

AGREEMENT

BETWEEN



MONROE COUNTY

AND

**MONROE COUNTY FEDERATION
OF SOCIAL WORKERS**

I.U.E.-C.W.A. 381

**JANUARY 1, 2004 TO
DECEMBER 31, 2008**

INDEX

Article		Page
7.2	ABUSE OF ATTENDANCE	5
21.12	AD HOC EVALUATION COMMITTEE	19
29.6	ADVANCE TRAVEL FUNDS	28
34	AFTER HOURS AND STAND-BY COVERAGE	34
18	ASSIGNMENTS	15
29.8	BENEFITS ELIGIBILITY	28
23	BULLETIN BOARDS, RIGHT TO INFORMATION, ETC.....	21
29.13	CAREER LADDER.....	29
33	CHILDREN'S CENTER	34
29.7	CIVIL SERVICE EXAMINATIONS	28
19	CLASSIFICATION, AND RECLASSIFICATION	16
4	COLLECTIVE BARGAINING UNIT	2
5	COMPENSATION.....	4
28	CONFERENCE ATTENDANCE	25
22	COUNSELING AND PROGRESSIVE DISCIPLINE.....	19
29.4	DEATH IN THE FAMILY	27
10	DENTAL CARE COVERAGE	11
27.3	DEPARTMENT REORGANIZATION	24
21.1	DEROGATORY DOCUMENTATION.....	17
6	DIFFERENTIAL PAY	4
7.5	EARNING AND USE OF CREDITS	5
14	EDUCATION LEAVE	12
21.9	EMPLOYEE ACCESS TO PERSONNEL FILE.....	18
21.2	EMPLOYEE EVALUATION.....	17
21.3	EVALUATION OF PROBATIONERS	18
30	FEDERATION REPRESENTATION	30
24	FEDERATION USE OF FACILITIES	22
29.14	FLEXIBLE BENEFITS	30
22.3	FORMAL COUNSELING PROCEDURE.....	20
23.3	FURNISHING OF INFORMATION AND DATA	22
32	GRIEVANCE PROCEDURE	32
29.3	HALF-PAY SICK LEAVE.....	26
9	HEALTH INSURANCE	8
13	HOLIDAYS.....	12
5.5	INCREMENTS	4
21.6	INFORMAL COUNSELING INTERVIEW	18
22.3	INFORMAL COUNSELING PROCEDURE	20
15	In-service TRAINING.....	13
27	JOB SECURITY	24
27.5	JOB SECURITY (PROVISIONAL EMPLOYEE).....	25
29.9	JURY DUTY	28
30.10	LABOR-MANAGEMENT COMMITTEE.....	31
31	LEAVE FOR UNION BUSINESS.....	32

INDEX (Cont.)

Article		Page
7.9	LEAVE OF ABSENCE.....	6
11	LONGEVITY.....	11
3	MANAGEMENT RIGHTS.....	2
7.8	MATERNITY LEAVE.....	6
37	MERIT EVALUATION SYSTEM.....	36
7.7	MILITARY DUTY.....	6
19.3	NOTICE OF EXAMINATIONS.....	16
23.6	ORIENTATION PERIODS.....	22
29	OTHER BENEFITS.....	25
26	OUT-OF-TITLE WORK.....	23
25	OVERTIME.....	22
35	PART-TIME EMPLOYEE BENEFITS.....	35
7.3	PAYROLL PERIODS.....	5
21	PERSONNEL PRACTICES.....	17
7	PERSONNEL RULES.....	5
16	PHYSICAL WORKING CONDITIONS.....	13
21.13	Post-employment EVALUATION.....	19
18.2	POSTING OF OPENINGS.....	15
1	PURPOSE.....	1
2	RECOGNITION.....	1
8	RETIREMENT.....	7
20	SENIORITY.....	16
23.2	SENIORITY LISTS.....	21
36	SEVERABILITY.....	36
29.11	SHIFT PREMIUM.....	29
29.2	SICK LEAVE.....	26
29.5	SPECIAL LEAVE WITHOUT PAY.....	27
7.10	TRANSFER, RESIGNATION, TERMINATION.....	7
12	TRANSPORTATION REIMBURSEMENT.....	11
14.3	TUITION REIMBURSEMENT.....	13
29.12	UNEMPLOYMENT INSURANCE.....	29
27.4(d)	UNPAID FURLOUGHS.....	25
29.10	VACATION.....	29
17	WORK LOAD.....	14
7.6	WORKERS' COMPENSATION.....	5
29.1	WORK WEEK.....	25

ADDENDUM	41
TERM OF AGREEMENT.....	41
APPENDIXES	42
OTHER AGREEMENTS	43
SALARY SCHEDULE EFFECTIVE JANUARY 1, 2006.....	45
SALARY SCHEDULE EFFECTIVE JULY 1, 2006.....	48
SALARY SCHEDULE 2007	54
SALARY SCHEDULE 2008.....	58

AGREEMENT

This is an agreement made and entered into this 20th day of October 2005, by and between Monroe County, a municipal corporation with offices at the County Office Building, 39 West Main Street, Rochester, New York (hereinafter referred to as the "County") and the Monroe County Federation of Social Workers, I.U.E.-C.W.A. 81381, A.F.L.-C.I.O., (hereinafter referred to as the "Federation") located at 167 Flanders Street, Rochester, New York.

ARTICLE 1 PURPOSE

It is the intent and purpose of this agreement to promote and improve harmonious relations between the parties hereto, and to set forth herein, the covering rates of pay, hours of work and conditions of employment, to facilitate the continuance of orderly collective bargaining relations between the parties and to secure a prompt equitable disposition of grievances, pursuant to the New York State Public Employment Fair Employment Act.

The parties herein, further agree that the County and the Federation, through its members, are engaged in furnishing an essential public service to the community. The parties, therefore, have a high degree of responsibility in so serving the public to maintain such services without interruption.

The provisions of this agreement shall be applied equally to all employees in the bargaining unit, without discrimination as to age, sex, race, color, creed, national origin or lawful political affiliation.

The parties agree to meet and confer in respect to any problem relating to affirmative action, with a sincere desire to resolve such problem.

Nothing contained herein shall be construed to violate Civil Service Law, rules and regulations.

ARTICLE 2 RECOGNITION

Section 2.1: Pursuant to the certification granted by the Monroe County Public Employment Relations Board on October 30, 1972, the County hereby recognizes the Monroe County Federation of Social Workers, I.U.E.-C.W.A. 81381, as the sole and exclusive representative for all employees in the collective bargaining unit, as set forth in Article 4, with the exception of employees in pay group 17 who were hired after May 1, 1991, and Student Governmental Trainees.

Section 2.2: The County shall deduct dues and initiation fees as designated by the Federation from the salaries and wages of employees who have signed authorizations permitting such deductions, and shall remit these deductions with a check off list to the Treasurer of the Federation by the thirtieth day of each month.

Section 2.3: Effective upon the execution of this agreement, the County shall deduct from the wages of each employee who is not a member of the Union an Agency Shop fee equivalent to the regular dues levied by the Union in accordance with the provisions of Section 208(3) (b) of the Civil Service Law and to remit such Agency Shop fees in accordance with Section 2.2 of this Article.

Section 2.4: Any employee covered by this contract who requests the withdrawal of his Federation membership shall do so in writing. Such written indication shall be addressed and sent to the Director of Human Resources, County of Monroe, and to the President of the Federation and shall be submitted thirty days in advance of said intended withdrawal in order to assure adequate time to adjust the payroll dues deduction.

Section 2.5: The County shall provide payroll deduction for employee contributions to the Federation COPE Fund, upon written authorization of the employee. The deductions shall be remitted by the County to the Federation Treasurer separately from other funds on a regular basis, as agreed to by both parties.

Section 2.6: Each party to this agreement hereby affirms its commitment to adhere to all the terms of this agreement for the duration of this agreement. The Federation hereby affirms its statutory responsibility not to engage in, cause, instigate, encourage or condone any strike or other concerted stoppage of work or slowdown.

**ARTICLE 3
MANAGEMENT RIGHTS**

Section 3.1: The parties acknowledge that during the negotiations that resulted in this agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any bargainable subject matter, and that this agreement represents the complete and final understanding on all bargainable issues discussed by the parties. Therefore, the parties voluntarily waive the right, and each agrees that the other shall not be obligated, during the term of this agreement, to bargain collectively with respect to any bargainable issue discussed during the negotiations or expressed in this agreement, provided, however, that the County may not act unilaterally in any area that is a mandatory subject of bargaining; and, provided further, that nothing in this section shall be deemed to infringe upon the County’s rights of management as set forth in the next section.

Section 3.2: The Federation recognizes that all of the functions, rights, powers, responsibilities and authority of the County, in regard to the operation of its departments and the direction of its work force, which the County has not specifically abridged, deleted, delegated, granted or modified by this agreement, are, and shall remain, exclusively those of the County, except that the County agrees to continue during the term of this agreement its past practices which have been consistently in effect, and which affect a significant number of bargaining unit employees.

**ARTICLE 4
COLLECTIVE BARGAINING UNIT**

TITLE	GROUP
Administrative Caseworker	59
Administrative Examiner	59
Alzheimer Family Outreach Coordinator.....	56
Associate Legal Assistant.....	56
Casework Aide	46
Casework Supervisor	57
Caseworker	53
Caseworker - Bilingual.....	53
Child Assistance Program Coordinator	57
Child Care Worker	51
Child Care Visitation Worker.....	49
Child Development Specialist.....	55
Child Support Enforcement Supervisor	55
Child Support Examiner	51
Child Support Examiner - Bilingual.....	51
Child Support Investigator	53
Child Support Investigator - Bilingual	53
Community Service Coordinator	58
Coordinator for Change Structure Process	55
Developmental Disabilities Outreach Worker, Part-time	53
Domestic Violence Program Coordinator	58

ARTICLE 4 (Continued)
COLLECTIVE BARGAINING UNIT

TITLE	GROUP
Eligibility Evaluator	49
Eligibility Evaluator II	51
Emergency Housing Coordinator	58
Emergency Housing Specialist.....	50
Employment Coordinator.....	58
Energy Program Evaluator	49
Examiner	51
Examiner - Bilingual.....	51
Home Care Services Coordinator	58
Identification Technician.....	49
Legal Assistant DSS & CSEU, only	52
Legal Assistant Fair Hearings.....	53
Long Term Care Monitor	53
Medical Social Services Coordinator.....	58
Medical Social Worker	55
Mental Hygiene Services Coordinator.....	58
Neighborhood Representative	50
Neighborhood Service Representative - Bilingual.....	54
Principal Child Care Worker	57
Project Coordinator Developmentally Disabled Children.....	57
Public Health Social Worker	55
Senior Caseworker	55
Senior Child Care Worker.....	53
Senior Child Support Examiner.....	54
Senior Emergency Housing Specialist	52
Senior Energy Program Coordinator	55
Senior Energy Program Evaluator.....	53
Senior Examiner.....	53
Senior Examiner - Bilingual	53
Senior Identification Technician	51
Senior Legal Assistant DSS & CSEU, only	55
Senior Medical Social Worker.....	56
Senior Social Services Investigator.....	54
Social Services Investigations Coordinator.....	58
Social Services Investigator	53
Social Work Intern Supervisor, Part-time.....	57
Supervising Child Care Worker	55
Supervising Emergency Housing Specialist.....	54
Supervising Examiner	55
Supervising Social Services Investigator	55
Supervisor of Client Benefits.....	55
Supervisor Fair Hearings.....	57
Supervisor of Long Term Care.....	55
Teacher.....	55
Youth Project Coordinator.....	55
Youth Project Worker	53

And any other classification which may be agreed to in writing between the parties hereto.

Part-time employees within the above job titles shall be considered as part of the bargaining unit. The foregoing job titles are illustrative only, and the parties agree that any title change, which is substantially equivalent to the former title, shall be included in this Article.

The County agrees that any new title created which may be within the community of interest of the Federation shall be submitted in writing to the Federation.

The County shall determine the salary group of any title created within the Federation's community of interest. If there is a disagreement regarding the County's determination of the salary group attached to such new title, the parties agree to enter into negotiations in an attempt to resolve this matter.

ARTICLE 5 COMPENSATION

Section 5.1: Effective January 1, 2006 unit members shall receive an increase of 2% from the 2003 salary schedules.

Section 5.2: Effective July 1, 2006 unit members shall receive an increase of 2% from the January 1, 2006 salary schedule.

Section 5.3: Effective January 1, 2007 unit members shall receive an increase of 2% from the July 1, 2006 salary schedule.

Section 5.4: Effective January 1, 2008 unit members shall receive an increase of 2% from the 2007 salary schedule.

Section 5.5: All employees coming on the payroll of the County shall be hired at Step "X" of the salary schedule or at a higher step, at the discretion of the Director of Human Resources. Employees commencing employment at Step "X" shall, upon satisfactory completion of the probationary period, advance to Step "A". For purposes of increment evaluation, the date of employment shall remain as the anniversary date.

Section 5.6: Employees shall receive increments effective the first full pay period of the month in which their anniversary date occurs.

Section 5.7: An employee's date of provisional appointment shall be his increment anniversary date. When a provisional employee achieves permanent status in that title, he shall retain the same increment date as the date of provisional appointment.

Section 5.8: When an employee is promoted to a job title having a higher salary rate, he shall, upon promotion, be paid that salary step in the higher pay group which is at least equal to the next increment in his old title.

If the employee, upon promotion, is at step E or step F in the the salary schedule, the employee shall then move to the salary step in the new position which is immediately above the salary in the previous position, plus one additional step.

An employee who moves to a new title without a change in pay group shall, for purposes of increment evaluation, retain his anniversary date prior to the title change.

Section 5.9: Pay days shall be bi-weekly. If the pay day falls on a holiday, the preceding workday shall become the pay day.

ARTICLE 6 DIFFERENTIAL PAY

All employees who are on the County payroll as of December 18, 1973 and who receive a 10% educational differential shall continue to receive such differential.

All employees who are on the County payroll as of December 18, 1973 and who subsequently acquire a Master's degree in Social Work shall also receive such differential.

All Casework Aides on the County payroll as of December 18, 1973 who are receiving a 10% differential shall continue to receive such differential.

All Casework Aides on the County payroll as of December 18, 1973 and who subsequently acquire a high school diploma or equivalency certificate shall receive such differential.

Nothing contained in this article shall apply to employees hired subsequent to December 18, 1973.

ARTICLE 7 PERSONNEL RULES

Section 7.1: The Department of Human Resources, with the cooperation of the Information Services Department, will maintain records of attendance for all County employees. Each department head is responsible for the accuracy of each attendance record and for following the prescribed procedures. Each department head and employee is responsible for reporting attendance and leave data.

Each employee shall sign a time accounting card attesting to the fact that the employee was "to duty" or on designated type of leave during each day of the pay period. This must be countersigned with an approved signature in the employee's department. Pay will be authorized only after submission of an approved time accounting card.

Section 7.2: Abuses in utilization of earned credits and/or time off may result in disciplinary action.

In the event of public transportation difficulties, severe storms, floods or similar uncontrollable conditions affecting a group of employees, tardiness and absences may be excused from disciplinary action and employees will be allowed to use their credits to avoid loss of pay.

Section 7.3: The parties agree that all employees will be paid on Friday in 26 equal payroll periods during the course of the year. When requested by the employee, regular authorized deduction plans that have been approved by the Director of Human Resources shall be made each payday.

Section 7.4: During any absence with pay, there shall be no interruption of an employee's service. Credits shall be earned by full-time employees during all payroll periods in which the employee is on full pay status, with the exception of paid educational leave, during which time credits shall not accrue.

Section 7.5: Credits shall be earned by all full-time employees; credits shall accumulate in days and hours and can be used in no less than quarter hour units as approved by the department head or his designee.

Credits earned or taken may be charged or credited in quarter hour blocks.

Earned credits are based upon an employee's hiring date, which shall remain constant. If job changes occur within County government, credits shall remain with the employee.

All credits must be earned before they can be used. Credits accrued shall be noted on each time accounting card in terms of days and hours appropriate to the job. An employee's signature and a counter signature by his department head or his designee on the time accounting card attests to the accuracy of the leave, days accrued and posted.

Section 7.6: If an injury occurs as the result of employment, up to five days' salary will be paid without charge against earned sick leave credits. These five days may be credited only

within a seven day period immediately following the date of injury. To be entitled to the five days' pay, the following conditions must prevail:

1. The employee must have received medical care relating to the work related illness or injury.
2. A statement of the disability from the attending physician must be submitted to the department head or his designee on/before the seventh day following the commencement of the disability.
3. The physician's statement must confirm that a work related disability occurred and state an expected date of return to work, if possible.

Further compensation will be paid according to the rules of the Worker's Compensation Law.

Section 7.7: If an employee is required to render military duty, he shall be granted a military leave of absence pursuant to Section 243 of the Military Law of the State of New York.

Application for reinstatement must be made within ninety days from the day military service is terminated. Upon return to County service, all sick and vacation credits to which an employee was entitled at the beginning of the leave will be restored. Adjustments will be awarded in accordance with Civil Service Law and Section 243 of the Military Law of the State of New York.

Consistent with Section 242 of the Military Law of the State of New York, members of the National Guard or the Reserve of the Army, Navy, Marine Corps, Air Force or Coast Guard will be granted a military duty leave of absence up to 30 working days with pay in any calendar year.

Section 7.8: An employee who is pregnant may continue working as long as she and her attending physician feel she can adequately perform her work.

A pregnancy related disability shall be treated in the same manner as any other non-occupational disability in respect to sick leave benefits, except that pregnancy related disability shall be certified by the attending physician prior to the payment of sick leave benefits to which the employee may be entitled.

The employee may use any accumulated vacation or compensatory time credits during the non-disability period of maternity leave.

The employee has the right to be reinstated in a position of equivalent pay, subject to the written approval of her attending physician.

Maternity leave shall not exceed one (1) year, which shall include paid and unpaid time.

In the event of an employee adopting a child, the employee, upon written request, shall be granted a leave not to exceed one year, which shall permit the use of earned credits (excluding sick leave) and unpaid leave.

Section 7.9: A written request for a leave of absence without pay for reasons not cited in the Personnel Rules must be submitted to the employee's department head. Upon recommendation and approval of the Director of Human Resources, leave may be granted for no more than one (1) year.

Section 7.10:

1. Transfer to another office or department into a job with the same classification and qualifications is permissible for the benefit of the County. Requests for a transfer by an employee shall be made to the Director of Human Resources.
2. In the cases of resignation or retirement, a written notice of intention shall be given to the department head at least two weeks prior to the last day of employment; compensation will be made for unused vacation and compensatory days up to forty working days in each category.

An employee who is discharged after a determination of incompetency or misconduct or who fails to give two (2) weeks' notice of resignation or retirement shall forfeit compensation for unused vacation credits.

An employee who resigns or retires without giving two (2) weeks' notice shall be entitled to a seventy-two (72) hour "cooling-off" period, during which time he may modify his position by giving the required two (2) weeks' notice; in which case, he will be entitled to the unused compensation for vacation credits.

It is understood, however, that such "cooling-off" period shall not affect the decision to resign or retire, and will not require the department head or his designee to rescind the acceptance of such resignation or retirement.

In the event of an employee's death, compensation for unused credits will be paid first to his beneficiary and then to his estate.

If a person has held a permanent appointment in the competitive class and has resigned, he may be reinstated without examination within one year from the date of such termination. Reinstatement into the same or a similar position, in the same or lower grade, will be subject to Civil Service regulations. A reinstated employee may be granted some sick leave credits at the discretion of the Director of Human Resources.

Any employee removed for just cause from County service will not be eligible for reinstatement.

3. Employment and assignment of relatives shall be pursuant to the policy promulgated by Monroe County.

**ARTICLE 8
RETIREMENT**

Section 8.1: The improved Career Plan, Section 75-i, shall be continued by the County of Monroe.

Section 8.2: All members of the Plan are granted the application of unused sick leave as additional service credit upon retirement up to 165 days.

Section 8.3: The County shall provide the death benefit provisions of Section 75-i in accordance with the rules and regulations applicable to pre and post 1973 participants.

Section 8.4: The parties agree that the provisions of this article shall not be inconsistent with the provisions of the New York State Retirement Fund as enacted by the New York State Legislature.

Section 8.5: The County will inform new employees during the first ten workdays of their eligibility for participation in the New York State Retirement System.

ARTICLE 9 HEALTH INSURANCE

Section 9.1: Effective January 1, 2006, *full-time unit members hired by the County prior to January 1, 1986* may, by application, become eligible for health insurance as follows:

1. Blue Point 2 Select with the employee contributing 6.25% of the premium cost.
2. Blue Point 2 Value with the employee contributing 4% of the premium cost. The County shall contribute annually to a Health Reimbursement Account (HRA) as provided in Section 105(b) of the Internal Revenue Code, and any regulations promulgated thereunder, for those employees enrolled in Blue Point 2 Value, in the following amounts: \$200 per year for those with single coverage; \$400 per year for those with family type coverage.
3. Blue Cross/Blue Shield Traditional commonly referred to as "Blue Million", including the full hospital out-patient rider, the \$3-generic/\$6-non-generic co-pay prescription drug rider, effective when available, with the employee contributing 6.25% of the premium cost.

Section 9.2: Effective January 1, 2006, *full-time unit members hired by the County on or after January 1, 1986 but before January 1, 2006, and unit members who are part-time employees prior to January 1, 2006 and subsequently become full-time employees*, may, by application, become eligible for health insurance as follows:

1. Blue Point 2 Select with the employee contributing 8% of the premium cost.
2. Blue Point 2 Value with the employee contributing 4% of the premium cost. The County shall contribute annually to a Health Reimbursement Account (HRA) as provided in Section 105(b) of the Internal Revenue Code, and any regulations promulgated thereunder, for those employees enrolled in Blue Point 2 Value, in the following amounts: \$200 per year for those with single coverage; \$400 per year for those with family type coverage.
3. Blue Cross/Blue Shield Traditional, commonly referred to as "Blue Million", including the full hospital out-patient rider, the \$3-generic/\$6-non-generic, co-pay prescription drug rider, effective when available, with the employee contributing 12% of the premium cost.

Section 9.3: Effective January 1, 2006, *full-time unit members hired by the County on or after January 1, 2006, including new County employees and part-time employees who later become members of the unit*, may, by application, become eligible for health insurance as follows:

1. Blue Point 2 Select with the employee contributing 15% of the premium cost.
2. Blue Point 2 Value with the employee contributing 4% of the premium cost.

Section 9.4: An employee eligible for and enrolled in Blue Cross/Blue Shield Traditional as of October 1, 2005 and who transfers out of Traditional during the November, 2005 open enrollment will receive a one time buy-out as follows: \$5,000 for family-type plan and \$3,500 for a single plan. Any unit member who receives a buy-out under this provision may return to coverage under Blue Cross/Blue Shield Traditional only during retirement and only following a two year minimum period from the date of the transfer out of Blue Cross/Blue Shield Traditional.

Section 9.5: Effective January 1, 2006, Blue Point 2 Extended is discontinued for unit members.

Section 9.6: Effective December 31, 2005, there shall be no new enrollment into Blue Cross/Blue Shield Traditional, except in retirement, as provided in Section 9.11. Members participating in Blue Cross/Blue Shield Traditional on or before December 31, 2005 may continue to participate in Traditional, under the conditions described in Sections 9.1 and 9.2.

Section 9.7: The County reserves the right to change insurance carriers if it deems necessary; however, the County agrees to provide at least equal benefits to the coverages offered under this contract.

Section 9.8: It shall be the employee's responsibility to initiate such membership in the plan in the appropriate personnel office and the employee shall be responsible for notifying, in advance, the appropriate personnel office respecting any change in status of the employee for medical insurance coverage. The parties agree that duplicate health insurance coverage shall not be available to employees who came on the payroll subsequent to January 1, 1973.

Section 9.9: During 1991, retirees of the County, pursuant to Resolution No. 173 of 1966, as adopted and amended by the Monroe County Legislature, shall receive fully paid Blue Cross/Blue Shield protection which is in effect at the time of the employee's retirement from the County after they have had five years of continuous, full-time County service immediately preceding retirement and are:

- a. Drawing a pension from the NYS Employee's Retirement System, or
- b. Retired under Social Security benefits.
- c. Application for continued medical coverage must be made to the Human Resources Department on/before the date of retirement.

Section 9.10: Effective the first pay period of 1992, retirees of the County shall receive the health insurance coverage which is in effect at the time of the employee's retirement from the County, if they have had five years of continuous, full-time County service immediately preceding retirement under the State Retirement System or under Social Security and according to years of service with the County, as follows:

Years of Service	County Pays	Retiree Pays
5-9	85%	15%
10-14	90%	10%
15 or more	100%	0%

Section 9.11: Effective January 1, 2006, **retirees of the County, who are full-time employees and unit members on payroll before January 1, 2006 who have had five years of continuous, full-time County service immediately preceding retirement** may, by application, become eligible for health insurance coverage as follows:

Blue Point 2 Value or Blue Point 2 Select:

Years of Service	County Pays	Retiree Pays
5-9	85%	15%
10-14	90%	10%
15 or more	100%	0%

Blue Cross/Blue Shield Traditional for retirees living inside the Rochester managed care geographical coverage area:

Years of Service	County Pays	Retiree Pays
5-9	63.75%	36.25%
10-14	67.50%	32.50%
15 or more	75%	25%

Retirees who move outside of the Rochester managed care coverage area shall have the right to have the County contribute to a health insurance carrier for a plan in their area of residence, in an amount not to exceed that which is available for the retiree under a managed plan care in this section. Retirees who move outside of the Rochester managed care coverage area may elect Blue Cross/Blue Shield Traditional according to years of service with the County, as follows:

Years of Service	County Pays	Retiree Pays
5-9	85%	15%
10-14	90%	10%
15 or more	100%	0%

Section 9.12: Effective January 1, 2006, **retirees of the County, who are full-time employees and unit members on payroll on or after January 1, 2006, including new County employees and part-time employees who later become members of the unit, who have had five years of continuous, full-time County service immediately preceding retirement** may, by application, become eligible for health insurance coverage as follows:

Blue Point 2 Value:

Years of Service	County Pays	Retiree Pays
5-9	81.60%	18.40%
10-14	86.40%	13.60%
15 or more	96%	4%

Blue Point 2 Select:

Years of Service	County Pays	Retiree Pays
5-9	72.25%	27.75%
10-14	76.50%	23.50%
15 or more	85%	15%

Retirees who move outside of the Rochester managed care coverage area shall have the right to have the County contribute to a health insurance carrier for a plan in their area of residence, in an amount not to exceed that which is available for the retiree under a managed plan care in this section.

Section 9.14: Application for continued medical coverage must be made to the Human Resources Department on/before the date of retirement.

Section 9.15: Any employee who has been granted an unpaid leave of absence shall be permitted to continue participation in the group health insurance program for the duration of such leave of absence.

Such employee shall have full responsibility to remit to the County of Monroe the periodic premium required. Failure of the employee to comply with the requirements of premium remittance shall relieve the County of any obligation to continue such employee on its health insurance roster.

The County agrees that at the time of granting permission for an employee to take an unpaid leave of absence, it will, in writing, fully inform such employee of the procedure necessary and the remittance requirement in order for such employee to continue his participation in the County's group health insurance program.

Section 9.16: The County shall provide the health insurance coverage which was in effect for a retiree to the surviving spouse of the retiree and children up to the age of nineteen (19) providing the retiree had served ten (10) years of continuous full-time County service immediately preceding retirement. Such coverage shall be available on the same payment

basis as was applicable to the retiree and shall continue for the lifetime of the surviving spouse or until remarriage.

ARTICLE 10 DENTAL CARE COVERAGE

Section 10.1: Each employee may, at his option, enroll in the County dental program, which is set forth in the Memorandum of Agreement between the parties hereto.

Each new employee shall be eligible for participation in the program, commencing with the 46th day following the date of employment.

The dental insurance cap shall be increased from \$750 to \$1,000, effective January 1, 1996.

Section 10.2: Retirees of the County who are eligible for health insurance and who have completed at least ten (10) years of continuous full-time County service immediately preceding retirement shall be entitled to fully paid dental coverage (single or family whichever is applicable) which is in effect at the time of retirement.

Section 10.3: The County and the Union will, on an ongoing basis, discuss the implementation and operation of the County's Employee Assistance Program.

ARTICLE 11 LONGEVITY

Section 11.1: All full-time employees covered by this agreement who have given five (5) through nine (9) continuous years of service as of July 1 of any year to the County of Monroe shall receive \$25 each year. This amount shall be increased to \$75 in 2002.

All full-time employees covered by this agreement who have given ten (10) through fourteen (14) continuous years of service as of July 1 of any year to the County of Monroe shall receive \$425 each year. This amount shall be increased to \$475 in 2002.

All full-time employees covered by this agreement who have given fifteen (15) through nineteen (19) continuous years of service as of July 1 of any year to the County of Monroe shall receive \$525 each year. This amount shall be increased to \$575 in 2002.

All full-time employees covered by this agreement who have given twenty (20) through twenty-four (24) continuous years of service as of July 1 of any year to the County of Monroe shall receive \$625 each year. This amount shall be increased to \$675 in 2002.

All full-time employees covered by this agreement who have given twenty-five (25) or more continuous years of service as of July 1 of any year to the County of Monroe shall receive \$725 each year. This amount shall be increased to \$775 in 2002.

Longevity payments shall be made in lump sum on or about July 1 of each year in accordance with past practices.

ARTICLE 12 TRANSPORTATION REIMBURSEMENT

Section 12.1: The County shall provide mileage allowance in the same amount and on a retroactive basis as that which is promulgated by the Internal Revenue Service to those employees required to use their personal motor vehicles on County business. In the event that public transportation or other private transportation is required, and in the event that parking or toll fees are incurred on County business, such fees and expenses shall be reimbursed upon proper proof thereof, and subject to the County Controller's Office. Reimbursement

shall not include any reimbursement for parking fees normally incurred at the employee's place of business.

Section 12.2: Reimbursement shall be made on/before the second vendor payment of the month following the month in which these expenses were incurred, subject to the employee submitting a completed voucher by the fifth (5th) working day of that month.

Section 12.3: Any mileage or parking expense claimed which is less than Ten Dollars (\$10) shall not be submitted for payment until the claim exceeds Ten Dollars (\$10). In no event, however, shall mileage or parking claims be submitted later than December 1 of any year.

ARTICLE 13 HOLIDAYS

Section 13.1: Holidays constitute days off with pay. Holidays to be observed by the County of Monroe shall be:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Day

And a floating holiday which may be taken at a time mutually agreed to between the employee and the Department Head or his designee. If the employee is prevented by the Department from taking the floating holiday during the year, such floating holiday shall be converted to the compensatory time bank of the employee. To receive a floating holiday during any year, the employee must have been hired prior to pay period 21 of that year.

Section 13.2: Observance of the above stated holidays shall be in accordance with the observance prescribed by State and Federal Law.

Section 13.3: When a legal holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday will be considered a holiday with pay. Employees who work on holidays shall receive their regular compensation for the hours worked, plus time and one-half in cash or in compensatory time off, at the option of the employee. If an employee's compensatory bank is at the maximum of forty (40) days, such time shall be added to the employee's vacation bank.

ARTICLE 14 EDUCATIONAL LEAVE WITH AND WITHOUT PAY

Section 14.1: Educational leave without pay for a period not to exceed two (2) consecutive years may be granted for the purposes of obtaining additional educational training. Such two year consecutive educational leave shall depend upon an employee's successfully completing the first year of educational training.

Section 14.2: Educational leave with pay may be granted for one (1) year or two (2) consecutive academic years. A person requesting educational leave with pay must sign a statement promising to work respectively one (1) year or two (2) years for the County after finishing such studies. Subject to the approval of the New York State Department of Social

Services, paid leaves of absence under scholarship approved by the said Department for full-time study shall be provided by the County. While on educational leave with pay, the employee will not continue to accrue credits.

Section 14.3: Tuition reimbursement shall be funded by a jointly administered, County and Union, Education and Training Fund, funded by the County at the rate of two cents per compensated hour for bargaining unit employees.

ARTICLE 15 IN-SERVICE TRAINING

Section 15.1: The County shall provide relevant training for each new, reassigned or promoted employee. At a minimum, training shall consist of on-the-job training by the immediate supervisor in addition to the departmental orientation program in existence.

Section 15.2: Each employee within the bargaining unit shall be entitled to up to one hour of individual supervision each week, if needed.

Section 15.3: The County shall provide relevant and on-going training for any employee deemed not to be performing adequately in a given area. Training is to be carried out by the immediate supervisor in groups, if there is a group need, or individually, if there is an individual need.

Section 15.4: The County recognizes that County sponsored institutes are an integral part of in-service training. When institutes are held, they shall be provided at no cost for bargaining unit employees.

Section 15.5: The County will utilize its best efforts to provide on-going training for employees covered by this agreement. Two representatives of the Federation shall be included on any curriculum committee, which may be promulgated by the department.

Section 15.6: The County shall provide legal consultation to staff when needed and shall hold training sessions for staff as to legal aspects on an as-needed basis.

ARTICLE 16 PHYSICAL WORKING CONDITIONS

Section 16.1: Each employee covered by this agreement shall be provided by the County with adequate office equipment and supplies.

Section 16.2: Physical Working Conditions: The parties agree to jointly establish and make a good faith effort to meet the following:

- Working-condition standards;
- Safety/security standards;
- Standards for cleaning and maintenance;
- Monitoring procedures for cleaning and maintenance;
- Site-selection criteria to be used in choosing new work locations;
- Labor/Management committee to recommend site selections and lease terms.

Section 16.3: The County will not require bargaining unit employees to work under conditions that are unsafe or injurious to their health.

Section 16.4: The County shall notify the Federation of any changes in policy at least ten (10) working days prior to the implementation of such changes, except if circumstances of a true emergency prevent giving such notice.

Section 16.5: The County shall ensure, prior to the occupancy of a new satellite facility, that such facility is safe for occupancy and does not pose a threat to the health of the employees.

Section 16.6: The County agrees to reimburse employees for damages to clothing, eyeglasses, or timepieces when damages are the direct result of a physical assault upon the employee by a client in the course of County business. This will include damages resulting from performance of duty at the Children's Center.

A maximum of two hundred (\$200) will be reimbursed for damage to eyeglasses. A maximum of one hundred and fifty dollars (\$150) will be reimbursed for damage to clothing and timepieces.

Employees will be reimbursed under the following conditions:

- 1) The incident must be promptly and fully documented;
- 2) The damages are not otherwise recoverable.

ARTICLE 17 WORK LOAD

Section 17.1: The County and the Federation endorse the principle of a "fair day's work for a fair day's pay" and agree to cooperate in promoting this principle. The provisions of this article are intended to elaborate the joint understanding by the parties of the meaning of a "fair day's work for a fair day's pay".

Section 17.2: The parties agree that no work load standard based on number of tasks shall be established or used as a criterion to determine the principle described above. In determining minimum levels of satisfactory work for discipline or discharge proceedings, the County shall not be precluded from considering quantity of work in light of all the circumstances of the case.

Section 17.3: The County shall not conduct, engage in or install any time and motion study or system, measured work system, or comparable research method or technique for the purpose of imposing numerical standards on employees.

Section 17.4: No employee who is performing a "fair day's work" shall receive a below average evaluation rating in any section of the evaluation form because of the number of tasks performed.

Section 17.5: No provision of this article is intended to allow or authorize an individual or group of employees to reduce work load below the standard of a "fair day's work for a fair day's pay" endorsed in Section 17.1.

Section 17.6: In the event that work load standards are mandated by the Federal or State government, the County and the Federation shall negotiate the impact of such mandate.

Section 17.7: In the event that employees in any division find it necessary consistently to request overtime approval to meet work load, the matter will be referred to the Labor/Management Committee for investigation and recommendations.

Section 17.8: The County agrees to use its best efforts to achieve a relatively equal distribution of work load among employees performing similar work within a functional unit.

Section 17.9: The County shall conduct an inventory of work load distribution within the Department of Social Services at least twice a year, with a copy of the inventory and a statement of action taken, if any, submitted to the Federation.

ARTICLE 18 ASSIGNMENTS

Section 18.1: Subject to the provisions of this agreement, the department head retains the right to make work assignments in order to properly carry on the functions of the department.

Section 18.2: The County shall post a notice of all original vacancies existing in the department which the department intends to fill. The posting shall not apply to out-of-title assignments. The notice of openings shall be posted for a minimum period of five (5) business days. A copy of such notice shall be submitted to the Union at the time of posting.

Section 18.3: Assignments shall be made from the list of candidates on the basis of the following:

- (a) Selection of one of the three (3) most senior candidates;
- (b) Experience in related work;
- (c) Satisfactory past performance;
- (d) Capability to perform the work with training, within a reasonable period of time.

Where no employees have submitted their names to the posting, involuntary assignments shall be made on the basis of seniority applied inversely, capability to perform the work with training within a reasonable period of time, experience in related work and satisfactory past performance.

The first secondary vacancy that is created by the filling of an original vacancy shall be posted and filled in the same manner as an original vacancy is posted and filled. Further secondary vacancies shall be either posted, filled from a Civil Service list, or filled from any other appropriate source (such as reinstatement, transfer, employee returning from leave), at the department's discretion.

Nothing contained in this article shall interfere with the County's right to fill vacancies with persons who come from outside the bargaining unit.

To fully benefit from his training period, no probationary employee shall be voluntarily or involuntarily reassigned more than once during the probationary period.

Section 18.4: Any employee who voluntarily requests reassignment and is reassigned shall not be eligible for another voluntary reassignment for a period of six months.

Section 18.5: Any employee may submit a special request for reassignment or a special protest against an involuntary reassignment on grounds of hardship. Such hardship requests or protests shall be submitted in writing to the employee's supervisor who shall reply in writing within five (5) working days. Special requests for lateral assignments or special protests on hardship grounds shall not be denied without just and sufficient cause in light of the hardship presented. Denial of such requests or protests may be appealed by recourse to the grievance procedure.

Section 18.6: An employee shall be notified at least two weeks prior to the effective date of a lateral work assignment, unless otherwise mutually agreed to between the Federation and the County.

Section 18.7: The department head shall not reassign an employee for the purpose of imposing a penalty upon him and shall not apply the provisions of this Article in an arbitrary, capricious or discriminatory manner.

ARTICLE 19 CLASSIFICATION AND RECLASSIFICATION

Section 19.1: Any employee alleging that he has experienced major changes and/or responsibilities, as a result of a reorganization of any division, unit or team level, or as a result of reassignment, or changes in job function, may appeal to the local Civil Service Commission for a job audit. The local Civil Service Commission shall conduct such a job audit study at the earliest possible time. If the employee is not satisfied with the results he shall have the opportunity to appeal to the Civil Service Commission and/or to the Courts.

Section 19.2: The County agrees to consult with the Federation in respect to any future classification or reclassification of any job title within the bargaining unit or of any new title within the Federation's community of interest prior to submission of such classification to the County Legislature or to any of its committees. The County further agrees that upon determination of a classification or reclassification within the community of interest of the Federation, it will promptly enter into consultation and discussions with representatives of the Federation in respect to such classification or reclassification. The County agrees to make available to representatives of the Federation all data which has an effect upon such determination regarding classification, reclassification and further, the County will permit representatives of the Federation to testify before the Civil Service Commission in respect to any classification or reclassification.

Section 19.3: Notice of examinations shall be conspicuously posted on each floor of the department and in all areas where employees are represented by the Federation, at least ten (10) days prior to the cutoff date for submission of applications for the taking of such examinations. In addition, the monthly summary of upcoming County exams shall be posted at all work sites.

Section 19.4: The County shall request that the Civil Service Commission conduct an appropriate examination for new positions as soon as possible.

ARTICLE 20 SENIORITY

Permanent, Competitive Employees

Section 20.1: Seniority shall conform strictly in accordance with Civil Service Law.

Section 20.2: Seniority shall be broken by:

- a) Voluntary quit - failure to return within one year from date of resignation.
- b) Discharge for cause in accordance with Article 22 of this agreement.
- c) Retirement.
- d) Failure to return from layoff within fifteen working days following notification.

Section 20.3: Benefits and leave credits, except for health insurance, shall be retained but not accumulate under the following circumstances:

- a) Educational leave of absence without pay.
- b) Service in Peace Corps, VISTA and similar governmental programs.
- c) Maternity leave.
- d) Leave of absence without pay.

Section 20.4: Benefits, status and seniority shall be retained and accumulate during any leave of absence with pay.

Leave credits shall not accumulate during an educational leave of absence with pay.

Section 20.5: Seniority accumulation and retention of benefits in respect to military service shall be in accordance with Section 243 of the Military Law of the State of New York.

Section 20.6: Employees shall receive at least two weeks' notice of layoff.

Recall from layoff shall be in accordance with Section 81 of Civil Service Law.

Section 20.7: Job abolishments in non-competitive titles shall be in inverse order of seniority established for each title.

Employees whose positions have been abolished shall be recalled in non-competitive job titles in inverse order of layoff.

Permanent, Non-competitive Positions

Section 20.8: A seniority roster shall be established for the full-time positions of Case Work Aide and Home Management Specialist and this list shall be applied in respect to layoffs and recalls. Seniority shall be accumulated on the basis of permanent, continuous service from original date of hire in a non-competitive position. Employees in a non-competitive position shall not be placed on a seniority roster until such time as they have served a six month probationary period.

Section 20.9: Seniority shall be broken by:

- a) Resignation.
- b) Discharge for cause in accordance with Article 22, Section 22.2.
- c) Retirement.
- d) Failure to return from layoff within fifteen working days following recall notification.

Section 20.10: Benefits, except for health insurance, shall be retained but not accumulate under the following circumstances:

- a) Educational leave of absence without pay.
- b) Service in Peace Corp, VISTA and similar governmental programs.
- c) Maternity leave.
- d) Leave of absence without pay.

Section 20.11: Benefits and status shall be retained and accumulate during a leave of absence with pay.

There shall be no accrual of leave credits during an educational leave of absence with pay.

Section 20.12: Seniority accumulation and retention of benefits in respect to military service shall be in accordance with Section 243 of the Military Law of the State of New York.

Section 20.13: Employees shall receive at least two weeks notice of layoff.

Section 20.14: Nothing contained in this article shall be intended to diminish in any manner job rights or status accrued to employees pursuant to Civil Service Law or any other appropriate rules or regulations.

ARTICLE 21 PERSONNEL PRACTICES

Section 21.1: Typing of derogatory material relating to an employee's performance shall be performed by clerical employees at the administrative level.

Section 21.2: Each employee covered by this agreement shall have a written evaluation of his work performance by his immediate supervisor once every calendar year, by the

anniversary of his date of hire or the anniversary of his appointment to his present position, or upon written request of such employee prior to either the employee or the supervisor leaving the unit. In addition, there shall be a written evaluation of all probationary personnel, which shall occur approximately mid-point between the employee's date of hire and the end of the employee's probationary period.

A probationary employee who receives a 6-month increment and who has not received a 6-month evaluation shall be presumed to have a passing evaluation. Any deficiencies occurring in the first 6 months must be included in the 6-month evaluation.

Section 21.3: When an employee has probationary status, his supervisor shall, unless impossible, make an interim evaluation in writing of such employee prior to either the employee or supervisor leaving the unit, whether this be due to transfer, reassignment or the supervisor's termination from the department. When a conflict exists, such interim evaluation may be appealed to the department head or his designee.

Section 21.4: The performance evaluation form shall be made available to the evaluator no less than fifteen working days prior to the date the evaluation is due.

Section 21.5: Employees shall be given a copy of any evaluation prepared by their supervisors. Employees shall have the right to discuss such evaluation with their supervisors. The employee shall acknowledge he has read such material to be filed by affixing his signature on the actual copy to be filed, with the understanding that such signature merely signifies that he has read the material to be filed and does not necessarily indicate agreement with its contents.

Section 21.6: No employee shall receive a below average evaluation unless said employee has received an informal counseling interview at least three (3) months before the evaluation, pursuant to Section 22.3 of this agreement.

Section 21.7: An employee concerned as to his evaluation, interim evaluation, or formal counseling interview shall have the right to be represented by the Federation in discussion of such matters with the department head or his designee. Employees who wish a review at that level must present a written request no later than ten (10) working days following the receipt of the written evaluation or corrective interview. The employee or the Federation may request that the subject matter of such discussion be kept confidential.

The determination of the department head or his designee shall be final, and shall not be grievable under Article 32 of this agreement.

Section 21.8: An employee shall have the right to answer the material relating to his evaluation, interim evaluation, or record of a formal counseling interview, and such answer shall be attached to the evaluatory material filed. The supervisor shall acknowledge that he has read such answer by affixing his signature to the answer filed. The affixed signature of the supervisor merely signifies that he has read such answer and does not indicate that said supervisor agrees with such answer.

The determination of the department head or his designee shall be final and shall not be grievable under Article 31 of this agreement.

Section 21.9: In accordance with past procedures, each employee shall have access to all material in his personnel file. The employee shall have the right to submit a statement concerning any material in his file. Such statement shall become part of the personnel file.

Section 21.10: No person other than authorized personnel shall have access to a covered employee's personnel file. For the purposes of this section, authorized personnel shall be defined as: the employee's immediate supervisor, Staff Development personnel, Certification

Supervisors, Administrative Caseworker, and such other persons having a legitimate purpose in examining an employee's personnel file, or as may be authorized by the Director of Human Services, the County Executive, or their respective designees. No other person shall have access to a personnel file without the employee's permission in writing to the department head or his designee.

Any person inspecting an employee's personnel file must affix the date and his signature to the jacket of the personnel file.

Section 21.11: No derogatory material related to the employee's conduct, performance, character or personality shall be placed in the personnel file without notification to the employee. The employee shall be given an opportunity to read such material and may acknowledge that he has read such material by affixing his signature on the material to be filed, with the understanding that such signature merely acknowledges that he has read such material and does not indicate agreement with its contents. The employee shall receive a copy of such material upon request. Any employee who has derogatory material lodged against him shall have such material deleted from his personnel file when such material has been determined invalid by normal grievance procedures, civil court action, or formal or informal hearings within the County.

Section 21.12: An Ad Hoc evaluation committee shall study the current evaluation procedures, when evaluation criteria are being considered which effect members of the bargaining unit, with the goal of refining the criteria for evaluating work performance. Such committee shall meet at appropriate times and shall include two designated representatives of the Federation. When criteria for evaluating work performance are developed, and the Federation representatives disagree with the results, the Federation shall have the right to grieve such criteria with regard to reasonableness commencing at the second step of the grievance procedure.

Section 21.13: A post-employment evaluation will consist of a composite of all past evaluations and shall be completed by designees of the department head.

Employees who resign or retire may request a post-employment evaluation to be completed by designees of the department head.

Section 21.14: The County agrees that all new or changed policy directives to staff concerning work processes will be in writing.

Section 21.15: A counseling interview encompassing an incident of misconduct or incompetency shall, after one (1) year, not be used to disadvantage an employee for future promotions or assignments unless similar incidents of misconduct or incompetency are documented by the County subsequent to the counseling interview.

Section 21.16: Any report of an adverse nature which is three (3) or more years old shall upon written request of the employee, be removed from the Personnel File and placed in a sealed envelope and may be opened only after reasonable notification to the employee and only for purposes of defense by either the employee or the County in a legal or administrative proceeding. Material, which has been placed in a sealed envelope, will not be referred to in a subsequent step of the contractual grievance procedure.

ARTICLE 22 COUNSELING AND PROGRESSIVE DISCIPLINE

The purpose of this article is to provide prompt, equitable, and efficient counseling and discipline procedures. Both parties to this agreement recognize the importance of counseling and the principle of progressive, constructive, and corrective discipline. Informal and formal counseling referred to elsewhere in this agreement shall not be regarded as part of the formal disciplinary procedure.

The parties also recognize that employee problem areas shall be addressed whenever possible in the evaluation, supervisory conference, and informal and formal counseling process.

The County shall follow a policy of progressive discipline whenever appropriate. The County agrees that all such proceedings will be conducted with dignity toward the involved employee. All information resulting from counseling and disciplinary procedures will be confidential, except as provided by law and where operationally necessary.

Section 22.1: The following procedures shall apply to all permanent competitive employees, permanent non-competitive employees (with more than 6 months of continuous service), provisional employees with more than one (1) year of continuous service, and part-time employees with more than 910 continuous working hours.

Section 22.2: No employee covered under Section 22.1 shall be disciplined or discharged without just and sufficient cause.

Section 22.3: Informal Counseling Procedure: Verbal discussion of a deficiency shall occur between the immediate supervisor and the employee with a review of progress in thirty (30) days. The verbal discussion shall be reduced to writing, setting forth the deficiency discussed, what improvement is expected, and incorporating a plan to correct the deficiency perceived. The documentation shall not be placed in the employee's personnel file. A copy shall be given to the employee and a copy retained by the supervisor. Dissimilar deficiencies shall be handled as separate issues.

Formal Counseling Procedure: If unsatisfactory performance continues or upon recurrence of unsatisfactory performance, another discussion will be held with the employee. The discussion shall be documented and placed in the employee's personnel file. The record shall include the previous counseling, describe the deficiencies discussed, indicate what improvement is expected, and contain a plan to correct the deficiency. A review of progress will be held with the employee after a reasonable period of time, but no later than thirty (30) days thereafter. This record will be placed in the employee's personnel file and a copy given to the employee. The Union shall be notified of the counseling interview.

Section 22.4: Disciplinary action subject to this article shall consist of:

- a. Written reprimand
- b. Suspension without pay
- c. Demotion
- d. Discharge

The term "investigatory interview" shall be defined to mean the questioning of an employee who, at the time of such questioning, appears to be a likely target for disciplinary action.

Prior to disciplining an employee, the department head or his designee shall (in writing) summon the employee, with forty-eight (48) hours of advance notice whenever possible and appropriate, to an investigatory interview.

The notice shall include the allegations made against him and that he is entitled to Union representation at the interview. Simultaneously, the Union shall receive notice of the interview, including the name of the employee, type of interview which is to be conducted, and the date, time, and place of the interview.

During the investigatory interview the employee shall be given a full opportunity to respond to the allegations and shall be allowed consultation with Union representatives. The Union shall have the right to speak on behalf of the employee. The employee and the Union shall be provided with a copy of all materials utilized by the County during the investigatory interview, which are potentially of an adverse nature.

If discipline is issued, a statement summarizing the contents of the investigatory interview shall be provided to the employee within a reasonable period following the interview. The employee shall have the right to rebut in writing, for placement in the personnel file, any allegations or material of an adverse nature and for any disciplinary action taken by the County.

If, following the investigatory interview, the department head or his designee determines that the allegations made are substantially correct and that disciplinary action is to be taken, the following procedures shall be followed:

- 1) The employee shall be given notice of discipline which shall contain the reasons for the discipline or discharge, including a description of the alleged acts or conduct, and the dates, times, and places such acts occurred, whenever possible. The notice shall also include the penalty being imposed.
- 2) A copy of the notice shall be simultaneously given to the Union. Service shall be given directly to the employee or by certified mail.

Section 22.5: An employee, alleging that the disciplinary action taken was without just and sufficient cause, shall have full recourse to the grievance procedure commencing at Step 2 of Article 32, providing that such grievance is filed within ten (10) business days following receipt of the notice of discipline.

A grievance relating to suspension without pay or discharge shall be filed at Step 3 of Article 32.

The pendency of the grievance under this Article shall not restrict the County's right to take the action being contested by the employee.

Section 22.6: Remedy. If an employee is improperly subjected to an interrogation in violation of the provisions of this agreement, an arbitrator appointed pursuant to the collective bargaining agreement shall have the authority only to exclude information obtained thereby or other evidence derived solely through such interrogation. The County shall have the burden of proof to show that, upon the preponderance of the evidence, evidence sought to be introduced was not derived solely by reason of such interrogation and was obtained independently from the statements or evidence so provided by the employee.

Section 22.7: Burden of proof. In all disciplinary proceedings, the employee shall be presumed innocent until proven guilty, and the burden of proof on all matters shall rest upon the employer. Such burden of proof, even in serious matters, which might constitute a crime, shall be preponderance of the evidence on the record and shall in no case be proof beyond a reasonable doubt.

ARTICLE 23 BULLETIN BOARDS, RIGHT TO INFORMATION AND DATA AND GENERAL PROVISIONS

Section 23.1: The Federation will supply bulletin boards of a reasonable size for the exclusive use of the Federation, which shall be mounted within available space in those facilities which employ members of the bargaining unit. The Federation shall have the right to post notices and other communications pertinent to Union business, and agrees it will not post material which is derogatory or in poor taste.

Section 23.2: The County shall, with five (5) days' written notice, submit to the Federation three copies of the seniority list of all those employees in the bargaining unit, indicating the date of hire, present title, date of permanent appointment, present title and salary grade and step.

The County further agrees to include in such list those employees having provisional status, indicating date of hire, present title, salary grade, and step.

Section 23.3: The County shall, in writing and in a timely manner, notify the Federation of the work area placement of new hires in the bargaining unit.

Section 23.4: The County shall, upon request, furnish to the Federation all relevant information and data necessary for the processing of grievances and for the preparation of contract proposals for negotiations, providing such information and data is available to the County.

Section 23.5: The County shall furnish the Federation fifteen hundred (1500) copies of this agreement as soon as it is practicable to do so. The cost of the copies of the agreement shall be shared equally by the parties to this agreement.

Section 23.6: The County agrees to inform any new employee within the bargaining unit that the Federation is the certified bargaining agent for his job title. The department agrees to allot a minimum of one (1) hour of every orientation period to the Federation during which a Federation representative will discuss with trainees contract administration.

Section 23.7: The County agrees not to interfere with the rights of employees to become members of the Federation; and there shall be no discrimination, interference, restraint, or coercion by the County (or any County representative) against any employee because of Federation membership. The County further agrees not to discriminate against any employee for acting in an official Union capacity on lawful Union business.

ARTICLE 24 FEDERATION USE OF FACILITIES

Section 24.1: Facilities shall be made available for Federation membership meetings during non-working hours with the prior approval of the department head or his designee.

Section 24.2: Facilities shall be made available during working hours with the prior approval of the department head or his designee for the purposes provided for in Article 30 of this agreement.

ARTICLE 25 OVERTIME

Section 25.1: The County and the Federation agree to the concept of overtime work being performed on a voluntary basis whenever possible. This concept shall remain operative subject to the continuing availability of qualified volunteers.

Section 25.2: Overtime shall be distributed as equally as possible among qualified employees performing similar work within each division of his respective department, i.e., Income Maintenance, Service, etc.

Section 25.3: Overtime for a special project (e.g., Social Security Recalculation) shall be distributed as equally as possible among qualified employees of the department.

Section 25.4: The concept of overtime work being performed on a voluntary basis shall remain in effect, subject to a sufficient number of qualified volunteers to work the required overtime.

The County agrees to give as much advance notice on overtime work as possible.

The department head or his designee shall notify the Federation I.U.E.-C.W.A. President whenever there is an insufficient number of qualified volunteers.

Section 25.5: Overtime shall be paid at the rate of time and one-half for all hours worked over forty hours per week, for all employees in Pay Group 53 and below.

Straight time pay or compensatory time off (at the option of the employee) shall be paid to all employees in Pay Group 54 and above who are in the exempt category under F.L.S.A. for all hours worked in excess of forty hours per week.

Hours paid for but not worked, on holidays, compensatory time off, and vacations shall be counted as time worked for the purpose of calculating overtime. Sick leave time shall not be counted as time worked in the calculation of overtime.

Section 25.6: All time worked between thirty-five hours and forty hours per week shall be at compensatory time off only, unless the department head or designee, in their sole discretion, approves paid straight time overtime, and the employee agrees to receive paid straight time overtime. The maximum accumulation of compensatory time shall not exceed forty (40) days.

Section 25.7: Employees called in to work outside of regularly scheduled hours shall be guaranteed a minimum of 2.67 hours at the rate of time and one-half. Such call-in pay shall not apply to hours, which immediately adjoin the employee's regularly scheduled starting time.

Section 25.8: On terminating employment with the County, an employee will be paid up to forty (40) days' compensatory time accumulation.

ARTICLE 26 OUT-OF-TITLE WORK

Section 26.1: The County agrees not to assign any employee to an out-of-title position in violation of Civil Service Law, rules and regulations.

Section 26.2: An employee directed by supervision in writing to assume the duties of a higher classification for a period in excess of ten (10) consecutive work days shall receive out-of-title pay for the duration of such assignment.

Employees who are directed to work in an out-of-title position without a written directive may promptly file a grievance at the second step of the Grievance Procedure protesting the failure to receive the directive in writing.

Out-of-title pay shall apply only under circumstances when the higher titled employee is on leave of absence or when the department head or his designee decides to temporarily fill a vacancy. Any other claim by an employee that he is working out-of-title may be processed through the department head in a request for a job audit, which shall be conducted by the Human Resources Department.

Section 26.3: Out-of-title pay will correspond to the step in the higher title which is immediately above the salary being received by the employee in his permanent classification, plus one (1) additional step.

Out-of-title assignment in a lower title shall not result in a salary reduction.

Out-of-title assignments shall be designated to the employee in writing, setting forth the commencement date of such out-of-title assignment.

In the event a supervisor of a unit or team is not to be replaced by an out-of-title assignment, the department head or his designee agrees to post a notice in that unit or team stating the

name of the individual who will be responsible for the overall supervision of that unit or team.

Section 26.4: The County agrees that it will not assign any employee in the bargaining unit to out-of-title work in a lower title in excess of thirty (30) days in any calendar year except with prior mutual agreement of both parties.

Section 26.5: The County will furnish to the Federation, each month, a list of persons who have been working out-of-title for ten (10) working days or more.

ARTICLE 27 JOB SECURITY

Section 27.1: Any employee within the bargaining unit may refuse a promotion without prejudice and shall not be treated arbitrarily, capriciously or discriminatorily with regard to any future appointments, assignment or promotion.

Section 27.2: Appointments and promotions shall be made according to the rules and regulations of the Civil Service Commission of the County of Monroe and Civil Service Law.

Section 27.3:

- a) In the event of a reorganization of the department initiated by the County of its own accord, the County shall negotiate the impact of such reorganization in respect to any matter which is a mandatory subject of negotiations as defined by the Public Employment Relations Board.
- b) The County agrees to meet and confer with the Federation prior to any County decision to subcontract, consolidate, merge, transfer or terminate work regularly performed by members of the bargaining unit.

The County shall notify the Union of any request-for-proposal or competitive-bid advertisement that involves work regularly performed by or which could be performed by bargaining unit members. The Union shall have the opportunity to make a proposal to the County in response to the RFP or competitive-bid advertisement within the time frames established for all responders.

The Union may use uncovered release time to develop such proposals.

The County shall provide to the Union financial and budgetary information pertinent to the Union's preparing a proposal.

Neither the receipt of a request-for-proposal nor the submission of a proposal or bid may be deemed a waiver of rights as defined by the Taylor Law and the Public Employment Relations Board.

The County further agrees to negotiate with the Federation the decision and the impact of any decision relating to the action referred to in this sub-section when such matters are mandatory subject of negotiations as defined by the Public Employment Relations Board.

- c) In the event of a reorganization of the department mandated by the Federal or State government in which the authority and responsibility for the method of implementation is delegated to the County, the County and the Federation shall negotiate the impact of such plan within the bounds of the County's delegated authority and in respect to those matters which are mandatory subjects of negotiation as defined by the Public Employment Relations Board.

- d) In the event of a Federal or State reorganization over which the County has no authority delegated to it, the County shall make every effort to give the Federation full voice in the planning for and implementation of such plan.

Section 27.4:

- a) The County will use its most diligent efforts to avoid job abolishments, to place those employees whose jobs are abolished in other County employment and to ease the impact of job abolishments in every possible way.
- b) In the event lay-offs are scheduled, the provisions of Section 80 and 81 of the Civil Service Law shall apply to permanent, competitive employees.
- c) The County agrees to give laid-off employees the opportunity to return to their jobs with 15 working days notice before hiring new employees in the same job classification.
- d) The County and the Union agree that unpaid furloughs are not desirable and all diligent efforts should be made to avoid such occurrences except where an unanticipated fiscal crisis exists.

In such an instance, the County will explore available alternatives and will, prior to making a decision, discuss the situation with the Union. The County will provide to the Union all available, relevant fiscal information on which projections of a fiscal crisis are based.

If the County reaches a decision to engage in unpaid furloughs, it will negotiate the impact of such decision with the Union. The County agrees that any such decision will not be made in a manner, which is unreasonable, discriminatory, arbitrary or capricious.

Section 27.5: An employee who assumes a provisional, competitive position may not be discharged except for just and sufficient cause after serving one year in such provisional position. A claim of discharge without just and sufficient cause may be processed under the provisions of Article 32.

Section 27.6: Nothing contained in this agreement shall be construed to diminish in any way, rights of employees under the Civil Service Law.

Section 27.7: Where a cost-savings program is agreed upon, current employees employed at the time the program is implemented will not lose their Civil Service title or salary grade as a result of implementation of such a program.

ARTICLE 28 CONFERENCE ATTENDANCE

Section 28.1: Employees covered by this agreement shall be eligible for attendance at conferences involving subjects determined by the department head to be relevant and appropriate, subject to the approval of the Director of Human Resources.

Section 28.2: Legitimate expenses incurred at conferences which have been approved by the department head and the Office of the Controller shall be reimbursed to the employee. The department head shall promulgate procedures for advanced payment of expenses to be incurred in conference attendance.

Section 28.3: Subject to the approval of the department head, release time with pay may be granted to employees for conference attendance at the employee's own expense.

ARTICLE 29 OTHER BENEFITS

Section 29.1: The work week for all employees covered by this contract shall be thirty-five (35) hours.

One hour of each full work day is allowed, without pay, for lunch. Fifteen minute coffee breaks may be taken in mid-morning and mid-afternoon.

Alternative work schedules will be available to employees upon agreement of the County and the Union.

Section 29.2: Sick Leave

Sick leave constitutes absence for reasons of illness, or injury; medical, optical, dental examinations or treatments; when serious or contagious disease affects a member of the employee's family and requires that employee's care and attendance or when, through exposure to contagious disease, a physician certifies that the employee's presence at the place of duty jeopardizes the health of others.

(Immediate family shall include parents, spouse, children, brother, sister, grandparents and grandchildren, persons occupying the position of parent of the employee or spouse, or any relative who is an actual member of the employee's household.)

When absence is required under the provisions of sick leave, that employee or another person in his stead shall notify his supervisor of the reason within one-half hour prior to the commencement of the work day or as soon thereafter as is possible. Employees employed at the Children's Center or another person in his stead shall notify the supervisor at least four (4) hours prior to the commencement of the work day, or as soon thereafter as is possible. Sickness during the workday or otherwise shall be reported to the immediate supervisor, who, in turn, shall notify the department head. In the event that such employee or person is unable to notify the appropriate department head or his designee, such employee or other person shall notify the Monroe County Office of the Director of Human Resources.

Sick leave shall be earned and posted at the rate of one (1) day per month of service, up to a maximum of 200 days.

Sick leave that extends five (5) or more consecutive working days must be supported by a standard medical certificate completed by an attending physician. The form shall be submitted to the department head within seven days following the return to work.

When sick leave is used for three or more consecutive days because of illness in the immediate family, a certificate by the attending physician covering the nature of the illness and the need for the employee to be in attendance of the relative is required. The Director of Human Resources may verify the validity of any absence under these regulations. Should a doctor or other qualified representative be assigned to visit an employee during an illness, such person shall be allowed into the employee's home.

Failure to submit evidence of illness when required will cause the absence to be considered as time off without pay.

Any employee engaging in gainful outside employment while on sick leave from the County shall not be entitled to sick leave payment.

Section 29.3: Half-Pay Sick Leave

Employees who have been employed by the County for one year or more shall be entitled to half-pay sick leave for a maximum period of three months under the following conditions:

- 1) The employee has exhausted all available leave time.
- 2) The employee is subjected to an unpaid waiting period of ten working days.
- 3) The employee has not abused the sick leave privilege during his term of employment.

Employees who have been employed by the County for two years or more shall be entitled to half-pay sick leave for a maximum period of six months under the following conditions:

- 1) The employee has exhausted all available leave time.
- 2) The employee is subjected to an unpaid waiting period of five working days.
- 3) The employee has not abused the privilege of sick leave during his term of employment.

Employees who have been employed by the County for three years or more shall be entitled to half-pay sick leave for a maximum period of six months under the following conditions:

- 1) The employee has exhausted all available leave time.
- 2) The elimination of an unpaid waiting period.
- 3) The employee has not abused the sick leave privileges during his term of employment.

It is understood that the foregoing sick leave provisions at half-pay may be granted more than once during the twelve month period, providing the total entitlement is not exceeded during the twelve month period.

Sick leave at half-pay shall not be unreasonably denied. Challenges to an unreasonable denial of half-pay sick leave shall be processed through the Grievance Procedure commencing at Step 2 of the Grievance Procedure.

If the grievance is not resolved at Step 2 or Step 3 of the Grievance Procedure, the case shall be presented to the Director of Human Resources for final determination. The parties agree that a grievance in respect to half-pay sick leave shall not be arbitrable.

Upon the recommendation of the department head and the approval of the County Executive, an extension of half-pay sick leave may be granted.

Half-pay sick leave shall not be approved unless submitted at least five (5) days in advance of the requirement for half-pay sick leave, unless not possible to do so.

It is understood that half-pay sick leave shall apply only to the employee and not to illness within the employee's family.

The employee may choose to keep, in his/her time bank, 5 days of paid leave before being placed on half-pay sick leave. This time may be used when the employee returns to work.

Section 29.4: Death in the Family

The Personnel Rules of the County of Monroe regarding death in the family shall also apply to all part-time employees working less than full-time, but at least twenty-five (25) hours weekly, in either a permanent part-time or permanent full-time position.

A full-time employee may be granted up to four working days with pay due to death in the immediate family. This absence must be reported to the Department Supervisor on the first day of absence.

Immediate family shall include parents, spouse, children, brother, sister, grandparents and grandchildren, person occupying the position of parent of the employee or spouse, or any relative who is an actual member of the employee's household.

Section 29.5: Special Leave Without Pay

With the approval of the County Executive, an employee covered by this contract may be granted up to two (2) years leave of absence for specialized services such as the Peace Corps, VISTA, and other similar governmental programs.

Section 29.6: Advance Travel Funds

Advance travel funds shall be made to eligible employees under procedures promulgated by the Controller's Office and the department head.

Section 29.7: Civil Service Examinations

If death occurs in the immediate family of an employee who is scheduled on that day for a local Civil Service examination, an equivalent exam shall be given upon approval by the Director of Human Resources. Appropriate procedures will be prescribed by the Civil Service Department for reporting the death and applying for examination.

Time off with pay will be permitted in order to take promotional and competitive examinations given by the Monroe County Civil Service Commission. The department head must be given advance notice of the request for release time for such examination.

No examination fee shall be charged to employees in group 52 and below, or to employees taking promotional examinations, or to employees taking open competitive examinations in their career field. A list of career-field examinations shall be agreed upon by the County and the Union.

Section 29.8: Earned credits shall be available to full-time employees and to part-time employees as set forth in Article 35. A full-time employee shall be defined as one who works for the County of Monroe on an annual basis and who is employed regularly 25 hours per week or more.

No benefits or earned credits shall apply to employees who are classified as temporary or seasonal.

A temporary employee shall be defined as one who is employed by the County for a temporary period of time.

A seasonal employee shall be defined as one who is employed by the County for a portion of a year only.

If a seasonal employee works more than nine months in a payroll year, the employee shall be credited with the following earned credits in pay period one of the next payroll year, if the employee is still employed, or when the employee is rehired in the next payroll year: five vacation days, three sick leave days, and five paid holidays as the holidays occur.

All present employees who are receiving pro rata earned credits shall continue to receive such credits.

Employees who receive pro rata credits shall receive such credits based on the following formula. Employees regularly employed between 25 and 29 hours per week - five hours for each day of credit. Employees employed between 29 and 34 hours per week - six hours per day of credit.

Section 29.9: Jury Duty

To meet an obligation as a citizen by serving on juries, full-time employees will be granted time off with pay for jury duty.

Leave with pay is also granted pursuant to subpoena or other order of the Court providing the employee is not a litigant in the Court action.

However, the per diem jury pay only which an employee receives for serving shall be paid to the County.

An employee who works the afternoon or night shift who is summoned to jury duty shall be considered to be on the day shift working his normal work week for the duration of his jury service.

Section 29.10: Vacation

Any employee who has given at least one (1) month's notice in respect to scheduling a vacation, which has been approved by the employee's supervisor, shall not have his scheduled vacation canceled.

A full-time employee will earn a paid vacation allowance determined by length of continuous service as prescribed below. Vacation time taken shall only be granted when approved by the department head.

FIRST YEAR AND SECOND YEAR: Starting with the first month and ending with the twenty-fourth month of service, vacation shall be earned and posted at the rate of 5/6 days per month of service. This is at an annual rate of 10 days per year.

THIRD YEAR TO NINTH YEAR: After two years of service, starting with the twenty-fifth month and ending with the ninety-sixth month of service, 1 5/12 days per month shall be earned and posted per month. This is at an annual rate of 17 days vacation per year.

NINTH YEAR TO FIFTEENTH YEAR: After eight (8) years of service, starting with the ninety-seventh month and ending with the one hundred sixty-eighth month, 1 1/2 days per month vacation shall be earned and posted. This is at an annual rate of 18 days vacation per year.

FIFTEENTH YEAR AND OVER: Commencing with the one hundred sixty-ninth month of service, two days per month vacation shall be earned and posted. This is at an annual rate of twenty-four days vacation per year.

Accumulation of vacation credits is allowed up to a maximum of forty (40) working days. Vacation credits are neither earned nor posted when an employee is at his maximum.

Section 29.11: Shift Premium

An employee whose major part of the working day falls between the hours of 6:00 p.m. and 6:00 a.m., on a regular basis, shall be paid 60 cents an hour shift premium. The major part of a working day is defined as 50% or more of the employee's hours.

Any regular shift, which extends past 6:00 p.m., shall be paid for at the rate of 70 cents per hour for each hour past 6:00 p.m.

Section 29.12: Unemployment Insurance

The County will implement unemployment insurance coverage upon expiration of Public Service Employment Bill enacted on December 17, 1974.

Section 29.13: Career Ladder

The County agrees to promptly contact those agencies involved and to make a sincere effort to enable Casework Aides and Home Management Specialists to move through the Service career ladder. The County further agrees to continue the career-ladder opportunities for those employees in non-competitive positions to move through the Certification career ladders.

The County agrees, as soon as legally permissible, to adopt a provision which allows non-competitive employees to take promotional examinations.

In the event a non-competitive employee assumes a position in the competitive class, and either fails the competitive examination or fails to pass the probationary period, such employee will be allowed to return to the non-competitive position formerly held, with no loss of seniority.

In the event an employee holding a competitive position, who formerly held a non-competitive position is laid-off due to reduction of force, such employee will be allowed to return to the non-competitive position formerly held, with no loss of seniority.

In the event a permanent, non-competitive employee assumes a provisional, competitive position, such employee shall not be discharged except for just and sufficient cause and have recourse to the procedures as set forth in Article 32.

The County and the Federation agree to establish a joint committee to discuss and improve career ladders among job titles covered by the Federation.

Section 29.14: Flexible Benefits

The County will provide a Flexible Benefits Plan at no cost to employees for unreimbursed health, dependent care, and other costs, as permitted by law and regulation.

**ARTICLE 30
FEDERATION REPRESENTATION, RELEASE FOR
FEDERATION BUSINESS AND LABOR
MANAGEMENT COMMITTEE MEETINGS**

Section 30.1: The Federation shall be represented by the following:

- A) Federation officers not to exceed four (4) in number.
- B) Various stewards not to exceed thirteen (13) in number.
- C) Grievance Committee members not to exceed three (3) in number.
- D) Bargaining Committee members not to exceed five (5) in number.
- E) Labor Management Committee members not to exceed three (3) in number.
- F) Delegates to International Convention not to exceed two (2) in number.
- G) Delegates to district council meetings not to exceed three (3) delegates once per year, and not to exceed two (2) delegates at other such meetings during the year.

The Federation shall forward to the Special Counsel for Labor Relations a list of the names of its officers and stewards, and shall immediately notify the Special Counsel for Labor Relations of any name changes as they occur.

Section 30.2: The County agrees to grant the union representatives reasonable and proper time off from their regular duties for the purpose of representing the negotiating unit at P.E.R.B. hearings, budget hearings, meetings with representatives of the County and under other similar circumstances having a legitimate purpose in representing the bargaining unit.

Section 30.3: The County agrees to grant area stewards and grievance committee members reasonable and proper time off from their regular duties to assist in the administration of the provisions of this agreement, to investigate and process grievances, to visit as necessary the department facilities, to attend Federation Department County meetings relating to the bargaining relationship of the parties, and to consult with Federation officers or other I.U.E.-C.W.A. representatives.

Section 30.4: The County agrees to grant bargaining committee members reasonable and proper time off from their regular duties to participate as a bargaining committee in the renewal or reopening of collective bargaining agreements.

Section 30.5: The County agrees to grant members of the Labor Management Committee reasonable and proper time off from their regular duties to attend meetings with department representatives and to pursue such matters arising out of the conferences.

Section 30.6: Delegates to the International Convention and the district council meetings will be granted up to twelve (12) man days per calendar year free from their regular duties,

with pay, to attend these functions on behalf of the Federation.

The wages of delegates attending the aforementioned functions in excess of twelve (12) man days per calendar year shall be reimbursed to the County by the Federation in a manner mutually agreed to by the parties to this agreement.

Section 30.7: Federation representatives who are to be granted release time, as set forth in the provisions of this article, will be without any loss of pay and without prejudice to any other rights.

Section 30.8: Federation representatives shall notify their supervisors at any time they intend to be absent from their regular duties for Federation business as described in this article.

1. Release time for Union business, with or without pay, shall be provided for legitimate Union functions as set forth in the agreement.
2. Release time for Union business shall not be unreasonably denied.
3. Union representatives shall be allowed a maximum of one (1) hour release time with pay, to prepare for arbitration hearings, improper labor practice hearings, fact-finding hearings, contract negotiations, labor/management committee meetings and other similar proceedings.

PROCEDURE FOR RELEASE TIME FOR UNION BUSINESS

1. Union representatives shall, in advance, notify the immediate supervisor of the requirement for release time and shall specify the place of intended visitation, the purpose of release time and the estimated duration of absence.
2. Upon arrival at destination, the Union representative shall notify the supervisor of that area of his presence, purpose and estimated duration of stay.
3. The Union representative shall, upon return to his work area, notify his supervisor of the time of return.
4. All notification by the Union representative to his immediate supervisor shall be in writing.
5. It is intended that the provisions of this memorandum shall be implemented in a reasonable manner.

Section 30.9: Uncovered release time will be paid by the County and then reimbursed by the Union so that the employee's total salary is not affected. Such release time shall be consistent with past practice and shall be used in a reasonable manner.

Section 30.10: Labor/Management Committee meetings shall be held in accordance with the schedule agreed upon between the department head or his designee and the Federation committee. The purpose of these conferences will be to take up important matters such as, but not limited to, the maintenance and improvement of harmonious and cooperative relations, discussion of procedures for avoiding future grievances, and policy questions arising out of the administration of this agreement.

A request for conference by either party shall be initiated by written request, setting forth an agenda of subjects to be discussed. A written response to such request shall be rendered within five working days stating a suggested date and time for conducting such conference.

Issues, which are resolved, or positions, which the parties agree to reduce to writing, shall be submitted within five working days of the conclusion of the conference. If pursuant to the function stated in this section, the members of the committee are of the opinion that the problems referred to are not being resolved properly, the committee shall issue a report giving details of the situation with recommendations to the department head and a copy to the County Executive.

ARTICLE 31 LEAVE FOR UNION BUSINESS

An employee, upon request, shall be granted a leave of absence without pay for a period of one year for the purpose of serving full-time with the Monroe County Federation of Social Workers, Local 381, I.U.E.-C.W.A. District #3, the International Union of Electronic, Electrical, Salaried, Technical and Machine Workers, and/or the A.F.L.-C.I.O. and the International Labor Organization. Such leave shall, upon request of the employee, be renewed annually.

ARTICLE 32 GRIEVANCE PROCEDURE

Section 32.1: Declaration of Policy

The purpose of this grievance procedure is to provide an orderly process whereby the employees specified herein may equitably and expeditiously settle any grievance that may arise in the course of their employment, free from coercion, restraint, interference, discrimination or reprisal. The procedural provisions contained herein shall be liberally construed for the accomplishment of these objectives.

Section 32.2: Definitions

As used herein, the following terms shall have the following meanings:

- a) "County" means the County of Monroe.
- b) "Legislature" means the Monroe County Legislature.
- c) "Employee" means any person directly employed and compensated by the County of Monroe and represented by Monroe County Federation of Social Workers, except persons employed in the Legislative and Judicial Branch thereof.
- d) "Superiors" means persons, regardless of title, who are assigned to exercise any level of supervisory responsibility over employees.
- e) "Department head" means the authorized appointing authority, or his designee, for the respective department.
- f) "Grievance" means any claimed violation, misinterpretation or inequitable application of the specific and express terms of this agreement, or any existing law, rule, procedure, regulation, order, or work rule of the County, that pertains to County employment.
- g) "Employee organization" means the Monroe County Federation of Social Workers, Local 381, I.U.E.-C.W.A.

Pendency of a grievance shall in no way operate to impede, delay or interfere with the rights of the County to take the action complained of, up to and including the decision rendered by an arbitrator.

Prior Notice: Prior to the filing of a grievance, the Federation shall give notice of its intent to file a grievance to the appropriate administrator (list to be provided by the County). The purpose of this prior notice is to provide the parties an opportunity to settle issues before a formal grievance is filed.

Step 1: The first step shall commence with the aggrieved employee's presentation of his grievance to the Federation to determine if such grievance is a meritorious one. When the Federation determines that the grievance has merit, the grievance shall be processed in the following manner.

A grievance as defined hereinabove, between an employee or a group of employees and the County, shall be initiated by filing the grievance, in writing, with the department head or a designee.

Step 2: The Federation may request a review of the grievance with the department head. The department head or designee shall conduct a hearing in which all parties involved may present oral or written statements in support of their position.

In any individual grievance, the grievant shall attend step 2 of the grievance procedure, unless agreed otherwise by the parties.

The department head or designee shall serve a written reply to the aggrieved employee(s) and the Federation within five (5) business days of the close of the hearing.

Step 3: In the event the grievance is not disposed of under Step 2 of the grievance procedure, the Federation may request a review of the grievance with the Special Counsel for Labor Relations. Such request shall be submitted in the same manner provided for in Step 2 of the grievance procedure and shall be submitted within five (5) business days from the conclusion of Step 2. The Special Counsel for Labor Relations shall serve a written reply to the Federation and the aggrieved employee(s) within ten (10) business days following the review of the grievance.

Step 4: In the event the grievance is not disposed of under Step 3 of the grievance procedure, the Federation may submit the grievance to arbitration in the manner provided for below within five (5) business days from the conclusion of Step 3.

Within thirty (30) working days after the effective date of this agreement, the Special Counsel for Labor Relations and the President of the Federation/IUE and/or their designees shall meet to agree upon a panel of five (5) arbitrators selected from lists submitted by the parties. The lists shall include names of arbitrators whose residences are within one hundred fifty (150) miles of Monroe County. Such panel shall serve for the term of this agreement.

Each party shall have the right annually to strike one name from the permanent panel. Such strike out shall become effective upon receipt of the written notice. Replacement of the struck name will be by mutual agreement forthwith.

The request for arbitration shall be submitted to the County in writing. After receipt of such request, the parties shall meet within ten (10) working days to select an arbitrator from the permanent panel. The essential method of selection for each case shall be made by agreement. If the parties are unable to agree, the arbitrator shall be assigned from this panel on a rotating basis. Initial assignment for rotation shall be determined by lot.

The arbitrator, after reviewing oral and written statements presented at such hearings, shall respond in writing to both parties to the dispute within thirty (30) days following the close of such hearing. The decision of the arbitrator shall be final and binding upon both parties to the dispute.

The arbitrator shall not have jurisdiction or authority to add to, modify, detract from or alter in any way the provisions of this agreement or any amendment or supplement hereto. If the grievance concerns matters not covered by this agreement or the procedures contained herein have not been adhered to, said grievance shall be returned to the parties without decision. The fees and expenses of the arbitrator shall be shared equally by the parties to this agreement.

In any monetary award, the arbitrator shall be limited to an award not to exceed the period commencing 15 business days prior to the filing of the grievance.

The time limits as set forth in this article shall be strictly adhered to and shall be binding upon the parties unless waived in writing by mutual agreement for just and sufficient cause.

Nothing contained in this agreement shall be construed to deny any employee his rights under applicable New York State Civil Service Laws and regulations.

ARTICLE 33 CHILDREN'S CENTER

Section 33.1: If annual physical examinations are required by the County, they shall be provided for employees at no cost.

Section 33.2: The Director of the Children's Center shall, whenever a shift vacancy occurs, post such shift vacancy for a period of not less than seven (7) calendar days.

After one year of continuous service at the Children's Center an employee, if qualified, may exercise his seniority in respect to choice of shift. Seniority for purposes of this section shall be defined as the period of continuous service of an employee dating from the first date of employment with the County.

When an employee chooses to exercise his seniority for choice of shift, he may not utilize that right again for at least one year. This procedure may be utilized only when a shift vacancy exists.

Section 33.3: The employees who are listed hereinafter who are employed at the Children's Center shall continue working the schedule, which has been in effect since 1968. This schedule provides for a 37.33 hour average work week, which average is arrived at over a six-week cycle.

Child Care Worker
Senior Child Care Worker
Supervising Child Care Worker

It is further understood that the aforementioned classifications shall remain coded at 80 hours and shall have their credits earned and charged based on eight (8) hours per day.

Section 33.4: The holidays as set forth in Article 13 of this agreement shall be observed on the calendar date of the holiday. This shall also apply to employees regularly engaged in after hours child protective coverage.

ARTICLE 34 AFTER HOURS AND STAND-BY COVERAGE

- 1) Employees of the bargaining unit engaged in after hours coverage will average thirty-five (35) hours per workweek which will include on-site and off-site duty.
- 2) Employees on off-site after hours duty, including hours worked in excess of thirty-five (35) hours per workweek, will be credited with one (1) hr. for each three & one-half (3 1/2) hrs. worked off-site. Off-site after hours duty will always be compensated at the rate of one (1) hour for each three and one-half (3 1/2) hours of duty.
- 3) Hours credited in excess of the thirty-five (35) hour workweek will be compensated in accordance with Section 25.5 of this agreement.
- 4) Employees engaged in on-site after hours coverage of more than five (5) hours shall have an unpaid lunch period of not less than thirty (30) minutes, and not more than

one (1) hour. Employees engaged in on site coverage for five (5) hours or less will be entitled to one (1) fifteen-minute break.

- 5) Employees designated for after hours coverage will be supplied with a pager.
- 6) Staff employees who are designated for stand-by coverage, exclusive of the normal workweek, will be credited with one (1) hour for each three and one-half (3 1/2) hours of such coverage.
- 7) Supervisors directed to be on stand-by, exclusive of the normal workweek, will be furnished with a pager and will be credited with .67 of an hour payment at the rate of time and one-half for each seven (7) hours of stand-by or major portion thereof.
- 8) Any employee engaged in off-site after hours or stand-by coverage who is called out to duty shall be compensated in accordance with the provisions contained in Section 25.7 of this agreement.
- 9) In the event of an insufficient number of qualified volunteers for after hours or stand-by coverage, involuntary assignment shall be made in accordance with Article 18, Section 18.4, of this agreement.

ARTICLE 35 PART-TIME EMPLOYEE BENEFITS

Section 35.1: Part-time employees are employees who are regularly scheduled to work less than 25 hours per week.

Section 35.2: Economic benefits for part-time employees who are regularly scheduled to work 17 1/2 to 24 hours per week shall be as follows:

1. Salary increments: Part-time employees shall be hired at the Entry step of the salary schedule. After having completed six months of satisfactory performance, the employees shall be moved to Step A. After having completed one year of satisfactory performance, the employees shall be moved to Step B. Thereafter, part-time employees shall be evaluated on an annual basis and shall receive increments every year, upon satisfactory performance.
2. Part-time employees shall receive holiday pay on a pro rata basis, based upon the employee's regular work schedule, for any holiday on which the employee is scheduled to work.
3. Part-time employees shall earn a paid vacation allowance on a pro rata basis, based upon the employee's regular work schedule.
4. Part-time employees shall, after 6 months of continuous employment, be credited with 7 hours of sick leave. Upon the anniversary date of employment, and on each anniversary date of continuous employment thereafter, the employees shall be credited with an additional 14 hours of available sick leave.
5. Part-time employees may obtain one of the health insurance plans, as provided for in Article 9, by paying 50% of the insurance premium.
6. Part-time employees shall be paid longevity at one-half of the amounts set forth in Article 10.

ARTICLE 36 SEVERABILITY

It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefor, shall not become effective until the appropriate legislative body has given approval.

It is further agreed and understood by both parties that this agreement and all provisions herein are subject to all applicable laws, and in the event any provisions of this agreement are held to violate such laws, such provisions shall not bind either of the parties but the remainder of this agreement shall remain in full force and effect, as if the invalid or illegal provisions had not been a part of this agreement.

ARTICLE 37 MERIT EVALUATION SYSTEM

A rating has the following value for each of the eighteen categories:

- 1 = 100 points
- 2 = 75 points
- 3 = 50 points
- 4 = 25 points
- 5 = 0 points

If the double rated box is checked for a category, then its rating is altered as follows:

- 1 = plus 50 points
- 2 = plus 25 points
- 3 = no change
- 4 = minus 25 points
- 5 = minus 50 points

The scores for each category are summed and the sum divided by the total number of categories rated to attain the final average.

PASSING POINT

Under this rating system, the passing point is 50%.

EXAMPLES

(A) Rating: 23354223333 (eleven of the eighteen categories)

Points: three 2's at 75 points	225
six 3's at 50 points	300
one 4 at 25 points	25
one 5 at 0 points	<u>0</u>
	550

Average is: 550 divided by 11 = 50.0

(B) Rating: 333244333 (nine of the eighteen categories)

Points: one 2 at 75 points	75
six 3's at 50 points	300
two 4's at 25 points	<u>50</u>
	425

Average is: 425 divided by 9 = 47.2

(C) Rating: 33323223323132 (fourteen of the eighteen categories—those numbers that are checked are double rated factors that would be checked in the Double Rated column—four would be checked in the Not Rated Column)

Points: one 1 at 100 points	100
five 2's at 75 points	375
eight 3's at 50 points	400
two double rated 2's at plus 25 points	<u>50</u>
	925

Average is: 925 divided by 14 = 66.1

(D) 33323223343

Points: three 2's at 75 points	225
seven 3's at 50 points	350
one 4 at 25 points	<u>25</u>
	600
Add in for heavier 2's (25 X 2)	50
Add in for heavier 3	<u>0</u>
	650

Average is: 650 divided by 11 = 59.0

(Passing)

As you can see, each 25 points is worth a shift in average of 2.27; every 50 points, a shift in average of 4.55.

PERFORMANCE RANKING SUMMARY SHEET

If total points are:		Total % ranking is:	
275	Fail	25.0	
300		27.2	
325		29.5	
350		31.8	
375		34.0	
400		36.3	
425		38.6	
450		40.9	
475		43.1	
500		45.4	
525		47.7	
550		Pass	50.0
575			52.2
600			54.5
625	56.8		
650	59.0		
675	61.3		
700	63.6		
725	65.9		
750	68.1		
775	70.4		
800	72.7		

If total points are:

825
850
875
900
925
950
975
1000
1025
1050
1075
1100

Total % ranking is:

75.0
77.2
79.5
81.8
84.0
86.3
88.6
90.0
93.1
95.4
97.7
100.0

PERFORMANCE EVALUATION FORM

NAME _____

JOB TITLE _____ A/C DIV. _____

SOCIAL SECURITY NO. _____ INCREMENT MONTH _____

ANNUAL SALARY _____ GR/ST _____

RATING CODES:

Exceptional: A performance, which is considerably in excess of the minimum requirement to maintain an efficient operation of the department.

Better Than Average: A performance, which is in excess of the minimum requirement to maintain an efficient operation of the department.

Average: An adequate performance that will maintain an efficient operation of the department.

Needs Improvement: A performance, which is not good enough to maintain an efficient operation of the department.

Not Acceptable: A level of performance, which is considerably below the minimum requirement to maintain an efficient operation of the department.

PRODUCTIVITY

Operations:

Level of performance in carrying-out assignments in area of responsibility.

RATING

Rated____
Not Rated____

Safety:

Effectiveness in carrying-out his responsibilities safely, both himself and through others.

Rated____
Not Rated____

COMMENTS: _____

PRODUCTIVITY

RATING

KNOWLEDGE

Basic:
Knowledge required to carry out his primary responsibilities.

Rated ___
Not Rated ___

Related:
Knowledge of other areas helpful in his performance.

Rated ___
Not Rated ___

Application:
Effectiveness in applying his knowledge to the job.

Rated ___
Not Rated ___

COMMENTS: _____

PROBLEM SOLVING:

Recognition:
Ability to see problems and the opportunity for their solution.

Rated ___
Not Rated ___

Judgment:
Quality of recommendation or actions taken.

Rated ___
Not Rated ___

Creativity:
Evidence of original thinking applied to his job.

Rated ___
Not Rated ___

COMMENTS: _____

COOPERATIVENESS

Other Personnel: Evidence of cooperation with associates.

Rated ___
Not Rated ___

Others:

Effectiveness in relationships with the public when needed.

Rated ___
Not Rated ___

Communication:
Effectiveness in getting across to others, both orally and in writing.

Rated ___
Not Rated ___

COMMENTS: _____

PRODUCTIVITY

RATING

ORGANIZATIONAL SKILLS

Planning:

Effectiveness in anticipating needs, setting-up objectives and establishing time schedules.

Rated ___

Not Rated ___

Execution:

Effectiveness in holding to objectives, interpreting progress and taking corrective action.

Rated ___

Not Rated ___

COMMENTS: _____

GENERAL

Appearance:

Appearance as it relates to job requirements.

Rated ___

Not Rated ___

Attendance:

Take into account unexcused absence, tardiness, etc.

Rated ___

Not Rated ___

COMMENTS: _____

FOR SUPERVISION ONLY

Effectiveness in directing, coaching and motivating subordinate employees.

Rated ___

Not Rated ___

Supervisory Organization:

Effectiveness in distributing work and delegating responsibility

Rated ___

Not Rated ___

COMMENTS: _____

ADDITIONAL COMMENTS IF NECESSARY: _____

Supervisory comments shall be inserted by the supervisor for each category of the performance evaluation form.

Date Supervisor's Signature

*Employee's Signature

* The Employee Signature represents only that the employee has seen the evaluation and does not mean agreement or disagreement.

ADDENDUM

In addition to the areas specifically covered in this agreement, the items listed below are agreements reached outside of the contract:

1. Educational Leave: The County agrees that further exploration will be given to the "b" plan for graduate education insofar as NYS may offer scholarship aid to cover this specific educational program.
2. The County agrees to continue providing a bicycle rack for those individuals who select that means of transportation.
3. The County agrees to continue to retain a bus shelter at the bus stop located in front of the Social Services building.
4. The Federation shall have the right to consult with the administration regarding the advisability of conducting home visits when conditions suggest a potentially dangerous situation, i.e., inclement weather, the presence of disease which has been verified by a physician, etc.
5. The County agrees to maintain safety hand rails at the entrances to the Social Services building.

TERM OF AGREEMENT

This agreement shall become effective January 1, 2004, and terminate at the close of business on December 31, 2008.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

MONROE COUNTY

BY: s/Maggie Brooks, County Executive

BY: s/Brayton Connard, Director of Human Resources

BY: s/Susan Walsh, Esq., Deputy Director of Human Resources

MONROE COUNTY FEDERATION OF SOCIAL WORKERS, LOCAL 381, I.U.E.-C.W.A.

BY: s/John Vasko, President

BY: s/Jean Zimmer, I.U.E.-C.W.A. Representative

FEDERATION OF SOCIAL WORKERS NEGOTIATING COMMITTEE 2004:

John Vasko
Jean Zimmer
Peg Capuano
Evelyn Adams
Judy Bentley
Cathy Brewer
Richard Hutchings
Karla S. Bolaños

MONROE COUNTY NEGOTIATING COMMITTEE 2004:

Brayton M. Connard
Susan L. Walsh
Peter J. Spinelli
Karlee Bolaos

AGREEMENT
between
MONROE COUNTY
and
MONROE COUNTY FEDERATION OF SOCIAL WORKERS,
I.U.E.-C.W.A. 381

The parties agree as follows:

1. When part-time employees in the bargaining unit are assigned to work more than 24 hours per week for a month or more, they shall be given full-time sick leave, vacation, and holiday pay, as such full-time benefits are set forth in the collective bargaining agreement. If such assignment is for two months or more, the employees shall be offered full-time health insurance and dental coverage as such full-time benefits are set forth in the collective bargaining agreement.
2. Written notice of such temporary assignments shall be given to the employee and to the Union.
3. If a bargaining unit member changes from part-time to full-time, or vice versa, the member shall retain the original hire date for purposes of the collective bargaining agreement.
4. Current full-time employees who had been part-time employees shall be granted their original hire date if they request such change, in writing to the County Personnel Office, by January 31, 1992. No retroactive benefits shall be granted due to a change in hire date under this agreement.

DATED: December 3, 1991

s/BARRY C. WATKINS
Labor Relations Manager
MONROE COUNTY

s/KENNETH J. MAURICE
President
MONROE COUNTY FEDERATION
OF SOCIAL WORKERS

AGREEMENT
between
MONROE COUNTY
and
MONROE COUNTY FEDERATION OF SOCIAL WORKERS
LOCAL 381, I.U.E.-C.W.A.

Pursuant to Section 13.3 of the 2000–2003 collective bargaining agreement, relating to the Joint Education and Training Fund, the parties agree as follows:

1. Expenditures from the fund must be job-related or career-related.
2. The County shall calculate the total compensated hours for the bargaining unit at the close of pay periods 13 and 26 and shall credit the Fund with the appropriate amount at such times.
3. Tuition reimbursement:
 - A. A maximum of 80% of the available funds, on an annual basis, shall be used for tuition reimbursement.
 - B. Tuition reimbursement shall be 100% of tuition, up to a maximum of \$1,200 per year, per employee. Costs of textbooks shall also be reimbursed, within the limit of the \$1,200 maximum, if sufficient additional funds are available. Any remaining funds shall be available for use for other expenditures, pursuant to paragraph 4.
 - C. Tuition reimbursement requests must be submitted to the Employee Education Project Director in DSS Staff Development no later than 30 days after the beginning date of the class. A request that is denied may be referred by the employee to the Joint Education and Training Fund Committee for review. If the Committee agrees on the disposition of the request, no further review, including the grievance procedure, shall be available. If the Committee does not agree, the denial of the request may be grieved, under Article 32 of the contract.
 - D. Eligibility for tuition reimbursement shall be determined based upon the following:
 1. Reimbursement determined on a first-come, first-served basis.
 2. If applications are received on the same day, then approval shall be based upon the following criteria, in the following order:
 - a. Applicants seeking a degree.
 - b. Applicants who have not received tuition during the prior half-year period (January–June or July–December).
 - C. Highest Monroe County seniority.
 - E. Job-related and career-related courses eligible for tuition reimbursement shall include courses in the following subject areas: social work, counseling, public administration, business administration, human services, and criminal justice services. Degree programs in these areas, including courses required for the degree programs but not in these areas, shall also be eligible. The Committee may approve other courses as job-related or career-related on a case-by-case basis.
 - F. Union Executive Board members, Stewards, and Steward alternates, and Administrators and Supervisory staff, shall be eligible for tuition reimbursement for labor relations and employee relations courses.

G. A grade of at least C, or pass in a pass-fail course, shall be required in order to receive tuition reimbursement.

4. The parties agree that expenditures related to labor relations and employee relations are proper expenditures from the Fund. A maximum of 10% of the available funds, on an annual basis, shall be available for this purpose, as determined by the Committee.

5. Other expenditures: The Joint Education and Training Fund Committee shall meet quarterly to mutually agree on other education and training expenditures from the Fund for the next quarter.

6. The Committee shall meet as necessary, and at least yearly, to review the purposes for which the Fund has been used and to discuss the future operation of the Fund.

DATED: February 8, 2001

s/BARRY C. WATKINS
Special Counsel for Labor Relations
MONROE COUNTY

s/JOHN VASKO
President
MONROE COUNTY FEDERATION
OF SOCIAL WORKERS

**FEDERATION OF SOCIAL WORKERS
2006 JANUARY 1 - JUNE 30 SALARY SCHEDULE**

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
46	ANNUALIZED	21,544.46	23,054.94	24,326.97	25,598.93	26,950.37	27,489.38
	PAYROLL YEAR	20,828.34	22,966.61	24,233.76	25,500.85	26,847.11	27,384.05
	70 HOUR	11,7923	12,6190	13,3153	14,0115	14,7512	15,0462
	75 HOUR	11,0061	11,7777	12,4276	13,0774	13,7677	14,0431
	80 HOUR	10,3182	11,0416	11,6508	12,2600	12,9073	13,1654
	BI-WEEKLY	825.46	883.33	932.07	980.80	1,032.58	1,053.23
49	ANNUALIZED	26,234.92	27,824.93	29,494.42	31,084.41	32,674.43	33,327.92
	PAYROLL YEAR	26,134.40	27,718.32	29,381.41	30,965.31	32,549.24	33,200.22
	70 HOUR	14,3596	15,2298	16,1436	17,0139	17,8842	18,2419
	75 HOUR	13,4023	14,2145	15,0674	15,8796	16,6919	17,0257
	80 HOUR	12,5646	13,3261	14,1257	14,8872	15,6487	15,9617
	BI-WEEKLY	1,005.17	1,066.09	1,130.05	1,190.97	1,251.89	1,276.93
50	ANNUALIZED	27,824.93	29,573.93	31,243.47	32,992.41	34,741.38	35,436.21
	PAYROLL YEAR	27,718.32	29,460.62	31,123.76	32,866.00	34,608.27	35,300.44
	70 HOUR	15,2298	16,1872	17,1010	18,0582	19,0155	19,3958
	75 HOUR	14,2145	15,1080	15,9609	16,8544	17,7478	18,1028
	80 HOUR	13,3261	14,1638	14,9633	15,8010	16,6386	16,9714
	BI-WEEKLY	1,066.09	1,133.10	1,197.07	1,264.08	1,331.09	1,357.71
51	ANNUALIZED	29,653.45	31,481.91	33,230.92	35,138.91	36,967.40	37,706.75
	PAYROLL YEAR	29,539.84	31,361.29	33,103.60	35,004.28	36,825.76	37,562.28
	70 HOUR	16,2307	17,2315	18,1888	19,2331	20,2339	20,6386
	75 HOUR	15,1486	16,0827	16,9762	17,9509	18,8850	19,2627
	80 HOUR	14,2018	15,0775	15,9152	16,8290	17,7047	18,0588
	BI-WEEKLY	1,136.15	1,206.20	1,273.22	1,346.32	1,416.38	1,444.70

**FEDERATION OF SOCIAL WORKERS
2006 JANUARY 1 - JUNE 30 SALARY SCHEDULE**

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
52							
ANNUALIZED	30,686.92	31,561.41	33,628.39	35,536.44	37,523.92	39,590.88	40,382.70
PAYROLL YEAR	30,569.35	31,440.48	33,499.55	35,400.28	37,380.15	39,439.19	40,227.97
70 HOUR	16,7963	17,2750	18,4063	19,4507	20,5385	21,6699	22,1033
75 HOUR	15,6766	16,1233	17,1793	18,1540	19,1693	20,2252	20,6297
80 HOUR	14,6968	15,1156	16,1056	17,0194	17,9712	18,9612	19,3404
BI-WEEKLY	1,175.74	1,209.25	1,288.44	1,361.55	1,437.70	1,516.89	1,547.23
53							
ANNUALIZED	32,753.95	33,707.90	35,774.95	37,921.42	40,067.91	42,134.90	42,977.60
PAYROLL YEAR	32,628.46	33,578.75	35,637.88	37,776.13	39,914.39	41,973.46	42,812.93
70 HOUR	17,9277	18,4499	19,5813	20,7561	21,9310	23,0623	23,5235
75 HOUR	16,7325	17,2199	18,2758	19,3724	20,4689	21,5249	21,9554
80 HOUR	15,6868	16,1436	17,1336	18,1616	19,1896	20,1796	20,5832
BI-WEEKLY	1,254.94	1,291.49	1,370.69	1,452.93	1,535.17	1,614.36	1,646.65
54							
ANNUALIZED	34,900.39	35,933.91	38,159.90	40,385.89	42,770.90	44,837.87	45,734.63
PAYROLL YEAR	34,766.67	35,796.23	38,013.69	40,231.15	42,607.03	44,666.08	45,559.40
70 HOUR	19,1026	19,6683	20,8866	22,1050	23,4105	24,5418	25,0326
75 HOUR	17,8291	18,3570	19,4942	20,6314	21,8498	22,9057	23,3638
80 HOUR	16,7147	17,2097	18,2758	19,3419	20,4841	21,4741	21,9036
BI-WEEKLY	1,337.18	1,376.78	1,462.07	1,547.35	1,638.73	1,717.93	1,752.28
55							
ANNUALIZED	37,364.92	38,477.91	40,862.88	43,247.89	45,791.91	47,858.89	48,816.07
PAYROLL YEAR	37,221.76	38,330.48	40,706.32	43,082.19	45,616.46	47,675.52	48,629.03
70 HOUR	20,4515	21,0607	22,3661	23,6715	25,0640	26,1953	26,7192
75 HOUR	19,0981	19,6567	20,8750	22,0934	23,3931	24,4490	24,9380
80 HOUR	17,8951	18,4281	19,5703	20,7126	21,9310	22,9209	23,3793
BI-WEEKLY	1,431.61	1,474.25	1,565.63	1,657.01	1,754.48	1,833.67	1,870.35

**FEDERATION OF SOCIAL WORKERS
2006 JANUARY 1 - JUNE 30 SALARY SCHEDULE**

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
56							
ANNUALIZED	40,067.91	41,260.39	43,724.91	46,427.90	49,130.91	51,436.41	52,465.14
PAYROLL YEAR	39,914.39	41,102.31	43,557.38	46,250.01	48,942.67	51,239.34	52,264.13
70 HOUR	21,931.0	22,583.7	23,932.6	25,412.1	26,891.6	28,153.5	28,716.6
75 HOUR	20,468.9	21,078.1	22,337.1	23,718.0	25,098.8	26,276.6	26,802.1
80 HOUR	19,189.6	19,760.7	20,941.0	22,235.6	23,530.1	24,634.3	25,127.0
BI-WEEKLY	1,535.17	1,580.86	1,675.28	1,778.85	1,882.41	1,970.74	2,010.16
57							
ANNUALIZED	43,327.42	44,678.90	47,461.39	50,164.63	53,026.40	55,729.41	56,844.00
PAYROLL YEAR	43,161.41	44,507.72	47,279.55	49,972.43	52,823.23	55,515.89	56,626.21
70 HOUR	23,715.1	24,454.8	25,977.8	27,457.4	29,023.8	30,503.2	31,113.3
75 HOUR	22,134.1	22,824.5	24,245.9	25,626.9	27,088.8	28,469.7	29,039.1
80 HOUR	20,750.7	21,397.9	22,730.6	24,025.2	25,395.8	26,690.3	27,224.1
BI-WEEKLY	1,660.05	1,711.84	1,818.44	1,922.02	2,031.66	2,135.23	2,177.93
58							
ANNUALIZED	46,586.90	47,858.89	51,038.88	53,900.88	56,921.85	59,942.88	61,141.74
PAYROLL YEAR	46,408.41	47,675.52	50,843.33	53,694.36	56,703.76	59,713.21	60,907.47
70 HOUR	25,499.1	26,195.3	27,935.9	29,502.4	31,155.9	32,809.5	33,465.7
75 HOUR	23,799.2	24,449.0	26,073.5	27,526.6	29,078.9	30,622.2	31,234.6
80 HOUR	22,311.7	22,920.9	24,443.9	25,814.6	27,261.4	28,708.3	29,282.5
BI-WEEKLY	1,784.94	1,833.67	1,955.51	2,065.17	2,180.91	2,296.66	2,342.60
59							
ANNUALIZED	50,243.87	51,674.89	55,013.88	58,352.87	62,089.37	64,792.36	66,088.21
PAYROLL YEAR	50,051.37	51,476.90	54,803.10	58,129.29	61,851.48	64,544.11	65,834.99
70 HOUR	27,500.8	28,284.0	30,111.6	31,939.2	33,984.3	35,463.8	36,173.1
75 HOUR	25,667.4	26,398.4	28,104.2	29,809.9	31,718.7	33,099.5	33,761.5
80 HOUR	24,063.2	24,748.5	26,347.6	27,946.8	29,736.3	31,030.8	31,651.4
BI-WEEKLY	1,925.05	1,979.88	2,107.81	2,235.74	2,378.90	2,482.47	2,532.12

**FEDERATION OF SOCIAL WORKERS
2006 JULY 1 - DECEMBER 31 SALARY SCHEDULE**

2.00% INCREMENT FACTOR

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
46	ANNUALIZED	21,975.35	23,516.04	24,813.51	26,110.91	27,489.38	28,039.17
	PAYROLL YEAR	21,244.91	23,425.94	24,718.44	26,010.87	27,384.06	27,931.74
	70 HOUR	11,6730	12,8714	13,5816	14,2917	15,0462	15,3471
	75 HOUR	10,8948	12,0133	12,6761	13,3389	14,0431	14,3240
	80 HOUR	10,2139	11,2625	11,8839	12,5052	13,1654	13,4287
	BI-WEEKLY	817.11	901.00	950.71	1,000.42	1,053.23	1,074.30
49	ANNUALIZED	26,759.62	28,381.43	30,084.31	31,706.10	33,327.92	33,994.48
	PAYROLL YEAR	25,849.32	28,272.69	29,969.05	31,584.62	33,200.23	33,864.23
	70 HOUR	14,2029	15,5344	16,4665	17,3542	18,2419	18,6067
	75 HOUR	13,2561	14,4988	15,3687	16,1972	17,0258	17,3663
	80 HOUR	12,4276	13,5926	14,4082	15,1849	15,9616	16,2808
	BI-WEEKLY	994.20	1,087.41	1,152.66	1,214.79	1,276.93	1,302.47
50	ANNUALIZED	27,570.50	30,165.41	31,868.34	33,652.26	35,436.21	36,144.93
	PAYROLL YEAR	27,464.87	30,049.83	31,746.24	33,523.32	35,300.44	36,006.45
	70 HOUR	15,0906	16,5109	17,4430	18,4194	19,3958	19,7837
	75 HOUR	14,0845	15,4102	16,2801	17,1914	18,1028	18,4649
	80 HOUR	13,2043	14,4470	15,2626	16,1170	16,9714	17,3108
	BI-WEEKLY	1,056.34	1,155.76	1,221.01	1,289.36	1,357.71	1,384.86
51	ANNUALIZED	29,435.62	32,111.55	33,895.54	35,841.69	37,706.75	38,460.89
	PAYROLL YEAR	29,322.84	31,988.52	33,765.67	35,704.36	37,562.28	38,313.53
	70 HOUR	16,1115	17,5761	18,5526	19,6178	20,6386	21,0514
	75 HOUR	15,0374	16,4044	17,3157	18,3099	19,2627	19,6480
	80 HOUR	14,0975	15,3791	16,2335	17,1656	18,0588	18,4200
	BI-WEEKLY	1,127.80	1,230.33	1,298.68	1,373.24	1,444.70	1,473.60

**FEDERATION OF SOCIAL WORKERS
2006 JULY 1 - DECEMBER 31 SALARY SCHEDULE**

2.00% INCREMENT FACTOR

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
52	ANNUALIZED	32,192.64	34,300.96	36,247.17	38,274.40	40,382.70	41,190.35
	PAYROLL YEAR	32,069.30	34,169.54	36,108.29	38,127.75	40,227.98	41,032.54
	70 HOUR	17,1323	18,7745	19,8397	20,9493	22,1033	22,5454
	75 HOUR	15,9901	17,5228	18,5171	19,5527	20,6297	21,0423
	80 HOUR	14,9907	16,4277	17,3598	18,3307	19,3404	19,7272
	BI-WEEKLY	1,199.26	1,314.21	1,388.78	1,466.45	1,547.23	1,578.17
53	ANNUALIZED	34,382.06	36,490.45	38,679.85	40,869.27	42,977.60	43,837.15
	PAYROLL YEAR	34,250.33	36,350.64	38,531.65	40,712.68	42,812.93	43,669.19
	70 HOUR	18,8189	19,9729	21,1712	22,3696	23,5236	23,9941
	75 HOUR	17,0672	18,6414	19,7598	20,8783	21,9554	22,3945
	80 HOUR	16,0005	17,4763	18,5248	19,5734	20,5831	20,9948
	BI-WEEKLY	1,280.04	1,398.10	1,481.99	1,565.87	1,646.65	1,679.58
54	ANNUALIZED	36,652.59	38,923.10	41,193.61	43,626.32	45,734.63	46,649.32
	PAYROLL YEAR	36,512.16	38,773.97	41,035.78	43,459.17	45,559.40	46,470.59
	70 HOUR	20,0616	21,3044	22,5471	23,8787	25,0326	25,5333
	75 HOUR	18,1856	19,8841	21,0440	22,2868	23,3638	23,8311
	80 HOUR	17,0490	18,6413	19,7287	20,8938	21,9036	22,3417
	BI-WEEKLY	1,363.92	1,491.31	1,578.30	1,671.51	1,752.28	1,787.93
55	ANNUALIZED	38,112.22	41,680.14	44,112.85	46,707.75	48,816.07	49,792.39
	PAYROLL YEAR	37,966.20	41,520.45	43,943.84	46,528.79	48,629.04	49,601.62
	70 HOUR	20,8605	22,8134	24,1450	25,5653	26,7193	27,2537
	75 HOUR	19,4698	21,2925	22,5353	23,8609	24,9380	25,4368
	80 HOUR	18,2530	18,7967	21,1268	22,3696	23,3793	23,8469
	BI-WEEKLY	1,460.24	1,596.94	1,690.15	1,789.57	1,870.35	1,907.75

**FEDERATION OF SOCIAL WORKERS
2006 JULY 1 - DECEMBER 31 SALARY SCHEDULE**

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
56	ANNUALIZED	42,085.60	44,599.41	47,356.46	50,113.53	52,465.14	53,514.44
	PAYROLL YEAR	41,924.35	44,428.53	47,175.02	49,921.52	52,264.12	53,309.40
	70 HOUR	23,0354	24,4113	25,9203	27,4294	28,7166	29,2909
	75 HOUR	21,4997	22,7839	24,1923	25,6008	26,8021	27,3381
	80 HOUR	20,1559	21,3599	22,6803	24,0007	25,1270	25,6295
	BI-WEEKLY	1,612.48	1,708.79	1,814.42	1,920.06	2,010.16	2,050.36
57	ANNUALIZED	45,572.48	48,410.62	51,167.92	54,086.93	56,844.00	57,980.88
	PAYROLL YEAR	45,397.87	48,225.14	50,971.87	53,879.70	56,626.21	57,758.73
	70 HOUR	24,9439	26,4973	28,0065	29,6042	31,1133	31,7356
	75 HOUR	22,5767	24,7308	26,1394	27,6306	29,0391	29,6199
	80 HOUR	21,8259	23,1852	24,5057	25,9037	27,2241	27,7686
	BI-WEEKLY	1,746.07	1,854.81	1,960.46	2,072.30	2,177.93	2,221.49
58	ANNUALIZED	48,816.07	52,059.66	54,978.90	58,060.29	61,141.74	62,364.57
	PAYROLL YEAR	48,629.04	51,860.20	54,768.25	57,837.84	60,907.48	62,125.63
	70 HOUR	26,7193	28,4946	30,0924	31,7790	33,4656	34,1349
	75 HOUR	24,9380	26,5950	28,0863	29,6604	31,2346	31,8593
	80 HOUR	23,3793	24,9328	26,3309	27,8067	29,2824	29,8680
	BI-WEEKLY	1,870.35	1,994.62	2,106.47	2,224.53	2,342.60	2,389.45
59	ANNUALIZED	52,708.39	56,114.16	59,519.93	63,331.16	66,088.21	67,409.97
	PAYROLL YEAR	52,506.44	55,899.16	59,291.88	63,088.51	65,835.00	67,151.70
	70 HOUR	28,8497	30,7138	32,5780	34,6640	36,1731	36,8966
	75 HOUR	26,9264	28,6662	30,4061	32,3531	33,7615	34,4367
	80 HOUR	25,2435	26,8746	28,5057	30,3310	31,6514	32,2844
	BI-WEEKLY	2,019.48	2,149.97	2,280.46	2,426.48	2,532.12	2,582.76

**FEDERATION OF SOCIAL WORKERS
2007 SALARY SCHEDULE**

2.00% INCREMENT FACTOR

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
46	ANNUALIZED	22,414.86	23,986.36	25,309.78	26,633.13	28,039.17	28,599.95
	PAYROLL YEAR	21,669.80	23,894.46	25,212.81	26,531.09	27,931.74	28,490.37
	70 HOUR	11,9065	13,1288	13,8532	14,5775	15,3471	15,6540
	75 HOUR	11,1127	12,2536	12,9296	13,6057	14,3240	14,6105
	80 HOUR	10,4182	11,4877	12,1215	12,7553	13,4287	13,6973
	BI-WEEKLY	833.45	919.02	969.72	1,020.43	1,074.30	1,095.78
49	ANNUALIZED	27,294.81	28,949.06	30,686.00	32,340.22	33,994.48	34,674.37
	PAYROLL YEAR	26,366.30	28,838.14	30,568.43	32,216.31	33,864.23	34,541.51
	70 HOUR	14,4870	15,8451	16,7958	17,7013	18,6067	18,9788
	75 HOUR	13,5212	14,7888	15,6761	16,5212	17,3663	17,7136
	80 HOUR	12,6761	13,8645	14,6964	15,4886	16,2809	16,6065
	BI-WEEKLY	1,014.09	1,109.16	1,175.71	1,239.09	1,302.47	1,328.52
50	ANNUALIZED	28,121.91	30,768.72	32,505.71	34,325.31	36,144.93	36,867.83
	PAYROLL YEAR	28,014.16	30,650.83	32,381.17	34,193.80	36,006.44	36,726.57
	70 HOUR	15,3924	16,8411	17,7919	18,7878	19,7838	20,1795
	75 HOUR	14,3662	15,7184	16,6057	17,5353	18,4648	18,8341
	80 HOUR	13,4683	14,7360	15,5679	16,4393	17,3108	17,6570
	BI-WEEKLY	1,077.47	1,178.88	1,245.43	1,315.15	1,384.86	1,412.56
51	ANNUALIZED	30,024.33	32,753.78	34,573.45	36,558.52	38,460.89	39,230.11
	PAYROLL YEAR	29,909.30	32,628.29	34,440.99	36,418.45	38,313.53	39,079.80
	70 HOUR	16,4337	17,9276	18,9236	20,0101	21,0514	21,4724
	75 HOUR	15,3381	16,7325	17,6620	18,6761	19,6480	20,0410
	80 HOUR	14,3795	15,6867	16,5582	17,5089	18,4200	18,7884
	BI-WEEKLY	1,150.36	1,254.93	1,324.65	1,400.71	1,473.60	1,503.07

**FEDERATION OF SOCIAL WORKERS
2007 SALARY SCHEDULE**

2.00% INCREMENT FACTOR

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
52	ANNUALIZED	32,836.49	34,986.98	36,972.11	39,039.89	41,190.35	42,014.16
	PAYROLL YEAR	32,710.68	34,852.93	36,830.45	38,890.31	41,032.53	41,853.18
	70 HOUR	17,9729	19,1500	20,2365	21,3683	22,5453	22,9962
	75 HOUR	16,3099	17,8733	18,8874	19,9437	21,0423	21,4631
	80 HOUR	15,2906	16,7562	17,7069	18,6973	19,7272	20,1217
	BI-WEEKLY	1,223.24	1,340.50	1,416.56	1,495.78	1,578.17	1,609.74
53	ANNUALIZED	35,069.70	37,220.26	39,453.45	41,686.66	43,837.15	44,713.89
	PAYROLL YEAR	34,935.33	37,077.65	39,302.29	41,526.94	43,669.19	44,542.57
	70 HOUR	19,1952	20,3723	21,5947	22,8170	23,9941	24,4740
	75 HOUR	17,9156	19,0142	20,1550	21,2959	22,3945	22,8424
	80 HOUR	16,7958	17,8258	18,8953	19,9649	20,9948	21,4147
	BI-WEEKLY	1,343.67	1,426.06	1,511.63	1,597.19	1,679.58	1,713.18
54	ANNUALIZED	37,385.64	39,701.56	42,017.48	44,498.85	46,649.32	47,582.31
	PAYROLL YEAR	37,242.40	39,549.45	41,856.49	44,328.36	46,470.59	47,400.00
	70 HOUR	20,4629	21,7305	22,9981	24,3562	25,5333	26,0440
	75 HOUR	19,0987	20,2818	21,4649	22,7325	23,8311	24,3077
	80 HOUR	17,9050	19,0142	20,1233	21,3117	22,3416	22,7884
	BI-WEEKLY	1,432.40	1,521.13	1,609.87	1,704.94	1,787.33	1,823.08
55	ANNUALIZED	38,874.46	42,513.74	44,995.11	47,641.91	49,792.39	50,788.24
	PAYROLL YEAR	38,725.52	42,350.85	44,822.72	47,459.37	49,601.61	50,593.64
	70 HOUR	21,2778	23,2697	24,6279	26,0766	27,2536	27,7987
	75 HOUR	19,8592	21,7184	22,9860	24,3381	25,4367	25,9454
	80 HOUR	18,6180	20,3610	21,5494	22,8170	23,8469	24,3238
	BI-WEEKLY	1,489.44	1,628.88	1,723.95	1,825.36	1,907.75	1,945.91

**FEDERATION OF SOCIAL WORKERS
2007 SALARY SCHEDULE**

2.00% INCREMENT FACTOR

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
56	ANNUALIZED	41,686.66	45,491.40	48,303.59	51,115.80	53,514.44	54,584.73
	PAYROLL YEAR	41,526.94	45,317.10	48,118.52	50,919.95	53,309.40	54,375.59
	70 HOUR	22,8170	24,8995	26,4387	27,9780	29,2909	29,8767
	75 HOUR	21,2959	23,2395	24,6762	26,1128	27,3382	27,8850
	80 HOUR	19,9649	21,7871	23,1339	24,4807	25,6295	26,1421
	BI-WEEKLY	1,597.19	1,742.97	1,850.71	1,958.46	2,050.36	2,091.37
57	ANNUALIZED	45,077.85	49,378.83	52,191.28	55,168.67	57,980.88	59,140.50
	PAYROLL YEAR	44,905.14	49,189.64	51,991.31	54,957.29	57,758.73	58,913.90
	70 HOUR	24,6732	27,0273	28,5667	30,1963	31,7356	32,3703
	75 HOUR	23,0283	25,2255	26,6622	28,1832	29,6199	30,2123
	80 HOUR	21,5890	23,6489	24,9958	26,4218	27,7686	28,3240
	BI-WEEKLY	1,727.12	1,891.91	1,999.67	2,113.74	2,221.49	2,265.92
58	ANNUALIZED	48,469.01	53,100.85	56,078.48	59,221.50	62,364.57	63,611.86
	PAYROLL YEAR	48,283.31	52,897.40	55,863.62	58,994.60	62,125.62	63,368.13
	70 HOUR	26,5293	29,0645	30,6943	32,4146	34,1350	34,8177
	75 HOUR	24,7607	27,1269	28,6480	30,2536	31,8593	32,4965
	80 HOUR	23,2131	25,4314	26,8575	28,3628	29,8681	30,4655
	BI-WEEKLY	1,857.05	2,034.52	2,148.60	2,269.02	2,389.45	2,437.24
59	ANNUALIZED	52,273.73	57,236.44	60,710.33	64,597.78	67,409.97	68,758.17
	PAYROLL YEAR	52,073.45	57,017.14	60,477.72	64,350.28	67,151.70	68,494.73
	70 HOUR	28,6118	31,3281	33,2295	35,3573	36,8965	37,6344
	75 HOUR	26,7043	29,2396	31,0142	33,0001	34,4368	35,1255
	80 HOUR	25,0353	27,4121	29,0758	30,9376	32,2845	32,9302
	BI-WEEKLY	2,002.82	2,192.97	2,326.07	2,475.01	2,582.76	2,634.41

**FEDERATION OF SOCIAL WORKERS
2008 SALARY SCHEDULE**

2.00% INCREMENT FACTOR

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
46	ANNUALIZED	22,863.16	24,466.09	25,815.98	27,165.79	28,599.95	29,171.95
	PAYROLL YEAR	22,103.20	24,372.35	25,717.07	27,061.71	28,490.37	29,060.18
	70 HOUR	12,1446	13,3914	14,1303	14,8691	15,6541	15,9672
	75 HOUR	11,3350	12,4986	13,1882	13,8778	14,6104	14,9026
	80 HOUR	10,6265	11,7175	12,3640	13,0104	13,6973	13,9712
	BI-WEEKLY	850.12	937.40	989.12	1,040.83	1,095.78	1,117.70
49	ANNUALIZED	26,997.06	29,528.04	31,299.72	32,987.02	34,674.37	35,367.86
	PAYROLL YEAR	26,893.62	29,414.91	31,179.80	32,860.63	34,541.52	35,232.35
	70 HOUR	14,7767	16,1620	17,1318	18,0553	18,9789	19,3585
	75 HOUR	13,7916	15,0846	15,9896	16,8516	17,7136	18,0679
	80 HOUR	12,9296	14,1418	14,9903	15,7984	16,6065	16,9386
	BI-WEEKLY	1,034.37	1,131.34	1,199.22	1,263.87	1,328.52	1,355.09
50	ANNUALIZED	28,684.35	31,384.09	33,155.82	35,011.82	36,867.83	37,605.19
	PAYROLL YEAR	28,574.45	31,263.85	33,028.79	34,877.67	36,726.57	37,461.10
	70 HOUR	15,7002	17,1779	18,1477	19,1636	20,1794	20,5830
	75 HOUR	14,6536	16,0327	16,9378	17,8860	18,8341	19,2108
	80 HOUR	13,7377	15,0307	15,8792	16,7681	17,6570	18,0101
	BI-WEEKLY	1,099.02	1,202.46	1,270.34	1,341.45	1,412.56	1,440.81
51	ANNUALIZED	30,624.82	33,408.86	35,264.92	37,289.69	39,230.11	40,014.71
	PAYROLL YEAR	30,507.48	33,280.86	35,129.81	37,146.82	39,079.80	39,861.40
	70 HOUR	16,7624	18,2862	19,3021	20,4103	21,4724	21,9018
	75 HOUR	15,6449	17,0671	18,0153	19,0497	20,0409	20,4417
	80 HOUR	14,6671	16,0004	16,8893	17,8590	18,7884	19,1642
	BI-WEEKLY	1,173.36	1,280.03	1,351.15	1,428.72	1,503.07	1,533.13

**FEDERATION OF SOCIAL WORKERS
2008 SALARY SCHEDULE**

2.00% INCREMENT FACTOR

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
52	ANNUALIZED	32,565.20	35,686.72	37,711.55	39,820.69	42,014.16	42,854.44
	PAYROLL YEAR	32,440.43	35,549.99	37,567.06	39,668.12	41,853.19	42,690.25
	70 HOUR	17,8244	19,5330	20,6412	21,7957	22,9963	23,4562
	75 HOUR	16,6361	18,2308	19,2652	20,3426	21,4632	21,8925
	80 HOUR	15,5964	17,0913	18,0611	19,0712	20,1217	20,5241
	BI-WEEKLY	1,247.71	1,367.31	1,444.89	1,525.70	1,609.74	1,641.93
53	ANNUALIZED	34,758.75	37,964.67	40,242.52	42,520.39	44,713.89	45,608.17
	PAYROLL YEAR	34,625.58	37,819.21	40,088.33	42,357.48	44,542.57	45,433.42
	70 HOUR	19,0250	20,7798	22,0266	23,2733	24,4739	24,9634
	75 HOUR	17,7567	19,3945	20,5581	21,7218	22,8423	23,2991
	80 HOUR	16,6469	18,1823	19,2732	20,3642	21,4147	21,8430
	BI-WEEKLY	1,331.75	1,454.59	1,541.86	1,629.13	1,713.18	1,747.44
54	ANNUALIZED	37,036.58	40,495.59	42,857.83	45,388.83	47,582.31	48,533.96
	PAYROLL YEAR	36,894.68	40,340.44	42,693.63	45,214.93	47,400.00	48,348.00
	70 HOUR	20,2718	22,1651	23,4580	24,8434	26,0440	26,5649
	75 HOUR	18,9203	20,6874	21,8942	23,1871	24,3077	24,7939
	80 HOUR	17,7378	18,2631	19,3944	20,5258	21,7379	22,2443
	BI-WEEKLY	1,419.03	1,551.56	1,642.06	1,739.04	1,823.08	1,859.54
55	ANNUALIZED	39,651.95	43,364.01	45,895.01	48,594.75	50,788.24	51,804.00
	PAYROLL YEAR	39,500.03	43,197.86	45,719.17	48,408.56	50,593.65	51,605.52
	70 HOUR	21,7033	23,7351	25,1204	26,5981	27,7987	28,3547
	75 HOUR	20,2564	22,1528	23,4457	24,8249	25,9455	26,4644
	80 HOUR	18,9904	20,7682	21,9804	23,2733	24,3239	24,8104
	BI-WEEKLY	1,519.23	1,661.46	1,758.43	1,861.87	1,945.91	1,984.83

**FEDERATION OF SOCIAL WORKERS
2008 SALARY SCHEDULE**

2.00% INCREMENT FACTOR

GROUP	ENTRY	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
56	ANNUALIZED	43,785.86	46,401.23	49,269.66	52,138.12	54,584.73	55,676.42
	PAYROLL YEAR	42,357.48	46,223.45	49,080.89	51,938.36	54,375.59	55,463.10
	70 HOUR	23,2733	25,3975	26,9675	28,5376	29,8767	30,4742
	75 HOUR	21,7218	23,7043	25,1697	26,6351	27,8849	28,4426
	80 HOUR	20,3642	22,2228	23,5966	24,9704	26,1421	26,6649
BI-WEEKLY	1,629.13	1,777.82	1,887.73	1,997.63	2,091.37	2,133.20	
57	ANNUALIZED	47,413.61	50,366.41	53,235.11	56,272.04	59,140.50	60,323.31
	PAYROLL YEAR	47,231.95	50,173.44	53,031.14	56,056.44	58,913.91	60,092.19
	70 HOUR	25,9516	27,5678	29,1380	30,8002	32,3703	33,0177
	75 HOUR	23,4888	25,7300	27,1955	28,7469	30,2123	30,8165
	80 HOUR	22,0208	24,1218	25,4957	26,9502	28,3240	28,8905
BI-WEEKLY	1,761.66	1,929.75	2,039.66	2,156.02	2,265.92	2,311.24	
58	ANNUALIZED	50,788.24	54,162.87	57,200.05	60,405.93	63,611.86	64,884.10
	PAYROLL YEAR	50,593.65	53,955.35	56,980.89	60,174.49	63,368.14	64,635.50
	70 HOUR	27,7987	29,6458	31,3082	33,0629	34,8177	35,5141
	75 HOUR	25,9455	27,6694	29,2210	30,8587	32,4965	33,1464
	80 HOUR	24,3239	25,9401	27,3947	28,9300	30,4655	31,0748
BI-WEEKLY	1,894.19	2,075.21	2,191.57	2,314.40	2,437.24	2,485.98	
59	ANNUALIZED	54,837.81	58,381.17	61,924.54	65,899.74	68,758.17	70,133.33
	PAYROLL YEAR	54,627.70	58,157.49	61,687.28	65,637.29	68,494.73	69,864.62
	70 HOUR	30,0152	31,9547	33,8941	36,0644	37,6345	38,3872
	75 HOUR	28,0142	29,8244	31,6345	33,6601	35,1255	35,8280
	80 HOUR	26,2633	27,9603	29,6573	31,5564	32,9302	33,5888
BI-WEEKLY	2,101.07	2,236.83	2,372.59	2,524.51	2,634.41	2,687.10	

