

Agreement between

**Rutgers, The State University of New Jersey**

and

**AFSCME Local 888**

American Federation of State, County and Municipal Employees, AFL-CIO

**July 1, 2024 – June 30, 2028**

## Notes

## Agreement

This Agreement, made and entered into this 23rd day of October, 2024, by and between RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY (hereinafter called "Rutgers") and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO; Council 63; and its affiliate LOCAL UNION NO. 888 (hereinafter called the "Union") has as its purpose the promotion of harmonious relations between Rutgers and the Union; the establishment of procedures for the presentation and resolution of grievances; and the determination of wages, hours, and other terms and conditions of employment.

## Notes

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## Article 1 – Recognition

1. Rutgers recognizes the Union as the sole and exclusive negotiations representative concerning wages, hours, and other terms and conditions of employment.
2. The terms “employee” and “employees” as used herein shall include all regular maintenance and service employees, both full-time and part-time employees (those scheduled to work for twenty (20) hours or more per week), in the classifications listed under Appendix A attached hereto and included herein by reference and made a part of this Agreement, and for employees in such other classifications as the parties hereto may later agree to include; but excluding all probationary employees, all clerical employees, students, casual, temporary employees, part-time employees scheduled to work for less than twenty (20) hours per week, professional employees, supervisors as defined in the NLRA, employees in the jurisdiction of other unions now recognized by Rutgers, employees employed as domestic help permanently assigned to work in the homes of officers of Rutgers, and all other employees of Rutgers.
3. Definitions:
  - a. Regular employee – an employee hired on a 10- or 12-month salaried or hourly basis for an indefinite period of time.
  - b. Temporary employee – an employee who is hired to work as an interim replacement or for any short-term work schedule for a period up to six (6) months with a three (3) month extension if the need arises.
  - c. Casual employee – an employee who is employed on an intermittent basis.
4. The University and AFSCME, Council 63 and its affiliate Local 888, agree that if during the term of this MOA any schools or other entities that are currently part of the University of Medicine and Dentistry of New Jersey (“UMDNJ”), including the Robert Wood Johnson Medical School, the School of Public Health and the Cancer Institute of New Jersey, become affiliated with, merged into or part of Rutgers, The State University of New Jersey, the terms of the parties’ July 1, 2011 through August 31, 2014 collective negotiations agreement shall remain in full force and effect with respect to all persons and all positions in the collective negotiations units represented by AFSCME Local 888 immediately prior to the effective date of any such mergers or affiliations.

## Article 2 – Union Security

### 1. Union Dues

Rutgers agrees to deduct Union dues biweekly from each employee, as defined herein, who furnishes a voluntary written authorization for such deduction, on a form acceptable to Rutgers. Employees may withdraw such authorization by providing written notice to Rutgers' during the ten (10) business days following each anniversary date of their Rutgers seniority date as reflected in the seniority list provided to the Union. Within five (5) business days of receipt of written notice from an employee of revocation of authorization for payroll deduction of dues, Rutgers shall provide written notice to the Union of an employee's revocation of such authorization. An employee's notice of revocation of authorization for the payroll deduction of dues shall be effective on the thirtieth (30th) calendar day after the anniversary date of Rutgers seniority date as reflected in the seniority list provided to the Union. In the event there is a judicial decision invalidating this language in Section 6 of the Workplace Democracy Enhancement Act, each employee may cancel such written authorization by giving written notice of such cancellation to Rutgers and the Union between December 15 and December 31 of any year effective January 1 of the ensuing year. The amount of monthly Union dues shall be in such an amount as may be certified to Rutgers by the Union from time to time, and at least thirty (30) days prior to the date on which deductions of Union dues are to be made. Deductions of Union dues made pursuant hereto shall be remitted by Rutgers to the Union every four (4) weeks together with a list of the names of the employees from whose pay such deductions were made.

### 2. Indemnification

The Union hereby agrees to indemnify, defend, and save harmless the University from any claim, suit or action, or judgments, including reasonable costs of defense which may be brought at law or in equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any employee of any sum of money as a representation fee under the provisions of this Agreement.

## Article 3 – Union Representatives

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

2. Rutgers agrees to recognize a maximum of forty-one (41) stewards selected by the Union and such additional stewards as may be mutually agreed. The Union agrees to give Rutgers written notice of the names of the stewards and their respective areas of responsibility. A steward shall be granted a reasonable amount of time during their regular working hours, without loss of pay, to interview an employee who has a grievance and to discuss the grievance with the employee's immediate supervisor. The Union President (or in their absence any one of the three Union campus Vice Presidents) shall be granted a reasonable amount of time during their regular working hours, without loss of pay, to present, discuss, and adjust grievances with Rutgers, provided such officer is an employee of Rutgers. Neither a steward nor a Union officer shall leave their work without first obtaining the permission of the immediate supervisor, which permission shall not be unreasonably withheld. When Rutgers reassigns Union stewards such reassignment shall be for business reasons. Rutgers agrees not to change the shift or work schedule of the Union President and the three Union campus Vice Presidents without mutual agreement.
3. Rutgers agrees to permit Union delegates employed by Rutgers to take time off without loss of pay for the purpose of attending Union conventions, conferences, or educational classes, provided that the total amount of such time off without loss of pay during the period of this Agreement shall not exceed two hundred twenty (220) days. The Union shall give three (3) weeks notice to the Office of University Labor Relations concerning the delegates who will need release time off to attend such Union-sponsored activities. Release time shall be arranged by the Office of University Labor Relations with the delegate's immediate supervisor. Release time will be granted unless the employee's absence will interfere with the operation of the department.
4. The Union may have twelve (12) members, who are in the bargaining unit covered by this Agreement, on the contract negotiating committee and eight (8) members on the wage re-opener negotiating committee, who shall not lose pay.

## **Article 4 – Grievance Procedure**

1. A grievance is defined as any difference or dispute concerning the interpretation, application, or claimed violation of any provision of this Agreement or of any Rutgers policy or an administrative decision relating to wages, hours, or other terms or conditions of employment of the employees, as defined herein. The procedure set forth herein is the sole and exclusive remedy for any and all claims pertaining to the provisions of this Agreement. The purpose of the grievance procedure is to secure promptly, and at the lowest possible level, equitable solutions to the problems which may arise affecting the terms and conditions of employment.

2. All grievances, regardless of the Step at which they are initiated, must specifically cite which provision of this Agreement and/or Rutgers policy is alleged to have been violated. The Union shall endeavor to set forth specific information indicating the factual nature of the grievance. This language is not intended to preclude the Union from amending its grievance.
3. A grievance of an employee or of the Union shall be handled in the following manner. Discharge grievances may be presented immediately under the provisions of paragraph 6 below.

**Step 1:**

An employee having a grievance shall present it in writing in the first instance to the immediate supervisor within fourteen (14) calendar days after the occurrence of the event or knowledge thereof out of which the grievance arises. The immediate supervisor shall within fourteen (14) calendar days arrange a meeting with the employee. The employee shall notify the shop steward of the date and time of the meeting; no meeting shall take place without the steward being present. The immediate supervisor shall attempt to adjust the grievance and shall give a written answer to the employee and to the employee's steward within fourteen (14) calendar days after the meeting.

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

**Step 2:**

If the employee or the Union is not satisfied with the Step 1 answer, the Union may advance the grievance to the second level of authority by forwarding the written grievance and written answer to the Office of University Labor Relations, the President of the Union, and the employee's next level of authority within fourteen (14) calendar days after receipt of the written answer. (For the purpose of this grievance procedure, the next level of authority shall be considered to be the employee's Division Head, Department Head, or Section Head.) If a Step 2 grievance is filed by an individual employee, the employee shall also send a copy to the Union President. Within fourteen (14) calendar days after receipt of the written grievance, an appropriate union representative (i.e. President of the Union, campus Vice-President's, or designee will arrange for the Division Head, Department Head, or Section Head to hold a meeting with the employee and a Union officer. The Division Head, Department Head, or Section Head shall give to the employee, to the President of the Union, and to the Office of University Labor Relations a written answer to the written grievance within fourteen (14) calendar days after the date of such meeting.

**Step 3:**

If the employee or the Union is not satisfied with the written answer of the employee's Division Head, Department Head, or Section Head, the Union may, within fourteen (14) calendar days following the date of the written answer of the employee's Division Head, Department Head, or Section Head, submit to the Office of University Labor Relations a written request for a meeting between a representative of the Office of University Labor Relations and a Council representative of the Union. Such meeting shall occur at a mutually agreeable time and place not later than fourteen (14) calendar days after receipt of the written request for such discussion. The employee shall be entitled to be present at such meeting. The representative of the Office of University Labor Relations shall give a written decision to the employee and the Union within fourteen (14) calendar days after such discussion takes place, or within such additional period of time that may be mutually agreed upon. A general grievance, one that may affect all or a group of employees, may be presented by the Union at Step 3.

If the Union believes that the third step Hearing Officer has based their decision on material not presented or referenced at the third step, the Union may request reconvening of the hearing to review or rebut this material.

**Step 4:**

If the Union is not satisfied with the written decision of the Rutgers representative, the Union may, within thirty (30) calendar days after the receipt of the written decision of the Rutgers representative, submit the grievance to binding arbitration, sending the Office of University Labor Relations a copy of such submission.

If Rutgers and the Union agree that the grievance shall be heard by a tri-partite panel, one member of that panel shall be designated by Rutgers, one by the Union and the third will be selected jointly by Rutgers and the Union.

Rutgers and the Union agree that the arbitrator to be chosen jointly shall be selected from a panel provided by the Public Employment Relations Commission. The arbitrator will be selected in accordance with the rules and procedures of the agency.

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

When documents are discovered by the University which were not presented at third step but which will be used at arbitration, the University will produce such documents two (2) business days prior to the arbitration hearing, with the parties realizing that situations may necessitate shorter notice.

4. Within thirty (30) days following the close of the arbitration hearing, the arbitrator shall render a decision in writing.
5. No arbitrator functioning under the provisions of this grievance procedure shall have the power to amend, modify, or delete any provision of this Agreement.
6. In case of disciplinary action of suspension or discharge the grievance may begin at Step 3 above. If the grievance is filed by an individual employee, the employee shall send a copy to the Union president, and the hearing representative shall send a copy of the answer to the Union president as set forth in Step 3 above.

If the employee or the Union is not satisfied with the written answer, the grievance procedure above starting with Section 2, Step 4 shall be followed.
7. If Rutgers should exceed the time limits in replying to any grievance at any step in the grievance procedure, the grievance may be advanced (at the discretion of the Union) to the next step.
8. No employee shall be discharged, suspended, or disciplined in any way except for just cause. The sole right and remedy of any employee who claims that they have been discharged, suspended, or disciplined in any way without just cause shall be to file a grievance through and in accordance with the grievance procedure.
9. Holidays shall not be counted in computing the time limits provided for above. Any written decision or written answer to a grievance made at any step which is not appealed to the succeeding step within the time limits provided, or such additional period of time as may be mutually agreed upon in writing, shall be considered a final settlement and such settlement shall be binding upon Rutgers, the Union, and the employee or employees involved.
10. An employee shall not lose pay for time spent during their regular working hours at the foregoing steps of the grievance procedure. In the event that it is necessary to require the attendance of other employees, during regular working hours, at the Step 4 meeting of the grievance procedure, such employees shall not lose pay for such time.
11. In the event of the discharge for cause of any employee, Rutgers shall promptly give written notice of the discharge to the shop steward in the employee's seniority unit, if known, and to the President of the Union or to the Vice President of the Union responsible for the campus on which the discharged employee had been employed.
12. An employee shall, upon request, be entitled to have a union representative present at any investigatory meeting or questioning which the employee reasonable believed could result in disciplinary action. During any such investigatory meeting, a union representative may assist the employee.

13. Rutgers shall provide a copy of any written reprimand which is to be made part of the central file to the employee, to the steward if known, and to the President. Where applicable, a copy will be provided to the Vice President on the Newark or Camden campuses. The employee shall sign such reprimand, the signature serving only to acknowledge that they have read the reprimand and shall not necessarily be considered an agreement with the content thereof. Any employee may file a grievance with respect to any document written to the employee which expresses dissatisfaction with their work performance or conduct and with which they do not agree.

When an employee's record is free from any disciplinary action for a period of one (1) year, any letters of reprimand or documents which express dissatisfaction with the employee's work performance or conduct in the employee's record shall be deemed to be removed. When an employee's record is free from any disciplinary action for a period of three (3) years, any letters of suspension contained in the employee's record shall be deemed to be removed.

14. Grievance meetings and hearings should not be scheduled during employees' scheduled time off, without the consent of the Union. This provision does not apply to employees terminated, or employees suspended if the scheduled meetings and hearings fall during the term of the suspension.

15. Grievances that allege violations of Article 6 (Non-Discrimination) of this Agreement shall be held in abeyance for 60 calendar days if the University or the grievant requests the Office of Employment Equity (OEE) to investigate the allegation(s) and/or if OEE initiates an investigation.

## **Article 5 – Labor/Management Conferences**

Representatives of Rutgers and representatives of the Union may confer at any time upon the request of either party to consider matters of general interest or concern, other than grievances. The request shall be in writing and set forth specific reasons for the conference.

Such conferences shall take place at a mutually convenient time and place and may be attended by no more than five (5) Union representatives employed by Rutgers who shall not lose pay for time spent during their regular working hours at such conferences. Such conferences may be attended by Council and/or International Representatives of the Union. The work place should be free from harassment. Any claims of harassment shall be the subject of a Labor/Management Conference. University policy decisions agreed to at Labor/Management Conferences at which representatives of the Office of University Labor Relations are present will be reduced to writing.

## Article 6 – Non-discrimination

There shall be no discrimination by Rutgers or the Union against any employee or applicant for employment because of race, creed, color, sex, religion, age, marital status, national origin, disability, sexual orientation, or against veterans of the Vietnam era or disabled veterans, or because of Union conduct which is permissible under law and which does not interfere with an employee's employment obligation.

## Article 7 – Seniority

1. All employees shall be considered as probationary employees for the first one-hundred and twenty (120) calendar days of their employment. Rutgers will not extend such probationary period.

Probationary employees may be disciplined or terminated at any time for any reason whatsoever at the sole discretion of Rutgers and they shall not be entitled to utilize the provisions of Article 4 – Grievance Procedure.

Should a temporary employee receive a permanent appointment, that employee's seniority, after the one-hundred and twenty (120) day probationary period, will include the period of continuous service immediately preceding such appointment up to a maximum of nine (9) months.

2. Definitions:

- a. Rutgers seniority is defined as the length of time an employee has been continuously employed at Rutgers. In the event two (2) employees have the same seniority, their respective seniority shall be determined by alphabetical order of their last names.
- b. Classification seniority implemented on July 1, 1976 is defined as the length of time an employee has been continuously employed in a specific job classification within a seniority unit. In the event two (2) employees have the same seniority, their respective seniority shall be determined by alphabetical order of their last names.

3. Seniority units are defined as:

- a. Farm Workers
- b. Dining Halls and Snack Bars – New Brunswick
- c. Fire Department
- d. Dining Hall and Snack Bar – Camden
- e. Housing - New Brunswick
- f. Facilities Maintenance – Newark
- g. Facilities Maintenance – New Brunswick
- h. Facilities Maintenance – Camden
- i. Security Officers – Newark

- j. Security Officers – New Brunswick
- k. Security Officers – Camden
- l. Athletics Department – New Brunswick
- m. Housing – Newark
- n. Housing – Camden

4. The Office of University Labor Relations shall maintain seniority lists of employees by seniority units, copies of which shall be furnished to the Union. Effective one month after ratification, separate seniority lists shall be maintained for full-time employees and for part-time employees. The Office of University Labor Relations also shall furnish to the Union copies of the monthly report reflecting changes in the seniority lists.

5. An employee's classification and Rutgers seniority shall cease and their employee status shall terminate for any of the following reasons:

- a. Resignation or retirement
- b. Discharge for cause
- c. Continuous layoff for a period exceeding six (6) months for employees with less than two (2) years continuous service; continuous layoff for a period exceeding one (1) year for employees with two (2) years or more continuous service.
- d. Failure of laid-off employee to report for work either (i) on the date specified in written notice of recall mailed seven (7) or more calendar days prior to such date, or (ii) within three (3) working days after date specified in written notice of recall mailed less than seven (7) calendar days prior to such date, unless return to work as herein provided is excused by Rutgers. Written notice of recall to work shall be sent by Rutgers by certified mail, return receipt requested, to the employee's last known address as shown on Rutgers personnel records.
- e. Failure to report to work for a period of three (3) consecutive scheduled working days without notification to Rutgers of a justifiable excuse for such absence.
- f. Failure to report back to work immediately upon expiration of vacation, leave of absence or any renewal thereof unless return to work is excused by Rutgers, and such excuse shall not unreasonably be withheld by Rutgers.

6. For purposes of layoff and recall, the President, three (3) Vice Presidents, the Secretary-Treasurer, the Recording Secretary, all recognized shop stewards and three (3) executive board members, and an alternate shop steward temporarily filling the role of the shop steward during the absence of the shop steward, shall

be granted top classification and Rutgers seniority in their seniority units during their terms of office, provided that they have the requisite qualifications and ability to perform the work available at the time of layoff or recall. The Union will provide the University with a list of the names of these persons holding the positions described as being granted top seniority and will keep the list current.

7. General:

- a. When Rutgers decides to lay off employees within a job classification in a seniority unit, the employee(s) so affected ("the affected employee") shall be entitled to exercise classification seniority by displacing the least senior employee in such classification in the seniority unit where such layoff occurs provided the affected employee has the requisite qualifications and abilities to perform the work available. If the affected employee does not possess the requisite qualifications and abilities to perform the work available, the affected employee may then displace the next least senior employee in such classification in the seniority unit, who is less senior in the classification within the seniority unit than the affected employee, provided the affected employee has the requisite qualifications and abilities to perform the work available. This process shall continue until a bump within such classification in the seniority unit, for which the affected employee has the requisite qualifications and abilities to perform the work available, has been identified. If after this process no such bump has been identified, the provisions of paragraph (b) below shall apply. Probationary employees in such classification in such seniority unit shall be laid off first.
- b. Any employee so displaced may exercise their Rutgers seniority to bump the employee with the least classification seniority in an equal or lower rated job title in their seniority unit provided that they have the ability to perform the job and has greater Rutgers seniority than the employee to be bumped. Any employee exercising their right to bump shall be paid according to the established demotion procedure if the bump is to a lower title. This process shall continue until the last bump is exhausted.
- c. If a displaced employee is unable to bump within their own seniority unit, and if the employee has held an equal or lower rated job title in a different seniority unit, the displaced employee may bump the employee with the least classification seniority in that job title in that seniority unit provided they have the ability to perform the work available.

8. Employees who receive layoff notice and who are laid off from Rutgers, or who displace other employees by utilizing Section 7 above, or who accept a lower-rated job in lieu of being laid off shall be recalled in accordance with #5(c) above in order of their classification seniority to a position in the same job title in their

seniority unit as the one vacated at the time of layoff provided they have the ability to perform the work available.

9. Employees hired on a 10-month basis will not be entitled to utilize the provisions above during the off-season of July and August.
10. When Rutgers decides to lay off employees for two (2) weeks or less, or during a holiday shutdown, whichever is longer, the employees so affected shall not be entitled to displace any other employee in the seniority unit but may exercise their classification seniority to fill vacancies in their classification within their seniority unit. Employees shall be recalled to work in accordance with departmental schedules.
11. Summer layoffs in the New Brunswick Dining Halls and Snack Bars will be handled in accordance with Paragraphs #7 and #8 except that a displaced employee may not exercise seniority to displace an employee in a seniority unit outside the New Brunswick Dining Halls and Snack Bars. When the New Brunswick Dining Halls reduce staffing between the Fall and Spring Semesters, during Spring break, and the period from Commencement to June 30, the available work in each job classification will be offered first to the most senior qualified employee in that classification in the dining hall.
12. Employees who are laid off during the school summer vacation season shall be offered the opportunity to fill seasonal job openings in other seniority units before Rutgers hires new employees other than students, provided that they have the requisite qualifications and ability to perform the work available. Employees who take advantage of such opportunity shall not have the right to exercise seniority in such other seniority unit.
13. Employees cannot exercise classification or Rutgers seniority to displace other employees in existing positions except under the layoff procedure.
14. Seniority Upon Promotion
  - a. An employee who is promoted or permanently transferred to a job or position not covered by this Agreement shall retain classification seniority in the seniority unit from which they were promoted or transferred only for a period of one (1) year from the time of their promotion or transfer, during which period of time the employee may be returned to work in a position comparable to the one which they held at the time of the promotion or transfer. In such promotion or transfer, Rutgers seniority is as specified in #2a.
  - b. An employee who is promoted to a job within the bargaining unit shall retain and accumulate their Rutgers seniority during the probationary period. If the employee is removed from the new job during the probationary period, they will not lose benefits for which they were eligible before the promotion.

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

16. Accrual:

- a. Rutgers seniority shall accrue during an authorized leave without pay, maternity leave, sick leave, or vacation as specified in #5c.
- b. Classification seniority shall accrue only during the time an employee is continuously employed in a specific job title within their seniority unit except as set forth in 16(c), 16(d) and 16(e) below. Such classification seniority ceases when an employee vacates a particular title in a particular seniority unit. Authorized leave without pay, maternity, sick leave, vacation and layoff as limited by #5c. will be considered as continuous employment in a specific job title.
- c. Crafts Trainees.
- d. If a Crafts Trainee is given layoff notice during the time they are in that title, they will be credited with classification seniority in the title from which they entered the program. The amount of credit will be the period of entry into the Crafts Trainee title to the date of layoff notice.
- e. Upon completion of the Crafts Trainee program and entry into the craft title, the employee will be credited with one year of classification seniority in the craft title.
- f. Classification Seniority After Bumping.
- g. When an employee bumps into a lower rated job title in accordance with #7b. above, classification seniority previously accrued in that lower rated job title in that seniority unit shall be credited to the employee. If such employee is subsequently recalled to the higher rated job title from which they were laid off, classification seniority previously accrued in that higher rated job title in that seniority unit shall be credited to the employee.
- h. When an employee in the New Brunswick Facilities Maintenance Seniority Unit is promoted from a particular craft title—as set forth in Appendix D—to the Senior title of that same craft, that employee's classification seniority in the Senior title shall remain the date of classification seniority in the lower-rated crafts title.

17. Application:

Classification seniority shall apply only in layoffs and recalls.

18. When Rutgers decides to lay off employees for more than two (2) weeks, employees will be given at least twenty-five (25) calendar days notice except in the case of an emergency.

## Article 8 – Out of Title

Employees may be temporarily transferred to work in another job title without regard to classification and Rutgers seniority for periods up to seventy-five (75) calendar days, and for such additional periods of time as may be mutually agreed upon between Rutgers and the Union. Temporary assignments of employees to work temporarily in other job titles may be made without change in pay rate, except that an employee who is assigned to work in another job title for a period in excess of two (2) continuous working days shall thereafter be entitled to be paid, retroactively to the first day of their temporary assignment, a rate of pay which would be equal to the rate the employee would receive if they were promoted to the higher title. It is understood that Rutgers will not rotate a temporarily assigned employee for the purpose of avoiding compensation to the employee under this provision. A temporary assignment of an employee to work in another job title for more than two (2) continuous working days shall be put in writing to the employee and the Union by their supervisor. If such assignment is not put in writing to the employee, the employee will not be held accountable for performing the higher-level work.

## Article 9 – Posting and Promotions

- A. As a matter of policy, Rutgers will fill permanent job openings by promoting employees from lower rated job classifications in the seniority unit when there are bids from employees who have the posted qualifications and ability to perform the job.
- B. Posting Procedure

### 1. Promotional or Lateral Opportunity - Vacant Position

A promotional or lateral opportunity in the AFSCME Local 888 bargaining unit, for the purpose of job posting shall be defined as any position which is within the group eligible for inclusion in the bargaining unit. When Rutgers decides to fill such promotional or lateral opportunity, the position will be posted through University Human Resources' Online Employment Application Process.

### 2. Upgrading

If an upgrading opportunity becomes available as a result of the upgrading of an existing position (where there is no vacancy) the upgrading opportunity shall be posted through University Human Resources' Online Employment Application Process.

### 3. Recruitment Notification and Entry Level Positions

- a. Ten (10) month employees with active interest forms on file will be offered in order of descending seniority twelve (12) month appointments within the

same job classification within the seniority unit that become available to be filled. A ten (10) month employee must indicate interest in working a twelve (12) month appointment by submitting the interest form set forth in Appendix F to their immediate supervisor. A ten (10) month employee must file a new interest form every six (6) months in order to maintain consideration for a twelve (12) month appointment.

b. At the discretion of Rutgers, any position vacancy in a classification not eligible for inclusion in the bargaining unit may be made known if such information seems appropriate for distribution. These positions may be within the framework of the various seniority units or in other departments outside the seniority units. It is understood, however, that there is no obligation on the part of Rutgers to make these vacancies known.

#### **4. Distribution of Postings to Union Officials**

All positions which are required to be posted as per this procedure shall be electronically transmitted to the Local 888 President, Executive Vice President, Newark and Camden Campus Vice Presidents, and Secretary.

#### **5. Posting Period and Format**

All positions which are posted shall be posted for five (5) working days. Saturdays, Sundays and holidays shall not be considered working days for the purpose of this procedure. The posting will include the following information:

- a. Title of Position
- b. Salary Range
- c. Seniority Unit
- d. Brief Description of Job Requirements and Qualifications
- e. Special Conditions. Rutgers will endeavor to list extraordinary conditions.
- f. Date Posted
- g. Removal Date of Posting
- h. 10-month or 12-month position
- i. Grant funded or Non-State funded

When known, the job posting will also include the following information:

- j. Work schedule
- k. Campus location

#### **6. Eligibility to Use the Posting Procedure**

Rutgers University employees who are eligible for inclusion in the Local 888 bargaining unit and who have been in their current position for at least six (6) months are eligible to use this procedure in order to seek a promotion.

## **7. Frequency of Applying for a Posted Position**

There shall be no limitation on the number of times an eligible employee may bid on posted positions, except that after an employee has successfully bid and been accepted for a position the employee must wait six (6) months before bidding on another promotional opportunity.

## **8. How and When to Apply**

Eligible employees who desire to bid on a posted position should make formal application through University Human Resources' Online Employment Application Process.

If an interview is to take place, the employee's immediate supervisor shall be notified as to the date and time of the appointment.

## **C. Selection of Candidates**

1. Rutgers shall promote the employee in the seniority unit with the greatest Rutgers seniority from among those employees who bid and meet the posted requirements unless, as between or among such employees there is an appreciable difference in their ability to do the job or unless the senior employee does not have the ability to perform the particular job. Where the senior employee does not have the ability to perform the particular job, Rutgers shall promote the bidder with the greatest Rutgers seniority who has the ability to perform the particular job. A bidder who does not meet the posted requirements of a particular job will not be interviewed for the job. Disputes arising under this Section (1) shall be subject to the grievance and arbitration provisions of the Agreement except that when the most senior bidder has been selected, a less senior employee may not grieve.

An employee thus promoted shall be placed on a ninety (90) calendar day promotional probationary period (see Article 7, #14b). If the employee is removed from the new job during the probationary period, they will be returned to their former job. Such removal shall not be subject to the grievance and arbitration procedure unless the employee is discharged.

# **Article 10 – Salary**

## **Preface**

The following salary adjustments are subject to the appropriation of and allocation to the University by the State of adequate funding for the specific purposes identified for the full period covered by this Agreement.

### **I. Application Of The Subject To Language In The Preface To This Article**

In the event the University intends to withhold any of the economic provisions of this Article by invoking the "subject to" language in the prefatory paragraph of this

Article, it is agreed that the invocation of the “subject to” language will be based on a determination by the University that there exists a fiscal emergency.<sup>1</sup> If the University invokes the prefatory “subject to” language following the determination of a fiscal emergency, the University agrees as follows:

- A. The University shall provide AFSCME Local 888 with written notice of at least twenty- one (21) calendar days. The Notice shall contain a detailed explanation for the determination by the University that a fiscal emergency exists and shall specify the action the University intends to take to address the fiscal emergency at the conclusion of the twenty-one (21) calendar day notice period.

If due to a reduction in State funding/appropriations to the University for the next fiscal year, the University determines that a fiscal emergency exists and if based on the date the University learns of the reduction it is not possible to provide the full twenty-one (21) calendar days' notice, the University shall provide the maximum notice possible. If the

University provides fewer than twenty-one days' notice, upon request of AFSCME Local 888 negotiations pursuant to paragraph 3 below shall commence within 72 hours; however, the University shall be permitted to delay the implementation of salary increases during the shortened period of negotiations.

- Along with the Notice provided to AFSCME Local 888 pursuant to paragraph 1 above, the University shall provide the latest available statements/financial documents, as follows:
  - The financial information upon which the University relies as the basis for its claim that a fiscal emergency exists;
  - The audited financial statements for the prior fiscal year;
  - Quarterly Statement of Net Position (Balance Sheet) for the current fiscal year;
  - Current projection of the Income Statement for the Unrestricted Educational and General Operating Funds (Operating Budget) for the current fiscal year;
  - Quarterly Statement of Cash Flows (Statement of Cash Flows);
  - Unaudited End of Year financial statements for the statements listed above;

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<sup>1</sup> The determination of whether a fiscal emergency exists shall not be limited to whether there is a reduction in State appropriations/funding.

- University budget request submitted to the Department of Treasury for past, current and upcoming fiscal years; and
- The University’s Unrestricted Operating Budget for the current fiscal year and budget for the upcoming fiscal year.
  - AFSCME Local 888 may request in writing additional financial information. Disputes over the provision of information shall be decided by the designated arbitrator on an expedited basis.

C. During the notice period, upon written request by AFSCME Local 888, the University shall commence negotiations over measures to address the fiscal emergency. The University is not obligated to negotiate to impasse in order to withhold any of the economic provisions of this Article. At any point during the notice period AFSCME Local 888 may file a category one grievance pursuant to paragraph 5 below.

D. AFSCME Local 888 agrees that during the notice and negotiation period it will not initiate any legal action, in any forum, to challenge the University’s intended action other than as specified in paragraph 3 above.

E. If the parties have not agreed upon measures to address the fiscal emergency, AFSCME Local 888 may file a grievance under Article 4 of the Agreement. The grievance shall proceed directly to arbitration. Such arbitration shall be concluded within ninety (90) days of implementation of the University’s decision to withhold any of the economic provisions outlined above in this Article.

The arbitrator shall determine whether a fiscal emergency existed (exists) at the University based on the evidence presented. The arbitrator shall not have the authority to reallocate University funds. The arbitrator’s decision shall be binding on all parties.

The parties designate Arbitrator Bonnie Weinstock to hear disputes that arise under this Article. The parties designate Arbitrator Joseph Licata as an alternate to hear such disputes. If neither arbitrator is available to hear the dispute consistent with the provisions of this Article, the parties shall mutually agree upon another arbitrator.

F. The University agrees not to invoke the “Application Of The Subject To Language In The Preface To This Article” in Article 10(I) in Fiscal Year 2024-2025 (July 1, 2024 – June 30, 2025).

## II. Salary Program

### A. Job Rate System

1. Effective January 1, 2024, the range and step salary guide contained in the 2018-2024 collective negotiations agreement was replaced by a Job Rate salary program, consisting of three (3) job rates. (See Addenda.) The three job rates that will apply to all current employees as of January 1, 2024 and employees hired into negotiations unit positions after January 1, 2024, will be as follows:
  - a. Introductory Rate
    - i. Twelve-month employees will be paid at the Introductory Rate of pay for the first 180 calendar days of employment.
    - ii. Ten-month employees will be paid at the Introductory Rate of pay for the first 150 calendar days of employment.
  - b. Job Rate I
    - i. Twelve-month employees hired at the Introductory Rate of pay will move to Job Rate I after completing 180 calendar days of employment.
    - ii. Ten-month employees hired at the Introductory Rate of pay will move to Job Rate I rate of pay after completing 150 calendar days of employment.
  - c. Job Rate II
    - i. Employees will move to Job Rate II rate of pay after completing 36 months of employment at Job Rate I.
    - ii. All employees hired after January 1, 2024, and all employees on Steps 1 through 8 prior to January 1, 2024, shall not move beyond Job Rate II.
2. Upon promotion, an employee will be placed at the Job Rate I of the new range. In the event the employee's current salary is above the Job Rate I of the new range, they will be placed at Job Rate II of the new range. If the employee's current salary is above Job Rate II in the new range, then their salary will be calculated in accordance with Section H.

## B. Craft Trainee Program

1. Effective January 1, 2024, for employees hired or progressing in the Craft Trainee Program, the following will apply:
  - a. Year 1 – Introductory Rate for the first 180 calendar days and the remaining 6 months at Job Rate I Range 12 (for a total time of 12 months).
  - b. Year 2 – Job Rate I Range 14
  - c. Year 3 – Job Rate I Range 16
  - d. Year 4 – Job Rate I Range 17
  - e. Starting in Year 5, the employee will be at Job Rate I Range 18 for 3 years of service before moving to Job Rate II.

Employees hired into the Craft Trainee Program with a current Job Rate higher than the Year 1 Introductory Rate and/or Year 1 Job Rate I will

remain at their current rate for one (1) year. After completion of one year in the program, the employee will move to Year 2 Job Rate I, then will proceed to follow the job rate progression set forth above for the following years. If upon progression through the Craft Trainee Program an employee's salary exceeds the Job Rate I of the respective Year, the employee shall remain at their current rate.

C. Fiscal Year 2024 – 2025 (July 1, 2024 – June 30, 2025)

1. Negotiations unit members shall receive an across the board salary increase in the amount of 3.5%, effective July 1, 2024. To be eligible for this payment, members of the negotiations unit must be on the University's payroll in a negotiations unit position on June 30, 2024, and continue to be on the payroll in a negotiations unit position on the payment date of the increase. The annual base salaries of record for all negotiations unit members will be adjusted accordingly. The new rate of pay will be effective July 1, 2024.
2. Employees who have met the eligibility requirements will progress to Job Rate I or Job Rate II respectively.

D. Fiscal Year 2025 – 2026 (July 1, 2025 – June 30, 2026)

1. Negotiations unit members shall receive an across the board salary increase in the amount of 3.5%, effective July 1, 2025. To be eligible for this payment, members of the unit must be on the University's payroll in a negotiations unit position on June 30, 2025, and continue to be on the payroll in a negotiations unit position on the payment date of the increase. The annual base salaries of record for all negotiations unit members will be adjusted accordingly. The new rate of pay will be effective July 1, 2025.
2. Employees who have met the eligibility requirements will progress to Job Rate I or Job Rate II respectively.

E. Fiscal Year 2026 – 2027 (July 1, 2026 – June 30, 2027)

1. Negotiations unit members shall receive an across the board salary increase in the amount of 3%, effective July 1, 2026. To be eligible for this payment, members of the negotiations unit must be on the University's payroll in a negotiations unit position on June 30, 2026, and continue to be on the payroll in a negotiations unit position on the payment date of the increase. The annual base salaries of record for all negotiations unit members will be adjusted accordingly. The new rate of pay will be effective July 1, 2026.
2. Employees who have met the eligibility requirements will progress to Job Rate I or Job Rate II respectively.

F. Fiscal Year 2027 – 2028 (July 1, 2027 – June 30, 2028)

1. Negotiations unit members shall receive an across the board salary increase in the amount of 3%, effective July 1, 2027. To be eligible for this payment, members of the unit must be on the University's payroll in a negotiations unit position on June 30, 2027, and continue to be on the payroll in a negotiations unit position on the payment date of the increase. The annual base salaries of record for all negotiations unit members will be adjusted accordingly. The new rate of pay will be effective July 1, 2027.
2. Employees who have met the eligibility requirements will progress to Job Rate I or Job Rate II respectively.

#### G. Senior Rate

Effective September 1, 2014, through December 31, 2023, there shall be a new category in the salary guide identified as the "Senior Rate". Following service of one year at Step 9 of the Salary Guide contained in Appendix C an employee shall move to the Senior Rate on the appropriate anniversary date. Eligibility for movement to Senior Rate ceased on December 31, 2023.

#### H. Above Job Rate Promotions and Upgrades

In the event that an employee whose current salary is above Job Rate II receives a promotion or upgrade to a new salary range, said employee shall receive a 2.5% increase to their current base salary or shall be placed at the appropriate Job Rate of the new salary range on the salary table, whichever is greater.

## Article 11 – Leave of Absence

1. An employee may submit a written request for leave of absence without pay for consideration by Rutgers. Based on the needs of the department, approval of such request will not be unreasonably denied.
2. An employee who is unable to perform the duties of their job title because of illness or injury shall be given a leave of absence without pay. Such leave of absence shall be limited to a period of three (3) months, but shall be renewable for a justifiable reason for additional three (3) month periods, not to exceed a total leave of absence of ten (10) months.
3. Employees on leave without salary for one (1) month or longer do not accrue vacation or sick leave benefits. Employees on leave of absence due to injuries occurring in the course of and arising out of employment for Rutgers, will earn sick leave and vacation until workers' compensation payments cease.
4. Employees on leave of absence shall retain and accumulate seniority during such leave of absence. Upon expiration of an employee's leave of absence, the

employee shall be returned to work in a position comparable to the one previously held.

5. Effective October 8, 2007, employees shall be eligible to participate in Rutgers' Compassionate Leave Program. Donated leave time shall be charged concurrently with any applicable leave entitlement under the Federal Family and Medical Leave Act (FMLA) and/or the New Jersey Family Leave Act (NJFLA).

## Article 12 – Holidays

1. The regular paid holidays observed by Rutgers are: New Year's Day, Martin Luther King's Birthday, Memorial Day, Juneteenth (to be observed annually on the third Friday of June), Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving and Christmas Day. When any of the above holidays falls on a Sunday, the following Monday is observed in lieu of the holiday. When any of the above holidays falls on a Saturday, the previous Friday will be observed in lieu of the holiday.

In addition, Rutgers shall observe as holidays either one (1) full holiday or two half (1/2) holidays during the Christmas season, three (3) additional holidays to be annually determined by Rutgers, and two (2) personal holidays to be selected by the individual employee. Employees shall be eligible for the individually selected holidays after six (6) months of employment and the rules for their use will be governed by those applicable to administrative leave as provided in Article 17 of this Agreement.

2. An employee laid off for a period of four (4) consecutive weeks or less shall be considered entitled to holiday pay for any holidays which occur during that period, provided they return to work in their seniority unit on the first scheduled work day in the pay period immediately following such a layoff. Any employee laid off for a period longer than four (4) consecutive weeks shall not be entitled to any holiday pay for holidays which occur during such a layoff period.
3. Whenever possible, except in emergency situations, Rutgers will endeavor to give forty-eight (48) hours notice to an employee who is required to work on a paid holiday.
4. In order to compensate for the loss of the floating holiday provided for in Article 12, Section 1, for those employees who work the full fiscal year, an employee who works the academic year but less than the full fiscal year shall receive one (1) day off with pay, on a day mutually agreed upon by the employee and Rutgers, during the next following academic year provided that they are employed with Rutgers at the beginning of said following academic year.
5. When a holiday falls during an employee's vacation, that day shall not be counted as a vacation day.

6. Holiday Premium: An eligible employee who is authorized to work on an observed holiday will, in addition to their regular pay for the day, earn compensation at time and one half the employee's normal rate for all hours worked.
7. An employee whose regularly scheduled day off falls on a University holiday may request a particular day off in that pay period as an Alternate Day Off. If the request can be granted without interfering with the needs of the department, it will be granted. If the department determines that its needs do not permit granting that day, the department may assign another day during that pay period as the Alternate Day Off. If the employee is not given an alternate day off during that pay period, the University holiday counts as compensable hours toward overtime.

## Article 13 – Vacations

Regularly appointed full time employees are first eligible to accrue vacation on the basis of one (1) day for each full month employed during the first fiscal year they are employed. Employees will be able to use accrued vacation time as soon as such time is credited (i.e. the following month). The vacation rate thereafter is:

One through 12 years' service	15 working days
13 through 20 years' service	20 working days
Over 20 years' service	25 working days

When an employee completes twelve (12) years of service during a fiscal year, they will earn vacation for the remainder of that fiscal year at the rate of 1-2/3 days per full month of service.

When an employee completes twenty (20) years of service during a fiscal year, they will earn vacation for the remainder of that fiscal year at the rate of 2 days per full month of service.

As of July 2010, the vacation balance on the days remaining report in Absence Reporting System (ARS) will reflect all accrued vacation time (the sum of carryover amount, vacation time earned in previous year and vacation accrual date).

A maximum of the number of days equivalent to the staff member's current year's vacation accrual may be carried forward into the succeeding year. No employee will be able to carryover more than their accrual rate, the balance of unused vacation time beyond the allowed carryover as set forth above will be subject to forfeiture.

If an employee becomes ill during five (5) or more vacation days, they may request that the portion of the vacation during which they were ill be converted from vacation time to sick leave provided that:

1. they were hospitalized during the vacation period; or

2. they were under a doctor's care for illness other than a chronic condition during the course of the vacation.

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

An employee who wishes to receive vacation pay prior to leaving for their regularly scheduled vacation must apply in writing four (4) weeks before the day of the pay check in which their vacation is to be included. The granting and execution of such request is to be governed by procedures established by the University.

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

An employee who makes a written request for vacation shall receive a written response to said request within 14 calendar days from the date the request is received. An employee who makes a written request for vacation more than 30 calendar days in advance, of the requested date(s), shall receive a written response within 14 calendar days from the date the request is received. The written response shall approve, reject or defer a decision to a specific later date.

This provision shall not preclude an employee from requesting a vacation day or days which would commence in less than 14 calendar days. The department will provide a decision to the requestor as quickly as is reasonable and before the requested vacation day or days.

Vacations must be scheduled at the convenience of each department according to departmental work requirements. Request for vacations shall not be unreasonably denied. Any vacation time taken must be recorded in the ARS as vacation time is used.

An employee on vacation shall not be unreasonably returned to work from said vacation unless an emergent situation has arisen which requires the employee's presence and no other employee is available or qualified to remedy the emergent situation. Upon request from the employee, the employee's supervisor shall provide within 14 days of the emergency a written explanation of the emergency.

Any employee who is recalled to work from a scheduled vacation day in response to an emergency shall be guaranteed a minimum of four (4) hours of work or compensation in lieu thereof. Such employee shall be required to work all hours, in addition to the four (4) hour minimum guarantee, which are required by the employee's supervisor.

If an employee is recalled to work from a scheduled vacation day(s) in June of a fiscal year and the employee is unable to reschedule the vacation day(s) during the same fiscal year, resulting in a potential forfeiture of such day(s) for excessive carryover, the

employee shall not be required to forfeit such day(s). The employee shall be permitted to carry over such day(s) to the next fiscal year.

An employee who is recalled to work from a scheduled vacation and who is unable to return to work from the scheduled vacation shall not be subject to discipline.

## **Article 14 – Hours of Work**

### **1. Work Week:**

- a. The normal work week of all regular full time employees shall consist of five (5) consecutive days.
- b. Except as set forth in paragraph c below, to the extent possible Rutgers will use its best efforts to schedule employees to work Monday through Friday inclusive, with the understanding, however, that employees, whose five (5) consecutive work day schedules include Saturdays and Sundays, will be required to work as scheduled.
- c. The work week for the Division of Dining Services is Sunday through Saturday inclusive.

### **2. Rest Periods:**

All full-time employees shall be entitled to a fifteen (15) minute rest period during the first half of their shift and an additional fifteen (15) minute rest period during the second half of their shift. Regular part-time employees who are scheduled to work twenty (20) hours or more per week shall be entitled to one fifteen (15) minute rest period during their shift. Rest periods shall be taken at the discretion of the employee's supervisor.

An employee who is assigned to work for four (4) hours or more beyond the end of the regularly scheduled shift is entitled to a fifteen (15) minute rest period during that period, at a time designated by the supervisor.

### **3. Call-back Pay:**

Any employee who is called back to work after completing their regular shift and has left their place of work shall be guaranteed a minimum of four (4) hours work or pay in lieu thereof. Such employee shall be required to work all hours, in addition to the four (4) minimum guaranteed, which are required by the supervisor.

### **4. Overtime:**

- a. For the purpose of computing overtime, the standard work week shall be 12:01 a.m. Saturday to midnight Friday. Paid time off such as vacation, sick leave, holidays, administrative leave, bereavement leave, and jury

duty is counted as hours worked in determining the number of hours an employee has worked in a given week.

- b. (1) Overtime requested and authorized by the employee's supervisor shall be compensated for in cash at time and one half the employee's regular hourly rate for hours worked in excess of the prescribed work week.  
(2) For those employees receiving shift differential, such differential shall be added to their regular hourly rate when computing their overtime rate.
- c. Rutgers will make every reasonable effort to provide for an equitable distribution of overtime work among employees in a work unit in a seniority unit, after taking into consideration the nature of the work to be performed during overtime hours and the qualifications and abilities of the employees in the seniority unit. Any refusal of overtime work shall be recorded as overtime worked by the employee. If, because of refusals to work overtime, there are an insufficient number of employees available to perform the overtime work, Rutgers may assign the overtime work to the necessary number of employees in the work unit who have the qualifications and abilities to perform the work. For the term of this Agreement such assignment will rotate from the least senior employee in the work unit to the most senior employee in the work unit. A record of the monthly overtime in the work unit shall be posted on available bulletin boards.
- d. Rutgers will examine the overtime records November 1st and March 1st of each year. Where there is an imbalance of the overtime distribution of more than forty (40) hours within a shift in a particular job classification in a seniority unit, on a campus (the "Facilities Maintenance – New Brunswick" seniority unit consists of Busch/Livingston Campus, College Avenue Campus, and Cook/Douglass Campus) Rutgers will assign scheduled overtime work (in accordance with (b) above) during the following two (2) months in such a way as to alleviate that imbalance as much as is practicable. This provision does not include the New Brunswick Athletic Department or Winants Hall on the College Avenue Campus.
- e. Scheduled weekend overtime work, not of an emergency nature, will be offered at least forty-eight (48) hours in advance.

Except for emergency situations, before mandatory overtime is assigned, other services such as voluntary overtime or call-back will be explored.

In a situation where an employee is directed to remain at work beyond their normal shift in a mandatory overtime occurrence, the employee may

request to leave at the end of their normal shift. Such a request may not be unreasonably denied.

5. Shift Differential:

Effective 30 days after ratification, a shift premium of one dollar (\$1.00) per hour shall be paid to any full time employee who is regularly scheduled to start work on or after 9:00 p.m. and before 4:00 a.m.

Effective 30 days after ratification, a shift premium of ninety cents (\$0.90) per hour shall be paid to any full time employee who is regularly scheduled to start work on or after 3:00 p.m. and before 9:00 p.m.

Effective July 1, 2025, a shift premium of one dollar and five cents (\$1.05) per hour shall be paid to any full time employee who is regularly scheduled to start work on or after 9:00 p.m. and before 4:00 a.m.

Effective July 1, 2025, a shift premium of ninety-five cents (\$0.95) per hour shall be paid to any full time employee who is regularly scheduled to start work on or after 3:00 p.m. and before 9:00 p.m.

Effective July 1, 2026, a shift premium of one dollar and ten cents (\$1.10) per hour shall be paid to any full time employee who is regularly scheduled to start work on or after 9:00 p.m. and before 4:00 a.m.

Effective July 1, 2026, a shift premium of one dollar (\$1.00) per hour shall be paid to any full time employee who is regularly scheduled to start work on or after 3:00 p.m. and before 9:00 p.m.

Full time employees regularly assigned to rotating shifts will be considered to be regularly scheduled for purposes of this provision.

6. Changes to Work Shifts or Work Week:

Prior to effecting a change of one (1) hour or more in the regular starting time of work shifts or a change in work week, Rutgers will consider classification seniority and give a two-week notice to the affected employee or employees and will discuss such change and the need for same with representatives of the Union, unless circumstances, such as in emergency situations, make such notice and prior discussion impracticable.

7. Shift or Schedule Preference:

When a vacancy occurs or a new job is created within a given job classification having more than one (1) shift or schedule, any employee in the same classification may elect, in accordance with seniority, to change their shift or schedule to that shift or schedule on which the opening occurs, provided that the efficiency of the particular operation will not be impaired by such change and provided that no employee shall voluntarily exercise their seniority rights for such purpose more than once in any year. No employee shall be considered for a

change in shift or schedule unless they have requested, in writing, a change in shift or schedule no earlier than six (6) months and no later than two (2) weeks before any such opening occurs. (Refer to Shift/Schedule Change Form in Appendix B).

When an employee who has an active Shift/Schedule Change Form on file and accepts a new change in shift or schedule in accordance with this provision, the employee shall be precluded from submitting a new Shift/Schedule Change Form for one (1) year from the effective date of the new shift or schedule.

When an employee who has an active Shift/Schedule Change Form on file and declines a requested change in shift or schedule in accordance with this provision, the employee shall be required to wait one (1) year from the date of refusal before submitting a new Shift/Schedule Change Form.

8. Major Change in Schedule:

For employees working in a seniority unit on a seven (7) day work week schedule with fixed days off each week, where a major change in schedule affecting a majority of employees in the seniority unit requires employees to work more than five (5) consecutive days during the initial transitional week, overtime is to be paid for the employee(s) working six (6) and seven (7) consecutive days during such transitional week.

9. Work Day:

For the sole purpose of determining administrative leave, personal holidays, holidays, vacation and sick leave as set forth in this Agreement, a work day for employees who work a forty (40) hour work week will be eight (8) consecutive hours.

## **Article 15 – Retirement and Life Insurance Benefits**

Eligible employees covered by this Agreement shall be eligible for participation in the Public Employees Retirement System consistent with its rules and regulations.

Should there be changes made in this plan by legislation during the term of this Agreement, all such changes appropriate to members of the negotiating unit shall be made and effected in accordance with the provisions of such legislation.

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

## **Article 16 – Health Benefits**

The parties acknowledge that pursuant to N.J.S.A. 52:14-17.25 et seq., employees of the University are deemed to be employees of the State for purposes of health benefits and that health benefits are provided to eligible employees as set forth in applicable statutes and regulations. During the term of this Agreement, employee contributions to the cost of health care shall be based on the health care contribution rates set forth in

PL 2011, chapter 78 and in effect September 1, 2014. During the term of this Agreement, the University will continue the Rutgers Vision Care Program for employees of the University represented by the AFSCME Local 888.

Members of the bargaining unit who are eligible for health insurance benefits coverage and who are hired on or after April 7, 2004, shall not be eligible for enrollment in the Traditional Plan.

## **Article 17 – Administrative Leave**

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

Administrative leave shall be scheduled in advance. Requests for such leave shall not be unreasonably denied.

Administrative leave may be used for personal business, including emergencies and religious observances. Administrative leave may be taken in conjunction with other types of paid leave. Where there are more requests at one time than can be granted without interfering with the proper conduct of the work unit, priorities in granting such requests shall be: (1) emergencies; (2) religious holidays; and (3) personal matters. If there is still conflict, the matter will be resolved on the basis of seniority within the work unit. In the case of an emergency, where advance notice and approval are not possible, requests for administrative leave for emergencies shall not be unreasonably denied.

Administrative leave must be scheduled in minimum units of one (1) hour.

Such leave shall not be cumulative. Unused balances in any year shall be canceled. An employee who leaves employment shall not be required to reimburse Rutgers for earned days already used.

## **Article 18 – Sick Time and Sick Leave**

- A. Sick time is defined as a necessary period of absence for an employee to recover from their own illness or injury.
- B. Sick time may also be used for the employee's pre-planned medical (including physical therapy) and dental appointments provided that the employee submits a request as soon as is practical with the expectation that the employee shall provide at least one week's notice if possible. Requests shall not be unreasonably denied. All requests shall be consistent with medical confidentiality. Upon request, the employee shall provide verification from the employee's medical or dental provider of the date and time of the appointment. If a request is initially denied and the employee provides verification of the medical necessity of the specific date and time

of the appointment, the employee's request to utilize sick time for that date shall not be denied.

C. Sick time may also be used as sick leave to provide medical care to a seriously ill family member as defined in the special circumstance described below. Any such sick leave will be charged against the employee's accrued sick time balance. The number of days of accrued sick time that the employee may use as sick leave for the special circumstances described in sections 1 and 2, below, shall not exceed a total of fifteen (15) days per fiscal year.

Special Circumstances:

1. Emergency Attendance.

Employee's emergency attendance on member of the employee's immediate family (mother, father, spouse, child, step child, foster child, sister, brother, grandmother, or grandfather) who resides in the employee's household who is seriously ill.

2. Medically Certified Care

Employee's attendance upon the employee's seriously ill spouse, parent, or child at a hospital, health care facility, or at home, or the employee's transport of the employee's seriously ill spouse, parent or child, to medical treatment, when properly certified by a Health Care Provider on the form designated in Appendix E. In those instances , use of sick leave will not be permitted where the employee has failed to provide the certified form.

Medically certified care does not cover illness not defined as seriously ill, matters unrelated to medical needs, baby-sitting, running errands, and/or running a business for the family member while they are ill.

D. New Jersey Earned Sick Leave Law

Up to 40 hours of accrued sick time per fiscal year may be taken in accordance with the provisions of the New Jersey Earned Sick Leave Law.

For such absences, the employee's absence should be recorded as "NJ Earned Sick Leave", where appropriate.

E. Accrual

Full time employees earn fifteen (15) days of sick time in each fiscal year at the rate of 1-1/4 days per month. During the first year of employment, employees will earn sick time at the rate of one (1) day per month of service except that employees appointed on July 1 will earn sick time at 1-1/4 days per month.

F. Unused sick time is cumulative.

G. Notice and Usage

Employees are expected to provide notice to their supervisor, or designee, by the method of communication (telephone, text message or email) designated by the supervisor, prior to the start time of their scheduled shift on the day sick time or sick leave is used. Employees must also keep their supervisor adequately informed should the absence extend beyond one day. Employees are expected to personally notify the supervisor or the person(s) designated by the department to receive such notification, unless they are physically unable to do so. An employee who is physically unable to notify such person personally shall explain the circumstances upon return to work.

## **Article 19 – Bereavement Leave**

An employee who is absent from work due to death in the immediate family (mother, father, spouse, domestic partner, partner in a civil union, step mother, step father, child, step child, ward, foster child, foster mother, foster father, sister, brother, grandmother, great grandmother, grandfather, great grandfather, grandchild, mother-in-law, father-in-law, son-in- law, daughter-in-law, any relative of the employee residing in the employee's household, child of a partner in a civil union, child of a domestic partner, parent of a partner in a civil union, parent of a domestic partner, step sister or step brother) may charge up to three (3) days for such absence to attend the funeral or for mourning. However, in the event that the funeral of a member of the immediate family is held at some distant location, and the employee will attend, an exception to the above may be requested by the employee to provide for up to five (5) days of absence to be charged to bereavement leave. All bereavement leave must be utilized within 120 calendar days of the date of death but requests for an extension to utilize bereavement leave due to public health emergency that delays funeral or memorial observance, or for religious, cultural, or travel reasons shall not be unreasonably denied. A department may require verification.

If an employee requests to use available vacation time, administrative leave, or personal holiday time, to extend the bereavement leave, it will not be unreasonably denied.

In the event of the death of an employee's brother-in-law or sister-in-law, the employee may request to use one (1) day of available vacation time, administrative leave, or personal holiday time. Such request will not be unreasonably denied.

## **Article 20 – Jury Duty**

Rutgers shall grant time off with full normal pay to those employees who are required to serve for jury duty during such periods as the employee is actually serving. If jury duty does not require a full day, it is expected that the employee return to their duties.

If an employee whose regular work schedule is an afternoon or night shift is required to serve on jury duty during non-shift hours, the employee will be released from their scheduled work shift on the date(s) of jury duty for an amount of time equal to the non-

shift hours spent in jury duty, not to exceed the number of hours in the employee's regularly scheduled workday.

Employees are required to submit to their supervisors the notification of jury duty upon receiving it and to submit verification of daily attendance upon return to work.

## **Article 21 – Ten-Month Employees**

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

## **Article 22 – Proration**

1. Vacations. Regular part-time employees who are scheduled to work for twenty (20) hours or more per week shall be entitled to a vacation with pay based upon their years of service and prorated on the basis of the average number of hours worked by them in the previous fiscal year from July 1 to June 30.
2. Holidays. All regular part-time employees who are scheduled to work for twenty (20) hours or more per week shall be entitled to holiday pay prorated on the basis of the number of hours per day for which they have been scheduled in the week in which the holiday occurs.
3. Jury Duty. Regular part-time employees who are scheduled to work for twenty (20) hours or more per week and who are called upon to serve on a jury shall be granted the necessary time off with pay prorated on the basis of the number of hours for which they have been scheduled to work per week during the three (3) month period prior to their service as jurors.
4. Sick Leave. Regular part-time employees who are scheduled for twenty (20) hours or more per week shall be entitled to earn fifteen (15) prorated sick leave days per fiscal year (1-1/4) pro rata days per month based on the percentage of their full-time employment. During the first year of employment part-time employees will earn sick leave at the rate of one (1) pro rata day per month of service except that part-time employees appointed on July 1 will earn sick leave at one and one quarter (1-1/4) pro rata days per month. The number of hours in each day of charged sick leave shall be based upon the number of hours scheduled for the employee on the day of sickness. Regular part time employees who are hired on or after July 1, 2000 will earn pro-rated sick leave in accordance with the provisions of Article 18, Section D.
5. Administrative Leave. Regular part-time employees who are scheduled for twenty (20) hours or more per week shall be entitled to three (3) days administrative leave at the beginning of each fiscal year prorated on the basis of the number of

hours they are employed at the beginning of the fiscal year. The number of hours in each day of charged administrative leave shall be based upon the number of hours scheduled for the employee on the day of administrative leave.

## **Article 23 – Technological Change**

The University shall have the sole right to make technological and other such major changes in its operation as it may deem advisable for its efficient operation. However, prior to the introduction of any such changes, the University shall notify the Union of such contemplated changes. In the event the introduction of any new process or equipment results in layoff of persons, these matters shall also be discussed with the designated Union representative prior to their introduction. Any such layoffs shall be made pursuant to the layoff procedure in Article 7.

## **Article 24 – Job Evaluation Manual**

The Job Evaluation Manual, as amended, agreed upon by Rutgers and the Union shall remain in effect during the term of this Agreement.

In the event that Rutgers establishes a new bargaining unit job title or changes the duties as described in the generic job description of an existing job title, the Union will be notified in writing of the new job title, the new job description and/or the changed generic job description, and the salary range assigned. If requested by the Union within twenty (20) working days of said notification, Rutgers and the Union shall negotiate the salary range assigned subject to the Public Employment Relations Commission rules governing negotiations. A list of all bargaining unit employees promoted or reclassified out of the unit will be sent to the Union President on a monthly basis. Copies of the administrative job posting sheets will be sent to the Union President as produced.

## **Article 25 – University Procedures**

Rutgers and the Union agree that employees shall be entitled to enjoy, and shall be subject to, all terms and conditions of employment applicable to the bargaining unit provided for in the University procedures whether or not provided for herein, provided, however, that there shall be no duplication or pyramiding of benefits.

## **Article 26 – General Provisions**

1. Employees who are laid off, voluntarily or involuntarily, for the summer months shall be entitled to receive their vacation pay at the time of their layoff.
2. Rutgers shall provide for each seniority unit a bulletin board, space on a bulletin board, or space for a bulletin board for posting by Union representatives of notices related to official Union matters. The Union agrees that notices posted on

such bulletin boards shall not contain political or controversial material or any material not related to official Union business.

3. Rutgers will have available foul weather clothing for use by farm workers, or other employees, when needed. Rutgers will provide a raincoat to each custodian and groundsworker. The custodian and groundsworker will be responsible for the security, maintenance, and care of the raincoat. Employees may request a replacement raincoat. Replacement raincoats will be provided at the discretion of the university.
4. At the close of the fiscal year, employees shall be refunded the deductions for meals made for regular salaried Dining Services employees for those full days on which an employee was absent from work on account of sickness, vacation, or other excused absence under this Agreement. In order to compensate the Division of Dining Services for said meals, Dining Services employees shall have the below deduction from their wages as follows:

\$4.60 per day, effective upon ratification  
\$5.25 per day, effective January 1, 2025  
\$5.75 per day, effective July 1, 2026

5. Rutgers may establish and issue reasonable rules and regulations concerning the work to be performed by and the conduct of its employees, and it shall apply and enforce such rules and regulations fairly and equitably. These rules and regulations shall not be inconsistent with the terms of this Agreement, and Rutgers will make every reasonable effort to have prior discussion on those rules and regulations that may be of general interest or concern as provided for in Article 5.
6. All employees shall have access to their central personnel file to review their official employee records. The request for review of such records shall be made in writing to the University Human Resources. The review of records shall be during regular office hours.

Grievance records should not be a part of the employee's personnel file. When any such documents are found in the personnel file, they shall be removed.

Upon a specific written request by an employee, the Union through a designated steward or Union officer, shall have the right to review that employee's file. Such request for review shall state the reason for the request, shall be scheduled in advance with the University Human Resources and shall take place during regular business hours.

7. Uniforms. Rutgers will provide uniforms and agrees to explore problems in this area if any develop.
8. Safety shoes will be provided for farm workers and those maintenance employees in Facilities Operations & Services, Physical Plant, Housing, Health

Services, and in the Division of Dining Services where necessary and where provided they are required to be worn by employees. A subcommittee of management and Union representatives will be formed to explore other areas of employment in the bargaining unit that may require safety shoes.

9. Effective July 1, 2023, to the extent permitted by law, employees who pay the annual motor vehicle registration fee for the use of surface campus parking facilities by way of payroll deduction shall be given the option of paying said fee by way of a pretax payroll deduction from their bi-weekly pay in 26 equal payments. Employees hired during the Fiscal Year and employees who register a motor vehicle after the beginning of the Fiscal Year, shall pay a motor vehicle registration fee and are responsible only for the bi-weekly pay periods remaining in the Fiscal Year Registration of vehicles and corresponding bi-weekly payments shall automatically renew, and the University shall provide at least ten business days' notice to employees of automatic renewal through a general email announcement to university employees.
  - A. Employees may cancel registration for parking during a Fiscal Year by notifying the Rutgers Department of Transportation Services by opening a case via its customer service portal. Other forms of notification such as email, telephone call, text message or in-person will not be accepted. Said notification will become effective as soon as operationally feasible after the request has been made. Employees who cancel registration for parking during a Fiscal Year shall not be responsible for the bi-weekly parking fee payroll deductions remaining in the Fiscal Year.
  - B. Separation from Rutgers will automatically terminate bi-weekly deductions after the point the notification of termination becomes effective, and the employee is no longer receiving regular pay from the university.
  - C. Employees who do not pay the annual motor vehicle registration fee may purchase up to ten (10) daily permits each Fiscal Year at the rate(s) established by the Rutgers Department of Transportation.

The annual motor vehicle registration fee for employees wishing to register their vehicles for the use of surface campus parking facilities shall be 1/10th of 1% of the employee's annual salary for employees earning less than \$25,000.

Thereafter, beginning January 1993, for salaries from \$25,000 to \$29,999 the rate shall be 11/100th of one percent (.0011). For salaries from \$30,000 to \$34,999, the rate shall be 12/100th of one percent (.0012). For salaries from \$35,000 to \$39,999 the rate shall be 14/100th of one percent (.0014). For salaries from \$40,000 to \$44,999 the rate shall be 16/100th of one percent (.0016). For salaries from \$45,000 to \$49,999 the rate shall be 18/100th of one percent (.0018). Thereafter, the rate shall increase 2/100th of one percent (.0002) for each additional \$10,000 of salary or portion thereof, the new rate to be applied to the entire salary.

The fee shall be based on the employee's annual salary at the time of billing.

To the extent permitted by law, effective with the registration next following January 1, 2000, employees who pay the motor vehicle registration fee for the use of campus parking facilities by way of payroll deduction shall be given the option of paying said fee by way of a pretax payroll deduction.

10. Meal Allowance. Employees, other than Dining Services employees, who are required to work for twelve (12) consecutive hours or more are entitled to one meal allowance of \$8.50 (eight dollars and fifty cents) effective upon ratification.

Effective January 1, 2025, employees, other than Dining Services employees, who are required to work for twelve (12) consecutive hours or more are entitled to one meal allowance of \$10.00 (ten dollars).

11. Clothing Allowance. A Clothing Allowance shall be paid as follows to each full-time employee who is on the payroll as of the date of payment as follows:

\$120	effective July 1, 2024
\$120	effective July 1, 2025
\$120	effective July 1, 2026
\$120	effective July 1, 2027

Notwithstanding the above provision, the Clothing Allowance for Dining Services employees shall be \$100.00 per year.

12. For the term of the Agreement, if, in recruiting employees the University cannot hire the successful applicant unless a salary higher than the Introductory Rate of the appropriate salary range is offered, the University will immediately notify the Union that it intends to offer or has offered the applicant such a salary up to Job Rate II of the range and will provide the Union with information about the position at issue. If the Union wishes to negotiate particular future salary adjustments for that individual, the Union shall request such negotiations.

13. At the request of an employee, access to their medical records which are maintained by the University will be granted. The request must be in writing and signed by the employee. The request must be made to the medical office where the records are maintained at least two (2) working days prior to the time the employee wishes to have access to such records. The original medical records may not leave the medical office where they are maintained and any inspection of the records must be completed in the presence of a member of the medical office staff during regular working hours. The employee may purchase copies of such medical records for their use at a cost of \$.10 per page.

14. Commencing September 1, 2012 Rutgers will provide access to a secure website listing all newly hired Classes 1, 3, and 4 employees who will be performing collective negotiations unit work and the employee's job title, department, campus, and date of hire.

15. Rutgers will apply Rutgers University Policy Library Section 60.3.19, as may be amended from time to time, on the same basis as it is applied to non-aligned employees. Said policy does not apply to weather closings which are covered by Policy 60.3.16.
16. An employee may request an alternate work schedule in order to take one three, or four, credit course at an accredited institution of higher education, or another professional course carrying continuing education units per semester (Fall, Spring and Summer) during the work day. Any such request shall not be denied arbitrarily.
17. With the exception of a valid driver's license, when Rutgers requires license(s) and/or certification(s) for bargaining unit positions, Rutgers will reimburse employees in such positions for the cost of maintaining such required license(s) and/or certification(s).

## **Article 27 – Safety Committee**

Rutgers and the Union agree to establish three safety committees, one on each of the three major campuses, to discuss mutual problems concerning employee safety and health. The committees shall be standing committees consisting of one representative from the Union and one from the Office of University Labor Relations, with additional representatives if required. Each committee shall meet twice a year to discuss long-range overall safety and health problems of employees. Additional meetings may be scheduled by mutual consent and such consent will not be unreasonably withheld. Immediate safety problems should be reported to the Department of Radiation and Environmental Health and Safety.

## **Article 28 – Severability**

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

## **Article 29 – Direct Deposit**

All employees shall be eligible for Direct Deposit.

Employees must enroll in Direct Deposit by completing the Direct Deposit Authorization form in Employee Self-Service.

For those employees who are unable to participate in Direct Deposit, if it is deemed operationally feasible, the University shall provide employees with an alternative electronic payment such as a payroll Debit card in lieu of a hardcopy paycheck. If other

electronic payment methods are offered by the University in the future, the employee may alternatively elect to utilize such methods.

## **Article 30 – Federal Family and Medical Leave, New Jersey Family Leave, New Jersey SAFE Act Leave**

### **A. Leave for an employee's own serious health condition:**

#### **1. Employees Receiving Temporary Disability Insurance ("TDI") Benefits (non-SAFE Act)**

The following provisions apply to employees who are unable to work due to their own non-SAFE Act serious health condition who will be receiving TDI benefits for any part of an approved medical leave that otherwise would be unpaid:

An employee who will be receiving TDI benefits during an approved medical leave under the Family and Medical Leave Act ("FMLA") for their own serious health condition will be required to utilize two weeks of accrued sick time, if available, before receiving TDI benefits, except that the employee may reserve (and will not be required to use) the equivalent of up to one week's worth (5 days) of sick time.

An employee who remains unable to perform the job duties of their position due to their own serious health condition after exhausting their leave entitlement (or being deemed ineligible for leave) under the FMLA may either: (i) elect to take or extend a leave of absence, as applicable, by using any remaining accrued sick time, provided that the employee is not also receiving TDI benefits for the same period and submits a medical certification substantiating the need for such absence, or (ii) request an unpaid leave of absence as a disability or pregnancy-related accommodation via OneSource or the Office of Employment Equity.

Should the employee request an unpaid leave of absence as a disability or pregnancy-related accommodation, while such request is pending and during the pendency of any unpaid leave approved as an accommodation, the employee may use any remaining TDI benefits, or, if not receiving TDI benefits, the employee must charge any remaining accrued sick time and then may elect to use any other accrued paid time off for the duration of the otherwise unpaid leave.

#### **2. Employees Not Receiving TDI Benefits (non- SAFE Act)**

The following provisions apply to employees who are unable to work due to their own serious health condition who will not be receiving TDI benefits (either due to ineligibility or because they do not elect to do so) for any part of an approved non-SAFE Act medical leave that otherwise would be unpaid:

An employee on approved medical leave for their own serious health condition under the FMLA must use all accrued sick time concurrent with the approved FMLA leave. Once the employee's accrued sick time is exhausted, the employee may elect to use

any other accrued paid time off concurrently for the duration of the FMLA leave.

If the employee exhausts their leave entitlement under the FMLA (or is not eligible for FMLA leave) and is unable to perform their job duties because of their own serious health condition, the employee may elect to take or extend a leave of absence, as applicable, by using any remaining accrued sick time, provided that the employee submits a medical certification substantiating their need for such absence due to their own serious health condition.

An employee who remains unable to perform the job duties of their position due to their own serious health condition after exhausting their leave entitlement (or being deemed ineligible for leave) under the FMLA and after using all accrued sick time may request an unpaid leave of absence as a disability or pregnancy-related accommodation via OneSource or the Office of Employment Equity. While such request is pending and during the pendency of any unpaid leave approved as an accommodation, the employee may elect to use any other accrued paid time off for the duration of the otherwise unpaid leave.

B. Leave to care for a family member/bond with a child (non- SAFE Act):

If an employee is approved for a leave of absence to care for a family member with a serious health condition or to care for and bond with a child after birth, adoption or placement in foster care under the NJFLA or FMLA, the employee must charge accrued sick time or sick leave, as available, concurrent with such leave, unless the employee is or will be receiving Family Leave Insurance ("FLI") benefits for the same period, in which case sick time and sick leave may not be charged concurrently with the approved leave of absence. An employee who exhausts their sick time and/or sick leave before the end of the approved leave may elect to use any other accrued paid time off concurrently for the duration of the leave, provided they are not receiving FLI benefits for the same period.

C. Leave under the New Jersey SAFE Act:

If an employee is approved for an unpaid leave of absence under the New Jersey SAFE Act, the employee may elect to use accrued sick time for such leave, as available, unless the employee is or will be receiving TDI or FLI benefits during the approved leave. An employee who exhausts their sick time before the end of the approved leave may elect to use any other applicable accrued paid time off concurrently for the duration of the leave, provided they are not receiving TDI or FLI benefits for the same period.

If an employee is or will be receiving TDI benefits during the approved leave, the employee may elect to use accrued sick time before receiving TDI benefits.

If the employee is or will be receiving FLI benefits during the approved leave, the employee may elect to use applicable paid time off during their leave before receiving FLI benefits.

## Article 31 – Workplace Democracy Enhancement Act

- A. Rutgers shall provide authorized representatives of the Union with access to members of the negotiations unit as follows:
  - 1. The right to meet with individual negotiations unit employees on the premises of Rutgers during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues.
  - 2. The right to conduct work site meetings during lunch and other non-work breaks, and before and after the workday, on Rutgers' premises to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of the Union, and internal Union matters involving the governance or business of the Union.
  - 3. The right to meet with newly-hired negotiations unit employees, without charge to the pay or leave time of the employees, for 30 minutes at a University Human Resources, Human Resources-Newark, or Human Resources-Camden new employee orientation. Rutgers shall provide the Union with a list of new negotiations unit employees attending new employee orientations no less than five (5) days before such orientations.
  - 4. The access to negotiations unit employees set forth in subsections 1 through 3 above shall be subject to the following:
    - a. The Union will follow all regular University procedures applicable to reserving and using University facilities, including, if applicable, paying all fees associated with any reservations or usage;
    - b. The Union's access shall not interfere with University operations;
    - c. All meetings shall be conducted in locations and rooms ordinarily used as meeting locations; and
    - d. All meetings shall be conducted at reasonable hours and during normal hours of operation for the University facility where the meeting will occur.
- B. 1. Within 10 calendar days from the date of hire of negotiations unit employees, Rutgers shall provide the following contact information for negotiations unit members to the Union in an Excel file format via the Union Library, if such information is on file with the University: name, job title, work site location, home address, work telephone numbers, home and personal cellular telephone numbers, date of hire, work email address, and personal email address.
  - 2. Every 120 calendar days beginning on January 1, 2019, Rutgers shall provide the Union, in an Excel file format, the following information for all negotiations unit employees: name, job title, work site location, home address, work, home and personal cellular telephone numbers, date of hire, and work email

address and any personal email address on file with Rutgers.

- C. The Union shall have the right to use the email systems of Rutgers to communicate with negotiations unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal Union matters involving the governance or business of the Union. The Union agrees that in using the University's e-mail system, it will comply with all policies and guidelines of the University Office of Information Technology.
- D. 1. The Union shall have the right to use Rutgers' buildings and other facilities that are owned or leased by Rutgers to conduct meetings with their unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal Union matters involving the governance or business of the Union, provided such does not interfere with Rutgers' operations.  
2. The Union agrees that meetings conducted in Rutgers buildings and other facilities that are owned or leased by Rutgers pursuant to this Article shall not be for the purpose of supporting or opposing any candidate for a partisan political office, or for the purpose of distributing literature or information regarding partisan elections.  
3. Except as provided for in A (4) above, if the Union conducts a meeting in a Rutgers' building or facility pursuant to this Section, Rutgers shall not charge the Union for maintenance, security and other costs related to the use of the building or facility that would otherwise be incurred by Rutgers. Rutgers will provide the Union with advanced notice of any charge or cost at the time arrangements are made for use of the Rutgers' building or facility, and will not charge the Union over and above the actual cost of providing the maintenance, security or other services.
- E. 1. Rutgers shall not encourage negotiations unit members to resign or relinquish membership in the union and shall not encourage negotiations unit members to revoke authorization of the deduction of fees to the Union.  
2. Rutgers shall not encourage or discourage any employee from joining, forming or assisting an employee organization.  
3. Any claimed violation of Section E of this Article shall not be subject to the grievance procedure under Article 4 – Grievance Procedure.

## Article 32 – Term

This Agreement shall be effective from July 1, 2024 until 12 midnight on June 30, 2028

Rutgers, The State University of New Jersey

By:

David A. Cohen

Jeffrey T. Maschi

Christopher Zigre

Harry M. Agnostak

Julie Cartegna-Jones

American Federation of State, County and Municipal Employees, AFL-CIO

By:

Steve Tully

Agustin Sanchez

Local Union No. 888 Affiliated with American Federation of State, County and Municipal Employees, AFL-CIO

By:

Michael Messner

Michael Messner

Toni Wright

TJ Capobianco

Regina Henderson

Regina Henderson

Shanda McAllister

Jeffrey Wehner

Dwight Rodriguez

Angel Abreu

Jodi Virgilio

Alan Peck

Francisco Vazquez

Francisco Vazquez

## Appendix A

	Range
Assistant Maintenance Mechanic.....	12
Baker A .....	16
Baker B .....	14
Carpet Repairer/General Maintenance Worker-Housing.....	16
Cook A .....	16
Cook B .....	14
Cook C .....	10
Cook's Helper.....	8
Courtesy Desk Worker Dining Services .....	8
Crafts Trainee Furniture/Fabric .....	12
Crafts Trainee-PP-1 yr.....	12
Crafts Trainee-PP-2 yrs.....	14
Crafts Trainee-PP-3 yrs.....	16
Crafts Trainee-PP-4 yrs.....	17
Custodian-Athletics-NB .....	8
Custodian-Facilities .....	8
Custodian-Housing .....	8
Custodian Group Leader-Athletics-NB .....	12
Custodian Group Leader-Facilities .....	12
Custodian Group Leader-Housing .....	12
Custodian/Utility Worker.....	10
Custodian/Utility Worker-Farms .....	10
Dining Services Worker-A .....	10
Dining Services Worker-B .....	8
Emergency Medical Technician .....	16
Emergency Medical Technician/Trainer .....	17
Energy Management Control Technician .....	18
Equipment Operator .....	14
Facilities Sr. General Maintenance Worker/Signmaker.....	14
Fire Alarm System Technician .....	15
Fire Alarm Technician .....	20
Furniture and Fabric Repairer .....	17
General Maintenance Worker .....	10
Golf Course Worker.....	12
Greenhouse/Field Technician-C .....	12
Greenhouse/Field Technician-N .....	12

Greenhouse Research Support Specialist .....	18
Grill Attendant/Cook .....	8
Grounds Technician–Athletics–NB .....	14
Groundsworker .....	10
Head Baker .....	16
Head General Maintenance Worker .....	16
Head General Maintenance Worker–Farms .....	16
Head Greenhouse/Field Technician .....	16
Head Research Animal Worker .....	18
Head Research Farmer .....	18
Head Soils and Plants Technician .....	16
Head Storekeeper .....	12
Head Supply Clerk .....	17
Heavy Equipment Operator .....	20
High Voltage Electrician/Maintenance Mechanic .....	18
Housekeeper .....	10
Housing Maintenance Mechanic .....	15
HVAC/Maintenance Mechanic .....	18
HVAC/Maintenance Mechanic–Housing .....	18
Landscape Technician .....	16
Laundry Attendant/Sewing Worker Group Leader .....	12
Leader Dining Services Operations .....	14
Maintenance Mechanic–Dining Services .....	17
Maintenance Mechanic–Housing .....	17
Master Electrician .....	20
Master Plumber/Steamfitter .....	20
Mechanic/Grounds Worker .....	15
Mechanic/Grounds Worker–Farms .....	15
Museum Security Officer .....	15
Paratransit Service Driver .....	11
Parking Senior General Maintenance Worker/Sign Maker .....	14
Porter/Driver .....	8
Public Safety Transit Service Driver .....	11
Research Animal Worker .....	14
Research Farmer .....	14
Security Guard Sergeant .....	15
Security Officer/Parking Enforcement Officer .....	12
Security Systems Technician .....	20

Senior Automobile/Maintenance Mechanic .....	18
Senior Carpenter/Maintenance Mechanic .....	18
Senior Electrician/Maintenance Mechanic.....	18
Senior Electrician/Maintenance Mechanic—Athletics—NB .....	18
Senior Electrician/Maintenance Mechanic—Housing and Conference Services .....	18
Senior General Maintenance Worker .....	14
Senior Greenhouse/Field Technician .....	14
Senior Greenhouse/Field Technician—C.....	14
Senior Greenhouse/Field Technician—N.....	14
Senior Grounds Technician—Athletics—NB.....	16
Senior Locksmith.....	20
Senior Locksmith—Public Safety.....	20
Senior Maintenance Mechanic .....	18
Senior Maintenance Mechanic—Athletics—NB.....	18
Senior Maintenance Mechanic—Farms.....	18
Senior Maintenance Mechanic—Housing.....	18
Senior Mason Plasterer/Maintenance Mechanic .....	18
Senior Painter/Maintenance Mechanic.....	18
Senior Painter/Maintenance Mechanic—Athletics—NB .....	18
Senior Plumber Steamfitter/Maintenance Mechanic .....	18
Senior Plumber Steamfitter/Maintenance Mechanic—Housing .....	18
Senior Research Animal Worker .....	16
Senior Research Farmer .....	16
Senior Sign Crafter.....	18
Soils and Plants Technician .....	14
Sous Chef.....	18
Special Service and Grounds Group Leader—Facilities .....	12
Special Service and Grounds Group Leader—Housing.....	12
Special Service and Grounds Worker—Facilities .....	10
Special Service and Grounds Worker—Housing .....	10
Storekeeper.....	10
Supply Clerk .....	14
Utility Leader/Cash Operations .....	10
Utility Locator.....	18
Utility Worker/Driver .....	11
Utility Worker/Driver—DS .....	11
Utility Worker/Driver—Housing .....	11
Utilities Operation Worker.....	18
Water Treatment Technician .....	11

## Appendix B

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Check one:

Shift Change: I wish to be considered for the next opening on the following shift: \_\_\_\_\_

Schedule Change: I wish to be considered for the next opening with the following schedule:  
\_\_\_\_\_

Employee Signature

Supervisor Signature

Check one:

I accept the above requested shift or schedule.

Date: \_\_\_\_\_

I decline the above offered shift or schedule.

Date: \_\_\_\_\_

Employee's copy

-----

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Check one:

Shift Change: I wish to be considered for the next opening on the following shift: \_\_\_\_\_

Schedule Change: I wish to be considered for the next opening with the following schedule:  
\_\_\_\_\_

Employee Signature

Supervisor Signature

Check one:

I accept the above requested shift or schedule.

Date: \_\_\_\_\_

I decline the above offered shift or schedule.

Date: \_\_\_\_\_

Department's copy

## Appendix C

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
 THE OFFICE OF THE SENIOR VICE PRESIDENT FOR HUMAN RESOURCES  
 COMPENSATION SCHEDULE - ANNUAL SALARIES  
**EFFECTIVE JULY 1, 2024**

RANGE		Introductory Rate	Job Rate I	Job Rate II
<b>06</b>	ANNL	33,711.88	33,984.91	38,938.94
	BIWK	1,291.64	1,302.10	1,491.91
	40HR	16.15	16.28	18.65
<b>07</b>	ANNL	33,711.88	35,459.40	40,664.06
	BIWK	1,291.64	1,358.60	1,558.01
	40HR	16.15	16.98	19.48
<b>08</b>	ANNL	33,711.88	37,014.71	42,482.88
	BIWK	1,291.64	1,418.19	1,627.70
	40HR	16.15	17.73	20.35
<b>09</b>	ANNL	33,711.88	38,632.09	44,352.07
	BIWK	1,291.64	1,480.16	1,699.31
	40HR	16.15	18.50	21.24
<b>10</b>	ANNL	34,469.77	40,327.94	46,334.85
	BIWK	1,320.68	1,545.13	1,775.28
	40HR	16.51	19.31	22.19
<b>11</b>	ANNL	35,959.49	42,109.29	47,639.53
	BIWK	1,377.76	1,613.38	1,825.27
	40HR	17.22	20.17	22.82

RANGE		Introductory Rate	Job Rate I	Job Rate II
<b>12</b>	ANNL	37,526.51	43,974.95	50,582.66
	BIWK	1,437.80	1,684.86	1,938.03
	40HR	17.97	21.06	24.23
<b>13</b>	ANNL	39,173.17	45,949.54	52,905.09
	BIWK	1,500.89	1,760.52	2,027.01
	40HR	18.76	22.01	25.34
<b>14</b>	ANNL	40,901.80	48,018.98	55,448.87
	BIWK	1,567.12	1,839.81	2,124.48
	40HR	19.59	23.00	26.56
<b>15</b>	ANNL	42,735.86	50,184.47	57,839.22
	BIWK	1,637.39	1,922.78	2,216.06
	40HR	20.47	24.03	27.70
<b>16</b>	ANNL	44,620.27	52,491.67	60,542.26
	BIWK	1,709.59	2,011.18	2,319.63
	40HR	21.37	25.14	29.00
<b>17</b>	ANNL	46,626.47	54,882.02	63,348.39
	BIWK	1,786.45	2,102.76	2,427.14
	40HR	22.33	26.28	30.34
<b>18</b>	ANNL	48,729.88	57,384.81	66,256.38
	BIWK	1,867.05	2,198.65	2,538.56
	40HR	23.34	27.48	31.73
<b>19</b>	ANNL	50,938.70	60,011.73	69,303.77
	BIWK	1,951.67	2,299.30	2,655.32
	40HR	24.40	28.74	33.19
<b>20</b>	ANNL	53,261.12	62,773.34	72,501.05
	BIWK	2,040.66	2,405.11	2,777.82
	40HR	25.51	30.06	34.72

## Appendix C

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
 THE OFFICE OF THE SENIOR VICE PRESIDENT FOR HUMAN RESOURCES  
 COMPENSATION SCHEDULE - ANNUAL SALARIES  
EFFECTIVE JULY 1, 2025

RANGE		Introductory Rate	Job Rate I	Job Rate II
<b>6</b>	ANNL	33,711.88	33,984.91	38,938.94
	BIWK	1,291.64	1,302.10	1,491.91
	40HR	16.15	16.28	18.65
<b>7</b>	ANNL	33,711.88	35,459.40	40,664.06
	BIWK	1,291.64	1,358.60	1,558.01
	40HR	16.15	16.98	19.48
<b>8</b>	ANNL	33,711.88	37,014.71	42,482.88
	BIWK	1,291.64	1,418.19	1,627.70
	40HR	16.15	17.73	20.35
<b>9</b>	ANNL	33,711.88	38,632.09	44,352.07
	BIWK	1,291.64	1,480.16	1,699.31
	40HR	16.15	18.5	21.24
<b>10</b>	ANNL	34,469.77	40,327.94	46,334.85
	BIWK	1,320.68	1,545.13	1,775.28
	40HR	16.51	19.31	22.19
<b>11</b>	ANNL	35,959.49	42,109.29	47,639.53
	BIWK	1,377.76	1,613.38	1,825.27
	40HR	17.22	20.17	22.82

RANGE		Introductory Rate	Job Rate I	Job Rate II
<b>12</b>	ANNL	37,526.51	43,974.95	50,582.66
	BIWK	1,437.80	1,684.86	1,938.03
	40HR	17.97	21.06	24.23
<b>13</b>	ANNL	39,173.17	45,949.54	52,905.09
	BIWK	1,500.89	1,760.52	2,027.01
	40HR	18.76	22.01	25.34
<b>14</b>	ANNL	40,901.80	48,018.98	55,448.87
	BIWK	1,567.12	1,839.81	2,124.48
	40HR	19.59	23	26.56
<b>15</b>	ANNL	42,735.86	50,184.47	57,839.22
	BIWK	1,637.39	1,922.78	2,216.06
	40HR	20.47	24.03	27.7
<b>16</b>	ANNL	44,620.27	52,491.67	60,542.26
	BIWK	1,709.59	2,011.18	2,319.63
	40HR	21.37	25.14	29
<b>17</b>	ANNL	46,626.47	54,882.02	63,348.39
	BIWK	1,786.45	2,102.76	2,427.14
	40HR	22.33	26.28	30.34
<b>18</b>	ANNL	48,729.88	57,384.81	66,256.38
	BIWK	1,867.05	2,198.65	2,538.56
	40HR	23.34	27.48	31.73
<b>19</b>	ANNL	50,938.70	60,011.73	69,303.77
	BIWK	1,951.67	2,299.30	2,655.32
	40HR	24.4	28.74	33.19
<b>20</b>	ANNL	53,261.12	62,773.34	72,501.05
	BIWK	2,040.66	2,405.11	2,777.82
	40HR	25.51	30.06	34.72

## Appendix C

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
 THE OFFICE OF THE SENIOR VICE PRESIDENT FOR HUMAN RESOURCES  
 COMPENSATION SCHEDULE - ANNUAL SALARIES  
**EFFECTIVE JULY 1, 2026**

<b>RANGE</b>				
		<b>Introductory Rate</b>	<b>Job Rate I</b>	<b>Job Rate II</b>
<b>6</b>	ANNL	34,723.24	35,004.46	40,107.11
	BIWK	1,330.39	1,341.17	1,536.67
	40HR	16.63	16.76	19.21
<b>7</b>	ANNL	34,723.24	36,523.18	41,883.98
	BIWK	1,330.39	1,399.36	1,604.75
	40HR	16.63	17.49	20.06
<b>8</b>	ANNL	34,723.24	38,125.15	43,757.37
	BIWK	1,330.39	1,460.73	1,676.53
	40HR	16.63	18.26	20.96
<b>9</b>	ANNL	34,723.24	39,791.05	45,682.63
	BIWK	1,330.39	1,524.56	1,750.29
	40HR	16.63	19.06	21.88
<b>10</b>	ANNL	35,503.86	41,537.78	47,724.90
	BIWK	1,360.30	1,591.49	1,828.54
	40HR	17.00	19.89	22.86
<b>11</b>	ANNL	37,038.27	43,372.57	49,068.72
	BIWK	1,419.09	1,661.78	1,880.03
	40HR	17.74	20.77	23.50

<b>RANGE</b>				
		<b>Introductory Rate</b>	<b>Job Rate I</b>	<b>Job Rate II</b>
<b>12</b>	ANNL	38,652.31	45,294.20	52,100.14
	BIWK	1,480.93	1,735.41	1,996.17
	40HR	18.51	21.69	24.95
<b>13</b>	ANNL	40,348.37	47,328.03	54,492.24
	BIWK	1,545.91	1,813.33	2,087.83
	40HR	19.32	22.67	26.10
<b>14</b>	ANNL	42,128.85	49,459.55	57,112.34
	BIWK	1,614.13	1,895.00	2,188.21
	40HR	20.18	23.69	27.35
<b>15</b>	ANNL	44,017.94	51,690.00	59,574.40
	BIWK	1,686.51	1,980.46	2,282.54
	40HR	21.08	24.76	28.53
<b>16</b>	ANNL	45,958.88	54,066.42	62,358.53
	BIWK	1,760.88	2,071.51	2,389.22
	40HR	22.01	25.89	29.87
<b>17</b>	ANNL	48,025.26	56,528.48	65,248.84
	BIWK	1,840.05	2,165.84	2,499.96
	40HR	23.00	27.07	31.25
<b>18</b>	ANNL	50,191.78	59,106.35	68,244.07
	BIWK	1,923.06	2,264.61	2,614.72
	40HR	24.04	28.31	32.68
<b>19</b>	ANNL	52,466.86	61,812.08	71,382.88
	BIWK	2,010.22	2,368.28	2,734.98
	40HR	25.13	29.60	34.19
<b>20</b>	ANNL	54,858.95	64,656.54	74,676.08
	BIWK	2,101.88	2,477.26	2,861.15
	40HR	26.27	30.97	35.76

## Appendix C

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
 THE OFFICE OF THE SENIOR VICE PRESIDENT FOR HUMAN RESOURCES  
 COMPENSATION SCHEDULE - ANNUAL SALARIES  
**EFFECTIVE JULY 1, 2027**

RANGE				
		Introductory Rate	Job Rate I	Job Rate II
<b>6</b>	ANNL	35,764.94	36,054.59	41,310.32
	BIWK	1,365.07	1,376.13	1,576.73
	40HR	17.06	17.20	19.71
<b>7</b>	ANNL	35,764.94	37,618.88	43,140.50
	BIWK	1,365.07	1,435.84	1,646.58
	40HR	17.06	17.95	20.58
<b>8</b>	ANNL	35,764.94	39,268.90	45,070.09
	BIWK	1,365.07	1,498.81	1,720.23
	40HR	17.06	18.74	21.50
<b>9</b>	ANNL	35,764.94	40,984.78	47,053.11
	BIWK	1,365.07	1,564.30	1,795.92
	40HR	17.06	19.55	22.45
<b>10</b>	ANNL	36,568.98	42,783.91	49,156.65
	BIWK	1,395.76	1,632.97	1,876.21
	40HR	17.45	20.41	23.45
<b>11</b>	ANNL	38,149.42	44,673.75	50,540.78
	BIWK	1,456.08	1,705.10	1,929.04
	40HR	18.20	21.31	24.11

RANGE				
		Introductory Rate	Job Rate I	Job Rate II
<b>12</b>	ANNL	39,811.88	46,653.03	53,663.14
	BIWK	1,519.54	1,780.65	2,048.21
	40HR	18.99	22.26	25.60
<b>13</b>	ANNL	41,558.82	48,747.87	56,127.01
	BIWK	1,586.21	1,860.61	2,142.25
	40HR	19.83	23.26	26.78
<b>14</b>	ANNL	43,392.72	50,943.34	58,825.71
	BIWK	1,656.21	1,944.40	2,245.26
	40HR	20.70	24.31	28.07
<b>15</b>	ANNL	45,338.48	53,240.70	61,361.63
	BIWK	1,730.48	2,032.09	2,342.05
	40HR	21.63	25.40	29.28
<b>16</b>	ANNL	47,337.65	55,688.41	64,229.29
	BIWK	1,806.78	2,125.51	2,451.50
	40HR	22.58	26.57	30.64
<b>17</b>	ANNL	49,466.02	58,224.33	67,206.31
	BIWK	1,888.02	2,222.30	2,565.13
	40HR	23.60	27.78	32.06
<b>18</b>	ANNL	51,697.53	60,879.54	70,291.39
	BIWK	1,973.19	2,323.65	2,682.88
	40HR	24.66	29.05	33.54
<b>19</b>	ANNL	54,040.87	63,666.44	73,524.37
	BIWK	2,062.63	2,430.02	2,806.27
	40HR	25.78	30.38	35.08
<b>20</b>	ANNL	56,504.72	66,596.24	76,916.36
	BIWK	2,156.67	2,541.84	2,935.74
	40HR	26.96	31.77	36.70

## Appendix D

Titles referenced in Article 7, Seniority, Section 16.e

**FROM:** 10869 Auto/Maintenance Mechanic  
**TO:** 10898 Senior Auto/Maintenance Mechanic

**FROM:** 10870 Carpenter/Maintenance Mechanic  
**TO:** 10893 Senior Carpenter/Maintenance Mechanic

**FROM:** 10871 Electrician/Maintenance Mechanic  
**TO:** 10894 Senior Electrician/Maintenance Mechanic

**FROM:** 10872 Locksmith/Maintenance Mechanic  
**TO:** 10890 Senior Locksmith/Maintenance Mechanic

**FROM:** 10873 Maintenance Mechanic  
**TO:** 10892 Senior Maintenance Mechanic

**FROM:** 10874 Mason Plasterer/Maintenance Mechanic  
**TO:** 10895 Senior Mason Plasterer/Maintenance Mechanic

**FROM:** 10875 Painter/Maintenance Mechanic  
**TO:** 10896 Senior Painter/Maintenance Mechanic

**FROM:** 10876 Plumber Steamfitter/Maintenance Mechanic  
**TO:** 10897 Senior Plumber Steamfitter/Maintenance Mechanic

## Appendix E

**APPENDIX E – page 1 of 2**

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
CERTIFICATIONS REQUIRED FOR USE OF SICK LEAVE TO CARE FOR  
A SERIOUSLY ILL FAMILY MEMBER**

This form must be submitted to your supervisor for approval in advance of your absence to provide care for a seriously ill family member whenever possible. In cases when it is not possible to submit the form in advance, it must be submitted not later than 30 days after your absence to provide care for a seriously ill family member. **Without prior and complete certification Sick Leave use will not be permitted for the employee.**

**CERTIFICATION BY THE EMPLOYEE (please print clearly)**

I have read the DEFINITIONS on the reverse side and I certify that on the following DATE(S):

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ;  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; I will/did provide the following CARE

(please specify)

to my SERIOUSLY ILL FAMILY MEMBER \_\_\_\_\_  
(Name of Seriously ill family member)

Who is my (check one):  Spouse  Parent  Child under 18  Child 18 or over incapable of self care

**Print Employee Name**

---

Employee Signature

---

Date

## CERTIFICATION BY HEALTH CARE PROVIDER

I have read the DEFINITIONS on the reverse side and I certify that the individual named above as the SERIOUSLY ILL FAMILY MEMBER is my patient who suffers from a SERIOUS HEALTH CONDITION as defined. I also certify that the above named employee of Rutgers University needs/needed to provide CARE for the seriously ill family member identified above on the following dates:

\_\_\_\_\_

---

Please print or type Name of Health Care Provider

---

## Type of Practice

---

Street Address

---

**Telephone Number**

---

City, State, Zip Code

---

**Date of Certification**

---

Signature of Health Care Provider

---

License Number

## APPENDIX E – page 2 of 2

### DEFINITIONS FOR USE OF SICK LEAVE TO CARE FOR A SERIOUSLY ILL FAMILY MEMBER

#### Definition of Serious Health Condition

A. Illness, injury, impairment, physical or mental condition that involves one or more of the following:

1. Inpatient care in a hospital, hospice, residential medical care facility for treatment, recovery, subsequent treatment in connection with the inpatient care.
2. Continuing treatment for:
  - a. a period of incapacity (inability to work, attend school, perform regular daily activities) for more than 3 consecutive calendar days if the period of incapacity also involves treatment two or more times by a health care provider followed by a regimen of continuing treatment under the supervision of a health care provider. Regimen includes a course of prescription medication or therapy requiring special equipment to resolve or alleviate the serious health condition, e.g., oxygen.
  - b. a period of incapacity due to chronic serious health condition. A chronic condition is one which (1) requires periodic visits for treatment by a health care provider; (2) continues over an extended period of time; and (3) may cause episode rather than a continuing period of incapacity, e.g., asthma, diabetes, epilepsy, etc.
  - c. a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective such as Alzheimer's, a severe stroke, terminal stages of a disease.
  - d. Medical intervention, such as chemotherapy, dialysis, etc.

#### Not Included in Definition of Serious Health Condition

- A. Ordinary cosmetic treatments, the common cold, flu, earaches, upset stomach, minor ulcers, headaches, routine dental problems are not serious health conditions. Mental illness, stress or allergies are not a serious health condition unless all other conditions are met
- B. Substance abuse is not a serious health condition unless treatment by a health care provider is involved.
- C. Over the counter medication, bed rest, exercise, and other similar activities that can be initiated without a visit to a health care provider are not, by themselves, a regimen or treatment.
- D. Treatment does not include routine medical, physical, eye, or dental exams.

#### Definition of Care of A Seriously Ill family Member

**Care of a Seriously Ill Family Member** is the employee's attendance at a hospital, health care facility, or at home, or transport to medical treatment, when certified by a health care provider. It does not cover matters unrelated to medical needs such as baby-sitting, running errands, and/or running a business for the family member while he/she is ill; for these purposes, the appropriate charge is vacation, administrative leave, personal holiday, or leave without pay.

#### Covered Family Members

**Spouse** is a husband or wife as recognized under New Jersey state law for purposes of marriage.

**Child** is a son/daughter of the employee under the age of 18 who is the biological, adopted, or foster child, stepchild, or legal ward; or over the age of 18 who is incapable of self-care because of a mental or physical impairment.

**Parent** is a biological, adoptive, or step-parent, or legal guardian.

## Appendix F

\_\_\_\_\_  
Date\*

To: \_\_\_\_\_

Supervisor

I wish to be considered for the next 12-month opening within my job classification within my seniority unit.

\_\_\_\_\_  
Foreman's Signature

\_\_\_\_\_  
Employee's Signature

\*A 10-month employee must file a new interest form every six (6) months in order to maintain consideration for a twelve (12) month appointment.

Employee's copy

-----

\_\_\_\_\_  
Date\*

To: \_\_\_\_\_

Supervisor

I wish to be considered for the next 12-month opening within my job classification within my seniority unit.

\_\_\_\_\_  
Foreman's Signature

\_\_\_\_\_  
Employee's Signature

\*A 10-month employee must file a new interest form every six (6) months in order to maintain consideration for a twelve (12) month appointment.

Department's copy

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## Addenda

The following Side Bar Agreements are included as addenda, but are not part of, the July 1, 2003 to June 30, 2007 Contract.

### **Side Bar Agreement between Rutgers and Local 888 for the July 1, 1999 through June 30, 2003 Agreement regarding the Rutgers/Local 888 Joint compensation Committee**

1. Rutgers, The State University of New Jersey, and AFSCME Local #888 hereby establish a Joint Committee on Compensation (JCC).
2. The JCC shall be composed of three (3) representatives from AFSCME Local#888 and three (3) representatives from Rutgers.
3. The JCC shall meet no less than once per semester beginning in Fall 2000. The JCC agrees to jointly collect data/information which may be accomplished through the establishment of sub-groups.
4. The JCC shall discuss various/alternative forms of compensation systems possible for different job titles in the unit with a view towards better informing the parties. For example, parties may gather information regarding:
  - Job rate systems
  - Seniority based compensation systems
  - Performance based compensation systems
  - Variable based compensation systems
  - Peer based evaluation systems
  - Incentive compensation systems
5. This information may be used by the parties to formulate positions on salary and compensation during the next round of negotiations but shall, in no way, be binding on either party.
6. Both parties agree that these discussions shall not be construed as tacit approval of any matter discussed.



Office of Labor Relations · Rutgers, The State University of New Jersey  
60 College Avenue · New Brunswick · New Jersey 08901-8541  
(732) 932-7162 · FAX: (732) 932-0018

March 30, 2004

Rich Gollin  
Director, AFSCME Council 52  
516 Johnston Avenue  
Jersey City, NJ 07304

Re: Agreement Between AFSCME Local  
888 and Rutgers Article 15(4)(d) –  
Hours of Work

Dear Rich:

Pursuant to our conversation of March 29, 2004, it is agreed that the provisions contained in Article 15 (4) (d) of the Agreement between Local 888 and Rutgers will be modified such that overtime records will be examined in July 2004, January 2005, July 2005, January 2006, July 2006, and January 2007, for the purposes set forth in said article of the Agreement.

This change to the Agreement will be reflected in the new codified agreement to be drafted following ratification and execution.

Very truly yours,

Harry M. Agnostak  
Director, Office of Labor Relations

Cc: J. Maschi  
K. Bannai



Office of Labor Relations · Rutgers, The State University of New Jersey  
60 College Avenue · New Brunswick · New Jersey 08901-8541  
(732) 932-7162 · FAX: (732) 932-0018

April 7, 2004

Rich Gollin  
AFSCME Council 52, Director  
516 Johnston Avenue  
Jersey City, NJ 07304

Re: One Range Upgrade for the Position of  
Security Officer/Parking Enforcement  
Officer

Dear Mr. Gollin:

Pursuant to an agreement reached on March 8, 2004, effective July 1, 2004, the position of Security Officer/Parking Enforcement Officer will be upgraded one salary range from range 11 to range 12. A revised job description will be issued to reflect these changes.

Very truly yours,

Harry M. Agnostak  
Director, Office of Labor Relations

Cc: S. Russell  
P. Kelly



Office of Labor Relations  
University Human Resources  
Rutgers, The State University of New Jersey  
Administrative Services Building II  
57 U.S. Highway 1  
New Brunswick, NJ 08901-8554

[www.uhr.rutgers.edu](http://www.uhr.rutgers.edu)  
732-932-3020 Ext. 4040  
Fax: 732-932-0018

September 5, 2007

Rich Gollin, Director  
AFSCME Council 52  
516 Johnston Avenue  
Jersey City, NJ 07304

**Re: Inactive Titles to be Deleted from Local 888 Agreement**

Dear Mr. Gollin:

During a recent review of many of the job descriptions for titles within the AFSCME Local 888 bargaining unit it was determined that many of the titles listed within Appendix A are inactive in that they are not encumbered and represent functions or job titles that are obsolete, or no longer required by the departments in which these positions existed.

While the University does not propose or suggest removal of these titles from among the titles properly recognized as within the AFSCME Local 888 bargaining unit, the University intends to deem these titles as "Inactive" as a matter of administrative maintenance. Should a hiring need arise, the duties and responsibilities of which are determined to be within the scope of one of these titles, the title will simply be redeemed as "active" and any individual hired into such position will be recognized as bargaining-unit eligible so long as the individual meets the eligibility criteria set forth in the collective agreement's Recognition article.

Titles to be deemed Inactive:

TITLE	RANGE
Animal Husbandry Research Worker	11
Assistant furniture & Fabric/Flooring Repair Worker	14
Assistant Greenhouse/field Technician	8
Assistant Soils and Plants Technician	11
Automobile/Maintenance Mechanic	17
Carpenter/Maintenance Mechanic	17
Crafts Utility Worker	9
Dairy Plant Operator	14
Dietetic Assistant	12

Dispatcher/Maintenance Attendant	11
Electrician/Maintenance Mechanic	17
Elevator/Maintenance Mechanic	18
Fire Extinguisher Technician	16
Fire Extinguisher Worker	13
Greenhouse/Field Technician	12
Handicapped Transport Service Driver	11
Head Research Dairy Worker	18
Head Sewing Worker	11
Inspector Fire Alarm Systems	18
Laundry Attendant/Sewing Worker	8
Licensed Custodian	9
Locksmith/Maintenance Mechanic	17
Maintenance Mechanic-Facilities	17
Mason Plasterer/Maintenance Mechanic	17
Painter/Maintenance Mechanic	17
Plumber Steamfitter/Maintenance Mechanic	17
Refrigeration & Air Conditioning/Maintenance Mechanic	18
Research Dairy Worker	14
Research Facility Mechanic	17
Sanitation Truck Driver	12
Sanitation Worker	11
Senior Animal Husbandry Research Worker	14
Senior Research Dairy Worker	16
Sewing Worker	9
Sign Crafter	17

Sincerely,



Harry M. Agnostak,  
Assistant VP, Human Resources

### **Position Upgrades For AFSCME Local 888**

Effective July 1, 2008, the following will occur:

#### **Local 888**

Custodians who complete 25 years of service and are without any existing, active discipline will be upgraded to the position of Senior Custodian and be upgraded from Range 8 to Range 9.

The current Job Description for Custodians will be amended to state that "Custodians who complete 25 years of service and are without any existing, active discipline will be eligible for upgrade to Range 9".

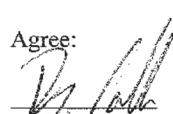
Senior Custodians will be treated in the same manner as Custodians and will not receive any additional benefits other than increased compensation as a result of their designation as Senior Custodian.

Senior Custodians will remain on the Custodian seniority list.

It is not the intent of Rutgers to replace Custodial Group Leaders with Senior Custodians.

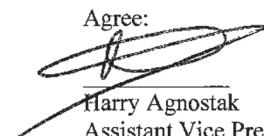
This agreement should in no way be construed to mean that Rutgers will maintain any specific number of Custodial Group Leader positions.

Agree:



Richard Gollin  
Director  
AFSCME Council 52

Agree:



Harry Agnostak  
Assistant Vice President  
Rutgers Human Resources

January 20, 2015

Michael Messner  
President, Local 888  
77 Street 1603  
Piscataway, NJ 08854-8035

Re: Work Schedule Committee

Dear Mike:

It is proposed that a committee be created to meet and discuss the issue of custodian work schedules, assignments, and the process for custodians to indicate interest/preference for work schedules.

Please indicate your agreement below:

  
Michael Messner

  
Harry Agnostak

Thank you in advance for your assistance and cooperation in this matter.

Harry Agnostak

## Memorandum of Agreement - Job Rate System

Proposal to AFSCME Local 1761 and AFSCME Local 888

December 21, 2023

Rutgers University proposes the following changes to the current salary provisions of the negotiated agreements between the university and AFSCME Local 1761 and AFSCME Local 888:

1. Effective January 1, 2024, the current range and step salary guide in the existing collective negotiations agreements (Article 10(II) and Appendix C of the Local 888 Agreement and Article 20 (II) and Appendix D of the Local 1761 Agreement) between the University and AFSCME Locals 1761 and 888 will be replaced by a Job Rate salary program, consisting of three (3) job rates as described below. There shall be no step movement under the current range and step salary system on January 1, 2024, for those negotiations units' employees in Steps 1 through 8 of their respective salary range.
2. The Job Rate salary program will apply to employees hired after January 1, 2024.
3. The three job rates that will apply to all current employees as of January 1, 2024, and those hired into negotiations unit positions after January 1, 2024, will be as follows:
  - a. An Introductory Rate of pay for the first 180 days (6 months) of employment (equivalent to the current (as of the date of the execution of this Agreement) step 1 of the appropriate range as set forth in the 2018 to 2024 AFSCME 1761 and 888 agreements respectively).
  - b. After 180 days (6 months) of employment, employees will move to Job Rate I rate of pay (movement to a salary which is the equivalent of a step 5 of the appropriate range set forth in the 2018 to 2024 AFSCME 1761 and 888 agreements respectively).
  - c. After 36 months (3 years) at Job Rate I, employees will move to Job Rate II rate of pay (movement to a salary which is the equivalent of a the current (as of the date of execution of this Agreement) step 9 of the appropriate range set forth in the 2018 to 2024 AFSCME 1761 and 888 agreements respectively).
  - d. Notwithstanding the above, employees in ten (10) month positions will be at the Introductory Rate of pay for the first 150 days (5 months) of employment.

4. Employees hired before January 1, 2024, will be placed in the appropriate job rate as follows:
  - a. Effective January 1, 2024, all employees currently in an AFSCME position in Steps 1-4 of the existing range and step salary guide will move to Job Rate I (equivalent to Step 5 of their respective range). As a result of this movement, and as soon as operationally feasible, employees will receive pay retroactive to January 1, 2024 to account for movement to the new job rate as on January 1, 2024. However, employees hired before January 1, 2024, and who have not completed 180 days of service will not be eligible to move to Step 5 (Job Rate I) of their respective range until such time that they have completed 180 days of service.
  - b. Notwithstanding the above, employees in ten (10) month positions hired before January 1, 2024, and who have not completed 150 days of service will not be eligible to move to Step 5 (Job Rate I) of their respective range until such time that they have completed 150 days of service.
  - c. Those employees whose salaries are currently below the projected New Jersey state minimum wage requirement will be compensated at \$15.13 per hour until such time that they are eligible to move to the Job Rate I rate of pay.
  - d. Effective January 1, 2024, all employees currently in an AFSCME position in Steps 5-8 of the existing range and step salary guide will move to Job Rate II (equivalent to Step 9 of their respective range). As a result of this movement, and as soon as operationally feasible, employees will receive pay retroactive to January 1, 2024 to account for movement to the new job rate as on January 1, 2024.
  - e. Effective January 1, 2024, all employees currently in an AFSCME position at Step 9 and at the Senior Step of the existing range and step salary guide will receive a 3.75% increase to their base salaries. As a result of this movement, and as soon as operationally feasible, employees will receive pay retroactive to January 1, 2024, to account for movement to the new job rate as on January 1, 2024.

- f. After thirty-six months (3 years) at Job Rate I (Step 5), all employees in paragraph 4(a) above will move to Job Rate II (Step 9), as set forth in the existing range and step salary guide, of their respective range.
5. All employees hired after January 1, 2024, and all current AFSCME employees on Steps 1through 8 prior to January 1, 2024, shall not move beyond Job Rate II.
6. For Local 888 represented employees in the Craft Trainee Program, the following will apply:
  - i. Year 1- Introductory Rate 180 dates (6 months) and the remaining 6 months Job Rate I Range 12 for a total time of 12 months.
  - ii. Year 2- Job Rate I Range 14
  - iii. Year 3- Job Rate I Range 16
  - iv. Year 4 Job Rate I Range 17
  - v. Starting in Year 5, the employee will be at Job Rate I Range 18 for 3 years of service before moving to Job Rate II

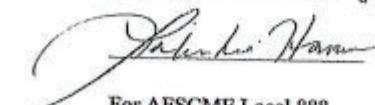
Employees hired into the program with a current Job Rate higher than the Year 1 Introductory Rate and/or Year 1 Job Rate I, will remain at their current rate for one (1) Year. After completion of one year in the program, the employee would then move to Year 2 Job Rate I, then would proceed to follow the proposed job rate progression set forth above for the following years.

7. All employees will receive future wage increases in the form of a negotiated across the board increase. Employees will also receive their movement on the job rate salary program.
8. Article 27 (12) of the Collective Negotiations Agreement between Local 888 and Rutgers University will be replaced and amended to state as follows: "For this term of Agreement, if, in recruiting employees the University cannot hire the successful applicant unless a salary higher than Introductory rate of the appropriate range is offered, the University will immediately notify the Union that it intends to offer or has offered the applicant such a salary up to Job Rate II of the range and will provide the Union with information about the position at issue. If the Union wishes to discuss the

offering made by the University a meeting will be scheduled."

9. The university will comply with the new New Jersey minimum wage rates on January 1, 2024, regardless of whether an agreement is reached regarding a Job Rate system before January 1 or after.
10. An agreement regarding the Job Rate System will not change the expiration date of the Agreements between the University and AFSCME Locals 1761 and 888, which is June 30, 2024, and the parties may engage in negotiations for successor agreements to be effective at a date on or after July 1, 2024.

For AFSCME Local 1761

Maurice Camper  


For Rutgers University

Antonio Calcado  


For AFSCME Local 888

Michael Messner 12-22-23  
Tony L. Womack 12-22-23



**RUTGERS**  
UNIVERSITY HUMAN RESOURCES

Rutgers, The State University of New Jersey

Office of the Senior Vice President for Human Resources and Organizational Effectiveness

**Salary Table: 140 – AFSCME Local 888**

**Effective Date: JANUARY 1, 2023**

RANGE	Step	1	2	3	4	5	6	7	8	9
<b>06</b>	ANNL	27,226.36	28,350.27	29,476.36	30,605.73	31,725.27	32,853.55	33,986.21	35,227.10	36,349.91
	BIWK	1,043.16	1,086.22	1,129.36	1,172.63	1,215.53	1,258.76	1,302.15	1,349.70	1,392.72
	40HR	13.04	13.58	14.12	14.66	15.19	15.73	16.28	16.87	17.41
<b>07</b>	ANNL	28,376.50	29,555.08	30,740.21	31,925.35	33,101.73	34,285.77	35,465.44	36,778.49	37,960.34
	BIWK	1,087.22	1,132.38	1,177.79	1,223.19	1,268.27	1,313.63	1,358.83	1,409.14	1,454.42
	40HR	13.59	14.15	14.72	15.29	15.85	16.42	16.99	17.61	18.18
<b>08</b>	ANNL	29,583.50	30,818.92	32,065.28	33,309.46	34,553.62	35,796.71	37,045.25	38,407.50	39,658.22
	BIWK	1,133.47	1,180.80	1,228.55	1,276.22	1,323.89	1,371.52	1,419.36	1,471.55	1,519.47
	40HR	14.17	14.76	15.36	15.95	16.55	17.14	17.74	18.39	18.99
<b>09</b>	ANNL	30,850.63	32,145.10	33,454.87	34,762.45	36,063.47	37,364.49	38,673.17	40,101.01	41,403.13
	BIWK	1,182.02	1,231.61	1,281.80	1,331.89	1,381.74	1,431.59	1,481.73	1,536.44	1,586.33
	40HR	14.78	15.40	16.02	16.65	17.27	17.89	18.52	19.21	19.83
<b>10</b>	ANNL	32,177.90	33,547.79	34,912.22	36,277.76	37,646.56	39,010.99	40,367.78	41,884.18	43,254.08
	BIWK	1,232.87	1,285.36	1,337.63	1,389.95	1,442.40	1,494.67	1,546.66	1,604.76	1,657.24
	40HR	15.41	16.07	16.72	17.37	18.03	18.68	19.33	20.06	20.72
<b>11</b>	ANNL	33,568.57	35,010.62	36,436.29	37,871.78	39,309.46	40,744.96	42,174.99	43,751.52	44,472.01
	BIWK	1,286.15	1,341.40	1,396.03	1,451.03	1,506.11	1,561.11	1,615.90	1,676.30	1,703.91
	40HR	16.08	16.77	17.45	18.14	18.83	19.51	20.20	20.95	21.30
<b>12</b>	ANNL	35,031.40	36,536.87	38,045.61	39,553.27	41,051.08	42,557.64	44,059.84	45,713.99	47,219.46
	BIWK	1,342.20	1,399.88	1,457.69	1,515.45	1,572.84	1,630.56	1,688.12	1,751.49	1,809.17
	40HR	16.78	17.50	18.22	18.94	19.66	20.38	21.10	21.89	22.61
<b>13</b>	ANNL	36,568.57	38,148.39	39,730.39	41,317.85	42,894.39	44,476.39	46,063.85	47,808.75	49,387.47
	BIWK	1,401.09	1,461.62	1,522.24	1,583.06	1,643.46	1,704.08	1,764.90	1,831.75	1,892.24
	40HR	17.51	18.27	19.03	19.79	20.54	21.30	22.06	22.90	23.65
<b>14</b>	ANNL	38,182.27	39,843.00	41,503.71	43,163.33	44,826.24	46,486.96	48,156.41	49,973.47	51,762.11
	BIWK	1,462.92	1,526.55	1,590.18	1,653.77	1,717.48	1,781.11	1,845.07	1,914.69	1,983.22
	40HR	18.29	19.08	19.88	20.67	21.47	22.26	23.06	23.93	24.79
<b>15</b>	ANNL	39,894.38	41,611.95	43,353.57	45,107.22	46,847.74	48,593.74	50,338.64	52,249.71	53,993.53
	BIWK	1,528.52	1,594.33	1,661.06	1,728.25	1,794.93	1,861.83	1,928.68	2,001.90	2,068.72
	40HR	19.11	19.93	20.76	21.60	22.44	23.27	24.11	25.02	25.86
<b>16</b>	ANNL	41,653.50	43,496.79	45,330.25	47,158.24	49,001.53	50,831.71	52,664.08	54,680.12	56,516.85
	BIWK	1,595.92	1,666.54	1,736.79	1,806.83	1,877.45	1,947.58	2,017.78	2,095.02	2,165.40
	40HR	19.95	20.83	21.71	22.59	23.47	24.34	25.22	26.19	27.07
<b>17</b>	ANNL	43,526.31	45,454.88	47,376.90	49,305.47	51,232.96	53,161.53	55,085.73	57,212.19	59,136.40
	BIWK	1,667.67	1,741.57	1,815.21	1,889.10	1,962.95	2,036.84	2,110.56	2,192.04	2,265.76
	40HR	20.85	21.77	22.69	23.61	24.54	25.46	26.38	27.40	28.32
<b>18</b>	ANNL	45,489.87	47,515.75	49,524.13	51,550.01	53,569.33	55,591.93	57,611.24	59,825.17	61,851.05
	BIWK	1,742.91	1,820.53	1,897.48	1,975.10	2,052.46	2,129.96	2,207.33	2,292.15	2,369.77
	40HR	21.79	22.76	23.72	24.69	25.66	26.62	27.59	28.65	29.62
<b>19</b>	ANNL	47,551.83	49,669.54	51,779.61	53,907.15	56,021.59	58,146.96	60,258.11	62,577.00	64,695.81
	BIWK	1,821.91	1,903.05	1,983.89	2,065.41	2,146.42	2,227.85	2,308.74	2,397.59	2,478.77
	40HR	22.77	23.79	24.80	25.82	26.83	27.85	28.86	29.97	30.98
<b>20</b>	ANNL	49,719.83	51,939.23	54,144.41	56,382.38	58,599.58	60,828.81	63,040.55	65,456.74	67,680.50
	BIWK	1,904.97	1,990.01	2,074.50	2,160.24	2,245.19	2,330.61	2,415.35	2,507.92	2,593.12
	40HR	23.81	24.88	25.93	27.00	28.06	29.13	30.19	31.35	32.41



# RUTGERS

UNIVERSITY HUMAN RESOURCES

Rutgers, The State University of New Jersey

Office of the Senior Vice President for Human Resources and Organizational Effectiveness

**Salary Table: 140 – AFSCME Local 888**

**Effective Date: JANUARY 1, 2024**

RANGE		Introductory Rate	Job Rate I	Job Rate II
06	ANNL	31,470.40	31,725.27	36,349.91
	BIWK	1,210.40	1,220.20	1,398.07
	40HR	15.13	15.25	17.48
07	ANNL	31,470.40	33,101.73	37,960.34
	BIWK	1,210.40	1,273.14	1,460.01
	40HR	15.13	15.91	18.25
08	ANNL	31,470.40	34,553.62	39,658.22
	BIWK	1,210.40	1,328.99	1,525.32
	40HR	15.13	16.61	19.07
09	ANNL	31,470.40	36,063.47	41,403.13
	BIWK	1,210.40	1,387.06	1,592.43
	40HR	15.13	17.34	19.91
10	ANNL	32,177.90	37,646.56	43,254.08
	BIWK	1,237.61	1,447.94	1,663.62
	40HR	15.47	18.10	20.80
11	ANNL	33,568.57	39,309.46	44,472.01
	BIWK	1,291.10	1,511.90	1,710.46
	40HR	16.14	18.90	21.38

<b>RANGE</b>				
		<b>Introductory Rate</b>	<b>Job Rate I</b>	<b>Job Rate II</b>
<b>12</b>	ANNL	35,031.40	41,051.08	47,219.46
	BIWK	1,347.36	1,578.89	1,816.13
	40HR	16.84	19.74	22.70
<b>13</b>	ANNL	36,568.57	42,894.39	49,387.47
	BIWK	1,406.48	1,649.78	1,899.52
	40HR	17.58	20.62	23.74
<b>14</b>	ANNL	38,182.27	44,826.24	51,762.11
	BIWK	1,468.55	1,724.09	1,990.85
	40HR	18.36	21.55	24.89
<b>15</b>	ANNL	39,894.38	46,847.74	53,993.53
	BIWK	1,534.40	1,801.84	2,076.67
	40HR	19.18	22.52	25.96
<b>16</b>	ANNL	41,653.50	49,001.53	56,516.85
	BIWK	1,602.06	1,884.67	2,173.73
	40HR	20.03	23.56	27.17
<b>17</b>	ANNL	43,526.31	51,232.96	59,136.40
	BIWK	1,674.09	1,970.50	2,274.48
	40HR	20.93	24.63	28.43
<b>18</b>	ANNL	45,489.87	53,569.33	61,851.05
	BIWK	1,749.61	2,060.36	2,378.89
	40HR	21.87	25.75	29.74
<b>19</b>	ANNL	47,551.83	56,021.59	64,695.81
	BIWK	1,828.92	2,154.68	2,488.30
	40HR	22.86	26.93	31.10
<b>20</b>	ANNL	49,719.83	58,599.58	67,680.50
	BIWK	1,912.30	2,253.83	2,603.10
	40HR	23.90	28.17	32.54