

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE CAMDEN COUNTY PROSECUTOR
AND
COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO
LOCAL 1014



JANUARY 1, 2017
THROUGH
DECEMBER 31, 2020

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE I – RECOGNITION	1
ARTICLE II – CHECKOFF	1
ARTICLE III – AGENCY SHOP	2
ARTICLE IV – WORK SCHEDULES.....	2
ARTICLE V – OVERTIME.....	3
ARTICLE VI – RATES OF PAY	3
ARTICLE VII – INSURANCE.....	4
ARTICLE VIII – SICK LEAVE WITH PAY	10
ARTICLE IX – MILITARY LEAVE.....	11
ARTICLE X – JURY DUTY	11
ARTICLE XI – COURT TIME	12
ARTICLE XII – EMERGENCY LEAVE	12
ARTICLE XIII – BEREAVEMENT LEAVE	12
ARTICLE XIV – MATERNITY LEAVE.....	12
ARTICLE XV – PERSONAL DAYS	13
ARTICLE XVI – FRINGE BENEFITS.....	13
ARTICLE XVII – SENIORITY.....	14
ARTICLE XVIII – HOLIDAYS	14
ARTICLE XIX – VACATIONS.....	15
ARTICLE XX – STRIKES AND LOCKOUTS.....	16
ARTICLE XXI – EQUAL TREATMENT.....	16
ARTICLE XXII – GRIEVANCE PROCEDURE	17
ARTICLE XXIII – GENERAL PROVISIONS	17
ARTICLE XXIV – SEPARABILITY AND SAVINGS.....	18
ARTICLE XXV – FULLY BARGAINED AGREEMENT	18
ARTICLE XXVI – DURATION	18

APPENDIX A 20

APPENDIX B 22

PREAMBLE

This Agreement entered into this 18th day of October, 2017 by and between the Camden County Prosecutor, hereinafter called the "County Prosecutor," and Communications Worker of America, Local 1014, hereinafter called the "Union," or "Local 1014", has as its purpose the promotion of harmonious relations between the County Prosecutor 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 of all the bargainable issues between the County Prosecutor and the Union.

ARTICLE I – RECOGNITION

The Camden County Prosecutor recognizes the Local 1014 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 to include.

ARTICLE II – CHECKOFF

- A. The County Prosecutor agrees to have the County of Camden deduct from the salaries of its employees, subject to this Agreement, dues for the Union: Such deductions shall be made in compliance with the N.J.S.A. (R.S.) 52:14-15.ge, 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 (15) 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 or an official notification on the letterhead of the Union and signed by the President of the Union or Local Representative advising of such changed deductions.
- E. The Union shall 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 notice 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.ge 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 letterhead of the Union or signed by the President of the Union or Local Representative.

ARTICLE III – AGENCY SHOP

- A. The County Prosecutor agrees to have the County 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 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 fee and assessments of the Union, less the cost of benefits financed through the dues and available only to the 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 Prosecutor.
- 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, the county Prosecutor, 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 Prosecutor or require the County Prosecutor 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 Prosecutor 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 Prosecutor in reliance upon salary deduction authorization cards or the fair share assessment information as furnished by the Union to the County, County Prosecutor, or in reliance upon the official notifications on the letterhead of the Union and signed by the President of the Union, advising of such changed deduction.

ARTICLE IV – WORK SCHEDULES

- A. The regular workweek shall consist of five consecutive days, Monday through Friday

B. 8:30 AM to 4:30 PM inclusive. The regular workweek shall be forty (40) hours. All employees shall be compensated for all hours in the regular workweek at their negotiated rate of pay. The regular starting and quitting times for employees covered by this Agreement shall not be changed without one (1) week's notice to the affected employee, except in the case of an emergency.

C. Upon mutual agreement between the employee and her/his immediate supervisor and the Prosecutor or designee, flex hours will be implemented with a one-hour adjustment. Upon the agreement of the Prosecutor or designee, the immediate supervisor, the employee, and the Union, an employee may flex his/her starting and/or ending times by up to one hour per day.

ARTICLE V – 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 supervisor.

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 anyone day.
2. All work performed in excess of employee's regular hours of duty in any one week, and Sundays and holidays. Hours for which time and one-half is paid shall not be included in the base weekly hours.
3. 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 of time and one-half. Compensatory time off must be scheduled and approved by the Supervisor.
4. Effective January 1, 2009, compensatory time must be used within six (6) months of its accrual. Request for use of compensatory time will not be unreasonably denied. Employees will be given reasonable notification of all approaching deadlines prior to forfeiture of use of compensatory time. In the event that employees are not permitted to take this time for whatever reason (business, medical, etc.), they shall be paid for all time that would otherwise be lost.
5. Overtime shall be paid in the same period in which it is earned.

ARTICLE VI – RATES OF PAY

A. All employees on the existing salary guide (Appendix A) will remain on the existing salary guide throughout their employment with the Prosecutor, and shall progress on the steps in accordance with Section E below. For employees hired after January 1, 2009, step 8 on the existing salary guide attached hereto, shall be the highest step on the salary scale. For employees hired on or after January 7, 2014, they shall not be included in the existing salary guide, but shall be paid in accordance with Section D. below and Appendix B.

B. When an employee is promoted or reclassified (so as to assume additional duties or

responsibilities, or in recognition of the performance of duties beyond those required by his old title) from one class or title to another having a higher salary, then his salary shall be adjusted to receive the rate of pay in the new title which is equal or higher than the rate the employee was paid in his prior job title. In no event shall such employee's salary be less than that which he received in his prior title.

C. An employee who is required to work in a higher classification than his own shall be certified for such work after he has performed said work for three (3) consecutive weeks, 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 classification.

D. Employees covered under this Agreement will receive salary increases as follows:

Effective PP13 of 2017, all employees at or above top step shall receive a 2.0% base pay increase. Thereafter, these employees shall receive a 2.0% increase to base pay at PP1 of each calendar year for 2018, 2019, and 2020.

Current employees who were entitled to the existing step guide as of December 31, 2013 will continue to receive step increases. However, only 50% of the members below top step will advance each year and the remaining 50% will advance in the following year. Such movement will continue on alternating years.

Effective PP13 of 2017, employees hired after January 7, 2014 shall receive a \$1,000 base pay adjustment. Thereafter, these employees shall receive a \$1,000 increase to base pay at PP1 of each calendar year for 2018, 2019, and 2020.

E. Effective January 1, 2013, and each year thereafter, 50% of those employees eligible for a step increase shall move one step on the salary guide, with the remaining 50% receiving no step increase during that year. On the following year, 50% of those employees' guide-eligible for a step increase but who did not receive a step increase the preceding year, shall move one step on the salary guide. The other 50% shall receive no step increase during that year. Step increases shall be granted on an employee's anniversary date and the Prosecutor shall have the discretion to determine those employees eligible for step increases in 2013. All employees at the top step of the salary guide shall be eligible for a merit increase on their anniversary date at the sole discretion of the Prosecutor.

F. Effective January 1, 1999 employees who are at the maximum salary level and in principal or supervisory titles for at least two (2) years are eligible every two years for a onetime payment not on base of \$1000 awarded at the Prosecutor's discretion on their anniversary date.

G. All clerical positions that are open in the Prosecutor's office shall be posted five (5) working days prior to any interview unless found to be impractical by the Prosecutor. All employees will then have an opportunity for a position that is available in which they are qualified.

ARTICLE VII – INSURANCE

A. HEALTH BENEFITS

1. Subject to the employee premium sharing schedule detailed below, the Employer shall provide the health and prescription benefits through all of the plans offered by the New Jersey State Health Benefit Program (NJSHBP) or substantially similar plans and benefits for employees working 25 hours or more per week for medical and prescription drug benefits. The Union and County agree to be bound by the requirements and terms of the NJSHBP and the New Jersey State Health Benefits Commission.

B. PREMIUM CONTRIBUTION

1. Effective May 22, 2010, the cost of health insurance benefits shall be shared by active employees through the withholding of a contribution in an amount equal to 1.5 percent of the employee's base salary.

2. Pursuant to P.L. 2011, c. 78, effective June 28, 2011, the amount of contribution to be paid by an active employee for medical and prescription drug benefits for the employee and any eligible dependent shall be in accordance with the contribution schedule set forth in P.L. 2011, c.78.

3. Base salary shall be used to determine what an employee earns for the purposes of this provision.

4. As used in this section, "cost of coverage" means the premium or periodic charges for health care and prescription benefits, provided pursuant to N.J.S.A. 40A:10-16 et seq., or any other law, charged by the Camden County Prosecutor.

5. Employees hired and employed on June 28, 2011 or thereafter shall pay the "Year Four" contribution set forth in P.L. 2011, c. 78, upon employment.

6. Employee contributions shall be made by way of pre-tax withholding of the contribution from the employee's pay, salary, or other compensation. Employees who waive coverage shall not be subject to contribution withholdings. Withholdings shall be made by way of twenty-four (24) equal payroll deductions in a calendar year, to the extent possible, in accordance with the Employer's customary payroll practices unless otherwise required by law.

7. The required premium contribution paid by any employee under this Article shall not under any circumstance be less than 1.5 per cent of base salary. An employee who pays the contribution required in P.L. 2011, c. 78, shall not also be required to pay the contribution of 1.5 per cent of base salary.

8. Upon completion of the four (4) year schedule of payments pursuant to the provisions of P.L. 2011, c. 78, the statutory rates of contributions towards the cost of health insurance shall remain in effect subject to collective negotiations between the parties.

C. CO-PAYMENTS

1. Effective September 1, 2012, prescription co-payments shall be consistent with the rates set forth in the plans offered by the New Jersey State Health Benefit Program or a substantially similar plan.

2. Effective September 1, 2012, employees shall be subject to all dollar co-payment requirements as set forth in the plans offered by the New Jersey State Health Benefit Program or a substantially similar plan.

D. DEPENDENT COVERAGE

1. Coverage for eligible dependents shall be included in all health and prescription plans for eligible employees.

2. Effective January 1, 2011, the Employer shall make dependent coverage in the County's Medical and Prescription Drug Plans as set forth in this Article available for an adult child until the child turns 26 years of age in accordance with Section 2714 of the federal Patient Protection and Affordable Care Act. Student status is not required. Coverage will terminate at the end of the year in which the child turns 26 years of age, subject to the right to elect continued coverage until age 31, pursuant to P.L. 2005, Chapter 375, as set forth below.

3. Subject to the provisions and requirements of P.L. 2005, Chapter 375, employees who are enrolled through any County Medical or Prescription Drug Plan may elect to enroll their dependent to age 31 for an additional premium which shall be 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 and regulations promulgated thereunder. Dependents that are permanently disabled will remain covered during the life of the employee.

4. "Civil union partners" and "domestic partners" of the same gender under New Jersey law shall be considered as dependents eligible for insurance benefits.

E. RETIREE BENEFITS

Subject to the requirements of this Article, the employer shall provide to retirees and their eligible dependents, medical and prescription benefits as set forth in the "Health Benefits" section of this Article.

1. Former negotiations unit employees who retired between January 1, 2009 and the ratification of this Agreement shall be subject to the premium cost sharing provisions and co-payments as applicable to retirees under the parties' 2006-2010 collective negotiations agreement, subject to the requirements of the New Jersey state Health Benefits Plan.

2. Any employee with twenty (20) or more years of creditable service in one or more State administered retirement system as of June 28, 2011 and who subsequently retires after the ratification of this Agreement with twenty-five (25) or more years of service with Camden County Prosecutor's Office and/or affiliated organizations and twenty-five (25) or more years of service credit in a state administered retirement system shall contribute 1.5% of the retiree's monthly retirement allowance, including any future cost of living adjustments.

3. Any employee with less than twenty (20) years of service of creditable service in one or more State administered retirement system as of June 28, 2011 and who subsequently retires after the ratification of this Agreement with twenty-five (25) or more years of service with

Camden County Prosecutor's Office and/or affiliated organizations and twenty-five (25) or more years of service credit in a state administered retirement system shall contribute the amount determined in accordance with P.L. 2011, Chapter 78, including any future cost-of-living adjustments.

4. Current employees retiring at age 62 or older, and who have at least fifteen (15) years of service with Camden County Prosecutor's Office and/or affiliated organizations, or twenty-five (25) or more years of service credit with Camden County Prosecutors Office and/or affiliated organizations, or current employees retiring on an ordinary disability pension after the ratification of this Agreement, shall receive health and prescription benefits subject to the following percentage of premium contributions:

<u>Years with the Employer</u>	<u>Percentage of Premium</u>
10 years through 14 years (for Ordinary Disability Retirement only)	30%
15 years up to 19 years	25%
20 years up to 24 years	15%
25 years or more	Amount determined in accordance with P.L. 2011, Chapter 78, if retiring after the ratification of this Agreement

However, employees who had at least 20 years of service as of June 28, 2011 and retire after the ratification of this Agreement with 25 or more years of service are grandfathered at 1.5% of their monthly pension allowance.

5. Prior years of employment with the Camden County Prosecutor's Office and/or affiliated organizations, as indicated below, shall count as "Years with the Employer" for the purpose of determining the appropriate premium contribution as set forth above.

Camden County Row Office
Camden County Mosquito Commission
Camden County Superintendent of Schools
Camden County Library System
Camden County
Camden County Municipal Utilities Authority
Camden County Improvement Authority
Camden County Pollution Control Authority

Camden County Board of Elections

Camden County Superintendent of Elections

Camden County Health Services Center

Camden County College

6. Employees who retire after the ratification of this Agreement shall pay the medical and prescription co-payments/deductibles as offered by the NJSHBP or substantially similar plans until they enroll in a Medicare plan, at which time these payments shall be determined by the Medicare plan selected.

7. 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 co-payments applicable to Medicare eligible retirees in the plan in which they are enrolled.

8. Retirees are required to submit annual verification to the County of the amount of their monthly retirement allowance in a form and from a source acceptable to the County at the time of the County's open enrollment period for healthcare benefits. Failure to do so in any given year may subject the employee to a contribution payment of twenty-five (25%) percent of the cost of coverage for the plans available to and selected by the employee for that year after notice and a reasonable opportunity to correct the problem.

9. The amount payable by a retiree who is required to make a contribution under this subsection shall not under any circumstance be less than the 1.5 percent of the monthly retirement allowance, including any future cost of living adjustments thereto, that is provided for such a retiree, if applicable to that retiree, under subsection b. of N.J.S.A. 40A:10-23. A retiree who pays the contribution required under this subsection shall not also be required to pay the contribution of 1.5 percent of the monthly retirement allowance under subsection b. of N.J.S.A. 40A:10-23.

10. All retirees and eligible dependents of retirees, age sixty-five (65), or in receipt of Social Security Disability benefits for at least 24 months who are receiving benefits through Camden County are required to enroll in Medicare Parts A & B within three months of becoming eligible for Medicare.

F. WAIVER OF COVERAGE

1. Eligible employees covered by this agreement may choose, in writing, to waive insurance coverage. Participation in is voluntary and is intended for those eligible employees who are covered by health insurance through another source. Employees who hold elective office and are receiving health insurance benefits as a result of their elected office and employees who are receiving health insurance benefits as a result of their retirement or the retirement of their spouse or domestic/civil union partner from another public entity in New Jersey are not eligible for opt out. Waiver as described in this section shall be subject to the rules of the New Jersey State Health Benefit Plan where applicable.

2. 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 New Jersey State Health Benefits Plan, the other may not participate. Additionally, in the event that the Camden County Prosecutor's Office is no longer in the New Jersey State Health Benefits Plan, then the limitations set forth herein shall apply to married, or domestic partners/civil union partners from the following related agencies:

3. Camden County Row Office Camden County Mosquito Commission Camden County Superintendent of Schools Camden County Library System Camden County Camden County Municipal Utilities Authority

4. Camden County Improvement Authority Camden County Pollution Control Authority Camden County Board of Elections Camden County Superintendent of Elections Camden County Health Services Center Camden County College

5. 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 New Jersey State Health Benefits Plan or County plan, as set forth in Section 2, but not both. Dependent children must be covered under one plan only.

6. If an employee chooses to participate and drops coverage, the employee shall receive a monetary incentive as outlined below. Waiver payments shall not be available to employees that have an opportunity for alternate coverage through another New Jersey State Health Benefits Plan member.

7. An employee shall receive an incentive which shall not exceed twenty-five (25%) per cent of the amount saved by the Camden County Prosecutors Office because of the waiver or \$5,000 annually, whichever is less, in accordance with State law.

8. Eligible employees who waive coverage must do so for a minimum of one (1) year at a time unless there is a change of life event. However, if an eligible employee chooses to participate and then the spouse's/partner's benefits are terminated (not voluntarily dropped), the employee and his/her dependents may enroll in any of the available plans upon proper verification of termination. Applications must be made within thirty (30) days after the loss of coverage. Eligible employees shall be permitted to waive either medical coverage or prescription coverage or both, subject to the limitations of the New Jersey State Health Benefits Plan where applicable

9. The incentive payments provided shall be paid in equal monthly payments and appropriate deductions shall be made from the gross incentive amount.

10. The waiver of coverage shall be available to all new benefit-eligible employees on their benefit effective date and shall be available to all eligible current and prospective retirees under the same terms and conditions applicable to active employees. Subject to the limitations set forth in Section 4.

11. The incentive shall begin to be paid to the eligible employee no later than one month after the effective date of the option.

12. Annual re-enrollment is required for retirees.

13. Employees on non-paid leaves do not receive Opt-Out payments.

G. MISCELLANEOUS

1. The County will provide each employee with short-term disability coverage provided by the State of New Jersey.

2. Effective January 14, 2014, 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 his or her health and prescription benefits and the employee does not report it to the County Insurance Division within 60 days of the event.

3. The County shall continue to maintain a Section 125 Plan as required by Section 45 of P.L. 2011, chapter 78 and including dependent care coverage which will permit the payment of certain employee contributions in pre-tax dollars. Pre-tax payroll deductions shall be made equally over 24 pay periods of each calendar year in accordance with the Employer's customary payroll practices unless otherwise required by law.

4. The parties agree and acknowledge that any increases to employee or retirement contributions or co-payments as the result of changes in this Article shall be prospective only and implemented after the ratification of this agreement.

5. The County will pay or cause to be paid to the Local 1014 Health and Welfare Fund the sum of \$425.00 per year effective January 1, 2017, for each employee who is a member of the representative or for whom the representative is the bargaining agent.

ARTICLE VIII – SICK LEAVE WITH PAY

A. Sick leave is hereby defined to mean absence of any employee from duty because of personal illness which prevents his doing the usual duties of his position, exposure to contagious disease, or short period of emergency attendance upon a member of his immediate family who is critically ill and requires the presence of the employee.

B. The term "immediate family" is hereby defined to include the following: grandmother, grandfather, mother, father, mother-in-law, father-in-law, spouse, domestic partner and civil union of an employee as defined under New Jersey law, children or foster children of the employee.

C. Any employee who is absent for reasons that entitle him to sick leave shall provide notification to his supervisor within sixty (60) minutes of their starting time, except in extreme emergencies where the employee is not able to do so. However, when the employee knows the specific number of days he is going to be absent, it will be sufficient for the employee to call his supervisor and inform him of the number of days he is to be absent and the date he will return to work.

D. Sick leave shall accrue for regular full-time employees at the rate of one (1) day per month

during the first calendar year employment and one and one quarter (1-1/4) 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.

E. If any employee is absent for five (5) consecutive work days (or after fifteen (15) days sick leave in anyone (1) year for any reason set forth in the above rule), the County Prosecutor 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 County Prosecutor, the employee seeking sick leave may be required to submit medical evidence to substantiate his request. Failure to provide adequate 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 sick leave is not approved or the employee has exhausted his accumulated sick leave, the absence may be charged to the employee's vacation, if any, provided 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 XX, Strikes and Lockouts. Abuse of sick leave will be cause for disciplinary action.

G. Sick leave claimed by reason of quarantine or exposure to contagious disease may be approved upon the certification of the local Public Health Department.

H. Full time temporary employees shall be entitled to sick leave in the same amount and for the same reasons as provided for permanent employees.

I. The County may require the use an employee's accrued but unused sick leave when an employee's absence is covered by family leave.

J. 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 on January 1 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 XIX. 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 days or more. Additional vacation time earned must be used within two (2) years of its being credited or it will be lost.

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 Civil Service 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 service as a Federal Juror shall be returned to the County Treasurer's Office.

ARTICLE XI – COURT TIME

- A. Employee shall be given time off without loss of pay when commanded to appear as a witness and not a party before a court or 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 XX.

ARTICLE XII – EMERGENCY LEAVE

Employee shall be given time off without loss of pay when performing emergency 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 death in the employee's immediate family, the employee shall be granted time off without loss of pay from the day of death up to and including the day of the funeral, but in no event to exceed:
 1. Five (5) days in the event of the death of a spouse, domestic or civil union partner of an employee as defined under New Jersey law, mother, father, child, brother, sister, stepparent, guardian, stepchild, foster-child and step sibling of an employee.
 2. Three (3) days in the event of the death of a grandmother, grandfather, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law of an employee.
 3. One (1) day in the event of the death of an aunt or uncle of the employee, which shall be the day of the death or the day of the funeral.

ARTICLE XIV – MATERNITY LEAVE

- A. Requests for maternity leave shall be made in writing no later than the third (3rd) month of pregnancy.
- B. Except for reasons of health or inability to perform her job, the pregnant employee shall be permitted to work providing the attending physician approves and so advises in writing.

C. 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 and concurrent to any rights the employee may have under the state and federal family medical leave acts.

D. The Prosecutor may grant, at his discretion, a leave of absence without pay due to maternity related problems for up to six (6) months.

ARTICLE XV – PERSONAL DAYS

A. All bargaining unit personnel shall enjoy three (3) personal days per year for personal, business, house hold or family matters described in this Section and shall be non-accumulative.

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 workday.

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 one (1) full working day 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 day shall not be granted for a day preceding or following holidays or vacations.

ARTICLE XVI – FRINGE BENEFITS

A. When an employee is injured on duty, he is to receive workers' compensation due him plus the difference between the amount received as compensation and his net salary during the period of temporary disability, up to a maximum of thirty (30) working days after the signing of this Agreement. Employees entitled to workers' compensation benefits shall continue to receive a regular paycheck from the County during the period of temporary disability, up to a maximum of thirty (30) working days after the signing of this Agreement. In addition, in an extreme hardship case where an employee remains incapacitated and unable to work after the 30-day period, the employee may be granted up to an additional 135 days injury leave at the discretion of the Prosecutor. The County shall be entitled to an assignment by the employee of the workers' compensation benefits due and payable to him for this period. In the event of continued temporary disability beyond the thirty (30) 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, personal or compensatory time, the employee may receive the difference between the amount received as workers' compensation and his salary. For the purposes of this Section, "net salary" shall include any payroll deductions taken in the pay period preceding the injury.

B. 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.

C. 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 per mile plus out of pocket expenses.

D. Where employees, as condition of their job, are required to use their personal vehicle 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 \$10.00 to the affected employees on an annual basis.

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.

B. If a question arises concerning two or more employees who were hired on the same date, the following shall apply: if hired prior to the effective date of this Agreement, seniority preference among such employees shall be determined from their Civil Service Employment List. For employees hired on the same date subsequent to the effective date of this Agreement, preference shall be given in the order listed on their Civil Service Employment List.

C. 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 once a year.

D. Except where New Jersey Civil Service statutes require otherwise, in cases where demotions, layoff, recall 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.

ARTICLE XVIII – HOLIDAYS

A. The following National Holidays are recognized as paid holidays when celebrated as holidays - New Year's Day; Washington's Birthday; Lincoln's Birthday; Good Friday; Memorial Day; Fourth of July; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; Christmas Day; General Election Day; Martin Luther King Day; and the Friday before Labor 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 of the day of celebration. This shall not apply to Lincoln's nor Washington's Birthdays.

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.

E. When the Prosecutor declares by formal action a day off for all County Prosecutor employees, those who are required to work on such a day 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.

F. Effective in 2018, and each year thereafter, the Friday after Thanksgiving shall be substituted as a paid holiday in lieu of the Friday before Labor Day.

ARTICLE XIX – VACATIONS

A. Employees in the County Service 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 vacation for each month of service.
 - b. After one year and up to seven years of service, fifteen (15) working days of vacation.
 - c. After seven years and up to ten years of service, eighteen (18) working days of vacation. "
 - d. After ten years and up to twenty years of service, twenty-three (23) working days of vacation.
 - e. After twenty years and up to twenty-five years of service, twenty-five (25) working days of vacation.
 - f. After 25 years of service, twenty-eight (28) working days of vacation.
2. Employees hired on or after January 1, 2018 shall only be entitled to a maximum of twenty-three (23) working days of vacation in accordance with the above schedule.
3. Temporary full-time employees in the County Service shall not be entitled to vacation leave, provided that use of temporary employees is consistent with the requirements of the Civil Service Commission for temporary appointments."
4. Permanent part-time employees shall receive vacation leave on a prorated basis, in accordance with the above schedule.
5. Employees on a daily, hourly, or seasonal basis are not eligible for vacation leave.
6. Where in a calendar year the vacation leave or any part thereof is not used, such vacation credits, not to exceed 30 days, shall accumulate and may be carried forward into the next succeeding year. However, if in the second year, due to the pressure of work as determined by the Prosecutor, the employee still has accumulated vacation that will be lost, the employee has a right to sell that time only.

7. Any employee who exhausts all paid vacation leave in anyone year shall not be eligible to use additional paid vacation leave until the beginning of the next calendar year.
8. 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.
9. In order to exercise seniority, vacation requests shall be submitted by the employee to his or her Officer Administrator by April 1st so that the Office Administrator can prepare the vacation schedule for the calendar year. Failure to submit such a request by April 1st will result in a loss of seniority preference for the employee.
10. The County may require the use of up to half of an employee's accrued but unused vacation leave when an employee's absence is covered by family leave and the employee has used all accrued sick leave.

ARTICLE XX – STRIKES AND LOCKOUTS

- A. The Union hereby covenants and agrees that during the term of this Agreement, neither the Union or 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 Prosecutor agrees that it will not engage in the lockout of any of its employees.

ARTICLE XXI – EQUAL TREATMENT

- A. The County Prosecutor and the Union agree that there shall be no discrimination against any employee because of race, creed, color, religion, sex, national origin, sexual preference or political affiliation.
- B. The County Prosecutor and the Union agree that all members covered under this Agreement have the right without fear of penalty or reprisal to form, Join, or assist any employee organization or refrain from any such activity. There shall be no discrimination by the County Prosecutor or the Union

against any member because of the member's membership or non-membership or activity or non-activity in the Union.

C. The County Prosecutor may establish reasonable and necessary rules of work and conduct for employees.

D. The County shall provide safe and healthy working conditions and provide equipment reasonably necessary to insure the employees' safety and health.

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 personal files upon reasonable request.

ARTICLE XXII – GRIEVANCE PROCEDURE

A. The purpose of this article is to outline a procedure between the County Prosecutor and the Camden County Prosecutor's employees to resolve grievances as quickly as possible so as to insure efficiency and promote Camden County Prosecutor's employees' morale.

A grievance is defined as any disagreement or dispute between the County Prosecutor and the Camden County Prosecutor's employees covered by this Agreement involving the application, interpretation or alleged violation of this Agreement or any other disagreement or dispute arising between the Camden County Prosecutor's employees and the County Prosecutor.

Any grievance must be presented within five (5) days after the aggrieved person knew of the event or events upon which the claim is based or else such grievance is deemed waived.

Step 1. The aggrieved employee and the representative of the Union shall discuss an attempt to resolve the matter at the lowest level of supervision where the grievance can be resolved.

Step 2. If the grievance is not adjusted at Step 1, it shall then be submitted in writing within five (5) working days to the Prosecutor. The Prosecutor shall resolve the grievance and his decision shall be final.

B. It is hereby agreed that this Agreement shall in no way limit or restrict Local 1014 or the Prosecutor from exercising any legal rights which it might have including its right to resort to P.E.R.C. or to seek remedy through the Court.

ARTICLE XXIII – GENERAL PROVISIONS

A. It is agreed that the County Prosecutor and Local 1014 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 Local 1014 or the County Prosecutor.

B. Employees who are covered by this Agreement shall perform the duties and responsibilities outlined in the New Jersey Department of Civil Service specifications for their positions and the

employee shall maintain an up-to-date job description.

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 stations for the purpose of discussing Union representation matter, as long as there is no undue interference with the Employer's work.

D. Union shop stewards and trustees representing the bargaining unit shall engage in the following activities, without loss of pay, as long as such activities do not unduly interfere with employer's work: attending Union meetings, shop steward meetings, the annual shop steward's seminar, committee meetings, conducting Union business in representing members of the bargaining unit, and attending to the general administration of Local 1014 as it pertains to the representation of its members.

ARTICLE XXIV – 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 provision on the remainder of any clause, sentence or paragraph in which offending language may appear.

ARTICLE XXV – 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.

B. During the term of the 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 XXVI – DURATION

This Agreement shall be in full force and effect as of January 1, 2017 and shall remain in effect to and including December 31, 2020 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) or 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 _____ their hands and seals at the County of Camden,
New Jersey on this 18th day of October, 2017.

LOCAL 1014

James M. Key
Karl R. M.
Anna F. Key
Kallie Petras
Elizabeth Martinez
Teresa Froelich
Rebecca Hitenor

CAMDEN COUNTY PROSECUTOR

Mary M. Colantuono

24

Handwritten initials and signatures in blue ink, including "KP" and "P" inside circles.

APPENDIX A

WAGE SCALE FOR EMPLOYEES HIRED ON OR BEFORE JANUARY 6, 2014

Title	Hiring	1	2	3	4	5	6	7	8	9	10
Account Clerk	\$42,267	\$44,380	\$46,599	\$48,928	\$51,725	\$54,312	\$57,027	\$59,879	\$62,872	\$66,016	\$69,317
Accountant	\$55,410	\$58,181	\$61,089	\$64,143	\$67,702	\$71,087	\$74,640	\$78,372	\$82,291	\$86,405	\$90,726
Accounting Assistant	\$55,410	\$58,181	\$61,089	\$64,143	\$67,701	\$71,087	\$74,640	\$78,372	\$82,291	\$86,405	\$90,726
Administrative Secretary	\$55,410	\$58,181	\$61,089	\$64,143	\$67,701	\$71,087	\$74,640	\$78,372	\$82,291	\$86,405	\$90,726
Analyst Grant Applications/Program Monitor	\$47,582	\$49,961	\$52,459	\$55,080	\$58,186	\$61,095	\$64,149	\$67,358	\$70,725	\$74,261	\$77,975
Analyst Grant Applications	\$53,313	\$55,978	\$58,777	\$61,716	\$65,154	\$68,410	\$71,831	\$75,423	\$79,193	\$83,154	\$87,310
Budget Examiner	\$61,767	\$64,855	\$68,097	\$71,502	\$75,431	\$79,203	\$83,163	\$87,321	\$91,687	\$96,272	\$101,085
Chief Clerk	\$67,057	\$70,409	\$73,930	\$77,627	\$81,859	\$85,952	\$90,250	\$94,762	\$99,500	\$104,475	\$109,699
Clerk 1	\$38,089	\$39,993	\$41,992	\$44,092	\$46,646	\$48,979	\$51,427	\$53,999	\$56,699	\$59,534	\$62,510
Clerk 2	\$40,568	\$42,597	\$44,726	\$46,963	\$49,661	\$52,144	\$54,752	\$57,489	\$60,363	\$63,382	\$66,550
Clerk 3	\$45,813	\$48,104	\$50,510	\$53,035	\$56,036	\$58,838	\$61,780	\$64,869	\$68,112	\$71,517	\$75,094
Clerk 4	\$49,413	\$51,884	\$54,478	\$57,202	\$60,416	\$63,436	\$66,609	\$69,938	\$73,435	\$77,107	\$80,963
Clerk Bilingual 1, Sp./Eng.	\$40,568	\$42,597	\$44,726	\$46,963	\$49,661	\$52,144	\$54,752	\$57,489	\$60,363	\$63,382	\$66,550
Clerk Stenographer 1	\$42,199	\$44,309	\$46,525	\$48,850	\$51,644	\$54,226	\$56,937	\$59,784	\$62,772	\$65,911	\$69,207
Clerk Stenographer 2	\$45,679	\$47,963	\$50,361	\$52,880	\$55,874	\$58,668	\$61,600	\$64,681	\$67,915	\$71,311	\$74,876
Clerk Transcriber	\$40,110	\$42,115	\$44,222	\$46,433	\$49,105	\$51,559	\$54,138	\$56,844	\$59,686	\$62,671	\$65,804
Data Entry Machine Operator	\$46,908	\$49,254	\$51,718	\$54,302	\$57,369	\$60,237	\$63,249	\$66,412	\$69,731	\$73,218	\$76,880
Keyboarding Clerk 1	\$40,110	\$42,115	\$44,222	\$46,433	\$49,105	\$51,559	\$54,138	\$56,844	\$59,686	\$62,671	\$65,804
Keyboarding Clerk 2	\$42,599	\$44,729	\$46,967	\$49,316	\$52,131	\$54,738	\$57,474	\$60,348	\$63,366	\$66,534	\$69,860
Keyboarding Clerk 3	\$46,544	\$48,871	\$51,315	\$53,879	\$56,924	\$59,770	\$62,758	\$65,896	\$69,191	\$72,651	\$76,283
Keyboarding Clerk Bilingual 1, Sp./Eng./Viet.	\$44,197	\$46,407	\$48,727	\$51,162	\$54,072	\$56,776	\$59,615	\$62,595	\$65,725	\$69,012	\$72,461
Keyboarding Clerk Bilingual 2, Sp./Eng.	\$46,909	\$49,255	\$51,720	\$54,305	\$57,370	\$60,238	\$63,251	\$66,413	\$69,734	\$73,220	\$76,882
Keyboarding Clerk Bilingual 3, Sp./Eng.	\$48,731	\$51,168	\$53,727	\$56,412	\$59,584	\$62,563	\$65,692	\$68,976	\$72,424	\$76,046	\$79,849
Legal Secretary	\$59,723	\$62,710	\$65,845	\$69,138	\$72,945	\$76,592	\$80,420	\$84,443	\$88,665	\$93,098	\$97,752
Legal Secretary 1	\$46,544	\$48,871	\$51,314	\$53,879	\$56,924	\$59,770	\$62,759	\$65,896	\$69,191	\$72,651	\$76,283
Legal Secretary 2	\$42,599	\$44,729	\$46,966	\$49,316	\$52,131	\$54,738	\$57,474	\$60,348	\$63,366	\$66,534	\$69,861
Legal Secretary Bilingual	\$52,858	\$55,502	\$58,277	\$61,190	\$64,600	\$67,830	\$71,221	\$74,782	\$78,521	\$82,447	\$86,570

WAGE SCALE FOR EMPLOYEES HIRED ON OR BEFORE JANUARY 6, 2014

<u>Title</u>	<u>Hiring</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
Legal Stenographer	\$50,082	\$52,586	\$55,215	\$57,976	\$61,225	\$64,286	\$67,500	\$70,875	\$74,419	\$78,140	\$82,047
Management Assistant	\$61,767	\$64,855	\$68,097	\$71,502	\$75,431	\$79,203	\$83,163	\$87,321	\$91,687	\$96,272	\$101,085
Office Appliance Operator	\$38,089	\$39,993	\$41,992	\$44,092	\$46,646	\$48,979	\$51,427	\$53,999	\$56,699	\$59,534	\$62,510
Paralegal Specialist	\$50,670	\$53,204	\$55,863	\$58,657	\$61,941	\$65,038	\$68,290	\$71,704	\$75,290	\$79,053	\$83,006
Paralegal Specialist Bilingual	\$52,858	\$55,502	\$58,277	\$61,190	\$64,600	\$67,830	\$71,221	\$74,782	\$78,521	\$82,447	\$86,570
Payroll Supervisor	\$67,057	\$70,409	\$73,930	\$77,627	\$81,859	\$85,952	\$90,250	\$94,762	\$99,500	\$104,475	\$109,699
Personnel Assistant	\$46,599	\$48,929	\$51,377	\$53,945	\$56,993	\$59,842	\$62,834	\$65,976	\$69,275	\$72,739	\$76,375
Principal Account Clerk	\$57,109	\$59,965	\$62,963	\$66,112	\$69,768	\$73,256	\$76,919	\$80,765	\$84,803	\$89,043	\$93,495
Principal Accountant	\$61,767	\$64,855	\$68,097	\$71,502	\$75,431	\$79,203	\$83,163	\$87,321	\$91,687	\$96,272	\$101,085
Principal Clerk Transcriber	\$47,576	\$49,954	\$52,452	\$55,075	\$58,180	\$61,088	\$64,143	\$67,350	\$70,717	\$74,254	\$77,967
Principal Data Entry Machine Operator	\$52,297	\$54,912	\$57,656	\$60,538	\$63,917	\$67,113	\$70,468	\$73,992	\$77,692	\$81,576	\$85,655
Principal Legal Stenographer	\$55,410	\$58,181	\$61,089	\$64,143	\$67,701	\$71,087	\$74,640	\$78,372	\$82,291	\$86,405	\$90,726
Principal Word Processor	\$59,723	\$62,710	\$65,845	\$69,137	\$72,944	\$76,592	\$80,421	\$84,443	\$88,664	\$93,098	\$97,752
Receptionist	\$40,568	\$42,597	\$44,726	\$46,963	\$49,661	\$52,144	\$54,752	\$57,489	\$60,363	\$63,382	\$66,550
Research Assistant, Criminal Information	\$52,293	\$54,909	\$57,655	\$60,537	\$63,914	\$67,110	\$70,465	\$73,989	\$77,688	\$81,572	\$85,651
Secretarial Assistant	\$59,723	\$62,710	\$65,845	\$69,137	\$72,945	\$76,592	\$80,421	\$84,443	\$88,665	\$93,098	\$97,753
Senior Account Clerk	\$46,599	\$48,929	\$51,375	\$53,945	\$56,993	\$59,842	\$62,835	\$65,976	\$69,276	\$72,739	\$76,376
Senior Accountant	\$60,020	\$63,020	\$66,172	\$69,480	\$73,306	\$76,970	\$80,819	\$84,861	\$89,103	\$93,558	\$98,235
Senior Budget Examiner	\$67,057	\$70,409	\$73,930	\$77,627	\$81,859	\$85,952	\$90,250	\$94,762	\$99,500	\$104,475	\$109,699
Senior Clerk Transcriber	\$44,627	\$46,857	\$49,200	\$51,659	\$54,594	\$57,323	\$60,109	\$63,199	\$66,359	\$69,676	\$73,161
Senior Data Entry Machine Operator	\$49,854	\$52,346	\$54,964	\$57,711	\$60,947	\$63,994	\$67,194	\$70,554	\$74,082	\$77,786	\$81,675
Senior Legal Stenographer	\$52,297	\$54,912	\$57,656	\$60,538	\$63,917	\$67,113	\$70,468	\$73,992	\$77,692	\$81,576	\$85,655
Senior Personnel Assistant	\$57,109	\$59,965	\$62,962	\$66,112	\$69,768	\$73,256	\$76,919	\$80,765	\$84,803	\$89,043	\$93,495
Senior Receptionist	\$42,599	\$44,729	\$46,966	\$49,316	\$52,131	\$54,738	\$57,474	\$60,348	\$63,366	\$66,534	\$69,861
Senior Research Assistant	\$53,313	\$55,978	\$58,777	\$61,716	\$65,154	\$68,410	\$71,831	\$75,423	\$79,193	\$83,154	\$87,310
Senior Word Processor	\$53,313	\$55,979	\$58,777	\$61,716	\$65,153	\$68,411	\$71,831	\$75,423	\$79,194	\$83,154	\$87,311
Senior Management Assistant	\$67,057	\$70,409	\$73,930	\$77,627	\$81,859	\$85,952	\$90,250	\$94,762	\$99,500	\$104,475	\$109,699
Supervising Data Control Clerk	\$60,015	\$63,016	\$66,167	\$69,474	\$73,299	\$76,964	\$80,812	\$84,853	\$89,095	\$93,550	\$98,227
Supervising Legal Stenographer	\$57,235	\$60,097	\$63,103	\$66,256	\$69,920	\$73,416	\$77,086	\$80,941	\$84,988	\$89,237	\$93,699
Supervisor of Accounts	\$60,020	\$63,020	\$66,171	\$69,480	\$73,306	\$76,971	\$80,819	\$84,859	\$89,103	\$93,558	\$98,236
Word Processor	\$47,582	\$49,961	\$52,458	\$55,081	\$58,186	\$61,095	\$64,149	\$67,358	\$70,725	\$74,261	\$77,974

APPENDIX B

WAGE SCALE FOR EMPLOYEES HIRED AFTER JANUARY 6, 2014

<u>Title</u>	<u>Effective PP 13 2017</u>	<u>Effective PP1 2018</u>	<u>Effective PP1 2019</u>	<u>Effective PP1 2020</u>
Account Clerk	41,626	42,626	43,626	44,626
Accountant	54,258	55,258	56,258	57,258
Accounting Assistant	54,258	55,258	56,258	57,258
Administrative Secretary	54,258	55,258	56,258	57,258
Analyst (Grant Applications Program Monitor)	46,734	47,734	48,734	49,734
Analyst (Grant Applications)	52,243	53,243	54,243	55,243
Budget Examiner	60,368	61,368	62,368	63,368
Chief Clerk	65,453	66,453	67,453	68,453
Clerk 1	37,610	38,610	39,610	40,610
Clerk 2	39,993	40,993	41,993	42,993
Clerk 3	45,034	46,034	47,034	48,034
Clerk 4	48,494	49,494	50,494	51,494
Clerk Bilingual 1, Sp./Eng.	39,993	40,993	41,993	42,993
Clerk Stenographer 1	41,560	42,560	43,560	44,560
Clerk Stenographer 2	44,905	45,905	46,905	47,905
Clerk Transcriber	39,552	40,552	41,552	42,552
Data Entry Machine Operator	46,087	47,087	48,087	49,087
Keyboarding Clerk 1	39,552	40,552	41,552	42,552
Keyboarding Clerk 2	41,945	42,945	43,945	44,945
Keyboarding Clerk 3	45,736	46,736	47,736	48,736
Keyboarding Clerk Bilingual 1 Sp./Eng./Viet.	43,481	44,481	45,481	46,481
Keyboarding Clerk Bilingual 2 Billing, Sp./Eng.	46,088	47,088	48,088	49,088
Keyboarding Clerk Bilingual 3, Sp./Eng.	47,839	48,839	49,839	50,839
Legal Secretary	58,404	59,404	60,404	61,404
Legal Secretary 1	45,736	46,736	47,736	48,736
Legal Secretary 2	41,945	42,945	43,945	44,945
Legal Secretary Bilingual	51,806	52,806	53,806	54,806
Legal Stenographer	49,137	50,137	51,137	52,137
Management Assistant	\$60,368	\$61,368	\$62,368	\$63,368
Office Appliance Operator	\$37,610	\$38,610	\$39,610	\$40,610
Paralegal Specialist	\$49,702	\$50,702	\$51,702	\$52,702
Paralegal Specialist Bilingual	\$51,806	\$52,806	\$53,806	\$54,806
Payroll Supervisor	\$65,453	\$66,453	\$67,453	\$68,453
Personnel Assistant	\$45,789	\$46,789	\$47,789	\$48,789
Prin. Data Entry Machine Operator	\$51,266	\$52,266	\$53,266	\$54,266
Principal Account	\$60,368	\$61,368	\$62,368	\$63,368



<u>Title</u>	<u>Effective PP 13 2017</u>	<u>Effective PP1 2018</u>	<u>Effective PP1 2019</u>	<u>Effective PP1 2020</u>
Principal Account Clerk	\$55,892	\$56,892	\$57,892	\$58,892
Principal Legal Stenographer	\$54,258	\$55,258	\$56,258	\$57,258
Principal Word Processor	\$58,404	\$59,404	\$60,404	\$61,404
Principal Clerk Transcriber	\$46,729	\$47,729	\$48,729	\$49,729
Receptionist	\$39,993	\$40,993	\$41,993	\$42,993
Research Assistant Criminal Info.	\$51,263	\$52,263	\$53,263	\$54,263
Secretarial Assistant	\$58,404	\$59,404	\$60,404	\$61,404
Senior Account	\$58,689	\$59,689	\$60,689	\$61,689
Senior Account Clerk	\$45,789	\$46,789	\$47,789	\$48,789
Senior Clerk Transcriber	\$43,894	\$44,894	\$45,894	\$46,894
Senior Legal Stenographer	\$51,266	\$52,266	\$53,266	\$54,266
Senior Personnel Assistant	\$55,892	\$56,892	\$57,892	\$58,892
Senior Word Processor	\$52,243	\$53,243	\$54,243	\$55,243
Senior Budget Examiner	\$65,453	\$66,453	\$67,453	\$68,453
Senior Data Entry Machine Operator	\$48,918	\$49,918	\$50,918	\$51,918
Senior Management Assistant	\$65,453	\$66,453	\$67,453	\$68,453
Senior Receptionist	\$41,945	\$42,945	\$43,945	\$44,945
Senior Research Assistant	\$52,243	\$53,243	\$54,243	\$55,243
Supervising Data Control Clerk	\$58,685	\$59,685	\$60,685	\$61,685
Supervising Legal Stenographer	\$56,012	\$57,012	\$58,012	\$59,012
Supervisor of Accounts	\$58,689	\$59,689	\$60,689	\$61,689
Word Processor	\$46,734	\$47,734	\$48,734	\$49,734

