



B. Weaver

State of New Jersey
DEPARTMENT OF EDUCATION
225 WEST STATE STREET
CN 500
TRENTON, NEW JERSEY 08625-0500

REC'D APR 3 1984

M E M O R A N D U M

March 26, 1984

TO: Division Heads
FROM: Edward J. Vogel song, Director
Division of Administration
RE: Contract Errata

Attached is a listing of corrections to be made
in various collective bargaining unit agreements.

Please share this information with your managers.

Enclosure



From: Mr. Stuart Reichman
Employee Relations Coordinator

To: Employee Relations Coordinators

March 16, 1984

(INSTITUTION OR DEPARTMENT)

SUBJECT: Contract Booklet Corrections

Please find below a listing of corrections to be made in the Contract booklet for the negotiating unit indicated. This information should be widely distributed.

Higher Level Supervisory Unit

Table of Contents - Article XII - Out-of-Title Work-Classified Service - "Page 29" should read "Page 28". Article XIV - Leaves of Absence, G. Vacation Leave - Classified Service Program - "Page 38" should read "Page 41". Article XLIV - Term of Agreement and Negotiations Procedure B. Negotiations Procedure - "Page 61" should read "Page 62".

Article I, A.1., Recognition of Rights and Definitions - Page 1- Reference to "Primary Level Supervisors Unit" should read "Higher Level Supervisors Unit."

Article VI, A.1.e., Deferred Compensation Plan - Page 23- Reference to "fifteen (15) percent" should read "twenty-five (25) percent".

Article VIII, Position Classification and Reevaluation Review for Unclassified Employees, Page 24 - The following language should be added after the word "meritorious", "...the Department may, on its own initiative, pursue the matter before the proper authorities."

Article XIV, Promotion, Page 29 - The following language should be added:

C. Upon promotion, an employee shall be informed of his new rate of compensation at least one (1) week in advance of the effective date.

D. Provisional promotional appointments shall be made only in cases of emergency or when no complete employment list exists. Where such appointments are made, the Department of Civil Service will take the necessary steps to promulgate a list appropriate to the position in keeping with its rules and regulations as soon as possible.

If requested by the Union, but not more frequently than quarterly, the State agrees to provide a list of then current provisional appointments.

E. When an employee is given an opportunity on a trial or provisional basis to qualify for promotion by serving in a new classification, his permanency in his regular permanent job classification shall be continued during such trial or provisional period and he shall have the opportunity to return to such permanent classification in the event the promotional opportunity shall not become permanent provided there is no discharge action for cause.

Primary Level Supervisory Unit

Article VI A.1.e., Deferred Compensation Plan - Page 23 - "Fifteen (15) percent" should

read "twenty-five (25) percent".

With respect to the **Administrative and Clerical Services and Professional Units**, you are advised that **Appendix II, the Listing of Negotiating Unit Titles**, in the respective Contract booklet is incorrect. The Professional Unit booklet lists the Administrative and Clerical Services Unit titles, and the Administrative and Clerical Services Unit Contract booklet lists the Professional Unit titles. Consequently, we have prepared an Addendum of Corrections which will be distributed to the Departments in the same manner as the Contract booklets themselves. The Addendum lists the errors found in the body of the Professional Unit or Administrative and Clerical Services Unit Contract booklets and includes the proper negotiating unit title listing. The Addendum must be distributed by the Department to each employee, supervisor, or manager who received or will receive either a Professional or Administrative and Clerical Services Unit Contract booklet with directions to such individual to permanently affix the Addendum to the back inside cover of the Contract booklet.

Health, Care and Rehabilitation Services Unit

Article X, E. Deferred Compensation Plan - Page 25 - "Fifteen (15) percent" should read "twenty-five (25) percent".

Operations, Maintenance and Services and Crafts Units and Inspection and Security Unit

Article XV, C. Deferred Compensation Plan - Page 29 - "Fifteen (15) percent" should read "twenty-five (25) percent".



Stuart Reichman