

AGREEMENT

BETWEEN

TOWNSHIP OF BERKELEY

AND

INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 97

(Blue Collar)

January 1, 2018 through December 31, 2021

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PREAMBLE

This AGREEMENT entered into this day of , 2018, by and between the TOWNSHIP OF BERKELEY, in the County of Ocean, a municipal corporation of the State of New Jersey (hereinafter referred to as the "Township") and INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 97 (hereinafter referred to as the "Union"), represents the complete and final understanding on all bargainable issues between the Township and the Union.

ARTICLE I

RECOGNITION AND SCOPE OF AGREEMENT

- A. The Township hereby recognizes the Union as the sole and exclusive representative of all the employees of the bargaining unit as defined in Article I, Section B herein for the purposes of collective bargaining and all activities and processes relevant thereto.

- B. The bargaining unit shall consist of all blue collar permanent employees of the Township of Berkeley (except as noted herein), but excluding all permanent white collar employees, civilian telecommunications operators, senior telecommunications operators and police dispatchers, policemen, confidentials, professionals, craft and managerial and supervisors within the meaning of the New Jersey Employer-Employees Relations Act and "deputy" or "assistant" supervisor positions such as assistant sanitation supervisor, assistant collector, deputy court clerk, etc.

- C. This Agreement shall govern all wages, hours and other conditions of employment herein set forth.

ARTICLE II

COLLECTIVE BARGAINING PROCEDURE

- A. Collective bargaining with respect to rates of pay, hours of work or other conditions of employment shall be conducted by the duly authorized bargaining agent of each of the parties.
- B. Collective bargaining meetings shall be held at times and places mutually convenient at the request of either party.
- C. In the event negotiations or grievance procedures are mutually scheduled at any time during working hours, members of the bargaining unit and/or respective committee members shall suffer no loss of regular straight time pay. Bargaining shall be consistent with the provisions of Chapter 123, P.L. 1974 and any amendments as may be enacted from time to time.
- D. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- E. Nothing herein shall prohibit the Township from modifying those rules, regulations or policies which do not directly diminish salaries or fringe benefits under this Agreement.
- F. Parties hereto shall endeavor to begin negotiations on a successor contract 9 months before expiration of this contract. At the conclusion of 5 meetings and if no meaningful progress has been made towards a new agreement, and the current agreement has expired, then all salaries shall be frozen as of December 31, 2021 until a successor agreement has been executed. All other terms of this agreement shall be honored by both parties until there is a new a agreement.

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ARTICLE III

DISCRIMINATION AND COERCION

- A. There shall be no discrimination, interference or coercion by the Township or any of its agents against the employees represented by the Union because of membership or activity in the Union. The Union shall not intimidate or coerce employees into membership. Neither the Township nor the Union shall discriminate against any employee because of race, creed, color, national origin, religion or political affiliation.
- B. Where the word "he" is used in this Agreement it shall mean both sexes.
- C. No employee shall be reprimanded in the presence of a co-worker, member of the public or other member(s) of the Township staff by any supervisor, department head or Township official without justifiable, substantive reason(s).

ARTICLE IV

GRIEVANCE PROCEDURE

- A. For the purpose of this Agreement, the term "grievance" means an appeal by an individual employee or Local 97 on behalf of an individual employee or group of employees from the interpretation, application or violation of the terms and conditions of this collective bargaining agreement.
- B. If at any Step in the Grievance Procedure Management's decision is not appealed within the appropriate prescribed time, such grievance will be considered closed and there shall be no further appeal or review.
- C. Grievance Steps:

Step 1.

The Grievance Chairman of the Union or his duly authorized and designated representative shall present in writing the grievance or grievances to the supervisor or his designee. A grievance must be filed within five (5) working days after the event that gave rise to the grievance. The supervisor or his designee shall answer the grievance in writing within five (5) working days.

Working days, as set forth herein, shall be defined as Monday through Friday, whether the employee actually works the day(s) in question.

Step 2.

If the grievance is not resolved at Step 1, or if no answer has been received by the Union within the time set forth in Step 1, the Union may present the grievance in writing to the Township Administrator. The Township Administrator shall forward a reply within twenty-five (25) working days of receipt of the first step. The presentation shall set forth the position of the Union, and at the request of either party, discussion may ensue. In the event no answer is received from the Township Administrator within the specified time, then the Union may move the grievance to the Mayor. Any appeal to the Mayor under Step 2 shall be within five (5) working days of the Administrator's response or time to respond. The Mayor shall have ten (10) working days to respond, if he so desires; otherwise, the grievance shall be denied. Working days, as set forth herein, shall be defined as Monday through Friday, whether the employee actually works the day(s) in question.

Step 3.

If the grievance has not been settled by the parties at Step 2 of the Grievance Procedure, or if no answer in writing by the Mayor has been received by the Union within the time provided in Step 2, all submissions to arbitration by the Union must be made within twenty (20) calendar days of the receipt of Step 2 decision or when a step 2 decision should have been rendered.

Step 4. Arbitration

If a grievance is not settled under Step 3, such grievance shall, at the request of the Union or the Township, be referred to PERC as mutually agreed to by the parties for the selection of an Arbitrator according to its rules. All submissions to arbitration must be made within twenty (20) calendar days. Attendance at a grievance or arbitration hearing or matter by anyone other than the grievant and Shop Steward shall be permitted only by subpoena and only if the individual

subpoenaed is testifying. No overtime shall be paid for attendance at a grievance or arbitration.

The arbitration proceedings:

- a. The arbitrator shall conduct a hearing and render his decision in writing with findings of fact and conclusions.
- b. The arbitrator shall not have the power to add to, subtract from or modify the provisions of this Agreement.
- c. The arbitrator shall confine his decision solely to the interpretation and application of the Agreement and shall confine his decision to the one (1) precise issue submitted for arbitration unless the parties agree otherwise.
- d. The arbitrator shall have no authority to prescribe a monetary award as a penalty for a violation of this Agreement.
- e. Rules, regulations, policies or orders of Berkeley Township shall not be subject to interpretation or revision by an arbitrator except if specifically provided by the parties.
- f. The decision of the arbitrator shall be final and binding on the parties subject to the rights of the parties with respect to case law and statutes.
- g. The fees and expenses of the arbitrator and recording of the procedure shall be divided equally by the parties.
- h. Any other costs of the arbitration, including the presentation of witnesses, shall be borne by the party incurring same.

D. Miscellaneous - Advance Step Filing.

In the event a grievance affects more than one member, or any class of workers or members, then the grievance shall commence directly at Step 2 by the Union.

ARTICLE V

HOURS OF WORK - SHIFTS

- A. The normal work day for blue collar employees whose titles are represented by the Union shall be eight (8) hours of work; there shall be thirty (30) minutes for a lunch period and the work week shall consist of forty (40) hours. This provides for seasonal changes; prior to effecting a change, the Township shall consult with the Union. All work performed outside of the stated weekly hours will be paid at time and one-half (1-1/2) of the regular straight time rate. Sundays shall be paid at double the straight time rate. All full-time employees shall have two (2) 15-minute break periods within their respective work day. The first break shall be within the first four (4) hours of the commencement of the work shift; the second break shall fall within the remaining hours of the shift, as modified below.

Employees shall not be entitled to: (1) leave fifteen (15) minutes early for lunch; (2) extend the lunch period by fifteen (15) minutes; and/or, (3) leave at the end of the day early by fifteen (15) minutes by using the second fifteen (15) minute break.

- B. When so elected by the Township, multiple shifts of at least forty (40) hours duration, four (4) or five (5) days, shall be worked. A.M. shift work shall be between the hours of 6:00 a.m. and 8:00 p.m.
- C. There shall be no pyramiding of overtime rates and double the straight time rate shall be the maximum compensation for any hour worked.
- D. A two (2) week notification shall be given by the Township prior to a change in shift except in cases of emergency.
- E. The Township will pay the employee for out-of-title work from day one at the hourly rate to 5% above their current hourly rate under the following conditions:
- the employee works the full work day in the out-of-title work;
 - the work in question is a non-training assignment;
 - the employee holds the necessary license for the job and is able to perform the necessary duties.

F. Employees who work at a higher job classification for six (6) months shall thereafter receive the higher title pursuant to Civil Service Regulations. Upon any promotion of a member to a title in a higher Grade, the salary increase for said promotion shall be a minimum of 5% more than that members existing salary.

ARTICLE VI

OVERTIME

- A. An employee shall be entitled to overtime at the rate of one and one-half (1-1/2) times his regular hourly rate only after said employee has worked in excess of eight (8) hours in one day or forty (40) hours, in any given work week. Bereavement leave (immediate family), paid sick leave, vacation leave, personal days and holidays are to be considered as time worked for the purposes of this Section. When the Township requires an employee to work in excess of forty (40) hours per week, the overtime rate (1 ½) shall apply. All work performed in excess of twelve (12) consecutive hours shall be compensated for at double time.
- B. In the event an employee is called to duty on his normal off-duty hours, he shall be paid overtime at the rate of time and one-half (1-1/2) with a minimum of four (4) hours, provided such time is not contiguous to the employee's work day and provided the employee has not received four (4) hours' notice. If the time is contiguous to the employee's work day, the employee will be paid overtime only for the time actually worked.
- C. All work performed on Saturday will be compensated at the rate of time and one-half (1 ½). All work performed on Sunday shall be compensated for at double time and employees will be provided with a minimum of four (4) hours work or pay.
- D. Where possible and except in the case of an emergency, a two (2) hour notification period shall be given to an employee prior to his working overtime.
- E. Availability for overtime worked shall be posted by the supervisor or his designee. Overtime shall be offered on a rotating basis within a given job classification and all employees may be required to work a reasonable amount of overtime.

ARTICLE VII
HOLIDAY AND PERSONAL LEAVE

A. Holiday Leave

1. The following shall be recognized as holidays:

New Year's Day
Martin Luther King's Birthday
President's Day
Good Friday
Memorial Day
July 4 (Independence Day)
Labor Day
Election Day
Columbus Day
Veterans' Day
Thanksgiving Day
Friday following Thanksgiving
Day before Christmas
Christmas Day

Floating Holiday

2. The above-mentioned holidays shall be included in the employee's regular pay period.
3. An employee who is out of earned time will not receive the holiday pay.
4. A floating holiday will be considered time worked for the purpose of overtime calculation. Employees seeking to schedule the floating holiday as time off must make a request for the floating holiday not less than three (3) working days in advance which request is subject to approval by the supervisor. An unused, but denied the opportunity to use it, floating holiday may be carried forward to the following calendar year only if approved by the Township Administrator or designee.

B. Personal Leave.

Employees shall be entitled to personal leave of up to three (3) days per year with pay on a prorated basis depending on the amount of time the employee has worked during the year. New employees will be entitled to personal leave as follows:

After four (4) months	1 day
After eight (8) months	1 day
After one (1) year	1 day

Said personal leave shall not be cumulative. Part-time bargaining unit members shall receive pro-rata personal days as follows:

Total number of days x total hours worked / week / 40 = number of part-timers personal days (e.g., 3 personal days x 20/40 = 1½ personal days).

The employee shall request a personal leave day at least three (3) calendar days in advance of the day in question, except in cases of emergency.

ARTICLE VIII JURY DUTY

Any employee who is absent from work because of jury duty or appearing as a witness on behalf of the Township, upon proper evidence of same being presented to the Mayor shall receive full pay; however, all jury pay shall be turned over to the Township.

ARTICLE IX BEREAVEMENT LEAVE

- A. Each employee may be granted up to six (6) consecutive working days leave with pay, one of which shall be either the day of death or the day of the funeral, whichever the employee chooses. The first three (3) consecutive working days with pay, one of which shall be either the day of death or the day of the funeral, whichever the employee chooses. The remaining three (3) consecutive working days of the six (6) days may be granted at the discretion of the Mayor or designee and are not grievable. Immediate family shall include spouse, mother, father, sister, brother, children, mother-in-law, father-in-law, aunts, uncles, grandparents, grandchildren of employee and spouse.
- B. (1) All such leave will not be taken until the immediate supervisor is notified of the incidence of bereavement.
(2) Proof of death may be required and, if so, must be submitted promptly upon return from said leave.

ARTICLE X

VACATIONS

A. Each employee who has had the length of continuous employment specified in the table following shall be entitled to the working time shown as a vacation with pay at his regular rate of pay.

<u>Length of Employment</u>	<u>Vacation Time</u>
During the first year	1 day per month
Beginning the second year to four (4) complete years of service	12 days
Beginning the fifth year through nine (9) Complete years of service	18 days
Beginning ten (10) years of service	20 days
Beginning eleven (11) years of service	21 days
Beginning thirteen (13) years of service	22 days
Beginning fifteen (15) years of service	23 days
Beginning seventeen (17) years of service	24 days
Beginning nineteen (19) years of service	25 days

B. Eligibility for vacation shall be computed as of the first day of the month in which the employee covered by this Agreement was hired. No employee shall be permitted to carryover unused vacation except for business necessity only upon approval of the Township Administrator or designee as per Department of Personnel rules and regulations. All requests for vacation or leave of absence shall be acted and decided upon within fifteen (15) days.

C. (1) No vacations will be considered approved until the employee has in his/her possession a copy of the written request approved by the Supervisor or designee. All requests for vacation leave shall be acted and decided upon within fifteen (15) calendar days of the receipt of such in writing by the Township Administrator or designee.

(2) Whenever more than one (1) employee within a job classification at job location requests vacation at a given time, the Township shall endeavor to honor all vacations as requested. However, when vacations cannot be granted to all employees

requesting vacations for a particular period, the employees with the greatest seniority shall be granted their vacations first (unless business necessity requires a different result).

ARTICLE XI

LEAVES

A. Sick Leave

1. Sick leave may be utilized by full-time employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease, or to care for an immediate family member with any of these same issues.
2. All permanent full-time employees covered by this Agreement shall be granted sick leave with pay. During an employee's first year of employment he will be granted one (1) day for each month of complete service of full-time employment, through December 31st of that year. Every subsequent January 1st, he will be granted fifteen (15) days of sick leave per year.
3. Procedure
 - a. If an employee is absent for reasons that entitle him to sick leave, he shall notify his supervisor no later than one-half (1/2) hour prior to his usual reporting time.
 - b. Failure to notify his supervisor may be cause for denial of the use of sick leave for that absence and constitute cause for disciplinary action.
 - c. Absence without notice for five (5) consecutive days shall constitute a resignation.
4.
 - a. An employee who shall be absent on sick leave for five (5) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness.
 - b. When the employee is at his/her place of confinement, he/she is restricted to such, except for visits to his/her pharmacist or physician, when the employee is out sick. All employees, whether sick or injured, shall not leave the State of New Jersey for more than one (1) twenty-four (24) hour period, except with the written approval of the employee's supervisor or designee or by written authorization of the employee's attending physician.

5. Sick Leave Verification

- a. An employee who has been absent on sick leave for periods totaling fifteen (15) days in one (1) calendar year consisting of periods of less than five (5) days, shall submit acceptable medical evidence for any additional sick leave in that year unless such illness is of a chronic or recurring nature requiring absences of one (1) day or less, in which case only one (1) certificate shall be necessary for a period of six (6) months.
 - b. The employee's supervisor may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable.
 - c. In case of leave of absence due to exposure of contagious disease, a certificate from the Department of Health shall be required.
 - d. The supervisor may require an employee who has been absent because of personal illness, as a condition of his return to duty to be examined, at the expense of the Township, by a physician designated by the Township. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health and safety of other employees.
 - e. Abuse of sick leave shall be cause for disciplinary action.
 - f. The Township reserves the right to require verification at any time for any reason at the expense of the Township.
6. No employee shall be allowed to endanger the health and well-being of other employees. In light of this, the employee may be directed to take sick leave by the employee's supervisor. The employee's supervisor may direct the employee to the Township physician, at the Township's cost, for an opinion as to the eligibility of the employee(s) to continue at work if the employee(s) does not accept such direction.

B.FMLA & FLA Leaves

1. Employees may be granted a leave of absence without pay in accordance with the Federal Family and Medical Leave Act of 1993 (FMLA), 29 U.S.C.A. §2601 et. seq. and/or the New Jersey Family Leave Act (FLA), N.J.S.A. 34:118-1 et. seq. and/or Township

policy. To be entitled to an FMLA and/or an FLA leave, employees must meet all statutory criteria and requirements of the Township policy set forth herein.

2. To be eligible for FMLA leave, an employee must be employed by the Township for at least twelve (12) consecutive months prior to leave application. In addition, in the twelve (12) months immediately preceding the beginning of the leave, employees must have worked at least one thousand two hundred fifty (1,250) hours, excluding overtime. To be eligible for FLA leave, employees must have been employed for the previous twelve (12) months and have worked at least one thousand (1,000) hours, excluding overtime.
3. Eligible employees can take up to twelve (12) weeks of unpaid FLA leave during any twenty-four (24) month period for the birth or adoption of a child, or the serious illness of a parent, parent-in-law, stepparent, child or spouse. Eligible employees can take up to a total of twelve (12) weeks of unpaid FMLA leave within a rolling twelve (12) month period for the birth or adoption of a child, to care for a parent, child or spouse who has a serious health condition or if the employee experiences a serious health condition as defined by Federal law.
4. An employee may be entitled to leave under both the FMLA and the FLA. When this occurs, the leave simultaneously counts against the employee's entitlement under both laws. Employees on FMLA and/or FLA leave will not continue to accrue vacation, sick or personal days. Employees on FMLA and/or FLA leave will not continue to accrue longevity. Employees on FMLA and/or FLA leave will continue to be eligible for health insurance coverage under the Township's policy assuming that such benefits were provided before the leave was taken. Employees taking FMLA and for FLA leave will be required to use all available accrued vacation, sick and personal days during the leave.
5. The use of accrued time will not extend the leave period. After exhausting the accrued leave time, the employee will not be paid for the remainder of the FMLA and for FLA leave.
6. A request for a FMLA and for an FLA leave must be accompanied and supported by a physician's certificate. In non-emergency situations, a request for an FMLA and for FLA leave should be made at least thirty (30) calendar days in advance of the anticipated start date for the leave. The Township requires periodic reports every thirty (30) calendar days during an FMLA and for FLA leave regarding the employee's status and intent to return to work.

7. Intermittent and for reduced schedule leave will be permitted only when it is medically necessary. Intermittent and for reduced schedule leave will be scheduled in a manner so as to cause minimal disruption to an employee's job. Employees are expected to make every effort to schedule medical appointments and treatments outside of working hours or at such times that allow for a minimal amount of time away from work.
8. An extension past the twelve (12) weeks can be requested, but such requests along with medical documentation and verification of the need for the extension must be submitted prior to the expiration of the initial leave period. The Township reserves the right to deny any request for extended leave and such denial shall not be grievable.
9. If the reason for the leave is the employee's own serious health condition, the employee will be required to present a fitness-for-duty certification prior to being permitted to return to work. An employee who fails to return to work for five (5) consecutive work days after the expiration of the leave period will be considered to have abandoned his or her position and will be recorded as a resignation not in good standing in accordance with Civil Service law and regulations. Upon return to work after an FMLA and/or FLA leave, an employee will be returned to the position held prior to the leave or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. An employee returning to work after a FMLA and/or FLA leave has no greater rights than the employee would have had if the employee had continued to work. Therefore, an employee may be affected by a layoff, termination or other job change if such action would have occurred had the employee remained actively at work.

C. Leaves of Absence Without Pay

1. A leave of absence without pay may be granted no more than two (2) three (3) month periods in any one (1) consecutive twelve (12) month period, excluding FMLA (if applicable). The decisions as to whether or not to grant a leave of absence without pay in accordance with this Article shall be within the sole and absolute discretion of the Township. All decisions regarding leave made by the Township Administrator and are not appealable through the grievance procedure.
2. The Township reserves the right to extend this period of time only after the employee submits to the Township sufficient reason for an extension of such leave after the employee has

appeared before the Township to request the extension in person. Furthermore, such extension shall require approval by the Commissioner of the New Jersey State Department of Personnel and all other applicable parties.

3. An application for an unpaid leave pursuant to this Article shall be submitted at least thirty (30) days prior to the effective date of the proposed leave except in the case of emergencies.

D. Workers' Compensation

Any member of the Township who shall utilize disability leave under Workers' Compensation, shall forward any money received by the Insurance Carrier directly to the Township Clerk as the member shall be receiving his disability pay.

ARTICLE XII

INSURANCE

- A. The Township shall secure accident and liability insurance for all employees to provide a defense for all actions brought against an employee by a third party as a result of Township employment.
- B. Effective January 1, 2016, the insurance to be provided to all employees shall be the Direct 15 Plan, or equivalent.
- C. The Township shall maintain in full force and effect, Worker's Compensation Insurance for all employees covered by this Agreement.
- D. Effective January 1, 2015, all members of the bargaining unit, present and former, shall be covered under the provisions of the prescription plan handled through the New Jersey Health Benefits Plan (NJSHBP or SHBP). Any changes as to the co-pays/coverages, etc. to said plan made by the New Jersey State Health Benefits Commission (NSHBC) shall govern the employees/former employees under the bargaining unit as to the benefit.
- E. The insurance coverage provided herein is subject to availability within the insurance industry.
- F. The Township shall provide full family dental coverage to each member of the same coverage which is presently in effect. The Township's cost for such coverage is capped at the cost in effect on January 1, 1997.

The Township reserves the right to change insurance plans or carriers or to self-insure so long as substantially equivalent benefits are provided and at least forty-five (45) days notification is provided to the Union. In the event the Union does not agree that the new plan(s) provided(s) substantially equivalent benefits, the Union may submit the matter to expedite arbitration prior to the expiration of the forty-five (45) days notification by the Township, for determination by an arbitrator prior to implementation of the new plan(s). However, if an expedited arbitration proceeding is sought, the plan shall go into effect within one hundred twenty (120) calendar days after the initial notification to the Union. Effective January 1, 2016, all employees will be moved to the NJ Direct 15 insurance plan. Any plan changes shall be substantially equivalent to those in effect prior to the change.

- Employees hired after 8/1/18 shall receive the NJ Direct 20/30 plan and all employees shall continue to contribute at the Tier 4 level of P.L. 2018, Chapter 78.

ARTICLE XIII

EDUCATION

- A. The Township agrees to reimburse an employee for tuition, books and fees only for a maximum of \$500.00 per year for courses taken that are related and pertaining to an employee's category of work or other approved courses. Prior to enrollment, the permission of the Township Administrator must be obtained after recommendation of the respective supervisor. Failure to obtain such prior approval shall disqualify courses from reimbursement category. Courses that are directly related to an employee's work shall be permitted for reimbursement purposes with respect to other approved courses, the Township retains the sole discretion to determine whether a course shall be approved for reimbursement purposes. An employee must have at least one (1) year of service before becoming eligible for participation in the tuition reimbursement program. In order to receive reimbursement for the courses, the employee must earn a grade of "C"/70% or better depending on grade given.
- B. Members shall receive an additional \$500.00 per year for attainment of an Associates Degree.
- C. Members shall receive an additional \$750.00 for attainment of a Bachelors Degree.
- D. Employees hired on or after January 1, 1986 shall not be eligible for the additional salary stipends as provided in Sections B and C above. Further, employees currently in the employ of the Township who intend to obtain the salary stipends provided in Sections B and C of this

Article must achieve those levels of education advancement by not later than December 31, 1986. After December 31, 1986, no additional stipends shall be granted to any employees of the Township for advanced education. Furthermore, the provisions of Sections B and C above shall only apply if the degree is (a) related to the employee's course of work; and (b) the money is non-cumulative.

ARTICLE XIV

RETIREMENT BENEFITS

- A. Upon an employee's regular retirement, disability retirement, resignation or death, the employee shall be entitled to time off or to compensation for accumulated and unused sick leave as follows: At the time of retirement, the Township will purchase back all accumulated sick days of any employee covered by this Agreement and the maximum payment shall be \$15,000.00. However, employees on the Township payroll, as of July 1, 1999, whose accumulated sick day payment, as of July 1, 1999, would exceed the aforementioned maximum, may retain the excess above the maximum which excess may not increase beyond the amount as of July 1, 1999.
- B. The days currently in the sick leave bank shall be valued at the employee's current rate at retirement. However this increase in valuation from the 1986 rate to current rate at retirement shall not increase or change the employee's grandfathered accumulations for buyback purposes from the valuation set at July 1, 1999, referenced in Paragraph A above. All days earned in the future shall be valued at the rate earned. Sick days shall be used in the order of the days most recently earned first, then using the earlier days.
- C. For the purpose of this Article, retirement shall mean separation from service with the Township for other than disciplinary reasons, either having reached the required years of service or having reached the required age in accordance with the Public Employment Retirement System. Any employee who is separated from service for a cause arising from any disciplinary action shall not be entitled to compensation for accumulated leave.
- D. All leave time pursuant to this Section is earned and prorated in any given year. If an employee is separated from service during any year for any reason their leave time is prorated and if the leave has been exhausted, it will be paid back to the Township through payroll deduction.

ARTICLE XV

UNIFORM ALLOWANCE

- A. The Township shall provide for a uniform allowance to all blue collar employees of \$450.00. This stipend will increase to \$550.00 in 2019, \$650.00 in 2020 and \$700.00 in 2021. All payments under this section shall be paid on or about April 1st of the calendar year. Said uniform allowance shall be in lieu of provision of uniforms and uniform maintenance allowance and shall be prorated for employees based upon service during the year. Only items designated as uniforms of the type determined by the Township shall be eligible for purchasing under this article. All clothing allowance payments shall be made directly through the employee's payroll check. Said uniform allowance payment shall be less all applicable deductions.

- B. All blue collar employees shall be required to wear their uniforms while on duty. Employees who do not wear their required uniforms or appear on the job without the proper clothing shall be subject to disciplinary action.

- C. All employees whose duties call for outdoor work in any weather at the construction sites or elsewhere shall be allotted the clothing allowance in Section A of this Article.

- D. All employees working in hazardous areas shall be provided with safety glasses, prescription if needed.

- E. Each member, depending upon his or her classification and job description shall be equipped at Township expense with all necessary tools and their proper storage facilities while in the employ of the Township.

ARTICLE XVI

AGENCY SHOP

- A. The Township and the Union agree that an agency shop provision was passed into law, Ch 477, P.L. 1979 N.J.S.A. 34:13A-5.4, et. seq., which grants the Union the right to a representation fee of 85% of the Union's dues for non-members. In compliance with Ch 477, P.L. 1979, the Union shall comply with all aspects of the law in regards to a demand and return system as well as to render the Township of Berkeley harmless on all matters arising under its compliance with Ch 477, P.L. 1979.

- B. The Union shall indemnify, defend and save the Township harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of any action taken by the Township in refinance upon this Article.

ARTICLE XVII

SALARIES

- A. Salary changes shall be as follows:

As of January 1, 2018, 2019, 2020, and 2021 every step on the guide shall be increased by 3%. On August 1, 2018, 2019, 2020, and 2021 every member on the guide shall advance one step and every member off the guide shall receive a 3% increase in their base pay.

For each year of the contract, the minimum and maximum wages in Schedule C shall be increased for part-time employees by three (3%) percent per year.

- B. In the event an employee receives a promotion, the promotion date will become the new anniversary date for increment purposes.
- C. Automated truck drivers (those drivers who operate the one-armed bandit), effective the execution of this Agreement, will receive an extra fifty (\$0.50) cents per hour in pay.

ARTICLE XVIII

LONGEVITY

- A. Each employee shall be paid in addition to his annual salary a longevity payment based upon completion of continuous years of employment in the Township of Berkeley in accordance with the following schedule for the term of this Agreement:

Schedule:

<u>5 YEARS</u>	<u>10 YEARS</u>	<u>15 YEARS</u>	<u>20 YEARS</u>	<u>23 YEARS</u>
\$850.00	\$1,350.00	\$2,500.00	\$3,000.00	\$3,500.00

- Such longevity shall be non-cumulative

- B. Each employee shall qualify for the longevity increment on the date of the anniversary of his/her employment and such increment shall commence to accrue from and after such date.

- C. Longevity pay shall be paid once per year on November 30th of every year or the pay period nearest to same. If an employee only works part of an anniversary year, the employee's longevity shall be prorated based on the number of months, or part thereof, worked (e.g. longevity prorated by $1/12 \times$ months or part thereof worked)
- D. Seniority shall be based on Title 11A of the Civil Service Rules.

ARTICLE XIX

EMPLOYMENT RIGHTS

- A. Any employee shall have the right to have a Union representative accompany him in all disciplinary procedures filed against him by his supervisor or the Township.
- B. The Township agrees that temporary assignments shall be governed by applicable Civil Service law, rules and regulations.
- C. All disciplinary proceedings filed against any employee by his supervisor or the Township shall only be for just cause and in accordance with New Jersey Statutes Title 11A (Civil Service Act) and/or New Jersey Administrative Code Title 4A, and its amendments as may be enacted from time to time. No notices of this action shall be made or posted publicly.
- D. Each employee has the right to review his personnel folder. All requests for review shall be submitted in writing to his supervisor and will be honored within three (3) days of the receipt of the individual's request. All materials contained in the employee's personnel folder will be open to examination by the employee, his/her immediate supervisor, the Township Business Administrator, the Mayor and/or legal counsel retained by the Township. Any viewing of the personnel file shall be in the presence of the Township Administrator or designee. Any material placed in the employee's present folder shall be copied to the affected employee.
- E. An employee shall be provided with a copy of a specific rule or regulation of his supervisor or the Township.
- F. The Union shall provide the Township with a list, during the first week of January of each year, of all shop stewards, as well as updates of changes throughout the year if such occurs. There shall be no more than five (5) shop stewards - one (1) for each division within the Township covered by this Agreement. Such stewards shall be allowed sufficient time during

the regular working hours without loss of pay to see that the terms and conditions of this Agreement are observed at his shop or on his job, provided, however, the routine operations of the department in question shall not be interfered with. No Steward shall be discriminated against by any Township employee/official because of his faithful performance as steward nor shall any steward be removed from the job until notice has been given to the President of the Union.

- G. The Union will appoint a three (3) member Safety Committee. Members of the Safety Committee shall meet with the Township Administrator or designee quarterly to discuss safety and health-related job issues. The meeting shall not interfere with the employee's(s') responsibility to provide the Township with full employment duties during the normal work day.
- H. No employee shall serve a suspension or any other minor discipline without the employee and the Union Representative being first offered a meeting with the Employer or Employer's representative.
- I. It is hereby recognized that the responsibility for changing tires on vehicles has sometimes fallen on the vehicle drivers and sometimes on the mechanics. No members of this bargaining unit shall be exempt from having the responsibility to change tires and mechanics and drivers shall coordinate with, and support each other in getting this task completed.

ARTICLE XX

MANAGEMENT RIGHTS

- A. The Township maintains the exclusive right to direct the work force of employees and the operations of the various departments. This shall include, but not be limited to:
 - 1. Direction and operation generally;
 - 2. Type of work to be performed (within title);
 - 3. Work assignments (within title);
 - 4. Machinery, tools and equipment to be used;
 - 5. Shift schedules;

6. Hours of work (within the Agreements contained herein);
7. Hiring, promotions, discharge, demotions and disciplinary action against employees, all in accordance with N.J. Statutes Title 11A (Civil Service Act) and/or New Jersey Administrative Code Title 4A, and its amendments as may be enacted from time to time;
8. Making, drafting and enforcing rules and regulations governing the same and safety of its employees.

B. Rules and Regulations

1. The Township may establish and enforce reasonable rules and regulations which do not conflict with this Agreement for department operations and conduct of personnel thereof and maintenance of discipline. Copies of such rules and regulations shall be furnished to the employees' Union and shall be posted on various bulletin boards.

2. The employees shall comply with such rules and regulations and all employees shall promptly and efficiently execute the instructions and orders of their superiors. If an employee or the employee's Union believes an instruction or order of a supervisor is unreasonable or unjust, the employee shall comply with the order or instruction, but with the further provision that such employee or the employee's Union may treat the order or instruction as a grievance which should be handled in accordance with the Grievance Procedure set forth previously in this Agreement.

3. The employees and the Union accept, as reasonable, the Township's rule that: (a) employees shall not drink alcohol beverages during work time, break time and/or lunch time; (b) employees shall not use controlled dangerous substances during work time, break time and/or lunch time if it prevents them and/or interferes with them from carrying out their duties/work assignments. Furthermore, no employee shall come to work under the influence of any of the aforementioned items (alcohol/controlled dangerous substances/prescription drugs).

ARTICLE XXI

BULLETIN BOARD

Four (4) bulletin boards will be made available to the Union for the purpose of posting

employee Union matters relating to meetings, dues, entertainment, health, safety and welfare of the employees who are members of the Union and of general employee's Union activities. Union members shall not post any materials containing any profane or obscene matter or be defamatory of any individual. No material of a derogatory, inflammatory, insulting or demeaning nature against the Township, any employee/official of the Township or any resident/citizen/tenant/business owner in the Township. All notices shall be signed by the Shop Steward and/or IBT Local 97 President or designee.

ARTICLE XXII

MILEAGE

Mileage reimbursement shall be at the rate of \$.20 per mile.

ARTICLE XXIII

RECORD KEEPING

- A. All employees are required to complete a time card/sign-in sheet (whichever is applicable) when they arrive for work and when they complete work at the end of the day. The recording on the time card/sign-in sheet must be completed in pen or by the "punching in/punching out" of a time clock. Time cards/sign-in sheets must be signed by both the employee and the employee's supervisor and include the total number of hours actually worked each week. The employee's signature(s) certifies that the actual hours worked as shown are correct" and the other signatures indicate that the hours worked have been verified.
- B. All incidents of absence or tardiness must be explained on the time card/sign-in sheet in the space provided for this purpose. A time card/sign-in sheet will not be accepted as complete unless it accounts for all scheduled working days.

ARTICLE XXIV

SAVINGS CLAUSE

If any provision of this Agreement or application of this Agreement to any employee or group of employees is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XXV

FULLY BARGAINED PROVISIONS

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not

within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

- B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing executed by both parties.

ARTICLE XXVI

DURATION

- A. This Agreement shall become effective as of January 1, 2018 and shall continue in full force and effect through December 31, 2021. An employee must be in the active employment of the Township to be eligible for retroactive pay and/or benefits.
- B. Employees eligible for an annualized benefit such as uniform allowance shall receive a prorated benefit only if the employee leaves the employ of the Township during the year in which the benefit is received.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals to this Agreement through their authorized representatives this 31 day of OCTOBER, 2018.

INTERNATIONAL BROTHERHOOD
OF TEAMSTERS, LOCAL 97
Jersey

TOWNSHIP OF BERKELEY
A Municipal Corporation of the State of New

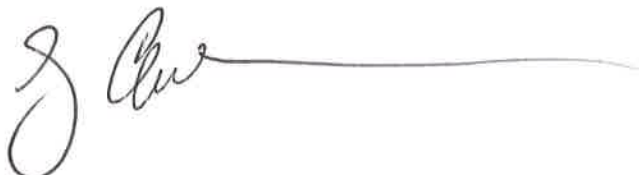
By: 

By: 

Attest:

Kristen Russo

Attest:

SCHEDULE A
BLUE COLLAR GRADES

GRADE 1

LABORER
BUILDING SERVICE WORKER
MAINTENANCE WORKER 1 GROUNDS

GRADE 2

LABORER 2
SENIOR BUILDING SERVICE WORKER
MAINTENANCE WORKER 2 GROUNDS
BUILDING MAINTENANCE WORKER
SANITATION WORKER
TREE MAINTENANCE WORKER 1

GRADE 3

LABORER 3
SENIOR BUILDING MAINTENANCE WORKER
MAINTENANCE WORKER 3 GROUNDS
TRUCK DRIVER
TREE MAINTENANCE WORKER 2
PUBLIC WORKS REPAIRER
ANIMAL CONTROL OFFICER
RECYCLING PROGRAM AIDE

GRADE 4

EQUIPMENT OPERATOR
LABORER/MOTOR BROOM DRIVER
SIGN MAKER 1
TREE MAINTENANCE WORKER 3
SENIOR MAINTENANCE REPAIRER

GRADE 5

HEAVY EQUIPMENT OPERATOR
TRACTOR TRAILER DRIVER
MECHANIC
MECHANIC DIESEL
MECHANIC WELDER
SIGN MAKER 2

SCHEDULE B
JANUARY 1, 2018

STEP	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
1	24,536	28,353	32,714	35,042	36,531
2	25,081	28,680	33,260	37,174	38,633
3	25,626	29,007	33,805	39,306	40,736
4	26,172	29,661	34,895	41,437	42,838
5	26,717	30,315	35,986	43,569	44,940
6	27,262	31,406	37,076	45,701	47,043
7	27,807	32,496	38,167	47,832	49,145
8	28,898	34,132	39,257	49,964	51,247
9	29,988	35,768	41,438	52,096	53,350
10	31,079	37,949	43,619	54,227	55,452
11	32,714	40,130	47,981	56,359	57,554
12	34,350	42,311	50,162	58,491	59,657
13	35,441	46,673	52,343	60,622	61,759
14	37,622	51,035	54,524	62,754	63,861
15	39,803	55,396	56,705	64,886	65,964

SCHEDULE B
JANUARY 1, 2019

STEP	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
1	25,272	29,203	33,696	36,093	37,627
2	25,834	29,540	34,257	38,289	39,792
3	26,395	29,877	34,819	40,485	41,958
4	26,957	30,551	35,942	42,680	44,123
5	27,518	31,225	37,065	44,876	46,289
6	28,080	32,348	38,189	47,072	48,454
7	28,641	33,471	39,312	49,267	50,619
8	29,765	35,156	40,435	51,463	52,785
9	30,888	36,841	42,681	53,659	54,950
10	32,011	39,087	44,928	55,854	57,116
11	33,696	41,334	49,421	58,050	59,281
12	35,381	43,580	51,667	60,245	61,446
13	36,504	48,073	53,913	62,441	63,612
14	38,750	52,566	56,160	64,637	65,777
15	40,997	57,058	58,406	66,832	67,943

SCHEDULE B
JANUARY 1, 2020

STEP	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
1	26,030	30,079	34,707	37,176	38,756
2	26,609	30,426	35,285	39,438	40,986
3	27,187	30,773	35,864	41,699	43,217
4	27,765	31,467	37,021	43,961	45,447
5	28,344	32,162	38,177	46,222	47,677
6	28,922	33,318	39,334	48,484	49,908
7	29,501	34,475	40,491	50,745	52,138
8	30,658	36,211	41,648	53,007	54,368
9	31,815	37,946	43,962	55,268	56,599
10	32,971	40,260	46,276	57,530	58,829
11	34,707	42,574	50,903	59,791	61,059
12	36,442	44,887	53,217	62,053	63,290
13	37,599	49,515	55,531	64,314	65,520
14	39,913	54,143	57,845	66,576	67,750
15	42,227	58,770	60,158	68,837	69,981

SCHEDULE B
JANUARY 1, 2021

STEP	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
1	26,811	30,982	35,748	38,292	39,919
2	27,407	31,339	36,344	40,621	42,216
3	28,003	31,697	36,940	42,950	44,513
4	28,598	32,411	38,131	45,280	46,810
5	29,194	33,126	39,323	47,609	49,108
6	29,790	34,318	40,514	49,938	51,405
7	30,386	35,510	41,706	52,268	53,702
8	31,577	37,297	42,898	54,597	55,999
9	32,769	39,084	45,281	56,926	58,297
10	33,961	41,468	47,664	59,256	60,594
11	35,748	43,851	52,430	61,585	62,891
12	37,535	46,234	54,814	63,914	65,188
13	38,727	51,000	57,197	66,244	67,486
14	41,110	55,767	59,580	68,573	69,783
15	43,493	60,533	61,963	70,902	72,080

SCHEDULE C
2018-2021 BLUE COLLAR
PART-TIME EMPLOYEES COMPENSATED ON AN HOURLY BASIS

POSITION	MINIMUM				MAXIMUM			
	2018	2019	2020	2021	2018	2019	2020	2021
Golf Ranger	8.60	8.86	9.12	9.40	15.06	15.51	15.98	16.46
Golf Starter	8.60	8.86	9.12	9.40	15.06	15.51	15.98	16.46
Greenskeeper	9.63	9.92	10.21	10.52	23.53	24.23	24.96	25.71
Laborer	9.63	9.92	10.21	10.52	20.99	21.62	22.27	22.94
Sr. Golf Ranger	8.60	8.86	9.12	9.40	16.92	17.43	17.95	18.49
Animal Attendant	8.60	8.86	9.12	9.40	26.09	26.87	27.68	28.51

BERKELEY



TOWNSHIP

JOHN A. CAMERA
TOWNSHIP ADMINISTRATOR
jcamera@twp.berkeley.nj.us
Phone: (732) 244-7400
Fax: (732) 341-8968

OFFICE OF ADMINISTRATION
Pinewald-Keswick Road
P.O. Box B
Bayville, NJ 08721

Side Bar to Teamsters 97 2018 – 2021 Agreement – Resolution #19-~~342~~-R

Due to the fact that there is language within the above referenced agreement which was inadvertently omitted, the Township and the Union agree to add the following:

ARTICLE V HOURS OF WORK - SHIFTS

- G. Any Laborer working on the back of a garbage truck for a probationary period of 90 days shall be promoted to the title of Sanitation Worker if they are to continue working in that capacity.

SCHEDULE A – BLUE COLLAR GRADES

One title change which shall effect only one current employee.

It is hereby agreed that Tree Maintenance Worker 3, currently in Grade 4, shall now be moved to Grade 5.



Mayor Carmen F. Amato Jr.



Patrick Guaschino, Teamsters 97