

**AGREEMENT**

**BETWEEN:**

**TOWNSHIP OF RANDOLPH,  
MORRIS COUNTY, NEW JERSEY**

**-AND-**

**RANDOLPH TOWNSHIP EMPLOYEES ASSOCIATION**

**January 1, 2010 through December 31, 2010**

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**PREAMBLE**

**This AGREEMENT entered into January 1, 2010, by and between the TOWNSHIP OF RANDOLPH, in the County of Morris, State of New Jersey, a Municipal corporation of the State of New Jersey, hereinafter called the "Township," and the RANDOLH TOWNSHIP EMPLOYEES ASSOCIATION, hereinafter called the "Association" represents the complete and final understanding on all the bargainable issues between the Township and the Association.**

**ARTICLE I**  
**RECOGNITION**

**The Township recognizes the Association as the exclusive collective negotiations agent for the following job classifications within the Township of Randolph:**

**Engineering Assistant/Public Works Inspector**

**Registered Public Purchasing Official/Qualified Purchasing Agent**

**Senior Health Specialist**

**Administrative Assistant**

**Health Assistant/Registrar and Recycling Coordinator**

**Building Inspector**

**Sanitarian/Registered Environmental Health Specialist**

**Animal Control Officer/Pound Keeper**

**Department Secretary**

**Deputy Court Administrator**

**Deputy Township Clerk**

**Technical Assistant**

**Senior Secretary**

**Rompers Teacher/Secretary**

**Playhouse Theater Coordinator**

**Deputy Animal Control Officer/Pound keeper**

**Secretary**

**Violations Clerk**

**Revenue Collections Clerk**

**Bookkeeper**

**Part Time Titles**

**(Excluding seasonal and/or part time employees working less than 15 hours per week in the below listed titles)**

**P/T Public Health Nurse**

**P/T Health Educator**

**P/T Plumbing Inspector**

**P/T Fire Code Inspector**

**P/T Zoning Officer.**

**P/T Health Sanitarian**

**P/T Deputy Animal Control/Pound Keeper**

**P/T Assistant Rompers Teacher**

**P/T Bus Driver**

**P/T Clerk/Typist**

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

**A. The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including but without limiting the generality of the foregoing, the following rights:**

- 1. To the executive management and administrative control of the Township government and its properties and facilities and the activities of its employees;**
- 2. To hire all employees and subject to the provisions of law, to determine their qualification and conditions for continued employment or assignment and to promote and transfer employees;**
- 3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law.**

**B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Township, the adoption of policies, rules and regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.**

ARTICLE III

WORK WEEK AND OVERTIME

- A. The normal work week shall consist of five (5) consecutive days, Monday through Friday. The normal workday shall consist of seven (7) hours as scheduled by the work rules of the employer, with the exception of the day (Usually the 1<sup>st</sup> Thursday) which coincides with the regular meeting of the Township Council each month; the workday will be from 8:30 a.m. through 8:00 p.m. with one (1) hour for lunch and one-half (1/2) hour for dinner. Employees working the "late night" shall be compensated with one half day off from work to occur on a Friday afternoon during the month of the "late night". Late nights, for the ensuing year, shall be scheduled at the beginning of January. Scheduling of the compensating half day off shall be approved by the Department Head.
- B. The employer shall compensate each employee with one (1) hour of compensatory time off for each hour worked by the employee in any given week in excess of thirty-five (35) hours and up to forty (40) hours and one and one half (1.5) hour of compensatory time off for each hour worked by the employee in any given week in excess of forty (40) hours providing such overtime shall have been with the authority or approval or at the direction of the immediate supervisor of the employee or the Township Manager. A maximum of thirty five (35) hours may be accumulated at any given time and may be carried into the next calendar year.
- C. The employer shall compensate each employee for overtime in excess of forty (40) hours at one and on-half (1½) times the hourly rate of compensation paid such employee providing such overtime shall have been with the authority or approval or at the direction of the immediate supervisor of the employee or the Township Manager.

**ARTICLE IV**

**SICK LEAVE**

**A. Service Credit for Sick Leave**

1. All employees shall be entitled to sick leave with pay based on their aggregate years of service.
2. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease. The employer has a reasonable expectation that the employee is convalescing and/or seeking medical assistance as opposed to other unrestricted activities associated with time off for vacations, compensatory time or holidays. Both parties to this contract agree that abuse of the sick leave benefit is unacceptable and subject to managerial response. Sick leave may also be utilized for short periods because of death in the employee's immediate family as defined below.
3. Care of Immediate Family – See Employee Handbook

**B. Amount of Sick Leave**

1. Sick Leave with pay shall accrue to any full-time employee on the basis of one day per month.
2. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.
3. In the event an employee is injured while at work, full salary will be paid without a charge against sick leave, provided the employee is eligible for, and the Township receives, workers' compensation benefits.

**C. Reporting of Absence on Sick Leave**

1. If an employee is absent for reasons that entitle him/her to sick leave, his/her supervisor shall be notified prior to the employee's starting time, except in emergencies.
  - a. Failure to so notify the supervisor may be cause for denial of the use of sick leave for that absence and constitute cause for disciplinary action.
  - b. Absence without notice for five (5) consecutive days shall constitute a resignation.

**D. Verification of Sick Leave**

1. An employee who shall be absent on sick leave for four (4) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness. The Township may require proof of illness of an employee on sick leave whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action.
2. In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required prior to return to work.
3. The Township may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined at the expense of the Township by a physician of the Township's choice. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health and safety of other employees.

**E. Payment for Accumulated Sick Leave at Retirement**

Employees must retire in good standing to qualify for payment of unused sick time. Employees shall be entitled to sick pay retirement benefits of 50 percent of accumulated sick time based on the following schedule:

	<u>Maximum Benefit</u>
When the employee's age and years of Service to the Township added together total 70 years	70 days not to exceed \$10,000
When the employee's age and years of service to the Township added together total 75 years	75 days not to exceed \$12,500
When the employee's age and years of service to the township added together total 80 years	80 days not to exceed \$15,000

**F. Bereavement Leave**

1. In case of death in the immediate family, an employee shall be granted up to three (3) days of leave. An extension may be granted in accordance with the Employee Handbook.
2. Immediate family shall be defined as the employee's husband, wife, child, stepchild, mother, father, brother or sister, father-in-law, mother-in-law, grandparents, sister-in-law, brother-in-law, son-in-law, daughter-in-law and grandchild.
3. Reasonable verification of the event may be required by the Township.

(5 days)

**ARTICLE V**

**HOLIDAYS**

**A. The following thirteen (13) days shall be holidays upon which the public offices of the Township shall be closed and on which the employees shall not be required to work:**

<b>New Year's Day</b>	<b>Labor Day</b>
<b>Martin Luther King's Birthday</b>	<b>General Election Day</b>
<b>Lincoln's Birthday</b>	<b>Veterans' Day</b>
<b>Washington's Birthday</b>	<b>Thanksgiving Day</b>
<b>Good Friday</b>	<b>Day After Thanksgiving</b>
<b>Memorial Day</b>	<b>Christmas Day</b>
<b>Independence Day</b>	

**B. Any employee required to work on a holiday shall be compensated at an hourly rate of two times (2x) said employee's regular rate of pay.**

**C. Floating Holidays**

- 1. Lincoln's Birthday and Election Day are designated as "floating holidays" for all employees.**
- 2. Employees will have the option of taking Lincoln's Birthday during the first half of the calendar year and Election Day in the second half of the calendar year, subject to the following:**
  - a. Sufficient personnel will be available in all departments on Lincoln's Birthday and Election Day to adequately maintain operations on these days.**
  - b. The day taken in lieu of Lincoln's Birthday or Election Day as a "floating holiday" shall be subject to approval of the department head or supervisor according to normal procedures for vacation or time off from work.**
  - c. If the floating holiday is taken prior to the actual holiday and the employee's employment ends prior to the actual holiday, an adjustment to the Township's favor shall be made to the employee's separation pay.**

**ARTICLE VI**

**VACATIONS**

**A. Vacations for full-time employees shall be made based upon the following schedule:**

After 1 <sup>st</sup> calendar year	2 weeks
January 1 <sup>st</sup> following the 3 <sup>rd</sup> year	2 weeks plus one day
January 1 <sup>st</sup> following 6 <sup>th</sup> year of service	3 weeks
January 1 <sup>st</sup> following 13 <sup>th</sup> year of service	4 weeks
January 1 <sup>st</sup> following 18 <sup>th</sup> year of service	4 weeks plus 1 additional day for each year over 18

**B. Employees may carry forward accumulated vacation time not to exceed the total number of days received in the following year, i.e., if an employee has a 2010 vacation allowance of 15 days, an additional 15 days can be carried forward from 2009 for use in 2010. Any unused vacation in excess of the one-year carry-over amount shall be forfeited.**

**C. During the first calendar year of employment, employees shall begin accruing vacation time in their third month of employment at a rate of one day of vacation per month of service up to a maximum of 10 working days.**

**D. Employees shall be compensated for accrued vacation time upon separation or retirement as long as they are leaving in good standing.**

**ARTICE VII**

**INSURANCE**

**A. Medical Coverage/Prescription Plan**

1. **Employees who were appointed prior to January 1, 2010 will continue to have the Choice 10 Plan as the base plan for coverage. The Township will continue to pay 80 percent of the premium\* and the employee shall pay 20 percent.**
2. **Full time employees (future) who are hired after January 1, 2010 will have the new Premier Plan option as their base plan. The Township will pay 80 percent of the premium\* and the employee shall pay 20 percent.**
3. **Employees opting for coverage with premiums exceeding their base plan shall contribute all cost in excess of the Township contribution for the base policy as stated above.**

**\* Single coverage premium shall be paid in its entirety by the Township. The 80/20 split shall apply to premium costs for dependent coverage.**

4. **Employees who receive hospital and medical coverage through their spouse's employer may surrender their benefits for cash. The Township will distribute a questionnaire in November and the coverage period will begin the following January 1<sup>st</sup>. Employees must be able to document their alternate coverage and will not be able to re-enter the Health Insurance Program until the next open enrollment period (November). The Township will provide one-half of the insurance premium savings that it realizes as a result of the employee's action. (Note that the cash payment is taxable). Payments will be made in two installments, April and October.**
5. **Retirement Benefits – Employees hired on or after January 1, 2007, shall work in a full-time capacity for the Township for a period of twenty-five (25) years to become eligible for lifetime health coverage. Upon retiring, the employees shall be responsible for 50% of all premiums for dependent coverage.**

**B. Dental Benefits**

1. The Township will provide payment toward the cost of a dental plan for employees based on the following schedule:
  - a. The maximum premium contribution paid by the Township shall be \$600.00
  - b. For employees hired after 1/1/2000, including single coverage employees, the premium shall be shared 80/20 with the Township's contribution capped at \$600.00.

**D. Other Insurances**

The Township shall continue to provide Group Life Insurance and Long-Term Disability Insurance based upon existing plan documents. The long-term disability plan is subject to the below conditions:

1. Disability benefits shall begin after 60 days of consecutive illness and ongoing certification by a licensed medical doctor that the employee cannot work.
2. The Township uses a third-party consultant to monitor the employee's recovery process. Employees shall cooperate with First Managed Care and provide access to all requested medical information in order to qualify for continuing benefits.
3. An employee has the responsibility to recover and return to work. If medical recovery is determined to be unachievable, the employee has a responsibility to immediately apply for SSI and, if eligible, a pension disability retirement. Proof of application for SSI and/or pension disability shall be provided to the Township in order to qualify for continuing benefits.
4. The employee, while on disability, cannot work in any capacity and does not accrue service time toward pension or other benefits.
5. The Township provides 67% of the employee's salary and continuing health benefits coverage.

**6. Disability coverage will be terminated for failure to comply with the program requirements, at the end of sixty (60) months, or at age 65.**

**E. Right to Select Carrier**

**1. The Township reserves the right to change insurance carriers as long as substantially similar benefits are provided.**

**ARTICLE VIII**  
**GRIEVANCE PROCEDURE**

**A. Purpose**

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement and to resolve grievances as soon as possible so as to assure efficiency and to promote employees' morale. The parties agree that this procedure will be kept as informal as may be appropriate.
2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the department head and having the grievance adjusted without the intervention of the Association.

**B. Definition**

The term "grievance" as used herein means any controversy arising over the interpretation or adherence to the terms and conditions of this Agreement and may be raised by an individual, the Association or the Township.

**C. Steps of the Grievance Procedure**

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any step is waived by mutual consent.

**Step One:** The moving party shall present the grievance in writing signed by the aggrieved to the department head within five (5) working days of the occurrence giving rise to the grievance for the purpose of resolution. In the discussion of the grievance, the persons involved shall make an earnest effort to resolve the matter. The department

head shall make whatever additional investigation is necessary and shall, within five (5) working days after presentation of the grievance, give a decision.

**Step Two:** If a grievance is not resolved at Step One, the moving party may, within five (5) working days of receipt of the answer in Step One, submit the written grievance to the Township Manager, who shall provide a response within five (5) working days of the presentation of the grievance in Step Two.

**Step Three:** If the grievance is not resolved in Step Two, it may be appealed in writing within five (5) working days after receipt of the answer in Step Two for arbitration before the NJ Public Employee Relations Commission (PERC). The arbitrator's decision shall be final.

- D.** A grievance will be considered settled upon its withdrawal in writing or when the grievant ceases to be an employee by resignation or when any time limit set forth above has expired for its appeal to the next step. Failure to answer a grievance within the proper time shall move it to the next step.

**ARTICLE IX**

**NO-STRIKE PLEDGE**

- A. The Association covenants and agrees that during the term of this Agreement, neither the Association nor any person acting in its behalf, will cause, authorize, or support, nor will any of its members take part in any strike (i.e. the concerted failure to report for duty or willful absence of any employee from his position or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment) work stoppage, slowdown, walkout or other job action against the Township.**
- B. In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participation in any such activity by any employee covered under the terms of this Agreement shall be deemed grounds for termination of employment of such employee or employees.**
- C. The Association will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Township.**
- D. Nothing contained in this Agreement shall be construed to limit or restrict the Township in its right to seek and obtain such judicial relief as it may be entitled in law or in equity for injunction or damages or both in the event of such breach by the Association or its members.**

**ARTICLE X**

**DISCHARGE AND DISCIPLINE**

- A. No permanent employee shall be discharged or suspended or otherwise disciplined without just cause.**
- B. The employer shall notify the Association at the time disciplinary action is taken.**
- C. Employees shall have the right to claim that suspension or discharge was unjustly imposed by submitting such claim to the Township Manager in writing within five (5) working days after the disciplinary action. This shall be the sole method of appeal of disciplinary action. Failure to so appeal shall be admission as to the propriety of the action taken.**

**ARTICLE XI**

**SALARIES/PERFORMANCE EVALUATIONS**

A. Full time employees shall receive an adjustment of \$1,200 in their base salary effective January 1, 2010.

B. Part-time employees shall receive an adjustment proportionate to their schedule of hours to be computed in accordance with the below example. The adjustment to the base salary shall be effective January 1, 2010.

Example: Joe works Mondays, Wednesdays and Fridays from 8:30- 4:30 and takes a one-hour lunch break. 21 hours divided by 35 = .6

$$.6 \times \$1,200 = \$720$$

Joe will receive a pay increase of \$720

C. Newly Appointed and Recently Promoted Staff

Members hired or promoted after July 1, 2009 shall be exempt from the automatic salary adjustment for the following January 1. The Township may, however, grant said increase based upon a performance evaluation to be conducted by the department head and reviewed by the Township Manager. The Township Manager's decision shall be final.

D. Performance evaluations shall be prepared for each employee by their supervisor and/or department head with approval by the Township Manager to determine if merit/performance increase shall be granted. In the absence of a department head, the Township Manager shall review the employee's performance. In the event that the employee believes that the performance evaluation is not representative of his/her performance, said employee may petition the Township Manager to undertake an examination. The decision of the Township Manager shall be final.

**E. The Township Manager shall have the authority to increase individual salaries when in his/her opinion such an increase is warranted.**

**ARTICLE XII**

**CLOTHING ALLOWANCE/REPLACEMENT**

**A. For field staff, the Township shall reimburse for any combination of shoes, boots, and/or rain gear not to exceed the following annual maximum:**

**2010            \$200**

**ARTICLE XIII**

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**It is mutually agreed that there shall be no discrimination because of race, color, religion, sex, age, marital status, national origin, physical disability or sexual orientation based upon a bona fide job requirement. Association and Township representative shall work cooperatively to assure the achievement of equal employment opportunities. Any employee who fails to cooperate to this end shall be subject to disciplinary action. Furthermore, employees who feel they have been discriminated against shall be encouraged to use the grievance provisions of this Agreement prior to seeking relief through other channels.**

**ARTICLE XIV**

**SEPARABILITY AND SAVINGS**

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

**ARTICLE XV**

**FULLY BARGAINED PROVISIONS**

**This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.**

ARTICLE XVI

TERMS OF AGREEMENT

THIS Agreement shall take effect retroactive to January 1, 2010, and shall remain in full force and effect through December 31, 2010, and thereafter from year to year unless either party shall give notice in writing no sooner than one hundred twenty (120) nor later than sixty (60) days in advance of the expiration date of this Agreement of the desire to amend or terminate the same. All changes by the moving party must be submitted in writing at the time the initial aforesaid notice is given. Thereafter, the responding party shall have thirty (30) days to give notice of proposed changes and/or counter proposals in writing. No such changes by either party shall be considered which are not received in accordance with this Section.

RANDOLPH TOWNSHIP EMPLOYEES  
ASSOCIATION

By: Richard Lindsay  
Richard Lindsay

Date: 12-20-2009

Witness:

Maureen Connelly

TOWNSHIP OF RANDOLPH  
MORRIS COUNTY, NEW JERSEY

By: John C. Lovell  
John C. Lovell, Manager

Date: 12-20-9

Witness:

Donna Marie Luciani  
Donna Marie Luciani  
Township Clerk