

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE BERGEN COUNTY SHERIFF'S DEPARTMENT
AND
THE NEW JERSEY EMPLOYEES LABOR UNION, NO. 1
COVERING
BLUE AND WHITE COLLAR EMPLOYEES
JANUARY 1, 2003 THROUGH DECEMBER 31, 2006

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PREAMBLE

THIS AGREEMENT is made this 28 day of August, 2003, between the Bergen County Sheriff's Department, hereinafter referred to as the "Employer", and the New Jersey Employees Labor Union No. 1, AFL-CIO, CLC, hereinafter referred to as the "Union".

WHEREAS, the parties have carried on collective bargaining for the purpose of developing a contract covering wages, hours of work and all other conditions of employment for White and Blue Collar employees.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 – RECOGNITION AND DEFINITION

The Employer hereby recognizes the Union as the exclusive bargaining representative of the employees in the negotiating unit of all White and Blue Collar employees employed by the Bergen County Sheriff's Department, but excluding police, supervisors, seasonal and per diem employees.

Attached hereto as Schedule "A" is a list of White Collar titles and Schedule "B" a list of Blue Collar titles covered by this Agreement.

Additional titles considered to be Blue and White may be added during the term of this Agreement.

ARTICLE 2 – TERM OF AGREEMENT

This Agreement shall be in force from January 1, 2003 through December 31, 2006.

ARTICLE 3 – COLLECTIVE NEGOTIATING PROCEDURE

1. Collective negotiations with respect to rates of pay, hours of work or other conditions of employment shall be conducted by the duly authorized negotiating agent of each of the parties. Not more than five (5) representatives of each party plus counsel shall participate in collective negotiating meetings, except by consent of both parties.

2. Collective negotiations for the contract period beginning January 1, 2007, shall commence in accordance with the Rules and Regulations promulgated by the Public Employment Relations Commission.

3. Negotiating sessions shall begin at times which are mutually convenient to the parties and will conclude when either party so desires. The Union representatives (not exceeding the number shown in Section 1) on duty during the period agreed upon for negotiations shall be permitted to attend that negotiating sessions and subsequent regularly scheduled negotiating sessions without loss of pay. No other payment will be made to Union representative for the negotiating sessions.

ARTICLE 4 – MANAGEMENT RIGHTS

Nothing in this contract shall abrogate the management rights of the Sheriff. Except as otherwise provided herein, the Employer retains the exclusive right to hire, direct and schedule the working force; to plan; direct and control operations, to discontinue, reorganize or combine any department with any consequent reduction or other changes in the working force observing demotional rights established by the New Jersey State Department of Personnel; to hire and lay-off employees in accordance with the New Jersey State Department of Personnel procedures; to introduce new or improved methods or facilities regardless of whether or not the same cause a reduction in the working force, and in all respects to carry out the ordinary and customary functions of management, including the establishment of such operational rules as it shall deem advisable. Further, no management prerogative reserved solely to the discretion of the Sheriff by the terms of this Agreement shall be made the subject of a grievance. The Union has the right to review any rule, regulation or policy.

ARTICLE 5 – DISCRIMINATION AND COERCION

There shall be no discrimination, interference or coercion by the Employer or any of its agents against the employees represented by the Union because of membership or activity in the Union. The Union, or any its agents, shall not intimidate or coerce employees into membership. Neither the Employer nor the Union shall discriminate against any employee because of race, creed, color, age, sex or national origin.

Employees shall not solicit anyone outside the Bergen County Sheriff's Department to intercede with the Sheriff or any other government official in relation to promotion, assignment, disposition of pending charges, findings in a departmental trial or other related matters.

ARTICLE 6 – SALARIES AND WAGES

A. Minimum Salaries

The minimum salary to be paid full time employees, except seasonal, covered by this agreement, shall be as follows:

Effective on 1-1-03 - \$20,000.00
Effective on 1-1-04 - \$21,000.00
Effective on 1-1-05 - \$22,000.00
Effective on 1-1-06 - \$23,000.00

B. General Wage Increase

Retroactive to and effective January 1, 2003 wage increases shall be as follows:

Effective on 1-1-03 - 3.5%
Effective on 1-1-04 - 3.5%
Effective on 1-1-05 - 3.5%
Effective on 1-1-06 - 3.5%

New hires shall not earn a wage rate greater than the lowest paid employee in that title with like experience as of the new hire's date of employment. Any dispute between the Union and the Employer on wages shall be resolved utilizing the grievance procedure.

C. Blue Collar Step Guides

Those Blue Collar employees who are subject to salary steps are listed in the Blue Collar step guide, (see Schedule C). The Guide consists of six steps which will advance each year on January 1 to include and reflect the annual across the board wage increase. The guide establishes minimum and maximum salaries for people in the title.

The employees whose current salaries exceed the maximum of the salary range shall be considered "off-guide." All off guide employees shall receive the annual across the board general increase.

All new hires shall be hired in accordance with the minimum/maximum salary guide.

D. Nurses Salary Guide

The nurses Salary Guide (see Schedule C) consists of six steps which will advance each year on January 1 to include and reflect the annual across the board wage increase. The guide establishes minimum and maximum salaries for nurses in their respective job classification (RN or LPN). The parties acknowledge the existence of a memorandum adopted contemporaneously with this agreement which places the covered

employees on steps in the guide. All new employees shall be hired in accordance with the salary guide.

ARTICLE 7 – SHIFT DIFFERENTIAL

- A. Employees in departments with shift operations shall be paid shift differential of .50 cents per hour for the late afternoon/evening shift (up to 12 midnight) and a shift differential of .60 cents per hours for the late evening/early morning shift (after 12 midnight) if they work either shift. This subsection shall not apply to employees who receive rotation pay and were hired after July 1, 2003.
- B. In the event shift employees are required to work overtime in excess of 40 hours in any week, overtime shall be calculated on the base hourly rate inclusive of regular shift differential consistent with past County payroll practice.

C. Weekend Differential

Employees in job titles that are required to work weekends and holidays shall be paid \$1.25 per hour for all hours worked in addition to the applicable shift differential. This subsection shall not apply to employees who receive rotation pay and were hired after July 1, 2003.

D. Rotation Pay

Employees who rotate their days off shall receive an annual stipend of \$2,500.00.

ARTICLE 8 – PAYMENT ON PROMOTIONS

If any employee is promoted or transferred to a title in a grade higher than the grade at which the employee's former title was located, the employee shall receive a salary increase in an amount equal to seven (7%) percent of the employee's salary before the promotion or transfer occurred. If the employer wishes to grant the employee a salary increase greater than as set for herein, the Employer shall notify the Union of such action prior to date of approval.

ARTICLE 9 – LONGEVITY

- A. During the course of this Agreement payment shall be made to employees with unbroken, continuous long-term service to the Employer in the following annual amounts:

Longevity shall be:

1. Employees completing 72 months (6 years) of service shall receive \$250.00;
 2. Employees completing 108 months (9 years) of service shall receive \$500.00;
 3. Employees completing 156 months (13) years of service shall receive \$1,000.00;
 4. Employees completing 216 months (18) years of service shall receive \$1,250.00;
- B. Longevity payment shall be included as apart of the base salary.
- C. Employees must work a minimum of twenty (20) hours per week to be eligible for longevity. They will receive that proportion of the longevity payment represented by the percentage of their hours of work compared to the standard work week.

ARTICLE 10 – HEALTH BENEFITS

A. Basic Medical/Hospital

1. Premiums for the currently effective Medical Insurance Plan (equivalent to the State Health Programs previously provided County employees and their eligible dependents) shall continue to be paid by the Employer. Employees must work at least twenty (20) hours per week to be eligible for such coverage. The Employer reserves the right in its sole discretion to change insurance carrier or plan at any time provided the coverage is substantially equivalent to that which is presently in effect. The Employer will notify the Union no less than thirty (30) days in advance of its intent to make any such change.
2. Employees will be required to obtain pre-certification on hospital admissions, chiropractic and physical therapy. Second opinions will be required for surgery. The Bergen County Health Carrier will pay all cost of securing second opinions. Failure to obtain pre-certification or second opinions will result in a penalty of doubling the annual deductible. Such a penalty can be imposed only once in a year. All employees will receive training and a booklet explaining the new program prior to the effective date of these changes.
3. Effective January 1, 2004, all employees shall be responsible for satisfying annual deductibles of \$200 per individual or \$400 per family.

B. Dental

The Employer shall maintain the currently effective dental benefits insurance program during the term of this Agreement sponsored by the New Jersey Dental Plan, Inc., being described as DELTA Dental Plan of New Jersey, Inc., Program IIB, which plan shall provide for a maximum annual benefit in the amount of \$1,000.00 for dental services and a maximum annual benefit in the amount of \$1,000.00 for dental services and a maximum annual benefits of \$1,000.00 for orthodontic services with a twenty five (\$25.00) dollar deductible, per patient, per calendar year with co-payment thereafter based upon stated percentages of usual and customary rates. All insurance premiums for coverage under the dental plan shall be paid by the Employer. The Employer reserves the right in its sole discretion to change insurance carriers or plan at any time provided that

the coverage is substantially equivalent to that which is already in effect. The Employer will notify the Union no less than thirty (30) days in advance of its intent to make any such change.

C. Disability

1. The Employer shall maintain the disability benefits insurance program during the term of this Agreement sponsored by John Hancock Mutual Life Insurance Company, subject to the following conditions:

a. The premium shall be paid in the following proportion: Employer - \$5.50, employee - \$2.70. Any increase in the premium over the premium stated herein shall be paid fifty (50) percent by the employer and fifty (50) percent by the employee. Employees who chose to join the Program shall make payment through payroll deductions; it is understood and agreed that no employee shall be obliged to participate in said program.

b. The waiting period prior to the benefits entitled shall be thirty (30) days. Employees who choose to join the plan shall include benefits of seventy (70) percent of the employee's weekly wage to a maximum of \$150.00 per week with a maximum of fifty-two (52) weeks of payments. The Plan shall cover disability due to pregnancy.

c. An employee who becomes eligible for disability payment and who has sick leave accumulated shall be entitled to receive the disability payment, plus that amount of sick time which would give him/her their normal bi-weekly base salary.

d. The Employer reserves the right in its sole discretion to change insurance carrier or plan at any time provided that the coverage is substantially equivalent to that which is already in effect. The Employer will notify the Union no less than thirty (30) days in advance of its intent to make any such change.

e. An employee who is disabled within the meaning of the Disability Benefits Insurance Program and who has exhausted all paid leave due him/her may appeal to the Sheriff or his designee for the continuation of coverage under the State Health Benefits Plan, the Dental Program, the Disability Program, the Prescription Program and the Eye Care Plan at the expense of the Employer until either the employee is no longer disabled or a period of fifty-two (52) weeks has elapsed from the date of the exhaustion of all paid leave, whichever occurs first. The Sheriff or his designee shall have the authority in his sole discretion either to provide for a continuation of health benefits coverage or to allow the coverage to lapse as may otherwise be required under law.

D. Prescription

The Employer shall provide a prescription payment benefits insurance program during the term of this Agreement, through Blue Cross/Blue Shield:

1. Effective January 1, 2004, the prescription co-payments for all employees shall be:
 - \$5.00 for a generic drug/\$15.00 for a brand name drug
2. Each prescription shall be for a supply of medication not to exceed thirty (30) calendar days.

Full premium to be paid by the Employer.

The Employer reserves the right in its sole discretion to change insurance carriers or plan at any time provided that the coverage is substantially equivalent to that which is equivalent to that which is already in effect. The Employer will notify the Union no less than thirty (30) days in advance of its intent to make any such change.

E. Eye Care

The Employer shall reimburse employees for expenses incurred by them for eye care, subject to the following:

- a. the expense shall have been incurred to a recognized supplier of eye care (e.g., physician, optometrist, laboratory, supplier of eye glasses or contact lenses, etc.); and
- b. a bill for the expense or proof of the expenditure together with a voucher signed by the employee, shall have been submitted to the Employer; and
- c. the expense is not one covered by any other insurance program supplied by the Employer under this Agreement; and
- d. The total reimbursement by the Employer per employee shall not exceed \$150.00 and will include family members. The total annual benefit will not exceed the stated amount per employee irrespective of who in his/her family incurs the charge.
- e. Either party may re-open the contract on the issue of Eye Care benefits after January 1, 2004. However, no change in benefits shall raise the employer's cost over the \$150 benefit provided for in this agreement.

ARTICLE 11 – PERSONAL LEAVE DAYS

A. Each employee shall be entitled to take two (2) personal days in each year of this Agreement. Department Heads must be notified in advance and, except in case of emergency, prior approval of the Department Head must be obtained.

B. Employees must be employed for three (3) months before becoming eligible for personal leave.

C. Personal leave days may not be carried over.

ARTICLE 12 – WORK SCHEDULE, OVERTIME, COMPENSATORY TIME OFF

A. Work Schedule

1. The standard work week shall consist of five (5) days Monday through Friday, from 8AM to 5PM, with a one (1) hour unpaid lunch. The total work week is 40 hours or 80 hours each two-week period.
2. Where the department has a shift operation, standard hours shall be established by the Department Head so as not to exceed eighty (80) hours in each two (2) week period.
3. The Department Head shall have the right, for the efficient operation of Employer affairs, to make changes in starting and stopping times of the daily work schedule so long as the total work week does not exceed eighty (80) hours in each two (2) week period and the effected employees are given ten (10) working days notice.

B. Overtime

1. All employees covered by this Agreement shall be eligible for overtime.
2. Overtime shall be paid as follows:
 - (a) For hours worked in excess of forty (40) hours in one week, payment shall be at time and one-half.
 - (b) Part-time workers shall not be entitled to time and one-half pay unless they work more than forty (40) hours in a week.
 - (c) When a snow emergency is declared by the Employer Executive, time worked by employees of that department other than the normal working hours, shall be paid at time and one-half.
 - (d) When a holiday is observed during the regular bi-weekly pay period and the employee received pay for that day, those hours shall be included in the computation of overtime for that period.
 - (e) When an employee receives paid leave during the regular bi-weekly period, those hours shall be included in the computation of overtime for that period.
 - (f) When an employee is called back to duty at the end of a regular tour, the employee shall be entitled to a minimum payment of four (4) hours or the actual amount of time worked, whichever is greater. The Employer may require that the four (4) hours be actually worked. This shall not apply in the case of employees required to work overtime immediately after the regular tour.
 - (g) When an employee, other than an employee hired after July 1, 2003, who receives rotation pay, is required to work on a holiday, he/she shall receive time and one-half for the hours worked on the holiday; or the employee shall receive standard time plus time and one-half of the hours worked as compensatory time off. The option shall be that of the employee.

- (h) Overtime must be authorized by the Department head or his/her designated deputy and entered on the week time sheets.
- (i) At the option of the employee , overtime earned may be credited to the employee's Compensatory Time Off Account to the extent permitted in the section covering Compensatory Time off Account (subsection D4) and as limited by applicable Federal and State regulations. The taking of such Compensatory Time Off may be arranged only at the discretion of the Department Head.
- (j) When a worker is required to work two (20 consecutive shifts, commonly referred to as a "double shift", he/she shall receive overtime at the rate of one and one-half times his/her regular rate of pay for the second shift.
- (k) An employee shall be entitled to a meal reimbursement commencing with the third hour beyond the employee's normal work day. The reimbursement shall not exceed \$5.00 and is payable upon the presentation of a paid receipt submitted to the Employer or its designee.

3. Overtime list

Overtime shall be assigned by the Department Head on a rotating basis according to the appropriate job title for the work to be performed. An initial list shall be posted by the Department Head with employee's names arranged according to seniority in each title. Overtime shall be offered to each employee beginning with the name first appearing on the said list and continuing through the list. If an employee does not choose to work such overtime, his/her name shall be placed on the bottom of the overtime list. If an employee does not choose to be considered for any overtime, he/she so indicates to the Department Head in writing and thereafter overtime work shall not be offered to him/her. In the event that thereafter the employee shall desire to have his/her name again placed on the overtime list, he/she shall notify the Department Head and his/her name shall thereafter be restored to the bottom of the list. In the event of an emergency, no employee shall have the right to refuse overtime.

4. Compensatory Time Off

Employees who work in excess of regular hours may elect to take CTO (Compensatory Time Off). If the extra hours are worked at straight time, CTO shall be taken in straight time, with the approval of the Department Head and subject to the need of the departments. If the extra time is in excess of forty (40) hours, the employee may elect to take off one and one-half (1 ½) times the hours worked, subject to the approval of the Department Head and the needs of the Department. Compensatory time may be earned and accrued by employees. The Compensatory time bank may not exceed a maximum of eighty (80) hours of compensatory leave time.

ARTICLE 13 – PAY DURING ABSENCE

A. Unscheduled Absences

If, for any reason, an employee is unable to report for duty, he/she must notify the Department Head two hours before scheduled starting time. Irregular or poor attendance may be caused for disciplinary action. An employee absent from work without notification for five (5) consecutive working days will be considered to have resigned from the position. Such resignation is not considered to be in good standing.

B. Scheduled Absences

When an employee is on a leave of absence without pay for a period in excess of three (3) consecutive months in a calendar year, the annual salary increase shall not be paid upon return to active status, but shall be delayed for a period of unpaid leave.

C. Jury Duty

A leave of absence shall be granted to an employee called for jury duty. This leave of absence shall not be charged against the employee's vacation or sick leave privileges. For the term serving on the jury, full pay will be given according to the basis rate of pay usually received for a standard work period. Fees received as a juror, other than meal and travel allowances, shall be returned to the Employer.

D. Sick Leave

1. If the employee is unable to report to work due to illness or for any other reason, it is essential that the employee's Department head or supervisor be notified, according to the department's procedures. Each department shall post in a central area and distribute to all employees, in writing, the procedure to notify the Employer of an absence. Failure to give prior notification shall result in disapproval of the request for sick leave or be considered as an unscheduled absence.
2. The cause for the employees absence must be reported daily, unless adequate explanation is provided to cover several days. In any sick leave of three (3) consecutive days or more, a doctor's certificate must be submitted. The Department Head retains the right in sick leave cases under three (3) days to conduct an inquiry into the sick leave request or to require examination by the employer's physician if the Department Head has any questions as to the employees condition.

3. Sick leave must be earned before it can be used. Should the employee require none or only a portion of the earned sick leave for any year, the amount not taken accumulates to the employee's credit from year to year during employment.
4. Sick leave is earned and accumulated in the following manner:

One working day for each full month of service during the remaining months of the first calendar year of employment and fifteen (15) working days (1 1/4) per month for each calendar year thereafter. If the employee begins work after the fourth day of the month, sick leave is not earned for that month.
5. Part-time employees are eligible for sick leave. The amount earned is proportional to the allowance of a full-time employee. It is determined by the number of standard hours worked in each pay period.
6. Seasonal and per diem employees are not eligible for sick leave.
7. Sick leave may be granted for:
 - a. Personal illness or accidental disability by reason of which the employee is unable to perform the usual duties of the position.
 - b. Serious illness of member of the employee's immediate family or household (as defined in Bereavement Leave) requiring the employee's attention and care. The circumstances of the illness should be of an emergency nature where the employee is required to be in direct attendance for a period not to exceed three (3) working days. A doctor's certificate must be submitted for absences of three (3) days.
 - c. In case of extended illness, the employee may use accrued Compensatory Time Off or Vacation Leave.
 - d. Cosmetic surgery, in which case the employee shall arrange, with the reasonable approval of his/her Department Head, the scheduling of the surgery and attendant leave.
8. Accumulated sick leave is forfeited upon separation from County service, except as provided for under "Terminal Leave" hereinafter.

E. Injury Leave.

1. Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident, illness or injury which occurred while the employee was performing duties and which is compensable under the Workers' Compensation statutes or any policy of Workers' Compensation insurance applicable to the said employee.
2. All payments which shall be made concerning injury leave are subject to the same rules and regulations as Workers' Compensation insurance and shall not be made if the accident is proved to have been due to intoxication or substance addition or willfull misconduct on the part of the employee. If an employee, absent from work due to an accident, illness or injury which is covered by Workers' Compensation insurance, willfully fails to fulfill all of the conditions necessary to receive compensation benefits, the employee shall not be entitled to payment of any injury leave benefits from the Employer until such conditions have been fulfilled.
3. After all injury leave is used, the employee may be granted additional injury leave only upon approval of the County Executive. After all injury leave is used, the employee may elect to use any sick leave, vacation or compensatory time due at the time of the injury.
4. Use of Injury Leave: Employees absent from duty due to an accident, illness or injury which is compensable under the Workers' Compensation statutes or any policy of Workers Compensation insurance applicable to the said employees and who have completed three (3) months of service with the Employer will be compensated by the Employer on a bi-weekly basis at the regular base rate of pay for a period not in excess of 30 working days for each new separate injury.

Payments shall be made in either of the following ways:

- (a) A check issued by the Employer in the full sum to the employees' base salary. Upon receipt of compensation of checks for temporary disability during the said 30 day period, the employees shall endorse those checks over to the Employer.
Subject to it being permitted to do so by applicable Federal and State Law or regulation, the Employer shall record that portion of the salary checks equal to the amount of the compensation checks covering partial disability as not being income to the employees for income tax purposes and the W-2 or similar forms sent to the employees at the conclusion of each year shall not show such payments as income.
- (b) A check issued by the county in the amount equal to the difference between the employee's base salary and the amount of partial disability Workers Compensation insurance payments received by the employee during the said thirty (30) day period. If eligibility for such payments are contested by the Employer, eligibility will be based on the determination of the New Jersey Division of Workers Compensation under the terms of the New Jersey Workers' Compensation Act.
- (c) Contested Injuries: Charges may be made against sick leave accrual, if any, in any case where the Employer is contesting the employee's eligibility for injury leave. In the event that the Workers' Compensation Division determines in favor of the employee, sick leave so charged shall be recredited to the employee's sick leave accrual balance. In the event eligibility for payments is denied by the Workers' Compensation Division, the employee shall be eligible to utilize sick leave accruals, if any, or vacation leave retroactive to the date of injury.

(d) Medical Proofs: In order to limit the obligation of the Employer for each new separate injury, the Employer may require the employee to furnish medical proof submit to medical examination by the Employer at its expense to determine whether a subsequent injury is a new and separate injury or an aggravation of a former injury while in the Employer service.

(e) When an employee has suffered an injury while on duty and is absent for five (5) days or more, the employee shall submit to the Employer a written certification from a physician setting forth the nature of the injury and the physician's prognosis as to the length of time before the employee can return to duty.

(i) Additional reports shall be filed from the physician every two weeks thereafter indicating the current status of the employee's health and the date of the employee's anticipated return to duty.

(ii) In the absence of such certification, the employee shall be removed from injury leave.

F. Bereavement Leave

Employees shall be entitled to four (4) consecutive working days of leave with pay, one day of which must be the day of burial in the event of a the death of the member of their immediate family. Immediate family is defined as and limited to spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or any other relative residing in the employee's household.

G. Terminal Leave

1. Employees, who retire (i.e., Service Retirement, Accidental Disability Retirement, Ordinary Disability Retirement, Early Retirement or Deferred Retirement), or employees who conclude their service with the Employer after reaching age 60 who are not covered by the Public Employee's Retirement System, shall be granted a terminal leave lump sum payment as follows:
 - a. For retirements or terminations as shown in Section 1 above, each employee shall receive a one-half of his/her earned and unused accumulated sick leave hours multiplied by the hourly rate of pay based upon the average base hourly pay received during the twelve (12) month period immediately prior to the effective date of retirement, provided, however, that no such lump sum payment shall exceed \$20,000.00.
 - b. Upon each retirement or termination the employee may select, in lieu of the terminal benefit provided under subparagraph 1 above, a terminal benefit which is equal to 1 day of pay, computed as in subparagraph 1 above, for each full year of service.
2. Employees are eligible for his benefit providing they work a minimum of twenty (20) hours per week.

H. Leave of Absence

1. Leave Without Pay – A permanent employee, for reasons satisfactory to the Employer, may be granted a personal leave of absence without pay or service credit for time absent for a period up to six (6) months. In exceptional circumstances, such leave may be extended for an additional six (6) months provided it is considered to be in the best interest of the Employer.

- (a) Personal leaves of absence are granted with the understanding that the employee intends to return to Employer duty. If an employee fails to return within five (5) working days after expiration of the leave or excused absence, the employee shall be considered to have resigned and not in good standing.
2. Maternity Leave – A female employee, upon her request may be granted permission to use accumulated sick leave for maternity purposes. In those instances where the employee's sick leave is limited and when requested by the employee, the Employer may approve a leave of absence without pay not to exceed six (6) months. A period of leave prior to the infant's birth shall be granted if medial necessity requires. Maternity leave shall not extend beyond six (6) months following the birth of the infant regardless of whether such leave was with pay, without pay, or a combination of the two. Upon the expiration of the maternity leave provided herein a leave of absence, without pay, may be available as provided under subsection "1" above. A female employee who elects to return to active status following her maternity leave shall be returned to her regular employment. Upon the employee's request, her Department Head shall schedule an appointment with the registered nurse in the Medical Clinic.
3. Family Medical Leave Act – The employer will fully comply with the Federal/State Family Leave Act which ever offers the best results.
4. Military Duty Leave – The following will apply:
Military duty leave will be granted according to State and Federal statutes.

ARTICLE 14 – VACATION

A. Vacation leave is earned and accumulated on a monthly basis in the following manner:

1. One day per month in the first calendar year for the first eleven (11) months and four (4) days in the twelfth month, provided the initial date of hire is on or before the fourth day of the month.
2. From the beginning of the second calendar year of employment to and including the fifth year of employment, employees earn vacation at the rate of 1 1/4 days per month (15 calendar days per year).
3. From the beginning of the sixth (6th) year of employment and thereafter, employees earn vacation at the rate of 1 2/3 days per month (20) days per year.

B. Part-time employees are eligible for vacation leave. The amount earned is proportional to the allowance of a full-time employee. It is determined by the number of standard hours worked in each pay period and the employee's years of continuous service.

C. General

1. When employees complete their first six (6) months of employment, they may ask to take the balance of their vacation leave for that calendar year. Beginning January 1 of each succeeding year of employment, employees may ask to use, in advance of earning, the full amount of vacation leave for that year. Any vacation time borrowed under this policy must be earned back by the last pay period of that calendar year, otherwise any negative vacation balance will either be charged to available compensatory time off or deducted from the employee's pay.
2. In event of termination of employment prior to repayment of advanced vacation leave, the necessary salary adjustment will be made on the employee's final paycheck.
3. Earned vacation leave for one calendar year may be carried over and used during the following calendar year only. Except upon termination of employment, the employee will not be allowed to receive pay in place of taking his/her earned vacation leave.
4. If an employee resigns with proper notice, or plans to retire, the employee may be paid for earned and unused vacation leave as of the effective date of termination. In no case may an employee be paid for more than two (2) years of unused vacation leave as of the payroll following termination.

5. If an employee should die while employed, a sum of money equal to earned and unused vacation time shall be paid to his/her estate.
6. The salary paid to an employee while on vacation leave will be the same amount the employee would have earned while working regular straight time hours during vacation period.
7. Employees on leave of absence without pay for more than two (2) weeks in any month do not earn vacation leave for that month.
8. Employees on approved paid vacation leave or sick leave will continue to accrue vacation leave according to length of service and regular work schedule.
9. If a holiday, observed by the Employer, occurs during the period of employee's vacation leave, it is not charged against the balance of the employee's vacation leave and the employee shall be entitled to an equivalent day off.
10. Every effort is made to arrange vacation schedules to meet the individual desire of all departmental employees. When there is conflict in the dates of proposed vacation schedules, preference is given to the employees with seniority. All requests for vacation leave must be approved by the employee's Department Head. The Department Head may require that vacations be scheduled in other than the summer months when the needs of the department require it.
11. Employees may receive their salary covering the period of vacations prior to commencing vacation to the extent that they have earned and accrued such vacation time and provided that at least one week vacation is to be taken and the employee has notified his/her Department Head at least thirty (30) days prior to the commencement of the vacation.
12. Unused attendance incentive days earned under Article 35 shall be added to the employee's vacation bank. In no event shall accumulated vacation days exceed the number allowed to be carried over as per NJDOP.

ARTICLE 15 – HOLIDAYS

A. The Employer agrees to furnish the following holidays with pay to all employees covered by this Agreement:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Election Day
President's Day	Armistice/Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

B. General

1. If a holiday falls during an employee's vacation, an additional day of vacation shall be granted. If a holiday falls on a Sunday, it will be observed on the following Monday; if a holiday falls on a Saturday, it will be observed on the preceding Friday.

2. Holidays falling within a period of paid absence will entitle the employee to pay for such holidays. Periods of paid absence are: sick leave, terminal leave, jury duty leave, compensatory time off, vacation leave, bereavement leave.

3. Holidays falling during the unpaid leave of absence will not be credited.

4. A Department Head, for good cause, may disallow holiday pay for any employee who does not work the day before or the day following a holiday.

5. Those full-time employees who work on a holiday shall receive, at the option of the employee, either: (1) payment at a rate of time and one-half for all hours worked plus an additional day off for the hours worked, or ii) standard time plus time and one-half for the hours worked as CTO. This provision shall not apply to employees hired after July 1, 2003 who are receiving rotation pay.

6. Part-time employees are eligible for holidays at a straight time rate in an amount equal to what they would have received if the day on which the holiday fell would have been a regular working day.

ARTICLE 16 – PENSION

The Employer shall continue in effect the pension plan offered to its employees which is described, in part, as follows:

A. Membership in the contributory pension plan is compulsory for and only offered to all provisional employees who have served one (1) year, all permanent employees, and all unclassified employees. The payment of any retirement, death or disability benefits under the pension plan is separate and in addition to the Social Security entitlements for which the retiring member or beneficiary may qualify. Pension planning and advisory service are available in the Personnel Department. Employees are encouraged to make use of this service early in their careers.

B. Employees who are required to join the Retirement System receive free life insurance without medical examination under the Group Life Insurance Plan of the Retirement System. In addition, any employee under sixty (60) years of age, who is required to join the Retirement System, must also subscribe to the Contributory Life Insurance Plan of the Retirement System during the first year of pension membership. After one year, the employee may choose to drop the additional Contributory Life Insurance, but once it is terminated, it cannot be reinstated. The employee's rate of contribution for this additional life insurance is $\frac{3}{4}$ of 1 percent of base salary.

C. The total amount of life insurance payable to the employee's estate depends upon three things: annual salary, age and pension membership status at time of death. If actively employed at the time of death, insurance coverage is $1\frac{1}{2}$ times the employee's annual salary or three times if the employee has Contributory Life Insurance Coverage in the final year of service. Upon retirement, life insurance coverage is continued for the retiree without cost to him/her, but the total amount of coverage is reduced.

ARTICLE 17 – DISCIPLINARY ACTION/GRIEVANCE PROCEDURE

A. Grievance and Minor Suspensions

Any grievance relating to the position, wages or working conditions of an employee, including suspensions for five (5) days or less, fines, demotions and other disciplinary actions, shall be handled in the manner set forth below and at all stages of the grievance procedure, the employee may to be represented by the Union (or to represent him/herself). Grievances shall be initiated, in writing and shall be lodged not more than ten (10) days from the happening of an event giving rise to a dispute, or when the dispute becomes reasonably known, or a notice of disciplinary action.

1. The employee should discuss the grievance with his/her immediate supervisor. If the employee or the union is not satisfied with the result of the discussion, the employee or the union may file a written notice of grievance with the Division Head. If, for any reason, the employee does not wish to discuss the grievance with the Supervisor, the employee or the union may begin the procedure with a written notice to the Division Head.

2. The Division Head shall make a determination on the grievance within ten (10) days of the date it is received and shall advise the employee and the union of the decision in writing.

3. The employee or the Union may appeal the decision of the Division Head by appealing to the Sheriff or designee, forwarding copies of all previous writings on the matter. The Sheriff or designee shall determine whether a hearing is necessary on the grievance and if it is found that a hearing is needed, may either conduct the hearing or assign it to a Hearing Officer. The Sheriff or designee shall decide the matter within ten (10) days after the final date of the hearing and shall issue a written decision to the employee and the Union.

4. If the decision of the Sheriff or designee is not satisfactory to the employee or the Union, the employee or the Union shall have the right to submit the grievance which is a claimed violation, interpretation or misapplication of the terms of this Agreement and the County's policies directly affecting the employees of the Union or, in minor disciplinary actions, the decision of the Sheriff or designee to an arbitrator appointed by the parties pursuant to the rules and regulations of the New Jersey Public Employment Relations Commission, Trenton, New Jersey. The employee or the Union shall file a written demand for arbitration with the New Jersey Public Employment relations Commission within the (10) calendar days of the receipt by the employee and the Union of the Sheriff or designee's decision. A copy of the demand for arbitration shall also be sent to the Sheriff or designee.

The decision of the Arbitrator shall be final and binding upon the parties and shall be in writing setting forth findings of fact, reasons and conclusions on the issue(s) submitted. No one Arbitrator shall have more than one substantive grievance submitted

to him/her, and under consideration by him/her, at any one time unless the parties otherwise agree in writing. A grievance shall be considered under consideration by an Arbitrator until he/she has rendered his/her written decision which shall be done within 45 calendar days from the close of the Hearing.

In the event of the submission of any matter for arbitration as herein provided, the Arbitrator shall have no right or power to alter or modify the terms of this Agreement. The cost of the Arbitrator and his/her expenses shall be borne equally by both parties, unless otherwise provided by law.

B. Major Suspensions

1. In any case where a permanent employee in the classified service, as defined in Title II of the New Jersey State Department of Personnel regulations, or where a provisional employee who has been employed by the Employer for at least 90 days, is suspended by the Employer for a period of more than five (5) days at one time or receives suspension or fines more than three (3) times or for any aggregate of more than fifteen (15) days in one calendar year or is demoted or is removed from his/her position, he/she shall be issued a Preliminary Notice of Disciplinary Action. The employee shall have the right to appeal for a hearing before a Hearing Officer appointed by the Sheriff and shall file a written notice of such Appeal with the Sheriff within ten (10) days of receipt of the Preliminary Notice of Disciplinary Action. The Hearing Officer shall conduct a hearing no sooner than ten (10) or more than thirty (30) days after service of the notice of appeal unless mutually extended. The Hearing Officer shall make specific findings of fact and report those findings and conclude the matter. The procedure set forth by the New Jersey State Department of Personnel and the rules and regulations of the State Department of Personnel shall also be applicable to those employees who are subject to that.
2. The Union shall have the right to represent any employee requesting representation, but individual employees shall have the right to represent themselves.
3. The request for a hearing shall set forth in writing a statement by the employee of the facts relating to the suspension, fines, demotion or removal.
4. An employee not in the classified service, as defined by the State Department of Personnel and not serving in a title set forth on Schedule A and B, attached hereto, and who was appointed by the Sheriff and who is serving at the pleasure of the Sheriff, is hereby excluded from the procedures set forth herein and nothing contained herein is intended to give said employee any right to a hearing or an appeal.

ARTICLE 18 – RELEASE TIME/UNION LEAVE TIME

In order to provide the orderly handling of grievance and disciplinary matters, the President, Grievance Chairperson, Shop Steward and grievant involved in the grievance or disciplinary proceeding shall be released from their duties prior to the scheduled matter for a reasonable period of time (not to exceed two (2) hours) for the purpose of handling such grievance matters. In the event of a class grievance, the Union will make a request of the Sheriff or designee, who shall determine which grievants will attend. Reasonable advance notice for such release time shall be provided to the Department head or designee. Such leave time shall not substantially interfere with Department operations and/or the employee's normal job function except in emergent circumstances. It is understood and agreed that the Grievance Chairperson and Shop Steward shall be released for a reasonable period of time to investigate potential grievances and proposed disciplinary actions and such time shall be administered in the manner indicated above.

Members of the Union who are elected or designated by the Local President to attend any meetings or educational conferences of the Union or conventions of the Union or other such bodies with which the Union is affiliated shall be granted the necessary time off without loss of pay provided that such notification is given to the Sheriff and the affected Department Head (in writing at least ten (10) working days in advance and provided that such requests are not in excess of twenty-one (21) working days per year for all members. The number of days to increase to twenty-two (22) days in 2006). Union Leave Time not used during on calendar year may not be carried over.

ARTICLE 19 – SENIORITY RIGHTS

A. Employees who have completed their probationary period who are entitled to seniority rights, will be given preference with respect to changes in job assignment, hours of work, working conditions, overtime opportunities and all other fringe benefits of employment.

B. “Seniority” is defined as length of continuous service with the Employer.

C. Seniority rights not covered by this article shall be governed by Civil Service as determined by the New Jersey Department of Personnel.

ARTICLE 20 – SHIFT CHANGES

Wherever possible, shift changes will be made at regularly scheduled times established by the Department Head, except in emergent circumstances. Notice of shift changes shall be posted as early as possible, but not later than one week prior to the effective date of the change. Ten (10) working days notice shall be given to the employee whenever possible except in emergencies or prospective diminution of services.

ARTICLE 21 – DUES/AGENCY REPRESENTATION FEE

A. The Employer agrees to deduct initiation fees, assessments and membership dues from the pay of each employee in the bargaining unit who is a member of the Union, a sum to be certified at least on an annual basis in writing by the Local Union to the County Treasurer, who shall remit same to the Union at regular intervals (on payroll dates).

B. Notwithstanding anything to the contrary in this Article, the Employer shall have no obligation to make dues deductions until and unless it receives the signed authorization from the employee in accordance with the form supplied by the Union. The Employer shall notify the Union President of new employees no later than 14 days from the date of hire.

C. The Employer shall deduct from the pay of all employees covered by this Agreement who are non-members of the Union or who have not submitted to the Employer written notices authorizing the deduction of dues, fees and assessments from the employee's pay, the maximum amount permitted by law in lieu of dues and shall forward the amount to the Union at regular intervals (on payroll dates). The Union shall provide the County Treasurer with written certification at least on an annual basis as to the sum to be deducted in lieu of dues.

D. The Union agrees to indemnify and hold the county harmless from any claim or action commenced by an employee against the Employer which arises out of any of the aforesaid deductions under the Article, provided that the claim does not arise out of the negligence of the Employer.

ARTICLE 22 – OUT OF TITLE WORK

In the event a permanent employee is temporarily assigned by the Department Head to perform duties which are not set forth in the employee's job description and which are duties set forth in a higher title and the employee performs those duties during fifty (50) percent of his/her working time, over a period in excess of one month, the employee shall be forthwith provisionally appointed by the Employer to the said higher title and shall be paid accordingly, pending the result of a Civil Service promotional examination. If the employee, as a result of the promotional examination, is not eligible for permanent appointment in the said title, the employee will revert to the previous title and any increase in wages received as a result of the provisional appointment shall be terminated and the employee shall not thereafter be required to perform the duties of the said higher title.

ARTICLE 23 – PERSONNEL FILE

All entries in an employee's personnel file shall be contained in both the Sheriff file and the operating department's file, if one exists. No entries, notations, documents, etc. shall be placed in a department file which are not also placed in the Employer Personnel file. No entries, notations, documents, etc. which reflect on the employee's ability, performance or character shall be placed in a department file or in the Employer Personnel file without a copy first having been given to the employee and the employee having been given the opportunity to place his/her initials thereon and a copy given to the employee. The placement of initials on entries in an employee's personnel file shall not indicate the approval, agreement or acceptance by the employee to the entry, but shall solely acknowledge notice of the entry.

ARTICLE 24 – LAYOFFS

A. In the event layoffs become necessary, the provisions of the New Jersey Civil Service Act N.J.S.A. 11A:8-1 et seq., and all administrative rules and regulations adopted by the Department of Personnel shall be followed.

B. Notice shall be forwarded to the Union by the Sheriff or designee of any general layoffs limited to one or more departments at least forty-five (45) days before such layoffs are due to become effective. Copies of the layoff notices to individual employees shall also be forwarded to the Union.

ARTICLE 25 – USE OF PERSONAL VEHICLE

Whenever an employee is required to use his/her own vehicle on the Sheriff's Department Business, he/she shall be compensated for such usage based on the rate per mile established by the Internal Revenue Service.

ARTICLE 26 – TUITION REIMBURSEMENT

The employer shall pay half (1/2) the cost of college or graduate school credits not to exceed \$2,000 in a calendar year, provided, the course is directly job-related and has received the prior approval of the Sheriff, which approval shall not be unreasonably withheld.

Employees who receive a tuition reimbursement shall be required to sign an Agreement indicating they will not leave the employment of the Sheriff's Department for a one (1) year period following receipt of the most recent reimbursement or they will be required to return the amount of the last reimbursement.

Educational Incentive

The following education increment schedule shall be in effect for the contract term and shall be paid to employees covered by this Agreement who have successfully completed degree requirements as follows:

Degree

A.	Associate Degree	\$300.00
B.	Bachelor's Degree	\$400.00
C.	Master's Degree	\$500.00
D.	Doctorate Degree	\$600.00

It is understood that educational incentive is not part of the base pay for overtime purposes. The above stipends are not intended to be cumulative. Payment shall be made on or before April 1st of each year. Only full time permanent employees shall be eligible for the benefits contained in this Article.

ARTICLE 27 – LICENSE COST REIMBURSEMENT

A. The employer shall reimburse employees for the cost of nonprofessional licenses required by the Employer, so that the employees may perform their duties as set forth in their titles or as assigned by the Employer provided no employee shall be entitled to reimbursement for the cost of an ordinary motor vehicle driver's license.

B. The following is an example of such a license, the cost of which would be reimbursed by the Employer; commercial driver's license (provided the employee is assigned duties requiring such a license).

ARTICLE 28 – PHYSICAL EXAMINATION

A. Each employee shall be entitled to receive a physical examination to be conducted at Occupational Medical Center or another site mutually agreed upon by the Employer and the Union, consisting of the following: chest x-ray; SMA series of blood tests (23 in number); urine analysis; EKG; blood pressure test. In addition, female employees may have a breast examination and PAP smear test. All or any portion of the testing shall be voluntary on the part of the employee.

B. Each employee desiring a physical examination shall so indicate, in writing, to their Department Head which physical examination shall be scheduled by the Employer on or before September 1st of each year.

C. Each employee shall cooperate with the Employer as to any possible reimbursement which the Employer may be able to secure from any insurance company affording coverage to the employee, the premiums for which insurance coverage are paid by the Employer.

D. Examinations shall be scheduled at the reasonable, mutual convenience of the affected parties.

E. The employee shall not be entitled to any salary or other payment, if the examination is required to be schedule outside of the employee's normal working hours.

ARTICLE 29 – ON CALL PAY

Employees may be required to make themselves available, by being "On Call" during periods of time not included in their regular work week. Each employee shall receive \$20.00 per day for being "On Call". The "On Call" pay will not be paid if the employee is called into work and is paid overtime for the hours worked.

ARTICLE 30 – NOTIFICATION TO UNION OF CERTAIN HIRES

The Employer shall make available to the Union a list of all persons who shall be proposed for hiring for Schedule "A" or "B" titles, by the Employer prior to each such hiring. (The Employer will notify the Union, in writing, of any intention to hire through a personnel agency, rather than directly.)

ARTICLE 31 – ELIMINATION OF 19-HOUR EMPLOYEES

A. Employees who work twenty (20) hours per week or more shall receive all fringe benefits as provided in this Agreement.

B. The Employer shall negotiate with the Union what fringe benefits, if any, are to be received by any person subsequently employed by the Employer from fifteen (15) to nineteen (19) hours per week.

C. The Employer shall have the right to hire, less than twenty (20) hours per week, part-time employees, upon the condition that there is a recognized employment need for them. The hiring is not intended to avoid paying these employees the fringe benefits which would result from a hiring of a twenty (20) hour per week employee. In such cases five (5) days written notice prior to the hiring shall be given to the Union.

ARTICLE 32 – UNIFORMS

Each January 1st those employees in job titles that are required to wear uniforms shall receive an annual lump sum allowance of \$600.00. Payment shall be made on or before April 1st of each year.

A. Employees in the job titles listed below shall receive an initial compliment of uniforms at the time of hire and shall receive a yearly uniform allowance payable on or before April 1st of each year in the amount of \$600. If an employee is hired within the last quarter of a year, they will not receive a uniform allowance for the next calendar year. Any employee who leaves employment with the Sheriff's Department, within six (6) months of the date of hire, shall repay to the Sheriff's Department the cost of any uniform supplied.

B. Titles required to wear uniforms:

1. Security Guards
2. Dispatchers
3. Nurses
4. ID Clerks
5. Photographers

ARTICLE 33 – EMPLOYMENT OPPORTUNITIES

The Employer agrees to distribute to each division covered by this Agreement and to the Union a list of employee opportunities throughout the Sheriff's Department as they occur.

ARTICLE 34 – CONTINUATION OF CONTRACT PROVISIONS

All of the provisions of this Agreement shall continue in full force and effect beyond the stated expiration date set forth herein until a successor Agreement is executed and becomes effective.

ARTICLE 35 – ATTENDANCE INCENTIVE

Employees shall receive one (1) day off with pay for each quarter (1/4) of perfect attendance with the exception of the fourth (4th) quarter for which the employee will receive two (2) days with pay for a total of five (5) paid days for perfect attendance for the entire year. Earned attendance incentive days for one (1) calendar year may be carried over to the new year and use during the following year only. The carried over days will be converted to vacation days for record keeping purposes. It is the intent that only one day may be earned each quarter and the fifth day is only earned with four perfect attendance quarters.

1. If an employee resigns with the proper notice, or plans to retire, the employee may be paid for earned and unused attendance incentive days as of the payroll following termination.

2. If an employee should die while employed, a sum of money equal to earned and unused attendance incentive days shall be paid to their estate.

ARTICLE 36 – SEPARABILITY AND SAVINGS

If any provisions of this Agreement or any application of this Agreement to any employee, member or group of employees is held to be invalid by operation of law, by any court, administrative body or other tribunal of competent jurisdiction, then the parties agree to reopen negotiations with respect to such invalid provisions. All other provisions and applications contained herein shall continue in full force and effect, and shall not be affected thereby.

ARTICLE 37 - PERSONNEL POLICY

The parties acknowledge the existence of an employment manual promulgated by the Bergen County Sheriff's Department and agree to its adoption.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and attested by their proper corporate officers and their corporate seal to be affixed and have hereunto set their hands and seals the day and year first above written.

FOR THE BERGEN COUNTY SHERIFF DEPARTMENT

BY: Joe Ferrara

BY: Carl Orsini

BY: _____

ATTEST:

[Signature]

DATE: 8-28-03

FOR NEW JERSEY EMPLOYEES LABOR UNION LOCAL #1

BY: Deborah Romano

BY: Fran Kaputano

BY: Maritza Gutierrez

Frank Mizzolani

ATTEST:

[Signature]

DATE: 8-28-03

Schedule A

White Collar Title
Accounting
Administrative Secretary
Advertising & Sales Clerk
Agency Aide
Assistant Head Nurse (RN)
Chief Clerk
Clerk Typist
Comptroller
Data Processing Technician (Foreclosure)
Data Processing Technician (Jail)
Dental Assistant
Drug Abuse Counselor
Graduate Nurse (RN)
Mental Health Worker
Practical Nurse (LPN)
Principal Clerk Typist
Principal Index Clerk
Program Coordinator Mental Health
Senior Data Processing Programmer
Supervising Clerk Typist

Schedule B

Blue Collar Title
Clerk (Jail/Records)
Data Processing Technician (B.C.I.)
Identification Clerk
Plumber
Police Records Clerk
Principal Forensic Photographer
Public Safety Telecommunicator (Jail/Records)
Radio Dispatcher
Security Guard
Senior Police Records Clerk

Schedule C

Court Security				
	2003	2004	2005	2006
Step #1	\$22,832.00	\$23,631.00	\$24,458.00	\$25,314.00
Step #2	\$24,134.00	\$24,979.00	\$25,853.00	\$26,758.00
Step #3	\$25,436.00	\$26,326.00	\$27,247.00	\$28,201.00
Step #4	\$26,738.00	\$27,674.00	\$28,643.00	\$29,646.00
Step #5	\$28,040.00	\$29,021.00	\$30,037.00	\$31,088.00
Step #6	\$29,342.00	\$30,369.00	\$31,432.00	\$32,532.00
Off Guide	\$31,353.00	\$32,450.00	\$33,586.00	\$34,762.00
Radio Dispatcher				
	2003	2004	2005	2006
Step #1	\$24,995.00	\$25,870.00	\$26,775.00	\$27,712.00
Step #2	\$26,517.00	\$27,445.00	\$28,406.00	\$29,400.00
Step #3	\$28,039.00	\$29,020.00	\$30,036.00	\$31,087.00
Step #4	\$29,561.00	\$30,596.00	\$31,667.00	\$32,775.00
Step #5	\$31,083.00	\$32,171.00	\$33,297.00	\$34,462.00
Step #6	\$32,603.00	\$33,744.00	\$34,925.00	\$36,147.00
Records Clerk				
	2003	2004	2005	2006
Step #1	\$24,995.00	\$25,870.00	\$26,775.00	\$27,712.00
Step #2	\$26,517.00	\$27,445.00	\$28,406.00	\$29,400.00
Step #3	\$28,039.00	\$29,020.00	\$30,036.00	\$31,087.00
Step #4	\$29,561.00	\$30,596.00	\$31,667.00	\$32,775.00
Step #5	\$31,083.00	\$32,171.00	\$33,297.00	\$34,462.00
Step #6	\$32,603.00	\$33,744.00	\$34,925.00	\$36,147.00
Off Guide	\$34,776.00	\$35,993.00	\$37,253.00	\$38,557.00
I.D. Clerk				
	2003	2004	2005	2006
Step #1	\$27,169.00	\$28,120.00	\$29,104.00	\$30,123.00
Step #2	\$28,256.00	\$29,245.00	\$30,269.00	\$31,328.00
Step #3	\$29,343.00	\$30,370.00	\$31,433.00	\$32,533.00
Step #4	\$30,430.00	\$31,495.00	\$32,597.00	\$33,738.00
Step #5	\$31,517.00	\$32,620.00	\$33,762.00	\$34,944.00
Step #6	\$32,603.00	\$33,744.00	\$34,925.00	\$36,148.00
Photographer				
	2003	2004	2005	2006
Step #1	\$32,603.00	\$33,744.00	\$34,925.00	\$36,147.00
Step #2	\$34,776.00	\$35,993.00	\$37,253.00	\$38,557.00
Step #3	\$36,949.00	\$38,242.00	\$39,580.00	\$40,965.00
Step #4	\$39,122.00	\$40,491.00	\$41,908.00	\$43,375.00
Step #5	\$41,295.00	\$42,740.00	\$44,236.00	\$45,784.00
Step #6	\$43,470.00	\$44,991.00	\$46,566.00	\$48,196.00

Schedule D

Graduate Nurse				
	2003	2004	2005	2006
Step #1	\$55,973.00	\$57,932.00	\$59,960.00	\$62,059.00
Step #2	\$57,481.00	\$59,493.00	\$61,575.00	\$63,730.00
Step #3	\$58,989.00	\$61,054.00	\$63,191.00	\$65,403.00
Step #4	\$60,497.00	\$62,614.00	\$64,805.00	\$67,073.00
Step #5	\$62,005.00	\$64,175.00	\$66,421.00	\$68,746.00
Step #6	\$63,511.00	\$65,734.00	\$68,035.00	\$70,416.00
Supervisor				
	2003	2004	2005	2006
	\$67,957.00	\$70,335.00	\$72,797.00	\$75,345.00
Practical Nurse				
	2003	2004	2005	2006
Step #1	\$39,520.00	\$40,903.00	\$42,335.00	\$43,817.00
Step #2	\$41,600.00	\$43,056.00	\$44,563.00	\$46,123.00
Step #3	\$43,680.00	\$45,209.00	\$46,791.00	\$48,429.00
Step #4	\$45,760.00	\$47,362.00	\$49,020.00	\$50,736.00
Step #5	\$47,840.00	\$49,514.00	\$51,247.00	\$53,041.00
Step #6	\$49,920.00	\$51,667.00	\$53,475.00	\$55,347.00
Off Guide				
	2003	2004	2005	2006
	\$53,955.00	\$55,843.00	\$57,798.00	\$59,821.00