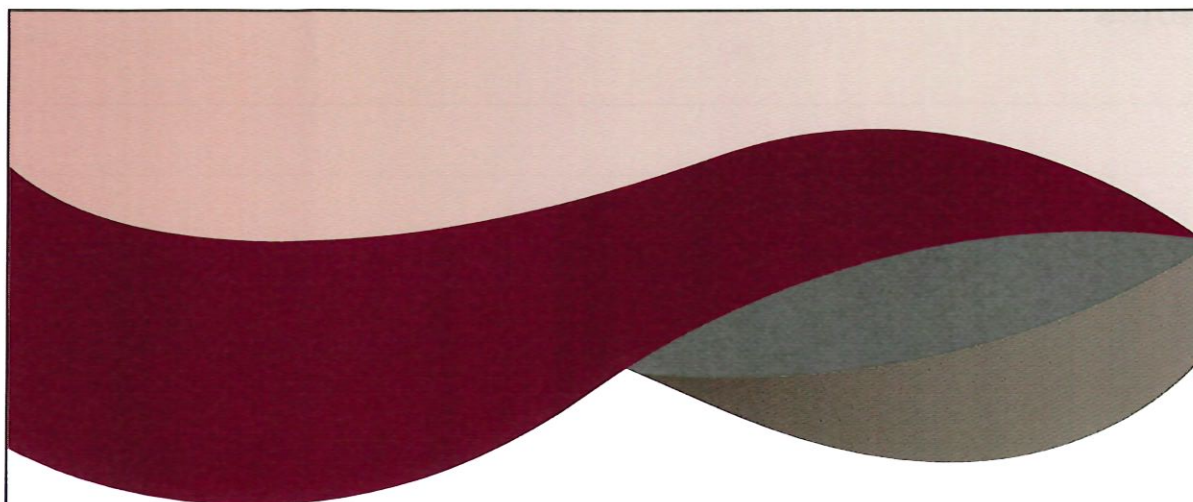




COLLECTIVE BARGAINING AGREEMENT

Between

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

and

AFSCME Local 1761
(COLT – Clerical, Office, Laboratory and Technical)

July 1, 2024 – June 30, 2028

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Agreement

This Agreement, made and entered into the 30th 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; New Jersey Council 63; and its affiliate LOCAL UNION No. 1761 (hereinafter called the "Union").

Article 1 – Purpose

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

Article 2 – Recognition

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

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

3. Definitions

- A. Temporary Employee – A temporary employee is defined as an individual who is hired to work on an hourly basis as an interim replacement or for any short term work. If an individual is hired to perform a job which, if it were a regularly appointed position would be included in the negotiations unit, that individual will not be retained in that job for more than twelve (12) consecutive months, with a four (4) month extension if necessary. Beginning in July 1991, when such individual has worked for twelve (12) months in such job, the University will notify the Union, and the Union will grant the four (4) month extension. If the department needs to retain the individual in this capacity beyond sixteen (16) months, the University will notify the Union prior to the expiration of the sixteen (16) months. If agreement is not reached on this further extension for this individual prior to the expiration of the sixteen (16) months, the individual will not be retained by the department.
- B. Casual Employee – A casual employee is defined as an employee who is employed on an intermittent basis.
- C. Regular Employee – A regular employee is defined as an employee appointed on a ten (10) or twelve (12) month continuous salaried basis with a specific or indefinite expiration date.

Article 3 – Union Security

A. Union Dues

Rutgers agrees to deduct from the paycheck the biweekly Union dues of each employee, as defined herein, who furnishes a voluntary written authorization for such deduction, on a form acceptable to Rutgers. 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 giving written notice of such cancellation to Rutgers and the Union between December 15 and December 31 of any year effective January 1 of the ensuing year. The amount of Union dues to be deducted by Rutgers from the employee's paycheck shall be in such amount as may be certified to Rutgers by the Union at least thirty (30) days prior to the date on which deduction of Union dues is to be made. Deduction of Union dues made pursuant hereto shall be remitted by Rutgers to the Union every four (4) weeks together with a list of the names of employees from whose pay such deductions were made.

B. 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 4 – Union Representatives

1. Authorized representatives of the Union, who are not employees of Rutgers, shall be admitted to the premises of Rutgers. At the time of entering the premises of Rutgers, the Union representatives shall make their presence and destination known to the Office of University Labor Relations or the Division Head, or their representative responsible for the area to be visited.
2. Stewards (not to exceed 41 in number throughout the University) shall be designated in specific, geographic areas. Names of the employees selected to act as Stewards and their areas of responsibility and the names of other union representatives who represent employees shall be certified in writing to Rutgers by the local Union.
3. Stewards shall be granted a reasonable amount of time during their regular

working hours, without loss of pay, to interview an employee who has a grievance and to discuss the grievance with the employee's immediate supervisor. The Union President or their designee 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 person is an employee of Rutgers. When a designee is assigned to act in a particular grievance, the Union will give Rutgers prior notice. Neither a steward, nor a Union officer nor a designee shall leave their work without first obtaining permission of their immediate supervisor, which permission shall not be unreasonably withheld.

4. The Union may have ten (10) members, who are in the bargaining unit covered by this Agreement, on the contract negotiating committee and six (6) members on the economic reopener. Rutgers agrees that these members shall not lose pay for time spent during their regular working hours while serving in such capacity.
5. Rutgers agrees to permit authorized representatives of the Union employed by Rutgers to take time off without loss of pay for the purpose of attending Union conventions, conferences and educational classes, provided that the total amount of such time off without loss of pay during the period of this Agreement shall not exceed two hundred (200) days. Permission for such time off must be obtained from Rutgers. Such permission shall not be unreasonably withheld. Names of persons attending such activities and time to be charged shall be certified in writing to the Office of University Labor Relations.

Article 5 – Nondiscrimination

There shall be no discrimination by Rutgers or the Union against any employee or applicant for employment because of race, creed, color, sex, religion, age, marital status, national origin, disability, status as a Vietnam era Veteran or disabled Veteran, membership or nonmembership in the Union or sexual orientation.

Article 6 – Rules and Regulations

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

Article 7 – Labor/Management Conferences

A Labor/Management Conference is a meeting between the Union, the Office of University Labor Relations and such other representative of Rutgers as appropriate, to consider matters of general interest and concern other than grievances. Such a meeting may be called by either party, shall take place at a mutually convenient time and place

and may be attended by no more than five (5) Union Representatives employed by Rutgers who shall not lose pay for time spent during their regular working hours at such a meeting. International Representatives and/or Council Representatives may attend such meetings. The work place should be free from harassment. Any claims of harassment shall be the subject of a Labor/Management Conference. Agreements reached at Labor/ Management Conferences will be reduced to writing.

Article 8 – Grievance Procedure

1. A grievance is defined as any claimed violation of any provision of this Agreement or of any Rutgers policy relating to wages, hours or other terms or conditions of employment of the employees. The procedure set forth herein is the sole and exclusive remedy for any and all claims pertaining to the provisions of this Agreement.
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. Any grievance of an employee, or of the Union, shall be handled in the following manner:

Step 1

The grievance shall initially be presented within fourteen (14) calendar days after the occurrence of the event or knowledge of the event out of which the grievance arises. The grievance shall be presented in writing citing the alleged violation. The grievance normally shall be presented to the employee's immediate supervisor or the person with the authority to resolve the grievance. If the employee so requests, the steward may be present at any meeting that takes place at this level in attempting to adjust the grievance. Such meeting shall be held within ten (10) working days after the grievance is submitted in writing. The first level of supervision shall give their answer in writing within fourteen (14) calendar days after the grievance is submitted in writing.

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

Step 2

If the grievance is not resolved at Step 1, the employee or the Union may within fourteen (14) calendar days of the written answer forward the grievance to the second level of authority with a copy to the first level of authority and to the Office of University Labor Relations. If a Step 2 grievance is filed by an individual employee, the employee shall also send a copy to the Union president. This second level of authority shall within fourteen (14) calendar days of receipt of the written grievance hold a meeting. The employee shall be entitled to be accompanied by the steward

and/or by either a Union officer or the president's designee. This second level of authority shall send to the employee, to the representative(s) present at the hearing, to the Union president, to the first level of authority and to the Office of University Labor Relations their written answer within fourteen (14) calendar days after the date of such meeting.

Step 3

If the Union is not satisfied with the Step 2 answer, the Union may within fourteen (14) calendar days of receipt of that answer submit to the Office of University Labor Relations in New Brunswick and where appropriate to the Personnel Officer in Newark the written statement of the grievance along with a written request for a Third Step Hearing.

Such hearing shall take place at a mutually agreeable time and place not later than fourteen (14) calendar days after receipt of the written request for such hearing. The employee shall be entitled to be present. The steward, and/or either the Union President or their designee shall be present, and the Council representative may be present.

The Third Step Hearing Officer shall give their written decision to the employee and to the Union within fourteen (14) calendar days after such hearing. These fourteen (14) calendar days may be extended by mutual agreement.

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 a reconvening of the hearing to review or rebut this material.

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

Step 4

If the Union is not satisfied with the decision of the Third Step Hearing Officer, the Union may within thirty (30) working days after the receipt of the written decision of the Third Step Hearing Officer submit the grievance to binding arbitration.

Rutgers and the Union agree that the arbitrator to be chosen jointly shall be selected from a panel or panels to be provided by the American Arbitration Association, except that for the life of this Agreement the arbitrator will be chosen from panel(s) 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 provide such documents

to the Union four (4) working days prior to the arbitration hearing, with the parties realizing that situations may necessitate shorter notice.

4. No arbitrator functioning under the provisions of the grievance procedure terminating at Step 4 in binding arbitration shall have the power to amend, modify or delete any provision of this Agreement.
5. In the case of discharge, the grievance may begin at Step 2 above.
6. In the case of grievances relating to selection of a candidate under the Promotion and Transfer Procedure, Steps 1, 2, and 4 above shall be utilized.
7. Holidays and University closures 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.
8. An employee shall not lose pay for the 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.
9. In the event of the discharge for cause of any employee, Rutgers shall promptly give written notice of the discharge to the employee's steward and attempt to give telephone notice to the President of the Union or the Vice President of the Union responsible for the campus on which the discharged employee had been employed.
10. Rutgers and the Union agree to process a grievance over a discharge in an expeditious manner.
11. Rutgers shall provide a copy of any written reprimand which is to be made part of the employee's central personnel file to the employee and to the President, or in Newark and Camden to the Vice President. The employee shall sign such reprimand, the signature serving only to acknowledge that they have read the reprimand. 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.

Annually, through a joint letter from the Union and the Office of University Labor Relations, employees will be informed that a document from a supervisor to an employee which expresses dissatisfaction with the employee's work performance or conduct may be grieved under this article.

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.

12. If an employee is being questioned about their work performance or conduct and if the employee has a reasonable belief that the answers to such questions will result in discipline, then the employee may request that a steward be present.
13. No employee shall be discharged, suspended or disciplined in any way except for just cause and the sole right and remedy under this Agreement of any such employee shall be to file a grievance through and in accordance with the grievance procedure.
14. If Rutgers should exceed the time limits in replying to any grievance at any step in the grievance procedure, the grievance may be advanced to the next step.
15. In addition, an employee may appeal the interpretation, or application of agreements and administrative decisions which affect terms and conditions of employment, as that concept has been defined by law, by presenting such appeal for determination to the Office of University Labor Relations.
16. AFSCME Steward Trainees shall be permitted by the Step One, Step Two or Step Three hearing officer to attend such hearing, provided that the steward trainee has received permission from their supervisor to be in attendance at such hearing.
17. Grievance meetings and hearings should not be scheduled during employees' scheduled time off, without 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.
18. 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.

Article 9 – Seniority and Layoff

1. All employees shall be considered as probationary employees for the first one hundred twenty (120) calendar days of their employment. The probationary period may not be extended. Probationary employees may be disciplined or terminated at any time for any reason whatsoever at the sole discretion of Rutgers and they shall not be entitled to utilize the provisions of Article 8 – Grievance Procedure. Upon completion of such probationary period, their seniority will be dated as of the date of commencement of their employment. In the event that two (2) employees have the same seniority date, their respective seniority shall be determined by alphabetical order of their last names.
2. Seniority for full time and part time type 1 employees for the purpose of this article shall be based upon an employee's continuous length of service in the bargaining unit, except that employees employed on grant funds shall be credited with their seniority after thirteen (13) months of continuous service in the bargaining unit.

3. The Office of University Labor Relations shall maintain seniority lists of employees, copies of which shall be furnished to the Union.
4. An employee's 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 and one (1) day for employees with two (2) years or more continuous service.
 - d. Failure of laid off employee to report for work either (i) on date specified in written notice of recall mailed seven (7) or more calendar days prior to such date, or (ii) within three (3) working days after date specified in written notice of recall mailed less than seven (7) calendar days prior to such date, unless return to work as herein provided is excused by Rutgers. Written notice of recall to work shall be sent by Rutgers by certified mail, return receipt requested, to the employee's last known address as shown on Rutgers' personnel records.
 - e. Failure to report for work for a period of three (3) consecutive scheduled working days without notification to Rutgers of a justifiable excuse for such absence.
 - f. Failure to report back to work immediately upon expiration of vacation, leave of absence or any renewal thereof unless return to work is excused by Rutgers, and such excuse shall not unreasonably be withheld by Rutgers.
5. When Rutgers decides to reduce the number of employees in any particular job title, the employee(s) so affected may displace the least senior employee in their job title who is also less senior than the affected employee, on any campus, provided the affected employee has the requisite qualifications and abilities to perform the work available; if the affected employee does not have the requisite qualifications and abilities to perform the work available, the provisions of paragraph (6) shall apply.

Special Conditions

If the job title identified pursuant to the above paragraph has Special Condition(s) that the affected employee cannot perform, the affected employee may then displace the next least senior employee in such job title i, who is less senior in the job title than the affected employee, provided the affected employee has the requisite qualifications and abilities to perform the work available. This process in respect of Special Conditions shall continue until a bump within the affected employee's job title, for which the affected employee has the requisite qualifications and abilities to perform the work available, has been identified, or all eligible positions pursuant to this provision have been exhausted. If after this process no such bump has been

identified, the provisions of paragraph (6) below shall apply

6. If the affected employee does not have the requisite qualifications and abilities to perform the work available in order to displace the less senior identified employee(s) in the affected employee's job title, the affected employee may displace the least senior employee, on any campus, who is also less senior than the affected employee, in the next lower rated classification in their expanded job family (Appendix B), for which the affected employee has the requisite qualifications and abilities to perform the work available.

Special Conditions

If the job title identified pursuant to paragraph (6) has Special Condition(s) that the affected employee cannot perform, the affected employee may then displace the next least senior employee in such job title, who is less senior in the job title than the affected employee, provided the affected employee has the requisite qualifications and abilities to perform the work available. This process in respect of Special Conditions shall continue until a bump within the affected employee's job title, for which the affected employee has the requisite qualifications and abilities to perform the work available, has been identified or all eligible positions pursuant to this provision have been exhausted.

7. Any employee(s) so displaced may in turn displace the least senior employee, who is also less senior than the affected employee, on any campus, in the next lower rated classification in their expanded job family for which they have the requisite qualifications and ability to perform the work available.
8. Employees hired on a 10 month basis shall not be entitled to utilize the provisions above during the off season of July and August. Such employees may apply for casual work during this period without jeopardizing the status of their regular appointment.
9. Employees laid off during a layoff which persists for thirty (30) calendar days or less shall not be entitled to displace any other employee during this layoff period. Such temporary layoff is not subject to the notification provisions of Article 30. This paragraph 9 which is intended for extraordinary circumstances shall not be utilized to circumvent the other seniority and layoff provisions of this Article.
10. Any employee exercising their right to displace another employee with less seniority in any lower rated job title shall be paid at the rate of such job in accordance with regulations governing an employee being assigned to a lower rated title, but not more than the maximum of such job.
11. Employees laid off from Rutgers shall be recalled to work in their seniority unit from layoff in order of their seniority to a position in the same job title as the one vacated at time of layoff provided that they have the requisite qualifications and ability to perform the work available. Such employees may apply for casual work without jeopardizing their rights of recall.
12. For purposes of layoff and recall, the President, three Vice Presidents, the

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

13. An employee who is promoted or permanently transferred to a job or position not covered by this Agreement shall retain and accumulate seniority in the seniority unit from which 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 their promotion or transfer.
14. In determining requisite qualifications and abilities to perform the work available, Rutgers will give the same consideration to employees exercising their seniority rights as they would to new employees in qualifying for the specific position.
15. If a department lays off an employee but continues to employ a casual employee (Type 4) to perform the same or similar functions as the laid off employee, the department will offer that employee that work as a Type 4, as an option to termination of employment, if the employee has the qualifications and ability to perform it. The employee will be paid at the rate the casual employee was being paid. An employee who elects to work as a casual employee will remain on the recall list in accordance with the Agreement.
16. When there is more than one vacancy in the job title of an affected employee, all of the vacancies in that title will be considered the least senior.

Article 10 – Vacation Eligibility and Allowance

Regularly appointed full time employees are eligible to accrue vacation at the rate 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. A maximum of the number of days' equivalent to an employee's current yearly vacation accrual may be carried forward into the succeeding year. No employee will be able to carryover more than his or her accrual rate, and the balance of unused vacation time beyond the allowed carryover will be subject to forfeiture.

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).

Where a University holiday falls within an approved vacation period, it is not counted as a vacation day except if the vacation allowance is being paid upon resignation or death. If an employee becomes ill during five (5) or more of their vacation days, the employee may request that a portion of their vacation during which they were ill be converted from

vacation time to sick leave provided that:

1. The employee was hospitalized during their vacation period; or
2. The employee was under a doctor's care for illness other than a chronic condition during the course of their vacation.

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

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

Upon separation, an employee shall be entitled to payment for 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.

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

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

- | | |
|----------------------------------|---|
| 1. Less than one year of service | One full working day for each full month of service |
| 2. One through twelve years | Fifteen working days |
| 3. Thirteen through twenty years | 20 working days |
| 4. Over twenty years | 25 working days |

When an employee completes twelve (12) years of service during a fiscal year, they will earn vacation for the remainder of the fiscal year at the rate of $1 \frac{2}{3}$ days for each full month of service. When an employee completes twenty (20) full years of service during a fiscal year, they will earn vacation for the remainder of that fiscal year at the rate of two (2) days for each full month of service.

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.

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

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

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

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

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.

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 11 – Holidays

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 preceding Friday will be observed in lieu of the holiday.

In addition, Rutgers shall observe as holidays either one (1) full holiday or two (2) half holidays during the Christmas Season, three (3) other holidays to be annually determined by Rutgers, and two (2) 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 19 of this Agreement.

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 12 – Rest periods

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

In those situations where the nature of the work is continuous and uninterrupted, (for example, when an employee(s) is required to remain at a definite station or machine), full time employees working in such an environment are eligible for a formally scheduled rest period of fifteen (15) minutes during each one half shift. These provisions shall not be utilized to permanently deny an employee a rest period.

Part-time employees are eligible for either an aggregate of fifteen (15) minutes rest period, or for one fifteen (15) minute rest period, for each one half shift the employee is regularly scheduled to work.

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

Article 13 – Sick Time and Sick Leave

A. Sick Time

Sick time is defined as a necessary period of absence for an employee to recover from their own illness or injury.

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.

B. Sick Leave

Sick leave may be use to provide medical care to a seriously ill family member as defined in the special circumstances described below. Any sick leave used will be charged to the employee's accrued sick leave balance. The number of days that the employee may charge to accrued sick leave time 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 a member of the employee's immediate family (mother, father, spouse, child, step child, foster child, sister, brother, grandmother, grandfather) 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. For absences of three (3) or more work days, the employee must provide the supervisor with a completed Health Care Provider form designated in Appendix E. In those instances, use of sick time will not be permitted where the employee has failed to provide the certified form.

Medically certified care does not cover such situations as 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.

C. New Jersey Earned Sick Leave Law

Up to 40 hours of 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.

D. 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 the rate of 1-1/4 days per month.

Unused sick time is cumulative.

E. Notice and Usage

Employees are expected to notify their supervisor by telephone, email or text as designated by their supervisor at the beginning of the work day on which sick time is used and to keep the supervisor adequately informed should the absence extend beyond one day.

Employees who require more sick time than accumulated will have their pay adjusted accordingly except that the employee may charge such time to vacation or administrative leave. In such cases, all sick policies will apply. Employees may request that the supervisor make available for the employee's review a current record of the employee's sick time, and such request will not be unreasonably denied.

Article 14 – 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 a 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.

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.

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

Article 15 – Military Leave

Military leave will be governed by University Policy 60.1.21, "Military Leave-Staff" and applicable State and Federal Statute.

Article 16 – Leave of Absence Without Pay

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 of absence shall retain and accumulate seniority during such leaves of absence. Upon expiration of an employee's leave of absence, the employee shall be returned to their former position, if it is open, or to a position comparable to the one previously held.
4. 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.

5. Effective December 10, 2015, 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 New Jersey Family Leave (NJFLA).

Article 17 – Jury Duty

Rutgers shall grant time off with full normal pay to those employees who are required to serve on 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 will 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 on 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 18 – Administrative Leave

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

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

Administrative Leave shall be granted by Rutgers upon request of the employee and shall be scheduled in advance provided the request can be granted without interference with the proper discharge of the work in the work unit involved. 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 a 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 cancelled. An employee who leaves employment shall not be required to reimburse Rutgers for earned days already used.

Article 19 – Salary

1. In the case of employees paid from other than State funds, the University will endeavor to persuade funding agencies to conform in accord with the University salary structure.
2. In the event funding agencies do not conform in accord with the University salary structure, the failure to do so will be the subject of a Labor/Management Conference under Article 7.

3. 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.

When it is possible to do so, salary detail as to overtime and rates will be printed on check stubs.

- 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.¹ 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 1761 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 1761 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.

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

- B. Along with the Notice provided to AFSCME Local 1761 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;
 - 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 1761 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 1761, 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 1761 may file a category one grievance pursuant to paragraph 5 below.
- D. AFSCME Local 1761 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 1761 may file a grievance under Article 8 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 20(l) in Fiscal Year 2025 (July 1, 2024-June 30, 2025).

II. Salary Program

A. Job Rate System

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 Appendix G.) 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.

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

- 1. Negotiations unit members shall receive a retroactive 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.

C. 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.

D. 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.

E. 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.

F. 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 D, an employee shall move to the Senior Rate on the appropriate anniversary date. Eligibility for movement to the Senior Rate ceased on December 31, 2023.

G. 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 20 – Biweekly Pay

Employees are to be paid on a bi weekly basis.

Article 21 – Promotion Compensation

1. 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 Article 20 Section II. G.
2. In the case of employees paid from other than State funds, the University will endeavor to persuade funding agencies to conform in accord with the University salary structure.
3. In the event funding agencies do not conform in accord with the University salary structure, the failure to do so will be the subject of a Labor/Management conference under Article 7.

Article 22 –Acting Capacity

When Rutgers appoints by written notice an employee to temporarily work in a higher title in an acting capacity as an interim replacement for a period of ten (10) calendar days or more, the employee will 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 not the intention of the University to rotate such assignments solely for the purpose of circumventing this benefit. 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 23 – Overtime

1. Overtime hours requested and authorized by the employee's supervisor beyond forty (40) hours in the standard workweek shall be paid at the rate of one and one half the employee's regular hourly rate. Effective July 1, 2004, hours worked beyond thirty five (35) but less than or equal to forty (40) hours in the standard workweek by employees whose regular workweek is thirty five (35) hours shall be compensated by either paying the employee's regular hourly rate, or by providing compensatory time

off at a time and one half rate at the supervisor's discretion. All compensatory time shall be governed by University Policy 60.3.14.

2. The standard workweek to be used in computing overtime hours and pay requirements will extend from 12:01 a.m. Saturday through Midnight Friday.
3. Overtime Distribution – Rutgers will make every reasonable effort to provide for an equitable distribution of overtime work among employees in each job classification within each work unit, after taking into consideration the nature of the work to be performed during the overtime hours and the qualifications and abilities of the employees in the work unit. Employees shall be expected to work a reasonable amount of overtime upon request. Any refusal of overtime work shall be recorded as an opportunity to work overtime by the employee. The Union shall have access to the overtime record on a reasonable basis. If, because of refusals to work overtime, there are an insufficient number of employees available to perform the overtime work, Rutgers may assign the overtime work to the necessary number of the least senior employees in the work unit who have the qualifications and abilities to perform the work.
4. Scheduled overtime work, not of an emergency nature, will be offered at least forty-eight (48) hours in advance. When such notice has not been given, scheduled overtime will be on a voluntary basis.

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

Article 24 – Call Back Pay

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

Article 25 – Auto Allowance

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

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

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

Use of a personal car on authorized Rutgers business is reimbursable at the prevailing reimbursement rate as specified in University Regulations and Procedures.

Article 26 – Change in Workshifts

Prior to effecting a change of one hour or more in the regular starting time of work shifts, Rutgers will give at least fourteen (14) calendar days notice to affected employees and will discuss such change and the need for same with the representatives of the Union, unless circumstances, such as in emergency situations, make such notice and prior discussion impracticable.

Prior to effecting a temporary change of work location requiring transportation, the affected employee will receive notice of such change no later than the previous work day. If such notice is not timely given, the Department will provide the employee with a means of transportation to and from that location, if necessary.

Article 27 – Shift Preference

When a vacancy occurs or a new job is created within a given job classification in a work unit having more than one shift, any employee in the same classification may elect, in accordance with seniority, to change their shift to that shift in which the opening occurs, provided in the judgment of supervision that the efficiency of the particular operation will not be impaired by such a change and provided that no employee shall voluntarily exercise their seniority rights for such purpose more than once in any year. No employee shall be considered for a change in shift unless the employee shall in writing have requested a change in shift no earlier than six (6) months and no later than two (2) weeks before any such opening occurs.

Effective July 1, 2024, a shift premium of sixty (\$.60) cents 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, 2024, a shift premium of fifty (\$0.50) cents 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.

Paid time off is considered to be time worked for eligibility for payment.

Employees must be employed on the date of payment in order to receive this payment.

Article 28 – Layoff, Resignation Notice

Rutgers agrees that prior to any layoff it will, except in case of emergencies, give at least twenty-five (25) calendar days notice to the employees affected (except

probationary employees), and in consideration therefore, the Union agrees that the employees covered by this Agreement will, except in case of emergencies, give at least fourteen (14) calendar days notice prior to resigning from employment.

Article 29 – Technological Change

The University shall have the sole right to make technological and other such major changes in its operation as it may deem advisable for its efficient operation. However, prior to the introduction of any such changes, the University shall notify the Union of such contemplated changes and of any opportunities for training. In the event the introduction of any new process or equipment results in 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 9.

Article 30 – Job Posting Procedure

The procedure to be used by the employer to indicate a promotional opportunity or a transfer shall be called a “posting procedure.” The posting procedure shall be used in a manner consistent with the goals of the Affirmative Action Program and the provisions of the collective negotiations Agreement between Rutgers and AFSCME Local 1761.

Promotional Opportunities – Vacant Position

Promotional Opportunities – Vacant Positions are defined as those positions within the COLT bargaining unit which are above the elementary level category (see Appendix C) for each job family. When vacancies occur and are to be filled for any of these job classifications, each such promotional opportunity shall be posted on an individual job by job basis in the geographic area concerned (New Brunswick, Newark or Camden) and in one location on each of the other geographic campuses for a period of five (5) work days. The posting shall be made available on the University's applicant tracking system and displayed on the University Human Resources website and will include the following information:

1. Title of Position
2. Salary Range
3. Geographic Location
4. Department
5. “Scope and Function” and “Requirements” paragraphs of the generic job description.
6. Date Posted
7. Workweek designation if other than 35 hours
8. Expiration Date of Posting
9. Special Conditions

10. Specific requirements such as specialized skills, specialized machine capabilities or language skills.

11. The heading will include "AFSCME Local 1761, AFL CIO."

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

General

Positions to be Posted

All vacant positions that are included within the COLT bargaining unit shall be posted.

Employees Eligible to Use the Posting Procedure

Those Rutgers University employees who are considered eligible to use this posting procedure shall be defined as those employees eligible for inclusion in the COLT bargaining unit, including employees working twenty (20) hours a week or more, and having been employed by Rutgers University on a continuous basis for a period of at least six (6) months. Casual and temporary employees are not eligible to bid. Reclassification shall not be a bar to bidding. Employees holding confidential positions may also use this posting procedure.

How to Apply

Employees covered by this procedure who feel qualified for any posted position may apply for it. Applications for all positions shall be through University Human Resources' Online Employment Application Process. If any interview takes place, the employee shall request permission of their immediate supervisor to be absent for the time required. Permission will not be unreasonably denied.

Contents of the job requisition for a position will be shared with an employee at their request.

Posting Period

All positions which must be posted shall be posted for five (5) consecutive work days. Saturdays, Sundays, and holidays shall not be considered work days for purposes of this procedure.

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

Selection of Candidates

The selection of the successful candidate will be determined with primary consideration given to performance, demonstrated ability and qualifications. After these factors have

been carefully considered, if two or more candidates for the vacancy are equally qualified based on the aforementioned criteria, then seniority shall be the determining factor in the selection of the successful applicant for the position.

No candidates from outside the bargaining unit will be considered for vacancies or newly created positions until all bargaining unit members who have applied for the position have been reviewed by University Human Resources.

When a vacancy or newly created position is posted and a bargaining unit member is hired into that position, a copy of the job posting shall be placed in the employee's central personnel file maintained by University Human Resources.

Employees covered by this Agreement will be considered for selection regarding vacant Local 888 positions after Local 888 applicants but before applicants from any other sources, provided they apply during the appropriate posting period. Non-selection regarding vacant Local 888 positions will not be subject to the grievance procedure.

Funding

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

Frequency of Applying for a Posted Position

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

Reclassifications within Departments

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

Article 31 – Position Classification Review

1. An employee wishing to request a position classification review will submit a completed request to the Department Head/Director and simultaneously send a copy to the appropriate personnel office on forms designed by Rutgers. The personnel office will complete such review within eight (8) weeks, with a two (2) week extension if necessary, after signoff of the forms by the Vice President/Provost, or consultation by University Human Resources with the employee's department. Compensation for any new job classification will be effective retroactively to the payroll begin date following receipt of completed request for review materials at the appropriate personnel office.
2. If the employee is dissatisfied with the results of the review, they may appeal within six (6) weeks to the Office of Wage & Salary Administration for a second review of

the classification material. Such review will be completed within six (6) weeks with a two (2) week extension if necessary.

3. If the employee and the Union are dissatisfied with the decision of this first appeal the Union may, within thirty (30) days of receipt of that decision, submit the appeal to a neutral Classification Review Officer (CRO).

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

The Classification Review Officer will consider each case appealed to him/her on its individual merits and any determination by the Classification Review Officer will not be applicable to other employees. The Classification Review Officer will conduct hearings in an expeditious and informal manner. The Classification Review Officer will submit their written recommendations to the parties within thirty (30) calendar days of the hearing date or any extension mutually agreed to by the parties.

4. The determination of the Classification Review Officer will not be denied arbitrarily by the University; the University will provide reasons in writing for any denial of a Classification Review Officer determination.

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

5. If a position classification review is requested of Wage & Salary by other than the incumbent in the position, the incumbent shall be informed by Wage & Salary that such a review has been initiated. Contents of the job description submitted and the decision of Wage & Salary will be shared by the department with the incumbent. The employee has the right to respond in writing to Wage & Salary, with a copy to their supervisor, concerning all data submitted to Wage & Salary.
6. Wage & Salary will inform the Union of any change in the form and the rationale for the change.
7. When an employee's position has been reclassified to a lower level, the employee may accept the downgrade; may use the layoff, bumping procedure or may appeal the downgrade through steps two and three of this procedure. If the latter option is chosen, no salary reduction will be implemented until the payroll begin date after the final decision is made.
8. The University shall provide notice to AFSCME Local 1761 when an employee and position are removed from the bargaining unit.

Requests by AFSCME Local 1761 for documentation in support of the removal of an employee and position from the bargaining unit shall not be unreasonably denied. If Local 1761 requests a meeting to discuss the removal of an employee and position from the bargaining unit, a meeting will be held. If possible, Rutgers will provide notice of said removal and/or hold a meeting prior to the position being removed

from the bargaining unit.

If AFSCME Local 1761 disagrees with the decision of Rutgers to remove an employee and position from the bargaining unit, AFSCME Local 1761 shall retain all rights under law to challenge the decision of Rutgers, including direct filings for arbitration, and Rutgers shall retain all rights, remedies and defenses against any claim filed by AFSCME Local 1761.

Article 32 – Job Evaluation Manual

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

In the event that Rutgers establishes a new bargaining unit job title or changes the duties as described in the generic job description of an existing job title, the Union will be notified in writing of the new job title, the new job description and/or the changed generic job description, and the salary range assigned. If requested by the Union within fifteen (15) working days of said notification, Rutgers and the Union shall negotiate the salary range assigned subject to the Public Employment Relations Commission rules governing negotiations. Any range designation established through said negotiations will be retroactive to the date of said notification. Retroactive payment shall be applicable only to those employees who are in said title at the time of agreement on the designation.

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 33– Bulletin Boards

Rutgers shall provide for each agreed upon area a bulletin board, space on a bulletin board or space for a bulletin board for posting by Union representatives of notices related to official Union matters. The Union agrees that notices posted on such bulletin boards shall only contain material related to official Local 1761 business.

Article 34 – Safety Committee

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

Article 35 – University Procedures

Rutgers and the Union agree that employees shall be entitled to enjoy, and shall be

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

Article 36 – Retirement and Life Insurance Benefits

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

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

Article 37 – Health Benefits

The parties acknowledge that pursuant to NJSA52:14-17.25 et. seq., employees of the University represented by AFSCME Local 1761 are deemed to be employees of the State for purposes of health benefits and that such 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 on 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 AFSCME Local 1761.

Article 38 – Ten-Month Employees

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

Article 39 – Personnel Files

Only authorized personnel shall have access to employee personnel files.

All employees shall have access to their central personnel files to review their employee records. The request for review of such records shall be made in writing in advance to the Division of Personnel and such review shall be during regular office hours. An employee may respond in writing to any document in the file. Such response shall become a part of the file.

In addition, 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 and shall be scheduled in advance with the Division of Personnel and shall take place during regular business

hours. Grievances and Classification Review records shall not be a part of the employee's personnel file. When any such documents are found in the personnel file, they shall be removed.

Article 40 – General Provisions

1. This Agreement supersedes any individual agreement between an individual employee and Rutgers.
2. Rutgers and the Union recognize the commitment of the University to its students to provide part time employment. Rutgers will not use students to undermine the bargaining unit.
3. Employees may be given permission to attend classes during the workday, provided the attendance at such classes does not interfere with the normal operation of the work unit, where such classes are related to the employee's job or career improvement and arrangements are made to make up the lost time. Any such arrangement shall be subject to approval by Rutgers.
4. A.1. 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.
 2. The fee shall be based on the employee's annual salary at the time of billing.B.1. 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.
 2. 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.

3. 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.
4. 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.
5. Rutgers and the Union will establish a committee to study the concept and feasibility of a career ladder program. This committee shall be a standing committee consisting of three (3) Union and three (3) University members. Rutgers and the Union agree that the committee shall first discuss opportunities for technical training in the computer and word processing fields.
6. Rutgers agrees to have raingear available for those postal employees who regularly pick up and deliver mail and in kiosks on the New Brunswick campus for the use of bus dispatchers. Rutgers agrees to have two (2) smocks or aprons available for employees in reprographics.
7. Meal Allowance. Employees, other than Dining Services employees, who are required to work for twelve (12) consecutive hours or more shall be entitled to one meal allowance of \$8.50 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.

8. Dispatcher (University Police) and those employees assigned to the Post Office who are issued uniforms shall receive a uniform maintenance allowance of \$100.00 effective July 1, 2007; \$105.00 effective July 1, 2008; \$110.00 effective July 1, 2009 and \$115.00 effective July 1, 2010. Rutgers agrees to explore problems in this area if any develop.
9. 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.
10. If the University cannot hire a successful applicant unless a salary higher than 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 a salary, at Job Rate I or Job Rate II, and will provide the Union with information about

the position at issue. If the Union so wishes to negotiate particular future salary adjustments for that individual, the Union shall request such negotiations.

11. As soon as practicable following the execution of this Agreement, Rutgers University will post this Agreement on the Office of University Labor Relations' website, and shall list on the website the name, address, telephone number and website of Local 1761.
12. To the extent permitted by law, upon the effective date of this Agreement, the University will carry without charge by University campus mail up to three times per semester the Local 1761 newsletter to its bargaining unit members. Local 1761 will not send, and the University will not carry, by campus mail any other matter except upon payment of appropriate United States Postal charges.
13. 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 deductions from their wages:
 - \$4.60 per day effective upon ratification
 - \$5.25 per day, effective January 1, 2025
 - \$6.25 per day, effective July 1, 2026
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. With the exception of a valid drivers' license, when Rutgers requires license(s) and/or certification(s) for bargaining unit positions, Rutgers will reimburse employees in such positions for costs associated with obtaining and maintaining any such required license(s) and/or certification(s).

Article 41 – Workday

For the sole purpose of determining administrative leave, personal holidays, holidays, vacation and sick leave as set forth in this Agreement, a workday for employees who work a thirty-five (35) hour workweek will be seven (7) consecutive hours and a workday for employees who work a forty (40) hour workweek will be eight (8) consecutive hours.

To the extent possible, Rutgers will use its best efforts to have the normal workweek of all full-time employees consist of five (5) consecutive days.

To the extent possible, Rutgers will use its best efforts to schedule employees to work Monday through Friday.

If a department decides to utilize a compressed workweek it shall advise affected employees to contact UHR for information regarding usage of paid time off.

Article 42 – VDT Operations

A full time employee who operates a Video Display Terminal full time who is pregnant and is experiencing significant discomfort at the work station may request reassignment to other work. Such request shall be granted in full or in part when there is comparable work available, and in accordance with the needs of the employee's department. When it is not feasible to accommodate the employee, the employee shall be entitled to a leave without pay upon a doctor's certification that such leave is necessary. Under most circumstances, the employee will be returned to the same or similar position. Grievances concerning leaves of absence will be arbitrable; grievances concerning assignment will be processed exclusively under Article 8, Section 15.

Full time employees who operate VDTs on a full time basis shall be eligible for the cost of eyeglasses each year should there be a change in vision requiring new glasses. The rate at which the employee will be reimbursed is as described in Article 39.

Article 43 – Severability

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

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

Article 44 – Printing of Agreement

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

Article 45 – Management Rights

1. The University retains and may exercise all rights, powers, duties, authority and responsibilities conferred upon and vested in it by laws and constitutions of the State of New Jersey and the United States of America.
2. Except as specifically limited or modified by the terms of this Agreement, or by law, all rights, powers, duties, authority, prerogatives of management, and the responsibility to promulgate and enforce reasonable rules and regulations governing the conduct and activities of employees are also retained by the University, whether

exercised or not, and are to remain exclusively with the University. Any rules or regulations which are promulgated shall not be arbitrarily or capriciously enforced.

Article 46 – University Closings

- A. For a day or days when the University is officially declared as “Closed” by the President or appropriate Vice-President, employees shall not be required to charge vacation days, administrative leave, or personal holidays to avoid loss of pay.
- B. In addition, on any day or days in which all classes are cancelled on a particular campus (Camden, Newark, or New Brunswick) by the appropriate Chancellor, Vice-President or Provost due to a weather or other emergency situation, the following will apply regarding attendance:

Lateness – The employee shall notify their supervisor as soon as possible if it is necessary to be late in reporting to work. The employee may charge any lost time to administrative leave, vacation, or personal holiday if available. If no such time is available, the employee will have their salary appropriately adjusted for the lost time. There will be no disciplinary action taken for such lateness.

Absence – The employee shall notify their supervisor as soon as possible if it is necessary that they be absent. The employee may charge the day to administrative leave, vacation, or personal holiday if available, or will have their salary appropriately adjusted. There will be no disciplinary action taken for such absence.

Leaving Early – The employee must request and receive permission from the appropriate supervisor to leave early. Such permission shall not be unreasonably denied. Employees who are allowed to leave early may charge the time to administrative leave, vacation, or personal holiday if available. If no such time is available, the employee will have their salary appropriately adjusted for the lost time.

- C. Sections A and B of this Article do not apply to those employees previously designated as “essential” personnel. Essential personnel are required to report to work and remain at work unless advised differently by an appropriate supervisor.
- D. Members of the bargaining unit who are regularly assigned to work at county offices, facilities or buildings not subject to the operating policies or rules and regulations of Rutgers shall follow the operating status declarations of such county offices, buildings or facilities during severe weather conditions or other such occurrences affecting the opening/closing/operating status of such office, building or facility. For example, an employee regularly assigned to a New Jersey County Office shall not be required to report for work if said Office is closed due to severe weather conditions despite the fact that Rutgers, or one of its campuses or subdivisions, has not been declared closed. Similarly, an employee so assigned shall be required to report for work at a County Office if said Office has not been declared closed for a severe weather condition even though Rutgers, or one of its subdivisions, has been declared closed.

Article 47 – 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 48 – Federal Family & 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 49 – 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, work email address and any personal email address on file with Rutgers, grant amount, employee status, and retirement date.
- 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 8 – Grievance Procedure.

Article 50 – Flexible Work Arrangements

All negotiations unit employees are eligible to request Flexible Work Arrangements (hereinafter “flexible work arrangement(s)”). Requests for flexible work arrangements shall not be unreasonably denied. This article shall not void any prior designated work schedules. A department may offer a flexible work arrangement based upon the nature of the work performed and departmental and/or university needs. An employee may also initiate a request for a flexible work arrangement with their supervisor. In either case, the department should enter into a University Flexible Work Arrangement, only if it is determined that the employee and the employee’s position are suitable for a flexible work arrangement.

Not all positions are suitable for flexible work arrangements. Suitability for a flexible work arrangement is based upon the operational and service delivery needs of the department, the individual employee, and the employee’s position. In all instances, consideration and approval of remote work arrangements must reflect a focus on mission, service to our students and patients, impact on the communities within which we operate, and a shared responsibility to provide an engaging, vibrant, and connected University experience for our students.

Decisions regarding suitability for flexible work arrangements including, but not limited to, types of remote work arrangements and forms of flexible work schedules shall rest with the University and shall be final.

I. Definitions

Ad Hoc: A work arrangement where employees are permitted or directed by a supervisor to work at an off-campus site, if job duties and technology resources permit such an arrangement, during circumstances such as, but not limited to, special projects or business travel. These arrangements are temporary (not to exceed 20 business days in a calendar year) and require prior approval by the direct supervisor or designee and have no expectation of continuance.

Alternate Work Location: A location other than the official University place of business from which an employee works. Such alternate work locations must (1) be in NJ, NY, PA or DE and (2) be within a reasonable commuting distance to the Assigned Work Location, as mutually agreed upon by the employee and Department Head.

Assigned Work Location: Any on- or off-campus property that is owned, occupied, leased, or used by Rutgers University at which the employee is regularly assigned to attend work. This includes all research sites and all leased indoor and outdoor spaces or spaces occupied with a user permit, license, or contract for the conduct of University business.

Compressed Workweek: A flexible work arrangement available only to those employees with fully in-person schedules. A compressed workweek schedule allows an employee to maintain a full-time schedule, but work hours are performed over less than five days per week or ten days per pay period. For example, a compressed 40-hour workweek can be four 10-hour days Tuesday through Friday and Mondays off. A

compressed workweek cannot be combined with any other flexible work arrangement type.

Department Head: The person with the ultimate approval authority in the unit, or designee.

Exempt: Not subject to the overtime provisions of the Fair Labor Standards Act (FLSA). (Employee titles coded as NL, NC, and N4).

Emergency: A crisis or other emergency, including certain inclement weather events, that significantly disrupts a facility or facilities or the physical operation of a department as determined by the university.

Flexible Work Arrangement: Non-standard work arrangements that include but are not limited to Ad Hoc, Compressed Workweek, Flex Workday, Fully Remote, and Hybrid.

Flex Workday: A work schedule whereby an employee works a standard workweek but with start and end times that differ from the regularly scheduled workday. This may include a split schedule where an employee works a full workday in two or more periods (e.g., 9 AM-12 PM and 3 PM-7:30 PM)

Fully Remote: A work arrangement whereby an employee performs job responsibilities at an Alternate Work Location for all scheduled workdays in a workweek. Such alternate work locations must (1) be in NJ, NY, PA or DE and (2) be within a reasonable commuting distance to the assigned work location, as mutually agreed upon by the employee and Department Head. In this work arrangement an employee may be scheduled to work remotely regularly but also required, at times, to attend meetings or work from an on-campus work site as directed by a supervisor or as operationally necessary. Fully remote work arrangements may only be considered under extraordinary circumstances for a period not to exceed one year with the potential for yearly renewals.

Hours Worked: For fixed workweek staff; hours are computed by adding all hours actually worked during the workweek plus any paid time off, such as vacation and sick time, except as modified by collective negotiations agreements.

Hybrid: A work arrangement where an employee is both regularly scheduled to work at an assigned work location for a minimum number of days during a workweek and at an alternate work location for the remaining scheduled workdays in a workweek.

Non-exempt: The employee's position is subject to the overtime provisions of the Fair Labor Standards Act (FLSA). (Employee titles coded as 35, NE, and 40).

Standard Hours Workweek: The standard hours for work in a workweek are set forth in University Policy 60.3.14, University Policy 60.9.27, and/or the appropriate collective negotiations agreements.

II. Remote Work

A. Types of Remote Work Arrangements:

Remote work shall be scheduled as follows:

1. **Ad Hoc:** A work arrangement where employees are permitted or directed by a supervisor to work at an off-campus site, if job duties and technology resources permit such an arrangement, during circumstances such as, but not limited to, special projects or business travel. These arrangements are temporary (not to exceed 20 business days in a calendar year) and require prior approval by the direct supervisor or designee and have no expectation of continuance.
2. **Hybrid:**
 - a. 1-2 Remote Workdays: A Department Head, or designee, may approve a work arrangement where an employee is both regularly scheduled to work at an assigned work location for a minimum of 3 days during a workweek and regularly scheduled to work at an alternate work location for a maximum of 2 days during a workweek. Employees must live in NJ, NY, PA, or DE and within a commutable distance to the employee's Assigned Work Location to participate in a hybrid work arrangement.
 - b. 3-4 Remote Workdays: Subject to Department Head, or designee, and approval from the appropriate Cabinet Officer, a work arrangement will be permitted where an employee is both regularly scheduled to work at the employee's assigned work location for less than 3 days during a workweek and regularly scheduled to work at an alternate work location for more than 2 days during a workweek. Employees must live in NJ, NY, PA, or DE and within a commutable distance to the employee's Assigned Work Location to participate in a hybrid work arrangement.
3. **Seasonal:** Remote work arrangements may be modified in accordance with the seasonal business needs of the department for a period not to exceed three (3) months each fiscal year with the potential for yearly renewals.
4. **Emergency:** Remote work that is precipitated by a crisis or other emergency, that significantly disrupts a facility or facilities, or the physical operation of a department as determined by the university. When needed to achieve business continuity and to maintain critical functions, operations, and services, remote work arrangements may be established during an emergency as defined in Section I above until normal operations can be restored at the Assigned Work Location or until a different Assigned Work Location is designated by the university.
5. **Fully Remote:** The appropriate Cabinet Officer and Senior Vice President of Human Resources may approve a fully remote work agreement for a period not to exceed one year and may be renewable on a yearly basis. These employees

perform job responsibilities at an alternate work location in NJ, NY, PA, or DE within a commutable distance to the employee's assigned work location. In this work arrangement an employee may be scheduled to work remotely regularly but also required, at times, to attend meetings or work from an on-campus work site as directed by a supervisor or as operationally necessary.

B. Effect on Employee's other Terms and Conditions of Employment

In all cases, remote work arrangements are revocable and can be discontinued at any time when it is in the judgment of the department or the university that it is in the best interest of the University to do so. Departments should give a minimum of 14 calendar days' notice of discontinuance unless extenuating circumstances make such notice impracticable.

Remote work does not change an employee's terms and conditions of employment, including required compliance with or the application of University policies. Additionally, an employee's compensation and/or benefits do not change as a result of a remote work arrangement.

C. Effect on Employee's Leave

Remote work is not intended to circumvent any leave that an employee has requested and is entitled to pursuant to State and/or federal law, University policy, or prevailing collective negotiations agreements.

D. Alternate Work Location

The alternate location from which an employee works remotely should be a predetermined site, such as a home office, and should have a fixed work area that will provide the employee with adequate access to the tools necessary for remote work, such as a telephone, computer, internet connection, etc.

The alternate work location must be within an environment that is free of disruptions and provides the appropriate level of privacy when discussing confidential or sensitive matters.

A supervisor or other appropriate University official may arrange to visit the alternate work location both prior to and after a flexible work arrangement has been approved if there are worksite-related concerns.

Employees with approved remote work arrangements should not hold business visits or in-person meetings with professional colleagues, customers, or the public at alternate work sites; exceptions to this provision must be approved in advance by the department.

A remote work arrangement does not convert the alternate work location into a University place of business.

E. Equipment, Costs, and Expenses

Except as set forth below, employees must provide their own computer, telephone, telephone service, internet connection, and any other equipment necessary to facilitate the remote work arrangement, unless otherwise expressly agreed to and approved. The University does not assume responsibility for the cost of employee-provided equipment or its repair or service.

The University will supply IT equipment, non-IT equipment, and office supplies, at its discretion, only for the employee's primary Assigned Work Location, be it on-campus or remote. The University will not reimburse employees for out-of-pocket expenses for materials and supplies that are normally available at the employee's assigned work location. Any additional equipment is the responsibility of the employee. There will be no reimbursement for printing, cell phone, internet or home-office furniture set up. Except as provided above, all costs, whether relating to the initial set-up or the maintenance of an alternate work location, will be borne by the employee. The University does not assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes or other alternative work locations.

Departments are not prohibited from using University funds for reasonable expenses that are necessary to facilitate the remote work arrangement, if there is a legitimate business need and adequate funding exists. Such expenses must be consistent with existing University policies regarding purchasing and business expenditures and equitable across employee groups.

When available, and at its discretion, departments may issue University-owned equipment to an employee for use in remote work arrangements; however, the equipment is to be used only by the employee to perform authorized University business. When University-owned equipment is issued to an employee for remote work, the employee is responsible for protecting it from theft, damage, and unauthorized use. University-issued equipment used in the normal course of employment will continue to be supported by the department. Employees must utilize all equipment in accordance with all University and OIT Policies and Procedures.

F. Accountability and Availability

In general, remote work should not change the regular days and hours that an employee is expected to be working. All employees working remotely are required to submit an application in an approved university system detailing workdays, hours, and location, and must receive approval prior to commencing their remote work schedules. Such arrangements must be revisited and approved on a yearly basis. If it is found that an employee is not performing work during the remote work hours, or is not at their designated Alternate Work Location during remote work hours, their flexible work agreement can be revoked.

An employee with an approved remote work arrangement shall be available for communication and contact during the scheduled workday, regardless of work location. An employee with an approved remote work arrangement shall report to the regularly assigned work location on non-remote workdays. In addition, supervisors

may require that on a regular remote workday an employee must report to the regularly assigned work location or elsewhere as needed for work-related meetings or other events. In that event, the supervisor should give the employee as much notice as is practicable.

Employees with approved remote work arrangements must adhere to the established standards and protocol relating to information protection, security, and technology. Failure to adhere to the standards and protocol may result in revocation of the University Remote Work Agreement and appropriate disciplinary action.

G. Assessment

Certain adaptations may be necessary in how supervisors communicate expectations and assignments, and provide ongoing assessment and feedback, due to the fact that the employee with approved remote work arrangement is not always physically present in the regular Assigned Work Location. The supervisor and the employee with approved remote work arrangement should agree upon a workable means for delivering such information, such as regular meetings or status emails. Likewise, supervisors should also review and/or revise the criteria that will be utilized for annual performance appraisals where applicable. Such criteria should be clearly defined and measurable in terms of quantity, quality, or time to complete.

III. Flexible Work Schedules

The definitions for all terms utilized in this section are the same as those utilized in the Definitions section above unless otherwise noted.

A. Forms of Flexible Work Schedules

1. Flex Workday

The features of a Flex Workday are as follows:

- a. A variable daily schedule with a pre-defined start and end time that may differ from the regularly scheduled workday but revolves around a fixed number of hours, which may vary by employee; or
- b. A spilt schedule whereby an employee works a full workday with a specific number of hours in two or more periods; and
- c. A meal break of at least thirty (30) consecutive minutes.

2. Compressed Workweek

a. Features of a Compressed Workweek

- i. A regularly-repeating weekly, or bi-weekly, schedule that is shorter than five uniform and consecutive days in one workweek, or ten uniform and consecutive days in two workweeks, respectively;
- ii. A regular workweek (e.g., 35, 37.5 or 40 hours) that is executed over the shortened period of time so that there are fewer but longer days in the new workweek(s);

- iii. A workday that is for a specific number of hours, not including a meal break, during which the employee must be at work;
- iv. A meal break of at least thirty (30) consecutive minutes; and
- v. One regularly-scheduled day off that the employee receives as a result of the compression of the workweek(s). The regularly scheduled day off may be any day during such workweek(s), mutually agreed upon by the employee and their supervisor, which shall repeat with regularity.

b. Examples of Compressed Workweek Arrangements

- i. 4&1 Compressed Workweek Arrangement: In a 4&1 Compressed Workweek Arrangement, the employee will work four (4) days and receive one (1) regularly scheduled day off in each workweek.

An employee who is in a 35-hour per week position and who is placed on a 4&1 Compressed Workweek Arrangement will work four 8.75 days per workweek.

An employee who is in a 37.5-hour per week position and who is placed on a 4&1 Compressed Workweek Arrangement will work four 9.38-hour days per workweek.

An employee who is in a 40-hour per week position and who is placed on a 4&1 Compressed Workweek Arrangement will work four 10-hour days per workweek.

- ii. 9&1 Compressed Workweek Arrangement: In a 9&1 Compressed Workweek Arrangement, the employee will work nine (9) days and receive one (1) regularly scheduled day off in every two consecutive workweeks. A 9&1 Compressed Workweek Arrangement must correlate with an employee's pay period as defined in the Definitions section above. A 9&1 Compressed Workweek Arrangement is not available to overtime-eligible employees.

NL employees: NL employees have a minimum average workweek of 37.5 hours. Accordingly, an NL employee who is placed on a 9&1 Compressed Workweek Arrangement will work nine days of at least 8.33 hours per two consecutive workweeks.

N4 employees: N4 employees are required to work a minimum of 40 hours per workweek because their primary function is to directly supervise non-exempt, 40-hour, fixed workweek employees. Accordingly, an N4 employee who is placed on a 9&1 Compressed Workweek arrangement will work nine 8.9-hour days per two consecutive workweeks.

B. Flexible Work Arrangements for Part Time Employees

Compressed Workweek and Flex Workday Arrangements can be implemented for part-time employees by following the same guidelines set forth in section A above, prorated according to the employee's part-time percentage.

C. Holidays and other Paid Leave Days

1. The value of a holiday or paid leave day is equal to 1/5 of the employee's regular workweek.
2. If a holiday falls, or paid leave day is taken, on an employee's regularly scheduled day of work, the employee shall receive the day off. If due to the Compressed Workweek Arrangement the length of the employee's workday is greater than the value of the holiday or paid leave day, the difference must be charged to another form of time or to leave without pay.
3. If a holiday falls on an employee's regularly scheduled day off, the employee shall receive an alternate day off within the same workweek. If due to the Compressed Workweek Arrangement the length of the employee's workday is greater than the value of the holiday, the difference must be charged to another form of time or to leave without pay.
4. If an employee is directed to work on a holiday, the employee shall receive pay for the holiday. Additionally, if non-exempt, the employee shall receive time-and-one-half premium pay for all hours worked on such holiday.
5. Current University policies for recording holiday time remain applicable.

IV. Process

Approval of flexible work arrangements must follow the established processes as set forth by the University.

If an employee's request for a flexible work arrangement is denied, a written explanation shall be provided to the employee along with the notice of denial. The Department Needs Assessment and Team Agreement may serve as the written explanation.

If a flexible work arrangement request cannot be supported given the results of the Department Needs Assessment and Teams Agreement, an employee may still submit the request into the Flexwork@RU System. The employee must attest to understanding the department operational needs, wants to submit a request based on specific circumstances, and provides supporting details for the request in the Flexwork@RU System. Department Heads will need to review the application and make a determination if the flexible work arrangement can be supported based on the additional details provided by the employee.

Any requests for a reasonable accommodation must be submitted to the Office of Employment Equity in University Human Resources.

A University Flexible Work Agreement may be discontinued by either the employee or the department upon written notice via email or some other method. Departments

should give a minimum of fourteen (14) calendar days' notice of discontinuance unless extenuating circumstances make such notice impracticable. The employee should give as much notice as is reasonably necessary to facilitate resumed reporting to the work location.

V. This Article supersedes and replaces any current and existing articles in the signatories' collective negotiations agreements related to flexible work arrangements (if any), including but not limited to flexible work schedules and remote work.

VI. Dispute Resolution

Grievances alleging a violation of a University or Department's substantive determination under this Article shall be concluded at the step of the grievance procedure with the Office of University Labor Relations as set forth in the applicable collective negotiations agreement and shall not be eligible for arbitration. If a grievance alleging a violation of the definitions or processes of this Article proceeds to arbitration, an arbitrator's remedial authority is limited to directing the University to comply with this Article's definitions and processes.

Article 52 – Term

This Agreement shall be effective from July 1, 2024, until 12:00 midnight on June 30, 2028.

Dated: _____

Rutgers, The State University of New Jersey

By: _____

David Cohen

Harry M. Agnostak

Jeffrey T. Maschi

Jolie Cartegna-Jones

Christopher Zigre

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

By: _____

Steve Tully

Lakishia Hamm

Local Union No. 1761 Affiliated with American Federation of State, County and Municipal Employees, AFL-CIO

By: _____

Maureen Camper

Appendix A

AFSCME Local 1761 (COLT) Job Titles (Alphabetical List)

Title	Range	Title	Range
Assistant Equipment Manager-Athletics..	12	Head Stock Clerk	15
Behavior Technician.....	15	Health & Safety Technician.....	16
Business Aide	13	Health Technician II	15
Carpenter/Scenery Painter	14	Health Technician III	13
Classroom Assistant I.....	10	Instrument Maker/Repairer	20
Classroom Assistant II.....	9	Laboratory Animal Care Tech	10
Computer Aided Design Technician	18	Laboratory Animal Care Tech – Nwk.....	12
Computer Operator I	17	Laboratory Assistant	9
Computer Operator II	14	Laboratory Services Assistant (RC)	13
Computer Operator III	11	Laboratory Technician.....	13
Contract Post Office Clerk	13	Lead Copier Operator	18
Contract Post Office Head Clerk.....	15	Lead Finishing Clerk	15
Copier Operator I.....	13	Lead Library Utility Worker.....	13
Copier Operator II.....	9	Lead Offset Print Operator	20
Courier	10	Lead Public Safety Telecommunicator....	20
Customer Services Representative	15	Library Assistant II	13
Data Control Coordinator I.....	17	Library Assistant III	10
Data Entry Machine Operator	8	Marketing Assistant.....	15
Data Processing Machine Operator I.....	13	Network Installation Assistant	14
Day Care Teacher's Assistant	10	Network Installation Technician.....	19
Digital Electronics Service Technician	19	Offset Press Operator I	14
Dispatcher (Buses).....	11	Pharmacy Technician.....	13
Dispatcher	14	Postal Clerk	10
Dispatcher 9-1-1.....	15	Principal Accounting Clerk	13
EDC Assistant - PBP	14	Principal Audio-Visual Technician	13
Electronics Technician	14	Principal Clerk.....	11
Equipment Manager Athletics.....	19	Principal Clerk Bookkeeper	12
Events Coordinator.....	15	Principal Clerk Typist	12
Financial Aid Technician.....	17	Principal Data Entry Machine Operator	13
Finishing Clerk I	11	Principal Laboratory Animal Care	
Graphics Coordinator	15	Tech – Nwk.....	17
Graphics Technician.....	13	Principal Laboratory Animal Care Tech....	15
Head Accounting Clerk.....	15	Principal Laboratory Assistant.....	11
Head Audio Visual Technician.....	16	Principal Laboratory Technician	18
Head Clerk	15	Principal PBP Clerk.....	13
Head Clerk Bookkeeper	15	Principal Secretary	13
Head Data Entry Machine Operator	15	Principal Secretary – Languages	14
Head Laboratory Assistant.....	13	Principal Secretary – Technician	14
Head PBP Clerk	15	Principal Stock Clerk.....	13
Head Postal Clerk	12	Printing Operator I.....	15
Head Registrations Clerk.....	17	Printing Operator II.....	13

Title	Range	
Property & Supply Worker	12	Unit Coordinator..... 13
Public Safety Telecommunicator.....	17	University Enrollment Services Tech..... 17
Publications Assistant	15	
Receptionist	9	
Registration/Records Clerk.....	11	
Research Aide.....	13	
Secretarial Assistant II.....	17	
Secretarial Assistant III.....	15	
Secretarial Assistant – Languages	16	
Secretarial Assistant – Technical.....	16	
Secretary.....	10	
Secretary – Languages	11	
Secretary – Technical.....	11	
Secretary – Word Processing.....	11	
Senior Accounting Clerk.....	10	
Senior Admissions Clerk	13	
Senior Classroom Assistant	11	
Senior Clerk	8	
Senior Clerk Bookkeeper.....	9	
Senior Clerk Typist.....	9	
Senior Data Entry Machine Operator.....	10	
Senior Financial Aid Clerk	13	
Senior Laboratory Animal Care Tech – Nwk.....	15	
Senior Laboratory Animal Care Tech.....	13	
Senior Laboratory Mechanic.....	16	
Senior Laboratory Technician.....	16	
Senior Registration/Records Clerk	13	
Senior Sales Clerk.....	9	
Senior Stock Clerk.....	10	
Senior Television Technician.....	16	
Senior Teller.....	9	
Stock Clerk.....	9	
Theater Electrician.....	14	
Theater Technician.....	14	

Appendix B

Expanded COLT Job Families

Secretarial	Range
Sec Asst II	17
Sec Asst-Lang	16
Sec Asst-Tech	16
Sec Asst-III	15
Health Tech II	15
Prin Secretary-Lang	14
Prin Secretary-Tech	14
Prin Secretary	13
Health Tech III	13
Principal Clk Typist	12
Secretary-Lang	11
Secretary-Tech	11
Sec-Word Processing	11
Secretary	10
Sr Clk Typist	9

Laboratory	Range
Inst Maker/Repairer	20
Prin Lab Tech	18
Prin Animal Care Tech-Nwk	17
Electro/Mechanical Tech	16
Health & Safety Tech	16
Sr Lab Mechanic	16
Sr Lab Tech	16
Sr Lab Animal Care Tech-Nwk	15
Prin Lab Animal Care Tech	15
Head Laboratory Assistant	13
Lab Services Asst (RC)	13
Lab Technician	13
Sr Lab Animal Care Tech	13
Lab Animal Care Tech - Nwk	12
Prin Lab Asst	11
Lab Animal Care Tech	10
Lab Asst	9

Office Clerks	Range
Lead Public Safety Telecommunicator	20
Financial Aid Technician	17
Head Registration Clerk	17
Public Safety Telecommunicator	17
University Enrollment Services Tech	17
Behavior Technician	15
Dispatcher 9-1-1	15
Events Coordinator	15
Head Accounting Clerk	15

Head Clerk	15
Head Clerk Bookkeeper	15
Head PBP Clerk	15
Marketing Asst	15
Publications Asst	15
Dispatcher	14
Business Aide	13
Customer Service Associate	13
Lead Lib Utility Worker	13
Library Asst II	13
Pharmacy Technician	13
Prin Accounting Clerk	13
Prin PBP Clerk	13
Program Asst	13
Research Aide	13
Sr Admissions Clerk	13
Sr Financial Aid Clerk	13
Sr Registration/Records Clerk	13
Unit Coord	13
Prin Clerk Bookkeeper	12
Dispatcher (Buses)	11
Prin Clerk	11
Registration/Records Clerk	11
Senior Classroom Assistant	11
Classroom Asst. I	10
Day Care Teachers Assistant	10
Library Asst III	10
Sr Accounting Clerk	10
Classroom Asst. II	9
Sr Clerk Bookkeeper	9
Sr Sales Clerk	9
Sr Teller	9
Receptionist	9
Sr Clerk	8

Stores & Mail Clerk	Range
Equipment Manager Athletics	19
Contract Post Office Hd Clk	15
Head Stock Clerk	15
Prin Stock Clerk	13
Contract Post Office Clk	13
Assistant Equipment Manager Athletics	12
Property & Supply Worker	12
Head Postal Clerk	12
Sr Stock Clerk	10
Courier	9

Appendix C

COLT Job Title by Family

Account Clerk

Head Accounting Clerk
Principal Accounting Clerk
Senior Account Clerk

Animal Caretaker - IAB Laboratory

Prin Lab Animal Care Tech - Nwk
Sr Lab Animal Care Tech - Nwk
Lab Animal Care Tech - Nwk

Animal Caretaker - Laboratory

Prin Lab Animal Care Tech
Sr Lab Animal Care Tech
Lab Animal Care Tech

Audio Visual-Technician

Head Audio-Visual Technician
Principal Audio-Visual Technician

Clerk

Head Clerk
Principal Clerk
Senior Clerk

Clerk Bookkeeper

Head Clerk Bookkeeper
Principal Clerk Bookkeeper
Senior Clerk Bookkeeper

Clerk Typist

Principal Clerk Typist
Senior Clerk Typist

Computer Operator

Computer Operator I
Computer Operator II
Computer Operator III

Computer Technician

Computer Aided Design Tech
Digital Electronics Service Tech

Copier Operator

Lead Copier Operator
Copier Operator I
Copier Operator II

Data Control Coordinator

Data Control Coordinator I

Data Entry Machine Operator

Head Data Entry Machine Oper
Principal Data Entry Machine Oper
Senior Data Entry Machine Oper
Data Entry Machine Oper

Data Processing Machine Operator

Data Processing Machine Oper I

Dispatcher - Buses

Dispatcher - Buses

Electronics Technician

Electronics Technician

Equipment Manager

Equipment Manager Athletics
Assistant Equipment Manager Athletics

Financial Aid

Financial Aid Technician
Senior Financial Aid Clerk

Finishing Clerk

Lead Finishing Clerk
Finishing Clerk I

Graphics

Graphics Coordinator
Graphics Technician

Health Technicians

Health Technician II
Health Technician III

Laboratory Assistant

Head Laboratory Assistant
Principal Lab Assistant
Lab Assistant

Laboratory Mechanic

Instrument Maker Repairer
Senior Lab Mechanic

Laboratory Technician

Principal Lab Technician

Senior Lab Technician

Lab Technician

Library Assistant

Library Assistant II

Library Assistant III

Library Utility Worker

Lead Library Utility Worker

Miscellaneous

Behavior Technician

Business Aide

Carpenter/Scenery Painter

Customer Service Associate

Customer Services Representative

Dispatcher

Electro/Mechanical Technician

Events Coordinator

Health & Safety Technician

Lab Services Assistant (RC)

Lead Public Safety Telecommunicator

Marketing Assistant

Pharmacy Technician

Program Assistant

Public Safety Telecommunicator

Publications Assistant

Receptionist

Research Aide

Senior Classroom Assistant

Theater Electrician

Theater Technician

Unit Coordinator

University Enrollment Services Tech

Day Care Teacher's Assistant

Senior Admissions Clerk

Classroom Assistant I

Classroom Assistant II

Dispatcher (Buses)

Dispatcher 9-1-1

Network Installation

Network Installation Technician

Network Installation Assistant

Offset Press Operator

Lead Offset Press Operator

Offset Press Operator I

PBP Clerk

Head PBP Clerk

Principal PBP Clerk

Postal Clerk

Contract Post Office Head Clerk

Contract Post Office Clerk

Head Postal Clerk

Postal Clerk

Printing Operator

Printing Operator I

Printing Operator II

Registration Clerk

Head Registration Clerk

Senior Registration/Records Clerk

Registration/Records Clerk

Sales Clerk

Senior Sales Clerk

Secretarial

Secretarial Assistant II

Secretarial Assistant - Tech

Secretarial Assistant - Lang

Secretarial Assistant III

Principal Secretary - Lang

Principal Secretary - Tech

Principal Secretary

Secretary - Lang

Secretary - Tech

Secretary - Word Processing

Secretary

Stock Clerk

Head Stock Clerk

Property & Supply Worker

Senior Stock Clerk

Courier

Stock Clerk

Principal Stock Clerk

Teller

Senior Teller

TV Technician

Senior Television Technician

Appendix D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
THE OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS
COMPENSATION SCHEDULE - ANNUAL SALARIES

EFFECTIVE JULY 1, 2024

SALARY TABLE: AFSCME LOCAL 1761

RANGE		Introductory Rate	Job Rate I	Job Rate II		RANGE		Introductory Rate	Job Rate I	Job Rate II
08	ANNL	32,571.86	35,796.96	41,154.89		14	ANNL	39,519.79	46,395.16	53,566.98
	BIWK	1247.96	1371.53	1576.82			BIWK	1514.17	1777.59	2052.37
	35HR	17.83	19.59	22.53			35HR	21.63	25.39	29.32
	40HR	15.60	17.14	19.71			40HR	18.93	22.22	25.65
09	ANNL	32,571.86	37,347.19	42,964.27		15	ANNL	41,263.52	48,477.23	55,994.19
	BIWK	1247.96	1430.93	1646.14			BIWK	1580.98	1857.37	2145.37
	35HR	17.83	20.44	23.52			35HR	22.59	26.53	30.65
	40HR	15.60	17.89	20.58			40HR	19.76	23.22	26.82
10	ANNL	33,321.09	38,986.83	44,881.12		16	ANNL	43,097.78	50,700.75	58,616.02
	BIWK	1276.67	1493.75	1719.58			BIWK	1651.26	1942.56	2245.82
	35HR	18.24	21.34	24.57			35HR	23.59	27.75	32.08
	40HR	15.96	18.67	21.49			40HR	20.64	24.28	28.07
11	ANNL	34,766.11	40,701.14	46,882.86		17	ANNL	45,027.10	53,005.73	61,320.45
	BIWK	1332.03	1559.43	1796.28			BIWK	1725.18	2030.87	2349.44
	35HR	19.03	22.28	25.66			35HR	24.65	29.01	33.56
	40HR	16.65	19.49	22.45			40HR	21.56	25.39	29.37
12	ANNL	36,271.08	42,500.32	48,984.17		18	ANNL	47,058.25	55,421.62	64,131.25
	BIWK	1389.70	1628.36	1876.79			BIWK	1803.00	2123.43	2457.14
	35HR	19.85	23.26	26.81			35HR	25.76	30.33	35.10
	40HR	17.37	20.35	23.46			40HR	22.54	26.54	30.71
13	ANNL	37,854.13	44,405.87	51,234.84		19	ANNL	49,186.72	57,968.78	67,106.13
	BIWK	1450.35	1701.37	1963.02			BIWK	1884.55	2221.03	2571.12
	35HR	20.72	24.31	28.04			35HR	26.92	31.73	36.73
	40HR	18.13	21.27	24.54			40HR	23.56	27.76	32.14
						20	ANNL	51,412.51	60,646.04	70,256.39
							BIWK	1969.83	2323.60	2691.82
							35HR	28.14	33.19	38.45
							40HR	24.62	29.05	33.65

Appendix D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY THE OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS COMPENSATION SCHEDULE - ANNUAL SALARIES

EFFECTIVE JULY 1, 2025

SALARY TABLE: AFSCME LOCAL 1761

Range		Introductory Rate	Job Rate I	Job Rate II		Range		Introductory Rate	Job Rate I	Job Rate II
08	ANNL	33,711.88	37,049.85	42,595.31		14	ANNL	40,902.98	48,018.99	55,441.83
	BIWK	1291.64	1419.53	1632.00			BIWK	1567.16	1839.81	2124.21
	35HR	18.45	20.28	23.31			35HR	22.39	26.28	30.35
	40HR	16.15	17.74	20.40			40HR	19.59	23.00	26.55
09	ANNL	33,711.88	38,654.34	44,468.02		15	ANNL	42,707.75	50,173.93	57,953.99
	BIWK	1291.64	1481.01	1703.76			BIWK	1636.31	1922.37	2220.46
	35HR	18.45	21.16	24.34			35HR	23.38	27.46	31.72
	40HR	16.15	18.51	21.30			40HR	20.45	24.03	27.76
10	ANNL	34,487.33	40,351.36	46,451.96		16	ANNL	44,606.21	52,475.27	60,667.59
	BIWK	1321.35	1546.03	1779.77			BIWK	1709.05	2010.55	2324.43
	35HR	18.88	22.09	25.43			35HR	24.42	28.72	33.21
	40HR	16.52	19.33	22.25			40HR	21.36	25.13	29.06
11	ANNL	35,982.92	42,125.68	48,523.76		17	ANNL	46,603.04	54,860.94	63,466.66
	BIWK	1378.66	1614.01	1859.15			BIWK	1785.56	2101.95	2431.67
	35HR	19.70	23.06	26.56			35HR	25.51	30.03	34.74
	40HR	17.23	20.18	23.24			40HR	22.32	26.27	30.40
12	ANNL	37,540.57	43,987.83	50,698.62		18	ANNL	48,705.29	57,361.38	66,375.84
	BIWK	1438.34	1685.36	1942.48			BIWK	1866.10	2197.75	2543.14
	35HR	20.55	24.08	27.75			35HR	26.66	31.40	36.33
	40HR	17.98	21.07	24.28			40HR	23.33	27.47	31.79
13	ANNL	39,179.03	45,960.07	53,028.06		19	ANNL	50,908.25	59,997.68	69,454.84
	BIWK	1501.11	1760.92	2031.73			BIWK	1950.51	2298.76	2661.10
	35HR	21.44	25.16	29.02			35HR	27.86	32.84	38.02
	40HR	18.76	22.01	25.40			40HR	24.38	28.73	33.26
						20	ANNL	53,211.94	62,768.65	72,715.36
							BIWK	2038.77	2404.93	2786.03
							35HR	29.13	34.36	39.80
							40HR	25.48	30.06	34.83

Appendix D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
THE OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS
COMPENSATION SCHEDULE - ANNUAL SALARIES

EFFECTIVE JULY 1, 2026

SALARY TABLE: AFSCME LOCAL 1761

RANGE		Introductory Rate	Job Rate I	Job Rate II		RANGE		Introductory Rate	Job Rate I	Job Rate II
08	ANNL	34,723.24	38,161.35	43,873.17		14	ANNL	42,130.07	49,459.56	57,105.08
	BIWK	1330.39	1462.12	1680.96			BIWK	1614.18	1895.00	2187.93
	35HR	19.01	20.89	24.01			35HR	23.06	27.07	31.26
	40HR	16.63	18.28	21.01			40HR	20.18	23.69	27.35
09	ANNL	34,723.24	39,813.97	45,802.06		15	ANNL	43,988.98	51,679.15	59,692.61
	BIWK	1330.39	1525.44	1754.87			BIWK	1685.40	1980.04	2287.07
	35HR	19.01	21.79	25.07			35HR	24.08	28.29	32.67
	40HR	16.63	19.07	21.94			40HR	21.07	24.75	28.59
10	ANNL	35,521.95	41,561.90	47,845.52		16	ANNL	45,944.40	54,049.53	62,487.62
	BIWK	1360.99	1592.41	1833.16			BIWK	1760.32	2070.86	2394.16
	35HR	19.44	22.75	26.19			35HR	25.15	29.58	34.20
	40HR	17.01	19.91	22.91			40HR	22.00	25.89	29.93
11	ANNL	37,062.41	43,389.45	49,979.47		17	ANNL	48,001.13	56,506.77	65,370.66
	BIWK	1420.02	1662.43	1914.92			BIWK	1839.12	2165.01	2504.62
	35HR	20.29	23.75	27.36			35HR	26.27	30.93	35.78
	40HR	17.75	20.78	23.94			40HR	22.99	27.06	31.31
12	ANNL	38,666.79	45,307.46	52,219.58		18	ANNL	50,166.45	59,082.22	68,367.12
	BIWK	1481.49	1735.92	2000.75			BIWK	1922.09	2263.69	2619.43
	35HR	21.16	24.80	28.58			35HR	27.46	32.34	37.42
	40HR	18.52	21.70	25.01			40HR	24.03	28.30	32.74
13	ANNL	40,354.40	47,338.87	54,618.90		19	ANNL	52,435.50	61,797.61	71,538.49
	BIWK	1546.15	1813.75	2092.68			BIWK	2009.02	2367.72	2740.94
	35HR	22.09	25.91	29.90			35HR	28.70	33.82	39.16
	40HR	19.33	22.67	26.16			40HR	25.11	29.60	34.26
						20	ANNL	54,808.30	64,651.71	74,896.82
							BIWK	2099.93	2477.08	2869.61
							35HR	30.00	35.39	40.99
							40HR	26.25	30.96	35.87

Appendix D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
THE OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS
COMPENSATION SCHEDULE - ANNUAL SALARIES

EFFECTIVE JULY 1, 2027

SALARY TABLE: AFSCME LOCAL 1761

RANGE		Introductory Rate	Job Rate I	Job Rate II
08	ANNL	35,764.94	39,306.19	45,189.37
	BIWK	1365.07	1500.24	1724.79
	35HR	19.50	21.43	24.64
	40HR	17.06	18.75	21.56
09	ANNL	35,764.94	41,008.39	47,176.12
	BIWK	1365.07	1565.21	1800.62
	35HR	19.50	22.36	25.72
	40HR	17.06	19.57	22.51
10	ANNL	36,587.61	42,808.76	49,280.89
	BIWK	1396.47	1633.92	1880.95
	35HR	19.95	23.34	26.87
	40HR	17.46	20.42	23.51
11	ANNL	38,174.28	44,691.13	51,478.85
	BIWK	1457.03	1705.77	1964.84
	35HR	20.81	24.37	28.07
	40HR	18.21	21.32	24.56
12	ANNL	39,826.79	46,666.68	53,786.17
	BIWK	1520.11	1781.17	2052.91
	35HR	21.72	25.45	29.33
	40HR	19.00	22.26	25.66
13	ANNL	41,565.03	48,759.04	56,257.47
	BIWK	1586.45	1861.03	2147.23
	35HR	22.66	26.59	30.67
	40HR	19.83	23.26	26.84

RANGE		Introductory Rate	Job Rate I	Job Rate II
14	ANNL	43,393.97	50,943.35	58,818.23
	BIWK	1656.26	1944.40	2244.97
	35HR	23.66	27.78	32.07
	40HR	20.70	24.31	28.06
15	ANNL	45,308.65	53,229.52	61,483.39
	BIWK	1729.34	2031.66	2346.69
	35HR	24.70	29.02	33.52
	40HR	21.62	25.40	29.33
16	ANNL	47,322.73	55,671.02	64,362.25
	BIWK	1806.21	2124.85	2456.57
	35HR	25.80	30.36	35.09
	40HR	22.58	26.56	30.71
17	ANNL	49,441.16	58,201.97	67,331.78
	BIWK	1887.07	2221.45	2569.92
	35HR	26.96	31.74	36.71
	40HR	23.59	27.77	32.12
18	ANNL	51,671.44	60,854.69	70,418.13
	BIWK	1972.19	2322.70	2687.71
	35HR	28.17	33.18	38.40
	40HR	24.65	29.03	33.60
19	ANNL	54,008.57	63,651.54	73,684.64
	BIWK	2061.40	2429.45	2812.39
	35HR	29.45	34.71	40.18
	40HR	25.77	30.37	35.15
20	ANNL	56,452.55	66,591.26	77,143.72
	BIWK	2154.68	2541.65	2944.42
	35HR	30.78	36.31	42.06
	40HR	26.93	31.77	36.81

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, ear aches, 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 they are 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 – Inactive Titles Deleted from Contract



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
732-932-3020, Ext. 4040
Fax: 732-932-0018

July 18, 2007

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

Re: Inactive Titles to be Deleted from Contract

Dear Mr. Gollin:

During a recent review of many of the job descriptions for titles within the AFSCME Local 1761 bargaining unit it was determined that many of the titles listed within Appendix A are inactive in that they have not been encumbered for at least five years and they represent functions 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 1761 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 re-deemed 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
Accounting Clerk	07
Addressograph Mimeo Mach Operator	05
ANIMAL CARETAKER-IAB LAB	09
ANIMAL CARETAKER-LAB	07
Assistant Equip Mgr Athletics	12
Assistant Instrument Maker/Repairer	18



University Human Resources

Assistant Lab Mechanic	07
Assistant Museum Installer/Preparator	11
Assistant Photographer	
Audio-Visual Technician	08
Budget Clerk	09
Classroom Assistant	09
Clerk Bookkeeper	08
Clerk Stenographer	07
Clerk Transcriber	07
Clerk Transcriber - Lang	08
Clerk Typist	08
Clerk Typist - Lang	09
Clinic Assistant	12
Composing Machine Operator	07
Compositor Asst/Graphics (ICLE)	11
Compositor Coordinator	15
Computer Design Tech	19
Computer Operator/Librarian	13
Computer Technician - Physics	16
Crew Rigger	16
Crime Analysis Technician	15
Curatorial Assistant	13
Customer Services Representative	13
Data Control Coordinator II	15
Data Processing Machine Oper II	09
Data Processing Machine Oper III	07
Drafting Technician	10
Drafting Technician -	13

Electronics	
Electro/Set Compositor (ICLE)	09
Engineering Aide	09
Equipment Manager (N)	14
Equipment Manager Athletics	16
Financial Aid Clerk	09
Finishing Clerk II	08
General Clerk	08
Head Dispatcher - Buses	14
Head Drafting Technician	18
Head Offset Machine Operator	17
Head Photocopy/Reprographics Tech	15
Head Telephone Operator	12
Health & Safety Technician {Inel}	16
Health Technician I	18
Housing Access Coordinator	15
Insurance Clerk	12
Keypunch Operator	07
Lab Animal Care Tech	12
Lab Mechanic	14
Language Lab Assistant	13
Lead Postal Clerk	15
Librarian-Keypunch OPR - CCIS	11
Library Assistant 4	08
Library Assistant IV	08
Library Utility Worker	09
Lighting Specialist	14
Machinist	16
Medical Technician	15



University Human Resources

Micromation Assistant	10
Micromation Technician	15
Museum Installer/Preparator	14
Office Machine Clerk	07
Offset Machine Operator	07
Offset Press Operator II	11
Offset/Bindery Machine Operator	07
Operations Coordinator	13
PBP Clerk	08
Photocopy/Reprographics Tech	13
Photographer	14
Photographer Technician	
Photographic Communications Coord	17
Photographic Tech-Publications	11
Postal Clerk/Telephone Operator	09
Postal Clerk/Telephone Operator-C	09
PPL ANIMAL CARETAKER - LAB	14
PPL ANIMAL CARETAKER-IAB LAB	16
Principal Drafting Technician	14
Principal Engineering Aide	16
Principal Keypunch Operator	13
Principal Office Machine Clerk	11
Principal Offset Machine Operator	13
Principal Statistical Clerk	11
Printing Operations Clerk	08
Printing Operator III	08

Production Assistant (SCPA)	13
Production Control Clerk	08
Promotional Assistant (UP)	07
Publications Clerk	11
Publications Compositor	11
Radiologic Technician	19
Sales Clerk	08
Scanner Measurer - Physics	08
Secretarial Assistant I	19
Senior Architectural Drafting Tech	12
Senior Audio-Visual Technician	10
Senior Clerk Typist - Lang	10
Senior Drafting Technician	12
Senior Electronics Technician	16
Senior Engineering Aide	14
Senior Keypunch Operator	09
Senior Lab Assistant	08
Senior Office Machine Clerk	08
Senior Offset Machine Operator	10
Senior PBP Clerk	10
Senior Platemaker and Multilith Operator	07
Senior Scanner/Measurer - Physics	11
Senior Statistical Clerk	07
Senior Tandem Accelerator Technician	19
Senior Teller (SAR)	11
SR ANIMAL CARETAKER-IAB LAB	12
SR ANIMAL CARETAKER-LAB	11
SR Photostat Operator	10

Stage Hand/Electrician	14
Stage Manager	12
Statistical Assistant	13
Statistical Asst-Inst Research	13
Statistical Clerk	05
Studio Technician	14
Surplus Property Clerk	11
Tandem Accelerator Technician	15
Telephone Operator	11
Television Technician	14
Teller	07
Teller (SAR)	09
Ticket Sales Assistant	13
Ticket Sales Asst-Athletics	13
Typesetting Prod Assistant-UP	13
Typist - Technical	10
Varicomp/m-VIP Operator (PI)	11
Word Processing Machine Oper I	14
Word Processing Machine Oper II	11
Word Processing Machine Oper III	09

Sincerely,



Harry M. Agnostak,
Assistant VP, Human Resources

Addenda

The following Side Bar Agreements are included as addenda, but are not part of, the July 1, 2007 to June 30, 2011 collective agreement.

SIDE BAR AGREEMENT BETWEEN RUTGERS AND LOCAL 1761 FOR THE JULY 1, 1999 THROUGH JUNE 30, 2003 AGREEMENT REGARDING THE RUTGERS/LOCAL 1761 JOINT COMPENSATION COMMITTEE

1. Rutgers, The State University of New Jersey, and AFSCME Local #1761 hereby establish a Joint Committee on Compensation (JCC).
 2. The JCC shall be composed of three (3) representatives from AFSCME Local #1761 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/alternate 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. The 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.
-
1. Both parties agree that these discussions shall not be construed as tacit approval of any matter discussed.

**SIDE BAR AGREEMENT FOR THE DISPLAY OF A BROCHURE AT NEW
EMPLOYEE ORIENTATION SESSIONS**



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 20, 2004

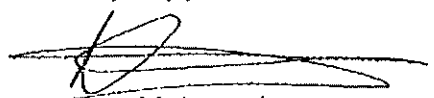
Rich Gollin
AFSCME Council 52, Director
516 Johnston Avenue
Jersey City, NJ 07304

Re: AFSCME Local 1761 Brochure
and New Employee Orientation

Dear Mr. Gollin:

Pursuant to an agreement reached on March 3, 2004, the University agrees to display a brochure, prepared and provided by, and relevant to, membership in Local 1761 at New Employee Orientation sessions.

Very truly yours,



Harry M. Agnostak
Director, Office of Labor Relations

Cc: S. Russell
T. Torok

**SIDE BAR AGREEMENT FOR ONE-RANGE UPGRADE TO POSITIONS
OF POSTAL CLERK AND COURIER**



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 20, 2004

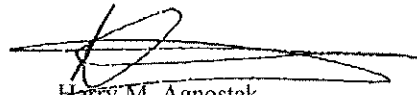
Rich Gollin
AFSCME Council 52, Director
516 Johnston Avenue
Jersey City, NJ 07304

Re: One Range Upgrade for the Position of Postal Clerk and Courier

Dear Mr. Gollin:

Pursuant to an agreement reached on March 3, 2004, effective July 1, 2004, the positions of Postal Clerk and Courier will each be upgraded one salary range from range 9 to range 10. Revised job descriptions will be issued to reflect these changes.

Very truly yours,



Harry M. Agnostak
Director, Office of Labor Relations

Cc: S. Russell
P. Kelly

**SIDE BAR AGREEMENT FOR RELEASE TIME FOR LOCAL 1761 PRESIDENT
MAUREEN CAMPER**



RUTGERS
Office of University
Labor Relations

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

p. 848-932-3400
f. 732-932-0018

October 14, 2022

Mr. Steve Tully
AFSMCE New Jersey North Region
1099 Wall Street West
Lyndhurst, NJ 07071

RE: Release time for Local 1761 President Maureen Camper

Dear Mr. Tully:

This correspondence reflects the agreement regarding union release time for Local 1761 President Maureen Camper. Pursuant to our discussions, Ms. Camper shall be released from work two afternoons per week, from 1:00 to 4:30 pm, with the days being mutually agreed upon. It is my understanding that Ms. Camper has requested Tuesdays and Fridays, which could be subject to change through mutual agreement. Ms. Camper will continue to work in her position as Secretarial Assistant III for her other regularly scheduled hours.

Should any matter, such as an arbitration hearings or meetings, which Ms. Camper attends or participates in extend beyond 4:30 pm on any day of the week, Ms. Camper will not make any claim for benefits or compensation under any provision of the collective negotiations agreement based on additional time spent beyond 4:30 pm. In addition, Ms. Camper shall receive such release time only as long as she remains in the title of AFSCME Local 1761 President.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Jeffrey T Maschi".

Jeffrey T Maschi
Director, Office of Labor Relations

Cc: Julie Roncinske
Maureen Camper
Lakishia Hamm
Seth Gollin
Terry Woodrow



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

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Fax: 732-932-0018

July 18, 2007

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

Re: Salary Set-asides for 10-month Employees

Dear Mr. Gollin:

Rutgers will provide a representative from University Human Resources to meet with interested members of the bargaining unit to explain to them, and to assist them in creating, an account with the Rutgers Federal Credit Union into which 10-month employees can directly deposit a portion of their after-tax wages should they desire to set aside money to be withdrawn during their two-month period of non-employment.

Rutgers will provide this informational meeting annually each September.

Sincerely,

A handwritten signature in black ink, appearing to be "Harry M. Agnostak", written over a horizontal line.

Harry M. Agnostak,
Assistant VP, Human Resources



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

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Fax: 732-932-0018

July 18, 2007

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

Re: Temporary Employees

Dear Mr. Gollin:

The parties are both committed to enforcing the provisions of Article 2 of the Agreement. To that end, the University, to the best of its capabilities, shall provide on October 1 of each year a list of temporary employees who have performed bargaining unit work as least 20 hours a week in excess of 12 consecutive months.

The parties further agree to meet and confer regarding this list should any issues arise.

The intent of this language is not to perpetuate the continued employment of an individual Type 4 employee beyond the contractual limits.

Sincerely,

A handwritten signature in black ink, appearing to be "Harry M. Agnostak". The signature is written over a horizontal line.

Harry M. Agnostak,
Assistant VP, Human Resources

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 AFSCMB 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 1 through 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 AFSCMB 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 AFSCMB Local 1761

Mureen Camper

Richard Ham

For AFSCMB Local 888

Michael Messner 12-22-23

Timothy W. Womack 12-22-23

For Rutgers University

Antonio Calzado

Salary Table Effective January 1, 2023

Appendix D

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
THE OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS
COMPENSATION SCHEDULE - ANNUAL SALARIES

EFFECTIVE JANUARY 1, 2023

SALARY TABLE: AFSCME LOCAL 1761

FISCAL DAYS: 261

RANGE	STEP	1	2	3	4	5	6	7	8	9
5	ANNU	26168.05	27247.13	28325.11	29385.62	30461.42	31531.76	32597.72	33653.91	34937.38
	BIWK	1002.61	1043.96	1085.25	1125.89	1167.10	1208.11	1248.95	1297.08	1338.60
	35HR	14.32	14.81	15.50	16.08	16.67	17.28	17.84	18.53	19.12
	40HR	12.53	13.05	13.57	14.07	14.59	15.10	15.61	16.21	16.73
6	ANNU	27256.07	28388.35	29514.63	30638.54	31768.82	32890.73	34020.10	35338.81	36460.34
	BIWK	1044.33	1087.60	1130.83	1173.89	1217.12	1260.18	1303.45	1353.07	1398.95
	35HR	14.92	15.54	16.15	16.77	17.39	18.00	18.62	19.34	19.90
	40HR	13.05	13.59	14.14	14.67	15.21	15.75	16.29	16.92	17.46
7	ANNU	28408.21	29587.87	30767.55	31955.96	33131.26	34310.38	35500.42	36890.72	38070.77
	BIWK	1068.44	1133.84	1178.83	1224.37	1269.40	1314.80	1360.17	1413.28	1458.65
	35HR	15.55	16.19	16.84	17.49	18.13	18.78	19.43	20.19	20.84
	40HR	13.61	14.17	14.74	15.30	15.87	16.44	17.00	17.67	18.23
8	ANNU	29609.74	30851.73	32095.00	33336.79	34588.43	35824.03	37070.39	38521.20	39763.18
	BIWK	1134.47	1182.06	1229.73	1277.27	1325.15	1372.67	1420.32	1475.01	1523.49
	35HR	16.21	16.89	17.57	18.25	18.93	19.61	20.29	21.08	21.76
	40HR	14.18	14.78	15.37	15.97	16.56	17.16	17.75	18.45	19.04
9	ANNU	30859.22	32170.60	33476.73	34786.50	36084.24	37380.36	38698.13	40204.87	41511.37
	BIWK	1182.73	1232.83	1282.63	1332.82	1382.54	1432.43	1482.61	1540.42	1590.47
	35HR	16.90	17.61	18.32	19.04	19.75	20.46	21.18	22.01	22.72
	40HR	14.78	15.41	16.03	16.66	17.28	17.91	18.53	19.26	19.88
10	ANNU	32194.29	33558.72	34926.44	36300.72	37688.43	39030.68	40392.92	41998.70	43363.40
	BIWK	1233.50	1285.77	1338.18	1390.83	1443.23	1495.43	1547.62	1609.07	1661.43
	35HR	17.62	18.37	19.12	19.87	20.62	21.36	22.11	22.99	23.73
	40HR	15.42	16.07	16.73	17.39	18.04	18.69	19.35	20.11	20.77
11	ANNU	33590.44	35021.56	36457.05	37889.28	39324.77	40760.27	42184.83	43865.23	45297.46
	BIWK	1286.99	1341.82	1396.82	1451.70	1506.70	1561.70	1616.28	1680.60	1735.53
	35HR	18.39	19.17	19.95	20.74	21.52	22.31	23.09	24.01	24.79
	40HR	16.09	16.77	17.46	18.15	18.83	19.52	20.20	21.01	21.69

RANGE	STEP	1	2	3	4	5	6	7	8	9
12	ANNL	35044.52	36549.99	38052.17	39562.02	41063.11	42569.69	44065.31	45823.33	47327.70
	BIWK	1342.70	1400.38	1457.94	1515.79	1573.30	1631.02	1688.33	1755.68	1813.32
	35HR	19.18	20.01	20.83	21.65	22.48	23.30	24.12	25.08	25.90
	40HR	16.78	17.50	18.22	18.95	19.67	20.39	21.10	21.95	22.67
13	ANNL	36574.04	38150.57	39739.13	41321.13	42904.22	44488.41	46072.59	47923.55	49502.26
	BIWK	1401.30	1461.71	1522.57	1583.18	1643.84	1704.54	1765.23	1836.15	1898.04
	35HR	20.02	20.88	21.75	22.62	23.48	24.35	25.22	26.23	27.09
	40HR	17.52	18.27	19.03	19.79	20.55	21.31	22.07	22.95	23.71
14	ANNL	38183.37	39843.00	41503.71	43163.33	44826.24	46489.96	48158.41	50082.81	51755.54
	BIWK	1462.90	1526.55	1590.18	1653.77	1717.40	1781.11	1845.07	1918.88	1982.97
	35HR	20.80	21.81	22.72	23.63	24.54	25.44	26.36	27.41	28.33
	40HR	18.20	19.08	19.88	20.67	21.47	22.26	23.06	23.99	24.79
15	ANNL	39868.14	41600.76	43350.29	45103.93	46837.90	48586.09	50335.36	52357.96	54100.67
	BIWK	1527.51	1594.24	1660.93	1728.12	1794.56	1861.54	1928.56	2006.05	2072.82
	35HR	21.82	22.77	23.73	24.69	25.64	26.50	27.55	28.66	29.61
	40HR	19.09	19.93	20.76	21.60	22.43	23.27	24.11	25.08	25.91
16	ANNL	41640.37	43478.20	45317.13	47147.31	48980.23	50820.79	52649.87	54797.10	56633.84
	BIWK	1595.42	1685.83	1736.29	1806.41	1876.87	1947.16	2017.24	2099.51	2169.88
	35HR	22.79	23.60	24.80	25.81	26.81	27.82	28.82	29.90	31.00
	40HR	19.94	20.82	21.70	22.58	23.46	24.34	25.22	26.24	27.12
17	ANNL	43504.44	45435.21	47364.87	49289.07	51213.27	53140.76	55070.42	57310.34	59246.81
	BIWK	1666.84	1740.81	1814.75	1888.47	1962.19	2036.04	2109.98	2198.14	2269.99
	35HR	23.81	24.87	25.92	26.98	28.03	29.09	30.14	31.37	32.43
	40HR	20.84	21.76	22.68	23.61	24.53	25.45	26.37	27.45	28.37
18	ANNL	45466.91	47484.04	49505.55	51531.42	53547.46	55564.50	57589.37	59939.96	61982.56
	BIWK	1742.03	1819.31	1896.76	1974.38	2051.63	2128.91	2206.40	2286.55	2374.04
	35HR	24.89	25.99	27.10	28.21	29.31	30.41	31.52	32.81	33.91
	40HR	21.78	22.74	23.71	24.68	25.65	26.61	27.58	28.71	29.68
19	ANNL	47623.40	49637.83	51781.01	53887.48	55908.48	58120.72	60243.00	62721.31	64836.84
	BIWK	1820.82	1901.83	1983.18	2064.65	2145.92	2226.85	2308.20	2403.12	2484.17
	35HR	26.01	27.17	28.33	29.50	30.66	31.81	32.97	34.33	35.49
	40HR	22.76	23.77	24.79	25.81	26.82	27.84	28.85	30.04	31.05
20	ANNL	49873.92	51907.51	54134.56	56368.17	58595.21	60817.88	63055.86	65653.53	67880.57
	BIWK	1903.22	1988.79	2074.12	2159.70	2245.03	2330.19	2415.93	2515.46	2600.79
	35HR	27.19	28.41	29.63	30.85	32.07	33.29	34.51	35.84	37.15
	40HR	23.79	24.86	25.93	27.00	28.06	29.13	30.20	31.44	32.51

Salary Table Effective January 1, 2024



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: 235 and 240 – AFSCME Local 1761

Effective Date: JANUARY 1, 2024

RANGE				
		Introductory Rate	Job Rate I	Job Rate II
05	ANNL	31,470.40	31,470.40	34,937.38
	BIWK	1210.40	1210.40	1343.75
	35HR	17.29	17.29	19.20
	40HR	15.13	15.13	16.80
06	ANNL	31,470.40	31,766.82	36,460.34
	BIWK	1210.40	1221.80	1402.32
	35HR	17.29	17.45	20.03
	40HR	15.13	15.27	17.53
07	ANNL	31,470.40	33,131.25	38,070.77
	BIWK	1210.40	1274.28	1464.26
	35HR	17.29	18.20	20.92
	40HR	15.13	15.93	18.30
08	ANNL	31,470.40	34,586.43	39,763.18
	BIWK	1210.40	1330.25	1529.35
	35HR	17.29	19.00	21.85
	40HR	15.13	16.63	19.12
09	ANNL	31,470.40	36,084.24	41,511.37
	BIWK	1210.40	1387.86	1596.59
	35HR	17.29	19.83	22.81
	40HR	15.13	17.35	19.96

Page 1 of 3

RANGE				
		Introductory Rate	Job Rate I	Job Rate II
10	ANNL	32,194.29	37,668.43	43,363.40
	BIWK	1238.24	1448.79	1667.82
	35HR	17.69	20.70	23.83
	40HR	15.48	18.11	20.85
11	ANNL	33,590.44	39,324.77	45,297.45
	BIWK	1291.94	1512.49	1742.21
	35HR	18.46	21.61	24.89
	40HR	16.15	18.91	21.78
12	ANNL	35,044.52	41,063.11	47,327.70
	BIWK	1347.87	1579.35	1820.30
	35HR	19.26	22.56	26.00
	40HR	16.85	19.74	22.75
13	ANNL	36,574.04	42,904.22	49,502.26
	BIWK	1406.69	1650.16	1903.93
	35HR	20.10	23.57	27.20
	40HR	17.58	20.63	23.80
14	ANNL	38,183.37	44,826.24	51,755.54
	BIWK	1468.59	1724.09	1990.60
	35HR	20.98	24.63	28.44
	40HR	18.36	21.55	24.88
15	ANNL	39,868.14	46,837.90	54,100.67
	BIWK	1533.39	1801.46	2080.80
	35HR	21.91	25.74	29.73
	40HR	19.17	22.52	26.01
16	ANNL	41,640.37	48,986.23	56,633.84
	BIWK	1601.55	1884.09	2178.22
	35HR	22.88	26.92	31.12
	40HR	20.02	23.55	27.23

RANGE				
		Introductory Rate	Job Rate I	Job Rate II
17	ANNL	43,504.44	51,213.27	59,246.81
	BIWK	1673.25	1969.74	2278.72
	35HR	23.90	28.14	32.55
	40HR	20.92	24.62	28.48
18	ANNL	45,466.91	53,547.46	61,962.56
	BIWK	1748.73	2059.52	2383.18
	35HR	24.98	29.42	34.05
	40HR	21.86	25.74	29.79
19	ANNL	47,523.40	56,008.48	64,836.84
	BIWK	1827.82	2154.17	2493.72
	35HR	26.11	30.77	35.62
	40HR	22.85	26.93	31.17
20	ANNL	49,673.92	58,595.21	67,880.57
	BIWK	1910.54	2253.66	2610.79
	35HR	27.29	32.20	37.30
	40HR	23.88	28.17	32.63

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