

Collective Negotiations Agreement

between the

County of Passaic

and

Office & Professional Employees International Union, AFL-CIO, Local 153

representing office and professional employees in various Passaic County Departments

for the period of

January 1, 2023 to December 31, 2026

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ARTICLE I. AGREEMENT

This Collective Negotiations Agreement (hereinafter "Agreement") is made between the County of Passaic (hereinafter "County") and Office & Professional Employees International Union, AFL-CIO, Local 153 (hereinafter "Union"), the exclusive bargaining agent for and on behalf of all the clerical employees and supervisor, clerical employees now, or hereafter employed by the County.

ARTICLE II. PREAMBLE

This Agreement has for its purpose the promotion of harmonious relations between the County and its employees, 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 satisfactory to both the County and Union, and to avoid interruption or interferences with the efficient operation of the County, which is essential to the well-being of the citizens of Passaic County.

ARTICLE III. RECOGNITION

Section 3.1. Union Recognition.

The County hereby recognizes OPEIU as the exclusive and sole representative for the purpose of collective negotiation regarding salaries, hours of work, and other terms and conditions of employment for all full-time and regularly employed part-time clerical and supervisory clerical employees of the County. Unless otherwise indicated, the term "employee" under this Agreement refers to all persons represented by the Union, exclusive of confidential employees, craft employees, police, and professional personnel, within the meaning of the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-1, et seq. The County agrees that it will not bargain with any employee or group of employees in regard to this Agreement during the term of this Agreement except with the duly authorized representatives of the Union.

Section 3.2. Included Employees.

Employees shall include full and part time employees, if such part time employees are employed on a regular continuing basis and for a minimum of twenty-four (24) hours per week, not to exceed thirty-five (35) hours per week.

Section 3.3. Probationary Period.

There shall be a three (3) month probationary period for new employees before any benefits will be realized, except for overtime pay. Part time employees shall also be given a three (3) month probationary period; however, an additional three (3) month probationary period can be requested by the Department Head for a marginal or incomplete evaluation. If an extension is requested, the County shall provide the Union the documentation to substantiate the request. The three (3) month extension shall be subject to the grievance procedure if a disagreement should arise between the County and the Union. Benefits such as sick time, vacation time, and holidays shall accrue retroactively to the credit of the employee for the probationary period. Other benefits shall begin after the completion of the probationary period.

ARTICLE IV. UNION SECURITY

Section 4.1. Union Membership.

All present employees covered by this Agreement may join the Union and become members of the Union. All future employees may become members of the Union. The County shall in no way interfere with

the solicitation of such membership nor discourage the same provided the solicitation does not take place during work hours. The County shall distribute a copy of this Agreement to any new hire in a job title represented by the Union.

Section 4.2. Dues Check Off.

The County agrees to deduct Union bi-monthly membership dues from the pay of those employees who have authorized such deductions in writing pursuant to N.J.S.A. 52:14-15.9e. The amounts so deducted shall be forwarded to the Union with a list of all names of the employees for whom the deductions are made by the tenth (10th) day of the succeeding month after which such deductions are made to the following address: Office & Professional Employees International Union, Local 153, 42 East Broadway, Suite 1201, New York, NY 10004. The County shall comply with N.J.S.A. 34:13A-5.11, et seq., commonly known as the Workplace Democracy Enhancement Act.

Section 4.3. Union Shop Steward.

- (a) The Shop Steward, under direction of the Union, shall be empowered to receive complaints, and dispose of them in the manner provided under the Agreement's grievance procedure. It is the intention of the County and the Union that the Shop Steward will, to the best of his/her ability, attempt to carry out the terms, provisions, and intent of this Agreement, and to that end will cooperate with the County to the fullest extent.
- (b) The Shop Steward shall not be discriminated against because of his/her faithful performance of duties as such.
- (c) The authority of the Shop Steward and alternate so designated by the Union shall be limited to, and shall not exceed, the following duties and activities:
 - 1. The investigation and presentation of grievances in accordance with the provisions of this Agreement.
 - 2. The transmission of such messages and information, which shall originate with and be authorized by the Union or its officers, provided such information: (a) has been reduced to writing; (b) if not reduced to writing, is of a routine nature and does not involve stoppages, slowdowns, refusals to handle goods or any other interference with the County's business.
 - 3. Shop Stewards shall be permitted reasonable time to investigate, present, and process grievances on the property of the County, without loss of time or pay, and such time spent in handling grievances shall be considered working time.
 - 4. Shop Stewards will be permitted to attend arbitration hearings without loss of time or pay.
 - 5. Representatives of the Union, including those who are not employees of the County upon proper notification to the Department Head, will be permitted to visit with the employee Union representatives during working hours, at their working stations, for the purpose of discussing Union representative matters. Visits by representatives of the Union shall be at reasonable times and shall not interfere with the functioning of the affairs of the County.

- (d) The County shall permit Union Shop Stewards to take up to three (3) paid Union days annually for training, conferences, or other Union activities, so long as adequate staffing levels are maintained, as determined by the County Administrator.

Section 4.4. Union Political COPE Fund.

The Union shall be allowed to establish a voluntary membership political COPE fund deducted from the employees' paycheck.

ARTICLE V. MANAGEMENT RIGHTS

Section 5.1. Management Rights.

Except as modified by this Agreement, the County retains the right, in accordance with applicable laws and procedures to: (a) direct employees, (b) hire, promote, transfer, and assign employees in positions within the agency, and to suspend, demote, discharge or take disciplinary action against employees for just cause, (c) relieve employees from duties because of lack of work or for other legitimate reasons, (d) maintain the efficiency of the government operations entrusted to them, (e) determine the methods, means and personnel by which such operations are to be conducted and (f) take whatever action as may be necessary to carry out the mission of the agency in situations of emergency.

Section 5.2. Reasonable Rules and Regulations.

The County's right to make reasonable rules and regulations governing the work of the employees of the Union shall not be limited except that any such rules and regulations shall be deemed to be modified to the extent necessary, consistent with any applicable provisions of this Agreement.

ARTICLE VI. WORK WEEK

Section 6.1. Normal Work Week.

The employees in the Union shall have a work week consisting of five (5) consecutive days, Monday through Friday, and two (2) consecutive days off.

Section 6.2. Hours of Work.

- (a) Work hours for all employees will be thirty-five (35) hours of work per week. Employees will receive one (1) hour off for an unpaid lunch. Personal appointments shall not be scheduled during employee work hours. In the event of an emergency, administrative approval may be granted.
- (b) The above hours of work schedule shall be between the hours of 8:30 AM and 4:30 PM with one (1) hour off for an unpaid lunch Monday through Friday. All employees are expected to report to duty on time and complete their workday in accordance with established work hours. Violations will be processed through the established disciplinary procedures.

Section 6.3. Lunch Period.

Lunch periods assigned to employees under this Agreement shall be duty free, and with the exception of an emergency, any employee who shall be requested to work during his/her lunch period shall be afforded a duty free lunch period during the respective work shift in that same workday. All employees are expected to document their departure and arrival from lunch. Employees will not be permitted to eat at

their worksite after returning from lunch break.

Section 6.4. Overtime Computation.

Vacation time, holiday time, personal days, and any days an employee is out on a work-related injury shall be considered part of the workweek for the purposes of computing overtime hours.

Section 6.5. Equitable Distribution of Overtime.

Overtime work will be distributed by the County as equitably as possible among employees within the same classification through seniority rotation.

Section 6.6. Compensatory Time Off In lieu of Overtime.

Employees may receive compensatory time off in lieu of overtime pay. Employees requesting compensatory time off in lieu of pay shall notify the County within one (1) pay period. Compensatory time off shall not be unreasonably withheld. Compensatory time off must be taken within ninety (90) days for the time earned.

Section 6.7. Overtime Compensation.

- (a) If an employee is required to work longer than his/her normal workday, he/she shall be paid at his/her regularly hourly rate.
- (b) All hours more than eight (8) in a workday shall be paid at one and one half (1 ½) times the regular hourly rate.
- (c) After forty (40) hours have been reached during the workweek, all hours in excess of forty (40) hours shall be paid at one and one half (1 ½) times the regular hourly rate.
- (d) Saturday work shall be paid at a rate of one and one half (1 ½) times the regular hourly rate.
- (e) Any employee, who, at the request of the County, works on a Sunday or a holiday shall be remunerated at the rate of two (2) times his/her regular hourly rate.

Section 6.8. Coffee Breaks.

Employees shall be entitled to two (2) fifteen-minute (15) coffee breaks, one in the morning and one in the afternoon.

ARTICLE VII. COMPENSATION

Section 7.1. Part Time Employees.

Part time employees shall receive prorated benefit days after working twenty-four (24) hours in a workweek.

Section 7.2. Hourly Employees.

Hourly employees who work less than twenty-four (24) hours per week shall not accrue any of the benefits herein.

Section 7.3. Pay Scales.

During the term of this Agreement, the pay scales will not be changed except by mutual consent of the County and Union. The Salary Guide is attached hereto as **Appendix A.**

Section 7.4. Retroactive Money.

All retroactive money shall be issued in a separate payroll check.

Section 7.5. Anniversary Date.

During the term of this Agreement, increments to which employees may be entitled shall be as follows:

- (a) All employees whose anniversary date or promotion dates falls between January 1st and June 30th shall receive the increment to which they would have been entitled on the employee's anniversary date, retroactive to January 1st of the Agreement year.
- (b) All employees whose anniversary date or promotion date falls between July 1st and December 31st shall receive the increment to which they would have been entitled on the employee's anniversary date, retroactive to July 1st of the Agreement year.

Section 7.6. Rate of Pay in 2023.

Effective January 1, 2023, all employees in the Union shall move one (1) step on the Salary Guide, pursuant to an employee's anniversary date as set forth in Article VII, Compensation, Section 7.5. Effective January 1, 2023, all employees at max shall receive a cost of living adjustment of two and one quarter percent (2.25%).

Section 7.7. Rate of Pay in 2024.

Effective January 1, 2024, all employees in the Union shall move one (1) step on the Salary Guide, pursuant to an employee's anniversary date as set forth in Article VII, Compensation, Section 7.5. Effective January 1, 2024, all employees at max shall receive a cost of living adjustment of two and one quarter percent (2.25%).

Section 7.8. Rate of Pay in 2025.

Effective January 1, 2025, all employees in the Union shall move one (1) step on the Salary Guide, pursuant to an employee's anniversary date as set forth in Article VII, Compensation, Section 7.5. Effective January 1, 2025, all employees at max shall receive a cost of living adjustment of two and one half percent (2.5%).

Section 7.9. Rate of Pay in 2026.

Effective January 1, 2026, all employees in the Union shall move one (1) step on the Salary Guide, pursuant to an employee's anniversary date as set forth in Article VII, Compensation, Section 7.5. Effective January 1, 2026, all employees at max shall receive a cost of living adjustment of two and one half percent (2.5%).

Section 7.10. Longevity.

Longevity pay shall be determined by length of employment as follows:

- 2% of base pay after 7 years of credited service
- 4% of base pay after 10 years of credited service
- 6% of base pay after 15 years of credited service
- 8% of base pay after 20 years of credited service
- 10% of base pay after 25 years of credited service

Section 7.11. Eligibility for Longevity.

No employee hired as of April 1, 2008 shall be eligible for longevity pay.

Section 7.12. Payroll Confidentiality.

Employee paychecks will be placed in an envelope for the purpose of confidentiality. It is also understood that additional time will be necessary to accommodate the request prior to normal payroll release.

Section 7.13. Working Test Period.

All newly hired full-time employees or employees promoted within the Union shall be afforded a ninety (90) day working test period. If during that time the employee does not meet the standards of the position, the County has the right to terminate the employee or return said employee to their permanent previous position. New hires that are separated at the end of their probation shall be separated, and such action shall not be subject to Article 21, Grievance Procedure. The County will advise the employee of the disposition at the end of the working test period. Part-time employees will be prorated.

ARTICLE VIII. OUT OF CLASSIFICATION

Section 8.1. Higher Classification.

Any employee who is temporarily assigned and does perform work in a higher classification for eight (8) days or more shall be compensated at a higher rate, retroactive to the first day of such assignment. Higher classification pay shall be calculated in accordance with Article XIII, Promotion Procedure.

Section 8.2. Lower Classification.

In the event it becomes necessary for an employee to perform duties in a lower classification by his/her request, or for health reasons, and such transfer is made on behalf of the employee, it will be made after notification and approval by the Union. The employee will be paid at the rate of the transferred position.

ARTICLE IX. HEALTH BENEFITS

Section 9.1. Health Coverage.

Employees in the Union, upon completion of a ninety (90) day probationary period, shall be eligible to receive health insurance, prescription insurance, and dental insurance as provided by the County. Co-pays and premiums shall be determined by the plan the employee chooses to join. The County may make

several plans available to employees, and the employees can choose said plan during the open enrollment period. Insurance plans will be equal to and better than the plans currently in place.

Section 9.2. Chapter 78.

All employees in the Union are subject to Chapter 78, P.L. 2011 with respect to healthcare contributions, as outlined in the law.

Section 9.3. Probationary Period.

Upon completion of the employee's probationary period, the County will provide medical, hospitalization, life, and dental insurance for each employee covered by this Agreement as such coverage is presently in effect.

Section 9.4. Part Time Employees.

Part time employees shall receive single healthcare benefits. The coverage shall be the maximum provided to the other County employees.

Section 9.5. Family Drug Plan.

The County will provide a family drug plan with a five-dollar (\$5.00) co-payment for name brand prescription drugs and no co-payment for generic prescription drugs.

Section 9.6. Employees on an Approved Leave of Absence.

For those employees on an approved leave of absence, they will continue to receive health benefits in accordance with the current County policy and Family Leave Act¹.

Section 9.7. Part Time Employees.

Part time employees must work a minimum of twenty-four (24) hours per week to be eligible for single medical coverage. Benefit days² will be prorated. Employees who voluntarily transfer from full time to part time will receive part time benefits.

Section 9.8. Traditional Healthcare Plan Eligibility.

New employees hired after October 11, 2016 shall not be entitled to enroll in the County's Traditional Healthcare Plan.

Section 9.9. Lifetime Benefits Eligibility.

New employees hired after October 11, 2016 shall not be entitled to lifetime benefits upon retirement.

Section 9.10. Out-of-Network Coverage.

All out-of-network charges in the County's Traditional Healthcare Plan will be paid at one hundred

¹ Thirty (30) day grace period, plus twelve (12) weeks family leave.

² Vacation, sick, personal, and holidays.

and fifty percent (150%) of the Medicare Rate Schedule.

ARTICLE X. LEAVES OF ABSENCE

Section 10.1. Paid Sick Leave Eligibility.

An employee shall receive paid sick leave if the employee is absent because he/she, or a member of his/her family: (1) contracts or incurs any non-service connected sickness or disability; or (2) is quarantined by health authorities as a result of any illness or injury.

Section 10.2. Use of Sick Leave.

Sick leave may be used in no less than one half (1/2) day increments.

Section 10.3. Sick Schedule.

Employees shall earn one (1) day per month until the employee completes the first calendar year. Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited one and one quarter (1 ¼) days of sick leave for each month of service for a total of fifteen (15) days per year. An employee who leaves the County or goes on an unpaid leave of absence before the end of the calendar year shall have his/her leave prorated based on time earned. The employee will be required to reimburse the County for any unearned time. In accordance with the Family Leave Act, an employee must be employed for one (1) year and work at least twelve hundred and fifty (1,250) hours within that year.

Section 10.4. Unused Sick Leave upon Retirement.

Upon retirement, all employees shall receive payment for accumulated sick time in accordance with rules promulgated by the Passaic County Board of County Commissioners. These benefits are fifty percent (50%) of the accumulated sick time subject to the maximum amount of twelve thousand dollars (\$12,000.00). The amount of payment for all unused sick leave is to be calculated at the employee's rate of pay immediately preceding the employee's retirement.

Section 10.5. Sick Leave Policy.

All employees shall abide by the established sick leave policy. In accordance with past practice and N.J.A.C. 4A:6-1.1, et seq., accumulated sick time will only be paid at the time of retirement, as indicated in Article X, Unused Sick Leave upon Retirement, Section 10.4.

Section 10.6. Medical Documentation.

Where there is reasonable doubt, abuse of excessive absenteeism, the County may request medical documentation. To be paid for a holiday, an employee who calls in sick the day before or the day after a holiday shall submit medical documentation upon returning to duty.

Section 10.7. Notification of Sick Leave.

All employees are required to abide by the established call-in policy and Family Medical Leave Act³. Employees who are absent are responsible to call-in and indicate the reason for their absence within

³ Twelve (12) weeks as required by the FMLA.

fifteen (15) minutes of their starting time. Calls from anyone other than the employee will not be accepted. The employee must call in each day, unless a doctor's note is submitted. If the employee fails to call in, the employee will be docked and disciplined accordingly. The supervisor will be responsible for monitoring the attendance for excessive absenteeism and patterning.

Section 10.8. Employees Returning from a Medical Leave.

Employees returning from a medical leave must provide the County with documentation indicating the employee is capable of performing their duties. If an employee exhausts their earned benefits, they may request a medical leave without pay. When an employee goes on a leave without pay, they should contact the Human Resources Department to discuss temporary disability benefits. Upon returning to duty, all employees must submit a physician's statement indicating that they are fully capable of returning to work. Leaves of absence may be granted in cases of terminal illness or catastrophic circumstance. No leaves of absence will be unnecessarily denied. All medical leaves of absence will be granted in accordance with the Family Medical Leave Act. Any employee abusing the leave of absence procedure may be subject to disciplinary action.

Section 10.9. Sick Leave Bonus.

Employees in the Union who finish the calendar year with at least seven and a half (7 ½) days of their fifteen (15) annual sick days will receive an incentive bonus of four hundred dollars (\$400.00), not on base salary.

Section 10.10. Maternity Leave.

Upon certification by a competent physician, an employee may apply for maternity leave, which shall be granted for a six (6) month period.

Section 10.11. Workers' Compensation.

- (a) The County will administer workers' compensation benefits pursuant to N.J.S.A. 34:15-12 and N.J.S.A. 34:15-14.
- (b) Employees who are physically capable of returning to light duty will be assigned to a light duty task. Light duty will be mutually agreed upon between the treating physician, employee, department head, and Union representative.
- (c) Weekly benefits will be paid pursuant to N.J.S.A. 34:15-12 and N.J.S.A. 34:15-14.
- (d) Workers' compensation benefits are not subject to Federal and State income tax.
- (e) It is County policy that all employees who are receiving approved workers' compensation benefits shall not be disciplined for time lost in connection with the injury.
- (f) All benefits currently paid under the Temporary Disability a/k/a sick leave will remain in effect.

Section 10.12. Bereavement Leave.

Employees are entitled to a three (3) consecutive calendar day leave of absence for the death of an employee's immediate relative. Bereavement leave shall not extend beyond three (3) consecutive calendar days immediately following the death of a family member unless approved by the County Administrator.

Immediate relative includes spouse, civil union partner, child, parent, stepchild, stepparent, sibling, grandparents, mother in-law, father in-law, daughter in-law, son in-law, grandchildren, niece, nephew, uncle, aunt, brother in-law, sister in-law, domestic partner, or any other person related by blood or marriage residing in the employee's household. Employees are paid for all working days during the Bereavement Leave. Employees shall be allowed one (1) additional day for use in the event of the death of an employee's spouse, son, or daughter. Employees may be asked for proof at the discretion of the Department of Human Resources or Office of the County Administrator.

Section 10.13. Personal Leave.

Every employee covered by this Agreement shall be allowed a maximum of three (3) days personal leave request, accumulated one (1) day for every four (4) months, two (2) days in advance thereof, provided there is no disruption in County operations, except in emergency situations. Such personal leave shall not be cumulative from year to year. Emergency situations require substantiation of the emergency. Employees must use personal leave days prior to December 31st of each calendar year.

Section 10.14. Jury Duty.

County employees are encouraged to fulfill their civic duty and serve as jurors when summoned by the courts. Employees required to render jury service shall be entitled to be absent from work during that service and will be paid their usually pay for each required day of jury service. If an employee is notified prior to the date of service that he/she is not required to report to court, that employee must report to work. Employees summoned to jury duty should notify their supervisor as soon as possible, but no later than one (1) week of receiving notice.

Section 10.15. Civil Service Examinations.

Employees shall be allowed paid time off to take open competitive and promotional examinations set up by the New Jersey Civil Service Commission.

Section 10.16. Military Service Leave.

In accordance with N.J.A.C. 4A:6-1.11, et seq.

Section 10.17. Application for Leaves without Pay.

Leave without pay may be granted to employees upon request and administrative review. No County benefits will be afforded to employees on leave without pay. Benefit days, insurance, and seniority will be issued in accordance with established past practice. Approval of leave without pay shall not be unreasonably held.

ARTICLE XI. SENIORITY

Section 11.1. Definition.

Effective January 1, 2023, seniority shall be defined as an employee's total length of service with the County beginning with his/her original hiring date within the bargaining unit, exclusive of unpaid leaves of absence.

Section 11.2. Loss of Seniority.

If an employee leaves, not by virtue of a leave of absence, his/her seniority shall cease to occur and must start with his/her new hiring date, all previous seniority being lost.

Section 11.3. Seniority Preference.

If a question arises concerning the seniority of one (1) 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 preferences shall be determined by the order in which such employees within a given classification are shown on the County's payroll records. The County will make available to the Union the record pertaining to the individuals in question to determine the order in which the names appear.

Section 11.4. Seniority List.

The County shall promptly advise the Union of any changes which necessitate amendments to the Seniority List.

ARTICLE XII. PROMOTIONAL PROCEDURE

Section 12.1. Provisional and Non-Competitive.

- (a) The term promotion means the advancement of an employee to a higher position or the reassignment of an employee to a higher paying position within the Union.
- (b) Whenever an opportunity for promotion or a job opening occurs in other than a temporary situation in any existing job classification or as the result of the development or establishment of a new job classification, a notice of such opening shall be posted on all bulletin boards, stating the job classification, rate of pay, and the nature of the job requirements in order to qualify. Such posting shall be for a period of not less than ten (10) workdays.
- (c) During this period, employees who wish to apply for the open position may do so. The bid shall be in writing and shall be placed in the locked container designed and provided by the County to receive such bids.

ARTICLE XIII. LAYOFF AND RECALL PROCEDURE

Section 13.1. Layoff.

- (a) In the event the County plans to lay off employees for any reason, the County shall meet with the Union to review such anticipated layoff at least thirty (30) days prior to the date such action is to be taken. The thirty (30) days are to be consistent with the forty-five (45) days enumerated below.
- (b) When such action takes place, it shall be accomplished by laying off temporary and probationary employees first. Should it be necessary to further reduce the workforce, then regular employees shall be laid off in the inverse order of seniority.
- (c) The County shall forward a list of those employees being laid off to the Union Secretary on the same date the notices are sent to the employees.
- (d) Employees to be laid off will have at least forty-five (45) calendar days' notice of the layoff.

- (e) When an employee is laid off due to a reduction in the workforce, he/she shall be permitted to exercise his/her general seniority rights in accordance with N.J.A.C. 4A:8-1.1, et seq.

Section 13.2. Recall.

No new employees shall be hired in job categories where there have been layoffs until all employees on layoff status in those categories, who desire to return to work, have been recalled.

ARTICLE XIV. PERSONNEL FILES

Section 14.1. Access.

All employees shall have access to their own personnel files once every year during reasonable working hours and upon written notification to the County.

Section 14.2. Affixed Signature.

The employee's signature is affixed to show that this file has been reviewed in accordance with the Agreement between the County and the Union. The employee shall have the right to respond in writing to any document in the file. Such response shall become part of the personnel file. If an employee requests copies of his/her personnel file, the employee shall be required to pay for such copies at the established rate.

ARTICLE XV. GRIEVANCE PROCEDURE

Section 15.1. Definition.

A grievance is defined as a complaint or dispute by an employee with the County or any agent of the County with administrative or supervisory authority over members of the Union. Which dispute or complaint is to the effect that the employee has been treated unfairly, inequitably, or improperly in terms of application and interpretation of this Agreement.

Section 15.2. Steps.

- (a) **Step One.** In the event that any grievance should arise between an employee and his/her superior(s), the individual involved and a steward shall present the grievance informally to the superior most immediately involved within ten (10) workdays of the incident or knowledge of the incident, and every effort shall be made to resolve the grievance informally.
- (b) **Step Two.** If no satisfactory resolution of the informal presentation of the grievance is reached within ten (10) working days, the employee may reduce the grievance to writing and shall submit it to the Director of Security who shall forward copies of his/her response to both the Union and the Department Head.
- (c) **Step Three.** If no satisfactory resolution of Step 2 grievance is reached within ten (10) working days, the grievant or the Union may appeal the decision reached at Step 2 to the County Director of Human Resources or his designee who shall, within ten (10) working days, conduct a conference with the grievant and the Union Representative to review the grievance. The Director of Human Resources or his/her designee shall submit a written decision on the grievance to the grievant and a copy of this decision shall be forwarded to the Union.

- (d) **Step Four.** In the event a grievance shall not have been settled as a result of the above procedures, the Union may have the grievance submitted to binding arbitration by giving notice within twenty (20) working days after the Step 3 decision has been given to the grievant. A written request for arbitration shall be sent to the Public Employment Relations Commission and to the County Director of Human Resources or his/her designee in accordance with N.J.S.A. 34:13A-5.3.

Section 15.3. Arbitrator's Decision.

The arbitration award shall be final, all parties shall abide by the same, and it shall be enforceable under the laws of New Jersey.

Section 15.4. Scope of Arbitration.

The arbitrator shall be empowered to hear and determine only grievances within the scope of the definition of a grievance as contained in this Article. In the performance of his/her duties, he/she shall be bound by and comply with the provisions of this Agreement. He/she shall have no power to add, delete from, or modify in anyway the provisions of this Agreement. The arbitrator's decision shall be final and binding and in writing and shall set forth its opinions and conclusions on the issues submitted. The cost of arbitration shall be borne equally by the County and the Union.

Section 15.5. Jurisdiction.

Any and all provisions of this Agreement pertaining to grievances and arbitration shall be subject to the grievance procedures established herein.

Section 15.6. Written Notification of Grievance Hearing.

The County will give written notification to the Union of grievance hearings, disciplinary hearings or meetings beginning with Step 2 for all employees in the Union, which grievance hearings, disciplinary hearings or meetings shall be scheduled at a mutually convenient time. Disciplinary hearings shall be conducted in accordance with N.J.A.C. 4A:2-1.1, et seq.

ARTICLE XVI. SUSPENSION AND DISCIPLINARY ACTION

Section 16.1. Just Cause for Disciplinary Action.

Disciplinary action may be imposed upon an employee for just cause only. Any disciplinary action or measures imposed upon an employee may be processed as a grievance by the employee through the regular procedures as established in this Agreement. If the County or an authorized agent of the County has just cause or reason to reprimand an employee, it shall be done in a manner that will not demean the employee before other employees or the public.

Section 16.2. Procedure for Disciplinary Action.

The procedure for taking disciplinary action or measures against any employee covered by this Agreement shall be set forth as follows and in accordance with N.J.A.C. 4A:2-1.1, et seq.

Section 16.3. Progressive Discipline.

Absent exigent circumstances or other good cause, the County shall implement progressive discipline

for employees as follows:

- Verbal, Written and Final Warnings. This may include a written notice documenting the warning.
- Minor Discipline. This includes a formal written reprimand, suspension, or fine of five (5) working days or less.
- Major discipline. This includes removal, disciplinary demotion, suspension, or fine of more than five (5) working days at any one time.

Section 16.4. Disciplinary Action in Writing.

Disciplinary action may be imposed upon an employee for failing to fulfill his/her responsibilities as an employee. Where the supervisor seeks the imposition of suspension without pay, or dismissal from service, notice of such disciplinary action shall be made in writing and served upon the employee.

Section 16.5. Description and Procedure of Disciplinary Action.

Discipline shall be imposed, and the penalty proposed shall be specified in the notice. The notice served on the employee shall contain a detailed description of the alleged acts and conduct including references to dates, times, and places. The Union representative shall be notified in writing within twenty-four (24) hours of the name of any employee served with a notice of discipline. Postponements of disciplinary hearings will not be granted unless the employee submits documentation of a legitimate reason for the postponement. Any employees in the Union who have been called in for the purpose of any disciplinary action shall be notified reasonably in advance as to the reason for being summoned and shall be afforded a hearing regarding said disciplinary action. At any hearing which may ensue with regard to this matter, he/she may be accompanied by a representative of the Union who shall be permitted to represent him/her at any such hearing.

ARTICLE XVII. SAFETY AND HEALTH

Section 17.1. Safe and Healthful Working Conditions.

The County shall at all times maintain safe and healthful working conditions, and will provide employees with any wearing apparel, tools or devices needed in order to ensure their safety and health.

Section 17.2. Safety Committee Member.

The County and the Union shall designate a safety committee member. It shall be their joint responsibility to investigate and correct unsafe and unhealthful conditions. They shall meet periodically as necessary to review conditions in general and make recommendations to either or both parties when appropriate. The safety committee member representing the Union shall be permitted reasonable opportunity to visit work locations throughout the County's facility for the purpose of investigating safety and health conditions during working hours with no loss of pay.

Section 17.3. Safety Enforcement.

No employee shall be required to perform work that endangers his/her, or any other employee's health or physical safety, or work under conditions that are in violation of the health and safety rules, or violate any local, state or federal health or safety laws.

ARTICLE XVIII. HOLIDAYS

Section 18.1. Holidays.

The following days are recognized paid holidays:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Election Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth (third Friday in June)	½ day for Christmas Eve
Independence Day	Christmas Day
Labor Day	½ day for New Year's Eve
	Birthday of Employee

Section 18.2. Improved Benefit by the Passaic County Board of County Commissioners.

Any improved benefit legislated by the Passaic County Board of County Commissioners for all other employees will be extended to covered employees.

Section 18.3. Holidays during Vacation Period.

Holidays which fall within the employee's vacation period shall be celebrated during that period.

Section 18.4. Birthday of Employee.

Effective January 1, 2027, Birthday of Employee shall be removed from Article XVIII, Holidays, Section 18.1, Holidays as a recognized paid holiday for employees in the Union.

ARTICLE XIX. VACATIONS

Section 19.1. Vacation Schedule.

Vacations with pay shall be granted to employees who have completed the probationary period, as follows:

1st year	1 working day for each full month of continuous service
2 – 5 years	12 working days during each year of service
6 – 10 years	15 working days during each year of service
11 – 15 years	18 working days during each year of service
16 – 20 years	20 working days during each year of service
21 years and over	22 working days during each year of service

Section 19.2. Vacation Accrual.

Employees with less than one (1) year of employment shall accrue vacation pay at the rate of one (1) day per month for each complete month of employment except that this provision shall apply only in the event the employee has completed the probationary period. Employees shall receive additional vacation benefit for years of service not on the anniversary date of their employment but on

the first day of the next calendar year immediately following the anniversary date. Employees who extend their vacation by calling in sick must submit a physician's statement.

Section 19.3. Severance of Employment; Miscellaneous.

At severance of employment, earned vacation time shall be paid to the employee. If vacation time is granted in advance, the employee must reimburse the County for all unearned time. The employee may carry over one (1) year of earned vacation only. Vacation requests may be submitted at the beginning of the calendar year. All requests for vacation must be submitted no later than April 15th of each year. The vacation schedule shall be posted on the bulletin board by the County no later than April 30th of each year. In preparing the vacation schedule, requests shall be granted on a first come, first serve basis. However, the employer shall endeavor to grant vacation on the basis of departmental seniority and classification of employees. In the event of a conflict in schedules, departmental seniority shall prevail. In the event of the death of the employee, benefits shall be payable to the legal representative of the employee in accordance with the provision of law. If statutes provide for greater benefits than these, the greater benefits shall be paid. Vacations shall be distributed in accordance with County policy.

ARTICLE XX. NO STRIKE OR LOCKOUT PROVISION

Neither the Union nor the employees or County shall instigate, promote, sponsor, engage in or condone any strike, picketing, slowdown, concerted work stoppage, lockout, or any other intentional interruption of work. In the event that any person violates the terms of the no-strike clause, the County shall have the right to discharge or otherwise discipline such person. In the event that an arbitration proceeding is instituted which involves a breach of the no-strike clause, the sole question for the arbitrator shall be whether the employee was engaged in the prohibited activity.

ARTICLE XXI. UNION MANAGEMENT COMMITTEE

On a date agreed upon by the County and the Union, there will be a meeting once every three (3) months with Union and County representatives to discuss mutual problems. These meetings may take place more than once every three (3) months if the County and the Union mutually agree. These meetings shall not be for the purpose of discussing formal grievances or issues which are properly the subject of collective bargaining. Scheduling to be discussed upon ratification of the Agreement.

ARTICLE XXII. UNION BUSINESS LEAVE

Employees of the Union who are members of the Union Negotiating Committee, not to exceed three (3) in number, shall be granted time off for duty at full pay for all meetings between the County and the Union for purposes of negotiating the terms of an agreement when such meetings take place during the Union leave time – aggregate of twenty (20) days for four groups.

ARTICLE XXIII. MISCELLANEOUS

Section 23.1. Inclement Weather.

In the event of inclement weather, all employees are expected to report for duty. Sick days will not be approved for inclement weather. In the event the County is closed and does not open due to inclement weather, and/or the Governor declares a state of emergency declaring that all non-emergency vehicles and personnel stay off the road ways, not a state of emergency regarding funding or calling out the National Guard, all Union members not required for the operation of County business, as determined by the

department head, shall not be required to report for duty and shall suffer no loss of pay or benefit time. In the event the County closes early due to inclement weather, all Union members not required for the operation of County business, as determined by the department head, may be entitled to leave work at the same time and shall suffer no loss of pay or benefits.

Section 23.2. Dress Code.

Employees are expected to maintain professional business attire during working hours. All employees are expected to present a positive image to the public by their behavior. Examples that are not considered proper attire are: designer jeans, shorts, elasticized pants, see-through blouses and micromini skirts. Safe, comfortable shoes are recommended. Sneakers are unacceptable. If an employee is considered to be inappropriately dressed, said employee will be warned by the County. If necessary, the employee may be sent home to change into proper attire. If the employee is sent home, the employee will receive no pay for time not at work.

Section 23.3. Bi-Monthly Payroll.

The County at its sole discretion can change from bi-weekly payroll to bi-monthly payroll.

Section 23.4. Education.

In accordance with education policies as set forth in the Passaic County Employee Personnel and Policies Procedures Manual.

Section 23.5. Tardiness.

All employees are expected to report to work in a timely manner. All employees will be required to document their time upon arrival and departure. Employees who continue to arrive late or depart early shall be disciplined in accordance with established disciplinary procedures.

Section 23.6. Working Temperature.

Whenever the working temperature in an employee work areas exceeds eighty five (85) degrees Fahrenheit or drops below sixty-two (62) degrees Fahrenheit, the County shall have the option to reassign an employee or permit the employee to go home with no loss in pay.

Section 23.7. Classification Review.

The classification and job description for employees covered by this Agreement shall be available for review.

Section 23.8. Union Bulletin Board.

Subject to prior approval of the Director of the Department of Human Resources, or his/her designee, which approval shall not be unreasonably withheld, the County shall permit the Union's appropriate use of a designated bulletin board, customarily dealing with proper and legitimate Union business and activities and concerning other appropriate notices with respect to the welfare of employees in the Union. The Union agrees that at no time will such space be used for posting any materials which are unethical, unprofessional, or violative of law.

Section 23.9. Severability.

Should any portion of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific portion of the Agreement affected by such decision of the Agreement, whereupon the County and the Union agree immediately to negotiate a substitute for the invalidated portion thereof.

Section 23.10. Non-Discrimination.

The County and Union agree to comply with Federal and State laws prohibiting discrimination.

Section 23.11. Personal Phone Calls.

Business phones will be utilized for business calls only. In the event a personal call must be made, it is expected that the length of the call will be limited to a reasonable time. Violation may result in disciplinary action.

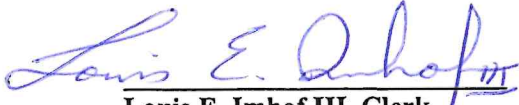
ARTICLE XXIV. PERIOD OF AGREEMENT

This Agreement shall become effective retroactive to January 1, 2023 and shall remain in effect until December 31, 2026.

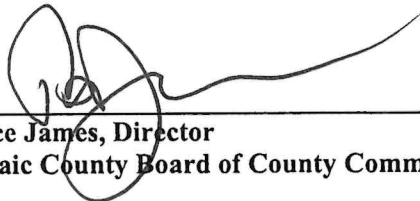
IN WITNESS WHEREOF, the Parties hereto have caused these presents to be signed by their proper officials and duly considered officials, this 6 day of June 2023.

Attest:

COUNTY OF PASSAIC

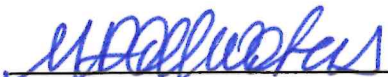


Louis E. Imhof III, Clerk
Board of County Commissioners



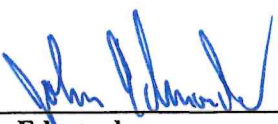
Bruce James, Director
Passaic County Board of County Commissioners

AS TO FORM AND LEGALITY:



Nadege D. Allwaters, Esq.
Passaic County Counsel

OFFICE & PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, AFL-CIO, LOCAL 153



John Edmonds
Assistant Business Manager

APPENDIX A

LOCAL 153 CLERICAL SALARY GUIDE
01/01/23
to
12/31/26

TITLES 00976 Cashier; 01245 Clerk 1; 01268 Keyboard Clerk 1; 02976 Receptionist

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
5	1	2	3	4	5	6	7	8	9	10	11	12	13				
Year(s)	'23-'26	\$30,158	\$31,662	\$33,174	\$34,677	\$36,060	\$37,701	\$39,217	\$40,712	\$42,226	\$43,726	\$45,038	\$46,389	\$47,781			

LOCAL 153 CLERICAL SALARY GUIDE
01/01/23
to
12/31/26

TITLES 01271 Keyboard Clerk 1 Bilingual S/E; 01260 Clerk Stenographer 1; 56562 Records Support Tech 1

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
6	1	2	3	4	5	6	7	8	9	10	11	12	13				
Year(s)	'23-'26	\$31,589	\$32,288	\$34,755	\$36,340	\$37,915	\$39,506	\$41,083	\$42,646	\$44,230	\$45,801	\$47,175	\$48,590	\$50,048			

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
to
12/31/26

TITLES 03247 Clerk 2; 03256 Keyboard Clerk 2

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
7	1	2	3	4	5	6	7	8	9	10	11	12	13	
Year(s)	'23-'26	\$33,099	\$34,750	\$36,391	\$38,039	\$39,682	\$41,331	\$42,964	\$44,618	\$46,266	\$47,908	\$49,345	\$50,826	\$52,350

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
to
12/31/26

TITLES 00001 Account Clerk

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
8	1	2	3	4	5	6	7	8	9	10	11	12	13	
Year(s)	'23-'26	\$34,668	\$36,391	\$38,116	\$39,845	\$41,581	\$43,307	\$45,031	\$46,766	\$48,501	\$50,226	\$51,733	\$53,285	\$54,883

LOCAL 153 CLERICAL SALARY GUIDE 01/01/23
to
12/31/26

TITLES 0001 Account Clerk (Parks 2/6/17); 07009 Account Clerk/Cashier; 02781 Keyboard Clerk 3

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
9	1	2	3	4	5	6	7	8	9	10	11	12	13				
Year(s)																	
'23-'26	\$36,303	\$38,125	\$39,953	\$41,773	\$43,590	\$45,410	\$47,233	\$49,055	\$50,875	\$52,701	\$54,282	\$55,910	\$57,588				

LOCAL 153 CLERICAL SALARY GUIDE 01/01/23
to
12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
10	1	2	3	4	5	6	7	8	9	10	11	12	13				
Year(s)																	
'23-'26	\$38,039	\$39,949	\$41,858	\$43,764	\$45,671	\$47,582	\$49,491	\$51,401	\$53,300	\$55,211	\$56,867	\$58,573	\$60,331				

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01/01/23
to
12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
11	1	2	3	4	5	6	7	8	9	10	11	12	13	
Year(s)														
'23-'26	\$38,780	\$41,858	\$43,857	\$45,866	\$47,865	\$49,870	\$51,868	\$53,877	\$55,886	\$57,887	\$59,624	\$61,412	\$63,255	

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
to
12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
12	1	2	3	4	5	6	7	8	9	10	11	12	13	
Year(s)														
'23-'26	\$41,759	\$43,866	\$45,982	\$48,097	\$50,199	\$52,310	\$54,426	\$56,533	\$58,639	\$60,762	\$62,585	\$64,462	\$66,396	

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
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12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
13	1	2	3	4	5	6	7	8	9	10	11	12	13		
Year(s)															
'23-'26	\$43,761	\$45,964	\$48,183	\$50,397	\$52,614	\$54,855	\$57,043	\$59,253	\$61,473	\$63,686	\$65,597	\$67,564	\$69,591		

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
to
12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
14	1	2	3	4	5	6	7	8	9	10	11	12	13		
Year(s)															
'23-'26	\$45,865	\$48,182	\$50,497	\$52,822	\$55,149	\$57,464	\$59,783	\$62,110	\$64,436	\$66,758	\$68,761	\$70,824	\$72,948		

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
to
12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
15	1	2	3	4	5	6	7	8	9	10	11	12	13	13
Year(s)														
'23-'26	\$48,058	\$50,514	\$51,540	\$55,411	\$57,850	\$60,302	\$62,759	\$65,132	\$67,575	\$70,010	\$72,110	\$74,273	\$76,501	

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TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
16	1	2	3	4	5	6	7	8	9	10	11	12	13	13
Year(s)														
'23-'26	\$50,379	\$52,957	\$55,533	\$58,117	\$60,706	\$63,276	\$65,780	\$68,202	\$70,751	\$73,293	\$75,491	\$77,756	\$80,089	

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
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TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
17	1	2	3	4	5	6	7	8	9	10	11	12	13			
Year(s)	'23-'26	\$52,829	\$55,528	\$58,223	\$60,908	\$63,607	\$66,195	\$68,736	\$71,349	\$73,993	\$76,646	\$78,945	\$81,314	\$83,753		

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
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TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
18	1	2	3	4	5	6	7	8	9	10	11	12	13			
Year(s)	'23-'26	\$55,408	\$58,232	\$50,241	\$63,880	\$66,574	\$69,250	\$71,918	\$74,585	\$77,325	\$80,076	\$82,478	\$84,953	\$87,501		

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12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
19	1	2	3	4	5	6	7	8	9	10	11	12	13	
Year(s)														
'23-'26	\$58,085	\$61,061	\$64,026	\$66,842	\$69,637	\$72,442	\$75,238	\$77,986	\$80,813	\$83,638	\$86,148	\$88,732	\$91,394	

LOCAL 153 CLERICAL SALARY GUIDE

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12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
20	1	2	3	4	5	6	7	8	9	10	11	12	13	
Year(s)														
'23-'26	\$61,071	\$64,028	\$66,992	\$69,932	\$72,876	\$75,808	\$78,667	\$81,467	\$84,365	\$87,297	\$89,916	\$92,613	\$95,392	

LOCAL 153 CLERICAL SALARY GUIDE 01/01/23
to
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TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
21	1	2	3	4	5	6	7	8	9	10	11	12	13		
Year(s)															
'23-'26	\$63,900	\$66,990	\$70,076	\$73,161	\$76,263	\$79,217	\$82,140	\$84,903	\$87,899	\$90,899	\$93,626	\$96,435	\$99,328		

LOCAL 153 CLERICAL SALARY GUIDE 01/01/23
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TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
22	1	2	3	4	5	6	7	8	9	10	11	12	13		
Year(s)															
'23-'26	\$66,821	\$70,063	\$73,321	\$76,570	\$79,106	\$82,687	\$85,582	\$88,464	\$91,548	\$94,639	\$97,478	\$100,403	\$103,415		

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
to
12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
23	1	2	3	4	5	6	7	8	9	10	11	12	13	
Year(s)														
'23-'26	\$69,913	\$73,328	\$76,735	\$79,987	\$83,135	\$86,166	\$89,201	\$92,229	\$95,422	\$98,605	\$101,563	\$104,610	\$107,749	

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
to
12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
24	1	2	3	4	5	6	7	8	9	10	11	12	13	
Year(s)														
'23-'26	\$73,153	\$76,728	\$80,138	\$83,430	\$86,614	\$89,794	\$92,979	\$96,159	\$99,451	\$102,731	\$105,813	\$108,988	\$112,257	

LOCAL 153 CLERICAL SALARY GUIDE

01/01/23
to
12/31/26

TITLES *SEE TITLE LIST ATTACHED

LEVEL	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	
25	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Year(s)																			
'23-'26	\$76,667	\$80,138	\$83,605	\$86,950	\$90,302	\$93,637	\$96,997	\$100,341	\$103,725	\$107,104	\$110,318	\$113,627	\$117,036						

Dept	Dept	Dept	Dept	Level	INTERNAL INFO ONLY	
Cnty Clk Reg				5	00976	Cashier
Roads	Cnty Clk				01245	Clerk 1
Cnty Clk	Cnty Clk Reg	Planning	Engineering		01268	Keyboarding Clerk 1
Cnty Clk					03247	Clerk 2
Schools	Surrogate			6	01268	KC 1
Cnty Clk				7	01245	Clerk 1
Cnty Clk Reg					03247	Clerk 2
					01245	Clerk 1
Cnty Clk Reg					56562	Records Support Tech 1
Finance					02976	Receptionist
B & G	Camp Hope	Schools		8	00001	Account Clerk
Health					03247	Clerk 2
Surrogate					03256@	KC 2
				9		NONE
Purchasing				10	01245	Clerk 1
H S	Taxation	Police Aca			01268	KC 1
Schools					03256@	KC 2
H S	Cnty Clk Reg				02781	KC 3
H S					00001	Account Clerk
Surrogate				11	02781	KC 3
Finance					02634	Payroll Clerk
Sen Svc				12	01245	Clerk 1
Cnty Clk					03247	Clerk 2
Snr Svc	Surrogate	HS			01268	KC 1
Surrogate					56562	Records Support Tech 1
Planning					00112	Administrative Secretary
Cnty Clk Reg				13	03859	Clerk 4
Cnty Clk Reg					01271	KC 1 Bilingual S/E
B & G					03127	Secretary Assistant
Cnty Clk Reg					07009	Account Clerk/Cashier
Finance				14	03496	Senior Payroll Clerk
Cnty Adj	Health	HS			03256@	KC 2
Parks				15	01268	KC 1
Surrogate					02865	Probate Clerk
Finance	Surrogate				03165@	Senior Account Clerk
Cnty Clk Reg				16	02771	Principal Cashier
H S				17	02755	Principal Account Clk
Cnty Counsel					02819	Principal Legal Steno

