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INTRODUCTION

The following pages contain the compensation program for the State of New Jersey Executive Branch for Fiscal Year 2021.

When a salary adjustment is not specifically authorized by the Fiscal Year 2021 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: SR21:3G.

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 All Salary Regulations issued in previous fiscal years are repealed and are no longer in effect.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, Division of Agency Services at (609) 292-7367.

SALARY REGULATIONS

Following are the Salary Regulations for Fiscal Year 2021. They are divided into four sections as follows:

<u>Section</u>	<u>Issue Date</u>
1. Aligned Salary Regulation	October 8, 2020
Non-Aligned Salary Regulation	October 8, 2020
Attachment A	October 8, 2020
Attachment B	October 8, 2020
2. Emergency Conditions Salary Regulation	October 8, 2020
3. Special Incentive Salary Regulation	October 8, 2020
4. Miscellaneous Salary Regulation	October 8, 2020

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



Deirdré L. Webster Cobb, Esq.
Chair/Chief Executive Officer
Civil Service Commission



David Ridolfino
Acting Director, Office of
Management and Budget

RECORDED BY THE CIVIL SERVICE COMMISSION AT ITS MEETING OF:

SALARY REGULATION FY 2021
SECTION 1 – ALIGNED
ISSUED: October 8, 2020

- 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, LA, 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 changed by the amount indicated, if any, 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 change indicated on “Attachment A”.
 4. Those employees in an Employee Relations 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.
- C. INCREMENTS** – The salary of an employee whose performance is at least successful under a 5-tier rating system or commendable under a 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 the Fiscal Year 2021; however:
1. The employee may not receive a salary increment of 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 5 regarding eligibility for Step 10.
- D. DURATION** - This salary program will be in effect, unless superseded, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 1 – DEPUTY ATTORNEYS GENERAL
ISSUED: October 8, 2020

- A. EMPLOYEES COVERED** - This Salary Regulation applies to all employees in titles assigned to Employee Relations Group Z.
- 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 changed by the amount indicated, if any, 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. Those employees in ranges that have 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.
- C. INCREMENTS** - The salary of an employee whose performance is at least successful under a 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 2021; 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. The employee may not receive a salary increment to the tenth step of his or her salary range until he or she has been at the ninth step for 52 pay periods.
- D. SALARY LIMITATIONS** – An employee’s salary may not exceed \$145,000.00 effective June 30, 2020 through Fiscal Year 2021. 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.
- E. DURATION** - This salary program will be in effect, unless superseded, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 1 – DEPUTY ATTORNEYS GENERAL
(REPRESENTED)
ISSUED: October 8, 2020

- A. EMPLOYEES COVERED** - This Salary Regulation applies to all employees in titles assigned to Employee Relations Group ZR.
- 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 changed by the amount indicated, if any, 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. Those employees in ranges that have 10 steps, who are at rates of pay beyond the salary range maximum, shall remain at the 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.
- C. INCREMENTS** - The salary of an employee whose performance is at least satisfactory will be advanced to the next incremental step in his or her salary range on his or her anniversary date during Fiscal Year 2021; 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. The employee may not receive a salary increment to the tenth step of his or her salary range until he or she has been at the ninth step for 52 pay periods.
 3. An employee who has reached Step 10 of the Salary Range ZR-30 and has remained at that Step for 26 pay periods shall be eligible for movement to Salary range ZR-33, at the Step closest to their Salary Range ZR-30, Step 10 salary (but not lower) upon demonstration of at least satisfactory performance in his/her most recent performance review and in the sole discretion of the Attorney General.

- D. SALARY LIMITATIONS** – An employee’s salary may not exceed \$145,000.00 effective June 30, 2020 through Fiscal Year 2021. 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.
- E. DURATION** - This salary program will be in effect, unless superseded, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 1 – STATE INVESTIGATOR DETECTIVES
ISSUED: October 8, 2020

- A. EMPLOYEES COVERED** - This Salary Regulation applies to all employees in titles assigned to Employee Relations Group YD.
- 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 changed by the amount indicated, if any, 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. Those employees in ranges that have 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.
 4. Pursuant to *N.J.A.C. 4A:3-4.5*, movement from Step 8 to Step 9 will not occur until after the employee has served 39 pay periods in Step 8. To be eligible for Step 10, an employee must have been on Step 9 for at least 52 pay periods.
- C. SALARY LIMITATIONS** – An employee’s salary may not exceed \$127,653.68 effective June 30, 2020 through Fiscal Year 2021.
- D. DURATION** - This salary program will be in effect, unless superseded, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 1 – STATE INVESTIGATOR DETECTIVES (NON-
REPRESENTED)
ISSUED: October 8, 2020

- A. EMPLOYEES COVERED** - This Salary Regulation applies to all employees in titles assigned to Employee Relations Group YE.
- 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 changed by the amount indicated, if any, 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. Those employees in ranges that have 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.
 4. Pursuant to *N.J.A.C. 4A:3-4.5*, movement from Step 8 to Step 9 will not occur until after the employee has served 39 pay periods in Step 8. To be eligible for Step 10, an employee must have been on Step 9 for at least 52 pay periods.
- C. DURATION** - This salary program will be in effect, unless superseded, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 1 – STATE INVESTIGATORS (DCJ/HOMELAND
SECURITY - SERGEANTS AND LIEUTENANTS)
ISSUED: October 8, 2020

- A. EMPLOYEES COVERED** - This Salary Regulation applies to all employees in titles assigned to Employee Relations Group VH and YH.
- 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 changed by the amount indicated, if any, 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. Those employees in ranges that have 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.
 4. Pursuant to *N.J.A.C. 4A:3-4.5*, movement from Step 8 to Step 9 will not occur until after the employee has served 39 pay periods in Step 8. To be eligible for Step 10, an employee must have been on Step 9 for at least 52 pay periods.
- C. DURATION** - This salary program will be in effect, unless superseded, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 1 – STATE INVESTIGATORS (DCJ - SERGEANTS AND
LIEUTENANTS)
ISSUED: October 8, 2020

- A. EMPLOYEES COVERED** - This Salary Regulation applies to all employees in titles assigned to Employee Relations Group VI and YI.
- 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 changed by the amount indicated, if any, 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. Those employees in ranges that have 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.
 4. Pursuant to *N.J.A.C. 4A:3-4.5*, movement from Step 8 to Step 9 will not occur until after the employee has served 39 pay periods in Step 8. To be eligible for Step 10, an employee must have been on Step 9 for at least 52 pay periods.
- C. DURATION** - This salary program will be in effect, unless superseded, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 1 - CONFIDENTIAL – ALIGNED TITLES
ISSUED: October 8, 2020

- A. EMPLOYEES COVERED** - This Salary Regulation applies to all employees in titles assigned to 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.
- B. 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.
- C. 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 changed by the amount indicated, if any, 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 change 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.

- D. SALARY LIMITATIONS** – An employee’s salary may not exceed \$127,653.68 effective June 30, 2020 through Fiscal Year 2021. 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.
- E. DURATION** – This salary program will be in effect, unless superseded, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 1 – CONFIDENTIAL - NON-ALIGNED TITLES
ISSUED: October 8, 2020

- A. EMPLOYEES COVERED** - This Salary Regulation applies to all employees in titles assigned to Employee Relations Groups V, W, and Y, and any other non-aligned title who are designated confidential, pursuant to the New Jersey Employer-Employee Relations Act, *N.J.S.A. 34:13A-3*, by statutory authority.
- B. 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.
- C. 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 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 changed by the amount indicated, if any, 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 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 change 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.

B. INCREMENTS - The salary of an employee whose performance is at least 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 2021; 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. The employee may not receive a salary increment to the tenth step of his or her salary range until he or she has been at the ninth step for 52 pay periods.

C. SALARY LIMITATIONS – An employee’s salary may not exceed \$149,131.89 effective June 30, 2020 through Fiscal Year 2021. 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 program will be in effect, unless superseded, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 1 – MANAGEMENT (REPRESENTED)
ISSUED: October 8, 2020

- A. EMPLOYEES COVERED** - This Salary Regulation applies to all employees in titles assigned to Employee Relations Group ‘&’ (Management Represented).
- B. EXCEPTIONS** – Unless otherwise indicated, the Salary Regulations outlined in this section apply only to Employee Relations Group ‘&’ employees.
- C. 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 changed by the amount indicated, if any, 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. Those employees in ranges that have 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.
- D. INCREMENTS** - The salary of an employee whose performance is at least successful under a 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 2021; 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. The employee may not receive a salary increment to the tenth step of his or her salary range until he or she has been at the ninth step for 52 pay periods.
- E. SALARY LIMITATIONS** – An employee’s salary may not exceed \$150,000.00 effective June 30, 2020 through Fiscal Year 2021. 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.

F. DURATION - This salary program will be in effect, unless superseded, through Fiscal Year 2021 only.

**SALARY REGULATIONS FY 2021
SECTION 1 - ATTACHMENT A
ISSUED: October 8, 2020**

<u>ERG</u>	<u>Increases Granted</u>	<u>Effective Date</u>	<u>Special Provisions</u>
T	2.0%	July 4, 2020	

SALARY REGULATIONS FY 2021
SECTION 1 - ATTACHMENT B
ISSUED: October 8, 2020

SPECIAL PROVISIONS

1. Employee Relations Groups A, P, R, and S

Full time employees earning less than \$100,000 per annum who work second (afternoon or evening) or third (night or midnight) shifts shall be eligible for a \$0.25 per hour shift bonus/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 C, I, and O

The shift bonus/differential for full-time employees earning less than \$55,000 per annum or permanent part-time employees earning the same pro rata share of \$55,000 per annum on the second (2nd) and third (3rd) shifts which are commonly known as the afternoon or evening shift and the night or midnight shift will be \$0.25 per hour. Employees assigned to the second (2nd) and third (3rd) shifts shall receive the shift differential for all paid leave.

3. Employee Relations Group H

Full-time employees earning less than \$60,000 per annum or permanent part-time employees earning the same pro rata share of \$60,000 per annum covered by this Contract who work the evening shifts or night shifts shall be paid a shift differential of \$0.25 per hour.

Eligible employees assigned to either shift or split shifts (as defined below) for the evening or night shifts, as their regular shift shall receive the shift differential for all paid leave and for any shift they do work. Employees scheduled to work split shifts shall receive the shift differential for all shifts worked if the majority (60%) of the shifts are scheduled for the evening or night shifts in the normal pay period.

Permanent part-time employees who work at least half time and who meet the eligibility requirements set forth above and work a five (5) day week will receive the shift bonus of \$0.25 per hour.

4. Employee Relations Group 8

Effective March 11, 2010, 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.

5. 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: 10th Step Implementation

Effective June 24, 2006, employees in the above listed employee relations groups 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 9, the employee shall be eligible for advancement to step 10, 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.

6. Employee Relations Group E9

Effective July 9, 2016, the salary (single rate) for State Police Captain (31865) will be increased to \$129,213.18.

7. Employee Relations Group K and 2

Effective March 11, 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 in the appropriate salary range 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.

8. Employee Relations Group J and 1

Pursuant to the 2011 amendment to *N.J.A.C.* 4A:3-4.9 by the Civil Service Commission, which applies to every employee promoted into this unit, any employee who is promoted to any job title represented by NJSOLEA shall receive a salary increase by receiving the amount necessary to place them on the appropriate salary guide on the lowest step that provides them with an increase in salary from the salary that they were receiving at the time of the promotion. No employee shall receive any salary increase greater than the increase provided for above upon promotion to any job title represented by NJSOLEA.

9. Employee Relations Groups 4, 4A and M3

Pursuant to the 2011 amendment to *N.J.A.C.* 4A: 3-4.9 by the Civil Service Commission, which applies to every employee promoted into this unit, any employee who is promoted to any job title represented by NJLECOA, except for the title of Corrections Major, shall receive a salary increase by receiving the amount necessary to place them on the appropriate salary guide on the lowest step that provides them with an increase in salary from the salary that they were receiving at the time of the promotion. Consistent with that rule change, no employee shall receive any salary increase greater than the increase provided for above upon promotion to any job title represented by NJLECOA, except for the title of Corrections Major.

10. Employee Relations Groups LA

Effective July 1, 2012 the salary of any employee who is appointed to Corrections Officer Recruit (32641) or Corrections Officer Recruit, Juvenile Justice (40804) within the “LA” Employee Relations Group shall be subject to the LA salary scale upon promotion to Senior Correctional Police Officer (32642) or Senior Correctional Police Officer, Juvenile Justice (40808).

SALARY REGULATION FY 2021
SECTION 2 - EMERGENCY CONDITION RATES
ISSUED: October 8, 2020

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 regional operations including both force account and contractor operations as well as electrical operations.	1
Supervisors who are in charge of area or regional operations, as well as warehouse, garage or maintenance operations; or lead State or district control center operations.	2
Employees who assist and/or supervise area crews or assist in a 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 regional 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 and the Statewide Traffic Management Center (STMC) 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 12, 2020 (pay period 20/20) and end on March 26, 2021 (end of pay period 07/21).

<u>JOB DESCRIPTION</u>	<u>CODE</u>
Employees who supervise and/or assist in the supervision of 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 a 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 regional control center operations.	E

C. EMERGENCY CONDITION RATES - HOURLY

**Effective:
July 4, 2020 through
June 30, 2021**

Code 1	\$61.39
Code 2	\$53.00
Code 3	\$45.80
Code 4	\$41.95
Code 5	\$34.51
Code 6	\$26.96
Code 7	\$53.73

**Effective:
September 12, 2020
through March 26, 2021**

Code C	\$55.89
Code D	\$50.78
Code E	\$47.62

D. DURATION - This Section will be in effect, unless specified otherwise, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 3 - SPECIAL INCENTIVE PROGRAMS
ISSUED: October 8, 2020

A. HEALTH CARE TITLES

Appointing authorities may appoint new employees or current employees, upon their initial appointment to a title listed below, 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:

<u>Title Codes</u>		<u>Up to Step</u>
51200	Advanced Practice Nurse	9
54894	Behavior Analyst 2	9
03862	Charge Nurse - 10 Months	9
03853/59966	Charge Nurse - 12 Months	9
00545	Chief Nursing Officer, Psychiatric	9
44782	Clinical Nutritionist	9
00473	Clinical Specialist in Psychiatric Nursing	9
03963	Eye Health Nurse	9
60280	Long Term Care Investigator, Health Services	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
03674	Principal Occupational Therapist	9
03696	Principal Physical Therapist	9
62358	Quality Assur. Spec., Health Svs., Nursing	6
03894	Regional Staff Nurse Medical Assistance	6
03120	School Nurse	9
73103	School Social Worker	9
03672	Senior Occupational Therapist	9
03692	Senior Physical Therapist	9
03653	Speech/Hearing Specialist	9

<u>Title Codes</u>		<u>Up to Step</u>
03653	Speech/Hearing Specialist	9
03841	Staff Nurse - 10 Months	9
03852	Staff Nurse - 12 Months	9
44784	Supervising Clinical Nutritionist	9
03854	Supervisor of Nursing Services	9
02009	Svc. Director, Public Health Lab Svc.	9
03169	Svc. Director Environmental & Chem. Lab Svc.	9

B. INFORMATION 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.

<u>Title</u>	<u>Title Code</u>
Administrative Analyst 4, Information Systems	50106D/50076G
Administrative Analyst 3, Information Systems	50104D/50075G
Administrative Analyst 2, Information Systems	50102D/50073F
Administrative Analyst 1, Information Systems	50100D/50072D
Computer Operator Assistant	53301
Data Base Analyst 1	53005
Data Base Analyst 2	53003
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
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	10237/10238/10237C
Software Development Specialist 2	10236/10245/10246
Software Development Specialist 2	10236C
Software Development Specialist 3	10235/10244
Supervising Administrative Analyst	50077/50108
Supervising Administrative Analyst	61652/61653

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.

<u>Title</u>	<u>Title Code</u>
Manager 1 Information Processing	64775/64776
Manager 2 Information Processing	64777/64778
Manager 3 Information Processing	64779
Supervising Administrative Analyst	50077/50108
Supervising Administrative Analyst	61652/61653

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

C. STATE BUDGET SPECIALIST TITLES

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. 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.

<u>Title</u>	<u>Title Code</u>
State Budget Specialist 1	50841
State Budget Specialist 2	50840
State Budget Specialist 3	50839
State Budget Specialist 4	50838

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

D. ENGINEERING AND OTHER TECHNICAL TITLES

State agencies may appoint new employees, or current employees, 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.

<u>Title</u>	<u>Title Code</u>	<u>Step</u>
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
Environmental Engineer 1 (NE)	16302	6
Environmental Engineer 1 (40)	16312	5
Assistant Geologist (40)	03042	5
Assistant Geologist (NE)	03052	6

E. 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.

<u>Title</u>	<u>Title Code</u>	<u>Step</u>
Boat Attendant	43323	5
Bus Driver	20145	8
Maintenance Worker – Boat Operator	43342	5
Maintenance Worker 2	43032	5
Operating Engineer 1	40423	6
State Budget Specialist 1	50841	9

F. TEACHERS: SALARY RANGE ADJUSTMENTS

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. The 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. These increases do not impact on the class code or job content evaluation of affected titles.

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

G. 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.

<u>Title</u>	<u>Title Codes</u>
Asst. Supervisor of Educational Programs	72756/72744
Instructor, CBVI 12 Months	62663
Instructor 1, 12 Months	75475
Instructor 1 Education, 10 Months	73093
Instructor 1 Education, 12 Months	73193
Instructor 2 Education, 10 Months	73092
Supervisor of Educational Programs 1	72760/72745
Supervisor of Educational Programs 2	72758/72753
Teacher 1, 12 Months	75293
Teacher 2, 10 Months	75282
Teacher 2, 12 Months	75292
Teacher 3, 12 Months	75291

H. 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.

<u>Title</u>	<u>Title Codes</u>
Charge Nurse, 10 Months	03862
Charge Nurse, 12 Months	03853/59966
Clinical Specialist in Psych. Nursing	00473
Eye Health Nurse	03963
Long Term Care Investigator, Health Services	60280
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
Quality Assurance Spec., Health Svcs., Nursing	62358
Regional Staff Nurse, MAHS	03894/03897
Senior Clinic Nurse	03953
Staff Nurse, 10 Months	03841
Staff Nurse, 12 Months	03852
Supervisor Complaint & Surveillance	60456
Supervisor of Nursing Services	03854

I. 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 H of this Compendium. These increases also do not impact on the class code or job content evaluation of the affected titles.

<u>Title</u>	<u>Title Codes</u>
Charge Nurse, 10 Months	03862
Charge Nurse, 12 Months	03853/59966
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	03849C
Supervisor of Nursing Services, 12 Months	03854

J. 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 in 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.

K. STATE POLICE

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.

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

- L. DURATION** - This Section will be in effect, unless specified otherwise, through Fiscal Year 2021 only.

SALARY REGULATION FY 2021
SECTION 4 – MISCELLANEOUS
ISSUED: October 8, 2020

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 2021.

Group 1 – Office Clerical

TITLES	HOURLY RATE
General Office Clerical (File Clerk, Receptionist, Driver, etc.)	\$11.00*
Specialized Office Clerical (Typists, Word Processors, etc.)	\$11.00*

***Note: Current Minimum Wage Effective January 2020 is \$11.00; New NJ Minimum wage Effective January 2021 is \$12.00**

Group 2 – Outdoor Recreation

TITLES	HOURLY RATE
Seasonal Lifeguard	\$11.00* to \$14.25
<u>Special Requirement:</u> Possess a Sr. Red Cross Lifesaving Certificate	
Seasonal Senior Lifeguard	\$11.00* to \$14.75
<u>Special Requirement:</u> Possess a Sr. Red Cross Lifesaving Certificate	
Seasonal Recreation Aide	\$11.00*
Seasonal Recreation Assistant	\$11.00*
Seasonal Park Ranger, PIP	\$11.00*

Group 3 – Maintenance & Inspection

TITLES	HOURLY RATE
Seasonal Maintenance Assistant	\$11.00*
Seasonal Maintenance Worker	\$11.00*
Seasonal Examiner, M.V.	\$11.00*
<u>Special Requirement:</u> Must Be 18 Years of Age	
Traffic Enumerator	\$11.00*
<u>Special Requirement:</u> Must Be 18 Years of Age	

***Note: Current Minimum Wage Effective January 2020 is \$11.00; New NJ Minimum Wage Effective January 2021 is \$12.00**

Group 4 – Professional Assistance

TITLES	HOURLY RATE
Seasonal Teacher/Instructor/Counselor	\$66.10 DAILY
<u>Special Requirement:</u> Baccalaureate Degree	
Seasonal Teaching Aide	\$48.04 DAILY
<u>Special Requirement:</u> Completed 2 year of college with exp. in Education	
Seasonal Student Assistants	
High School Graduate	\$11.00*
- Completed 1 Year of College	\$11.00*
- Completed 2 Years of College	\$11.00*
- Associate Degree	\$11.00*
- Completed 3 Years of College	\$11.00*
- Baccalaureate Degree	\$11.48
- Completed 1 Year of Grad School	\$12.44
- Completed 2 Years of Grad School	\$14.64
Seasonal Student Assistant (Engineering)	
- Completed 2 Years of College	\$12.04
- Completed 3 Years of College	\$12.44
Seasonal Student Assistant (Law Clerk)	
Completed 1 Year of Law School	\$12.44
Completed 2 Years of Law School	\$14.64
- Seasonal Student Assistant (Med/Dental)	
Completed 2 Years of Medical or Dental School Seasonal Student Assistant (Med/Dental)	\$14.64
Completed 2 Years of Medical or Dental School	\$14.64
*Note: Current Minimum Wage Effective January 2020 is \$11.00; New NJ Minimum wage Effective January 2021 is \$12.00	

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, 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 Chair, 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 commendable under the 3-tier rating system. 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 (REs) on Department of Transportation construction projects. An RE 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 REs:

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 (10122)
 Environmental Engineer 2 (16313)
 Principal Engineer, Electrical (16694)
 Principal Engineer, Mechanical (16894)
 Principal Engineer, Planning (12694)
 Principal Engineer, Traffic (11284)
 Principal Engineer, Transportation (10274)
 Environmental Engineer 3 (16314)
 Environmental Specialist 3 (12524)
 Project Engineer, Construction (10895)
 Project Engineer, Electrical (10256)
 Project Engineer, Maintenance (11684)
 Project Engineer, Planning (12695)
 Project Engineer, Traffic (11296)
 Senior Engineer, Electrical (16693)
 Senior Engineer, Planning (12693)
 Senior Engineer, Traffic (11283)
 Senior Engineer, Transportation (10273)
 Supervising Engineer, Construction and Maintenance (10900)
 Supervising Engineer, Electrical (11265)
 Environmental Engineer 4 (16305)
 Supervisor of Bridges and Structures, Highway (41946)

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

3. REs 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 workdays 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 of the Preconstruction Conference detailed in the Construction Procedures Handbook (CPH), Section III, Subsection A. The functional rate will cease 30 days after the last Corrective Action Inspection which identifies corrective action needed to accept the project. If no Corrective Action Inspection is required for the project, the functional rate ceases 30 days after the Acceptance Inspection. The Corrective Action Inspection and the Acceptance Inspection are detailed in the CPH, Section VII, Subsection A.

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. 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. Employees in the title Senior Portfolio Manager Stocks and Bonds (52556) 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.

G. 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 ERG to which the employee has been reassigned, provided 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.

H. ANNIVERSARY DATES

1. Anniversary dates for new hires and for personnel actions, which result in step 8 or less, during Fiscal Year 2021, will be assigned an anniversary date in accordance with the following schedule, except as provided in Section 1, Attachment B:

<u>Action Effective</u>	<u>Anniversary Date</u> (Pay Period/FY Year)
07/04/2020	15/21
07/18/2020	16/21
08/01/2020	17/21
08/15/2020	18/21
08/29/2020	19/21
09/12/2020	20/21
09/26/2020	21/21
10/10/2020	22/21
10/24/2020	23/21
11/07/2020	24/21
11/21/2020	25/21
12/05/2020	26/21
12/19/2020	01/22
01/02/2021	02/22
01/16/2021	03/22
01/30/2021	04/22
02/13/2021	05/22
02/27/2021	06/22
03/13/2021	07/22
03/27/2021	08/22
04/10/2021	09/22
04/24/2021	10/22
05/08/2021	11/22
05/22/2021	12/22
06/05/2021	13/22
06/19/2021	14/22

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

I. DURATION - This Section will be in effect, unless specified otherwise, through Fiscal Year 2021 only.

EMPLOYEE RELATIONS GROUP LIST

The Compensation Schedules refer to the Employee Relations Groups as follows:

- A - Administrative and Clerical Services Unit (CWA)
- B - Judiciary, Professional Case Related (PANJ)
- C - Crafts Unit (IFPTE)
- D - Judiciary, Managerial
- E - Managerial and Exempt, State Police
- E9 - State Police, Superior Officers Unit, Captains (STSOA)
- F - Law Enforcement Unit, Non-Corrections (PBA)
- FA - State Law Enforcement Unit (PBA-SLEU)
- G - Judiciary, Professional Non-Case Related (CWA)
- H - Health Care and 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 (NJLESA)
- L - Law Enforcement Unit, Corrections (PBA)
- LA - Law Enforcement Unit, Recruits
- M - Managerial
- MB - Management in Non-State Police, Law Enforcement Titles
- MD - Managerial and 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)
- V - Higher Level Supervisors Unit, Exempt
- VH - Lieutenant State Investigators (DCJ-Homeland Security)
- VI - State Investigators (Higher Level Supervisors Unit, Exempt)
- W - Administrative and Clerical Services Unit, Exempt
- X - Exempt
- Y - Professional Unit, Exempt
- YD - Detective State Investigators (FOP 91)
- YE - Detective State Investigators (Non-Represented)
- YH - Sergeant State Investigators (DCJ-Homeland Security)
- YI - State Investigators (Professional Unit, Exempt)
- Z - Deputy Attorneys General
- ZR - Deputy Attorneys General, Represented (IBEW)
- @ - Judiciary, Judges' Secretaries
- \$ - Judiciary, Professional Supervisors Court Reporters (PANJ)
- & - Managerial, Represented (IBEW)
- 1 - Superior Officers, Law Enforcement Unit, Corrections (FOP)
- 2 - Primary Level Supervisors, Law Enforcement Unit, Corrections (NJLESA)
- 4 - Correction Majors and JJC Captains Unit (NJLECOA)
- 4A - Non-Correction Captains Unit (NJLECOA)
- 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, Lieutenants (STSOA)

Particular individuals serving in certain titles 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 174	Fraternal Order of Police, Lodge 174
IFPTE	International Federation of Professional & Technical Engineers
IBEW Local 33	International Brotherhood of Electrical Workers – Deputy Attorneys General
IBEW Local 30	International Brotherhood of Electrical Workers – State Government Managers
JCAU	Judiciary Council of Affiliated Unions
FOP 91	NJ Division of Criminal Justice, Fraternal Order of Police, Lodge 91
NCOA	NJ Non-Commissioned Officers Association
NJDCJ-NCO	NJ Division of Criminal Justice Non-Commissioned Officers Association
NJDCJ-SOA	NJ Division of Criminal Justice Superior Officers Association
NJLECOA	NJ Law Enforcement Commanding Officers Association
NJLESA	NJ Law Enforcement Supervisors Association
NJSOLEA	New Jersey Superior Officers Law Enforcement Associations
OPEIU	Office & Professional Employees International Union
PANJ	Probation Association of NJ
PBA 105	Policemen’s Benevolent Association
PBA SLEU	Policemen’s Benevolent Association, State Law Enforcement Unit
SEIU	Service Employees International Union
STFA	State Troopers Fraternal Association
STNCOA	State Troopers Non-Commissioned Officers Association
STSOA	State Troopers Superior Officers Association of NJ

ONLINE SALARY SCHEDULES

Please click the link below to view Online Salary Schedules.

<https://info.csc.state.nj.us/Comp/EmpGroup.aspx>

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 an employee is summoned as a witness in a proceeding to which he or she is not a named party.

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); or requires absence from work during a period of disability due to the pregnancy of the employee which requires the care of a physician who provides a medical verification of the need for the employee's absence from work for 30 or more work days regardless of whether the absence from work commences before the expected delivery date or after the actual delivery date.

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 website at <http://www.state.nj.us/treasury/pensions/>:

- **State Health Benefits Program**
- **Employee Prescription Drug Plan**
- **Employee Dental Plans**
- **State-Administered Retirement Systems**
- **Group Life Insurance**
- **New Jersey State Employees Deferred Compensation Program**
- **Supplemental Annuity Collective Trust of New Jersey (SACT)**
- **State Employees Tax Savings Program (Tax\$ave)**
- **New Jersey State Employees Commuter Tax Savings Program (Commuter Tax\$ave)**

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); President's Day (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>

I N D E X

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