for in these regulations are fixed on the basis of full-time service in a full-time position. If any position is, by action of the Board, established on a basis of less than full-time service, or if, with the approval of the Board, the incumbent of any full-time position is accepted for employment on a part-time basis only, the rate of compensation provided for the position (unless otherwise stated) shall be proportionately reduced in computing the rate of compensation payable for part-time service.
- C) The salary authorized under this Agreement shall be interpreted as exclusive of any longevity pay, authorized pursuant to statute.
- D) When an employee changes title, then his or her salary shall be adjusted to receive the same salary classification as the employee had in the former title. This provision shall be applicable to all changes in title within the County of Camden irrespective of whether the former title was covered by this Agreement. An employee changing titles after the signing of this Agreement whose former title was not subject to the same salary classification/step procedure contained in this Agreement, shall be placed in the salary classification/step which credits the employee with all years of service with the County and as if the employee had received a "satisfactory" evaluation each year.
- E) An employee who is required to work in a higher paid classification than his own shall be certified for such work after he has performed said work for two (2) consecutive weeks, or for more than three (3) separate five (5) consecutive day periods during a calendar year, spending at least fifty percent (50%) of his time in activities under the higher paid job. Employees undergoing on-the-job training will not be considered as performing work in a higher paid classification. Such on-the-job training will not exceed twelve (12) consecutive weeks. Any employee undergoing on-the-job training will be paid at the rate of his own classification.
- F) Those employees who, as a requisite of employment, are required by the County to wear specified uniforms (as opposed to conforming to a specified reasonable dress code) shall either be furnished those uniforms or receive a uniform allowance as set forth below.

Uniform allowances shall be pro-rated based upon the actual numbers of weeks on active pay status. The County will keep a record of the title or persons required to wear uniforms and will furnish a list to the Union President annually upon request. At the County's option, the County may provide uniforms and the maintenance thereof. If such option is exercised, the uniform maintenance allowances of this Section shall not be applicable.

- 1) Employees required to wear uniforms which are not supplied by the employer shall be

granted a uniform allowance of \$325 per year except that employees working at the Youth Center and/or the Communications Center shall receive a uniform allowance of \$700 per year.

- 2) Employees required to wear smocks or lab coats or designated County issued shirts will receive one hundred and twenty-five dollars (\$125) per year.
- 3) Employees required to wear smocks over work pants shall three hundred and twenty-five dollars (\$325) per year.
- 4) Employees required to wear tailored uniforms which are furnished by the employer shall receive three hundred and fifty dollars (\$350) per year .
- 5) Employees required to wear work shoes not supplied by the County shall receive one hundred and fifty dollars (\$150) per year.
- 6) Building Maintenance Workers required to wear winter jackets that would not normally be worn outside the work place shall receive two hundred dollars (\$200) per year.
- 7) Reimbursement for uniform purchases shall be provided to employees who are members of the Emergency Response Team at the Department of Health & Human Services in accordance with the provisions of a separate agreement dated September 17, 2007, except that the beginning and ending dates of that agreement shall be disregarded (copy attached hereto as Appendix D).

Any employee who reports to work out of uniform will be subject to disciplinary action.

- G) Salaries authorized under this Agreement shall be interpreted as exclusive of maintenance costs (rooms and meals) for employees, where applicable. All employees at the Hospitals shall be treated equally as far as practicable in regard to lunch hours.
- H) Employees covered under this Agreement will receive pay changes or increases as follows:
 - 1) Effective the first pay period of 2010, all hourly rates shall be increased by 3.5%. Retroactive payments will be paid no later than the first pay period in November 2010.
 - 2) Any employee who worked during any period covered by this Agreement prior to the signing this Agreement shall receive a \$1,750 payment to be paid no later than the second pay period in January of 2011. This is a one time payment not added to base salary.
 - 3) Effective the fourteenth pay period of 2011, all hourly rates shall be increased by 2.8%.
 - 4) Effective the first pay period of 2012, all hourly rates shall be increased by 2.8%.
- I) The employees hired during calendar year 1981 will receive the 1978 annual salary as modified by Paragraph I. Employees hired during calendar year 1982 will receive the 1981 annual salary for the job classification unadjusted by the salary increment provided during 1982 in Paragraph I. All employees who are below Class III in salary classification shall be subject to the step procedure as set forth below and shall be entitled, if qualified, to receive

annual pay increments in addition to those as provided in Paragraph I above.

- 1) The County shall institute a performance evaluation system beginning January 1, 1987 for employees covered by this Agreement.
- 2) Commencing January 1, 1987, all employees below Class III, on or about their anniversary date, shall begin the first step in the evaluation system by mutually establishing the performance description and performance standards for their position with their supervisor. If there is no mutual agreement, the supervisor shall have the right to establish the performance standards and performance description.
- 3) All employees will be evaluated on or about their anniversary date beginning in 1988 and the economic effect, if any, of the step procedure will be implemented effective on the employee's anniversary date beginning in 1988.
- 4) Commencing in 1989, employees seeking the economic benefit of the step program shall be required to achieve a performance level of "satisfactory" or above in accordance with the procedures outlined below. The performance standards to be applied shall be as follows:
 - a) Beginning in 1989, all employees covered by this Agreement who were hired between January 1, 1979 and December 31, 1981, shall have applied to them a performance standard of "satisfactory" or above, on their anniversary date during the year 1989 and thereafter in order to move up one step. For the year 1989, all employees hired since January 1, 1982 must achieve a performance standard of "better than satisfactory" or higher in order to move up one step.
 - b) Beginning in 1990, all employees covered by this Agreement who were hired between January 1, 1982 and December 31, 1984 shall have applied to them a performance standard of "satisfactory" or above on their anniversary date during the year 1990 and thereafter in order to move up one step. For the year 1990, all employees hired since January 1, 1985 must achieve a performance standard of "better than satisfactory" or higher in order to move up one step.
 - c) Beginning in 1991, all employees covered by this Agreement shall have applied to them a performance standard of "satisfactory" or above on their anniversary date during the year 1991 and thereafter in order to move up one step.
- 5) Attendance issues occurring in the first six months of the evaluation period shall be addressed at the six month review. If the employee corrects his/her behavior in the second six months and depending on the employee's past attendance history, the behavior during the first six months of the evaluation period may be ignored in applying a performance standard.
- 6) No employee may move more than one step in the step procedure per year.
- 7) All employees who hold a title where there exists a minimum and maximum salary within each salary classification shall effective on their anniversary date in 1988 have their salaries adjusted so as to receive the maximum salary for their salary classification. All minimum salaries for these positions shall be eliminated as of December 31, 1988. All

employees so affected shall begin the performance evaluation system as set forth in paragraphs 2 through 5 above beginning on their anniversary date in 1988 and the economic effect, if any, of the step procedure for these employees will be implemented effective on the employee's anniversary date beginning in 1989.

8) The provisions in Paragraph 4 above shall be subject to Article XXV, Grievance Procedure through and including Step Three only.

9) Step Procedure - Existing Classification

(Present Class I)	Step 1	
	Step 2	3.75% increase
(Present Class II)	Step 3	3.75% increase
	Step 4	3.50% increase
	Step 5	3.50% increase
(Present Class III)	Step 6	top step on salary schedule

10) Resource Center and One Stop evaluations will be due thirty (30) days after receipt of the performance statistics from the state.

- J) Employees holding a title permanently, or provisionally for two years or more, who are laid off by the County and later recalled within seven years will receive the same salary classification as they had immediately prior to layoff, and irrespective of whether the former title was covered by the Agreement.
- K) All employees hired prior to the signing of this Agreement shall remain subject to the step and salary classification system in this Article. All employees hired after the signing of this Agreement will no longer be eligible for step increases pursuant to this Article. The current hiring rates will be increased by 3.5% at the time of the signing of this Agreement and subsequently these rates shall be increased by all negotiated raises. Any employee hired after the signing of this Agreement must be paid initially at the hiring rate and thereafter shall be eligible for all such negotiated increases.
- L) Whenever an employee's wages are increased as a result of an increase in hours, such increases shall be implemented immediately on the effective date of the increase.
- M) Employees who are members of the Emergency Response Team at the Division of Health and who are on call during non-scheduled work hours shall receive \$.75 per hour for such on-call time. Employees performing HazMat response duties shall receive an additional two thousand dollars (\$2,000) added to the base salary for their title.
- N) All titles which are designated "bilingual" shall be paid a minimum of \$500 more per year at the top step of the salary step procedure than the same title without the bilingual designation. Where a bilingual title exists but is vacant and the salary for that title is more than \$500 higher at the top step of the salary step procedure than the same title without the bilingual designation, the salary for the bilingual title shall be reduced so as to establish the \$500 differential at the top step of the salary step procedure. The hire rate after the

signing of this agreement in newly established bilingual titles shall be a minimum of \$422.83 more than hire rate in the same title without the bilingual designation.

- O) Any shift employee working in a 24 hour operation at the Communication Center who is the A.O.I.C. and is designated to act as Lieutenant or is the Lieutenant and designated to act as Watch Commander shall be paid the rate applicable to that of the higher position for all hours spent working in the higher capacity so long as it exceeds one hour per shift.
- P) Any employee working in 24 hour operations who possesses the appropriate certificates to function as a call taker and dispatch both police and fire/ambulance shall receive a five hundred dollar (\$500) stipend annually. Any PST working at the Communications Center who is a certified training officer shall receive a \$300 stipend annually. The selection of future certified training officers shall be at the discretion of management.
- Q) Starting with pay period one in 2004, a new salary shall be established for state certified Alcohol and/or Drug Abuse Counselor titles, up to and including the Principal title in the series, which shall be \$300 more per year, on base, above the Alcohol and/or Drug Abuse Counselor titles.
- R) Effective upon the signing of this agreement, any Public Safety Telecommunicator (PST) working at the Communications Center who is assigned by management to work in the Training Office shall receive a \$5,000 annual stipend. The selection of the PST's assigned to training (and the number thereof) shall be at the sole discretion of management. Selected PST's will be paid for only the time they actually serve in this assigned Training Office position. Selected PST's assigned to the Training Office for only a portion of a calendar year will be paid a prorated stipend based on the number of weeks assigned to the office. This stipend will be paid on or around pay period #26 of each year.

ARTICLE VII

INSURANCE

- A) All employees will have the choice of enrolling in the Preferred Provider Organization (PPO) Plan, or in the HMO/POS plan (See attached Appendix A for the PPO Plan and Appendix B for the HMO/POS Plan). The County agrees that in the event that a dependent or a retiree resides for at least more than one month of the year in a location outside of the states of New Jersey, Delaware and the following five counties in Pennsylvania (Philadelphia, Chester, Bucks, Delaware and Montgomery), the County will enroll the dependent or retiree in the PPO plan with National Access to local providers in their residing area.

The County reserves the right to change carriers and/or add or remove specific plans so long as the County agrees to maintain substantially similar benefits to those in existence on January 1, 2009, except as provided below. Unless otherwise stated herein, all changes in this Article shall go into effect no sooner than January 1, 2011, and prior to these changes becoming effective, all of the provisions in the Insurance Article in the 2003-2007 collective bargaining agreement shall remain in full force and effect.

- B)

- 1) Effective no sooner than January 1, 2011, the prescription co-payments shall be as follows:

Retail Pharmacy (One Month Supply)

Salary	Generic	Brand	Brand Non-formulary
Under \$30,000	\$6	\$11	\$26
\$30,000-50,000	\$6	\$13	\$28
\$50,000-70,000	\$6	\$15	\$30
Over \$70,000	\$6	\$17	\$32

Mail Order Pharmacy (Three Month Supply)

Salary	Generic	Brand	Brand Non-formulary
Under \$30,000	\$11	\$16	\$31
\$30,000-50,000	\$11	\$18	\$33
\$50,000-70,000	\$11	\$20	\$35
Over \$70,000	\$11	\$22	\$37

Employees and their dependents are encouraged to use generic prescription drugs. If a drug is on the formulary list and the doctor does not specify that only a brand name may be used, the pharmacist will substitute the generic equivalent, if available. If the doctor specifies "dispense as written", the pharmacist must dispense whatever is specified. If the participant, however, specifically requests a brand name, the participant shall pay the difference in price between the generic and non-generic prescription drug in addition to the brand co-pay.

- 2) The Traditional Plan (Appendix C) shall remain for those existing employees currently enrolled in that plan. After the signing of this Agreement, no new employees shall be permitted to enroll in the Traditional plan, and if an employee currently enrolled in the Traditional plan leaves that plan, he or she will not be permitted to re-enroll in that plan.
- 3) Effective no sooner than January 1, 2011, employees covered by the Agreement shall contribute 1.75% of their base salary towards premiums for the HMO/POS plan and 2.25% of their base salary for the PPO and Traditional plans. These payments shall be made on a pre-tax basis pursuant to an IRS Section 125 plan. Employees opting out of insurance coverage shall not be subject to these premium contributions. These premium contributions shall be considered inclusive of the statutorily mandated 1.5% contribution which became effective May 22, 2010 and any other contributions mandated by State law. These contributions shall include prescription coverage.
- 4) Effective no sooner than January 1, 2011, all participants in the HMO/POS or the PPO

plans shall be subject to a twenty (\$20) co-pay for all visits to a primary care physician, a twenty-five dollar (\$25) co-pay for all specialist visits, and a two hundred dollar (\$200) hospitalization co-pay for any inpatient hospital admission in accordance with the attached schedule of benefits (Appendix A & B).

- 5) Effective January 1, 1999, the County shall provide as a covered benefit (1) mammograms once yearly for all female employees and/or dependents over age forty, or more frequently, or at an earlier age, if a physician so prescribes; and (2) pap smears of the type prescribed by the employee's or dependent's physician once annually or more often as prescribed by employee's or dependent's physician because of a particular medical condition and/or family history. A hearing exam shall be provided as a covered benefit once every two (2) years or more frequently if medically prescribed.
- 6) "Civil union partners" and "domestic partners" shall be considered as dependents eligible for insurance benefits including opt-out.
- 7) Effective January 1, 2003, the County shall provide as a covered benefit all prescription contraceptive medications and devices.
- 8) The County will reimburse an employee on active pay status for the premium cost of the Medicare Plan when the employee or his spouse reaches age 65 but only for a maximum of a six (6) month period prior to retirement. The parties agree to reopen negotiations with respect to this provision if the laws governing Medicare should change during the term of this Agreement.
- 9) The County will continue to offer coverage in all plans for dependents up to the end of the year in which they turn age 19; if the dependent is a registered full-time student enrolled to an accredited institution, the dependent will be covered until the end of the month in which they turn age 23 for the HMO plan. PPO and prescription drug plans cover dependents up until the end of the year they turn age 23 regardless of student status. Subject to New Jersey statutory regulations (Chapter 375) and requirements, employees who are enrolled through any County medical or prescription plan may voluntarily opt to enroll their dependent in the (Dependent to age 31) coverage for an additional premium which is billed directly to the employee by the insurance carrier. These provisions shall be subject to any requirements mandated by federal law and conform to the Patient Protection and Affordable Care Act. Dependents that are permanently disabled will remain covered during the life of the employee. Effective January 1, 2011, dependent children shall remain covered in the County's Medical and Prescription Drug Plans until age 26, subject to New Jersey State Eligibility Rules for dependents. Student status is not required. Coverage will terminate at the end of the month in which the child turns 26 subject to enrollment to age 31, pursuant to New Jersey statutory regulations, Chapter 375 as set forth above.

C)

- 1) Current employees retiring with twenty-five (25) or more years of service with Camden County and/or affiliated organizations and twenty-five (25) or more years of service credit in a state or locally administrated retirement system, and employees retiring on an accidental disability pension, retiring prior to December 31, 2012 (last day of active service), shall continue to receive fully paid health and prescription drug benefits. Throughout retirement, these employees will continue to pay the medical and prescription co-payments, deductibles and co-insurance that they paid as active employees at the time of their retirement.
- 2) Current employees retiring at age 62 or older with at least fifteen (15) years of service with Camden County and/or affiliated organizations; or retiring with at least fifteen (15) years of service with Camden County and/or affiliated organizations and twenty five (25) or more years of service credit in a state or locally administered retirement system; or retiring on an ordinary disability pension, shall continue to receive health and prescription benefits subject to the following percentage of premium co-payments effective no sooner than January 1, 2011:

<u>Years with the Employer</u>	<u>Percent of Premium</u>
10 years through 14 years (for Disability retirement only)	30%
Under 15 years	Cobra coverage only
15 years up to 19 years	25%
20 years up to 24 years	15%
25 years or more	0% (if retired prior to 12/31/2012)

- 3) Employees who retire after December 31, 2012 (last day of active service)(other than those retiring on an accidental disability pension), with twenty-five (25) or more years of service with Camden County and/or affiliated organizations and twenty-five (25) or more years of service credit in a state or locally administered retirement system, shall contribute, based on the amount of their pension, one-half (1/2) of the percentage of salary contribution paid by active employees as well as the identical medical and prescription co-payments, deductibles and co-insurance paid by active employees. Retirees 65 or older who are eligible for Medicare shall pay the percentage of premium contribution in accordance with the above and the amount of the health and prescription drug programs applicable to Medicare eligible retirees to which they are enrolled.
- 4) Prior years of employment with Camden County and/or affiliated organizations shall count as “Years With the Employer” for the purpose of determining the appropriate co-pay as set forth above.
- 5) All retirees, age sixty-five (65) or older, are required to enroll in Medicare Parts A & B. If receiving health benefits from the Employer through an HMO, they must enroll in the Medicare HMO plan, if available, no later than three (3) months after turning age sixty-

five (65), and remain enrolled so long as the Medicare plan is equal to or better than the HMO being offered.

Retirees may change their health care plan during the annual open enrollment period or if they are relocated to an area which is not serviced by their current plan. The County shall reimburse the retiree the cost of said enrollment into Medicare Part B. These reimbursements are inapplicable to anyone who retires prior to the signing of this Agreement. The retiree must remain on the County plan for secondary coverage.

- 6) Employees who retire after December 31, 2012, shall not have their co-payments for doctor visits or prescriptions increased by more than 10% in any three year period, and their premium sharing is capped at an amount equal to 1.5% of an individual's pension payment. It will be the retiree's responsibility to verify the pension amount which is subject to the premium contribution set forth above.
- D) Any employee covered by the agreement may choose, in writing to participate in the "Optional Health Benefits Program." Participation in this program is totally voluntary and is intended for those employees who are covered by health insurance through another source.
- 1) If two employees are married or qualify as domestic partners/civil union partners and one of them receives health insurance coverage from Camden County or any other Employer Agency listed below, the other may not participate in the opt-out program.

Camden Employer Row Office
Camden Employer Mosquito Commission
Camden Employer Superintendent of Schools
Camden Employer Prosecutor's Office
Camden Employer Library System
Camden Employer Municipal Utilities Authority
Camden Employer Improvement Authority
Camden Employer Pollution Control Authority
Camden Employer Board of Elections
Camden Employer Superintendent of Elections
Camden Employer Health Services Center

- 2) Participation in the opt-out program means being paid the amounts listed below in lieu of insurance coverage.
- 3) If two employees are married or qualify as domestic partners/civil union partners, they may be covered individually as an employee or as a dependent under his or her spouse's/partner's County plan, but not both. Dependent children must be covered under one plan only.

- 4) If the spouse's/partner's benefits are terminated, the employee and his/her dependents may enroll in any of the available Plans. Employees who opt to participate in this program must do so for a minimum of one (1) year at a time unless there is a change of life event. Applications must be made within thirty (30) days after the loss of coverage. Eligible employees shall be permitted to opt out of either medical coverage or prescription coverage or both.
- 5) Employees on non-paid leaves do not receive Opt Out payments.
- 6) If an employee chooses to participate in this program and drops employee and/or dependent coverage, the employee shall receive a monetary incentive as outlined below. The opt-out monthly amounts will be as follows:

<u>Change in Coverage Level</u>	<u>Medical Opt-Out Amount</u>	<u>RX Opt-Out Amount</u>
From Family to No Coverage	\$415.83	\$174.33
From Family to Single Coverage	\$272.68	\$114.04
From Family to Parent/Child Coverage	\$173.70	\$71.71
From Family to Husband/Wife Coverage	\$107.89	\$60.29
From Parent/Child to Single Coverage	\$98.98	\$42.34
From Parent/Child to No Coverage	\$242.13	\$102.63
From Husband/Wife to Single Coverage	\$164.79	\$114.04
From Husband/Wife to No Coverage	\$307.94	\$174.33
From Single to No Coverage	\$143.16	\$60.29

- 7) The incentive payments provided shall be paid in equal monthly payments and appropriate deductions shall be made from the gross incentive amount.
- 8) The optional health benefits program shall be available to all new benefit-eligible employees on their benefit effective date and shall be available to all current and prospective retirees under the same terms and conditions applicable to active employees.
- 9) The incentive shall begin to be paid to eligible employee no later than one month after the effective date of the option.
- 10) An employee who files for opt out after May 22, 2010 shall receive an incentive equal to 25% of the savings to the County not to exceed \$5,000 in accordance with applicable State law.
- 11) In order to enroll in the Opt Out Program, an employee must complete the enrollment

form and provide proof of dependent status and current health insurance coverage. Annual reenrollment is required.

- E) County employees who are the dependents and/or spouse of an employee or retiree receiving benefits as the result of employment by Camden County, a Camden County Row Office, the Camden County Mosquito Commission, the Camden County Superintendent of Schools, the Camden County Prosecutor's Office, the Camden County Health Services Center, the Camden County Library System, the Camden County Municipal Utilities Authority, the Camden County Improvement Authority, the Camden County Pollution Control Authority, the Camden County Superintendent of Elections, or the Camden County Board of Elections, and who are otherwise eligible for health benefits, must choose one type of health benefit coverage only and are not eligible for opt out.
- F) The County will provide each employee with disability coverage provided by the State of New Jersey.
- G) Effective no sooner than January 1, 2011, employees shall be responsible for extra costs incurred by the County if there is a change in an employee's life status (divorce, death of spouse, etc.) which would affect their health and prescription benefits and the employee does not report it to the County Insurance Division within 60 days of the event.
- H) The County shall implement a Section 125 Premium Conversion Plan which will permit the payment of certain employee contributions in pre-tax dollars.
- I) The County will pay or cause to be paid to the Council #10 Health and Welfare Fund the sum of \$350 per year, increased to \$375 per year effective January 1, 2011 for each employee who is a member of the representative or for whom the representative is the bargaining agent.

The Representative agrees to save and hold harmless the employer from any liability arising out of the administering of the fund to which this sum shall be paid on behalf of each employee as stated above, and further agrees to make available to the employer audits or reports dealing with said funds on June 30, 1983, and each June 30th thereafter.

ARTICLE VIII

SICK LEAVE WITH PAY

- A) Sick leave may be used by employees who are unable to work because of personal illness or injury; exposure to contagious disease; care, for a reasonable period of time, of a seriously ill member of the employee's immediate family; or death in the employee's immediate family, for a reasonable period of time.
- B) The term "immediate family" is hereby defined to include the following: mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse, child, stepchild, grandchild, grandmother, grandfather, foster child, legal ward, legal guardian, civil union partner and domestic partner and other relatives residing in the employee's

household. With the exception of civil union partner, brother-in-law, sister-in-law and stepchild, the above definition is intended to be the same as the definition of "immediate family" set forth in Section 4A of the New Jersey Administrative Code and shall be modified to conform with any changes, additions or deletions made to the Code.

- C) Any shift employee who is absent for reasons that entitle him to sick leave shall notify his supervisor promptly, but not later than one and one half (1 ½) hours before the employee's usual reporting time except in cases of extreme emergency where the employee is not able to do so. Other employees will provide the notification within sixty (60) minutes of their scheduled starting time. Failure to give such notice may be cause of denial of the use of sick leave for that absence and may constitute cause for disciplinary action.
- D) Sick leave shall accrue for regular full-time employees at the rate of one (1) day per month during the first calendar year of employment and one and one-quarter (1 ¼) days per month per year in every calendar year of employment thereafter, and shall accumulate from year to year. Part-time permanent employees shall be entitled to sick leave on a pro-rated basis. Sick leave must be earned before being taken.
- E) If any employee is absent for five (5) consecutive work days (or after fifteen (15) days sick leave in any one (1) year for any reason set forth in the above rule), the County may require acceptable evidence on the form prescribed. The nature of the illness and length of time the employee was absent shall be stated on a doctor's certificate.
- F) At the discretion of the Department Head, the employee seeking sick leave for personal illness or injury may be required to submit medical evidence to substantiate his/her request so long as the employee is advised in advance of the requirement. Failure to provide adequate medical evidence may result in the denial of sick leave benefits, and the employee will suffer a loss of his pay for any authorized time period. In the event the employee has exhausted his accumulated sick leave and is sick, the absence may be charged to the employee's vacation, if any, provided that the employee agrees and further provided that such use of vacation time will not be used to circumvent either the provisions or the intent of Article XXII, Strikes and Lock-outs.
- G) Abuse of sick leave will be cause for disciplinary action.
- H) Sick leave claimed by reason of quarantine or exposure to contagious disease may be approved upon the certification of the local Public Health Department.
- I) Full-time temporary employees in the County service shall be entitled to sick leave in the same amount and for the same reasons as provided for permanent employees.
- J) Employees regularly assigned to shifts in 24 hour operations may sell back their unused accumulated sick time up to a maximum of 15 days per year at their current rate of pay. Employees must submit their request to sell back accumulated sick time by December 1 of the current year. Payment shall be made by the County no later than January 15 of the following year. These employees have the right to elect to continue accumulating sick leave as per civil service rules or take cash payment as provided above.
- K) Any employee who terminates service with the County with at least twenty-five (25) years

of service and who is 55 years of age or older shall be entitled to lump sum terminal leave pay equal to one half of the employee's earned and unused sick leave multiplied by his/her current rate of pay up to a maximum of \$23,000. Effective as of December 31, 2010, current employees will no longer be able to add days to their accumulated sick time for the purposes of sell-back at retirement. All time available as of that date will be available for any employee eligible for and requesting payment of accrued sick leave at retirement. Any sick leave used after that date will initially come from sick leave provided or accrued after that date. Sick leave banked prior to December 31, 2010 will not be used until all of the sick leave accrued after that date is exhausted. Current employees who retire on or before December 31, 2015 (last day of active service) will be able to sell back days at retirement pursuant to this section, but employees retiring after that date and any employee newly hired after this Agreement is signed, will not be eligible to sell back sick leave at retirement pursuant to this section.

- L) Effective January 1, 1996, employees who do not use sick time in any calendar quarter of the year shall earn one (1) additional vacation day for each quarter where there is no sick time used. Employees who use no sick time at all during any calendar year shall earn a total of five (5) additional vacation days for that year. Additional vacation days earned shall be credited to the employee's account as of January 1st of the following year. All vacation leave taken in that year shall be initially charged against this additional earned vacation leave, and then against earned vacation leave pursuant to Article XXI. No employee shall be entitled to earn additional vacation time in any quarter if during that calendar year the employee used 15 days of sick leave, unless that sick leave was used in conjunction with a hospital stay of three (3) days or more. Additional vacation time earned must be used within two (2) years of its being credited or it will be lost. The provisions of this Section shall not be applicable to shift employees working in a 24 hour operation.
- M) A requirement to submit medical evidence to substantiate a request shall be reviewed every six months.

ARTICLE IX MILITARY LEAVE

A permanent employee who enters upon active duty in the United States Military Service in time of war or emergency or who is actively engaged in Reserve or National Guard duty will be granted a leave of absence in accordance with law.

ARTICLE X JURY DUTY

- A) Employees shall be given time off without loss of pay when performing Jury Duty in the following circumstances:
 - 1) In State Court, the employee shall serve without loss of pay and is allowed to retain any stipend for services.
 - 2) In Federal Court, the employee shall receive full pay plus a maximum stipend of five (\$5.00) dollars paid by the Federal Court. All monies received by the employee in excess

of five (\$5.00) dollars paid by the Federal Court in services as a Federal Juror shall be returned to the County Treasurer's office.

- B) Employees assigned to the second or evening shift shall be given their shift off without loss of pay when performing jury duty. Employees assigned to the 7 pm to 7 am shift at the Communications Center shall receive the shift off which precedes their jury duty unless the employee is scheduled off for that shift in which case the employee will receive the succeeding shift off. Employees at the Youth Center who are assigned a regular shift which extends beyond 11 pm shall receive the shift off which precedes their jury duty unless the employee is scheduled off for that shift, in which case the employee will receive the succeeding shift off.

ARTICLE XI

COURT TIME

- A) Employees shall be given time off without loss of pay when commanded to appear as a witness and not a party before a court, legislative committee, or judicial or quasi-judicial body.
- B) The provisions of Section A above shall not apply for appearances by an employee in connection with any activities noted in Article XXII.
- C) Employees in continuous shift operations assigned to a shift extending beyond 11 pm shall receive the shift off which precedes their court appearance duty unless the employee is scheduled off for that shift, in which case the employee will receive the succeeding shift off.

ARTICLE XII

EMERGENCY LEAVE

Employees shall be given time without loss of pay when performing civilian duty in relation to national defense or other emergency when so ordered by the Governor of the State of New Jersey or the President of the United States.

ARTICLE XIII

BEREAVEMENT LEAVE

- A) In the event of the death of an employee's mother, father, spouse, child, foster child, civil union partner or domestic partner, stepchild or step parent the employee shall be granted five (5) days off without loss of pay, one of which shall be the day of death or day of the funeral. Bereavement leave must be used within fourteen (14) calendar days of death.
- B) In the event of the death of an employee's mother-in-law, father-in-law, grandmother, grandfather, grandchild, brother, sister or step-sibling the employee shall be granted three (3) days off without loss of pay, one of which shall be the day of death or the day of the funeral. Bereavement leave must be used within fourteen (14) calendar days of death.
- C) In the event of the death of an employee's brother-in-law or sister-in-law, the employee shall be granted two (2) days off without loss of pay, one of which shall be the day of death or the day of the funeral. Bereavement leave must be used within fourteen (14) calendar

days of death.

- D) For employees working twelve hour shifts at the Camden County Communications Center and Camden County Youth Center, a bereavement leave day shall mean twelve (12) hours.

ARTICLE XIV

MATERNITY LEAVE

Employees on maternity leave shall be granted earned and accumulated sick leave during the time prior to the expected date of confinement and through the period of disability as certified by an acceptable medical provider, in conjunction with any rights the employee may have under the state and federal family medical leave acts.

ARTICLE XV

PERSONAL DAYS

- A) All bargaining unit employees shall enjoy four (4) personal days per year for personal, business, household, or family matters described in this Article. Personal days shall be non-accumulative. Employees working in the Surrogate's Office shall receive three (3) such personal days.
- B) Business means an activity that requires the employee's presence during the work-day and is of such a nature that it cannot be attended to at a time outside the work day.
- C) Personal, household, or family refers to matters when the employee's absence from duty is necessary for the welfare of the employee or his family.
- D) Request for a personal day along with the reasons therefore, must be submitted at least three (3) full working days in advance and is subject to approval of the employee's supervisor. Emergency days may be granted for an unforeseen occurrence which necessitates the presence of the employee and for which the individual had no prior knowledge and is unable to resolve the situation outside the workday. Personal leave will not be granted if it interferes with the manpower needs of the department.
- E) A personal emergency day shall not be granted for a day preceding or following holidays or vacations.
- F) Those employees working a twelve (12) hour shift and who are employed at the Camden County Communications Center shall receive twelve (12) hours for one of the four (4) personal days referred to in Section A of this Article.
- G) Those employees working a twelve (12) hour shift and who are employed at the Camden County Youth Center shall receive twelve (12) hours for the four (4) personal days referred to in Section A of this Article, except that in 2010, employees shall receive twelve (12) hours for three of the personal days and eight (8) hours for one personal day.

ARTICLE XVI

FRINGE BENEFITS

- A) Each employee shall be entitled to one fifteen (15) minute break for each half-day period of

work (morning and afternoon and equivalent periods of shift work). Unused break times shall not be credited or accumulated.

- B) Employees required to travel on authorized, necessary County business and who are required to use their personal vehicle shall be reimbursed at the applicable IRS rate a mile plus out-of-pocket expenses.
- C) Where employees, as a condition of their job, are required to use their vehicles for official County business, said employees will declare such use on their application for automobile liability insurance. Upon presentation by them of an invoice from their insurance carrier evidencing an increased premium for business coverage, the County will pay ten dollars (\$10) to the affected employee on an annual basis.
- D) Employee pension contributions and repayment of loans from the pension program will be deducted in equal payments from the first two (2) salary payments to an employee each month.
- E) An employee who is assigned to work at a location outside Camden County shall be reimbursed at the applicable IRS rate per mile for the distance between the Camden County border and the assigned work location, to be calculated based on the most direct route from the employee's regular Camden County work location and the assigned out- of-County site.
- F) Employees working in areas served by mass transit, including rail, bus, or other commercial transportation licensed for public conveyance shall be eligible to participate in the TransitChek program allowing purchase of public transportation vouchers with pre-tax dollars.

ARTICLE XVII

SENIORITY

- A) Seniority is defined as an employee's total length of service with the employer, beginning with his original date of hire. Employees who are laid off by the County and are subsequently re-employed by the County in any capacity within seven years of the effective date of layoff shall receive seniority credit for all time worked for the County prior to layoff with respect to all provisions of this Agreement.
- B) An employee having broken service with the employer (as distinguished from leave of absence) shall not accrue seniority credit for the time when he was not employed by the Employer.
- C) For employees with the same total length of service, seniority preference shall be given in alphabetical order of the employee's last name.
- D) The employer shall maintain an accurate, up-to-date seniority roster showing each employee's date of hire, classification, and pay rate and shall furnish copies of same to the Representative upon request.
- E) Except where New Jersey Civil Service statutes require otherwise, in cases where provisional promotions, demotions, lay-offs, recalls, and vacation schedules are concerned,

an employee with the greatest amount of seniority shall be given preference provided he has the ability to perform the work involved and further provided that the exercise of such will have no adverse effect on productivity.

ARTICLE XVIII

HOLIDAYS

- A) The following National Holidays are recognized as paid holidays when celebrated as holidays: New Year's Day; Martin Luther King Day; Presidents Day; Good Friday; Memorial Day; Fourth of July; Friday before Labor Day; Labor Day; Columbus Day; General Election Day; Veterans' Day; Thanksgiving Day; and Christmas Day.
- B) Holidays which fall within an employee's vacation period shall be celebrated at the employee's option, either immediately before or immediately following his vacation period.
- C) It is understood that there shall be only one (1) day of celebration in the event the holidays are celebrated on a day other than the actual day of said holiday, and no additional day shall be received because of the adjustment on the day of celebration.
- D) Holidays which fall on Saturday shall be celebrated on the preceding Friday. Holidays which fall on a Sunday shall be celebrated on the following Monday. This shall not apply to employees working in 24 hours operations at the Communications Center or the Youth Center.
- E) When the Board of Freeholders declare by formal action a day off for all County Employees, those who are required to work on such a day off shall be given a compensatory day at a later date. This provision has no applicability when holidays are declared or granted pursuant to a contract with other Representative Associations or Unions. Employees who work more than one half the day will receive a whole day as compensatory time. The granting by the Board of Freeholders of a day off or a holiday in addition to those enumerated in Section A shall not be considered as a precedent and is subject to Freeholder approval each and every time such day off or holiday is granted.
- F) In order to be eligible to receive holiday pay as set forth in Article IV, Paragraph B, an employee must work the day before and the day after the holiday, unless he or she is specifically scheduled to be off because of assignment to a continuous operation shift or the employee is on an approved leave. If an employee is serving a suspension on a day before or a day after a holiday and as a result is disqualified from receiving holiday pay under this Section, the holiday shall be counted as a day of suspension.
- G) Those employees who are required by law to be off on Lincoln's and Washington's birthdays shall receive those days as paid holidays instead of President's Day, and shall be entitled to three (3) personal days under Article XV, Section A except as modified in that Article and Section.

ARTICLE XIX

LONGEVITY

Effective the first pay period of 1998, employees had their longevity pay added to their base pay. For purposes of this conversion, employees were entitled to longevity pay added to their base in an amount one level higher than they would ordinarily be entitled to based on their years of service. Employees who had more than 20 years of service were entitled to a maximum of \$1,600.

ARTICLE XX
DIFFERENTIAL PAY

A)

- 1) Employees permanently assigned to the 2nd shift will be compensated at an additional rate of 10% of the hourly rate provided such employee's regular work day schedule is seven (7) or more hours.
- 2) Employees permanently assigned to the 3rd shift shall be compensated at an additional rate of 8% of the hourly rate, provided such employee's work day schedule is seven (7) or more hours.
- 3) If an employee's hours of work overlap between the 1st and 2nd shift, for the convenience of the employer, differential pay shall be paid for those hours.
- 4) In accordance with an agreement reached between the County and the Union dated January 17, 2009, in which the salary scales for Building Maintenance Worker and Senior Building Maintenance Worker were increased by 10 percent, Building Maintenance Workers and Senior Building Maintenance Workers are not eligible for differential pay.
- 5) Continuous shift employees working 12-hour shifts shall be compensated at an additional rate of 10% for all hours worked between 3 pm and 11 pm and at an additional rate of 8% for all hours worked between 11 pm and 7 am.

ARTICLE XXI
VACATIONS

A) Employees in the County Service, except for shift employees employed in a 24 hour operation, shall be entitled to vacation as follows:

- 1) Permanent full-time employees in the County service shall be entitled to the following annual vacation with pay:
 - a) Up to one year of service, one working day for each month of service.
 - b) After one year and up to ten years of service, twelve (12) working days vacation.
 - c) After ten years and up to fifteen years of service, eighteen (18) working days vacation.
 - d) After fifteen years and up to twenty years of service, twenty (20) working days vacation.
 - e) After twenty years and up to twenty-five years of service, twenty-five (25) working days vacation.

- f) After twenty-five years of service, twenty-eight working days vacation.
- 2) Temporary full-time employees in the County Service shall be entitled to vacation leave to the same extent such leave is provided for permanent employees.
- 3) Permanent part-time employees shall receive vacation leave on a pro-rated basis, in accordance with the above schedule.
- 4) Shift employees employed in a 24 hour operation shall be entitled to the following annual vacation with pay based upon prorated vacation entitlement as defined in Article III Section F if applicable.
 - a) Up to one year of service, one (1) working day's vacation for each month of service.
 - b) After one year and up to ten years of service, twelve (12) working days vacation.
 - c) After ten years and up to twenty years of service, eighteen (18) working days vacation.
 - d) After twenty years of service, twenty-five (25) working days vacation.
- B) In order to exercise seniority, vacation requests shall be submitted by the employee to his or her Department Head by April 1st so that the Department Head can prepare the vacation schedule for April 1 of that year through March 31 of the following year. Failure to submit such a request by April 1st will result in a loss of seniority preference for the employee. Requests received after April 1 will be granted on a first-come-first-served basis. The scheduling of all vacations is subject to approval of the employee's Department Head. For vacations of one (1) week or longer the Department Head will advise the employee of the approval or disapproval of the requested vacation time. Employees shall receive a response to all vacation requests within 48 hours, except when the request is for two days or less and is submitted two days or less in advance of the date requested, in which case the response shall be provided without unreasonable delay and in advance of the date(s) requested.
- C) Employees shall be allowed to use vacation time not accrued, in anticipation of continued employment provided that such time is scheduled time with the approval of the Department Head.
- D) If an employee dies having vacation credits, a sum of money equal to the compensation figured on his salary rate at the time of death shall be calculated and paid to his estate.
- E) Vacation time cannot be used for sick time without the express written consent of the employee.
- F) Where in a calendar year, the vacation leave or any part thereof is not used, such vacation periods shall accumulate and any unused vacation resulting from the pressure of work as determined by the County may be carried forward into the next succeeding year only and will be scheduled to be taken in the succeeding year. Denial of vacation time shall be given to the employee in writing. If, in the second year, due to the pressure of work as determined by the County, the employee still has accumulated vacation that will be lost, the employee has a right to sell that time only. Such request shall be made in writing by December 1st. All vacation time taken shall be initially charged against vacation time earned

in accordance with Article VIII, Section L, and then against vacation time earned pursuant to this Article.

ARTICLE XXII

STRIKES AND LOCKOUTS

- A) The Union hereby covenants and agrees that during the term of this Agreement, neither the Union nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty or willful absence of any employee from his position, or stoppage of work, or absence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slow-down, walk-out, or other illegal job action against the County. The Union agrees that such action would constitute a material breach of this Agreement.
- B) The Union agrees that it will make a reasonable effort to prevent its members from participating in any strike, work stoppage, slow-down, or other activity aforementioned or supporting any such activity by any other employee or group of employees of the County, and that the Union will publicly disavow such action and order all such members who participate in such activities to cease and desist from same immediately and to return to work, and take such other steps as may be necessary under the circumstances to bring about compliance with the Union order.
- C) Nothing contained in this Agreement shall be construed to limit or restrict the County in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach by the Union or its members.
- D) The County agrees that it will not engage in the lockout of any of its employees.

ARTICLE XXIII

SAFETY AND HEALTH

- A) The employer shall at all times maintain safe and healthful working conditions, and will provide employees with any wearing apparel, tools, or devices reasonably necessary in order to insure their safety and health, including, for employees working in the Medical Examiner's Office, Tyvek suits, masks, boots and body bags.
- B) In the case of an emergency, affecting employees covered by this Agreement, declared by local police authorities, it shall be the Employer's duty to notify all Department Heads as soon as possible with respect to an appropriate course of action.
- C) Employees must wear all safety equipment provided to them by the County. Failure to do so shall subject the employee to possible disciplinary action.

ARTICLE XXIV

EQUAL TREATMENT

- A) The County and the Union agree that there shall be no discrimination against any employee because of race, creed, color, religion, sex, national origin, or political affiliation.
- B) The County and the Union agree that all members covered under this Agreement have the right without fear of penalty or reprisal to form, join, and assist any employee organization or to refrain from any such activity. There shall be no discrimination by the County or the Union against any member because of member's membership or non- membership or activity or non-activity in the Union.
- C) The County may establish reasonable and necessary rules of work and conduct for employees. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Union before they are established as provided by N.J.S.A.34:13A-5.3.
- D) This Agreement shall be equitably applied to all employees covered by this Agreement.
- E) The Union as well as the affected employee shall receive a copy of any disciplinary action and attachment(s) which are placed in an employee's file. All employees shall have the right to review their personnel files upon reasonable request.

ARTICLE XXV

GRIEVANCE PROCEDURE

- A) The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of employment under this Agreement.
- B) Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the department. The County and the Union will meet periodically at either party's request to discuss and try to settle as many grievances as possible prior to a hearing at Step 3. Both parties commit to settle outstanding grievances without the time and expense of having to go through the process below.
- C)
 - 1) With regard to employees, the term "grievance" as used herein means an appeal by an individual employee or the Association on behalf of an individual employee or group of employees, from the interpretation, application or violation of policies, agreements, and administrative decisions affecting them. With regard to the County, the term "grievance" as used herein means a complaint or controversy arising over the interpretation, application, or alleged violation of the terms and conditions of this Agreement.
 - 2) With respect to employee grievances, no grievance may proceed beyond Step One herein unless it constitutes a controversy arising over the interpretation, application, or alleged violation of the terms and conditions of this Agreement. Disputes concerning terms and conditions of employment controlled by statute or administrative regulation, incorporated by reference in this Agreement, either expressly or by operation of law,

shall not be processed beyond Step One herein.

- D) The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement, and shall be followed in its entirety unless any step is waived by mutual consent.

Step One: The aggrieved or the Union shall institute action under the provisions hereof within fourteen (14) calendar days after the event giving rise to the grievance has occurred, and an earnest effort shall be made to settle the differences between aggrieved employee and the immediate supervisor for the purpose of resolving the matter informally. Failure to act within said fourteen (14) calendar days shall be deemed to constitute an abandonment of the grievance.

Step Two: If no agreement can be reached orally within fourteen (14) calendar days of the initial discussion with the immediate supervisor, the employee or the Union may present the grievance in writing within fourteen (14) calendar days thereafter to the designated County representative. The written grievance at this Step shall contain the relevant facts and a summary of the preceding oral discussion, the applicable Section of this contract violated, and the remedy requested by the grievant. The designated County representative will answer the grievance in writing within fourteen (14) calendar days of receipt of the written grievance.

Step Three: If the Union wishes to appeal the decision of the designated County Representative, such appeal shall be presented in writing within fourteen (14) calendar days thereafter to the Division of Human Resources to be scheduled for a hearing before a County designated Hearing Officer. The County and the Union shall attempt to agree on which matters are scheduled for presentation to the County Hearing Officer on each hearing date. If no agreement is reached, each party shall have the right to designate fifty percent (50%) of the matters to be heard.

Step Four: If either party wishes to appeal the decision of the Hearing Officer, such appeal shall be presented in writing to the County Administrator within fourteen (14) calendar days thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The County Administrator, or his designee, shall respond in writing to the grievance within twenty (20) calendar days of the submission. In the case of Court employees, appeal at this step shall be to the Assignment Judge, whose decision shall be final.

Step Five: If the grievance is not settled through Steps One, Two, Three, and Four, either party shall have the right within fifteen (15) work days to submit the dispute to arbitration pursuant to the rules and regulations of the Public Employment Relations Commission. The costs for the services of the arbitrator shall be borne equally by the County and the Union. Any other expenses, including but not limited to the presentation of witnesses, shall be paid by the parties incurring same.

- E)
- 1) The parties direct the arbitrator to decide, as a preliminary question, whether he has jurisdiction to hear and decide the matter in dispute.

- 2) The arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and be restricted to the application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto.

The decision of the arbitrator shall be in writing with reasons therefore and shall be final and binding on the parties.

- F) Upon prior notice to and authorization of the County Administrator, the designated Union Representative shall be permitted to confer with members of the Grievance Committee, employees, and other County officials on specific grievances in accordance with the grievance procedure set forth herein during work hours of employees, without loss of pay, provided the conduct of said business does not diminish the effectiveness of the County of Camden or require the recall of off-duty employees.
- G) The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, or if the grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed thereunder, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for decision at any step in the grievance procedure, then the grievance shall be deemed to have been denied. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits for processing the grievance at any step in the grievance procedure.
- H) In the event that the aggrieved elects to pursue remedies available through the Civil Service or EEO or Civil Rights complaint procedures, the grievance shall be cancelled and the matter withdrawn from this procedure. It is agreed between the parties that no arbitration hearing shall be held until after the expiration of at least thirty (30) calendar days after the decision rendered by the Administrator on the grievance. In the event the grievant pursues his remedies through Civil Service, the arbitration hearing, if any, shall be cancelled and the filing fees and expenses incurred thereby shall be paid by the grievant or the Union.
- I) The Union Representative will notify the Division of Human Resources in writing of the name of the employee who is designated by the Representative to represent employees under the grievance procedure. The employee so designated by the Representative will be permitted to confer with other representatives, employees, and with the committee representatives regarding matters of employee representation during working hours without loss of pay for periods not in excess of three (3) hours per week in any calendar week.

ARTICLE XXVI

WORKERS' COMPENSATION

- A) When an employee is injured on duty, and meets the qualifications for Workers' Compensation, the employee will receive workers' compensation due him/her plus the difference between the amount received as compensation and net salary during the period

of temporary disability, to a maximum of forty-five working days. Employees entitled to Workers' Compensation benefits under this section shall continue to receive a regular paycheck from the County subject to an assignment by the employee of the Workers' Compensation benefits due and payable to him/her for this period.

- B) In the event of continued temporary disability beyond the forty-five (45) day period aforementioned, the eligible employee will continue to receive Workers' Compensation. If the employee is entitled to use and authorizes the County to charge time to accumulated sick, vacation or personal leave, the employee may receive the difference between the amount received as Workers' compensation and his/her salary, and shall continue to receive a regular paycheck from the County subject to an assignment by the employee of the Workers' Compensation benefits for such period as the employee has earned time to make up the difference between the Workers' Compensation benefits and his/her salary.
- C) An employee shall be permitted time off from work, including reasonable travel time, with no loss of pay or deduction from the employee's accumulated leave, in order to receive medical treatment when the appointment has been scheduled by the County or its Workers Compensation Carrier to take place during the employee's regular work day.

ARTICLE XXVII

GENERAL PROVISIONS

- A) It is agreed that the Board of Freeholders and Council #10 may meet from time to time upon reasonable request of either party to discuss matters of general interest and concern, matters which are not necessarily a grievance as such. Such meetings shall be initiated by written request of either party, which shall reflect the precise agenda of the meeting. A seven (7) day advance notice will be given to Council # 10 or the Board of Freeholders.

The parties further agree to establish a Labor-Management Committee to meet on a regular basis to discuss issues confronting the County and its work force. Topics shall include, but not be limited to, health care costs, layoffs, and training for displaced employees. The Committee shall consist of a mutually agreed upon number of members with half designated by the County and the other half designated by Council #10.

- B) Employees who are covered by this Agreement shall perform the duties and responsibilities outlined in the New Jersey Department of Civil Service job specifications for their positions.
- C) Agents of the Union who are employees of the County of Camden will be permitted to visit with employees during working hours at their work stations for the purpose of discussing Union representation matters, as long as there is no undue interference with the Employer's work. Whenever any employee of the County who is a representative of the Union is mutually scheduled to participate during work hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in regular pay or be charged with sick leave or vacation time. Employees will be allowed to leave their work stations up to one-half (1/2) hour prior to the meetings and will be required to return to their work station at the conclusion of the meeting provided there is at least one and one-half (1 ½) hours of work time remaining.

- D) Delegates of the Union will be permitted to attend New Jersey Civil Service Association meetings and conventions, without loss of pay, in accordance with R.S. 38:23.2.
- E) Part-time employees are those individuals employed under 30 hours per week. Permanent part-time employees will earn vacation time, sick time, and personal days on a pro-rated basis. Temporary or provisional part-time employees do not receive personal days, vacation or sick time. Part-time employees employed under 20 hours per week are not entitled to Health Benefits or prescription plan. No part-time employees are entitled to overtime or earned compensatory time.
- F) The County shall be responsible for printing, in booklet form, this Collective Bargaining Agreement within 60 days of its execution of the parties. The costs of printing will be shared equally by the parties. At least 2,000 copies shall be supplied to Council #10.
- G) Effective upon the signing of this Agreement, the County will require a bargaining unit member assuming the presidency of Camden Council # 10 to waive his/her full salary and accept an annual salary of \$7,500 for the duration of the term of office. During such period of time, the County agrees to continue to provide that employee with all health benefits, including prescription and appropriate Health and Welfare contribution and to continue contributions on the employee's behalf to PERS, but shall be obligated to provide no other contractual benefits. At the conclusion of said term of office, the County agrees to reinstate the employee to the then current contractual salary for the employee's title.

The County further agrees, effective November 1, 1993, to provide Camden Council #10 with reasonable office space for the rent of \$1.00 per year in a centrally located County facility.
- H) A "hyperlink" to the New Jersey Department of Personnel webpage listing open competitive and promotional announcements will be provided on the Camden County Today website
- I) Representatives of the County and Council #10 shall meet, at either party's request, to discuss issues associated with the sell-back of compensatory time.

ARTICLE XXVIII

SEPARABILITY AND SAVINGS

Each and every clause of this Agreement shall be deemed separable from each and every other clause of this Agreement to the extent that in the event any clause or clauses shall be finally determined to be in violation of any law, then in such event, such clause or clauses, only to the extent that any may be so in violation shall be deemed of no force and effect and unenforceable without impairing the validity and enforceability of the rest of the Agreement, including any and all provisions on the remainder of any clause, sentence, or paragraph in which offending language may appear.

ARTICLE XXIX

MANAGEMENT RIGHTS

- A) The County of Camden hereby retains and reserves unto itself, without limitation, all

powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

- 1) The executive management administrative control of the County government and its properties and facilities and activities of its employees by utilizing personnel, methods, and means of the most appropriate and efficient manner possible as may from time to time be determined by the County.
 - 2) To make rules of procedure and conduct, to use improved methods and equipment, to determine work schedules and shifts, to decide the number of employees needed for any particular time, and to be in sole charge of the quality and quantity of work required.
 - 3) The right of management to make, maintain and amend such reasonable rules and regulations as it may from time to time deem best for the purposes of maintaining order, safety, and/or the effective operation of the Department after advance notice thereof to the employees to require compliance by the employees is recognized.
 - 4) To hire all employees, and subject to the provisions of law, to determine their qualifications and conditions of continued employment, or assignment, and to promote and transfer employees.
 - 5) To suspend, demote, discharge, or take any other appropriate disciplinary action against any employee for good and just cause according to law.
 - 6) To lay off employees in the event of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive.
 - 7) The County reserves the right with regard to all other conditions of employment not reserved to make such changes as it deems desirable and necessary for the efficiency and effective operation of the Department.
- B) In the exercise of the foregoing powers, rights, authority, duties and responsibilities of the County, the adoption of policies, rules, regulations and practices and the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only to the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.
- C) Nothing contained herein shall be construed to deny or restrict the County of its rights, responsibilities, and authority under R.S. 40A, or any other national, state, county, or local laws or regulations.

ARTICLE XXX

FULLY BARGAINED AGREEMENT

- A) 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, with the sole exception of those items contained in correspondence between Mr. Dorf and Ms. Crangle dated August 31, 1983 and December 2, 1983 respectively concerning twelve hour shift employees; three letters between Ms. Crangle and Mr. Dodson dated September 17, 1986 and a letter between Mr. Bezich and Ms. Crangle dated August 27, 1992 concerning the County's agreement to arrange parking within the City of Camden, at a reduced rate, for up to 200 cars.

- B) During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

ARTICLE XXXI

DURATION

This Agreement shall be in force and effect as of January 1, 2008 and shall remain in effect to and including December 31, 2012, without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter, until one party or the other gives notice, in writing, no sooner than one hundred fifty (150) nor no later than one hundred twenty (120) days prior to the expiration of this Agreement of a desire to change, modify or terminate this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals at the
County of Camden, New Jersey on this date_____.

For the County of Camden

For Camden County Council # 10

Dated: _____

Dated: _____

LIST OF CLASSIFICATIONS COVERED BY THIS AGREEMENT

ACCOUNT CLERK
ACCOUNT CLERK TYPIST
ACCOUNT CLERK/PUBLIC INFO ASST. TYPING
ACCOUNT PROBATION
ACCOUNTANT
ACCOUNTING ASSISTANT
ACCOUNTING PROC ANA (SURROGATE)
ACCOUNTING PROCEDURE ANALYST
ADMIN ANALYST DRUG
ADMIN ANALYST, COUNTY CLERK
ADMIN ANALYST, HEALTH
ADMIN ANALYST, REG OF DEED
ADMIN ANALYST/COOR MAINT SRVS
ADMIN ANALYST/PUB INFO OFF
ADMIN CLERK A & E
ADMIN CLERK BLDG & GROUNDS
ADMIN CLERK CENTRAL SERVICES
ADMIN CLERK, BILING S/E
ADMIN CLERK, COM DEV
ADMIN CLERK, COUNTY CLERK
ADMIN CLERK, COUNTY JAIL
ADMIN CLERK, ENGINEERING
ADMIN CLERK, INSURANCE
ADMIN CLERK, PLANNING
ADMIN CLERK, PROBATION
ADMIN CLERK, PURCHASING
ADMIN CLERK, REG OF DEEDS
ADMIN CLERK, SHERIFF
ADMIN CLERK, SURROGATE
ADMIN SECRETARY, CO ADMIN OFC
ADMIN SECRETARY, ECON DEV
ADMIN SECRETARY, ENGINEERS
ADMIN SECRETARY, FREEHOLDERS
ADMIN SECRETARY, LAW
ADMIN SECRETARY, PLANNING
ADMIN SECRETARY, PLNTS & STRUCT
ADMIN SECRETARY, PUBLIC AFFAIRS
ADMIN SECRETARY, PURCHASING
ADMIN SECRETARY, SHERIFF
ADMIN SECRETARY, SUPT OF SCHOOL
ADMIN SECRETARY, SURROGATE
ADMIN SECRETARY, YOUTH CENTER
ADMINISTRATIVE ANALYST
ADMINISTRATIVE CLERK
ADMINISTRATIVE SECRETARY
ADMITTING CLERK TYPIST
ADULT DAY CARE CENTER WORKER
AGENCY AIDE
AGENCY AIDE (AGING)
AGENCY AIDE (CO CLERK'S OFFICE)
AGENCY AIDE (CORRECTIONS)
AGENCY AIDE (COUNTY COUNSEL)
AGENCY AIDE (ENVIRON HEALTH)
AGENCY AIDE (PUBLIC SAFETY)
ALCOHOLISM COUNSELOR
ALCOHOLISM COUNSELOR BILING S/E
ALCOHOLISM COUNSELOR TRAINEE
ANALYST GRANT APPLICATION
ANIMAL CONTROL OFFICER
ARCHITECT
ASSISTANT ADMIN. ANALYST
ASSISTANT ADMITTING OFFICER
ASSISTANT ADMITTING OFFICER, TYPING
ASSISTANT ANIMAL CONTROL OFFICER
ASSISTANT BUDGET EXAMINER
ASSISTANT CHIEF CLERK, COUNTY CLERK
ASSISTANT CHIEF CLERK, PERSONNEL
ASSISTANT CHIEF CLERK, SHERIFF
ASSISTANT CHIEF SANITARY INSPECTOR
ASSISTANT COMMUNICATIONS TECHNICIAN
ASSISTANT COUNTY SUPT OF W & M
ASSISTANT ENGINEER
ASSISTANT HEALTH EDUCATOR
ASSISTANT NUTRITION PROG COORD WIC PROGRAM
ASSISTANT PENSION FUND SUPERVISOR
ASSISTANT PLANNER
ASSISTANT PROGRAM ANALYST
ASSISTANT PROGRAM COORD, AGING
ASSISTANT PUB INFO OFCR, (PUB AFFAIRS)
ASSISTANT PUBLIC HEALTH COORD
ASSISTANT PUBLIC INFORMATION OFCR
ASSISTANT RECREATION SUPERVISOR
ASSISTANT SPVSR. OF SR. CITZ ACTIV
ASSISTANT SUPERVISING CARPENTER
ASSISTANT SUPERVISING ELECTRICIAN
ASSISTANT SUPERVISING MAINT REPR
ASSISTANT SUPERVISING PAINTER
ASSISTANT SUPERVISING PLUMBER
ASSISTANT VETERANS SERVICE OFCR
AUDIOMETRIST
AUDIOVISUAL EQUIPMENT TECH
AUDIOVISUAL SPECIALIST

AUDITOR	CHIEF COMMUNITY ORG. SPECIALIST
BOILER OPERATOR	CHIEF COURT CLERK, COUNTY CLERK
BOOKKEEPING MACHINE OPERATOR	CHIEF COURT CLERK, SURROGATE
BUDGET EXAMINER	CHIEF OF ADMIN SERVICES
BUILDING INSPECTOR	CHIEF OF PROJ COORD CONSTRUCT
BUILDING MAINTENANCE INSPECTOR	CHIEF OF SURVEY PARTY
BUILDING MAINTENANCE WORKER	CHIEF OF VISITOR SERVICE
BUILDING MAINTENANCE WORKER (COURT HOUSE)	CHIEF PUBLIC HEALTH INVESTIGATOR
BUILDING SERVICE WORKER	CHIEF PUBLIC HEALTH INVSTGT BILING S/E
BUYER, PURCHASING DEPARTMENT	CHIEF REG. ENVIRON. SPLST, PUB HLTH
CANCELLATION CLERK	CHIEF X-RAY TECHNICIAN
CANCELLATION CLERK TYPING	CHILD CARE SITE EVALUATOR
CANTEEN CLERK	CHILD SUPPORT WORKER
CARPENTER	CLAIMS ESTABLISHMENT CLERK
CARPENTER'S HELPER	CLAIMS INVESTIGATOR
CASE ANALYST	CLERK
CASHIER	CLERK BILINGUAL S/E
CASHIER TYPING	CLERK DRIVER
CASHIER TYPING BILING S/E	CLERK DRIVER/STOCK CLERK
CENTRAL SUPL AIDE/ELEC (CARD/ENCE) TECH	CLERK STENOGRAPHER
CENTRAL SUPL AIDE/ELECT TECH	CLERK TRANSCRIBER
CENTRAL SUPPLY AIDE TYPING	CLERK TRANSCRIBER BILING S/E
CHAUFFEUR/CLERK	CLERK TYPIST
CHEMIST	CLERK TYPIST BILING S/E
CHEMIST WATER ANALYSIS	CLIENT SERVICE REP BILING S/E
CHIEF CHEMIST WATER ANALYSIS	CLIENT SERVICE REPRESENTATIVE
CHIEF CLERK	CLINIC ATTENDANT
CHIEF CLERK, AGR EXTEN SERV	CLINICAL PSYCHOLOGIST, DRUG
CHIEF CLERK, BLDG & OPERATIONS	CLINICAL PSYCHOLOGIST, YOUTH CENTER
CHIEF CLERK, BOARD OF TAXATION	COMMUNICATION TECHNICIAN
CHIEF CLERK, BOOKKEEPER	COMMUNITY ORGANIZATION SPECIALIST
CHIEF CLERK, COMPTROLLER	COMMUNITY RELATIONS AIDE
CHIEF CLERK, COUNTY ADJUSTER	COMMUNITY RELATIONS SPEC/LAW ENFORCE
CHIEF CLERK, COUNTY CLERK	COMMUNITY RELATIONS SPECIALIST
CHIEF CLERK, ELECTION DIVISION	COMMUNITY SERVICE AIDE
CHIEF CLERK, ENGINEERS	COMMUNITY SERVICE AIDE BILING
CHIEF CLERK, ENVIRON. AFFIARS	COMMUNITY SERVICE AIDE TYPING
CHIEF CLERK, HUMAN RESOURCES	COMMUNITY SERVICE WORKER
CHIEF CLERK, INSURANCE	COMMUNITY SERVICE WORKER, DRUG ABUSE
CHIEF CLERK, OFFICE OF ADMIN SVS	COMPOSING MACHINE OPERATOR
CHIEF CLERK, REGISTRAR OF DEEDS	COMPUTER OPERATOR
CHIEF CLERK, SECURITY	COMPUTER OPERATOR TRAINEE
CHIEF CLERK, SHERIFF	COMPUTER OPERATOR/PURCHASING ASST
CHIEF CLERK, SURROGATE	COMPUTER SERVICE TECHNICIAN
CHIEF CLERK, TREASURER	CONSTRUCTION INSPECTOR
CHIEF CLERK, YOUTH CENTER	COORDINATOR COMMUNITY HEALTH SERVICES

COORDINATOR FOR FEDERAL & STATE AIDE
COORDINATOR LONG TERM CARE OF ELDERLY
COORDINATOR OF SAFETY PROGRAMS
COORDINATOR OF SCHED. RECREAT. ACTVTS.
COORDINATOR OF VOLUNTEERS
COORDINATOR SPECIAL CHILD HLTH SVS.
COORDINATOR VOCATIONAL SERVICE
COORDINATOR, HEALTH PROJECT 3
COST ESTIMATOR PROPERTY IMPROVEMENT
COUNSELOR AIDE, PENAL INSTITUTION
COUNSELOR, PENAL INSTITUTION
COUNSELOR, PENAL INSTITUTION BILING S/E
CRIME PREVENTION AIDE TYPING
CRISIS INTERVENTION COUNSELOR B/L
CUSTODIAL WORKER
CUSTOMER SERVICE REPRESENTATIVE
DATA CONTROL CLERK
DATA CONTROL CLERK TYPING
DATA ENTRY MACH OPER/SR. DATA CTRL CLK
DATA ENTRY MACHINE OPERATOR
DATA ENTRY MACHINE OPERATOR TYPING
DATA PROCESSING COORDINATOR
DATA PROCESSING PROG/SYSTEMS ANALYST
DATA PROCESSING PROGRAMMER
DATA PROCESSING PROGRAMMER TECHNICIAN
DATA PROCESSING PROGRAMMER TRAINEE
DATA PROCESSING SYSTEM PROG (LAW LIBRA)
DATA PROCESSING SYSTEM PROGRAMMER
DATA PROCESSING TECHNICIAN
DAY CARE CENTER SUPERVISOR
DAY CARE SPECIALIST
DENTAL ASSISTANT P/T
DENTAL HYGIENIST
DEPUTY WORK RELEASE ADMINISTRATOR
DIETICIAN
DIETICIAN HELPER
DIRECTOR OF COMMUNITY RLTHS & SOCL SVCS
DIRECTOR OF FAMILY COUNSELING
DIRECTOR PROPERTY IMPROVEMENT
DISTRICT RECYCLING COORDINATOR
DOCKET CLERK
DOCKET CLERK TYPING
DRAFTING TECHNICIAN
DRUG ABUSE AIDE
DRUG ABUSE COUNSELOR
EARLY CHILDHOOD SPECIALIST

EARLY CHILDHOOD SPECIALIST BILING
ELECTRICIAN
ELECTRICIAN'S HELPER
ELECTROCARDIOGRAPH TECHNICIAN
ELECTRONIC SYSTEM TECHNICIAN II
ELEVATOR OPERATOR
EMERGENCY MEDICAL TECHNICIAN
EMPLOYEE BENEFITS CLERK
EMPLOYEE BENEFITS CLERK TYPING
EMPLOYMENT COUNSELOR
ENGINEERING AIDE
ENVIRONMENTAL HEALTH SPECIALIST (HAZSUB)
ENVIRONMENTAL HEALTH TECHNICIAN
ENVIRONMENTAL SPECIALIST
EXTERMINATOR
FAMILY COUNSELOR
FAMILY COUNSELOR BILING S/E
FAMILY SERVICE WORKER
FAMILY SERVICE WORKER BILING S/E
FAMILY SERVICE WORKER, BILING VIET/ENGL
FIELD REP. DIS. CONTROL BILING VIET/ENGL
FIELD REP. DISEASE CONTROL/SANT INSPEC
FIELD REP. INDUSTRIAL & REAL ESTATE DEV.
FIELD REP. SENIOR CITIZEN PROGRAM
FIELD REP. SR. CITIZENS DAY CARE CENTER
FIELD REPRESENTATIVE CIZITEN COMPLAINTS
FIELD REPRESENTATIVE CONTRACT COMPLIANCE
FIELD REPRESENTATIVE, COUNTY BRD OF TAXATION
FIELD REPRESENTATIVE DISEASE CONTROL
FIELD REPRESENTATIVE ELECTIONS
FIELD REPRESENTATIVE ENERGY CONSERVATION
FIELD REPRESENTATIVE HEALTH EDUCATOR
FIELD REPRESENTATIVE HOUSING REHAB.
FIRE SIGNAL SYSTEMS REPAIRER
FIRE SIGNAL SYSTEMS TECH 1/LOCKSMITH
FOOD SERVICE MANAGER
FOOD SERVICE SUPERVISOR & BUYER
GARAGE ATTENDANT
GRADUATE NURSE (HEALTH & ALCOHOL)
GRADUATE NURSE PUBLIC HEALTH
GRAPHIC ARTIST I
GRAPHIC ARTIST II
GRAPHIC ARTIST III
HEAD TEACHER (BOARD OF MANAGERS)
HEALTH AIDE
HEALTH AIDE BILING S/E

HEALTH AIDE SUPERVISOR	LOCKSMITH
HEALTH EDUCATOR	MAIL CLERK
HEALTH INSURANCE BENEFITS CLERK	MAINTENANCE REPAIRER
HEATING AND AIR CONDITIONING MECHANIC	MASON
HOME SECURITY SPECIALIST	MASON'S HELPER
HOSPITAL CREDIT INVESTIGATOR	MECHANIC REPAIRER STATIONARY EQUIPMENT
HOUSING AIDE	MEDICAL RECORDS CLERK
HOUSING COORDINATOR	MEDICAL SOCIAL WORKER
HOUSING INSPECTOR	MEDICAL SOCIAL WORKER/HEALTH
HOUSING INSPECTOR TRAINEE	MEDICAL STENOGRAPHER
IDENTIFICATION CLERK	MEDICAL TECHNICIAN
IDENTIFICATION OFFICER, TYPING	MEDICAL TECHNOLOGIST
INDEX CLERK	MEDICAL TRANSCRIBER
INDEX CLERK TYPING	MENTAL HEALTH WORKER
INDUSTRIAL HYGIENIST	MESSENGER
INDUSTRIAL REPRESENTATIVE	MESSENGER/SR. BUILDING MAINT. WORKER
INFECTION CONTROL COORDINATOR	MICROFILM MACHINE OPERATOR
INMATE ADVOCATE PENAL INSTITUTE	MICROFILM MACHINE OPERATOR, TYPING
INSPECTOR SHADE TREE COMMISSION	MIMEOGRAPH MACHINE OPERATOR
INTER BILING S/E RCRDR. OPR. COURTS, TYPING	MORGUE ATTENDANT PT
INTERVIEWER, COUNTY ADJUSTER	MORGUE CUSTODIAN
INTERVIEWER, COURTS, BILING S/E	MUSIC THERAPIST
INVENTORY CONTROL CLERK	NETWORK ADMINISTRATOR 1
INVENTORY CONTROL CLERK, TYPING	NURSE PRACTITIONER
INVESTIGATOR COMMUNICABLE DISEASES	NURSE PRACTITIONER OB/GYN
INVESTIGATOR CONSUMER PROT	NURSE PRACTITIONER PEDIATRIC
INVESTIGATOR CONSUMER PROT BILING S/E	NUTRITION PROG. COORD., WIC PROGRAM
INVESTIGATOR COUNTY ADJUSTER	NUTRITION TECHNICIAN
INVESTIGATOR COUNTY MEDICAL EXAMINER OFFICE	OCCUPATIONAL THERAPIST
INVESTIGATOR PROPERTY & RESOURCES	OCCUPATIONAL THERAPIST SUPERVISOR
INVESTMENT SPECIALIST	OCCUPATIONAL THERAPY ASSISTANT
JOB DEVELOPER	OFFICE APPLIANCE OPERATOR
JOB DEVELOPER, COMMUNITY DEVELOPMENT	OFFICE SERVICE MANAGER
JUVENILE DETENTION OFFICER	OFFICE SERVICE MANAGER (EXT SVS)
JUVENILE DETENTION OFFICER BILING S/E	OFFICE SERVICE MANAGER, HEALTH
LABORATORY AIDE	OMNIBUS OPERATOR/RECREATION LDR HDCP
LABORATORY TECHNICIAN	OMNIBUS OPERATOR
LABORATORY TECHNICIAN TRAINEE	OMNIBUS OPERATOR TYPING
LABORATORY TECHNICIAN WATER ANALYSIS	OPERATIONS & TRNG.OFCR.EMERGENCY MGMT.
LABORER	OPERATOR AUTOMATED TYPEWRITER
LABORER/SENIOR CLERK	PAINTER
LAND SURVEYOR	PAINTER'S HELPER
LAUNDRY SUPPLY SUPERVISOR	PARALEGAL SPECIALIST
LAW LIBRARIAN	PARALEGAL SPECIALIST, COUNTY COUNSEL
LEGAL STENOGRAPHER	PARALEGAL SPECIALIST, COUNTY COUNSEL I
LOAN ADVISOR	PARALEGAL SPECIALIST, COUNTY COUNSEL II

PARK NATURALIST
 PARKING ATTENDANT
 PATIENT RMTVN. AIDE/REC LDR ARTS & CRAFTS
 PAYROLL CLERK
 PAYROLL SUPERVISOR
 PAYROLL SUPERVISOR/PERSONNEL CLERK
 PENSION FUND SUPERVISOR
 PENSION FUND SUPERVISOR, TYPING
 PERMIT CLERK TYPING
 PERSONNEL AIDE
 PERSONNEL ASSISTANT
 PERSONNEL CLERK (HUMAN RESOURCES)
 PHLEBOTOMIST
 PHOTOGRAPHER
 PLANNER TRAINEE
 PLANNING AIDE
 PLUMBER
 PLUMBER'S HELPER
 PRACTICAL NURSE
 PRACTICAL NURSE (ALCOHOL & HEALTH)
 PRACTICAL NURSE BILING S/E (ALCOH & HLTH)
 PRINCIPAL ACCOUNT CLERK
 PRINCIPAL ACCOUNT CLERK STENOGRAPHY
 PRINCIPAL ACCOUNT CLERK TYPING
 PRINCIPAL ACCOUNTANT
 PRINCIPAL ADMITTING CLERK
 PRINCIPAL ALCOHOL CSLR (CORRECTIONS)
 PRINCIPAL ALCOHOLISM COUNSELOR
 PRINCIPAL ASSESSING CLERK
 PRINCIPAL ASSESSING CLERK TYPING
 PRINCIPAL BOOKKEEPING MACHINE OPERATOR
 PRINCIPAL BUYER
 PRINCIPAL CASHIER
 PRINCIPAL CASHIER TYPING
 PRINCIPAL CLERK
 PRINCIPAL CLERK BKKPNG MACHINE OPER.
 PRINCIPAL CLERK STENOGRAPHER
 PRINCIPAL CLERK STENOGRAPHER BILING S/E
 PRINCIPAL CLERK TRANSCRIBER
 PRINCIPAL CLERK TRANSCRIBER BILING S/E
 PRINCIPAL CLERK TYPIST
 PRINCIPAL CLERK TYPIST (PARKS DIVISION)
 PRINCIPAL COMM ORGAN SPEC (SURR)
 PRINCIPAL COMMUNITY ORGANIZ. SPECIALIST
 PRINCIPAL COURT CLERK PROBATE TYPING
 PRINCIPAL DATA CONTROL CLERK
 PRINCIPAL DATA ENTRY MACH OPER BILING S/E
 PRINCIPAL DATA ENTRY MACH OPR TYPING
 PRINCIPAL DATA ENTRY MACHINE OPERATOR
 PRINCIPAL DATA PROCESSING PROGRAMMER
 PRINCIPAL DATA PROCESSING SYSTEMS PROG
 PRINCIPAL DOCKET CLERK
 PRINCIPAL DOCKET CLERK BILING S/E
 PRINCIPAL DOCKET CLERK TYPING
 PRINCIPAL DOCKET CLERK TYPING BILING S/E
 PRINCIPAL DRAFTING TECHNICIAN
 PRINCIPAL ELECTIONS CLERK
 PRINCIPAL EMPLOYEE BENEFIT CLERK TYPING
 PRINCIPAL ENGINEER, HIGHWAY
 PRINCIPAL ENGINEERING AIDE
 PRINCIPAL INDEX CLERK
 PRINCIPAL LEGAL STENO (COUNTY COUNSEL)
 PRINCIPAL LEGAL STENOGRAPHER
 PRINCIPAL MEDICAL RECORD CLERK
 PRINCIPAL MICROFILM MACHINE OPERATOR
 PRINCIPAL OFFICE APPLIANCE OPERATOR
 PRINCIPAL PAYROLL CLERK
 PRINCIPAL PAYROLL CLERK (FINANCE)
 PRINCIPAL PAYROLL CLERK TYPING
 PRINCIPAL PERSONNEL CLERK
 PRINCIPAL PERSONNEL CLERK TYPING
 PRINCIPAL PLANNER
 PRINCIPAL PLANNER COMMUNITY DEVELOP.
 PRINCIPAL PLANNER SOLID WASTE MGMT
 PRINCIPAL PLANNING AIDE
 PRINCIPAL PROG DEV. SPECIALIST (CRIM JUST)
 PRINCIPAL PROGRAM DEV SPECIALIST
 PRINCIPAL PURCHASING ASSISTANT
 PRINCIPAL PURCHASING ASSISTANT TYPING
 PRINCIPAL REG ENVIRON HLTH SPLST, PUB HLTH
 PRINCIPAL TAX CLERK TYPING
 PRINCIPAL WORD PROCESSING OPER
 PRINTING MACHINE OPERATOR I
 PRINTING MACHINE OPERATOR II
 PRINTING MACHINE OPERATOR III
 PROBATE ASSISTANT
 PROBATE ASSISTANT TYPING
 PROBATE CLERK
 PROBATE CLERK BILING S/E
 PROBATE CLERK TYPING
 PROGRAM ANALYST
 PROGRAM COORD. WIC & PUB HLTH NUTRITION

PROGRAM COORDINATOR
PROGRAM COORDINATOR AGING
PROGRAM COORDINATOR ENERGY CONSERV
PROGRAM COORDINATOR LEAD POIS. CTRL PROG
PROGRAM COORDINATOR MATRNL/CHILD HLTH
PROGRAM COORDINATOR PUBLIC HLTH ACTIVTS
PROGRAM COORDINATOR SPECIAL EVENTS
PROGRAM DEVELOPMENT SPECLST (COMM SVC)
PROGRAM MONITOR
PROGRAM SPECIALIST, ALCOHOL ABUSE ACTVT
PROGRAM SPECIALIST, SPEC CHILD HLTH SVS
PROJECT COORDINATOR CONSTRUCTION
PROJECT COORDINATOR CRIME PREVENTION
PROPERTY CLERK
PSYCHIATRIC SOCIAL WORKER
PUBLIC HEALTH EPIDEMIOLOGIST
PUBLIC HEALTH INVESTIGATOR
PUBLIC HEALTH NURSE
PUBLIC HEALTH NUTRITIONIST
PUBLIC HEATHL PLANNER
PUBLIC INFORMATION ASSISTANT
PUBLIC INFORMATION ASSISTANT TYPING
PUBLIC PARTICIPATION SPECIALIST
PUBLIC SAFETY TELECOMM TRAINEE
PUBLIC SAFETY TELECOMMUNICATOR
PURCHASING ASSISTANT, TYPING
PURCHASING EXPEDITOR
RECEPTIONIST
RECEPTIONIST TRANSCRIBER
RECEPTIONIST TYPING
RECEPTIONIST/TELEPHONE OPERATOR
RECORDS RETRIEVAL OPERATOR
RECOVERY ASSISTANT DETOX UNIT
RECREATION AIDE
RECREATION ATTENDANT
RECREATION LEADER
RECREATION LEADER ARTS & CRAFTS
RECREATION LEADER BOYS ACTIVITIES
RECREATION LEADER GIRLS ACTIVITIES
RECREATION LEADER NATURE & CAMPING
RECREATION LEADER SENIOR CITIZENS
RECREATION LEADER SOCIAL RECREATION
RECREATION PROGRAM COORDINATOR
RECREATION PROGRAM SPECIALIST
RECREATION SUPERVISOR
RECREATION SUPERVISOR (PARKS)

RECREATION SUPERVISOR ARTS & CRAFTS
RECREATION THERAPIST
RECREATION THERAPY AIDE
RECYCLING PROGRAM AIDE TYPING
REG ENVIRON HEALTH SPECIALIST, PUBLIC HEALTH
REG ENVIRON HEALTH SPEC TRAINEE, PUB HEALTH
RESEARCH AIDE
RESEARCH AIDE, TYPING
RESEARCH ASSISTANT
RIGHT OF WAY NEGOTIATOR
SAFETY DIRECTOR
SAFETY INSPECTOR
SAFETY INSPECTOR HOSPITAL EQUIPMENT
SECRETARIAL ASSISTANT
SECRETARIAL ASSISTANT STENO BILING S/E
SECRETARIAL ASSISTANT STENOGRAPHY
SECRETARIAL ASSISTANT TRANSCRIBING
SECRETARIAL ASSISTANT TYPING
SECRETARIAL ASSISTANT, FREEHOLDERS
SECURITY GUARD (MAXIMUM)
SECURITY GUARD (MINIMUM)
SECURITY GUARD BILINGUAL
SECURITY OFFICER
SENIOR ACCOUNT CLERK
SENIOR ACCOUNT CLERK STENOGRAPHY
SENIOR ACCOUNT CLERK TRANSCRIBER
SENIOR ACCOUNT CLERK TYPING
SENIOR ACCOUNTANT
SENIOR ACCOUNTING PROCEDURES ANALYST
SENIOR ADMINISTRATIVE ANALYST
SENIOR ADMINISTRATIVE ANALYST, HEALTH
SENIOR ADMINISTRATIVE ANALYST, HOSPITAL
SENIOR ALCOHOLISM COUNSELOR
SENIOR ALCOHOLISM COUNSELOR BILING S/E
SENIOR ASSESSING CLERK TYPING
SENIOR AUDITOR
SENIOR BOOKKEEPING MACHINE OPERATOR
SENIOR BUILDING INSPECTOR
SENIOR BUILDING MAINTENANCE WORKER
SENIOR BUILDING SERVICE WORKER
SENIOR BUYER
SENIOR CANTEEN CLERK
SENIOR CARPENTER
SENIOR CASHIER
SENIOR CASHIER TYPING
SENIOR CASHIER TYPING BILING S/E

SENIOR CITIZEN PROGRAM AIDE
SENIOR CITIZEN PROGRAM AIDE (Sr. Services)
SENIOR CLERK
SENIOR CLERK BILING S/E
SENIOR CLERK DRIVER
SENIOR CLERK STENOGRAPHER
SENIOR CLERK STENOGRAPHER (HIGHWAY)
SENIOR CLERK TRANSCRIBER
SENIOR CLERK TRANSCRIBER BILING S/E
SENIOR CLERK TYPIST
SENIOR CLERK TYPIST BILING S/E
SENIOR COMMUNICATIONS TECHNICIAN
SENIOR COMMUNITY RELATIONS SPECIALIST
SENIOR COMMUNITY SERVICE AIDE
SENIOR COMPUTER OPERATOR
SENIOR COST ESTIMATOR, PROPERTY IMPRVMT
SENIOR COUNSELOR PENAL INSTITUTE
SENIOR CRIME PREVENTION AIDE
SENIOR CUSTOMER SERVICE REP
SENIOR CUSTOMER SERVICE REP BILING S/E
SENIOR DATA CONTROL CLERK
SENIOR DATA CONTROL CLERK, TYPING
SENIOR DATA ENTRY MACHINE OPERATOR
SENIOR DATA PROC. SYSTEM PROGRAMMER
SENIOR DATA PROCESSING PROGRAMMER
SENIOR DENTAL ASSISTANT
SENIOR DOCKET CLERK
SENIOR DOCKET CLERK BILING S/E
SENIOR DOCKET CLERK TYPING
SENIOR DRAFTING TECHNICIAN
SENIOR DRUG ABUSE AIDE
SENIOR DRUG ABUSE COUNSELOR
SENIOR ELECTRICIAN
SENIOR ENGINEER HIGHWAY
SENIOR ENGINEERING AIDE
SENIOR ENVIRONMENTAL HLTH SPLST(HAZSUB)
SENIOR REG ENVIRON HLTH SPLST, PUB HLTH
SENIOR EXTERMINATOR
SENIOR FIELD REPSNT. DISEASE CONTROL
SENIOR FIELD REPSNT. HEALTH ED
SENIOR GARAGE ATTENDANT
SENIOR HEALTH AIDE
SENIOR HEALTH AIDE BILING S/E
SENIOR HOME SECURITY SPECIALIST
SENIOR HOUSING INSPECTOR
SENIOR INDEX CLERK

SENIOR INDEX CLERK, TYPING
SENIOR INVESTIGATOR CO MED EXAM
SENIOR INVESTIGATOR CO MED EXAM (OFC SVS)
SENIOR INVESTIGATOR CONSUMER PROTECT
SENIOR INVESTIGATOR COUNTY ADJUSTER
SENIOR JUV. DET. OFFICER BILING S/E
SENIOR JUVENILE DETENTION OFFICER
SENIOR LABORATORY TECHNICIAN
SENIOR LEGAL STENO (COUNTY COUNSEL)
SENIOR LEGAL STENOGRAPHER
SENIOR LOAN ADVISOR
SENIOR LOCKSMITH
SENIOR MAIL CLERK
SENIOR MAINT. REPAIRER: CARPENTER
SENIOR MAINT. REPAIRER: ELECTRICIAN
SENIOR MAINT. REPAIRER: FURNITURE FINISHER
SENIOR MAINT. REPAIRER: MASON
SENIOR MAINT. REPAIRER: PAINTER
SENIOR MAINT. REPAIRER: PLUMB/STEAMFITTER
SENIOR MASON
SENIOR MEDICAL RECORDS CLERK
SENIOR MEDICAL SOCIAL WORKER
SENIOR MEDICAL TECHNOLOGIST
SENIOR MEDICAL TRANSCRIBER
SENIOR MENTAL HEALTH AIDE, TYPING
SENIOR MESSENGER
SENIOR MICROFILM MACHINE OPER, TYPING
SENIOR MICROFILM MACHINE OPERATOR
SENIOR OCCUPATIONAL THERAPIST
SENIOR OFFICE APPLIANCE OPERATOR
SENIOR OFFSET MACHINE OPERATOR
SENIOR PAINTER
SENIOR PAYROLL CLERK
SENIOR PAYROLL CLERK, TYPING
SENIOR PERMIT CLERK TYPING
SENIOR PERSONNEL CLERK, TYPING
SENIOR PHOTOSTAT OPERATOR
SENIOR PLANNER
SENIOR PLANNER COMMUNITY DEVELOP.
SENIOR PLANNER TRANSPORTATION
SENIOR PLANNING AIDE
SENIOR PLUMBER
SENIOR PROBATE CLERK
SENIOR PROBATE CLERK, TYPING
SENIOR PROG. DEV. SPECIALIST (AGING)
SENIOR PROGRAM ANALYST

SENIOR PROGRAM MONITOR	SUPERVISING CLERK (COUNTY CLERK)
SENIOR PUBLIC HEALTH INVESTIGATOR	SUPERVISING CLERK STENOGRAPHER
SENIOR PUBLIC HEALTH NURSE	SUPERVISING CLERK TYPIST, SHERIFF
SENIOR PUBLIC INFO ASST, TYPING	SUPERVISING CLERK, TYPING
SENIOR PURCHASING ASSISTANT	SUPERVISING COURT CLERK
SENIOR PURCHASING ASST., TYPING	SUPERVISING DATA CONTROL CLERK
SENIOR RECEPTIONIST TRANSCRIBING	SUPERVISING DATA CONTROL CLERK (EDP)
SENIOR RECEPTIONIST, TYPING	SUPERVISING DOCKET CLERK, TYPING
SENIOR RECREATION THERAPY AIDE	SUPERVISING ELECTIONS CLERK
SENIOR REHAB COUNSELOR	SUPERVISING FIELD REP PROPERTY IMPRO
SENIOR RESEARCH ASSISTANT	SUPERVISING HEATING & A/C MECH
SENIOR SECURITY GUARD	SUPERVISING HLTH BEN INSR. CLERK
SENIOR STOCK CLERK	SUPERVISING INVEST. CONSUMER PROTECT
SENIOR STOREKEEPER	SUPERVISING JUVENILE DETENTION OFFICER
SENIOR SYSTEMS ANALYST	SUPERVISING LEGAL STENO (CO COUNSEL)
SENIOR TAX CLERK TYPING	SUPERVISING MEDICAL TRANSCRIBER
SENIOR TELEPHONE OPERATOR	SUPERVISING PAYROLL CLERK
SENIOR TIMEKEEPER	SUPERVISING PLANNER
SENIOR WELDER	SUPERVISING PLANNER LAND DEV. & REVIEW
SENIOR WORD PROCESSING OPERATOR	SUPERVISING PROG DEVEL SPEC (CRIM JUST)
SENIOR YOUTH GROUP WORKER	SUPERVISING PROGRAM DEV SPEC (COMM SVC)
SGT-AT-ARMS SPECIAL CIVIL PART	SUPERVISING RECOVERY ASST. DETOX
SOCIAL SERVICE ASSISTANT	SUPERVISOR FOOD SERVICE
SOCIAL SERVICE ASSISTANT TYPING	SUPERVISOR OF ACCOUNTS
SOCIAL SERVICE TECHNICIAN	SUPERVISOR OF DATA ENTRY MACH OPER
SOCIAL SRV COORD DRUG ABUSE TRTMT PROG	SUPERVISOR OF DATA ENTRY MACH OPER (DEEDS)
SOCIAL WORKER AGING	SUPERVISOR OF DATA PROC SYSTEMS & PROG
SOCIAL WORKER BILING S/E	SUPERVISOR OF DATA PROCESSING OPER
SOCIAL WORKER DRUG ABUSE	SUPERVISOR OF HOSPITAL CREDIT ACCOUNTS
SOCIAL WORKER HEALTH	SUPERVISOR OF TELEPHONE SYSTEMS
SOCIAL WORKER HEALTH BILING S/E	SYSTEMS ANALYST
SOCIAL WORKER INSTITUTIONS	TEACHER
SPEECH PATHOLOGIST	TEACHER SPECIAL EDITION
SR PUBLIC SAFETY TELECOMMUNICATOR	TEACHER'S AIDE
STATIONARY ENGINEER	TELEPHONE OPERATOR
STATISTICAL TYPIST	TELEPHONE OPERATOR TYPING
STOCK CLERK	TELEPHONE SYSTEMS INSTALLER & REPAIRER
STOCK HANDLER	TILE SETTER
STOREKEEPER	TIMEKEEPER
SUPERVING INDEX CLERK	TRAFFIC ANALYST
SUPERVISING ACCOUNT CLERK	TRAFFIC SAFETY COORDINATOR
SUPERVISING ACCOUNT CLERK TYPING	TRAINEE, WEIGHTS & MEASURES
SUPERVISING ACCOUNTANT	TRAINING AIDE
SUPERVISING ADMINISTRATIVE ANALYST	TRAINING COORDINATOR
SUPERVISING BOOKKEEPING MACHINE OPER	TRAINING COORDINATOR LAW ENFORCEMENT
SUPERVISING CLERK	TRAINING TECHNICIAN

TRAINING TECHNICIAN, COMPUTER TECH
WELDER'S HELPER
WORD PROCESSING OPERATOR
WORK RELEASE ADMINISTRATOR
X-RAY TECHNICIAN
YOUTH ACTIVITIES SUPERVISOR
YOUTH AIDE
YOUTH GROUP WORKER
YOUTH GROUP WORKER BILING S/E
YOUTH OPPORTUNITY COORDINATOR

APPENDIX C

TRADITIONAL PLAN

The County agrees to maintain substantially similar benefits to those in existence on January 1, 2009. In addition the following apply to the Traditional Plan:

- 1) The yearly deductible applicable to those employees enrolled in the County's Traditional health insurance plan shall be \$200 for single coverage/\$300 for family coverage.
- 2) Employees are encouraged to utilize the services of "Preferred Providers". The County will be responsible for designating such "Preferred Providers". This program is strictly voluntary and shall not reduce the level of benefits currently provided pursuant to the County's self-insured health benefit program.
 - a) Employees will be advised by the County of the designated "Preferred Providers" and may sign up on a voluntary basis at any time during the calendar year for one (1) full year.
 - b) Certain other "Preferred Providers" as designated by the County may be made available to enrolled and non-enrolled employees on a voluntary case-by-case basis.
 - c) Notwithstanding the provisions of (a) above, employees may opt out of a "Preferred Provider" program during the period of open enrollment in order to enroll in an HMO program.
- 3)
 - a) In the event any participant covered by the County's self-insured health benefits program contemplates any of the elective (non-emergency) surgical procedures set forth below, a second opinion by another qualified doctor is mandatory and must be submitted. If no second opinion is submitted, the County will only pay for fifty percent (50%) of the total cost of said surgery and all related treatment and services. Participants contemplating elective surgery which requires a second opinion must contact the administrator of the County's Self-Insured Benefits Program to arrange for said second opinion, which shall be provided at no additional cost to the participant.

ELECTIVE PROCEDURES REQUIRING SECOND OPINION

1. Bunionectomy
 2. Cataract Removal
 3. D & C (Dilation and Curettage)
 4. Hemorrhoidectomy
 5. Herniorrhaphy
 6. Hysterectomy
 7. Knee Surgery
 8. Spinal and Vertebral Surgery
 9. Ligation and Stripping of Varicose Veins
 10. Mastectomy or other Breast Surgery
 11. Prostatectomy
 12. Submucous Resection
 13. Tonsillectomy and/or Adenoidectomy
- b) All hospitalizations of a non-emergency nature must be pre-certified to verify the necessity of, and authorize the length of, an overnight hospital stay before a participant enters the hospital. Participants or their attending physicians must contact the Pre-certification Administrator to arrange for this pre-certification. Denial decisions by the Certification Administrator may be appealed to the County Director of Insurance who shall be bound by the employee's doctor, which doctor will have the final say as to the necessity and length of hospital stay for the selected procedure. If any employee does not follow this procedure, the County's self-insured plan will only pay fifty percent (50%) of the costs associated with the selected procedure.
- 4) All of the elective (non-emergency) minor surgical procedures set forth below will be considered as covered benefits under the County's self-insured health benefits program only when performed on an out-patient basis unless the participant's doctor certifies in advance to the program's administrator, and in writing that special medical circumstances require that the procedure be performed in a hospital.

PROCEDURES WHICH MUST BE PERFORMED ON AN OUTPATIENT BASIS

1. Tonsillectomy and/or Adenoidectomy
2. Simple hernia repair

3. Excision of skin lesions and cysts
 4. Minor gynecological procedures
 5. Cataract Removal
 6. Dilation and Curettage
 7. Tubal Ligation
 8. Knee Surgery
 9. Bunionectomy
 10. Submucous Resection
 11. Biopsies
 12. Correction of Hammer Toe
 13. Removal of Foreign Body
 14. Vasectomies
 15. Bronchoscopy
 16. Laryngoscopy
 17. Minor Fractures
- 5) Where a participant is required by his/her doctor to undergo diagnostic tests prior to surgery being performed, to be considered a covered benefit under the County's self-insured health benefits program, such pre-admission testing must be performed on an out-patient basis unless the participant's doctor certifies in advance to the program's administrator, and in writing, that special medical circumstances require that the procedure be performed in a hospital.
 - 6) There will be no benefits paid under the County's self-insured health benefits program for any treatment provided in a hospital emergency room except where the treating doctor certifies in writing that such treatment was necessitated by an accident or life saving emergency.
 - 7) Participants in the County's self-insured health benefit program are encouraged to carefully review all bills they receive for covered benefits under the program. If a participant discovers an error in a bill submitted to the Administrator for payment under the program, which results in an overcharge to the County, the participant shall either advise the Administrator in writing of the error in question or contact the provider directly and have the bill corrected. Upon the submission of acceptable written documentation, the participant shall be entitled to a refund of fifty percent (50%) of the amount saved as a result of the correction of the error, up to a maximum of \$100 per bill.
 - 8) When any payment is made under the County's self-insured health benefits program, the County shall be subrogated to all the rights of recovery of the participants against any third party. Participants will be required to enter into subrogation agreements to this effect as appropriate.
 - 9) Effective January 1, 1993, Mental Health and Substance Abuse benefits under the County's self-insured health benefits program will be covered at a rate of 90/10 co-insurance for both in-patient and out-patient treatment, with each type of treatment covered equally.
 - 10) Effective January 1, 1993, benefits for chiropractic care under the County's self-insured health benefits program will be limited to a maximum of 12 visits per year unless a physician's order requires otherwise.
 - 11) Effective January 1, 1993, the County's self-insured health benefits program will change from a coordination of benefits program to a maintenance of benefits program. The new maintenance of benefits will apply when the self-insured plan is secondary for any dependent's medical claim or retirees claim. Maintenance of benefits means that the self-insured plan pays the balance of the claim up to the amount that the self-insured plan would normally cover - as if it were the primary plan.