NOV 27 1979

AGREEMENT BETWEEN

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RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

and

AFSCME LOCAL 1761

AMERICAN FEDERATION STATE COUNTY MUNICIPAL EMPLOYEES AFL-CIO

JULY 1, 1979 - JUNE 30, 1981

X-6/81

AGREEMENT

This Agreement, made and entered into the 20th day of September 1979 by and between RUTGERS, THE STATE UNIVERSITY (hereinafter called "Rutgers") and the AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO; Council 52; and its affiliate LOCAL UNION No. 1761 (hereinafter called the "Union").

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ARTICLE 1 - PURPOSE

Rutgers and the Union have entered into this Agreement for the purpose of establishing conditions under which employees as hereinafter defined shall be employed to work for Rutgers and procedures for the presentation and resolution of grievances, and to regulate the mutual relations among themselves with the view of promoting and insuring harmonious relations, communications, cooperation and understanding between Rutgers and its employees.

ARTICLE 2 - RECOGNITION

1. Rutgers recognizes the Union as the sole and exclusive negotiations representative for wages, hours, terms and conditions of employment of its employees as hereby defined.

2. The terms "employee" and "employees" as used herein shall include all regular employees, both full-time and part-time employees* (those scheduled to work for twenty (20) hours or more per week), employed in the classifications listed under Appendix "A" attached hereto and included herein by reference and made a part of this Agreement, and for regular employees in such other classifications as the parties hereto may later agree to include; but excluding all probationary employees, confidential employees as agreed previously by Rutgers and the Union, students, casual employees and temporary employees, faculty, professional employees, supervisors, employees in the jurisdiction of other unions now recognized by Rutgers, and all other employees of Rutgers.

*Inclusion in the unit does not change the current benefits for part-time employees.

3. Definitions -

A. Temporary Employee - A temporary employee is defined as an employee who is hired to work as an interim replacement or for any short term work scheduled for less than ten (10) months.

B. Casual Employee - A casual employee is defined as an employee who is employed on an intermittent basis.

C. Regular Employee - A regular employee is defined as:

(1) Appointed Employee - an employee hired on a 10 or 12 month continuous salaried basis with a specific or indefinite expiration date.

(11) Appointed Hourly Employee (type 3) - an employee hired on a 10 or 12 month continuous hourly basis for a specific or indefinite period of time and eligible for fringe benefits effective October 1, 1973.

ARTICLE 3 - UNION SECURITY

Rutgers agrees to deduct from the paycheck the biweekly Union dues of each employee, as defined herein, who furnishes a voluntary written authorization for such deduction, on a form acceptable to Rutgers. Each employee may cancel such written authorization giving written notice of such cancellation to Rutgers and the Union between December 15 and December 31 of any year effective January 1 of the ensuing year. The amount of Union dues to be deducted by Rutgers from the employee's paycheck shall be in such amount as may be certified to Rutgers by the Union at least thirty (30) days prior to the date on which deduction of Union dues is to be made. Deduction of Union dues made pursuant hereto shall be remitted by Rutgers to the Union every four weeks together with a list of the names of employees from whose pay such deductions were made.

If during the term of this Agreement legislation is enacted authorizing the "agency shop" concept for public employees, Rutgers will, upon 30 days' notice, meet with the Union for the purpose of negotiations on such subject.

ARTICLE 4 - UNION REPRESENTATIVES

1. Authorized representatives of the Union, who are not employees of Rutgers, shall be admitted to the premises of Rutgers. At the time of entering the premises of Rutgers, the Union representatives shall make their presence and destination known to the Office of Employee Relations or the Division Head, or his/her representative responsible for the area to be visited.

2. Stewards (not to exceed 41 in number throughout the University) shall be designated in specific, geographic areas. Names of employees selected to act as Stewards and their areas of responsibility and the names of other Union representatives who represent employees shall be certified in writing to Rutgers by the local union.

3. Stewards shall be granted a reasonable amount of time during their regular working hours, without loss of pay, to interview an employee who has a grievance and to discuss the grievance with the employee's immediate supervisor. The Union President or his/her designee shall be granted a reasonable amount of time during his/her regular working hours, without loss of pay, to present, discuss and adjust grievances with Rutgers, provided such person is an employee of Rutgers. When a designee is assigned to act in a particular grievance, the Union will give Rutgers prior notice. Neither a steward, nor a union officer nor a designee shall leave his/her work without first obtaining permission of his/her immediate supervisor, which permission shall not be unreasonably withheld.

4. The Union may have ten (10) members, who are in the bargaining unit covered by this Agreement, on the contract negotiating committee and six (6) members on the economic reopener. Rutgers agrees that these members shall not lose pay for time spent during their regular working hours while serving in such capacity.

5. Rutgers agrees to permit authorized representatives of the Union employed by Rutgers to take time off without loss of pay for the purpose of attending Union conventions, conferences and educational classes, provided that the total amount of such time off without loss of pay during the period of this Agreement shall not exceed eighty (80) days. Permission for such time off must be obtained from Rutgers. Such permission shall not be unreasonably withheld. Names of persons attending such activities and time to be charged shall be certified in writing to the Office of Employee Relations.

ARTICLE 5 - NONDISCRIMINATION

There shall be no discrimination by Rutgers or the Union against any employee or applicant for employment because of race, creed, color, sex, religion, age, marital status, nationality or membership or non-membership in the Union or hetero/homo sexual preference.

ARTICLE 6 - RULES AND REGULATIONS

Rutgers may establish and issue reasonable rules and regulations concerning the work to be performed by, and the conduct of, its employees, and it shall apply and enforce such rules and regulations fairly and equitably. These rules and regulations shall not be inconsistent with the terms of this Agreement, and Rutgers will make every reasonable effort to have prior discussion on those rules and regulations that may be of general interest or concern as provided for in Article 7. Neither party waives any rights it may have by virtue of New Jersey statutes.

ARTICLE 7 - LABOR MANAGEMENT CONFERENCES

A Labor Management Conference is a meeting between the Union, the Office of Employee Relations and such other representative of Rutgers as appropriate, to consider matters of general interest and concern other than grievances. Such a meeting may be called by either party, shall take place at a mutually convenient time and place and may be attended by no more than five (5) Union Representatives employed by Rutgers who shall not lose pay for time spent during their regular working hours at such a meeting. International Representatives and/or Council Representatives may attend such meetings. Agreements reached at Labor Management Conferences will be reduced to writing.

ARTICLE 8 - GRIEVANCE PROCEDURE

1. A grievance is defined as any claimed violation of any provision of this Agreement or of any Rutgers policy relating to wages, hours or other terms or conditions of employment of the employees.

2. Any grievance of an employee, or of the Union, shall be handled in the following manner:

Step 1

The grievance shall initially be presented within ten (10) working days after the occurrence of the event or knowledge of the event out of which the grievance arises. The grievance shall be presented in writing citing the alleged violation. The grievance normally shall be presented to the employee's immediate supervisor. If the employee so requests, the steward may be present at any meeting that takes place at this level in attempting to adjust the grievance. Such meeting shall be held within two (2) working days after the grievance is submitted in writing. The first level of supervision shall give his/her answer in writing within four (4) working days after the grievance is submitted in writing.

In cases where the event giving rise to the grievance is not initiated by the employee's immediate supervisor, the grievance initially shall be presented to the first level of supervision having authority to effect a remedy.

Step 2

If the grievance is not resolved at Step 1, the employee or the Union may within five (5) working days of the written answer forward the grievance to the second level of authority with a copy to the first level of authority and to the Office of Employee Relations. This second level of authority shall within ten (10) working days of receipt of the written grievance hold a meeting. The employee shall be entitled to be accompanied by the steward and/or by either a union officer or the president's designee. This second level of authority shall send to the employee, to the representative(s) present at the hearing, to the first level of authority and to the Office of Employee Relations his/her written answer within five (5) working days after the date of such meeting.

Step 3

If the Union is not satisfied with the Step 2 answer, the Union may within three (3) working days of receipt of that answer submit to the Office of Employee Relations in New Brunswick and where appropriate to the Personnel Officer in Newark or Camden the written statement of the grievance along with a written request for a Third Step Hearing. Such hearing shall take place at a mutually agreeable time and place not later than five (5) working days after receipt of the written request for such hearing. The employee shall be entitled to be present. The steward, and/or either the Union President or his designee shall be present, and the Council representative may be present.

The Third Step Hearing Officer shall give his/her written decision to the employee and to the Union within five (5) working days after such hearing. These five (5) days may be extended by mutual agreement.

A general grievance, one that may affect all or a group of employees, may be presented by the Union at Step 3.

Step 4

If the Union is not satisfied with the decision of the Third Step Hearing Officer, the Union may within ten (10) working days after the receipt of the written decision of the Third Step Hearing Officer submit the grievance to binding arbitration. If Rutgers and the Union agree that the grievance shall be heard by a tripartite panel, one member of that panel shall be designated by Rutgers, one by the Union and the third will be selected jointly by Rutgers and the Union.

Rutgers and the Union agree that the arbitrator to be chosen jointly shall be selected from a panel or panels to be provided by the American Arbitration Association or the Public Employment Relations Commission, the arbitrator to be selected in accordance with the rules and procedures of the agency.

The costs and expenses incurred by each party shall be paid by the party incurring the costs except that the fees of the neutral arbitrator and the administering agency shall be borne equally by Rutgers and the Union.

3. No arbitrator functioning under the provisions of this grievance procedure terminating at Step 4 in binding arbitration shall have the power to amend, modify or delete any provision of this Agreement.

4. In the case of discharge, the grievance may begin with Step 2 above.

5. In the case of grievances relating to selection of a candidate under the Promotion and Transfer Procedure, Steps 1, 2, and 4 above shall be utilized.

6. Saturdays, Sundays and holidays shall not be considered working days in computing the time limits provided for above. Any written decision or written answer to a grievance made at any step which is not appealed to the succeeding step within the time limits provided, or such additional period of time as may be mutually agreed upon in writing, shall be considered a final settlement and such settlement shall be binding upon Rutgers, the Union and the employee or employees involved.

7. An employee shall not lose pay for the time spent during his/her regular working hours at the foregoing steps of the grievance procedure. In the event that it is necessary to require the attendance of other employees, during regular working hours, at the Step 4 meeting of the grievance procedure, such employees shall not lose pay for such time.

8. In the event of the discharge for cause of any employee, Rutgers shall promptly give written notice of the discharge to the employee's steward and attempt to give telephone notice to the President of the Union or the Vice President of the Union responsible for the campus on which the discharged employee had been employed.

9. Rutgers and the Union agree to process a grievance over a discharge in an expeditious manner.

10. Rutgers shall provide a copy of any formal reprimand to an employee and at his/her request to the steward. The employee shall sign such reprimand the signature serving only to acknowledge that he/she has read the reprimand. Any employee may file a grievance with respect to any formal reprimand with which he/she does not agree. When an employee's record is free from any disciplinary action for a period of one year, any letters of reprimand contained in the employee's file shall be deemed to be removed. Disciplinary actions other than letters of reprimand shall remain part of the employee's record.

11. After charges have been served, an employee shall have the option of requesting the presence of a union representative before being subject to interrogation.

12. No employee shall be discharged, suspended or disciplined in any way except for just cause and the sole right and remedy under this Agreement of any such employee shall be to file a grievance through and in accordance with the grievance procedure.

13. If Rutgers should exceed the time limits in replying to any grievance at any step in the grievance procedure, the grievance may be advanced to the next step.

14. In addition, an employee may appeal the interpretation, or application of agreements and administrative decisions which affect terms and conditions of employment, as that concept has been defined by law, by presenting such appeal for determination to the Office of Employee Relations.

ARTICLE 9 - SENIORITY AND LAYOFF

1. All employees shall be considered as probationary employees for the first ninety (90) calendar days of their employment. The probationary period may not be extended without concurrence of the Union. Probationary employees may be disciplined or terminated at any time for any reason whatsoever at the sole discretion of Rutgers and they shall not be entitled to utilize the provisions of Article 8 - Grievance Procedure. Upon completion of such probationary period, their seniority will be dated as of the date of commencement of their employment. In the event that two (2) employees have the same seniority date, their respective seniority shall be determined by alphabetical order of their last names.

2. Seniority for full time type 1 and type 3 employees for the purpose of this article shall be based upon an employee's continuous length of service in the bargaining unit, except that employees employed on grant funds shall be credited with their seniority after eighteen months of continuous service in the bargaining unit.

Part-time employees (those scheduled to work for 20 hours or more per week) shall be credited with their seniority after eighteen months of continuous service in the bargaining unit. Part-time employees' seniority shall be maintained on separate seniority lists for Camden, Newark and New Brunswick.

3. The Office of Employee Relations shall maintain seniority lists of employees by seniority units, copies of which shall be furnished to the Union.

Seniority units are as defined as follows:

a. Camden
b. Newark
c. New Brunswick

4. An employee's seniority shall cease and his employee status shall terminate for any of the following reasons:

a. Resignation or retirement

b. Discharge for cause

c. Continuous layoff for a period exceeding six (6) months for employees with less than two (2) years continuous service; continuous layoff for a period exceeding one year and one day for employees with two (2) years or more continuous service.

d. Failure of laid-off employee to report for work either (i) on date specified in written notice of recall mailed seven (7) or more calendar days prior to such date, or (ii) within three (3) working days after date specified in written notice of recall mailed less than seven (7) calendar days prior to such date, unless return to work as herein provided is excused by Rutgers. Written notice of recall to work shall be sent by Rutgers by certified mail, return receipt requested, to the employee's last known address as shown on Rutgers' personnel records.

e. Failure to report for work for a period of three (3) consecutive scheduled working days without notification to Rutgers of a justifiable excuse for such absence.

f. Failure to report back to work immediately upon expiration of vacation, leave of absence or any renewal thereof unless return to work is excused by Rutgers, and such excuse shall not unreasonably be withheld by Rutgers.

5. When Rutgers decides to reduce the number of employees in any particular job title in a particular department(s) the employee(s) so affected may displace the least senior employee, who is also less senior than the affected employee, in their particular job title in the seniority unit, provided they have the requisite qualifications and abilities to perform the work available.

6. If the employee(s) so affected does not have the requisite qualifications and abilities to perform the work available in order to displace the least senior employee in his/her job title, he/she may displace the least senior employee, who is also less senior than the affected employee in the next lower-rated classification in his/her expanded job family (Appendix B) in the seniority unit for which he/she has the requisite qualifications and abilities to perform the work available.

7. Any employee(s) so displaced may in turn displace the least senior employee, who is also less senior than the affected employee, in the next lower-rated classification in his/her expanded job family in the seniority unit for which he/she has the requisite qualifications and ability to perform the work available.

8. Employees hired on a 10-month basis shall not be entitled to utilize the provisions above during the off-season of July and August.

9. Employees laid off during a layoff which persists for 30 calendar days or less shall not be entitled to displace any other employee during this layoff period. Such temporary layoff is not subject to the notification provisions of Article 29. This paragraph 9 which is intended for extraordinary circumstances shall not be utilized to circumvent the other seniority and layoff provisions of this Article.

10. Any employee exercising his/her right to displace another employee with less seniority in any lower-rated job title shall be paid at the rate of such job in accordance with regulations governing an employee being assigned to a lower rated title, but not more than the maximum of such job.

11. Employees laid off from Rutgers shall be recalled to work in their seniority unit from layoff in order of their seniority to a position in the same job title as the one vacated at time of layoff provided that they have the requisite qualifications and ability to perform the work available. Such employees may apply to the Division of Personnel for casual work without jeopardizing their rights of recall.

12. For purposes of layoff and recall, the President, three Vice Presidents, the Secretary/Treasurer, Recording Secretary, Corresponding Secretary and all recognized stewards, or an alternate steward temporarily filling the role of the steward during the absence of the steward, shall be granted top seniority in their seniority units during their terms of office, provided that they have the requisite qualifications and ability to perform the work available at the time of layoff or recall. The Union will provide the University with a list of names and geographic areas of responsibility of these persons holding the positions described as being granted top seniority and will keep the list current.

13. An employee who is promoted or permanently transferred to a job or position not covered by this Agreement shall retain and accumulate seniority in the seniority unit from which he/she was promoted or transferred only for a period of one (1) year from the time of his/her promotion or transfer, during which period of time the employee may be returned to work in a position comparable to the one which he/she held at the time of his/her promotion or transfer.

14. In determining requisite qualifications and abilities to perform the work available, Rutgers will give the same consideration to employees exercising their seniority rights as they would to new employees in qualifying for the specific position.

ARTICLE 10 - VACATION ELIGIBILITY AND ALLOWANCE

Regularly appointed full-time employees are first eligible for vacation upon completion of the fiscal year during which they are employed, and they will accrue vacation at the rate of one day for each full month employed during the period. The allowance earned in one fiscal year must be used before the end of the following fiscal year or it is forfeited. However, if it is mutually agreed between the employee and his/her supervisor, then a maximum of one year's vacation allowance may be carried forward into the next succeeding year. However, an employee may not expect to combine the entire vacation allowance from two fiscal years unless the supervisor and employee mutually agree to such an extended vacation.

Where a University holiday falls within an approved vacation period, it is not counted as a vacation day except if the vacation allowance is being paid upon resignation or death. If an employee becomes ill during five or more of his/her vacation days, he/she may request that that portion of his/her vacation during which he/she was ill be converted from vacation time to sick leave provided that:

1. He/she was hospitalized during his/her vacation period; or

2. He/she was under a doctor's care for illness other than a chronic condition during the course of his/her vacation.

In order to be eligible for such conversion of vacation to paid sick leave, the employee must submit acceptable evidence of hospitalization or of a doctor's attendance. When a death occurs in the immediate family while an employee is on vacation, bereavement time may be charged.

Any vacation allowance accrued at the time of retirement must be taken prior to the effective date of retirement. The retiring employee is entitled to any unused vacation earned in the previous fiscal year plus the amount of vacation accrued on a pro-rata basis for service in the fiscal year in which retirement occurs. The total amount may exceed the normal annual allowance. If a holiday falls within the vacation period, it is not counted as a vacation day.

Upon separation, an employee shall be entitled to payment for his/her accrued vacation allowance. Such allowance shall include any unused vacation earned in the previous fiscal year plus the amount of vacation earned in the fiscal year when separation occurs.

Payment will be made for unused vacation allowance of a deceased employee who had been a regularly appointed staff member. Such payment shall be for any unused vacation earned in the previous fiscal year, and vacation accrued on a pro-rata monthly basis for service in the fiscal year in which death occurs.

Vacation allowances are based on fiscal year of service as follows:

1. Less than one year of service: - one full working day for each full month of service.

2. One through twelve years: - fifteen working days.

3. Thirteen through twenty years: - 20 working days.

4. Over twenty years - 25 working days.

Vacations shall be taken at the convenience of the department with consideration given to employees' preferences.

In the event of any conflict, the employee with the greater seniority shall be given preference.

Vacation schedules, once decided, cannot be changed without mutual agreement by all employees affected, subject to approval by supervision.

The rate of vacation pay shall be the employee's regular straight time rate of pay.

ARTICLE 11 - HOLIDAYS

1. The regular paid holidays observed by Rutgers are: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. When any of the above holidays falls on a Sunday, the following Monday is observed in lieu of the holiday.

In addition, Rutgers shall observe as holidays either one full holiday or two half holidays during the Christmas Season, three (3) other holidays to be annually determined by Rutgers, and one holiday to be selected by the individual employee. Employees shall be eligible for the individually selected holiday after six months of employment and the rules for its use will be governed by those applicable to administrative leave as provided in Article 19 of this agreement.

2. An employee who is regularly scheduled to work and who does work on a Saturday on which a holiday provided for in this agreement occurs, shall receive time and one-half his regular rate of pay for all hours worked on such Saturday-holiday in lieu of all other compensation for the hours so worked.

ARTICLE 12 - REST PERIODS

Where the nature of the work lends itself to pauses during the workday, full-time employees working in such an environment are eligible for an aggregate of 15 minutes rest period during each one-half shift.

In those situations where the nature of the work is continuous and uninterrupted, (for example, when an employee(s) is required to remain at a definite station or machine), full-time employees working in such an environment are eligible for a formally scheduled rest period of 15 minutes during each one-half shift.

If it is necessary to leave the work station, it is understood that there be sufficient coverage of said work station. Type of rest period and scheduling of such shall be at the discretion of the employee's supervisor. Rest period time is not cumulative.

ARTICLE 13 - SICK LEAVE

Sick leave is defined as a necessary period of absence because of illness. The meaning of sick leave may be extended to include limited periods of time (up to 5 days) for emergency attendance on a member of the immediate family (mother, father, spouse, child, foster child, sister, brother, grandmother, grandfather) who is seriously ill, or for exposure to contagious disease.

Sick leave days are earned at the rate of fifteen (15) per fiscal year (1¼ days per month). During the first fiscal year of employment, sick leave days will be earned at the rate of one for each full month of service except that fifteen (15) days shall be earned for the first fiscal year for employees appointed on July 1st.

Employees are expected to notify their supervisor preferably by telephone as early as possible at the beginning of the workday on which a sick leave day is used and to keep the supervisor adequately informed should the absence extend beyond one day.

Unused sick leave is cumulative.

Employees who use more sick leave than accumulated will have their pay adjusted accordingly.

Employees may request that the supervisor make available for the employee's review a current record of the employee's sick leave.

ARTICLE 14 - BEREAVEMENT LEAVE

An employee who is absent from work due to death in the immediate family (mother, father, spouse, child, foster child, sister, brother, grandmother, grandfather, or any relative of the employee residing in the employee's household) may charge up to three days for such absence to bereavement leave. However, in the event that the funeral of a member of the immediate family is held at some distant location, and the employee will attend, an exception to the above may be requested by the employee to provide for up to five days of absence to be charged to bereavement leave.

Employees are eligible to receive one day of bereavement leave for attendance at the funeral of the employee's mother-in-law, father-in-law, son-in-law, daughter-in-law, or grandchild.

ARTICLE 15 - MATERNITY

An employee desiring to work during pregnancy must furnish Rutgers with a physician's certification indicating the expected date of birth and the physician's opinion as to how long the employee may continue to work. Unless the University requires an additional medical opinion, the employee will be permitted to work until the time specified by her own physician.

An employee who wishes to return to work following the birth of her child will be granted a maternity leave of absence without salary and will be reinstated in her original position or a position of similar status and pay without loss of service credits. (An employee may use accumulated sick leave to the extent she has it available.) An employee may elect to continue Rutgers benefit programs by personal contributions while on maternity leave.

Under most circumstances, the employee will be returned to her original position. If necessary, the department may fill the position on an interim basis with the clear understanding that this is a temporary arrangement which will be terminated at the time the employee returns from leave of absence.

In order to obtain a maternity leave, the employee must: (1) request the leave from her supervisor at least one month prior to the commencement of the leave; (2) request the leave for a reasonable period of time, not to exceed three months beyond the anticipated date of the birth of her child; (3) notify Rutgers at least one month prior to the end of the leave that she will be ready to return to work on the specified date.

A maternity leave may be extended for any reasonable period of time beyond the originally requested time period provided the employee requests the extension not less than one month prior to the expiration of the original leave and submits a physician's statement certifying that an extension is necessary for medical reasons. Unless the University requires an additional medical opinion, the request will be granted. However, only under the most extraordinary circumstances will an extension of more than three months be considered reasonable.

This policy shall apply to all female employees regardless of marital status.

ARTICLE 16 - MILITARY LEAVE

1. Training

Any full-time regularly appointed employee who is a member of a reserve component of the armed forces of the United States of America shall be entitled to a leave of absence with pay for the usual prescribed training period not to exceed fifteen (15) working days per year. Such leave shall not be charged against vacation time.

The employee must give the supervisor a two (2) week advance notice of such leave and must present to the supervisor a copy of the official governmental orders authorizing the military training.

2. Induction or Enlistment

Any full-time regularly appointed employee, excluding grant and temporary employees, who initially enters active service in any branch of the armed forces of the United States of America for more than six (6) months either voluntarily or pursuant to law shall be granted a leave of absence without pay for the period of such service plus ninety (90) days immediately following separation.

Such an employee, unless dishonorably discharged, shall be entitled to re-employment by Rutgers provided application for re-employment is made prior to expiration of the leave.

In case a service-connected disability prevents the employee from returning to work within the normally prescribed time, the employee may request that the leave be extended and upon submitting to Rutgers substantiating medical evidence, a six (6) month leave extension may be granted, the total of such extensions not to exceed twelve (12) months from the date of separation.

Upon re-employment, the returning veteran employee's salary shall be adjusted to reflect any normal increments or general adjustments the employee would have received had the employee continued working for Rutgers.

Sick leave days will not accrue during the military service leave but the time will count as University service in applying vacation scales and with regard to seniority.

ARTICLE 17 - LEAVE OF ABSENCE WITHOUT PAY

1. An employee may submit a written request for leave of absence without pay for consideration by Rutgers. Such request shall be granted by Rutgers only in exceptional situations.

2. An employee who is unable to perform the duties of his/her job title because of illness or injury shall be given a leave of absence without pay. Such leave of absence shall be limited to a period of three (3) months, but shall be renewable for a justifiable reason for additional three month periods, not to exceed a total leave of absence of one year.

3. Employees on leave of absence shall retain and accumulate seniority during such leaves of absence. Upon expiration of an employee's leave of absence, the employee shall be returned to his/her former position, if it is open, or to a position comparable to the one previously held.

4. Employees on leave without salary for one month or longer do not accrue vacation or sick leave benefits. Employees on leave of absence due to injuries occuring in the course of and arising out of employment for Rutgers, will earn sick leave and vacation until workmen's compensation payments cease.

ARTICLE 18 - JURY DUTY

Rutgers shall grant time off with full normal pay to any regularly appointed employee who is required to serve for jury duty during such periods as the employee is actually upon such duty. If jury duty does not require the full work day, it is expected that the employee return to his/her duties.

ARTICLE 19 - ADMINISTRATIVE LEAVE

Full-time employees shall be granted three (3) days administrative leave at the beginning of each fiscal year. Employees hired after the beginning of the fiscal year shall be granted a half (1/2) day administrative leave after each full calendar month of service in the first fiscal year of employment to a maximum of three days.

Employees appointed on a 10-month basis shall be granted administrative leave on the same basis except the maximum shall be 2-1/2 days per year. Administrative leave for part-time employees shall be prorated in accordance with the length of their work week.

Administrative Leave shall be granted by Rutgers upon request of the employee and shall be scheduled in advance provided the request can be granted without interference with the proper discharge of the work in the work unit involved.

Administrative Leave may be used for religious observances or days of celebration, personal affairs, business and emergencies. Where there are more requests at one time than can be granted without interfering with the proper conduct of the work unit, priorities in granting such requests shall be: (1) emergencies; (2) observances of religious days or days of celebration, but not holidays; (3) personal business; (4) other personal affairs. If there is still conflict, the matter will be resolved on the basis of seniority within the work unit.

Administrative Leave may be scheduled in half-day units; 1/2 day, 1 day, 1-1/2 days.

Such leave shall not be cumulative. Unused balances in any year shall be cancelled.

ARTICLE 20 - SALARIES

1. Salary ranges for each classification are included in Appendix A.

2. In the case of employees paid from other than State funds, the University will endeavor to persuade funding agencies to conform in accord with the University salary structure.

3. In the event funding agencies do not conform in accord with the University salary structure, the failure to do so will be the subject of a Labor-Management conference under Article 7.

4. Salary and Fringe Benefit Program

Subject to the appropriation of and allocation to the University by the State of adequate funding for the specific purposes identified for the full period covered by this Agreement:

Fiscal Year 1979-80:

1) Effective July 1, 1979 there shall be a five-and-one-half percent (5½%) increase across the board for all employees.

2) Each eligible employee shall receive a normal merit increment on the appropriate anniversary date.

3) During the life of the Agreement, full time employees and eligible dependents shall be eligible for participation in the eye care program established by the State. This program shall provide for up to a $20 payment for prescription eyeglasses with regular lenses and up to a $25 payment for such glasses with bifocal lenses. Each eligible employee and dependent may receive only one payment during the two-year period of this Agreement.

4) During the life of the Agreement, full-time employees of the bargaining unit and eligible dependents shall be eligible to participate in the dental care program as established by the State.

5) The minimum hiring rate of $6000 for 35-hour workweek titles and $6800 for 40-hour workweek titles will continue.

6) Reevaluation of the following titles by equalization: clerk typist; clerk steno; clerk transcriber; sr. clerk typist; sr. clerk steno; sr. clerk transcriber; ppl. clerk bookkeeper; ppl clerk typist; ppl. clerk transcriber; telephone operator; sr. lab assistant; postal clerk; sr. clerk bookkeeper; instrument maker/repairer; ppl. PBP clerk; addresso/mimeo machine operator; lab assistant; clerk; senior telephone operator.

Fiscal Year 1980-81

1) Effective July 1, 1980 there shall be a six-and-one-half percent (6½%) increase across the board for all employees.

2) Each eligible employee shall receive a normal merit increment on the appropriate anniversary date.

ARTICLE 21 - BIWEEKLY PAY

Employees are to be paid on a bi-weekly basis.

ARTICLE 22 - ANNIVERSARY DATES

A new employee is assigned an initial salary anniversary date based on the effective date of appointment. When the date of appointment is the first day of a calendar quarter, that date, in the next fiscal year, becomes the initial anniversary date. When the date of appointment occurs after the first day of a calendar quarter, the first day of the following calendar quarter, in the next fiscal year, becomes the initial anniversary date. An employee's anniversary date may, however, change as a result of other actions such as promotion or salary adjustments.

ARTICLE 23 - PROMOTION COMPENSATION

1. Upon promotion, an employee's salary is increased one increment in his/her present range; then, if no step in the new range is equal to this increased rate, his/her salary will be adjusted to the next higher rate.

2. In the case of employees paid from other than State funds, the University will endeavor to persuade funding agencies to conform in accord with the University salary structure.

3. In the event funding agencies do not conform in accord with the University salary structure, the failure to do so will be the subject of a Labor-Management conference under Article 7.

ARTICLE 24 - ACTING CAPACITY

When Rutgers appoints by written notice an employee to temporarily work in a higher title in an acting capacity as an interim replacement for a period of 30 calendar days or more, the employee will be paid, retroactively to the first day of his/her temporary assignment a rate of pay which would be equal to the rate the employee would receive if he or she were promoted to the higher title.

ARTICLE 25 - OVERTIME

1. Overtime hours requested and authorized by the employee's supervisor beyond 40 hours in the standard workweek shall be paid at the rate of one and one half the employee's regular hourly rate. Hours worked beyond 35 but less than or equal to 40 hours in the standard workweek by employees whose regular workweek is 35 hours shall be compensated by either paying time and one half the employee's regular hourly rate or by providing compensatory time off at a time and one half rate at the supervisor's discretion.

2. The standard workweek to be used in computing overtime hours and pay requirements will extend from 12:01 a.m. Saturday through Midnight Friday.

3. Overtime Distribution - Rutgers will make every reasonable effort to provide for an equitable distribution of overtime work among employees in each job classification within each work unit, after taking into consideration the nature of the work to be performed during the overtime hours and the qualifications and abilities of the employees in the work unit. Employees shall be expected to work a reasonable amount of overtime upon request. Any refusal of overtime work shall be recorded as an opportunity to work overtime by the employee. The Union shall have access to the overtime record on a reasonable basis. If, because of refusals to work overtime, there are an insufficient number of employees available to perform the overtime work, Rutgers may assign the overtime work to the necessary number of the least senior employees in the work unit who have the qualifications and abilities to perform the work.

4. Paid time off for vacation, sick leave, holidays, administrative leave, and jury duty is counted as hours worked in determining the number of hours an employee has worked in a given week.

5. An eligible employee who is authorized to work on an observed holiday will earn compensation at time and one half the normal rate due for the holiday. This premium compensation for the holiday will be earned regardless of the total number of hours worked during the workweek.

ARTICLE 26 - CALL BACK PAY

Any employee who is called back to work after he/she has completed his/her regular shift and has left his/her place of work shall be guaranteed a minimum of four (4) hours work or compensation in lieu thereof. Such employee shall be required to work all hours, in addition to the four (4) hour minimum guarantee, which are required by his/her supervisor.

ARTICLE 27 - AUTO ALLOWANCE

No employee will be required to use his/her car for Rutgers business unless Rutgers designates his/her job as one requiring use of the employee's car, or designates such requirement as a result of change in job content.

Neither may an employee use his/her personal car on Rutgers business unless advance approval is given by the employee's supervisor.

The employee must carry Automobile Liability Insurance with liability limits of at least 25/50/10. The cost of any physical damage to the vehicle is the sole responsibility of the owner. Any accident must be reported to the Rutgers Insurance Department.

Use of a personal car on authorized Rutgers business is reimbursable at the rate of 16 cents per mile, which amount will cover all related expenses.

ARTICLE 28 - CHANGE IN WORKSHIFTS

Prior to effecting a change other than minor in the regular starting time of work shifts, Rutgers will give reasonable notice to affected employees and will discuss such change and the need for same with the representatives of the Union, unless circumstances, such as in emergency situations, make such notice and prior discussion impracticable.

ARTICLE 29 - SHIFT PREFERENCE

When a vacancy occurs or a new job is created within a given job classification in a work unit having more than one shift, any employee in the same classification may elect, in accordance with seniority, to change his/her shift to that shift in which the opening occurs, provided in the judgment of supervision that the efficiency of the particular operation will not be impaired by such a change and provided that no employee shall voluntarily exercise his/her seniority rights for such purpose for more than once in any year. No employee shall be considered for a change in shift unless he/she shall in writing have requested a change in shift no earlier than six months and no later than 2 weeks before any such opening occurs.

ARTICLE 30 - LAYOFF, RESIGNATION NOTICE

Rutgers agrees that prior to any lay-off it will, except in case of emergencies, give at least fourteen (14) calendar days notice to the employees affected (except probationary employees), and in consideration therefor, the Union agrees that the employees covered by this agreement will, except in case of emergencies, give at least fourteen (14) calendar days notice prior to resigning from employment.

ARTICLE 31 - TECHNOLOGICAL CHANGE

The University shall have the sole right to make technological and other such major changes in its operation as it may deem advisable for its efficient operation. However, prior to the introduction of any such changes, the University shall notify the Union of such contemplated changes and of any opportunities for training. In the event the introduction of any new process or equipment results in lay-off of persons, these matters shall also be discussed with the designated Union representative prior to their introduction. Any such layoffs shall be made pursuant to the layoff procedure in Article 9.

ARTICLE 32 - JOB POSTING PROCEDURE

The procedure to be used by the employer to indicate a promotional opportunity or a transfer shall be called a "posting procedure." The posting procedure for clerical, office, laboratory and technical employees shall be divided into two categories: Promotional opportunities-vacant positions, and recruitment notifications. The posting procedure shall be used in a manner consistent with the goals of the Affirmative Action Program and the provisions of the collective negotiations Agreement between Rutgers and AFSCME Local 1761.

PROMOTIONAL OPPORTUNITY-VACANT POSITION

Promotional opportunities-Vacant positions are defined as those positions within the COLT bargaining unit which are above the elementary level category (see Appendix C) for each job family. When vacancies occur and are to be filled for any of these job classifications, each such promotional opportunity shall be posted on an individual job-by-job basis in the geographic area concerned (New Brunswick, Newark or Camden) and in one location on each of the other geographic campuses for a period of 5 work days. The posting shall be on a form entitled "Promotional Opportunity-Vacant Position" and will include the following information:

1. Title of Position
2. Salary Range
3. Geographic Location
4. Department
5. "Scope and function" and "requirements" paragraphs of the generic job description.
6. Date Posted
7. Workweek designation if other than 35 hours
8. Expiration Date of Posting
9. Special Conditions
10. Specific requirements such as specialized skills, specialized machine capabilities or language skills.
11. Positions awarded by listing job number, name of successful bidder, old job title, new job title and seniority date; or by listing job number and the term "new hire" whichever is applicable.
12. The heading will include "AFSCME Local 1761, AFL-CIO".

This information is to be prepared by the Personnel Office in either New Brunswick, Newark, or Camden for weekly publication. Positions which are posted are not to be reposted in subsequent weeks if they have not been filled. Copies of all job postings will be provided to the Union President. Copies of all job postings will be provided to all stewards and Vice Presidents in the geographic areas concerned. Rutgers will provide to a Union designee in each seniority unit a list of applicants who were successful in the posting procedure.

RECRUITMENT NOTIFICATION

At the discretion of the administration, any position vacancy in a classification other than those listed in the COLT bargaining unit, or elementary level positions, or confidential positions may be made known if such information seems appropriate for distribution. It shall be the responsibility of the appropriate Personnel Office in New Brunswick, Newark, or Camden to prepare and distribute such recruitment notices.

GENERAL

POSITIONS TO BE POSTED

All permanent 12 or 10 month vacant positions of 20 hours or more per week including type 3 positions that are to be filled and are included within the COLT bargaining unit shall be posted.

EMPLOYEES ELIGIBLE TO USE THE POSTING PROCEDURE

Those Rutgers University employees who are considered eligible to use this posting procedure shall be defined as those employees eligible for inclusion in the COLT bargaining unit, including type 3 employees and employees working 20 hours a week or more, and having been employed by Rutgers University on a continuous basis for a period of at least six months. Casual and temporary employees are not eligible to bid. Reclassification shall not be a bar to bidding. Employees holding confidential positions may also use this posting procedure.

HOW TO APPLY

Employees covered by this procedure who feel qualified for any posted position may apply for it. A completed bid form for each position applied for must be in the Office of the Division of Personnel at the time specified on the posting. If an interview is to take place, the employee shall request permission of his/her immediate supervisor to be absent for the time required.

Contents of the job requisition for a position will be shared with an employee at his/her request in accordance with specific instructions on the posting sheet.

POSTING PERIOD

All positions which must be posted shall be posted for five consecutive work days. Saturdays, Sundays, and holidays shall not be considered work days for purposes of this procedure.

Only if application is made for a posted position during this 5 day period is there an obligation to consider that applicant for the position.

SELECTION OF CANDIDATES

The selection of the successful candidate will be determined with primary consideration given to performance, demonstrated ability and qualifications. After these factors have been carefully considered, if two or more candidates for the vacancy are equally qualified based on the aforementioned criteria, then seniority shall be the determining factor in the selection of the successful applicant for the position.

FUNDING

If a position is funded as opposed to being supported by a regular budgetary line, a notation should be made on the posting of this fact; in this manner, employees will be aware that this is a term appointment rather than an indefinite one.

FREQUENCY OF APPLYING FOR A POSTED POSITION

There shall be no limitation on the number of times an individual who is eligible may bid on posted positions, except that after an employee has successfully bid and has been accepted, the employee must wait 6 months before bidding on another position.

When a person uses the posting procedure to effect movement downward and is the successful candidate, he/she must wait one year from the effective date of such movement before applying for another downward move. Application for a downward move more frequently than above must have the specific authorization of the Personnel Division.

RECLASSIFICATIONS WITHIN DEPARTMENTS

Where, because of increase in duties and responsibility or for other bona fide reasons, a department wishes to recommend that a position be reclassified the reclassification procedure shall be followed. This reclassification cannot be used, however, to promote an existing employee into a vacant position. In such a case, the vacant position must be posted as outlined above.

ARTICLE 33 - POSITION CLASSIFICATION REVIEW

1. An employee wishing to request a position classification review may submit that request to the Office of Wage & Salary Administration on forms designed by Wage & Salary. Compensation for any new job classification will be effective retroactively to the payroll begin date following receipt of completed request-for-review materials at the Office of Wage & Salary Administration.

2. If the employee is dissatisfied with the results of the review, he/she may appeal within six weeks to the Office of Wage & Salary Administration for a second review of the classification material.

3. If the employee and the Union are dissatisfied with the decision of this first appeal step, an appeal may be made to a neutral Classification Review Officer. (CRO)

The classification review officer, who will be an expert in the field of salary and classification, will be selected mutually by the Union and the University and will serve for the duration of the Agreement.

The classification review officer will consider each case appealed to him or her on its individual merits and any determination by the classification review officer will not be applicable to other employees. The classification review officer will conduct hearings in an expeditious and informal manner.

4. The determination of the classification review officer will not be denied arbitrarily by the University; the University will provide reasons in writing for any denial of a classification review officer determination.

A decision by the University not to reclassify an individual position whose reclassification has been recommended by the CRO will not be made for budgetary reasons.

ARTICLE 34 - JOB EVALUATION MANUAL

Rutgers shall provide to the Union a job evaluation manual containing job descriptions for all jobs in the bargaining unit.

In the event that Rutgers establishes a new bargaining unit job title or changes the duties as described in the generic job description of an existing job title, the Union will be notified in writing of the new job title, the new job description and/or the changed generic job description, and the salary range assigned. If requested by the Union within fifteen working days of said notification, Rutgers and the Union shall negotiate the salary range assigned subject to the Public Employment Relations Commission rules governing negotiations. Any range designation established through said negotiations will be retroactive to the date of said notification. Retroactive payment shall be applicable only to those employees who are in said title at the time of agreement on the designation.

ARTICLE 35 - BULLETIN BOARDS

Rutgers shall provide for each agreed-upon area a bulletin board, space on a bulletin board or space for a bulletin board for posting by Union representatives of notices related to official Union matters. The Union agrees that notices posted on such bulletin boards shall not contain political or controversial material or any material not related to official Union business.

ARTICLE 36 - SAFETY COMMITTEE

Rutgers and the Union agree to establish jointly a committee to discuss mutual problems concerning employee safety and health. The committee shall be a standing committee, and once constituted shall meet regularly bi-monthly to discuss long-range, overall safety and health problems of employees. Immediate safety problems should be reported to the supervisor or to the Department of Radiation and Environmental Health and Safety. The Union may appoint two (2) employees who shall not lose pay for the time spent at committee meetings. A representative of AFSCME may attend committee meetings.

ARTICLE 37- UNIVERSITY PROCEDURES

Rutgers and the Union agree that employees shall be entitled to enjoy, and shall be subject to, all terms and conditions of employment applicable to the bargaining unit provided for in the University Regulations, Procedures, and Forms Usage Manual and not provided for herein. During the life of the Agreement, any change in the University Regulations, Procedures, and Forms Usage Manual affecting terms and conditions of employment of members of the bargaining unit shall be negotiated.

ARTICLE 38 - RETIREMENT AND LIFE INSURANCE BENEFITS

Appointed employees shall be eligible for participation in the Public Employees Retirement System consistent with its rules and regulations. Should there be changes made in this plan by legislation during the term of this Agreement, all such changes appropriate to members of this negotiating unit shall be made and effected in accordance with the provisions of such legislation.

Administrative rules are established by the Division of Pensions and Rutgers.

ARTICLE 39 - HEALTH BENEFITS

During the term of the Agreement, current coverage of Blue Cross/Blue Shield, including Rider J provisions, and Major Medical shall be continued for eligible employees covered by this Agreement and their eligible dependents.

ARTICLE 40 - TEN-MONTH EMPLOYEES

Full-time employees appointed on a regular 10-month basis (those employed for the standard academic year beginning September 1 and ending June 30) generally receive benefits on a pro-rata basis except for holiday pay which will be granted for those holidays that fall during the academic year only.

ARTICLE 41 - MISCELLANEOUS

1. This agreement supersedes any individual agreement between an individual employee and Rutgers.

2. Rutgers and the Union recognize the commitment of the University to its students to provide part-time employment. Rutgers will not use students to undermine the bargaining unit.

3. Employees may be given permission to attend classes during the workday, provided the attendance at such classes does not interfere with the normal operation of the work unit, where such classes are related to the employee's job or to career improvement and arrangements are made to make up the lost time. Any such arrangement shall be subject to approval by Rutgers.

4. The annual motor vehicle registration fee, beginning in fiscal 1978-79, for employees wishing to register their vehicles for the use of surface campus parking facilities shall be 1/10th of 1% of the employee's annual salary.

5. Rutgers and the Union will establish a committee to study the concept and feasibility of a career ladder program.

6. Rutgers agrees to provide two (2) sets of uniforms (shirts and trousers) per year and have raingear available for those postal employees who regularly pick up and deliver mail.

Rutgers agrees to have two (2) smocks or aprons available for employees in duplicating and mailing department and in the communications center.

ARTICLE 42 - SEVERABILITY

Rutgers and the Union understand and agree that all provisions of this Agreement are subject to law. In the event that any provision of this Agreement shall be rendered illegal or invalid under any applicable law, such illegality or invalidity shall affect only the particular provision which shall be deemed of no force and effect, but it shall not affect the remaining provisions of this Agreement.

Upon request of either party, the parties agree to meet and renegotiate the provision so affected.

ARTICLE 43 - PRINTING OF AGREEMENT

Rutgers shall be responsible for reproducing this Agreement and will furnish a sufficient number of copies to the Union for distribution to employees in the unit. The printing cost shall be shared equally between Rutgers and the Union.

ARTICLE 44 - TERM

This Agreement shall be effective from July 1, 1979 until 12 midnight on June 30, 1981.

Dated:

RUTGERS, THE STATE UNIVERSITY

Christine B. Mowry

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

LOCAL UNION NO. 1761 AFFILIATED WITH AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

Venus Blumenkrantz

Arlene J. Hartley

Barbara Alt

Janet R. Williams

Anna Marie Pollara

Harmony Cappola

Barbara Lupenski

Shirley B. Maimone

APPENDIX A

AFSCME Local 1761 (COLT)
JOB TITLES (ALPHABETICAL LIST)

Title	Range
Accounting Clerk	7
Addressograph-Mimeograph Machine Operator	5
Animal Caretaker - Lab	6
Assistant Equipment Manager (PE&A)	12
Assistant Lab Mechanic	6
Audio-Visual Technician	6
Budget Clerk	9
Business Aide	13
Carpenter/Scenery Painter (ITV)	14
Clerk Bookkeeper	6
Clerk Stenographer	7
Clerk Transcriber	7
Clerk Transcriber - Languages	8
Clerk Typist	6
Clerk Typist - Languages	7
Clinic Assistant	12
Composing Machine Operator (ACC)	7
Compositor Asst./Graphics (ICLE)	11
Compositor Coord.	15
Computer Operator I	16
Computer Operator II	13
Computer Operator III	10
Computer Operator/Librarian (Physics)	13
Computer Technician (Physics)	16
Crew Rigger (University Boat House)	16
Data Control Coordinator I	16
Data Control Coordinator II	14
Data Entry Machine Operator	8
Data Processing Machine Operator I	13
Data Processing Machine Operator II	9
Data Processing Machine Operator III	6
Dispatcher	11
Drafting Technician	10
Drafting Technician - Electronics	13
Electro-Mechanical Technician	16
Electro/Set Compositor (ICLE)	9
Electronics Technician	14
Electronics Technician (Health Physics)	16
Engineering Aide	9
Equipment Manager - Athletics	16
Equipment Manager (N)	12
Film Tape Librarian (ITV)	7

APPENDIX A (Cont'd)

Title	Range
Game Room Attendant/Mechanic (RSC)	14
General Clerk	5
Graphics Technician	13
Head Audio Visual Technician	16
Head Accounting Clerk	15
Head Clerk	15
Head Clerk Bookkeeper	15
Head Drafting Technician	18
Head Offset Machine Operator	17
Head PBP Clerk	15
Head Postal Clerk	12
Head Stock Clerk	15
Head Telephone Operator	12
Instrument Maker/Repairer	20
ITV Trainee	8
Keypunch Operator	7
Lab Assistant	6
Lab Mechanic	14
Lab Services Assistant (RC)	12
Lab Technician	12
Lead Library Utility Worker	13
Librarian/Keypunch Operator (CCIS)	11
Library Assistant II	13
Library Assistant III	9
Library Assistant IV	6
Library Utility Worker	9
Lighting Specialist (ITV)	14
Machinist	16
Micromation Technician	15
MTS Composer (Curriculum Lab)	9
Offset/Bindery Machine Operator	7
Office Machine Clerk	5
Offset Machine Operator	7
Operations Coordinator (ITV)	13
PBP Clerk	8
Photographic Communications Coordinator (ACC)	17
Photographic Tech. - Publications	11
Postal Clerk	9
Postal Clerk/Telephone Operator	9
Principal Accounting Clerk	13
Principal Animal Caretaker - Lab	13
Principal Audio-Visual Technician	13
Principal Clerk	11
Principal Clerk Bookkeeper	12

APPENDIX A (Cont'd)

Title	Range
Principal Clerk Typist	12
Principal Data Entry Machine Operator	13
Principal Drafting Technician	14
Principal Engineering Aide	16
Principal Keypunch Operator	13
Principal Lab Assistant	11
Principal Lab Technician	18
Principal Office Machine Clerk	11
Principal Offset Machine Operator	13
Principal PBP Clerk	13
Principal Secretary	13
Principal Secretary-Languages	14
Principal Secretary-Technical	14
Principal Statistical Clerk	11
Principal Stock Clerk	13
Production Assistant (SCPA)	13
Production Control Clerk	8
Program Assistant (ICLE)	13
Promotional Assistant (University Press)	7
Publications Clerk	11
Publications Compositor	11
Radiologic Technician	14
Receptionist	6
Scanner/Measurer (Physics)	8
Scheduling Assistant - Language Lab (NB)	13
Secretarial Assistant 1	19
Secretarial Assistant II	17
Secretarial Assistant III	15
Secretarial Assistant - Languages	16
Secretarial Assistant - Technical	16
Secretary	10
Secretary-Languages	11
Secretary-Technical	11
Senior Accounting Clerk	10
Senior Animal Caretaker (Lab)	9
Senior Architectural Draftsman	12
Senior Audio-Visual Technician	10
Senior Clerk	7
Senior Clerk Bookkeeper	9
Senior Clerk Typist	9
Senior Clerk Typist - Languages	10
Senior Data Entry Machine Operator	10
Senior Drafting Technician	12
Senior Engineering Aide	14
Senior Keypunch Operator	9
Senior Lab Assistant	8
Senior Lab Mechanic	16
Senior Lab Technician	15

APPENDIX A (Cont'd)

Title	Range
Senior MTS Composer	12
Senior Office Machine Clerk	7
Senior Offset Machine Operator	10
Senior PBP Clerk	10
Senior Photostat Operator	10
Senior Platemaker and Multilith Operator	7
Senior Scanner/Measurer (Physics)	11
Senior Statistical Clerk	7
Senior Stock Clerk	10
Senior Teller	9
Senior Teller (SAR)	11
Senior TV Technician (ITV)	16
Stage Hand/Electrician (ITV)	14
Stage Manager (ITV)	12
Statistical Assistant	13
Statistical Clerk	5
Stock Clerk	5
Studio Technician	14
Surplus Property Clerk	10
Tandem Accelerator Technician	15
Telephone Operator	9
Teller	7
Teller (SAR)	9
TV Technician (ITV)	14
Theater Technician	14
Typist - Technical	10
Varicomp/M-VIP Operator (P.I.)	11
Word Processing Machine Operator III	7
Word Processing Machine Operator II	10
Word Processing Machine Operator I	13

APPENDIX B

Secretarial	Range
Sec Ass't I	19
Sec Ass't II	17
Sec Ass't-Lang	16
Sec Ass't-Tech	16
Sec Ass't III	15
Prin Secretary-Lang	14
Prin Secretary-Tech	14
Prin Secretary	13
Prin Clk Typist	12
Secretary-Lang	11
Secretary-Technical	11
Secretary	10
Sr Clk Typist-Lang	10
Typist-Technical	10
Sr Clk Typist	9
Clk Trans-Lang	8
Clk Steno	7
Clk Transcriber	7
Clk Typist-Lang	7
Clk Typist	6

Laboratory	Range
Inst Mak/Rep	20
Prin Lab Tech	18
Machinist	16
Sr Lab Mech	16
Tandem Accel Tech	15
Sr Lab Tech	15
Elec Tech/Health Ph	16
Elec Mech Tech	16
Radiologic Technician	14
Elec Tech	14
Lab Mechanic	14
Princ An Caretak/Lab	13
Crew Rigger	16
Clinic Asst	12
Lab Tech	12
Lab Serv Ass't-RC	12
Princ Lab Ass't	11
Sr Scanner/Measurer	11
Sr An Caretaker	9
Scanner/Measurer	8
Sr Lab Ass't	8
Ass't Lab Mech	6
Lab Ass't	6
Animal Caretaker	6

Drafts/Engineering	Range
Head Drafting Technician	18
Prin Engineering Aide	16
Sr Engineering Aide	14
Principal Drafting Tech	14
Drafting Tech-Electronics	13
Sr Architect Drafts	12
Drafting Technician	10
Engineering Aide	9

Office Clerks	Range
Head Accounting Clerk	15
Head PBP Clerk	15
Head Clerk	15
Head Clerk Bookkeep	15
Business Aide	13
Library Ass't II	13
Lead Lib Util Worker	13
Statistical Asst	13
Princ Acct Clerk	13
Princ PBP Clerk	13
Production Asst (SCPA)	13
Head Telephone Op	12
Princ Clk Bookkeep	12
Princ Clk	11
Publications Clk	11
Princ Statist Clk	11
Dispatcher	11
Sr Teller (SAR)	11
Sr PBP Clerk	10
Sr Accounting Clerk	10
Sr Teller	9
Library Ass't III	9
Library Util Wrkr	9
Sr Clerk Bookkeep	9
Budget Clerk	9
Teller (SAR)	9
Telephone Op	9
PBP Clerk	8
Production Control Clerk	8
Accounting Clerk	7
Promo Ass't (UP)	7
Sr Clerk	7
Teller	7
Sr Statistical Clk	7
Library Ass't IV	6
Clk Bookkeeper	6
Receptionist	6
Statistical Clerk	5
General Clerk	5

APPENDIX B (continued)

Stores & Mail Clk	Range
Equip Mgr - Athletics	16
Head Stock Clerk	15
Game Room Attend/Mech	14
Schedul Ass't-Lang Lb	13
Prin Stock Clk	13
Equip Mgr (N)	12
Ass't Equip Mgr (PE&A)	12
Hd Postal Clk	12
Sr Stock Clerk	10
Surplus Property Clk	10
Postal Clk/Tele Op	9
Postal Clerk	9
Stock Clerk	5

Machine Operators	Range
Head Offset Mach Op	17
Compositor-Coord	15
Micromation Tech	15
Prin Offset Mach Op	13
Word Process Mach Op I	13
Publ Compositor	11
Compo Ass't/Graph(ICLE)	11
Prin Off Mach Clk	11
Varicomp/M-VIP Op (PI)	11
Word Process Mach Op II	10
Sr Photostat Op	10
Sr Offset Mach Op	10
Electro/Set Comp(ICLE)	9
Word Process Mach Op III	7
Sr Platemaker & Mult	7
Offset/Bindery Mach Op	7
Sr Office Mach Clk	7
Offset Mach Op	7
Composing Mach Op(ACC)	7
Office Machine Clk	5
Addresso-Mimeo Op	5

Comp-DP Keypunch	Range
Data Control Coord I	16
Comp Op I	16
Comp Tech (Physics)	16
Comp Op II	13
Comp Op/Libr-Physics	13
Prin Data Entry Mach	13
DP Mach Op I	13
Prin Keypunch Op	13
Program Asst (ICLE)	13
Sr MTS Composer	12
Libr/Keypunch CCIS	11
Sr Data Entry Mach	10
Comp Op III	10
MTS Composer (Curr Lab)	9
DP Mach Op II	9
Sr Keypunch	9
Data Entry Mach Op	8
Keypunch Op	7
DP Mach Op III	6

Audio-Visual - ITV	Range
Photo Comm-Ag	17
Sr TV Tech	16
Hd Audio-Visual Tech	16
Carpenter/Scenery Painter	14
Lighting Specialist	14
Stage Hand/Electrician	14
TV Tech	14
Theatre Tech	14
Studio Tech	14
Graphics Technician	13
Operations Coord	13
Prin Audio-Visual Tech	13
Stage Mgr	12
Photo Tech - Publications	11
Sr Audio-Visual Tech	10
ITV Trainee	8
Film Tape Libr (ITV)	7
Audio-Visual Tech	6

APPENDIX C

COLT TITLES BY FAMILY

Animal Caretaker - Laboratory

Principal Animal Caretaker - Lab
Senior Animal Caretaker - Lab
Animal Caretaker - Lab

Laboratory Mechanic

Instrument Maker Repairer
Senior Lab Mechanic
Lab Mechanic
Assistant Lab Mechanic

Laboratory Assistant

Principal Lab Assistant
Senior Lab Assistant
Lab Assistant

Laboratory Technician

Principal Lab Technician
Senior Lab Technician
Lab Technician

Clerk

Head Clerk
Principal Clerk
Senior Clerk
General Clerk

Clerk Bookkeeper

Head Clerk Bookkeeper
Principal Clerk Bookkeeper
Senior Clerk Bookkeeper
Clerk Bookkeeper

Postal Clerk

Head Postal Clerk
Postal Clerk
Postal Clerk/Telephone Operator

Engineering Aide

Principal Engineering Aide
Senior Engineering Aide
Engineering Aide

ITV

Senior TV Technician - ITV
TV Technician - ITV
Studio Technician
Stage Hand/Electrician - ITV
Stage Manager - ITV
Lighting Specialist - ITV
Carpenter/Scenery Painter - ITV
Operations Coordinator - ITV
ITV Trainee
Film Tape Librarian - ITV

APPENDIX C
(Continued)

Offset Machine Operator

Head Offset Machine Operator
Principal Offset Machine Oper
Senior Offset Machine Operator
Offset/Bindery Machine Operator
Offset Machine Operator

Office Machine Clerk

Principal Office Machine Clerk
Senior Office Machine Clerk
Office Machine Clerk

Clerk Typist

Principal Clerk Typist
Senior Clerk Typist - Lang
Typist Technical
Senior Clerk Typist
Clerk Typist-Lang
Clerk Typist

Statistical Clerk

Principal Statistical Clerk
Senior Statistical Clerk
Statistical Clerk

Ag. Communications

Photographic Communications
Coordinator -- ACC
Publications Compositor
Photographic Tech - Publications
Senior Photostat Operator
Publications Clerk
Composing Machine Op--ACC
Senior Platemaker &
Multilith Operator

Data Control Coord.

Data Control Coord I
Data Control Coord II

Secretarial

Secretarial Assistant I
Secretarial Assistant II
Secretarial Assistant - Tech
Secretarial Assistant - Lang
Secretarial Assistant III
Principal Secretary - Lang
Principal Secretary - Tech
Principal Secretary
Secretary - Lang
Secretary - Tech
Secretary
Clerk Transcriber - Lang
Clerk Transcriber
Clerk Stenographer

Library Assistant

Library Assistant II
Library Assistant III
Library Assistant IV

Library Utility Worker

Lead Library Utility Worker
Library Utility Worker

Audio Visual-Technician

Head Audio-Visual Technician
Principal Audio-Visual Tech
Senior Audio-Visual Technician
Audio-Visual Technician

APPENDIX C
(Continued)

Stock Clerk

Head Stock Clerk
Principal Stock Clerk
Senior Stock Clerk
Surplus Property Clerk
Stock Clerk

Drafting Technician

Head Drafting Technician
Principal Drafting Tech
Drafting Technician-Electronics
Senior Architectural Drafting Technician
Senior Drafting Technician
Drafting Technician

Compositor

Compositor Coordinator
Compositor Asst/Graphics (ICLE)
Electro/Set Compositor (ICLE)

Telephone Operator

Head Telephone Operator
Telephone Operator

Teller

Senior Teller (SAR)
Teller (SAR)
Senior Teller
Teller

PBP Clerk

Head PBP Clerk
Principal PBP Clerk
Senior PBP Clerk
PBP Clerk

Keypunch Operator

Principal Keypunch Operator
Librarian/Keypunch Oper--CCIS
Senior Keypunch Operator
Keypunch Operator

Data Processing Machine Operator

Data Processing Machine Op I
Data Processing Machine Op II
Data Processing Machine Op III

Data Entry Machine Operator

Principal Data Entry Machine Op
Senior Data Entry Machine Op
Data Entry Machine Operator

APPENDIX C
(Continued)

Computer Operator

Computer Operator I
Computer Operator II
Computer Operator/Librarian
Computer Operator III

Word Processing

Word Processing Machine Op I
Word Processing Machine Op II
Word Processing Machine Op III

Equipment Manager

Equipment Manager - Athletics
Equipment Manager (N)
Assistant Equipment
Manager (PE&A)

Scanner/Measurer

Senior Scanner/Measurer - Physics
Scanner Measurer - Physics

Accounting Clerk

Head Accounting Clerk
Principal Accounting Clerk
Senior Accounting Clerk
Accounting Clerk

MTS Composer

Senior MTS Composer
MTS Composer

Miscellaneous

Addressograph Mimeograph Mach Op
Budget Clerk
Business Aide
Clinic Assistant
Computer Technician-Physics
Crew Rigger (Univ Boathouse)
Dispatcher
Electro-Mechanical Tech-Physics
Electronics Technician
Electronics Tech-Health Physics
Game Room Attendant/Mech-RSC
Graphics Technician
Lab Services Assistant (RC)
Machinist
Micromation Technician
Production Assistant (SCPA)
Production Control Clerk
Program Assistant - ICLE
Promotional Assistant-Univ Press
Varicomp/M VIP Operator (PI)
Radiologic Technician
Receptionist
Scheduling Asst-Lang Lab NB
Tandem Accelerator Technician
Theater Technician

The lowest level job in each job family listed above represents the elementary level position for that job family.

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Bureau of Labor Statistics
Collective Bargaining Studies

U.S. Department of Labor

This report is authorized by law 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

O.M.B. No. 44-R0003
App. exp. March 31, 1980

800039

SEPTEMBER 29, 1979.

NOV 27 1979 -

EMPLOYEE RELATIONS DIRECTOR
RUTGERS UNIVERSITY
60 COLLEGE AVENUE
NEW BRUNSWICK , NJ. 08903

PREVIOUS AGREEMENT EXPIRED
JUNE 30, 1979

Gentlemen:

We have in our file of collective bargaining agreements a copy of your agreement(s):

RUTGERS UNIV NEW BRUNSWICK NJ TECHS & MAINT

WITH STATE, COUNTY, AND MUNICIPAL
NEW JERSEY

Would you please send us a copy of your current agreement—with any supplements (e.g., employee-benefit plans) and wage schedules—negotiated to replace or to supplement the expired agreement. If your old agreement has been continued without change or if it is to remain in force until negotiations are concluded, a notation to this effect on this letter will be appreciated.

I should like to remind you that our agreement file is open for your use, except for material submitted with a restriction on public inspection. You may return this form and your agreement in the enclosed envelope which requires no postage.

Sincerely yours,

Janet L. Norwood

JANET L. NORWOOD
Acting Commissioner

PLEASE RETURN THIS LETTER WITH YOUR RESPONSE OR AGREEMENT(S).

If more than one agreement, use back of form for each document. (Please Print)

1. Approximate number of employees involved We have no unit of Techs and Maint as such. However, I am enclosing a copy of two Agreements covering
2. Number and location of establishments covered by agreement July 1, 1979 to June 30, 1981. One of these covers technical employees along with clerical, office and
3. Product, service, or type of business laboratory employees; the other includes maintenance employees along with crafts, guards, firefighters and
4. If your agreement has been extended, indicate new expiration date farmworkers. 800039

Christine B. Mowry, Assoc. Dir. Employee Relations — 201 932 7162
Your Name and Position — Area Code/Telephone Number

60 College Ave., New Brunswick, N.J. — 08903
Address — City/State/ZIP Code

BLS 2452 December 1976

Employer, Product, Service or Type of Business	Name of Union or Association	Number of Employees Normally Covered by Agreements
State University	American Federation of State, County & Municipal Employees, Local 888, (service and maintenance)	1150 800039
	American Federation of State, County & Municipal Employees, Local 1761 (clerical, office, lab, technical)	1850 #800273