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## INTRODUCTION

The following pages contain the compensation program for the State of New Jersey Executive Branch for Fiscal Year 2011.

When a salary adjustment is not specifically authorized by the Fiscal Year 2011 Salary Regulations, or by a specific allowance such as clothing or maintenance set by a labor agreement, or by a rule contained in N.J.A.C. Title 4A, such salary adjustment may be made only if approved by the Chair/ Chief Executive Officer, Civil Service Commission, and the Director, Office of Management and Budget, as provided in Section 4(A).

Salary Regulations shall be cited as SR. The citation to a particular section shall include the Fiscal Year, the numerical designation of the Section and the appropriate letter to which reference is made. Example: Payment of a teacher's educational incentive would be cited as: SR11:3F.

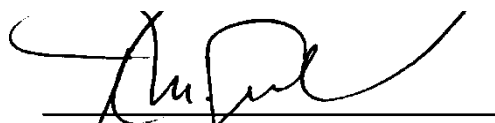
The only salary regulations currently in effect are those contained in this document. All salary regulations issued in previous fiscal years are repealed and are no longer in effect. If you have any questions, please contact the New Jersey Civil Service Commission, Compensation Management Unit at (609) 292 - 3015.

## SALARY REGULATIONS

Following are the Salary Regulations for Fiscal Year 2011. They are divided into four sections as follows:

<u>Section</u>	<u>Issue Date</u>
1. Aligned Salary Regulation	March 16, 2011
Non-Aligned Salary Regulation	March 16, 2011
Attachment A	March 16, 2011
Attachment B	March 16, 2011
2. Emergency Conditions Salary Regulation	March 16, 2011
3. Special Incentive Salary Regulation	March 16, 2011
4. Miscellaneous Salary Regulation	March 16, 2011

When changes or updates are made, a supplement will be issued at that time.



Robert M. Czech  
Chair/Chief Executive Officer  
Civil Service Commission



Charlene M. Holzbaur  
Director, Office of  
Management and Budget

RECORDED BY THE CIVIL SERVICE COMMISSION AT ITS MEETING OF March 16,  
2011

**SALARY REGULATION FY 2011**  
**SECTION 1- ALIGNED**  
**ISSUED: March 16, 2011**

- A. **EMPLOYEES COVERED** - This salary regulation applies to all employees in titles assigned to the Employee Relations Groups A, C, F, FA, H, I, J, K, L, N, O, P, R, S, T, 1, 2, 4, 4A, 8 and 9 except those employees designated confidential pursuant to the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-3, or other statutory authority. See "Attachment B" for provisions applicable to particular Employee Relations Groups.
- B. **ADJUSTMENTS TO COMPENSATION SCHEDULES** - For those Employee Relations Groups where there is a change in base salary, titles will be assigned to new salary ranges as follows:
1. Compensation schedules will be increased by the amount indicated on "Attachment A" for the affected Employee Relations Group.
  2. The employee's new salary will be that step of the new salary schedule that the employee held in the old salary schedule.
  3. Employees at rates of pay between steps of the range and employees assigned to titles having no range or rate will receive the increase indicated on "Attachment A."
  4. Those employees in an employee relation group that has 10 steps, who are at rates of pay beyond the salary range maximum, shall remain at that rate until the new range maximum meets or exceeds that rate, in which case the employee shall be placed on step 10 except as provided in Section 3 or by the Chair/Chief Executive Officer, Civil Service Commission, and the Director, Office of Management and Budget.
  5. Anniversary dates will not change as a result of application of this section except as provided in Section I Attachment B(6) and (7).
- C. **INCREMENTS** - The salary of an employee whose performance is at least satisfactory under a 2-tier pass/fail system; successful under 5-tier rating system; or commendable under the 3-tier rating system will be advanced to the next incremental step in his or her salary range on his or her anniversary date during Fiscal Year 2011 except as provided in Section I Attachment B (6) and (7); however:

1. The employee may not receive a salary increment to the ninth step of his or her salary range until he or she has been at the eighth step for 39 pay periods.
2. See Attachment B, Paragraph 2 regarding eligibility for Step 10.

D. **SALARY ADJUSTMENTS FOR NO-RANGE TITLES** - The salary of an employee whose title is not assigned a range or rate may be increased by up to 5% of his or her July 2, 2010 salary, as long as the employee's performance is at least satisfactory or successful under 5-tier rating system or commendable under the 3-tier rating system.

1. The salary increase may only be effective 12 months or more after the employee's last increase which was not a result of an across-the-board salary increase program.
2. The appointing authority must submit an individual personnel action to grant the salary increase.

E. **DURATION** - This salary program will be in effect, unless superseded, through Fiscal Year 2011 only.

**SALARY REGULATION FY 2011**  
**SECTION 1 - NON-ALIGNED**  
**ISSUED: March 16, 2011**

1. **EMPLOYEES COVERED** - This salary regulation applies to all employees in titles assigned to Employee Relations Groups V, W, and Y, and those employees in any of the Aligned Employee Relations Groups who are designated confidential, pursuant to the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-3, by statutory authority.
  
2. **EXCEPTIONS** - Upon notice to the Chair/Chief Executive Officer, Civil Service Commission, and the Director, Office of Management and Budget, an appointing authority may deny increments to its employees. Subsequent approval of these actions may be submitted by a department head through an individual personnel transaction.
  
3. **ADJUSTMENTS TO COMPENSATION SCHEDULES** - For those Employee Relations Groups where there is a change in base salary, titles will be assigned to new salary ranges as follows:
  1. For those employees in any of the Aligned Employee Relations Groups who are designated confidential, pursuant to the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-3, by statutory authority, compensation schedules will be increased by the amount indicated on "Attachment A" for the affected Employee Relations Group.
  
  2. The employee's new salary will be that step of the new salary schedule that the employee held in the old salary schedule.
  
  3. For those employees in any of the Aligned Employee Relations Groups who are designated confidential, pursuant to the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-3, by statutory authority, who are at rates of pay between steps of the range and employees assigned to titles having no range or rate will receive the increase indicated on "Attachment A."
  
  4. Employees at rates of pay beyond the maximum shall remain at that rate unless the new range maximum meets or exceeds

that rate, in which case the employee shall be placed on the highest step except as provided by the Chair/Chief Executive Officer, Civil Service Commission, and the Director, Office of Management and Budget.

5. Anniversary dates will not change as a result of application of this section.

4. **INCREMENTS** – The salary of an employee whose performance is at least satisfactory under a 2-tier pass/fail system; successful under 5-tier rating system; or commendable under the 3-tier rating system will be advanced to the next incremental step in his or her salary range on his or her anniversary date during Fiscal Year 2011; however:

1. The employee may not receive a salary increment to the ninth step of his or her salary range until he or she has been at the eighth step for 39 pay periods.
2. See Attachment B, Paragraph 2 regarding eligibility for Step 10.

4. **SALARY ADJUSTMENTS FOR NO-RANGE TITLES** – The salary of an employee whose title is not assigned a range or rate may be increased by up to 5% of his or her July 3, 2010 salary, as long as the employee's performance is at least satisfactory or successful.

1. The salary increase may only be effective 12 months or more after the employee's last increase which was not a result of an across-the-board salary increase program.
2. The appointing authority must submit an individual personnel action to grant the salary increase.

6. **SALARY LIMITATIONS**- An employee's base salary may not exceed \$127,653.68 effective July 3, 2010 through Fiscal Year 2011. Any increase not in accordance with these Salary Regulations will be reviewed on a case by case basis, submitted on a DPF-77 and should be limited to only those situations which demonstrate extraordinary justification and compelling need.

7. **DURATION** – This salary program will be in effect, unless superseded, through Fiscal Year 2011 only.

**SALARY REGULATIONS FY 2011  
SECTION 1 - MANAGEMENT, EXEMPT,  
AND DEPUTY ATTORNEYS GENERAL  
ISSUED: March 16, 2011**

- A. **EMPLOYEES COVERED** - This salary regulation applies to all employees in titles assigned to Employee Relations Groups MB, MD, M3, M, X, and Z; and members of the Senior Executive Service.
- B. **EXCEPTIONS** - This salary regulation shall not be applicable to Cabinet Members, employees of the Casino Control Commission governed by section 4-C, Members of Board, and employees affected by section 4-F, or other employees whose salary is set by statute. In exceptional cases a recommendation may be submitted for review.
- C. **SALARY LIMITATIONS** - An employee's base salary may not exceed \$127,653.68 effective July 3, 2010 through Fiscal Year 2011. Any increase not in accordance with these Salary Regulations will be reviewed on a case by case basis, submitted on a DPF-77 and should be limited to only those situations which demonstrate extraordinary justification and compelling need.
- D. **DURATION** - This salary regulation will be in effect, unless superseded, only through Fiscal Year 2011.



**SALARY REGULATION FY 2011  
SECTION 1 - ATTACHMENT A  
ISSUED: March 16, 2011**

<b>ERG</b>	<b>Increases Granted</b>	<b>Effective Date</b>	<b>Special Provisions</b>
A, P, R, S, U2	3.5%	07/03/2010	See Attachment B-1
C, I, 0	3.5%	07/03/2010	See Attachment B-1
H	3.5%	07/03/2010	See Attachment B-1
FA	3.75%	07/03/2010	See Attachment B-3
F, L	2.0%	07/03/2010	See Attachment B-4
J, 1, 4, 4A	2.0%	07/03/2010	See Attachment B-7
K, 2	2.0%	07/03/2010	See Attachment B-6
8	2.0%	07/03/2010	See Attachment B-5
A, P, R, S, U2	3.5%	01/01/2011	See Attachment B-1
C, I, 0	3.5%	01/01/2011	See Attachment B-1
H	3.5%	01/01/2011	See Attachment B-1
F, L	2.0%	01/01/2011	See Attachment B-4
J, 1, 4, 4A	2.0%	01/01/2011	See Attachment B-7
K, 2	2.0%	01/01/2011	See Attachment B-6
8	2.0%	01/01/2011	See Attachment B-5

\*For 10 month employees in affected Employee Relations Groups, 7/3/2010 effective date will be 9/11/2010.

**SALARY REGULATION FY 2011**  
**SECTION 1 - ATTACHMENT B**  
**ISSUED: March 16, 2011**

**SPECIAL PROVISIONS**

**1. Employee Relations Groups A, C, H, I, O, P, R, and S**

Full time employees who work second (afternoon or evening) or third (night or midnight) shifts shall be eligible for a \$0.25 per hour shift differential for those hours during the second or third shift. Permanent part time employees who work at least half-time, five days a week are also eligible for the \$0.25 per hour shift differential for all hours on the second or third shift.

**2. Employee Relations Groups A, C, F, FA, H, I, J, K, L, O, P, R, S, V, W, Y, 1, 2, 4, 4A and 8: 10<sup>th</sup> Step Implementation**

Effective June 24, 2006, employees in the above listed employee relations group will have a tenth step added to their salary schedules. The instructions below explain the manner in which this will be implemented.

- a) An employee at the ninth step of the range only becomes eligible for advancement to the tenth step, if warranted, by performance, following completion of 52 pay periods.
- b) A current employee's anniversary date may change as a result of an advancement pay adjustment. See N.J.A.C. 4A:3-4.9. If the anniversary date is advanced based on the date of adjustment, and the employee is at the ninth step, the new anniversary date is the first pay period following the completion of 52 full pay periods after the date of that adjustment.
- c) When an advancement is applied, the anniversary date will be retained if the total salary increase, after workweek adjustment, is less than two increments in the employee's previous range. If the total salary increase after workweek adjustment is two increments or more, or the advancement results in step 10, the anniversary will be determined by the effective date of the action (frozen if step 10).
- d) When a demotion is applied, and the action results in step nine, the employee shall be eligible for advancement to step ten, if warranted by performance, on the pay period that reflects the difference between the time served on the step prior to demotion and 52 pay

periods. If the action results in step 10, the anniversary date is set to the pay period and calendar year of the effective date of the action.

### 3. Employee Relations Group FA

Employees who are appointed to the following titles during the period September 13, 2008 through June 30, 2011, shall be paid an annual salary as shown below:

Campus Police Officer Recruit (55172)	\$40,000.00
Conservation Officer Recruit (32648)	\$45,000.00
Police Officer Recruit, Human Services (55171)	\$40,000.00
State Park Police Officer Trainee (55173)	\$40,000.00

### 4. Employee Relations Groups F and L

- a) The stipend for the title Correction Officer Apprentice (32650) shall be as follows:

Effective April 19, 2010                      \$34,000.00 per year

- b) Effective July 4, 2009 (pay period 15/2009) through July 2, 2010 (pay period 14/2010), no employee in Employee Relations Groups F and L shall be eligible for any step increments. During the one year term, employees shall not move to the next step in the salary range.

Employees who on July 3, 2009, were on either step 8 or step 9 and who would have qualified for advancement to step 9 or step 10, respectively, during FY2010, shall commence being paid the salary of their new step effective pay period 15/2010.

However, for these employees, all time served while in the title shall be credited toward advancement to the next step (step 9 or step 10) such that effective pay period 15/2010 their anniversary date shall be set in accordance with this credited time.

The anniversary date of employees who are on step 1 through step 7 on July 3, 2009 shall be advanced by 26 pay periods, and they shall be advanced to the next step upon reaching the new anniversary date.

Employees who advance from the title Correction Officer Recruit (32641), Correction Officer Recruit Bilingual In Spanish And English (32641c), or Correction Officer Recruit Juvenile Justice Commission (40804) to the title Senior Correction Officer (32642), Senior Correction Officer Bilingual

In Spanish And English (32642c), or Senior Correction Officer Juvenile Justice Commission (40808) on or after July 4, 2009 (pay period 15/2009) through July 2, 2010 (pay period 14/2010) shall not receive a step increment between pay period 15/2009 and pay period 14/2010, nor shall they earn credit towards an increment for any time worked during this period.

Examples:

1. An employee advances from Correction Officer Recruit to Senior Correction Officer effective pay period 16/2009. Under normal circumstances, this employee's anniversary date would be set 26 pay periods beyond that date, or pay period 16/2010. However, no time worked between pay period 15/2009 and pay period 14/2010 is credited towards the next increment. Thus, this employee will begin gaining credit towards the next increment on pay period 15/2010, resulting in an anniversary date of pay period 15/2011.
2. The employee in example 1, above, goes on an approved unpaid leave for pay periods 3/2010 and 4/2010, which then results in his/her anniversary date to be advanced to pay period 17/2011.
3. An employee advances from Correction Officer Recruit to Senior Correction Officer effective pay period 20/2009. Under normal circumstances, this employee's anniversary date would be set 26 pay periods beyond that date, or pay period 20/2010. However, no time worked between pay period 15/2009 and pay period 14/2010 is credited towards the next increment. Thus, this employee will also begin gaining credit towards the next increment on pay period 15/2010, also resulting in an anniversary date of pay period 15/2011.
4. The employee in example 3, above, goes on an approved unpaid leave for pay periods 1/2010 through 10/2010, which then results in his/her anniversary date to be advanced to pay period 25/2011.

## **5. Employee Relations Group 8**

- a) Effective September 26, 2009 (pay period 21/2009) through September 24, 2010 (pay period 20/2010), no employee in Employee Relations Group 8 shall be eligible for any step increments. During the 26 pay period term, employees shall not move to the next step in the salary range.

Employees who on September 25, 2009, were on either step 8 or step 9 and who would have qualified for advancement to step 9 or step 10,

respectively during FY2010, shall commence being paid the salary of their new step effective pay period 21/2010.

However, for these employees, all time served while in the title shall be credited toward advancement to the next step (step 9 or step 10) such that effective pay period 21/2010 their anniversary date shall be set in accordance with this credited time.

The anniversary date of employees who are on step 1 through step 7 on September 25, 2009 shall be advanced by 26 pay periods and they shall be advanced to the next step upon reaching the new anniversary date.

- b) Effective September 26, 2009 (pay period 21/2009), any employee who is promoted to the title of Investigator Secured Facilities (32647) shall receive a salary increase by receiving the amount necessary to place them on the appropriate salary range (Employee Relations Group 8, Range 20) on the lowest step that provides them with an increase in salary from the salary they were receiving at the time of promotion. Notwithstanding any regulation or authority to the contrary, no employee shall receive any salary greater than the increase provided for above upon promotion to Investigator Secured Facilities.

## **6. Employee Relations Groups K and 2**

- a) On or after January 30, 2010 (pay period 4/2010) through January 28, 2011 (pay period 3/2011), no employee in Employee Relations Groups K or 2 shall be eligible for any step increments. During the one year term, employees shall not move to the next step in the salary range and the time worked during the one year period shall not count toward time needed for any increment except for the 18 month period between step 8 and step 9 and the 24 month period between step 9 and step 10 for those employees who were at step 8 or step 9 on the first day of the above described 26 pay period term.

Employees who on January 29, 2010, were on either step 8 or step 9 and who would have qualified to receive step 9 or step 10 increments, respectively, on or before January 28, 2011, shall commence being paid the salary of their new step effective pay period 4/2011.

However, for these employees, all time served on step 8 or step 9

shall be credited toward advancement to the next step (step 9 or step 10) such that effective pay period 4/2011 their anniversary date shall be set in accordance with this credited time.

The anniversary date of employees who are on step 1 through step 7 on January 30, 2010 shall be advanced by 26 pay periods, and they shall be advanced to the next step upon reaching the new anniversary date.

- b) Effective January 30, 2010 (pay period 4/2010), the salary of any employee who is appointed to any title within the "K" or "2" Employee Relations Groups shall receive a salary increase by receiving the amount necessary to place them on the appropriate salary range (Employee Relations Group K or 2) on the lowest step that provides them with an increase in salary from the salary they were receiving at the time of promotion. No employee shall receive any salary increase that is greater than the increase provided for above upon appointment to any title within the "K" or "2" Employee Relations Groups.

## **7. Employee Relations Groups J, 1, 4, and 4A**

Effective July 3, 2010 (pay period 15/2010) through July 1, 2011 (pay period 14/2011), no employee in Employee Relations Groups J, 1, 4, and 4A shall be eligible for any step increments. During the one year term, employees shall not move to the next step in the salary range.

Employees who on July 3, 2010, were on either step 8 or step 9 and who would have qualified for advancement to step 9 or step 10, respectively, during FY2011, shall commence being paid the salary of their new step effective pay period 15/2011.

However, for these employees, all time served while in the title shall be credited toward advancement to the next step (step 9 or step 10) such that effective pay period 15/2011 their anniversary date shall be set in accordance with this credited time.

The anniversary date of employees who are on step 1 through step 7 on July 2, 2010 shall be advanced by 26 pay periods, and they shall be advanced to the next step upon reaching the new anniversary date.

Effective July 3, 2010 (pay period 15/2010), the salary of any employee who is appointed to any title within the "J", "1", "4" or "4A" Employee Relations Groups shall receive a salary increase by receiving the amount necessary to place them on the appropriate salary range (Employee Relations Group J, 1, 4 or 4A) on the lowest step that provides them with an increase in salary from the salary they were receiving at the time of promotion.

No employee shall receive any salary increase that is greater than the increase provided for above upon appointment to any title within the "J", 1, 4 or "4A" Employee Relations Groups, except for the title of Director of Custody Operations.

**SALARY REGULATION FY 2011**  
**SECTION 2 - EMERGENCY CONDITION RATES**  
**ISSUED: March 16, 2011**

**A. ELIGIBILITY**

Employees will be paid special project rates as indicated below for work done in excess of normal work hours on emergency maintenance, construction or other related activities in situations which constitute unreasonable safety hazards to the public, employees, or property of the State. Code Rates 1, 2, 6 and 7 are applicable to all emergency situations including winter weather conditions.

<u>JOB DESCRIPTION</u>	<u>CODE</u>
Supervisors who are in charge of emergency Statewide or district operations including both force account and contractor operations as well as electrical operations.	1
Supervisors who are in charge of area or district operations, as well as warehouse, garage or maintenance operations; or lead State or district control center operations.	2
Employees who assist and/or supervise sectional or area crews or assist in state or regional control center which may consist of skilled, semi-skilled and/or unskilled workers.	3
Employees who operate heavy duty equipment and perform mechanical repair work; perform skilled labor involved in the repair of equipment, bridges, buildings, electrical installations, etc. or supervise the distribution of inventory parts for emergency operations.	4
Employees who perform semi-skilled work including the operation of trucks, graders, front end loaders, compressors, and other mechanical equipment; make or assist in making occasional mechanical or electrical repairs; distribute inventory parts for emergency operations; or handle radio communications console at base radio stations; or assist in State or district control center operations.	5



Employees who perform manual unskilled work or clerical tasks involved in emergency operations; or assist in the maintenance and repair of mechanical and motorized equipment. 6

Code Rate 7 is reserved exclusively for the Department of Transportation, and is applicable to all emergency situations, including winter weather conditions, for supervisors only, in the Trenton Emergency Control Center when fully mobilized. 7

**B. WINTER WEATHER CONDITIONS**

Codes C, D, and E are to be used exclusively for emergency work performed in excess of normal work hours related to winter weather conditions, such as snow removal, ice control, etc. The program will start September 25, 2010 (pay period 21/10) and end on April 8, 2011 (pay period 08/11).

<u>JOB DESCRIPTION</u>	<u>CODE,</u>
Employees who supervise and/or assist in the supervision of sectional or area crews.	C
Employees who operate heavy duty equipment, such as truck/front end loader mounted snow blowers; perform mechanical repair work; supervise the distribution of inventory parts for emergency operations; perform skilled labor involved in the repair of equipment; or act as Department representative assigned to snow removal activities.	D
Employees who operate "walk behind" snow blowers, graders, front end loaders, trucks, snow plows, material spreaders, compressors, and other mechanized equipment; make or assist in making occasional mechanical or electrical repairs; distribute or assist in the distribution of inventory parts for emergency operations; or handle radio communications consoles at base radio stations; or assist in State or district control center operations.	E

**C. EMERGENCY CONDITION RATES**

Code 1	\$55.32
Code 2	47.76
Code 3	41.28
Code 4	37.80
Code 5	31.10
Code 6	24.29
Code 7	48.43

<b>Effective:</b>	<b>September 25, 2010 through December 31, 2010</b>	<b>January 1, 2011 through April 8, 2011</b>
Code C	\$48.67	\$50.37
Code D	\$44.20	\$45.75
Code E	\$41.46	\$42.91

D. **DURATION** - This Section will be in effect, unless specified otherwise, through Fiscal Year 2011 only.

**SALARY REGULATION FY 2011**  
**SECTION 3 - SPECIAL INCENTIVE PROGRAMS**  
**ISSUED: March 16, 2011**

**A. HEALTH CARE TITLES**

1. Appointing authorities may appoint new employees or current employees, upon their initial appointment to a title listed below in their appointing authority, who have attained the requisite education and experience to the titles indicated below, up to the corresponding steps shown, without obtaining the prior approval from the Chair/Chief Executive Officer, Civil Service Commission and the Director, Office of Management and Budget based on consideration of such factors as its ability to recruit and retain employees:

Title Codes		Up to Step
51200	Advanced Practice Nurse	9
03862	Charge Nurse - 10 Months	9
03853/59966	Charge Nurse - 12 Months	9
00545	Chief Nursing Officer, Psychiatric	9
44782	Clinical Dietitian	9
00473	Clinical Specialist in Psychiatric Nursing	9
03963	Eye Health Nurse	9
60280	Field Invtgr., Nursing Care Inst. Elderly	6
60451	Health Care Services Evaluator/Nurse	6
04116D	Human Services Tech. Deaf Language Specialist	9
55892	Interpreter for the Deaf	9
01403	Learning Disabilities Specialist	9
03671	Occupational Therapist	9
03669	Occupational Therapy Assistant	9
07752	Physician Assistant	9
03691	Physical Therapist	9
03690	Physical Therapy Assistant	9
03844	Practical Nurse	5
03844D	Practical Nurse Deaf Language Specialist	5
03674	Principal Occupational Therapist	9
03696	Principal Physical Therapist	9
60611	Public Health Consultant 1 Nursing	6
60610	Public Health Consultant 2 Nursing	6
62358	Quality Assur. Spec., Health Svs., Nursing	6
03894	Regional Staff Nurse Medical Assistance	6
03894C	Reg. Staff Nurse Med. Asst. Health Svs. (Sr. Initiatives)	6
03120	School Nurse	9

Title Codes		Up to Step
73103	School Social Worker	9
03672	Senior Occupational Therapist	9
03692	Senior Physical Therapist	9
03653	Speech/Hearing Specialist 1	9
03652	Speech/Hearing Specialist 2	9
03841	Staff Nurse - 10 Months	9
03852/60007	Staff Nurse - 12 Months	9
44784	Supervising Clinical Dietitian	9
03849	Supervisor of Nursing Services - 10 Months	9
03854	Supervisor of Nursing Services - 12 Months	9

**B. DATA PROCESSING TITLES**

1. State agencies may appoint a new employee into one of the titles (including variants) indicated below up to and including the ninth step of the salary range without obtaining prior approval from the Chair/Chief Executive Officer, Civil Service Commission and the Director, Office of Management and Budget.

Title	Title Code
Accountant/Auditor 1 Data Processing	53345
Accountant/Auditor 2 Data Processing	53322
Accountant/Auditor 3 Data Processing	53321
Accountant/Auditor 4 Data Processing	53319
Administrative Analyst 1, Data Processing	50106D/50076G
Administrative Analyst 2, Data Processing	50104D/50075G
Administrative Analyst 3, Data Processing	50102D/50073F
Administrative Analyst 4, Data Processing	50100D/50072D
Computer Operator Assistant	53301
Data Base Analyst 1	53005
Data Base Analyst 2	53003
Data Processing Analyst 1	53245
Data Processing Analyst 2	53244
Data Processing Programmer 1	53264
Data Processing Programmer 2	53263
Information Technology Specialist	53261/53262
Data Processing Systems Programmer 1	53275
Data Processing Systems Programmer 2	53274
Management Information Systems Coordinator	53105
Management Information Systems Specialist 2	53103
Management Information Systems Specialist 3	53102
Manager 1 Information Processing	64775/64776
Manager 2 Information Processing	64777/64778
Manager 3 Information Processing	64779
Network Administrator 1	10107/10137
Network Administrator 2	10108/10136
Professional Svs. Specialist 1, Computer Services	81272
Professional Svs. Specialist 2, Computer Services	81265
Professional Svs. Specialist 3, Computer Services	81258
Professional Svs. Specialist 4, Computer Services	81254
Project Manager Data Processing	53023
Software Development Specialist Assistant	53271
Software Development Specialist 1	10237
Software Development Specialist 2	10236
Software Development Specialist 3	10235
Software Development Specialist 4	10234
Supervising Accountant/Auditor Data Processing	53346
Supervising Administrative Analyst	50077/50108

2. State agencies may adjust the salary of an employee serving in one of the titles listed below provided the employee has a substantiated bona fide offer of employment from another employer, at a salary which exceeds the present salary of the employee, and whose loss to the State agency will be detrimental. This salary adjustment may also apply to managers of those who supervise information technology functions. Only one such increase may occur in an 18 month period, and may not exceed \$8,000 or three steps in the salary range to which the employee's title is assigned, whichever is higher. An employee who is at the maximum of his/her salary range can only receive such increases as lump sum payments, not added to base salary.

Title	Title Code
Accountant/Auditor 1 Data Processing	53345
Manager 1 Information Processing	64775/647
Manager 2 Information Processing	64777/647
Manager 3 Information Processing	64779
Project Manager Data Processing	53023
Supervising Accountant/Auditor Data	53346
Supervising Administrative Analyst	50077/501

3. Implementation of this program is by submission of individual personnel actions citing this Salary Regulation.

**C. ENGINEERING AND OTHER TECHNICAL TITLES**

State agencies may appoint a new employee into one of the titles (including variants) indicated below up to and including the indicated step of the salary range without obtaining prior approval from the Chair/Chief Executive Officer, Civil Service Commission and the Director, Office of Management and Budget.

Title	Title Code	Step
Architectural Assistant	17692	5
Assistant Engineer Civil (40)	14092	5
Assistant Engineer Civil (35)	59922	5
Assistant Engineer Electrical	16692	5
Assistant Engineer Materials	13092	5
Assistant Engineer Mechanical	16892	5
Assistant Engineer Planning	12692	5
Assistant Engineer Traffic	11282	5
Assistant Engineer Transportation	10272	5
Assistant Environmental Engineer (NE)	16302	6
Assistant Environmental Engineer (40)	16312	5
Assistant Geologist (40)	03042	5
Assistant Geologist (NE)	03052	6

**D. MISCELLANEOUS TITLES**

State agencies may appoint a new employee into one of the titles indicated below up to and including the indicated step of the salary range without obtaining prior approval from the Chair/Chief Executive Officer, Civil Service Commission and the Director, Office of Management and Budget.

Title	Title Code	Step
Boat Attendant	43323	5
Bus Driver	20145	8
Maintenance Worker — Boat Operator	43342	5
Maintenance Worker 2	43032	5
Maintenance Worker 2, Transportation	42111	5
Operating Engineer 1	40423	6



## **E. TEACHERS: SALARY RANGE ADJUSTMENTS**

1. The titles listed below have been determined to be eligible for the Teacher Two-Range Salary Increase Program which was initiated in October 1990 and supplemented in June 1994. This adjustment applies to those titles in Employee Relations Groups A, P, R, and S which function as classroom teachers or instructors, except for those employees designated confidential pursuant to the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-3, or other statutory authority.
2. These increases do not impact on the class code or job content evaluation of affected titles.

Title	Title Codes
Asst. Supervisor of Ed. Programs 1	72756/72744
Asst. Supervisor of Ed. Programs 2	72751/72752
Instructor, CBVI 10 Months	62672
Instructor, CBVI 12 Months	62663
Instructor 1, 12 Months	75475
Instructor 1 Education, 10 Months	73093
Instructor 1 Education, 12 Months	73193
Instructor 2, 12 Months	75474
Instructor 2 Education, 10 Months	73092
Instructor 2 Education, 12 Months	73192
Supervisor of Educational Programs 1	72760/72745
Supervisor of Educational Programs 2	72758/72753
Teacher 1, 10 Months	75283
Teacher 1, 12 Months	75293
Teacher 2, 10 Months	75282
Teacher 2, 12 Months	75292
Teacher 3, 12 Months	75291

## **F. TEACHERS: EDUCATIONAL INCENTIVE PROGRAM**

1. Employees serving in one of the titles indicated below are eligible for this incentive program.
2. Effective on the first pay period following presentation of a Master's Degree by an employee to the appointing authority, the salary of the employee is adjusted upward by the amount of one increment of the salary range assigned to the employee's title.
3. Effective on the first pay period following presentation of a Doctorate Degree by an employee to the appointing authority, the salary of the employee is adjusted upward by the amount of one increment of the salary range assigned to the employee's title.
4. This program is not applied to the Master's Degree which is necessary to meet the minimum educational requirements for the title held by the employee. An employee receives only one additional increment for possession of a Master's Degree and one additional increment for possession of a Doctorate Degree.
5. Application of this program may result in a rate beyond the maximum step of the salary range assigned to the employee's title. In such cases, the additional amount is recorded as extra salary. Future adjustments due to across-the-board increases, promotion or reevaluation are based upon total salary, including extra salary, until termination of employment in an eligible title.
6. Implementation of this program is by submission of individual personnel actions citing this Salary Regulation.

Title	Title Codes
Administrative Instructor, Ed. 12 Months	73163
Asst. Supervisor of Educational Programs 1	72756/72744
Asst. Supervisor of Educational Programs 2	72751/72752
Instructor, CBVI 10 Months	62672
Instructor, CBVI 12 Months	62663
Instructor 1, 12 Months	75475
Instructor 1 Education, 10 Months	73093
Instructor 1 Education, 12 Months	73193
Instructor 2, 12 Months	75474

Title	Title Codes
Instructor 2 Education, 12 Months	73192
Supervisor of Educational Programs 1	72760/72745
Supervisor of Educational Programs 2	72758/72753
Teacher 1, 10 Months	75283
Teacher 1, 12 Months	75293
Teacher 2, 10 Months	75282
Teacher 2, 12 Months	75292
Teacher 3, 12 Months	75291

## **G. NURSES: SALARY RANGE ADJUSTMENTS**

1. The titles listed below are eligible for the Nurses' Two-Range Salary Increase Program, initiated in October 1990. This adjustment applies to those titles in Employee Relations Groups A, P, R and S requiring licensure as a registered professional nurse, except for those employees designated confidential pursuant to the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-3, or other statutory authority.
2. These increases do not impact on the class code or job content evaluation of affected titles.

Title	Title Codes
Assistant Exec. Secretary, NJ Bd. of Nursing	03985
Charge Nurse, 10 Months	03862
Charge Nurse, 12 Months	03853/59966
Clinic Nurse	03952/07750
Clinical Specialist in Psych. Nursing	00473
Eye Health Nurse	03963
Field Invest. Nursing Care Instit. Elderly	60280
Field Rep., Board of Nursing	03994
Health Care Services Evaluator/Nurse	60451
Instructor of Nursing	03874
Nursing Consultant	00183
Public Health Consultant 1 Nursing	60611
Public Health Consultant 2 Nursing	60610
Public Health Project Nurse	03983
Quality Assurance Spec., Health Svs., Nursing	62358
Regional Staff Nurse, MAHS	03894/03897
Senior Clinic Nurse	03953/07751
Staff Nurse, 10 Months	03841
Staff Nurse, 12 Months	03852/60007
Supervisor Complaint & Surveillance	60456
Supervisor of Nursing Services	03854
Supervisor of Nursing Services, 10 Months	03849

## H. NURSES: SALARY RANGE ADJUSTMENT - SUPPLEMENT

1. The titles listed below are eligible for the Nurses' One-Range Salary Increase Program, initiated on October 5, 2002. This adjustment applies only to those titles in Employee Relations Groups P, R and S requiring licensure as a registered professional nurse, except for those employees designated confidential pursuant to the New Jersey Employer-Employee Relations act, N.J.S.A. 34:13A-3, or other statutory authority.
2. These salary range adjustments are in addition to the salary range adjustments previously provided in Section G of this Compendium. These increases also do not impact on the class code or job content evaluation of the affected titles.

Title	Title Codes
Charge Nurse, 10 Months	03862
Charge Nurse, 12 Months	03853/
Charge Nurse, 12 Months (Deaf Language Spec.)	03853
Clinical Specialist in Psychiatric Nursing	00473
Instructor of Nursing	03874
Staff Nurse, 10 Months	03841
Staff Nurse, 12 Months	03852/
Supervisor of Nursing Services, 10 Months	03849
Supervisor of Nursing Services, 12 Months	03854

## **I. NURSES: EDUCATIONAL INCENTIVE PAYMENT**

1. Based upon availability of funds, an annual lump sum educational incentive payment will be paid to all Registered Professional Nurses employed on a ward in a facility operating on a three shift, seven-day schedule.
2. Registered Professional Nurses must be in a nursing position involved in direct care and must commit to serving in such capacity for a period of one year from receipt of payment.
3. Employees will only be eligible for the highest level of payment.
4. Payments:

Bachelor of Science in Nursing	\$1,000.00
Master of Science in Nursing	\$1,500.00
Certification by the American Nurse Credentialing Center as a Clinical Nurse Specialist	\$2,500.00
5. Employees must have been functioning as Registered Professional Nurses in accordance with 1 and 2 above for one year by December 1 to be eligible for payment.

**J. STATE POLICE**

1. State Police Sergeants assigned in the Field Operations Section and who at the sole discretion of the Superintendent are designated as Staff Sergeants shall receive additional compensation in the amount of an added increment during the term of their assignment as Staff Sergeant. Such additional compensation shall not be included in the calculation of prospective salary changes. Employees already at the maximum of the salary range shall be permitted to exceed the maximum by the value of this additional compensation.

<b>Title</b>	<b>Title Code</b>	<u>Functional Title</u>
Sergeant (Field Operations)	31862 – D	Staff Sergeant

**K. DURATION** - This Section will be in effect, unless specified otherwise, through Fiscal Year 2011 only.

**SALARY REGULATION FY 2011  
SECTION 4 - MISCELLANEOUS  
ISSUED: March 16, 2011**

**A. SALARY ADJUSTMENTS**

1. Any salary adjustment not specifically authorized by these regulations must demonstrate extraordinary justification and compelling need for such action. Such request shall be submitted on a DPF-77 and shall include required evaluative comments and recommendation of the department head.
2. The following actions also require the approval of the Chair/Chief Executive Officer, Civil Service Commission and the Director, Office of Management and Budget:
  - a. Hiring above the authorized hiring rate for a title
  - b. Compensation for serving in a higher capacity than an employee's current title
  - c. Negative salary adjustment



**B. SEASONAL AND STUDENT ASSISTANTS - Rates of Pay and Minimum Requirements**

1. The following are maximum pay rates for Seasonal and Student Assistants in the titles listed below and are in effect through Fiscal Year 2011.

<b>TITLES,</b>	<b>RATES</b>
<b>Group 1: Office - Clerical</b>	
General Office Clerical, (File Clerk, Receptionist, Clerk Driver, etc.)	\$7.29
Specialized Office Clerical (Typists, Word Processors, etc.)	\$7.91
<b>Group 2: Outdoor Recreation</b>	
Seasonal Lifeguard <u>Special Requirements:</u> Possess a Senior Red Cross Lifesaving Certificate	\$7.50 to 10.15
Seasonal Senior Lifeguard <u>Special Requirements:</u> Possess a Senior Red Cross Lifesaving Certificate	\$7.85 to \$11.17
Seasonal Recreation Aide	\$7.29
Seasonal Recreation Assistant	\$7.45
Seasonal Park Ranger, PIP	\$8.98
<b>Group 3: Maintenance and Inspection</b>	
Seasonal Maintenance Assistant	\$7.29
Seasonal Maintenance Worker	\$7.60
Seasonal Examiner, M.V. <u>Special Requirements:</u> Must be 18 yrs. of age	\$8.72
Traffic Enumerator <u>Special Requirements:</u> Must be 18 yrs. of age	\$7.29

<b>TITLES</b>	<b>RATES</b>
<b>Group 4: Professional Assistance</b>	
Seasonal Teacher/Instructor/Counselor	\$66.10
Special Requirements: Baccalaureate Degree	(Daily)
Seasonal Teaching Assistant	\$48.04
Special Requirements: Completed 2 years of college with experience in the field of education	(Daily)
Seasonal Student Assistant	\$7.80
Special Requirements: High School Grad.	
Seasonal Student Assistant	\$7.91
Special Requirements: Completed 1 year of college	
Seasonal Student Assistant	\$8.11
Special Requirements: Completed 2 years of college or Associate Degree	
Seasonal Student Assistant	\$8.52
Special Requirements: Completed 3 years of college	
Seasonal Student Assistant	\$11.48
Special Requirements: Baccalaureate Degree or completed 4 years of college	
Seasonal Student Assistant	\$12.44
Special Requirements: Completed 1 year of graduate school	
Seasonal Student Assistant	\$14.64
Special Requirements: Completed 2 years of graduate school	
Seasonal Student Assistant (Engineering)	\$12.04
Special Requirements: Engineering students -completed 2	
Seasonal Student Assistant (Engineering)	\$12.44
Special Requirements: Engineering students -completed 3	
Seasonal Student Assistant (Law Clerk)	\$12.44
Special Requirements: Completed 1 year of law school	

<b>TITLES</b>	<b>RATES</b>
Seasonal Student Assistant (Law Clerk) Special Requirements: Completed 2 years of law school	\$14.64
Seasonal Student Assistant (Medical/Dental) Special Requirements: Completed 2 years of medical or dental	\$14.64

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2. In addition to meeting any special requirements listed for the position applied for, applicants must be at least 16 years of age and be able to read, write, speak and understand English sufficiently to perform the duties of the job. American Sign Language or Braille may also be considered as acceptable forms of communication.
3. Hiring preference for Seasonal and Student Assistants must be given to New Jersey residents.
4. An appointing authority who wishes to request the establishment of a Seasonal or Student Assistant position must submit a request to the Civil Service Commission via CSS Online Screen 214.
5. Seasonal and Student Assistants are not eligible for vacation leave, sick leave, a leave of absence due to disability, a pension, or hospitalization or other medical benefits.

### **C. CASINO CONTROL COMMISSION**

1. Employees of the Casino Control Commission will be compensated within the established salary ranges for titles established by the Chair/Chief Executive Officer, Civil Service Commission.
2. Movement within the designated salary ranges will be based on performance criteria and timeframes established and maintained by the Chairman, Casino Control Commission and subject to review by the Chair/Chief Executive Officer, Civil Service Commission or his or her designee.
3. An employee shall not receive a base salary below the minimum nor a base salary above the maximum indicated above unless authorized by the Chair/Chief Executive Officer, Civil Service Commission, and the Director, Office of Management and Budget.
4. Increases shall be implemented through the submission of individual electronic personnel transactions citing this Salary Regulation.

**D. ACTUARIAL INTERN PROGRAM - DEPARTMENT OF BANKING AND INSURANCE**

1. New employees of the Department of Banking and Insurance who are hired as Actuarial Interns will be paid a salary equivalent to salary range P23 based on exams/courses passed and experience upon entry into the program.
2. As part of the program, Actuarial Interns in both Life & Health (L&H) and Property & Casualty (P&C) will receive a five percent (5%) increase in salary upon completion of each full exam/course. These increases shall be applied on the first pay period in January (for Fall exams/courses) and July (for Spring exams/courses).
3. In addition to item 2. above, Actuarial Interns shall receive an annual merit increase of two thousand dollars (\$2,000), if supported by a PAR rating of Pass. The first merit increase shall be applied on the first pay period in September or March, after thirteen (13) months of employment as an Actuarial Intern. Each subsequent merit increase shall be applied on the annual anniversary of the first merit increase. These merit increases shall continue for a maximum of eight (8) increases, until a salary of \$65,000.00 is attained, or successful attainment of the title Managing Actuary, whichever comes first.
4. Under the L&H track, Actuarial Interns with six (6) or less completed courses will be eligible for exam program and/or performance increases, with an annual maximum salary of sixty-five thousand dollars (\$65,000).
5. Under the P&C track, Actuarial Interns with seven (7) or less completed exams will be eligible for exam program and/or performance increases, with an annual maximum salary of sixty-five thousand dollars (\$65,000).
6. While in the title of Actuarial Intern, employees will receive the benefit of any negotiated contract items applied to Employee Relations Group P. These contract items will not be subject to the sixty-five thousand-dollar (\$65,000) limitation, mentioned in 4 and 5 above.
7. For the L&H track, upon successful completion of the first six (6) exams and achievement of the professional designation "Associate of the Society of Actuaries" (ASA), Actuarial Interns will be nominated for appointment to the title Managing Actuary with a five percent (5%) salary increase, in addition to the five percent (5%) course increase stated in 2.

8. For the P&C track, upon successful completion of the first seven (7) exams and achievement of the professional designation "Associate of the Casualty Actuarial Society" (ACAS), Actuarial Interns will be nominated for appointment to the title Managing Actuary with a five percent (5%) salary increase, in addition to the five percent (5%) exam increase stated in 2.
9. The program shall be limited to a maximum of ten (10) employees.

**E. RESIDENTS ON CONSTRUCTION PROJECTS -  
DEPARTMENT OF TRANSPORTATION**

1. This Section is applicable to residents on Department of Transportation construction projects. A resident is defined as a Department of Transportation employee, serving in any of the titles listed in 2. below, who is in charge of all aspects of a construction project from start to finish, and is on call on a seven-day, 24-hour basis.
2. Employees in the following titles may be assigned to serve as residents:

Assistant Engineer, Electrical (16692)  
Assistant Engineer, Planning (12692)  
Assistant Engineer, Traffic (11282)  
Assistant Engineer, Transportation (10272)  
Construction and Maintenance Technician 1 (10133)  
Construction and Maintenance Technician 2 (10131)  
Engineering Technician 1 (59954/10122)  
Principal Engineer, Electrical (15008/16694)  
Principal Engineer, Planning (12694)  
Principal Engineer, Traffic (11284)  
Principal Engineer, Transportation (10274)  
Principal Environmental Engineer (16304/16314)  
Principal Environmental Specialist (12524/15854)  
Project Engineer, Construction (10895)  
Project Engineer, Electrical (10256)  
Project Engineer, Maintenance (11684)  
Project Engineer, Planning (12695)  
Project Engineer, Traffic (12696)  
Senior Engineer, Electrical (16693)  
Senior Engineer, Planning (12693)  
Senior Engineer, Traffic (11283)  
Senior Engineer, Transportation (10273)  
Senior Environmental Engineer (16303/16313)  
Supervising Engineer, Construction and Maintenance (10900)  
Supervising Engineer, Electrical (11265)  
Supervising Environmental Engineer (16297/16305)  
Supervisor of Bridges and Structures, Highway (41946)

Incumbents will be assigned to serve as residents based on the suitability of their title and experience to the size and complexity of the projects.

3. Residents are entitled to a special rate of pay. The rate shall represent 5% of the average daily rate for each day served. This payment shall be made twice yearly on or about the first and fourteenth supplemental pay periods of the calendar year. A personnel transaction will be submitted for each individual showing a lump sum equaling 5% of the employee's average daily rate for the period, times the number of work days for the period.
4. Duration of payments will be as follows:

- a. In the Division of Construction and Materials:

The functional rate will go into effect on the date that a Preconstruction Meeting for the project takes place, in accordance with Construction Operations Bulletin 66-3G. The rate will cease 30 days after a final corrective action inspection has taken place, in accordance with Construction Operation Bulletin 76-IA.

- b. In Electrical Systems:

The functional rate will go into effect on the date that a Preconstruction Meeting for the project takes place, and cease when as-builts are completed.



## **F. CHANGE IN EMPLOYEE RELATIONS GROUP**

1. This part of Section 4 applies to individual employees and employees in titles reassigned from any designated managerial Employee Relations Group to any non-managerial Employee Relations Group except as provided in G below.
2. Anniversary dates for employees will be set by one of the following methods, consistent with applicable rules on eighth and ninth step:
  - a. Employees with anniversary dates which occur after the effective date of the reassignment will remain unchanged.
  - b. Employees who have not received a performance increase or lump sum award in the 12 month period preceding the reassignment will be advanced to the next incremental step and assigned an anniversary date which coincides with the effective date of the reassignment.
  - c. Employees who have received a lump sum payment in lieu of a performance increase within the 12 month period preceding the reassignment will be assigned an anniversary date one year from the effective date of the lump sum payment.
  - d. Employees who have received a lump sum payment or performance increase in the preceding 12 months will be moved step-to-step in the new non-managerial salary range. If the employee is not on step, and has extra salary, the amount of extra salary being carried will be divided by the value of an increment in the employee's current managerial Employee Relations Group range to determine the percentage of extra salary. This derived percentage will then be applied to the value of an increment in the new non-managerial Employee Relations Group salary range to determine the new value of extra salary.
3. Employees may be advanced to the next incremental step on the anniversary date determined in 2. above in accordance with the provisions of the current Salary Regulation for the Employee Relations Group to which the employee has been reassigned, provided their performance was at least satisfactory or successful.

**G. CHANGE IN EMPLOYEE RELATIONS GROUP - MANAGEMENT TO ALIGNED**

1. Employees serving in the titles listed in Table A on or after December 23, 2006 will be converted from the managerial (M) Employee Relations Group (ERG) to the appropriate non-managerial Employee Relations Group (P, R, or S) in accordance with this salary regulation effective December 23, 2006.
2. Employees will be assigned to the same salary range in the P, R, or S salary schedule in effect on December 23, 2006 except for the title Senior Producer Director (M98) which will be reassigned to S30.
3. Employees whose salaries on December 23, 2006 are between steps in the P, R, or S salary schedule in effect on December 23, 2006 will be placed in the next higher step in the P, R, or S salary schedule in effect on December 23, 2006. Employees in titles listed in Table A will receive salary increments in accordance with the applicable collective negotiations agreements between the parties, except as otherwise specified below.
  - a. As a result of this placement on step, any employee whose salary is placed on Step 9 or below in the P, R, or S salary schedule in effect on December 23, 2006, will receive an increment effective September 15, 2007, and an anniversary date of pay period 20 of 2007.
  - b. An employee whose current salary falls below Step 1 on the P, R, or S salary schedule in effect on December 23, 2006, will receive a salary increase in an amount necessary to place them on Step 1.
  - c. Part-time employees will receive the same percentage of annual full-time salary as received prior to December 23, 2006, with no change in method of calculation of steps.
4. Employees in the title of Project Manager, Data Processing (53023) and Project Manager, Data Processing (OIT) (53023C) who had a salary that was at or above Step 9 of their management salary range (M30) prior to application of the provisions of Section 3 above who are not at or above Step 10 of the P, R, or S salary scale

subsequent to September 15, 2007, and those specific employees stipulated in the agreement dated March 5, 2007 between the State of New Jersey and the Communications Workers of America, will receive a step increment effective September 13, 2008, and an anniversary date of pay period 20 of 2008.

- 5 The employees in represented range 98 titles listed will receive a lump sum payment of \$1,000.00 in lieu of any salary increment change.

**Table A**

**Effective: 12/23/2006**

<b>Title</b>	<b>ERG &amp; Range</b>	<b>Title Code</b>
Adjuster	S27	56505
Area Supervisor, Institutional Assistance	R25	62255
Assistant Business Manager 1	S29	50665
Assistant Chief Occupational Safety	R29	55925
Assistant Chief Office Services	S27	22550
Assistant Chief Vital Statistics & Registration	R27	53957
Assistant Chief Wage and Hour Compliance	S28	55985
Assistant Director of Nursing Services	S27	03855A/ 03855F/ 03855G
Building Manager	S30	52559
Chief Labor Market Information	S30	53810
Chief Office of Asbestos Control & Licensing	S28	55928
Chief Office of Boiler & Pressure Vessel Comp.	S28	16858
Coordinator of Agricultural Development	R27	02545
Coordinator, DMV	S28	56501
Coordinator, DMV	S27	56466
Coordinator Fish & Seafood Development	R30	03075
Coord. Primary & Preventative Health Services	S29	62896

**Table A (Continued)**  
**Effective: 12/23/2006**

<b>Title</b>	<b>ERG &amp; Range</b>	<b>Title Code</b>
Coordinator Technical Services	R28	01747
Curator	R30	74527A/ 74527C/ 74527D/74527F/ 74527G/74527I
Disability Insurance Supervisor	S28	65075
Engineer In Charge of Maintenance 2	S27	42445
Field Service Supervisor 1	S27	62166A/62166C 62166D/62166F 62166H
Health Science Specialist	S98	55608
Industrial Manager 1, State Use Industries	S26	55784
Manager 2, Education	R30	70242
Manager 2, Workforce New Jersey	S28	31001
Medical Records Administrator	P26	51272
Operations Shift Superintendent	S28	53092/53092C
Physical Assets Engineer PBA	S29	93177
Principal Staff Officer 2	S28	34383
Principal Staff Officer 3	R25	34382
Program Assistant Economic Assistance	P25	62063

**Table A (Continued)**  
**Effective: 12/23/2006**

<b>Title</b>	<b>ERG &amp; Range</b>	<b>Title Code</b>
Program Coordinator, Mental Health	P26	60555/60555C/ 60555D
Program Development Assistant	P26	76693
Program Officer Office of Special Projects	S25	80193
Program Officer Student Assistance	R24	80204
Program Specialist, Policy Research & Planning	R27	80135
Program Specialist Student Assistance	R26	80306
Proj. Coord. Comp. Planning & Info. Sys., OSA	P29	80075
Project Manager, Data Processing	S30	53023/53023C
Quality Assurance & Control Specialist	S30	55956
Regional Electrical Supervisor	S25	43647
Regional Management Svs. Coord., DYFS	R26	62172
Research Scientist	S98	01768
Senior Producer/Director PBA	S30	93088
Senior Research Associate, NJ Historical Comm.	P26	74254/74254C
Special Staff Officer 1	S22	34374
Special Staff Officer 1	S23	34375
Student Financial Aid Administrator 1	P20	82634
Student Financial Aid Administrator 2	P18	80176

**Table A (Continued)**  
**Effective: 12/23/2006**

<b>Title</b>	<b>ERG &amp; Range</b>	<b>Title Code</b>
Supervising Community Service Officer	S29	64176/64176L
Supervising Community Svs. Officer, Addictions	S29	63155/63155C
Supervising Customer Svs. Rep., Pub. Utilities	S28	56778
Supervising Examiner Unemployment Tax	S27	56195
Supervising Property Management Service Spec.	S29	54984
Supervisor Central Warehouse	S22	40137
Supervisor Central Warehouse	S23	40135
Supervisor Field Investigations Taxation	S30	57674
Supervisor Minimum Security Unit Corrections	S26	61275
Supervisor of Bridge Operation	S23	40347
Supervisor of Investigations Labor	S28	65116A/65116D
Supervisor of Professional Residential Services	S27	60635/60635C
Sup. Office of Contract Compliance/Civil Rights	S28	33385
Supervisor Right of Way 1, Transportation	S27	57116
Supervisor Warehouses	S20	40133

## **H. DEPARTMENT OF THE TREASURY, DIVISION OF INVESTMENT**

1. There shall be established the title Senior Portfolio Manager Stocks and Bonds (52556 V97 NL12) to classify certain employees within the Division of Investment, Department of the Treasury.
2. Effective July 7, 2007, employees in the title Senior Portfolio Manager Stocks and Bonds (52556) of the Division of Investment will be compensated within the salary range for this title established by the Chair/Chief Executive Officer, Civil Service Commission. This salary range shall be established every fiscal year.
3. There shall be 10 equal intervals within the salary range for the title.
4. Incumbents in the title Senior Portfolio Manager Stocks and Bonds, as of the effective date of this regulation, will be initially placed into the new salary range at an interval to be determined by the appointing authority and the Chair/Chief Executive Officer, Civil Service Commission; however, no employee shall suffer a reduction in salary as a result of this placement.
5. New employees may be appointed to the title Senior Portfolio Manager Stocks and Bonds up to and including the tenth interval of the special salary range without obtaining prior approval from the Chair/Chief Executive Officer, Civil Service Commission and the Director, Office of Management and Budget.
6. Employees promoted to this title from a title with a lower salary range shall be placed on an interval in the special salary range of the new title in accordance with normal promotional calculations. That is, a promotional increment is granted in the lower class code and the new salary is equalized into the special salary range.
7. Movement within the designated salary range will be based on anniversary dates. That is, upon reaching each anniversary date, employees shall be advanced to the next higher interval value until arriving at the range maximum.
8. The salary range will be reassessed every two years by the Civil Service Commission based upon market data, and the market relevant minimum and maximum shall be adjusted as necessary. In no case shall the salary minimum and maximum be less than the



value determined by the previous evaluation. If the special salary range is upwardly adjusted, employees will then receive an interval to interval increase. Those in between intervals will receive an increase equal to an interval, but the new salary shall not exceed the maximum of the special salary range. Employees then at the maximum of their range shall receive an increase equal to either the amount required to reach the new maximum, or one interval, whichever is the lesser. Employee salaries will not be changed by a downward adjustment of the special salary ranges.

9. An employee shall not receive a base salary below the minimum nor a base salary above the maximum indicated above unless authorized by the Chair/Chief Executive Officer, Civil Service Commission, and the Director, Office of Management and Budget.
10. The Department of the Treasury may adjust the salary of an employee serving in this title provided the employee has a substantiated bona fide offer of employment from another employer, at a salary which exceeds the present salary of the employee, and whose loss to the State will be detrimental. This salary adjustment may also apply to managers of those who supervise portfolio management functions. Only one such increase may occur in an 18 month period, and may not exceed two intervals in the salary range to which the employee's title is assigned. An employee who is at the maximum of his/her salary range can only receive such increases as lump sum payments, not added to base salary.
11. Increases shall be implemented through the submission of individual electronic personnel transactions citing this Salary Regulation.
12. Any adjustment to salary outside the terms of this salary regulation shall require the submission of a DPF-77, with appropriate justification and documentation, and shall be subject to review and approval by the Chair/Chief Executive Officer, Civil Service Commission and the Director, Office of Management and Budget.
13. This salary regulation must be renewed annually, in conjunction with issuance of the State Compensation Compendium.

## **I. MOVEMENT OF EMPLOYEES, WITHOUT PROMOTIONAL PROCEDURES, TO A RESTRUCTURED TITLE SERIES**

1. This section applies to employee movement, without promotional procedures, to a restructured title series.
2. Employees who have moved to a restructured title series without promotional procedures shall retain their current total salary, except as provided below. Employees slotted into a new range will be placed on the highest step in the new range that does not exceed their total current salary. That portion above the amount otherwise indicated for his/her new step shall be referred to as "extra."
  - a. An employee whose current salary falls below step 1 in the new range of the title series will receive a salary increase in an amount necessary to place them on step 1 and an anniversary date set in accordance with the effective date of the restructured title.
3. Anniversary dates for these employees will be set by one of the following methods:
  - a. Employees assigned to steps 1 through 7 in their new range, who have not received a performance increase or performance lump sum award in the 12 month period preceding the reassignment, will be awarded the next incremental step and assigned an anniversary date in accordance with the effective date of the reassignment.
  - b. Employees assigned to steps 1 through 7 in their new range, who have received a performance lump sum payment or a performance increase within the 12 month period preceding the reassignment, will be assigned an anniversary date one year from the effective date of the lump sum payment or performance increase.
  - c. Employees who are assigned step 8, 9, or 10 in the new salary range will have their new anniversary date adjusted based on their last performance increase.
4. Employees may be advanced to the next incremental step on the anniversary date determined in 3 above in accordance with the provisions of the current Salary Regulation for the Employee Relations Group to which the employee has been reassigned, provide their performance was at least satisfactory or successful. Resulting salary increases shall be only in the amount necessary to bring each employee's total current salary to the rate specified for the next incremental step.

**J. ANNIVERSARY DATES**

1. Anniversary dates for new hires and for personnel actions, which establish a new anniversary date during Fiscal Year 2011, will be assigned in accordance with the following schedule, except as provided in Section 1, Attachment B(6) and (7):

<b>Action Effective</b>	<b>Anniversary Date (Pay Period/FY Year)</b>
07/03/10	15/11
07/17/10	16/11
07/31/10	17/11
08/14/10	18/11
08/28/10	19/11
09/11/10	20/11
09/25/10	21/11
10/09/10	22/11
10/23/10	23/11
11/06/10	24/11
11/20/10	25/11
12/04/10	26/11
12/18/10	1/12
01/01/11	2/12
01/15/11	3/12
01/29/11	4/12
02/12/11	5/12
02/26/11	6/12
03/12/11	7/12
03/26/11	8/12
04/09/11	9/12
04/23/11	10/12
05/07/11	11/12
05/21/11	12/12
06/04/11	13/12
06/18/11	14/12

2. Actions effective after the beginning of a pay period (first working day) will be assigned the anniversary date of the next pay period.

**K. DURATION** - This Section will be in effect, unless specified otherwise, through Fiscal Year 2011 only.

## **EMPLOYEE RELATIONS GROUP LIST (by ERG Code)**

The Compensation Schedules refer to Employee Relations Groups. These groups are as follows:

- A - Administrative and Clerical Services Unit (CWA)
- B - Judiciary, Professional Case Related (PANJ)
- C - Crafts Unit (IFPTE)
- D - Judiciary, Managerial
- E - Managerial & Exempt, State Police
- E9 - State Police Captains (SPCU)
- F - Law Enforcement Unit, Non-Corrections (PBA)
- FA - State Law Enforcement Unit (PBA)
- G - Judiciary, Professional Non-Case Related (CWA)
- H - Health Care & Rehabilitation Services Unit (AFSCME)
- I - Inspection and Security Unit (IFPTE)
- J - Superior Officers Law Enforcement Unit, Non-Troopers (FOP)
- K - Primary Level Supervisors Law Enforcement Unit, Non-Troopers
- L - Law Enforcement Unit, Corrections (PBA)
- M - Managerial
- MB - Management in Non-State Police, Law Enforcement Titles
- MD - Managerial & Exempt, Higher Education
- M3 - Management Law Enforcement, Corrections
- N - State Police, Non-Commissioned Officers Unit (NCOA)
- O - Operations, Maintenance and Services Unit (IFPTE)
- P - Professional Unit (CWA)
- R - Primary Level Supervisors Unit (CWA)
- S - Higher Level Supervisors Unit (CWA)
- T - State Troopers Unit (STFA)
- U - Judiciary, Professional Supervisory (PANJ)
- U2 - State Colleges - Special Program (CWA)
- V - Higher Level Supervisors Unit, Exempt
- W - Administrative and Clerical Services Unit, Exempt
- X - Exempt
- Y - Professional Unit, Exempt
- Z - Deputy Attorneys General
- @ - Judiciary, Support Staff (JCAU)
- \$ - Judiciary, Professional Supervisors Court Reporters (PANJ)
- 1 - Superior Officers, Law Enforcement Unit, Corrections (FOP)
- 2 - Primary Level Supervisors, Law Enforcement Unit, Corrections
- 3 - Judiciary, Administrative (JCAU)
- 4 - Correction Captains Unit
- 4A - Non-Correction Captains Unit
- 5 - Judiciary, Official Court Reporters (OPEIU)
- 6 - Judiciary, Support Staff (JCAU)
- 7 - Judiciary, Support Supervisors (JCAU)
- 8 - Internal Affairs Investigators Unit (FOP)
- 9 - State Police, Superior Officers Unit (STSOA)

It is also important to note that while a particular title may be assigned to an Employee Relations Group, particular individuals serving in that title may be excluded from representation if the nature of their duties is such that they are "confidential employees" within the meaning of the New Jersey Employer-Employee Relations Act.

## **EMPLOYEE RELATIONS GROUP LIST (by Group Name)**

The Compensation Schedules refer to Employee Relations Groups. These groups are as follows:

- A Administrative and Clerical Services Unit (CWA)
- W Administrative and Clerical Services Unit, Exempt
- 4 Correction Captains Unit
- C Crafts Unit (IFPTE)
- Z Deputy Attorneys General
- X Exempt
- H Health Care and Rehabilitation Services Unit (AFSCME)
- S Higher Level Supervisors Unit (CWA)
- V Higher Level Supervisors Unit, Exempt
- I Inspection and Security Unit (IFPTE)
- 8 Internal Affairs Investigators Unit (FOP)
- 3 Judiciary, Administrative (JCAU)
- D Judiciary, Managerial
- 5 Judiciary, Official Court Reporters (OPEIU)
- B Judiciary, Professional Case Related (PANJ)
- G Judiciary, Professional-Non Case Related (CWA)
- \$ Judiciary, Professional Supervisors Court Reporters (PANJ)
- U Judiciary, Professional Supervisory (PANJ)
- @ Judiciary, Support Staff (JCAU)
- 6 Judiciary, Support Staff (JCAU)
- 7 Judiciary, Support Supervisors (JCAU)
- L Law Enforcement Unit, Corrections (PBA)
- F Law Enforcement Unit, Non-Corrections (PBA)
- MB Management in Non-State Police, Law Enforcement Titles
- M3 Management Law Enforcement, Corrections
- M Managerial
- MD Managerial & Exempt, Higher Education
- E Managerial & Exempt, State Police
- 4A Non-Corrections Captains Unit
- Operations, Maintenance and Services Unit (IFPTE)
- K Primary Level Supervisors Law Enforcement Unit, Non-Troopers
- R Primary Level Supervisors Unit (CWA)
- 2 Primary Level Supervisors, Law Enforcement Unit, Corrections
- P Professional Unit, (CWA)
- Y Professional Unit, Exempt
- U2 State Colleges- Special Program (CWA)
- FA State Law Enforcement Unit (PBA)
- E9 State Police Captains (SPCU)
- N State Police, Non-Commissioned Officers Unit (NCOA)
- 9 State Police, Superior Officers Unit (STSOA)
- T State Troopers Unit (STFA)
- J Superior Officers, Law Enforcement Unit, Non-Troopers (FOP)
- 1 Superior Officers, Law Enforcement Unit, Corrections (FOP)

It is also important to note that while a particular title may be assigned to an Employee Relations Group, particular individuals serving in that title may be excluded from representation if the nature of their duties is such that they are "confidential employees" within the meaning of the New Jersey Employer-Employee Relations Act.

## **COLLECTIVE BARGAINING REPRESENTATIVES**

AFSCME	American Federation of State, County & Municipal Employees
CWA	Communications Workers of America
FOP	Fraternal Order of Police
IFPTE	International Federation of Professional & Technical Engineers
JCAU	Judiciary Council of Affiliated Unions
NCOA	NJ Non-Commissioned Officers Association
OPEIU	Office & Professional Employees International Union
PANJ	Probation Association of New Jersey
PBA	Policemen's Benevolent Association
SLEU	State Law Enforcement Unit
SEIU	Service Employees International Union
SPCU	State Police Captains Unit
STFA	State Troopers Fraternal Association
STSOA	State Troopers Superior Officers Association of NJ

## STATE BENEFITS PROGRAMS

In addition to the salary programs, State employees are entitled to a number of benefits programs. The details of these benefits programs are set forth in various statutes, regulations and collective negotiations agreements. However, this Appendix summarizes the programs that are currently available and provides the sources for further information.

The following programs are administered in accordance with Civil Service Commission regulations:

**Supplemental Compensation on Retirement** - Eligible retirees are entitled to one half pay for unused accumulated sick time at retirement, up to a maximum of \$15,000.

**Vacation Leave** - One day per month during initial employment. On January 1 following appointment, the career service employee receives 12 days per year. After five years of employment, the employee is credited with 15 days per year; after twelve years 20 days; and after twenty years 25 days. One year's allowance of unused vacation leave may be carried over to the next year. Employees are paid for unused days upon termination or retirement. In some departments, unclassified employees have vacation leave entitlements based on a plan specific to that department.

**Administrative Leave** - One half day per month during initial employment, up to three days. The employee is credited with three days per year thereafter. Administrative leave may be used for personal business and can be used in conjunction with vacation leave. Administrative leave does not accumulate.

**Sick Leave** - One day per month during initial employment. On every January 1 following appointment, the employee is credited with 15 days per year. Unused sick days accumulate from year to year with no limit on accumulation.

**School Volunteer Leave** - State employees in the career, senior executive and unclassified services are entitled to paid leave of up to 20 hours per calendar year to volunteer in an academically beneficial school activity in New Jersey approved by the local board of education or other administrative authority of the school.

**Jury Duty** - Employees receive full pay while serving on jury duty.

**Military Leave** - Permanent employees who belong to the NJ National Guard receive full pay for all mandatory duty up to 90 days per year. Members of the Reserves receive full pay for time spent in unit field training operations. Leave without pay is available for other types of military service, and differential pay is provided for participants in specified military operations in accordance with Executive Orders by the Governor.

**Convention Delegate Leave** - Delegates to conventions of specified organizations, receive up to five days with pay to attend the convention for that organization.

**Athletic Competition Leave** - Members of the United States team for athletic competition at the world, Pan American or Olympic level, in a sport contested in either the Pan American or Olympic games, receive full pay for up to 90 calendar days for training camp and competition combined.

**Emergency Civilian Duty** - Career employees are given time off with pay to perform emergency civilian duty in relation to national defense or other emergency when so ordered by the Governor or by the President of the United States.

**Leave to Appear as a Witness** - Employees are granted time off with pay to appear as a witness or a party before a judicial or administrative body or legislative committee when such appearance is part of the job function. Leave with pay is also granted when employee is summoned as a witness in a proceeding to which he or she is not a named party.

**Sick Leave Injury** - This benefit provides time off with pay for up to a year when an eligible employee is disabled due to a work-related injury or illness. Only employees who are covered by a collective negotiations agreement which was in effect on May 21, 2011 are eligible for Sick Leave Injury benefits; however, Sick Leave Injury benefits will not be available for any injury or illness on or after the expiration date of that contract. Sick leave injury benefits are reduced by the amount of any temporary disability or workers' compensation payment.

**Donated Leave Program** - This program allows State employees to voluntarily donate a portion of their earned sick and/or vacation time to other State employees who have exhausted their own earned leave time and who are suffering from a catastrophic health condition or injury which mandates the employee's prolonged absence from work; or is needed to provide care to a member of the employee's immediate family who is suffering from a catastrophic health condition or injury; or requires absence from work due to the donation of an organ (which shall include, for example, the donation of bone marrow).



**Voluntary Furlough Program** - This program allows employees to take up to 30 days (extensions up to 60 days may be requested) off from work without pay in a calendar year without adversely affecting the accrual of leave time or seniority. Effective January 1, 2011, an employee who wishes to extend a voluntary furlough beyond 30 days may request up to 60 days' furlough extension leave without pay. The employee may continue health benefits by paying the full premium amount (employer's and employee's share) for the furlough extension days.

**Leaves Without Pay** - Employees with permanent status may be granted leaves of absence without pay for a period not to exceed one year. Leaves may be extended beyond one year for exceptional circumstances.

**Education Leave** - Employees may be granted leaves with or without pay for the purpose of obtaining training that is of direct value to the State but is not available through State in-service training programs.

**Tuition Aid Program** - Subject to available appropriations, eligible employees are provided tuition aid to complete required course work at accredited educational institutions which relates to current or planned job responsibilities.

**Employee Interchange Program** - This program allows employees to participate in an interchange program with any federal, State or local governmental or private sector entity with the intent to improve the management of government through shared experience, communication and learning.

The following programs are administered by the Division of Pensions and Benefits, Department of the Treasury, in accordance with applicable statutory and regulatory provisions. For more detailed information, please visit the Division of Pensions and Benefits Web site at <http://www.state.nj.us/treasury/pensions/>

**State Health Benefits Program** - This benefit is provided to eligible State employees and their eligible dependents in one of two options: 1) a Preferred Provider Organization — NJ DIRECT; and 2) Health Maintenance Organizations (HMOs) — either Aetna HMO or CIGNA HealthCare HMO. Most participating employees pay 1.5% of their annual base salary as a health contribution toward the cost of the program.

**Employee Prescription Drug Plan** – This benefit is provided to eligible State employees and their eligible dependents, and offers payment for certain prescription drugs subject to a set of copayments. Medco Health Solutions, Inc. is the prescription drug manager for the Employee Prescription Drug Plan.

**Employee Dental Plans** - This benefit is provided to eligible State employees and their eligible dependents. Eligible employees have two options: 1) An Indemnity Plan — the Dental Expense Plan; and 2) one of six participating Dental Plan Organizations (DPOs) — Aetna DMO, BeneCare, CIGNA Dental Care, Community Dental Associates, Horizon Dental Choice, or I.H.S./Healthplex. The employee pays 50% of the cost of the selected dental plan.

**State-Administered Retirement Systems** - There are several retirement systems that provide pension benefits for State employees: Public Employees' Retirement System (PERS); Teachers' Pension and Annuity Fund (TPAF); Police and Firemen's Retirement System (PFRS); State Police Retirement System (SPRS); Judicial Retirement System (JRS); Defined Contribution Retirement Program (DCRP); and the Alternate Benefit Program (ABP). The details of the benefits vary according to the retirement system to which the employee belongs.

**Group Life Insurance** - Most employees enrolled in a State-administered retirement system receive group term life insurance at no cost. The amount varies according to the retirement system to which the employee belongs. Employees in some retirement systems have the option to purchase additional coverage. Group life insurance coverage is administered for the State of New Jersey by the Prudential Insurance Company of America.

**New Jersey State Employees Deferred Compensation Program** - This benefit is provided to State employees who wish to participate, and offers the ability to defer taxation on a portion of compensation while saving for retirement.

**Supplemental Annuity Collective Trust of New Jersey (SACT)** - This benefit is provided to State employees who wish to participate, and offers the ability to defer taxation on a portion of compensation while saving for retirement.

**Long Term Care Insurance Plan** - This benefit is provided to eligible State employees and their eligible relatives who wish to participate. The employee pays for the entire cost of this program. The plan is administered for the State of New Jersey by the Prudential Insurance Company of America.

**State Employees Tax Savings Program (Tax\$ave)** - A benefit program available under Section 125 of the federal Internal Revenue Code, Tax\$ave allows eligible employees to set aside before-tax dollars to pay for certain medical, dental, and dependent care expenses, thereby avoiding federal taxes and saving money. Tax\$ave consists of three parts:

**Premium Option Plan** - The Premium Option Plan allows employees to pay any State Health Benefits Program medical and/or dental premiums they have with before-tax dollars.

**Unreimbursed Medical Spending Account** - The Unreimbursed Medical Spending Account allows employees to set aside before-tax dollars to pay for medical and dental expenses NOT paid by insurance.

**Dependent Care Spending Account** - The Dependent Care Spending Account allows employees to set aside before-tax dollars to pay for eligible dependent care expenses.

The **Unreimbursed Medical** and **Dependent Care Spending Accounts** are administered for the State of New Jersey by Fringe Benefits Management Company (FBMC).

**New Jersey State Employees Commuter Tax Savings Program (Commuter Tax\$ave)** - A benefit program available under Section 132(f) of the federal Internal Revenue Code, Commuter Tax\$ave allows eligible employees to set aside before-tax dollars to pay for mass transit and commuter parking expenses, thereby avoiding federal taxes and saving money

The following programs are administered by each State appointing authority in accordance with provisions set forth in collective negotiations agreements:

**Clothing Maintenance Allowance** - This benefit is provided to certain State employees. Eligibility and amounts are established in accordance with contractual provisions.

**Tool Allowance** - This benefit is provided to certain State employees. Eligibility and amounts are established in accordance with contractual provisions.

**Eye Care Program** - This benefit is provided to all eligible State employees and their dependents, and offers reimbursement toward the cost of eye examinations and prescription lenses.

Other benefit programs are as follows:

**Holidays** - The following holidays are observed:

New Year's Day; Martin Luther King Day (Third Monday in January); Lincoln's Birthday; Washington's Birthday (Third Monday in February); Good Friday; Memorial Day (Last Monday in May); Independence Day; Labor Day (First Monday in September); Columbus Day (Second Monday in October); Election Day; Veteran's Day; Thanksgiving; and Christmas.

Any holiday which falls on a Saturday will be observed the preceding Friday. Any holiday which falls on a Sunday will be observed the following Monday.

**Workers' Compensation** - This benefit is provided to employees who are injured or who contract an occupational disease while working. The benefits include medical care, temporary disability payments and compensation for a resulting permanent disability. This program is administered through the Division of Risk Management, Department of the Treasury, in accordance with applicable statutory and regulatory provisions.

**Temporary Disability Insurance Program** - This program provides cash benefits when an employee cannot work due to illness or injury which

is not work-related. It is administered by the Division of Temporary Disability Insurance, Department of Labor, in accordance with applicable statutory and regulatory provisions.

**Child Care Assistance** - At some State locations, on-site day care centers are provided at a reduced rate. Human Resource staffs are familiar with these programs, where available.

**Family Leave** - Under the New Jersey Family Leave Act, eligible employees receive up to 12 weeks of leave to provide care for a newborn or newly adopted child, or for a family member with a serious health condition. Under the Federal Family and Medical Leave Act, eligible employees also receive up to 12 weeks' leave for their own serious health condition. The employee may use paid leave, but must meet the requirements for the type of paid leave used. Whether paid or unpaid, health benefits and seniority are continued during the family leave.

#### **Family Leave Insurance**

The Family Leave Insurance benefits program became effective July 1, 2009 and provides covered individuals income replacement benefits. Family Leave Insurance benefits can be claimed in order to

- **Bond with a child** during the first 12 months after the child's birth or the first 12 months after the placement of the child for adoption with the covered individual; or to
- **Care for a family member** with a serious health condition

The Insurance is 100% funded by employee contributions through payroll deductions beginning January 1, 2009. For more information on Family Leave Insurance, refer to the Department of Labor and Workforce Development's website at: <http://lwd.dol.state.nj.us/labor/fli/fliindex.html>

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Range	Title	Title	Rate	
			Effective	Date
<u>Code</u>	<u>Code</u>		<u>7/3/2010</u>	<u>1-1-2011</u>
I99	33890	Agricultural Products Agent Trainee	36,688.16	37,972.25
FA99	55172	Campus Police Officer Recruit	40,000.00	40,000.00
E99	31865	Captain	111,135.46	111,135.46
P99	10075	Clinical Psychiatrist Board Certified	191,316.62	198,012.70
P99	00468	Clinical Psychiatrist Board Eligible	180,417.42	186,732.03
P99	10074	Clinical Psychiatrist Post Certified	205,748.22	212,949.41
A99	21801	Communications Operator Trainee	33,994.60	35,184.41
A99	53088	Computer Operator Trainee	32,556.14	33,695.60
FA99	32648	Conservation Officer Recruit (Eff: 9/13/08)	45,000.00	45,000.00
X99	00052	Consulting Physician 2 Visits Per Week	20,845.11	20,845.11
X99	00053	Consulting Physician 3 Visits Per Week	31,267.69	31,267.69
X99	00157	Consulting Physician Specialist	289.51/day	289.51/day
X99	00151	Consulting Physician Specialist (1 visit/wk)	13,896.21	13,896.21
X99	00152	Consulting Physician Specialist (2 visit/wk)	27,792.43	27,792.43
X99	00153	Consulting Physician Specialist (3 visit/wk)	41,688.65	41,688.65
L99	32641	Correction Officer Recruit	49,769.05	50,764.43
L99	55628	Correction Officer Recruit (Eff. 5/9/09)	40,000.00	40,000.00
L99	32641C	Correction Officer Recruit Bi Lingual	49,769.05	50,764.43
L99	55629	Correction Officer Recruit Juvenile Justice	40,000.00	40,000.00
L99	40804	Correction Officer Recruit Juvenile Justice	49,769.05	50,764.43
A99	56348	Customer Service Representative Trainee (35)	25,235.43	26,118.67
A99	53291	Data Entry Machine Operator Trainee	24,211.10	25,058.49
E99	31867	Lieutenant Colonel & Deputy Superintendent,	122,526.83	122,526.83
E99	31866	Major	116,692.23	116,692.23
H99	32680	Medical Security Officer Recruit	38,337.37	39,679.18
C99	40420	Operating Engineer Trainee	30,843.33	31,922.85
F99	37593	Parole Officer Recruit (40)	55,391.28	56,499.11
F99	37593C	Parole Officer Recruit Bi Lingual	55,391.28	56,499.11
F99	61769	Parole Officer Recruit (NE)	52,754.46	53,809.65
F99	40803	Parole Officer Recruit, Juvenile Justice	55,391.28	56,499.11
F99	40803C	Parole Officer Recruit, Juvenile Justice Bi Lingual	55,391.28	56,499.11
FA99	32255	Police Officer Recruit, Human Services	40,000.00	40,000.00
FA99	55171	Police Officer Recruit, Human Services	48,053.28	49,014.35
A99	22530	Printing Machine Operator Trainee	25,235.43	26,118.67
P99	01383	Psychological Intern	34,276.49	35,476.17
099	06229	Public Safety Telecommunicator Trainee	36,688.16	37,972.25
099	41240	Repairer Trainee	27,144.39	28,094.44
I99	56404	Safety Specialist Trainee DMV (40)	35,117.57	36,346.68
FA99	55173	State Park Police Officer Trainee	40,000.00	40,000.00
A99	56529	Support Services Representative Trainee	25,235.43	26,118.67
I99	56559	Technician Trainee, MVC (35)	29,879.16	30,924.93
199	56556	Technician Trainee, MVC (40)	32,556.14	33,695.60
A99	22643	Word Processing Specialist Trainee	27,444.88	28,405.45



# Trainee Titles

## Effective July 3, 2010

<b>Rang Code</b>	<b>Title Code</b>	<b>Title</b>	<b>Minimum</b>	<b>6 Months</b>
P 95	53320	ACCOUNTANT/AUDITOR TRAINEE DATA PROCESSING	42,357.47	44,288.40
P 95	65960	AFFIRMATIVE ACTION SPECIALIST TRAINEE	40,515.64	42,357.47
P 95	54722	AGRICULTURAL MARKETING SPECIALIST TRAINEE	38,763.12	40,515.64
P 95	55300	ANALYST TRAINEE	38,763.12	40,515.64
P 95	17690	ARCHITECTURAL TRAINEE	50,577.55	52,708.46
P 95	10247	AUDITOR ACCOUNTANT TRAINEE	40,515.64	42,357.47
P 95	50961	AUDITOR ACCOUNTANT TRAINEE	38,763.12	40,515.64
P 95	50969	AUDITOR TAXATION TRAINEE	48,446.64	50,684.59
P 95	50959	AUDITOR TAXATION TRAINEE	46,315.73	48,446.64
P 95	54892	BEHAVIOR SUPPORT TECHNICIAN TRAINEE	40,515.64	42,357.47
P 95	01750	BIOLOGIST TRAINEE	42,357.47	44,288.40
P 95	50090	BUDGET ANALYST TRAINEE	40,515.64	42,357.47
P 95	52660	BUYER TRAINEE	38,763.12	40,515.64
P 95	56833	CATV SYSTEM OPERATIONS AND COMPLAINT INVESTIGTOR TRAINEE	38,763.12	40,515.64
P 95	16270	CHEMICAL ENGINEER TRAINEE	42,357.47	44,288.40
P 95	01550	CHEMIST TRAINEE	40,515.64	42,357.47
P 95	15843	CIVIL ENGINEER TRAINEE	45,773.22	45,882.96
P 95	14090	CIVIL ENGINEER TRAINEE	50,081.18	52,397.72
P 95	64951	CLAIMS ADJUDICATOR TRAINEE DISABILITY DETERMINATIONS	42,357.47	44,288.40
P 95	64951C	CLAIMS ADJUDICATOR TRAINEE DISABILITY DETERMINATIONS BILIN'	42,357.47	44,288.40
P 95	56781	CUSTOMER REPRESENTATIVE TRAINEE PUBLIC UTILITIES	38,763.12	40,515.64
P 95	56781C	CUSTOMER REPRESENTATIVE TRAINEE PUBLIC UTILITIES BILINGUAL	38,763.12	40,515.64
P 95	53350	DATA PROCESSING PROGRAMMER TRAINEE	42,357.47	44,288.40
Y 95	57096	DETECTIVE TRAINEE STATE INVESTIGATOR LAW & PUBLIC SAFETY	48,970.62	51,239.81
P 95	31970	DRIVER IMPROVEMENT ANALYST TRAINEE	38,763.12	40,515.64
P 95	16690	ELECTRICAL ENGINEER TRAINEE	50,081.19	52,397.72
P 95	64760	EMPLOYMENT COUNSELOR TRAINEE	40,515.64	42,357.47
P 95	64760C	EMPLOYMENT COUNSELOR TRAINEE BILINGUAL	40,515.64	42,357.47
P 95	10248	EMPLOYMENT SERVICES TRAINEE	40,515.64	42,357.47
P 95	64790	EMPLOYMENT SERVICES TRAINEE	38,763.12	40,515.64
P 95	10248C	EMPLOYMENT SERVICES TRAINEE BILINGUAL	40,515.64	42,357.47
P 95	64790C	EMPLOYMENT SERVICES TRAINEE BILINGUAL	38,763.12	40,515.64
P 95	64790D	EMPLOYMENT SERVICES TRAINEE VETERANS SERVICES	38,763.12	40,515.64
P 95	02470	ENTOMOLOGIST TRAINEE	40,515.64	42,357.47
P 95	54247	ENVIRONMENTAL ENGINEER TRAINEE	50,370.39	52,397.72
P 95	15870	ENVIRONMENTAL SCIENTIST TRAINEE	46,315.73	48,446.64
P 95	16001	ENVIRONMENTAL SERVICES TRAINEE	40,515.64	42,357.47
P 95	12516	ENVIRONMENTAL SERVICES TRAINEE	42,357.47	44,288.40
P 95	62150	FAMILY SERVICE SPECIALIST TRAINEE	46,315.73	48,446.64
P 95	62150S	FAMILY SERVICE SPECIALIST TRAINEE BILINGUAL	46,315.73	48,446.64
P 95	54860	FINANCIAL EXAMINER TRAINEE	42,357.47	44,288.40
P 95	03174	GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST TRAINEE	44,288.40	46,315.73
P 95	03207	GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST TRAINEE	48,446.64	50,684.59
P 95	03050	GEOLOGIST TRAINEE	50,370.39	52,397.72
P 95	12515	GEOLOGIST TRAINEE	50,577.55	52,708.46
I 95	02450	HORTICULTURALIST TRAINEE	38,336.46	40,069.47
Y 95	40454	HUMAN RESOURCE CONSULTANT TRAINEE	39,145.55	40,925.09
I 95	53707	INSPECTOR TRAINEE	32,198.68	33,621.02
P 95	61380	INSTRUCTOR-COUNSELOR TRAINEE	38,763.12	40,515.64
P 95	55270	INSURANCE ANALYST TRAINEE	42,357.47	44,288.40
P 95	55081	INSURANCE EXAMINER TRAINEE	44,288.40	46,315.73

P 95	56788	INVESTIGATOR TRAINEE	40,515.64	42,357.47
P 95	65851	INVESTIGATOR TRAINEE DIVISION ON CIVIL RIGHTS	38,763.12	40,515.64
P 95	65045	INVESTIGATOR TRAINEE LABOR	40,515.64	42,357.47
P 95	33854	INVESTIGATOR TRAINEE LAW AND PUBLIC SAFETY	38,763.12	40,515.64
P 95	33350	INVESTIGATOR TRAINEE PUBLIC DEFENDER	40,515.64	42,357.47
P 95	33350C	INVESTIGATOR TRAINEE PUBLIC DEFENDER BILINGUAL	40,515.64	42,357.47
P 95	54992	INVESTIGATOR TRAINEE REAL ESTATE COMMISSION	42,357.47	44,288.40
P 95	51590	INVESTIGATOR TRAINEE TAXATION	40,515.64	42,357.47
P 95	51590C	INVESTIGATOR TRAINEE TAXATION BILINGUAL	40,515.64	42,357.47
P 95	52480	INVESTMENT ANALYST TRAINEE	46,315.73	48,446.64
P 95	54140	LABOR MARKET ANALYST TRAINEE	40,515.64	42,357.47
P 95	10690	LANDSCAPE DESIGNER TRAINEE	44,288.40	46,315.73
P 95	56489	MANAGEMENT TRAINEE	44,288.40	46,315.73
P 95	56490	MANAGEMENT TRAINEE	40,515.64	42,357.47
P 95	16890	MECHANICAL ENGINEER TRAINEE	50,081.18	52,397.72
P 95	02001	MICROBIOLOGIST TRAINEE	42,357.47	44,288.40
P 95	03112	OCCUPATIONAL HEALTH CONSULTANT TRAINEE	38,763.12	40,515.64
P 95	03670	OCCUPATIONAL THERAPIST TRAINEE	42,357.47	44,288.40
P 95	53650	PENSIONS BENEFITS SPECIALIST TRAINEE	38,763.12	40,515.64
Y 95	63340	PERSONNEL AND LABOR ANALYST TRAINEE	42,790.72	44,749.50
Y 95	63250	PERSONNEL TRAINEE	39,145.55	40,925.09
P 95	16470	PLANNER TRAINEE	42,357.47	44,288.40
Y 95	50110	PROGRAM ANALYST TRAINEE BUDGET AND ACCOUNTING	40,925.09	42,790.72
P 95	62920	PUBLIC HEALTH REPRESENTATIVE TRAINEE	38,763.12	40,515.64
P 95	62920C	PUBLIC HEALTH REPRESENTATIVE TRAINEE BILINGUAL	38,763.12	40,515.64
P 95	54450	PUBLIC INFORMATION TRAINEE	38,763.12	40,515.64
P 95	56720	RATE ANALYST UTILITIES TRAINEE	40,515.64	42,357.47
P 95	57061	REALTY SPECIALIST TRAINEE TRANSPORTATION	38,763.12	40,515.64
P 95	03150	REGISTERED ENVIRONMENTAL HEALTH INSPECTOR TRAINEE	40,515.64	42,357.47
P 95	65270	REHABILITATION COUNSELOR TRAINEE MENTAL HEALTH	42,357.47	44,288.40
P 95	35360	REPORT EXAMINER TRAINEE	38,763.12	40,515.64
P 95	54000	RESEARCH ECONOMIST TRAINEE	46,315.73	48,446.64
P 95	52501	SECURITIES MARKET TRADER TRAINEE	46,315.73	48,446.64
P 95	02460	SEED ANALYST TRAINEE	38,763.12	40,515.64
P 95	60050	SOCIAL WORKER TRAINEE	38,763.12	40,515.64
P 95	60050C	SOCIAL WORKER TRAINEE BILINGUAL	38,763.12	40,515.64
FA95	51342	SPECIAL AGENT TRAINEE	50,492.53	53,017.96
Y 95	50842	STATE BUDGET SPECIALIST TRAINEE	44,749.50	46,808.35
Y 95	56313	STATE INVESTIGATOR TRAINEE LAW AND PUBLIC SAFETY	40,925.09	42,790.72
Y 95	56312	STATE INVESTIGATOR TRAINEE LAW AND PUBLIC SAFETY	42,790.72	44,749.50
P 95	54080	STATISTICIAN TRAINEE	38,763.12	40,515.64
P 95	51400	TAX REPRESENTATIVE TRAINEE	40,515.64	42,357.47
Y 95	63220	TEST DEVELOPMENT SPECIALIST TRAINEE	39,145.55	40,925.09
P 95	63560	TRAINING TECHNICIAN TRAINEE	38,763.12	40,515.64
P 95	56693	UTILITY MANAGEMENT ANALYST TRAINEE	44,288.40	46,315.73