

**EMPLOYMENT AGREEMENT  
BETWEEN**

**THE TOWNSHIP OF LAWRENCE**

**AND**

**THE AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL EMPLOYEES,  
COUNCIL 73, AFL-CIO, LOCAL 2257**

**Now known as:**

**New Jersey American Federation of State, County  
and Municipal Employees**

**New Jersey Organizing Committee 963**

**AFL-CIO Local 2257**

**January 1, 2017 to December 31, 2019**

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PREAMBLE

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This three-year Agreement made and entered into this 1 day of May 2017, by and between the Township of Lawrence, in the County of Mercer, a Municipal Corporation in the State of New Jersey (hereinafter referred to as the "Township"), and Local #2257, Council 73 American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the "Union"), represents the complete and final understanding on all bargainable issues between the Township and the Union and is designed to maintain and promote a harmonious relationship between the Township and such of its employees who are covered by Article I, Recognition, in order that more efficient and progressive public service may be rendered. This Agreement is a three-year term January 1, 2017 through December 31, 2019.

**ARTICLE I**  
**RECOGNITION**

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**Section 1.1**

The Township hereby recognizes the Union as the exclusive representative for collective negotiations concerning wages, hours of employment and other terms and conditions of employment as set forth herein for all employees in classifications appended hereto as Appendix A who are employed by the Township, and for such additional classifications as the parties may later agree to include, excluding supervisors, managerial executives and confidential employees.

**Section 1.2**

Unless otherwise indicated by the contents of this Agreement, the title "employee" shall be defined to include all full-time and part-time, permanent and provisional bargaining unit members, the plural as well as the singular, and to include males as well as females.

**Section 1.3**

Permanent full-time employees and permanent part-time employees are those employees covered by this Agreement who are regularly scheduled to work twenty (20) hours or more per week.

**ARTICLE II**  
**MANAGEMENT RIGHTS**

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**Section 2.1**

The Employer retains and may exercise all rights, powers, duties, authority and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey. Except as specifically abridged, limited or modified by the terms of this Agreement between the Employer and the Union, all such rights, powers, authority, prerogatives of management and responsibilities to promulgate and enforce reasonable and necessary rules and regulations governing the conduct and the activities of the employees are exclusively retained by the Employer.

**ARTICLE III**  
**DUES DEDUCTION**

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**Section 3.1**

Upon receipt of the lawfully executed written authorization from an employee, the Township agrees to deduct the regular monthly Union dues of such employee from his pay and remit such deduction by the tenth (10<sup>th</sup>) day of succeeding month to the official designated by the Union, in writing, to receive such deductions. The Union will notify the Township, in writing, of the exact amount of such regular membership dues to be deducted. This authorization shall remain in effect during the life of this Agreement.

**Section 3.2**

Any employee in the bargaining unit on the effective date of this Agreement who does not join the Union within thirty (30) days thereafter, any new employee who does not join within thirty (30) days of initial employment within the unit, and any employee previously employed within the unit who does not join within ten (10) days of re-entry into employment within the unit shall, as a condition of employment, pay a Representation Fee to the Union by automatic payroll deduction. The Representation Fee shall be an amount equal to eighty-five percent (85%) of the regular Union membership dues, fees and assessments as certified to the Township by the Union. The Union may revise its certification of the amount of the Representation Fee at any time to reflect changes in the regular Union membership, fees and assessments. The Union's entitlement of the Representation Fee shall continue beyond the termination date of this Agreement so long as the Union remains the majority representative of the employees in the unit, provided that no modification is made in this provision by a successor Agreement between the Union and the Township.

For the purposes of this provision, employees employed on a ten-month basis or who are reappointed from year-to-year shall be considered to be in continuous employment.

**Section 3.3**

The Union shall indemnify and hold the Employer harmless against any and all claims, demands, suits and other forms of liability that shall rise out of, or by reason of, any action taken or not taken by the Employer for the purpose of complying with any of the provisions of this article.



**ARTICLE IV**  
**HOURS AND OVERTIME**

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**Section 4.1**

The normal workweek shall consist of five (5) consecutive days of seven (7) hours per day, Monday through Friday, inclusive, for a total of thirty-five (35) hours per week. Lunch break shall be one (1) hour, with a morning break of fifteen (15) minutes, and an afternoon break of fifteen (15) minutes.

**Section 4.2**

Time and one-half (1-1/2) the employees' regular rate of pay shall be paid for work under any of the following conditions:

- a) DAILY – All work performed in excess of seven (7) hours in any workday; or
- b) WEEKLY – All work performed in excess of thirty-five (35) hours; or
- c) ALL work performed on the sixth (6<sup>th</sup>) workday as such of any workweek; or
- d) ALL work performed on a holiday plus the regular pay for the holiday.

**Section 4.3**

Double-time the employees' regular rate of pay shall be paid for work under the following conditions:

- a) ALL work performed on the seventh (7<sup>th</sup>) workday as such of any workweek; or
- b) ALL work performed in excess of fourteen (14) continuous hours until a full seven (7) hour break occurs.

**Section 4.4**

Overtime opportunities will be distributed as equally as possible among employees in the same job classification and department. It is understood that nothing in this clause shall require payment for overtime hours not worked.

#### **Section 4.5**

The employer shall provide meals for employees working overtime through a regularly scheduled mealtime on condition that the employee is called in on any emergency basis or works more than two hours before or after their regularly scheduled shift. Five dollars (\$5.00) per meal allocated.

#### **Section 4.6**

Any employee who is required to report to work during periods other than his/her regularly scheduled shifts shall be paid at the rate of time and one-half (1-1/2) his regular rate of pay for such hours worked and be guaranteed not less than three and one-half (3-1/2) hours pay at the overtime rate unless it is contiguous to the normal work day, then pay at the overtime rate will be granted only for the actual hours worked in addition to the regular workday. In all other instances, subject to the approval of the Supervisor, an employee shall have the option whether he shall remain on the job in excess of that time actually needed to complete the work for which he/she was recalled provided, however, that he/she shall not be entitled to successive minimum three and one-half (3-1/2) hour guarantees should he/she be recalled with that same three and one-half (3-1/2) hours work.

#### **Section 4.7**

Compensatory time will be credited at time and one-half as prescribed in the Fair Labor Standards Act. No employee may accrue compensatory time in excess of thirty-five (35) hours. No employee shall carry over compensatory time in excess of thirty-five (35) hours from a prior year.

## ARTICLE V

### SENIORITY

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#### **Section 5.1**

Seniority is defined as an employee's total length of service with the Township beginning with his date of hire.

#### **Section 5.2**

In all applications of seniority, where ability to perform work and physical fitness are equal, seniority shall be given preference in promotions, demotions, layoffs, recall and vacation schedules, in accordance with the rules and regulations governing such matters as promulgated by Civil Service and applicable to municipalities.

#### **Section 5.3**

The Township shall maintain an accurate, up-to-date seniority roster showing each employee's date of hire, classification and pay rate and shall furnish copies of same to the Union upon reasonable request.

#### **Section 5.4**

The Township shall promptly advise the appropriate Union representative of any changes which necessitate amendments to the seniority list.

## ARTICLE VI

### DISCIPLINE

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#### **Section 6.1**

No employee may be suspended for a period of more than five (5) days without first having a disciplinary hearing. Notice of such hearing, along with specifications, shall be furnished to the employee with a copy to the Union President and to the Council office. The employee shall be entitled to representation at any such hearing by the Local Union President, Union Steward and Council Representative.

#### **Section 6.2**

The person initiating any such charges shall not be the presiding officer at any disciplinary hearing.

#### **Section 6.3**

Any suspension of five (5) days or less may become the subject of a grievance.

#### **Section 6.4**

Anything of a detrimental or disciplinary nature placed in an employee's permanent personnel file must also be copied to the affected employee.

#### **Section 6.5**

Any suspension in excess of five (5) days, or any removal of an employee may be appealed to Civil Service or may be appealed to arbitration provided the Union supports the request for arbitration. The employee shall have ten (10) days from the date of receipt of final notice of disciplinary action to indicate his choice. His choice of either arbitration or Civil Service hearing shall be final and irrevocable.

**Section 6.6**

An employee covered by this Agreement that is absent without notice for five (5) consecutive work days shall constitute a resignation by that employee from their employment with Lawrence Township.

**ARTICLE VII**  
**GRIEVANCE PROCEDURE**

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**Section 7.1**

DEFINITION: The term "grievance" as used herein, means any controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement and may be raised by an employee, employee's attorney, the Union or the Township.

**Section 7.2**

Any grievance of an employee, or of the Union, shall be handled in the following manner:

STEP 1. The aggrieved employee and/or Steward, or both, shall take up the grievance or dispute with the employee's immediate supervisor within five (5) working days after the occurrence of the event or knowledge thereof out of which the grievance arises. The immediate supervisor shall then attempt to address the matter and shall respond to the employee and Steward within three (3) working days.

STEP 2. If the grievance has not been settled to the employee's satisfaction, it shall be presented in writing by the Union Steward to the Department head within five (5) working days after the immediate supervisor's response is due. The Department head shall respond in writing to the Union President or his designated representative within three (3) working days.

STEP 3. If the grievance still remains unadjusted, it shall be presented by the President or Union representative to the Municipal Manager or designee in writing within seven (7) working days after response of the Department Head is due. The Municipal Manager or designee shall meet with all parties involved within seven (7) working days and shall render a decision in writing within seven (7) working days following such meeting.

STEP 4. If the grievance is still unsettled, the Union may, within fifteen (15) working days after the reply of the Municipal Manager is due, by written notice to the Municipal Manager, proceed to arbitration. The decision of the arbitrator shall be in writing and shall be rendered within thirty (30) working days and such decision shall be final and binding on both parties.

### **Section 7.3**

The following procedure will be used to secure the services of an arbitrator;

- a) A representative of the Township and a representative of the Union will attempt to select a mutually satisfactory arbitrator.
- b) If they are unable to do so within ten (10) working days after the Municipal Manager was notified of the Union's decision to go to arbitration, a request will be made to the New Jersey Public Employment Relations Commission.

### **Section 7.4**

Where an employee has exercised his right of appeal as expressly granted in the Revised Civil Service Statutes of New Jersey, there shall be no right of arbitration under the provisions of this article.

### **Section 7.5**

Expenses for the arbitrator's services and the proceedings shall be borne equally by the Township and the Union.

**Section 7.6**

The Union will notify the Township in writing of the names of its employees who are designated by the Union to represent employees under the grievance procedure. Such employees so designated by the Union will be permitted to confer with other Union representatives, employees and with Township representatives regarding matters of employee representation, during working hours, without loss of pay provided, however, all employees shall secure the permission of their immediate supervisor, which permission shall not be unreasonably denied.



**ARTICLE VIII  
HOLIDAYS**

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**Section 8.1**

All permanent employees on the payroll shall be entitled to paid holiday leave for all official holidays observed by the Township of Lawrence.

**Section 8.2**

The following holidays shall be observed by the Township of Lawrence:

1	New Year's Day	8	Labor Day
2	Martin Luther King's Birthday	9	Columbus Day
3	Lincoln's Birthday	10	Election Day
4	President's Day	11	Veteran's Day
5	Good Friday	12	Thanksgiving Day
6	Memorial Day	13	Day After Thanksgiving
7	Independence Day	14	Christmas Day

**Section 8.3**

In the event that a holiday falls on a weekend, the preceding Friday shall be observed as the holiday, if the holiday falls on a Saturday and the following Monday shall be observed as the holiday if the holiday falls on a Sunday. Holidays which fall within an employee's vacation period shall not be counted as part of his/her vacation.

**Section 8.4**

In order to be eligible for holiday pay, an employee shall be on the active payroll of the Township and must have worked his full regularly scheduled workday before and after the holiday, unless such absence is authorized. Use of paid sick leave on the day before or after a holiday shall require documentation from a doctor.

**ARTICLE IX  
VACATIONS**

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**Section 9.1**

Employees covered by this Agreement shall be entitled to an annual vacation based on their years of service as follows:

Employment Period	Vacation
From date of appointment to December 31 <sup>st</sup> of the year of appointment	1 working day per month
For each succeeding year through the fifth (5 <sup>th</sup> ) year of employment	12 working days per calendar year
From the sixth (6 <sup>th</sup> ) year through the tenth (10 <sup>th</sup> ) year of employment	15 working days per calendar year
From the eleventh (11 <sup>th</sup> ) year through the fifteenth (15 <sup>th</sup> ) year of employment	20 working days per calendar year
From the sixteenth (16 <sup>th</sup> ) year of employment and each year thereafter	25 working days per calendar year
For employees hired on or after 1/1/07 From the eleventh (11 <sup>th</sup> ) year through the nineteenth (19 <sup>th</sup> ) year of employment	20 working days per calendar year
For employees hired on or after 1/1/07 From the twentieth (20 <sup>th</sup> ) year and each year thereafter	23 working days per calendar year
For employees hired on or after 1/1/2014 from the eleventh (11 <sup>th</sup> ) year and each year thereafter.	20 working days per calendar year

**Section 9.2**

Unused paid vacation leave may be accumulated one year beyond the calendar year in which it is earned with the approval of the Municipal Manager.

**Section 9.3**

Any employee who dies, retires or is otherwise separated from employment shall be entitled to payment for all unused paid vacation leave on a pro-rated basis dependent upon the employee's regular salary upon death, retirement or separation and the number of months of the employee's employment during the calendar year in question.

**Section 9.4**

Any vacation days taken over the earned number of days for the year shall be repaid on a pro-rated basis by the employee if the employee is terminated or leaves Township employment prior to the end of the year except in the case of an employee's death.

**Section 9.5**

One (1) or two (2) day vacation requests shall require forty-eight (48) hours notice. Such requests shall not be unreasonably denied.

**Section 9.6**

Any employee that is charged for vacation hours in excess of the hours that the employee is entitled to will have the excess hours automatically charged to available "Personal Leave" hours available per Article X of this Agreement.

**ARTICLE X**  
**PERSONAL LEAVE**

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**Section 10.1**

In regard to personal leave, the following regulations apply:

- a) All full-time employees covered by this Agreement shall be eligible for three (3) days personal leave, with pay, for personal matters concerning the employees as delineated below.
- b) Personal days are for the purposes of conducting personal affairs of a non-recreational nature or professional affairs which cannot be carried out after scheduled work hours.
- c) Requests for personal days shall not be unreasonably denied.

**Section 10.2**

Personal leave shall not be accumulative from year to year. All employees shall be compensated for unused personal days at straight-time pay, calculated on the calendar year ending December 31<sup>st</sup>. Any employee who has either utilized or had excess sick or excess vacation hours charged beyond their available Personal Leave hours shall have their pay docked for the amount of excess hours used or charged.

**Section 10.3**

Any employee who dies, retires or is laid off shall be entitled to payment for all unused paid personal days on a pro-rated basis dependent upon the employee's regular salary upon death, retirement or lay-off and the number of months of the employee's employment during the calendar year in question.

## ARTICLE XI

### SICK LEAVE

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#### Section 11.1

All full-time employees shall be entitled to paid sick leave to be utilized by the employee when he or she is unable to perform his/her work by reason of personal illness, accident or exposure to contagious disease. Paid sick leave shall accrue on the basis of one (1) working day per month during the remainder of the first calendar year of employment after initial appointment and fifteen (15) days in every calendar year thereafter. Any amount of paid sick leave not used in any calendar year shall accumulate to the employee's credit from year-to-year to be utilized if and when needed.

#### Section 11.2

Full-time employees which shall be entitled to a terminal leave payment, in accordance with their date of hire depicted in Section 11.2 of this Collective Bargaining Agreement, upon retirement shall furnish proof of retirement to the Township. The form of this proof shall be in the form of a copy of the employee's first retirement check or electronic funds transfer/direct deposit from the Public Employees Retirement System (PERS).

Upon retirement of any employee hired prior to December 31, 2009 in accordance with applicable statutes and regulations, said employee shall be entitled to a lump sum cash payment in an amount equal to fifty percent (50%) of his accumulated sick leave provided, however, that said payment shall in no event exceed the sum of fifteen thousand dollars (\$15,000). Upon retirement employees hired on or after January 1, 2010 in accordance with applicable statutes and regulations, shall be entitled to a lump sum cash payment in an amount equal to twenty-five (25%) of accumulated sick leave provided, however, that said payment shall in no event exceed the sum of ten thousand dollars (\$10,000). Upon retirement employees hired on or after January 1, 2014 in accordance with applicable statutes and regulations shall not be entitled to any payment toward or for accumulated sick leave. The amounts specified above based on the hiring date of the employee shall not exceed the established maximum amounts but shall be reduced if required by Statute. Employees may

defer payment until the succeeding year by requesting such in writing to the payroll department.

**Section 11.3**

Any employee that is charged for sick hours in excess of the hours that the employee is entitled to will have the excess hours automatically charged to available "Personal Leave" hours available per Article X of this Agreement.

**ARTICLE XII**  
**BEREAVEMENT LEAVE**

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**Section 12.1**

In the event of death in the employee's immediately family, the employee shall be granted time off without loss of pay from the date of death or the day of the funeral, but in no event shall said leave exceed four (4) consecutive working days per incident, except in a case where the funeral is more than four (4) consecutive working days after the day of death, in which case the day of the funeral shall be granted with pay, or in the case of spouse or child, in which case said leave shall not exceed ten (10) consecutive working days per incident.

**Section 12.2**

The term "immediate family" includes wife, husband, daughter, step-daughter, son, step-son, father, step-father, mother, step-mother, brother, sister, grandchildren, mother-in-law, father-in-law or a relative who is regularly living in the employee's household. "Immediate family excludes former spouses, step-brothers and step-sisters.

**Section 12.3**

In the event of the death of an employee's grandmother, grandfather, aunt, uncle, cousin or a member of the immediate family as described in Section 12.2 of the employee's spouse, the day of the funeral will be granted as time off without loss of compensation provided the funeral is on a regularly scheduled work day, unless the relative permanently resided in the employee's household.

**Section 12.4**

Notwithstanding the content of the foregoing subparagraph, the Municipal Manager in his sole discretion may grant special consideration in those situations which are not covered by the above circumstances.

**Section 12.5**

The Township may require verification of death.

**ARTICLE XIII**  
**LEAVES OF ABSENCE**

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**Section 13.1**

**MILITARY LEAVE:** Any full-time employee covered by this Agreement who is a member of the National Guard or reserve components in the military or naval service of the United States and is required to perform active duty for training period shall be granted a leave of absence with pay for the period of such training. When an employee, not on probation, has been called to active duty or drafted into the military or naval service of the United States, he shall automatically be granted an indefinite leave of absence without pay for the duration of such active military service. However, in order for that employee to be reinstated without loss of privileges or seniority, he must report for duty with the Township within sixty (60) days following his honorable discharge from the military.

**Section 13.2**

**MATERNITY LEAVE:** Maternity Leave shall be granted in accordance with the New Jersey Family Leave Act and Federal Leave Act. An employee may be granted additional unpaid Maternity Leave by the Municipal Manager or his designee provided the request is made in writing one (1) month prior to the effective date of the leave, but in no circumstances shall Maternity Leave exceed an aggregate of six (6) months. The additional leave, if granted, shall be without pay and no accrual of paid time off. Request for Maternity Leave under this section shall not be unreasonably denied.

**Section 13.3**

a) A leave of absence without pay may be requested by an employee covered by this Agreement by submitting the reason(s) for the requested leave, in writing, to the Department head. Said leave can be granted for periods not to exceed three (3) months at any one time. Such leave may be renewed for an additional three (3) months by the Municipal Manager. Employees returning from an authorized leave will be restored to their original classification or



another appropriate one of the same or similar salary to the one being earned at the time of the beginning of said leave. Employees returning from a leave of absence longer than five (5) consecutive work days due to a health issue may be required to provide documentation from a doctor confirming that they are fit to return to work. Said medical exam will be at the expense of Lawrence Township.

b) If an employee sustains an injury while in the Township's employ and on duty, the employee will be continued without loss of pay for the maximum of six (6) months from the date of the accident. Such eligibility for this leave is determined by the definition of job injury as set out in the New Jersey Workers' Compensation Law. Payments which an employee received from the provisions of the Workers Compensation Law or Temporary Disability Law shall be remitted to the Township. Thus, any employee covered by this leave will receive no more than his normal weekly salary payment.

**ARTICLE XIV**  
**COURT ATTENDANCE**

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**Section 14.1**

An employee who is called to serve on a jury and does so shall be entitled to paid leave for the period of time in which he is officially involved with the Court in such capacity. The Township will make reasonable accommodation for employees called to jury duty who are scheduled to work other than a day shift.

**ARTICLE XV**  
**HEALTH BENEFITS**

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**Section 15.1**

- a) The Township agrees to provide health insurance for all employees and their dependents.
- b) The TOWNSHIP is presently a participant in the New Jersey State Health Benefits Plan ("SHBP"). The TOWNSHIP may not force employees into particular plans within the SHBP or into plans in the event of a new health benefit plan administrator. The TOWNSHIP reserves the right to change from the SHBP to another health insurance carrier or plan administrator. Benefit changes made to the individual SHBP are not subject to negotiation nor the responsibility of the Township to be maintained at the same level as were provided previous to any change in benefits. All changes to individual health benefit plans within the SHBP are the responsibility of the employee.
- c) Effective in the first pay period of January 2014, all employees that received Township provided health benefits shall contribute to the cost of the said health benefit premium for medical and prescription coverage as required by law, specifically Chapter 78, P.L. 2011. Said contribution rates shall be the minimum amounts upon reaching the final level of contribution toward health and prescription premiums by the employee. All employees hired on or after January 1, 2014 shall contribute based upon the year four rates specified by law and to be made an Appendix to a successor Agreement. Said rates of contribution shall become the base amount.
- d) Should an employee choose to opt-out of the health and prescription coverage pursuant to the policies and procedures established by the Township the employee shall not be responsible or required to contribute toward health and prescription coverage premium as required by Section 15.1 b of this Agreement.

e) All employees and all retirees that retire on or after December 31, 2014, that choose an employer sponsored health plan which premium triggers an excise tax on a plan in accordance with the Affordable Care Act, then the cost of the excise tax will be the responsibility of the employee requiring a contribution in the amount of the excise tax in addition to the contribution required by Chapter 78 for all employees and retirees or for contributions required by retirees in accordance with the terms of the Collective Bargaining Agreement.

*All contributions are in addition to the required excise tax contributions required by the Affordable Health Care Act language in 15.1 d.*

f) Any employee that retires on or after February 2, 2014 and is eligible for post-retirement health care benefits shall contribute no less than one percent (1%) of their pensionable benefit toward the cost of said post-retirement benefits or an amount set by New Jersey Statute that requires a higher contribution. Any employee that is eligible for post-retirement health and prescription benefits that retires on or after February 2, 2015 shall contribute no less than two percent (2%) of their pensionable benefit toward the cost of said post-retirement benefits or an amount set by New Jersey Statute that requires a higher contribution. Any employee that is eligible for post-retirement health and prescription benefits that retires on or after February 2, 2016 shall contribute no less than two and one-half percent (2.5%) of their pensionable benefit toward the cost of said post-retirement benefits or an amount set by New Jersey Statute that requires a higher contribution. Any employee that has not obtained twenty (20) years of credited pension service as of June 28, 2011 shall contribute through the withholding of the contribution from the monthly retirement allowance, or make a direct payment to Lawrence Township if the New Jersey Division of Pension and Benefits is not able to withhold a contribution, toward the cost of health care benefits coverage for the employee in retirement and dependent coverage. The retirement allowance, and any future cost of living adjustments thereto, shall be used to identify the percentage of the cost of coverage. Contribution rates/percentages shall be in accordance with Appendix

"A-1", "A-2" & "A-3". The applicable amount will be paid on a monthly basis to the Township by the retiree. Each retiree shall supply proof of pension benefits. All contributions are in addition to the required excise tax contribution required by the Affordable Health Care Act and language in 15.1 a.

### **Section 15.2**

The Township agrees to provide a drug prescription program for employees and their dependents. Employees will be required to contribute toward the cost of prescription coverage as provided in Section 15.1 (c) of this Agreement.

### **Section 15.3**

The Township will pay fifty percent (50%) on an approved dental plan for employees and their families and reserves the right to choose the insurance carrier. Employees shall have the option to participate in this program. Management will agree to a change in the current carrier to provide equal or better coverage.

### **Section 15.4**

a) The Township will pay two hundred fifty dollars (\$250) per employee for the purpose of a physical/eye exam, eyeglasses or contact lenses per year, as long as dual coverage is not in effect.

b) Employees will have the option of having the physical exam performed by a physician designated by the Township. Should the employee choose this option, the Township will pay for the cost of said exam. However, in either case, the employee must agree to allow the physician to release to the Township a statement, the contents of which shall be limited to the following:

1. The employee is in good health, or
2. The employee should seek further advice from his/her personal physician.

Should the employee not agree to release this statement, the Township will not bear the cost of said exam or will not reimburse the employee for the cost depending on the option chosen. These statements shall be confidential and will only be authorized for release to the Municipal Manager.

#### **Section 15.5**

The Township will pay for a life insurance policy in the amount of five thousand (\$5,000) for a natural death and will increase to ten thousand (\$10,000) in the event of an accidental death. The Township reserves the right to choose the insurance carrier for this program.

#### **Section 15.6**

The Township agrees to provide retirement benefits in accordance with applicable New Jersey statutes that would apply to eligible retired employee that had an original hire date of December 31, 2009 or prior. Employees hired on or after January 1, 2010 shall not be entitled to post-retirement health benefits.

#### **Section 15.7**

Post-retirement benefits will be provided through the NJ State Health Benefits Plan. Retirees qualify under the following conditions:

- a) Disability retirement.
- b) Qualifying retirement with at least twenty-five (25) years of service in a state-approved pension system and at least ten (10) years with Lawrence Township.
- c) Service retirement at age 62 or older with at least fifteen (15) years of service with Lawrence Township.

The limit of post-retirement coverage is as follows:

- a) Retirement under age 55, Township pays for coverage for ten (10) years from date of retirement for retiree and dependents.
- b) Retirement between ages 55 and 60, Township pays for coverage until age 65 for retiree and dependents.

- c) Retirement between ages 60 and 65, Township pays for coverage until age 65 for retiree and dependents and pays for coverage for only retiree for a period of five (5) years from the date of retirement. (Example: Employee retires on 63<sup>rd</sup> birthday, Township pays coverage cost for retiree and dependent to age 65 and pays coverage cost for retiree only until 68<sup>th</sup> birthday.)
- d) Retirement at age 65 or older, Township pays for coverage for five (5) years from date of retirement – retiree only.
- e) Above periods of eligibility of post-retirement health care coverage will not be applicable to employees hired on or after January 1, 2010. Employees hired on or after January 1, 2010 shall not be eligible for post-retirement benefits.

**Section 15.8**

The Township shall provide employees the option of their enrollment in the IRS Code Section 125.

**Section 15.9**

Employees will be eligible to re-enroll during the year under special circumstances.

**Section 15.10**

Married employees where both parties are employees or retirees of the Township of Lawrence shall be covered for health benefits under one policy. No duplicate coverage.

**ARTICLE XVI**  
**UNION REPRESENTATIVES**

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**Section 16.1**

The Township recognizes the right of the Union to designate a Union President or designee and two (2) Union Stewards to represent the Union and the employees covered by this Agreement. The Union shall furnish the Township with the names of the President or designee and Stewards and will notify the Township of any changes.

**Section 16.2**

The authority of the President or designee or Union Stewards designated by the Union shall be limited to and shall not exceed the following duties and activities:

- a) The investigation and presentation of grievances in accordance with the provisions of the Agreement. Both parties agree that if it is necessary for the President or designee or Stewards to perform any such duties during his work time, the President or designee or Stewards shall be released from work by his Supervisor only to the extent necessary to make the investigation and for conferring with the Township representative.
- b) The transmission of such messages and information which will originate with and are authorized by the Union, or its officers, provided that such messages and information;
  1. Are of a routine nature and do not involve work stoppages, slowdowns or any other interference with Township business;  
and
  2. The Union President or designee or Union Stewards are authorized to investigate, present and process grievances on or off the premises, provided such activity is not disruptive of any work in which he/she is engaged and subject to the necessity of maintaining his schedule and not disrupting the schedule or manpower of any other member of the bargaining unit who may be involved in the grievance.



**Section 16.3**

Representatives of the Union who are not employees of the Employer shall be permitted to visit with employees during the working hours at their workstations for the purpose of discussing Union representation matters. Such representatives shall also be recognized by the Employer as an authorized spokesperson for the Union in meetings between the parties regarding employee representation.

**Section 16.4**

An employee who is duly authorized in writing to be a representative of the Union shall be granted a leave of absence with pay for the time necessary to conduct Union business or attend conventions, seminars or workshops with a maximum of no more than four (4) employees to serve as Union representatives.

**ARTICLE XVII**  
**EXTENDED SICK LEAVE**

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**Section 17.1**

Lawrence Township will be required to provide extended sick leave in accordance with the Federal Family Leave Act and New Jersey Family Leave Act.

## ARTICLE XVIII

### JOB POSTING

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#### **Section 18.1**

Notice of all vacancies shall be posted on all Union bulletin boards for this local and the employer will notify the Union President of any title changes. In addition, the posting shall list the salary level, hours of work, classification, job description, qualifications and instructions for making the appropriate application.

#### **Section 18.2**

All job openings must be posted according to the provisions of this section before an offer of employment can be extended to a candidate. Those employees who make the appropriate application shall be considered as candidates provided they meet the necessary criteria to perform the duties of the vacant position.

#### **Section 18.3**

Notices shall be posted for a period of at least five (5) working days.

#### **Section 18.4**

Immediately upon removal of said job postings, notice of hiring shall be forwarded to the President of the Local Union.

**ARTICLE XIX**  
**EDUCATIONAL BENEFITS**

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**Section 19.1**

The Township agrees in the event that an employee is required to attend educational courses as a job requirement, the Township will reimburse said employee for the amount required.

**ARTICLE XX**  
**SAFETY AND HEALTH**

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**Section 20.1**

The Employer shall at all times maintain safe and healthful working conditions and will provide employees with any wearing apparel, tools or devices needed in order to insure their safety and health.

**Section 20.2**

The Employer and the Union will maintain a Safety Committee comprised of the following. A safety official and one other member designated by the Employer and two members selected by the Union. The President of the Union may attend but shall have no voting power. It will be the responsibility of the Committee to investigate and correct unsafe and unhealthful conditions. The Committee shall meet monthly or as necessary to review general health and safety conditions and to make recommendations to the Municipal Manager about such conditions.

Recommendations should be submitted to the Municipal Manager or designee and the implementation should be made within thirty (30) days of presentation or a valid explanation be made to the President of the Union in writing. The President or designee shall remind the Manager's designee fifteen (15) days after presentation. If a recommendation is not addressed within this time frame, there shall be an emergency meeting held five days after the thirty-day period with the Safety Committee and the Municipal Manager.

**Section 20.3**

The Safety Committee members shall be permitted reasonable opportunity to visit work locations throughout the Employer's facilities for the purpose of investigating safety and health conditions during working hours with no loss of pay.

**ARTICLE XXI**  
**LABOR/MANAGEMENT MEETINGS**

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**Section 21.1**

The Union and the Employer agree to meeting on a quarterly basis or at a mutually convenient time for the purpose of discussing issues that concern either party. The party requesting such a meeting will supply the second party with an agenda within ten (10) working days of the meeting. These meetings shall not be used to settle grievances nor are they designed to circumvent the collective bargaining process.

**ARTICLE XXII**  
**CLASSIFICATIONS AND JOB DESCRIPTIONS**

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**Section 22.1**

The classification for employees covered by this Agreement is attached hereto as Appendix A and by reference is made part of this Agreement.

**Section 22.2**

Determinations regarding job descriptions and classifications shall remain matters of managerial prerogative. Changes in compensation shall be a negotiable item when required by law.

**Section 22.3**

Change in title in order to implement a higher salary without a change of work duties must be done in accordance with a Civil Service desk audit.

**Section 22.4**

The Municipal Manager agrees to meet and discuss with the Union President or designee and a representative from any title which shall be the subject of a range upgrade. Such request must be accompanied by documentation supporting any such upgrade.

**ARTICLE XXIII**  
**EQUAL PAY FOR EQUAL WORK**

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**Section 23.1**

Any employee who performs work in a higher-grade pay classification than his own for at least four (4) consecutive hours in any workday shall receive the greater of five percent (5%) above the current salary or the minimum of the new range for such work for the time that it is performed. An exception to the Article would be for training for a new job title provided that one (1) week notice is given prior and such training does not last for more than two (2) weeks.



**ARTICLE XXIV**  
**ACCESS TO PERSONNEL FILES**

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**Section 24.1**

An employee covered by this Agreement shall have the right to inspect and obtain copies of documents from his personal history file maintained at Township Hall at any reasonable time upon five (5) working days written notice to the custodian thereof. Whenever, in the option of the employee's supervisor, derogatory material is placed in the employee's personal history file, the Township agrees to notify the employee in writing of that action. The contents of the employee's personal history file shall not be made public unless required in disciplinary proceedings or by court order or subpoena process in a judicial proceeding. An employee covered by this Agreement shall be allowed to place in such a file a response to anything contained therein.

**Section 24.2**

Disciplinary actions and letters of official reprimand may be removed upon petition from employee's personnel file after eighteen (18) months. Such requests should demonstrate appropriateness.

**ARTICLE XXV**  
**BULLETIN BOARDS**

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**Section 25.1**

The Township shall provide three (3) bulletin boards for the Unit covered by this Agreement.

**Section 25.2**

Notices of Union meetings, official Union business, Union social, recreational and educational events shall be the material posted by the Union. Such notices shall be signed by the Union President prior to posting and must be on Union letterhead.

**ARTICLE XXVI**  
**NON-DISCRIMINATION**

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**Section 26.1**

The Township and the Union agree not to discriminate against any individual with respect to hiring, compensation, terms or conditions of employment covered by this Agreement because of such individual's race, color, creed, religion, sex, national origin, handicap, age or sexual preference.

**ARTICLE XXVII**

**LONGEVITY**

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**Section 27.1**

Each employee hired before January 1, 2013 and covered by this Agreement shall in addition to his/her regular wages and benefits, be paid longevity based upon years of service as of December 31, 2013 with the Township in accordance with the following amounts. Said amounts to be paid to an employee shall not be adjusted beyond the longevity amount being received by an eligible employee as of December 31 2013. Longevity shall be pensionable and included as part of the employee's regular pay.

Length of Service	
8 years	\$800
12 years	\$1,100
16 years	\$1,400
20 years	\$1,700
24 years	\$2,000
28 years	\$2,300

Any employee hired on or after January 1, 2014 and subject to this Agreement shall not be entitled to longevity pay.

**Section 27.2**

Longevity pay, as heretofore set forth, shall become effective January 1<sup>st</sup> or July 1<sup>st</sup>, the date nearest to the anniversary date of employment.

**Section 27.3**

The Township shall establish a deferred compensation plan for members of this bargaining unit.

**Section 27.4**

Past and present, permanent, part-time service to the Township shall be recognized for purposes of computing a seniority date regarding an employee's longevity anniversary. Such time shall be pro-rated so that each year's service will be credited for one-half year longevity.

**Section 27.5**

Part-time employees shall receive pro-rated paid time off for sick, vacation, personal and holiday based on the number of hours worked, as well as statutorily required benefits.

**ARTICLE XXVIII**  
**CLOTHING ALLOWANCE**

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**Section 28.1**

There will be an annual clothing allowance given on January 1<sup>st</sup> of year as follows:

- \$150 for Public Health Nurses
- \$500 for Animal Control Officer
- \$250 for Housing Inspector
- \$250 for Recreation Leader
- \$450 Fire Protection Sub-Code Official

Public Works Inspector, Registered Environmental Health Specialist, Building Inspectors will be provided apparel to serve as a uniform to be purchased by the Township in an amount not to exceed two hundred fifty dollars (\$250) annually. Footwear is eligible as apparel provided said footwear meets industry safety standard that may include steel toes, non-penetrating soles and non-skid soles.

**ARTICLE XXX**  
**SEPARABILITY AND SAVINGS**

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**Section 30.1**

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid, except to the extent permitted by law, and that all other provisions or applications of this Agreement shall continue in full force and effect for the duration of this Agreement. The provisions of this Agreement shall be subject to and subordinate to and shall not annul or modify existing provisions of State and local law.

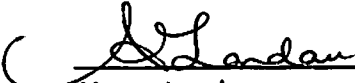
**ARTICLE XXXI**  
**FULLY BARGAINED AGREEMENT**

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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 parties at the time they negotiated or signed this Agreement.

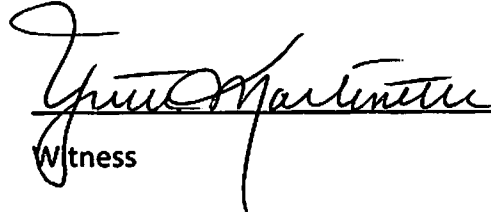
**AFSCME, Council #73**  
**AFL-CIO, Local #2257**

**TOWNSHIP OF LAWRENCE**  
**COUNTY OF MERCER**

  
\_\_\_\_\_  
Aimee Landau  
President Local 2257

  
\_\_\_\_\_  
Kevin P. Nerwinski, Esq.  
Township Manager

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Witness

5-2-17  
Date

5-2-17  
Date



**APPENDIX A**  
**SALARY SCHEDULE**

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1. An employee's anniversary date is the first of the month in which the employee was hired or after a promotion, the first of the month in which the employee was promoted to his/her current title.
2. The salary of an employee who is promoted shall be changed to the nearest step in the range of the new title that is equivalent to at least one full increment.
3. Permanent part-time employees will receive an hourly rate based on their title, grade and step as determined in this collective bargaining Agreement.
4. With the inception of the grade and step system please note that all new employees must be hired at the minimum of the pay scale unless consent of the Union is received. Discussion and negotiation of starting salaries above the minimum should be completed within two weeks.
5. Effective January 1, 2017 employees hired on before December 31, 2013 and covered by this Agreement shall receive a wage increase of 1.85% over base salary.
6. Effective January 1, 2018 employees hired on or before December 31, 2013 and covered by this Agreement shall receive a wage increase of 1.85% over base salary.
7. Effective January 1, 2019 employees hired on or before December 31, 2013 and covered by this Agreement shall receive a wage increase of 1.85% over base salary.
8. Employees hired on or before December 31, 2013 shall be compensated per the "Salary Schedule A" and attached to this Agreement.
9. Employees hired on or after January 1, 2014 shall be compensated per the "Salary Schedule B" and attached to this Agreement.
10. Effective during this contract only all employees covered by this Agreement shall move, if applicable, on the appropriate "Step Guide" in accordance with their hire date and position of employment and applicable "Salary Schedule".

11. No service credit will be earned for purposes of upward movement on the Step Guide for calendar year 2010.
12. Any employee hired on or after January 1, 2014 shall be subject to compensation in accordance with Salary Schedule "B" and attached. "Step Guide" adjustments in Salary Schedule "B" shall not be increased by the annual cost of living adjustments, with the exception of Step 11.

## SCHEDULE A

### WHITE COLLAR GRADE, TITLE AND WAGE LISTING EMPLOYEES HIRED ON OR BEFORE DECEMBER 31, 2013

GRADE AND JOB TITLE		2017	2018	2019
<b>GRADE 1</b>				
	1	28,037	28,556	29,084
Clerk 1	2	28,698	29,229	29,769
Keyboarding Clerk 1	3	29,360	29,903	30,456
Sr. Citizen Program Aide	4	30,021	30,576	31,142
	5	30,681	31,249	31,827
	6	31,342	31,922	32,513
	7	32,003	32,595	33,198
	8	32,664	33,268	33,884
	9	33,327	33,944	34,571
	10	33,989	34,618	35,258
	11	34,652	35,293	35,946
<b>GRADE 2</b>				
	1	29,203	29,743	30,293
Account Clerk	2	30,016	30,571	31,137
Assistant Animal Control Officer	3	30,827	31,397	31,978
Deputy Registrar of Vital Statistics/Typing	4	31,636	32,221	32,817
Keyboarding Clerk 2	5	32,447	33,047	33,659
Violations Clerk	6	33,260	33,876	34,502
	7	34,072	34,702	35,344
	8	34,884	35,529	36,186
	9	35,695	36,355	37,028
	10	36,971	37,655	38,351
	11	38,249	38,956	39,677
<b>GRADE 3</b>				
	1	30,370	30,932	31,505
Public Safety Telecommunicator/Typist	2	31,161	31,737	32,325
	3	31,954	32,545	33,147
	4	32,745	33,351	33,968
	5	33,542	34,162	34,794
	6	34,334	34,969	35,616
	7	35,125	35,775	36,436
	8	35,916	36,581	37,258
	9	36,713	37,392	38,083
	10	37,970	38,672	39,388
	11	39,227	39,953	40,692
<b>GRADE 4</b>				
	1	29,206	29,746	30,297
Data Control Clerk/Typing	2	30,321	30,882	31,453
Clerk 2	3	31,437	32,019	32,611
Clerk Transcriber	4	32,553	33,155	33,768
	5	33,668	34,291	34,925
	6	34,782	35,425	36,081
	7	35,898	36,562	37,239
	8	37,014	37,699	38,396
	9	38,129	38,835	39,553
	10	39,245	39,971	40,710
	11	40,357	41,104	41,864

## SCHEDULE A

### WHITE COLLAR GRADE, TITLE AND WAGE LISTING EMPLOYEES HIRED ON OR BEFORE DECEMBER 31, 2013

GRADE AND JOB TITLE		2017	2018	2019
<b>GRADE 5</b>				
	1	34,334	34,969	35,616
Cashier	2	35,765	36,427	37,100
Senior Clerk Transcriber	3	37,196	37,884	38,585
Keyboarding Clerk 3	4	38,095	38,800	39,518
Purchasing Assistant	5	38,997	39,718	40,453
Purchasing Assistant/Senior Clerk Typist	6	39,931	40,669	41,422
Switchboard Operator/Typing	7	40,862	41,618	42,388
Records Support Technician 1	8	41,795	42,568	43,356
	9	42,729	43,519	44,324
	10	44,126	44,943	45,774
	11	45,524	46,366	47,224
<b>GRADE 6</b>				
	1	35,582	36,241	36,911
Clerk Stenographer 3	2	36,620	37,297	37,987
Senior Accounting Clerk	3	37,660	38,357	39,067
	4	38,700	39,416	40,145
	5	39,738	40,473	41,222
	6	40,777	41,532	42,300
	7	41,813	42,587	43,375
	8	42,855	43,648	44,455
	9	43,892	44,704	45,531
	10	45,982	46,833	47,700
	11	48,076	48,966	49,872
<b>GRADE 7</b>				
	1	38,531	39,244	39,970
Accounting Assistant	2	39,621	40,354	41,100
Assistant Municipal Clerk/Transcriber	3	40,708	41,462	42,229
Court Aide	4	41,798	42,572	43,359
Deputy Municipal Court Administrator	5	42,889	43,683	44,491
Legal Aide	6	43,979	44,793	45,622
Principal Account Clerk	7	45,069	45,903	46,752
Public Safety Telecommunicator Trainee	8	46,157	47,011	47,880
Public Works Inspector	9	47,248	48,122	49,012
Senior Engineering Aide	10	48,806	49,709	50,628
	11	50,362	51,293	52,242

## SCHEDULE A

### WHITE COLLAR GRADE, TITLE AND WAGE LISTING EMPLOYEES HIRED ON OR BEFORE DECEMBER 31, 2013

GRADE AND JOB TITLE		2017	2018	2019
<b>GRADE 8</b>				
	1	40,862	41,618	42,388
Administrative Clerk	2	42,246	43,027	43,823
Administrative Clerk Typing	3	43,626	44,433	45,255
Municipal Court Administrator	4	45,428	46,269	47,125
Principal Payroll Clerk	5	47,233	48,107	48,997
Public Health Investigator	6	48,365	49,260	50,171
Recreation Program Coordinator/Lifeguard	7	49,501	50,417	51,350
Secretarial Assistant	8	50,694	51,632	52,587
Technical Assistant/Office of Construction (Stenographer)	9	51,889	52,849	53,826
	10	54,417	55,424	56,449
	11	56,948	58,002	59,075
<b>GRADE 9</b>				
	1	44,816	45,645	46,489
Senior Public Works Inspector	2	45,993	46,844	47,710
Principal Clerk Typist/Registrar of Vital Statistics	3	47,166	48,039	48,928
	4	48,344	49,238	50,149
	5	49,518	50,434	51,367
	6	50,697	51,634	52,590
	7	51,873	52,832	53,810
	8	53,051	54,032	55,032
	9	54,226	55,229	56,250
	10	55,872	56,906	57,958
	11	57,516	58,580	59,664
<b>GRADE 10</b>				
	1	47,301	48,176	49,067
Assistant Zoning Officer	2	48,316	49,210	50,120
Building Inspector	3	49,334	50,246	51,176
Animal Control Officer	4	50,347	51,278	52,227
	5	51,364	52,315	53,282
	6	52,380	53,349	54,336
	7	53,396	54,384	55,390
	8	54,408	55,415	56,440
	9	55,421	56,446	57,491
	10	56,903	57,956	59,028
	11	58,388	59,468	60,568

**SCHEDULE A**

**WHITE COLLAR GRADE, TITLE AND WAGE LISTING  
EMPLOYEES HIRED ON OR BEFORE DECEMBER 31, 2013**

<b>GRADE AND JOB TITLE</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>GRADE 11</b>				
	1	51,955	52,916	53,895
Administrative Secretary	2	53,571	54,562	55,571
Housing Inspector	3	55,179	56,200	57,239
Principal Engineering Aide	4	56,791	57,842	58,912
Registered Environmental Health Specialist	5	58,404	59,484	60,585
Senior Housing Inspector	6	60,018	61,128	62,259
Assistant Municipal Tax Collector	7	61,629	62,769	63,930
Environmental Center Manager	8	63,240	64,410	65,601
	9	64,852	66,051	67,273
	10	66,933	68,171	69,432
	11	69,008	70,285	71,585
<b>GRADE 12</b>				
	1	55,231	56,252	57,293
Assistant Assessor	2	56,815	57,866	58,937
Electrical Inspector	3	58,399	59,480	60,580
Plumbing Inspector	4	59,981	61,091	62,221
Supervising Public Works Inspector	5	61,562	62,701	63,861
Fire Protection Inspector	6	63,149	64,317	65,507
	7	64,732	65,930	67,150
	8	66,315	67,542	68,792
	9	67,899	69,155	70,434
	10	69,952	71,246	72,565
	11	72,004	73,336	74,692
<b>GRADE 13</b>				
	1	58,503	59,585	60,687
Senior Building Inspector	2	60,187	61,300	62,434
Senior Registered Environmental Health Specialist	3	61,872	63,017	64,183
	4	63,555	64,731	65,928
	5	65,242	66,449	67,678
	6	66,924	68,162	69,423
	7	68,605	69,875	71,167
	8	70,294	71,595	72,919
	9	71,978	73,310	74,666
	10	74,130	75,501	76,898
	11	76,280	77,691	79,128

**SCHEDULE A**

**WHITE COLLAR GRADE, TITLE AND WAGE LISTING  
EMPLOYEES HIRED ON OR BEFORE DECEMBER 31, 2013**

<b>GRADE AND JOB TITLE</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>GRADE 14</b>				
Bachelor of Science Nurse BSN - Part Time	1	30,303	30,863	31,434
	2	31,478	32,060	32,653
	3	32,651	33,255	33,870
	4	33,821	34,447	35,084
	5	34,992	35,639	36,298
	6	36,002	36,668	37,347
	7	37,015	37,700	38,398
	8	38,022	38,725	39,441
	9	39,036	39,758	40,493
	10	40,047	40,787	41,542
	11	41,057	41,817	42,590
<b>GRADE 15</b>				
Graduate Public Health Nurse RN - Part Time	1	32,913	33,522	34,142
	2	33,979	34,607	35,247
	3	35,048	35,696	36,357
	4	36,059	36,726	37,405
	5	37,068	37,754	38,452
	6	38,080	38,785	39,502
	7	39,091	39,814	40,551
	8	40,100	40,842	41,598
	9	41,111	41,872	42,646
	10	42,123	42,902	43,696
	11	43,132	43,929	44,742
<b>GRADE 16</b>				
Electrical Sub-Code Official	1	77,141	78,568	80,022
Plumbing Sub-Code Official	2	79,525	80,996	82,495
Fire Sub-Code Official	3	81,909	83,424	84,968
Building Sub-Code Official	4	84,292	85,851	87,440
	5	86,675	88,278	89,912
	6	89,058	90,705	92,383
	7	91,440	93,131	94,854
	8	93,820	95,556	97,324
	9	96,202	97,982	99,794
	10	98,586	100,410	102,267
	11	100,969	102,837	104,739

**SCHEDULE A**

**WHITE COLLAR GRADE, TITLE AND WAGE LISTING  
EMPLOYEES HIRED ON OR BEFORE DECEMBER 31, 2013**

<b>GRADE AND JOB TITLE</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>GRADE 17</b>				
Supervising Building Inspector	1	58,636	59,720	60,825
	2	61,050	62,179	63,329
	3	63,463	64,637	65,833
	4	65,881	67,099	68,341
	5	68,295	69,558	70,845
	6	70,708	72,016	73,349
	7	73,123	74,476	75,854
	8	75,541	76,938	78,362
	9	77,953	79,396	80,864
	10	80,370	81,856	83,371
	11	82,785	84,316	85,876
<b>GRADE 18</b>				
Public Safety Telecommunicator	1	44,151	44,968	45,800
	2	45,218	46,055	46,907
	3	46,284	47,140	48,013
	4	47,352	48,228	49,121
	5	48,417	49,313	50,225
	6	49,482	50,397	51,329
	7	50,549	51,484	52,436
	8	51,614	52,569	53,542
	9	52,680	53,655	54,647
	10	53,746	54,740	55,753
	11	54,811	55,825	56,857
<b>GRADE 19</b>				
Senior Public Safety Telecommunicator	1	50,241	51,171	52,117
	2	51,415	52,366	53,335
	3	52,588	53,561	54,552
	4	53,760	54,754	55,767
	5	54,933	55,950	56,985
	6	56,105	57,143	58,200
	7	57,278	58,338	59,417
	8	58,449	59,530	60,631
	9	59,622	60,725	61,849
	10	60,794	61,918	63,064
	11	61,967	63,114	64,281



## SCHEDULE B

### WHITE COLLAR GRADE, TITLE AND WAGE LISTING HIRED ON OR AFTER JANUARY 1, 2014

GRADE AND JOB TITLE		2017	2018	2019
<b>GRADE 1</b>				
	1	26,407	26,407	26,407
Clerk 1	2	27,029	27,029	27,029
Keyboarding Clerk 1	3	27,653	27,653	27,653
Sr. Citizen Program Aide	4	28,275	28,275	28,275
	5	28,898	28,898	28,898
	6	29,520	29,520	29,520
	7	30,143	30,143	30,143
	8	30,765	30,765	30,765
	9	31,389	31,389	31,389
	10	32,013	32,013	32,013
	11	34,652	35,293	35,946
<b>GRADE 2</b>				
	1	27,505	27,505	27,505
Account Clerk	2	28,271	28,271	28,271
Assistant Animal Control Officer	3	29,035	29,035	29,035
Deputy Registrar of Vital Statistics/Typing	4	29,797	29,797	29,797
Keyboarding Clerk 2	5	30,561	30,561	30,561
Violations Clerk	6	31,327	31,327	31,327
	7	32,091	32,091	32,091
	8	32,856	32,856	32,856
	9	33,620	33,620	33,620
	10	34,821	34,821	34,821
	11	38,249	38,956	39,677
<b>GRADE 3</b>				
	1	28,605	28,605	28,605
Public Safety Telecommunicator/Typist	2	29,349	29,349	29,349
	3	30,096	30,096	30,096
	4	30,842	30,842	30,842
	5	31,592	31,592	31,592
	6	32,338	32,338	32,338
	7	33,083	33,083	33,083
	8	33,828	33,828	33,828
	9	34,578	34,578	34,578
	10	35,763	35,763	35,763
	11	39,227	39,953	40,692
<b>GRADE 4</b>				
	1	27,508	27,508	27,508
Data Control Clerk/Typing	2	28,558	28,558	28,558
Clerk 2	3	29,610	29,610	29,610
Clerk Transcriber	4	30,660	30,660	30,660
	5	31,710	31,710	31,710
	6	32,760	32,760	32,760
	7	33,811	33,811	33,811
	8	34,862	34,862	34,862
	9	35,913	35,913	35,913
	10	36,963	36,963	36,963
	11	40,357	41,104	41,864

**SCHEDULE B**

**WHITE COLLAR GRADE, TITLE AND WAGE LISTING  
HIRED ON OR AFTER JANUARY 1, 2014**

<b>GRADE AND JOB TITLE</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>GRADE 5</b>				
	1	32,338	32,338	32,338
Cashier	2	33,686	33,686	33,686
Senior Clerk Transcriber	3	35,033	35,033	35,033
Keyboarding Clerk 3	4	35,880	35,880	35,880
Purchasing Assistant	5	36,730	36,730	36,730
Purchasing Assistant/Senior Clerk Typist	6	37,609	37,609	37,609
Switchboard Operator/Typing	7	38,487	38,487	38,487
Records Support Technician 1	8	39,365	39,365	39,365
	9	40,245	40,245	40,245
	10	41,561	41,561	41,561
	11	45,524	46,366	47,224
<b>GRADE 6</b>				
	1	33,514	33,514	33,514
Clerk Stenographer 3	2	34,491	34,491	34,491
Senior Accounting Clerk	3	35,471	35,471	35,471
	4	36,450	36,450	36,450
	5	37,428	37,428	37,428
	6	38,407	38,407	38,407
	7	39,382	39,382	39,382
	8	40,364	40,364	40,364
	9	41,340	41,340	41,340
	10	43,309	43,309	43,309
	11	48,076	48,966	49,872
<b>GRADE 7</b>				
	1	36,291	36,291	36,291
Accounting Assistant	2	37,317	37,317	37,317
Assistant Municipal Clerk/Transcriber	3	38,342	38,342	38,342
Court Aide	4	39,368	39,368	39,368
Deputy Municipal Court Administrator	5	40,396	40,396	40,396
Legal Aide	6	41,423	41,423	41,423
Principal Account Clerk	7	42,449	42,449	42,449
Public Safety Telecommunicator Trainee	8	43,474	43,474	43,474
Public Works Inspector	9	44,501	44,501	44,501
Senior Engineering Aide	10	45,969	45,969	45,969
	11	50,362	51,293	52,242

**SCHEDULE B**

**WHITE COLLAR GRADE, TITLE AND WAGE LISTING  
HIRED ON OR AFTER JANUARY 1, 2014**

<b>GRADE AND JOB TITLE</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>GRADE 8</b>				
	1	38,487	38,487	38,487
Administrative Clerk	2	39,790	39,790	39,790
Administrative Clerk Typing	3	41,090	41,090	41,090
Municipal Court Administrator	4	42,787	42,787	42,787
Principal Payroll Clerk	5	44,487	44,487	44,487
Public Health Investigator	6	45,554	45,554	45,554
Recreation Program Coordinator/Lifeguard	7	46,623	46,623	46,623
Secretarial Assistant	8	47,747	47,747	47,747
Technical Assistant/Office of Construction (Stenographer)	9	48,872	48,872	48,872
Recreation Leader	10	51,254	51,254	51,254
	11	56,948	58,002	59,075
<b>GRADE 9</b>				
	1	42,210	42,210	42,210
Senior Public Works Inspector	2	43,319	43,319	43,319
Principal Clerk Typist/Registrar of Vital Statistics	3	44,424	44,424	44,424
	4	45,533	45,533	45,533
	5	46,640	46,640	46,640
	6	47,749	47,749	47,749
	7	48,857	48,857	48,857
	8	49,967	49,967	49,967
	9	51,073	51,073	51,073
	10	52,624	52,624	52,624
	11	57,516	58,580	59,664
<b>GRADE 10</b>				
	1	44,551	44,551	44,551
Assistant Zoning Officer	2	45,507	45,507	45,507
Building Inspector	3	46,466	46,466	46,466
Animal Control Officer	4	47,420	47,420	47,420
	5	48,378	48,378	48,378
	6	49,335	49,335	49,335
	7	50,292	50,292	50,292
	8	51,245	51,245	51,245
	9	52,199	52,199	52,199
	10	53,595	53,595	53,595
	11	58,388	59,468	60,568

**SCHEDULE B**

**WHITE COLLAR GRADE, TITLE AND WAGE LISTING  
HIRED ON OR AFTER JANUARY 1, 2014**

<b>GRADE AND JOB TITLE</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>GRADE 11</b>				
	1	48,935	48,935	48,935
Administrative Secretary	2	50,456	50,456	50,456
Housing Inspector	3	51,971	51,971	51,971
Principal Engineering Aide	4	53,489	53,489	53,489
Registered Environmental Health Specialist	5	55,009	55,009	55,009
Senior Housing Inspector	6	56,529	56,529	56,529
Assistant Municipal Tax Collector	7	58,046	58,046	58,046
Environmental Center Manager	8	59,563	59,563	59,563
	9	61,081	61,081	61,081
	10	63,042	63,042	63,042
	11	69,008	70,285	71,585
<b>GRADE 12</b>				
	1	52,020	52,020	52,020
Assistant Assessor	2	53,512	53,512	53,512
Electrical Inspector	3	55,004	55,004	55,004
Plumbing Inspector	4	56,494	56,494	56,494
Supervising Public Works Inspector	5	57,983	57,983	57,983
Fire Protection Inspector	6	59,478	59,478	59,478
	7	60,969	60,969	60,969
	8	62,460	62,460	62,460
	9	63,951	63,951	63,951
	10	65,886	65,886	65,886
	11	72,004	73,336	74,692
<b>GRADE 13</b>				
	1	55,102	55,102	55,102
Senior Building Inspector	2	56,688	56,688	56,688
Senior Registered Environmental Health Specialist	3	58,275	58,275	58,275
	4	59,860	59,860	59,860
	5	61,449	61,449	61,449
	6	63,033	63,033	63,033
	7	64,617	64,617	64,617
	8	66,208	66,208	66,208
	9	67,794	67,794	67,794
	10	69,820	69,820	69,820
	11	76,280	77,691	79,128

**SCHEDULE B**

**WHITE COLLAR GRADE, TITLE AND WAGE LISTING  
HIRED ON OR AFTER JANUARY 1, 2014**

<b>GRADE AND JOB TITLE</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>GRADE 14</b>				
Bachelor of Science Nurse BSN - Part Time	1	28,541	28,541	28,541
	2	29,648	29,648	29,648
	3	30,753	30,753	30,753
	4	31,855	31,855	31,855
	5	32,957	32,957	32,957
	6	33,909	33,909	33,909
	7	34,864	34,864	34,864
	8	35,811	35,811	35,811
	9	36,766	36,766	36,766
	10	37,718	37,718	37,718
	11	41,057	41,817	42,590
<b>GRADE 15</b>				
Graduate Public Health Nurse RN - Part Time	1	30,999	30,999	30,999
	2	32,003	32,003	32,003
	3	33,010	33,010	33,010
	4	33,962	33,962	33,962
	5	34,913	34,913	34,913
	6	35,866	35,866	35,866
	7	36,818	36,818	36,818
	8	37,769	37,769	37,769
	9	38,721	38,721	38,721
	10	39,674	39,674	39,674
	11	43,132	43,929	44,742
<b>GRADE 16</b>				
Electrical Sub-Code Official	1	72,656	72,656	72,656
Plumbing Sub-Code Official	2	74,902	74,902	74,902
Fire Sub-Code Official	3	77,147	77,147	77,147
Building Sub-Code Official	4	79,392	79,392	79,392
	5	81,636	81,636	81,636
	6	83,880	83,880	83,880
	7	86,124	86,124	86,124
	8	88,366	88,366	88,366
	9	90,609	90,609	90,609
	10	92,854	92,854	92,854
	11	100,969	102,837	104,739

**SCHEDULE B**

**WHITE COLLAR GRADE, TITLE AND WAGE LISTING  
HIRED ON OR AFTER JANUARY 1, 2014**

<b>GRADE AND JOB TITLE</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>GRADE 17</b>				
Supervising Building Inspector	1	55,227	55,227	55,227
	2	57,500	57,500	57,500
	3	59,774	59,774	59,774
	4	62,051	62,051	62,051
	5	64,324	64,324	64,324
	6	66,598	66,598	66,598
	7	68,872	68,872	68,872
	8	71,149	71,149	71,149
	9	73,422	73,422	73,422
	10	75,697	75,697	75,697
	11	82,785	84,316	85,876
<b>GRADE 18</b>				
Public Safety Telecommunicator	1	41,585	41,585	41,585
	2	42,590	42,590	42,590
	3	43,593	43,593	43,593
	4	44,599	44,599	44,599
	5	45,602	45,602	45,602
	6	46,605	46,605	46,605
	7	47,610	47,610	47,610
	8	48,614	48,614	48,614
	9	49,618	49,618	49,618
	10	50,621	50,621	50,621
	11	54,811	55,825	56,857
<b>GRADE 19</b>				
Senior Public Safety Telecommunicator	1	47,320	47,320	47,320
	2	48,426	48,426	48,426
	3	49,531	49,531	49,531
	4	50,634	50,634	50,634
	5	51,740	51,740	51,740
	6	52,843	52,843	52,843
	7	53,949	53,949	53,949
	8	55,051	55,051	55,051
	9	56,156	56,156	56,156
	10	57,259	57,259	57,259
	11	61,967	63,114	64,281