

Contract no 1647

LIBRARY  
INSTITUTE OF MANAGEMENT  
AND LABOR RELATIONS  
OCT 1991

RUTGERS UNIVERSITY

A G R E E M E N T

Between

THE TOWNSHIP OF MANALAPAN

and

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

COUNCIL 73, AFL-CIO LOCAL 1236

January 1, 1991 through December 31, 1993

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PREAMBLE

This Agreement, made this            day of            , 1991 by and between THE TOWNSHIP OF MANALAPAN, a body politic incorporate of the State of New Jersey, hereinafter referred to as the "Township" and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL #73, AFL-CIO LOCAL 1236, hereinafter referred to as "Union";

WHEREAS, the Township and the Union recognize it will be to the benefit of both to promote mutual understanding and foster a harmonious relationship between the parties to the end that efficient and continuous service will be rendered to and by both parties.

NOW, THEREFORE, it is agreed as follows:

ARTICLE I  
RECOGNITION

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 Township employees named herein in Appendix A, and for such additional employees or classifications as the parties may later agree to include, excluding all supervisors, managerial executives, and confidential employees.

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

3. Permanent full-time employees are those employees covered by this Agreement who are regularly scheduled to work thirty-five (35) hours or more per week.

4. Permanent part-time employees are those employees covered by this Agreement who are regularly scheduled to work more than 15 hours but less than 35 hours per week.

ARTICLE II  
DUES CHECK-OFF

1. The Township hereby agrees to deduct from the salaries of employees covered by this Agreement dues for Union membership in compliance with N.J.S.A. 52:14-15.9e, as amended. Said monies, together with records regarding any corrections, shall be transmitted to the Union office at 3635 Quakerbridge Road, Suite 1, Trenton, New Jersey 08619, by the end of the next month

following the monthly pay period in which the deductions were made. If there shall be any change in the rate of membership dues during the life of this Agreement, the Union shall furnish to the Township written notice thirty (30) days prior to the effective date of such change on stationery bearing the Union letterhead.

2. Any employee covered by this Agreement who does not choose to have dues deducted from his salary must pay a representation fee in lieu of dues to the Union. The representation fee shall be in an amount equivalent to the regular membership dues, initiation fees and assessment charged by the majority representative to its own members less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members, but in no event shall such fee exceed eighty-five (85%) percent of the regular membership dues, fees and assessments. The collection of such representation fee, the use of such representation fee and appeal of such fee in regard to this Agreement shall be governed by N.J.S.A. 34:13A-5.5 through 34:13A-5.8.

3. The Union will provide the necessary check-off authorization forms and secure the signatures of its members on said forms, and deliver said forms to the designated Township official as provided for in N.J.S.A. 52:14-15.9e, as amended.

4. The Union indemnifies, defends and saves the Township harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken by the Township in reliance upon the salary deduction authorization cards submitted by the Union to the Township or any action taken by the Township under the provisions of this Article.

### ARTICLE III MANAGEMENT RIGHTS

1. Except as modified by the provisions of this Agreement, the Township reserves unto itself sole jurisdiction and authority for matters on policy and the rights in accordance with, but not limited to, the laws of the United States and of the State of New Jersey to do at least the following:

- (a) Direct employees of the Township
- (b) Hire, assign, promote, transfer and retain employees covered by this Agreement;
- (c) Demote, discharge and take disciplinary action for just cause against employees covered by this Agreement;
- (d) Make work assignments, including overtime assignments;
- (e) Relieve employees from duties because of lack of work or other legitimate reasons;
- (f) Maintain the efficiency of the Township's operations entrusted to it;

(g) Determine the methods, means and personnel by which such operations are to be concluded;

(h) Take other lawful action with respect to its employees.

2. The exercise of the foregoing shall be limited only by the specific and express terms of this Agreement, and then only to the extent that such specific and express terms thereof are in conformance with the Constitution and Laws of the State of New Jersey and of the United States.

3. Nothing contained herein shall be construed to deny or restrict the Township of its rights, responsibilities and authority under N.J.S.A. 40A:1-1 et seq. or any national, state, county or local laws or regulations or ordinances pertaining thereto.

#### ARTICLE IV MAINTENANCE OR WORK OPERATIONS

1. The Union and employees covered by this Agreement hereby covenants and agrees that for the duration of this Agreement, neither the Union nor any person acting on its behalf or any employee covered by this Agreement shall authorize or support any strike (i.e. the concerted failure to report for duty or willful absence of any employee from his position or stoppage or work, or absence in whole or in part, from the full, faithful and proper performance of the employee's duty of employment), work stoppage, slow-down, walk-out or other illegal job action against the Township. The Union and its employees agree that such action will constitute a material breach of this Agreement. The Township does hereby agree not to lock out any employees covered by this Agreement for the duration of such Agreement.

2. The Union and its members hereby agree that it will make every reasonable effort to prevent people covered by this Agreement from participating in any strike, work stoppage, slowdown, or other activity aforementioned or supporting any such activity by any other employee or group of employees of the Township.

3. Nothing contained in this Agreement shall be construed to limit or restrict the Township in its rights to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages or both, in the event of such breach by the Union or its members.

#### ARTICLE V DISCIPLINE

1. The Township shall not discipline any member covered by this Agreement without just and proper cause.

2. All disciplinary action taken by the Township will take one or more of the following formats:

- (a) Informal, private, or oral reprimand;
- (b) A written memorandum of censure;
- (c) A letter of admonition from the Township Administrator;
- (d) Suspension from duty without pay taken by action of the Township Administrator or designee;
- (e) Transfer or demotion by action of the Township Administrator or designee. Demotion shall include, but shall not be limited to loss of pay;
- (f) Dismissal from service by action of the Township Committee or the Township Administrator.

3. Employees covered by this Agreement shall be entitled to Union representation in accordance with law. Any suspension, transfer, demotion or dismissal may be grieved under Article IX of this Agreement.

4. All documents in any way connected with an employee's disciplinary history shall be placed in said employee's personal history file at Township Hall and may be viewed in accordance with Article XX of this Agreement.

5. Probationary employees may be separated from their employment by action of the Township Committee or its designee at any time without recourse from said employee.

#### ARTICLE VI PROBATION

1. All newly hired employees shall be subject to a three (3) month probationary period. The purpose of said probationary period is to enable the Township to evaluate the employee's work performance and conduct in order to determine whether or not the employee merits permanent employment status. If, at any time during or at the end of the probationary period, the conduct and/or performance of the employee is found by the Township to be unsatisfactory, the Township has the right to terminate the employee. The decision of the Township regarding the termination of employees who are probationary in status shall not be subject to the grievance procedure or any other recourse in law or equity.

2. Sick leave, personal days or vacation benefits will begin to accrue upon employment with the Township, but cannot be taken after permanent status is obtained, unless approved by the Township Administrator or designee.

#### ARTICLE VII HOURS OF WORK AND OVERTIME

1. It is agreed that the standard work schedule for employees covered by this Agreement will require them to work five (5) consecutive days, with the schedule for such days to be determined by the Township. For payroll purposes only, the work

week shall commence every Monday morning at the employee's regularly scheduled starting time. Any change by the Township of regularly scheduled work hours for employees covered by this Agreement must be given to the employee at least five (5) days in advance of the change in such work hours.

2. Employees covered under this Agreement who work a forty (40) hour work week shall be entitled to be paid overtime at a rate of time and one-half (1-1/2) times the employee's prevailing rate for work done in excess of forty (40) hours in each week. Employees covered under this Agreement who work a thirty-five (35) hour week shall be entitled to receive compensatory time or overtime. Pay for overtime worked, at the employee's option, shall be at a rate of straight time for compensatory time and time and one-half for overtime pay at the employee's prevailing rate for work done in excess of thirty-five (35) hours in each week, but less than forty (40) hours. Such option shall be prospective in nature commencing at the time both parties sign this Agreement. Any work over forty (40) hours will normally be paid at time and one-half (1-1/2). But compensatory time at one and one-half (1-1/2) may be allowed for hours worked in excess of forty hours per week, if scheduling permits. All overtime must be approved in advance by the Township Administrator or designee.

3. Any work performed on any observed holiday celebrated by the Township, shall be paid at the rate of time and one-half (1-1/2) in addition to the normal holiday pay. This paragraph shall not apply to anyone working shiftwork who receives holiday pay on an annual basis.

4. In the event an employee is called back to work after completion of their regularly scheduled workday, and not prior to one (1) hour before the start of a scheduled workday, that employee shall be entitled to a minimum of two (2) hours pay at the rate of time and one half (1-1/2). This call back pay rate shall be paid only for call back period and not the employees regularly scheduled workday. This provision shall not apply where the hours to be worked are contiguous to a regularly scheduled shift either as an earlier starting time or overtime.

#### ARTICLE VIII SENIORITY, PROMOTIONS, JOB VACANCIES & TRANSFERS

1. Seniority is defined as an employee's length of service with the Township beginning with the employee's latest date of commencing work with the Township. Newly appointed probationary employees shall have no seniority and shall not be eligible for seniority in terms of this Agreement until they have completed the probation period. Once an employee has completed the probation period, seniority shall accumulate until that employee resigns, is discharged for cause, or retires.

2. If new jobs are created or if permanent vacancies occur of at least a thirty (30) day duration for a higher rated position, the Township shall determine the qualifications required for such position and shall determine which, if any, of the applicants can



meet the qualifications set out. The Township agrees to post a notice of any new job vacancy on the Union bulletin board for a period of seven (7) working days. Such notice shall contain a description of the job, the rate, hours of work, location, and when the job shall be available. Employees who are interested, in order to be eligible for such job, must sign the notice. Any employee who fails to sign the notice shall not be eligible for the vacancy or position in question. Preference will be granted on the basis of departmental seniority, provided that the applicant has the necessary skills and ability to perform the work required as determined by the Township. However, all other employees are eligible to bid.

3. Any employee so selected to fill such job shall be granted a training period of sixty (60) calendar days. If it shall be determined by the Township during this period that the employee is unqualified to perform the duties to which he is promoted, the Township shall place the employee in his former position or a position equivalent thereto with no loss of seniority and/or departmental seniority. The promoted employee shall receive the rate for the job in question as of the day that person begins the training period. If removed from the position, during or at the end of the training period, the employee in question shall then receive the rate of the position to which the employee is assigned following his removal.

4. In the event of a layoff, the employees with the most seniority will have preference within their department provided that they have the requisite qualifications, skills and ability to perform the work available. The determination of whether an employee has the requisite qualifications, skills and ability to perform the work available shall be within the sole discretion of management and such decision will not be grievable under this Agreement.

5. (a) All permanent employees shall be given at least a twenty (20) working day written notice prior to layoffs.

(b) The Township, if contemplating layoff of employees covered by this Agreement, should make every effort to determine what employment opportunities are available to its employees within the bargaining unit covered by this Agreement.

(c) Layoffs should not be made until the Township has exhausted every possibility for transfer, reassignment or demotion of the employees within the bargaining unit covered by this Agreement. The employee(s) involved should be offered any other employment available within the bargaining unit for which they may be qualified, based on their background and qualifications.

(d) When an employee is recalled from layoff and reinstated, the employee is considered to have continuous service credit for computation of future earned benefits. The calculation of total period of continuous service, however, does not include the length of the period of the employee's layoff.

6. The Township shall draw up an initial seniority list within thirty (30) days after the signing of this Agreement and such list will be posted on the Union bulletin board at that time. All employees covered by this Agreement who object to the said list shall inform the Township of said objections within thirty (30) days after the posting of such list. At the end of the thirty (30) day period, the list shall be binding on all employees.

#### ARTICLE IX GRIEVANCE PROCEDURE

1. A grievance is a claim by an employee based upon and limited to an alleged violation of the terms and conditions of this Agreement.

2. It is understood that the grievant shall, during and notwithstanding the pendency of any grievance, continue under the direction of his or her supervisors, perform all assignments and adhere to all policies, procedures, rules and regulations of the Township, until such grievance and the effect thereof shall have been fully determined.

3. The purpose of this procedure is to secure at the lowest possible level, an equitable settlement of the problems which may arise affecting the terms and conditions of this Agreement. The parties agree that this procedure will be kept as informal as may be appropriate. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Department, and having the grievance adjusted without the intervention of the Union.

#### 4. 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:

(1) An aggrieved employee shall institute action under this provision in writing hereof within five (5) working days of the employee's knowledge of the grievance. An earnest effort shall be made to settle the differences between the aggrieved employee and his superior, for the purpose of resolving the matter informally. Failure to act within the said five (5) working days shall be deemed to constitute an abandonment of the grievance.

(2) The Supervisor, or his designee, shall render a decision in writing five (5) working days after the grievance is first presented to him, if it cannot be handled informally.

STEP TWO:

If the grievance has not been resolved through Step One, the grievance shall be presented in writing to the Department Head, or his designee, within five (5) working days after the Supervisor's response is due. The Department Head shall respond, in writing, within five (5) working days of being notified.

STEP THREE:

If the aggrieved wishes to appeal the decision of the Department Head, or his designee, the grievance should be presented to the Administrator or designee, within five (5) working days after receiving the Department Head's, or his designee's decision. An employee, with a grievance at this Step, may be represented by the local Union president or designee and a Council 73 representative at any meeting between the grievant and the Administrator regarding such grievance. The Administrator, or designee, shall present a decision in writing within ten (10) working days after the receipt of such grievance.

STEP FOUR:

If the grievance is not settled through Step Three, the grievant may appeal the decision to the Township Committee or its designated representative. The request for such appeal shall be filed, in writing, with the Township Clerk within ten (10) calendar days of the receipt of the Step Three decision. The Township Committee, or its designee, shall then arrange a mutually acceptable time for a grievance hearing within fifteen (15) calendar days after the receipt of said request. The Township Committee, or its designee, shall provide a decision in writing within fourteen (14) calendar days after the hearing or after the receipt of the written grievance, if no hearing is requested.

STEP FIVE:

If the grievance is not settled through Steps One through Four, either party may refer the matter to the New Jersey Public Employment Relations Commission within fourteen (14) calendar days after the determination of the Township Committee or its designee. An arbitrator shall be selected pursuant to the rules and regulations of the New Jersey Public Relations Commissions.

The Township and the Union shall be limited to placing one (1) issue before an arbitrator at any one time. The arbitrator shall be prohibited from hearing more than one (1) grievance except by mutual consent of the parties. The arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from, or alter in any way the provisions of this Agreement or any amendment or supplement thereto. The decision of the arbitrator shall be final and binding. In addition, the

decision shall be applicable only to the matter decided by the arbitrator and shall not bind either party in future grievance procedures.

The expense of the arbitrator shall be equally borne by the Township and the Union. Any other expenses, including, but not limited to the presentation of witnesses, shall be paid by the party incurring same.

5. Either the Township or the employee/Union may request to waive any Step(s) of the grievance procedure. Said waiver can only be done by the written consent of both parties in question.

6. The time limits set forth herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, the grievance shall be deemed to have been waived. If any grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed, then the disposition of the grievance at the prior step shall be deemed to be conclusive. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits provided for processing the grievance at any step in the grievance procedure.

7. Any settlement of a grievance by the parties shall not establish a precedent or conflict in any manner with the provisions of this Agreement.

#### ARTICLE X VACATIONS

1. Permanent employees covered by this Agreement shall be entitled to an annual vacation based on their consecutive years of service as follows:

(a) First calendar year - One (1) day per month after the probationary period for a maximum of twelve (12) days.

(b) Second calendar year - One (1) day per month for a maximum of twelve (12) days.

(c) Three (3) through five (5) years - Twelve (12) days.

(d) Six (6) through ten (10) years - Fifteen (15) days.

(e) Eleven (11) through fifteen (15) years - Eighteen (18) days.

(f) Sixteen (16) years through twenty (20) days.

Part-time employees will receive vacation benefits on a prorated basis.

2. Periods of leave of absence without pay, except for military leave, shall be deducted from the employee's total continuous service for the purposes of determining the earned credit for vacation leave. The rate of vacation pay for employees shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the pay day immediately preceding the employee's vacation.

3. All vacation must be taken during the current year and may not be accumulated. Vacation allowance must be taken during the current calendar year, unless the Township determines that it cannot be taken. Any unused vacation may be carried forward into the next succeeding year only.

4. All earned vacation credits which are not used due to retirement, retirement due to disability, or death, shall be paid to the employee or his next-of-kin on the retirement, disability retirement, or death of the employee.

5. In order that employees may receive the most benefit from their vacation, not more than five (5) days of vacation shall be taken in one (1) or two (2) day intervals.

6. (a) All vacations must be scheduled with the employee's supervisor and approved by the Township Administrator. Employees with seniority within the Township will be given preference in assignment of vacations insofar as possible depending upon the needs of the department in which the employee is working.

(b) Employees shall be paid for earned unused vacation days upon termination from service.

(c) In the event that an employee has used vacation which was not earned, at the time of resignation or termination, the Township shall be reimbursed for said unearned vacation days.

7. Pay in lieu of vacation will not be granted by the Township.

8. When an employee is out due to illness and has no accumulated sick leave to cover such illness, he may apply any unused vacation leave to cover said lost days due to illness.

9. To calculate entitlement of benefits for permanent part-time employees who become full-time employees or for full-time employees who become part-time employees, each full year of part-time employment shall count as one half year of full-time employment.

ARTICLE XI  
HOLIDAYS

1. For purposes of this Agreement, the following days are recognized by the Township as holidays.

New Year's Day  
Martin Luther King's Birthday  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Election Day (General)  
Veterans Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

2. In the event a holiday falls on a Saturday, it shall be celebrated on the preceding Friday. In the event a holiday falls on a Sunday, it shall be celebrated on the following Monday./

3. Employees who are on leave of absence without pay will not be eligible for holiday pay.

4. In order to qualify for holiday pay, employees must work their scheduled work day immediately preceding and their scheduled work day immediately following the holiday or holiday weekends unless currently on vacation or sick leave.

5. Holiday pay for permanent part-time employees shall be calculated as follows:

Regularly scheduled work hours per week divided by 5 and multiplied by the employees hourly salary.

ARTICLE XII  
LONGEVITY

All permanent Township employees, in addition to their annual salary, shall be paid upon their base pay during each pay period longevity payments as follows:

After five (5) continuous years of service	2 percent
After ten (10) continuous years of service	5 percent
After fifteen (15) continuous years of service	8 percent

ARTICLE XIII  
PERSONAL DAYS

In regard to personal leave, the following regulations apply:

(a) All personal days must be requested in writing at least forty-eight (48) hours in advance except in cases of extreme emergency.

(b) All full-time employees covered by this Agreement, except as set out in this Article, shall be eligible for three (3) personal days, with pay, for personal matters concerning the employees as delineated below.

(c) Employees are required to submit a form provided by the Township and said granting of leave shall not interfere with the efficient operation of the Township.

(d) 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.

(e) Requests for personal days shall not be unreasonably denied.

2. Personal days shall not be accumulative from year to year.

3. The forty-eight (48) hour advance request requirement shall be waived when the personal day arises from an emergency condition or an emergency situation which would make such advance request impossible or impractical.

4. Probationary employees are not eligible for this benefit.

5. Permanent part-time employees are eligible for one (1) prorated personal day per year.

6. Personal days shall be pro rated according to past practice, for employees who for whatever reason have not worked a full year.

7. Pay for unused personal days is not permitted.

#### ARTICLE XIV HEALTH BENEFITS

1. The Township shall provide full coverage to all employees as currently in existence, who are regularly scheduled to work 20 or more hours per week as required by state law or regulation. Coverage shall be extended to the entire family of the employee, including spouse and all unmarried and unemancipated children, whether naturally borne or adopted and any step-children, who have not yet attained the age of twenty-three (23) years, and are actually members of the employee's immediate household.

2. The Township reserves the right to change insurance carriers and/or self-insure so long as equivalent benefits are provided.

3. Part-time employees of 19 hours or less a week shall not receive health benefits.

#### ARTICLE XV SICK LEAVE

1. Sick leave shall be defined as an absence of an employee from post or duty because of illness, accident, or exposure to contagious diseases.

2. Permanent full-time employees shall be entitled to sick leave with pay of not less than one (1) working day for every month of service during the remainder of the first calendar year of service following permanent appointment (in conjunction with Article XI) and fifteen (15) working days in every calendar year thereafter. Sick leave may be allowed to accumulate indefinitely to be used, if requested by the employee, for the fourth and subsequent consecutive working days off for any authorized sick leave.

3. Permanent part-time employees will receive 10 days sick leave on a pro-rated basis.

4. All absences due to illness or disability shall be reported immediately by or for the employee to his Department Head or the Township Administrator.

5. In all cases of reported illness or disability, the Township reserves the right to send a physician or the Township Medical Officer to investigate the report. The Township reserves the right to have any employee reported or reporting as ill or sick to be examined by a physician designated by the Township.



6. Sick leave cannot be allowed for ordinary dental care, nor for the services of an oculist for normal eye care, as such professional services are readily available outside of work hours.

7. An employee who is certified as absent on account of disability or accident caused in the usual course of his employment and directly in the line of duty shall not have such absence charged against his sick leave. All other provisions regarding absence on account of sickness or disability apply to employees suffering job disability or accident.

8. When an absence due to illness does not exceed three (3) working days, normally the employee's statement of the cause will be accepted without a supporting statement from his attending physician. However, the Township reserves the right to have the employee examined by the Township medical officer before returning to duty, or receive a physician's certificate that such employee is available to return to duty if the absence is of a recurring or patterned nature.

9. No employee, while on sick leave from the Township shall be elsewhere or otherwise employed or engaged in any outside work or employment whatsoever.

10. Once all authorized sick leave has been used for illness, the employee may apply an unused vacation leave to cover such illness.

11. There shall be no entitlement for payment of accumulated sick leave upon termination or retirement of any employee covered by this Agreement.

12. Any employee may choose to receive \$200.00 in lieu of five (5) sick days. To exercise this option, the employee must notify the Township in writing no later than March 31 of the calendar year. Payment of this option shall be made on or about December 1 of the same calendar year. This decision is irrevocable after March 31. To qualify for this option, an employee must be on the payroll as of January 1 and December 1 of the same year.

#### ARTICLE XVI BEREAVEMENT LEAVE

1. In the event of death in the employee's immediate 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 five (5) consecutive working days.

2. The term "immediate family" shall include spouse, parent, child, brother, sister, grandchild and grandparent. Three consecutive days shall be permitted in the event of the death of an employee's parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law. In the event of the death of an aunt or uncle, the employee shall be entitled to one day of bereavement.

3. Notwithstanding the content of the foregoing subparagraph, the Township Administrator, in his sole discretion, may grant leave without pay in those situations which are not covered by the above circumstances.

4. The Township may require verification of death.

## ARTICLE XVII OTHER LEAVES

### 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 periods shall be granted a leave of absence with pay for the periods of such training. The amount of paid leave, unless the employee elects to use his annual vacation leave, shall be the difference between the employee's salary for the leave period and the amount of money received from the State or Federal Government for such service. 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 service.

### 2. MATERNITY LEAVE

Maternity leave may be granted up to one (1) year by the Township Committee or its designee provided the request is made in writing to the Township Administrator not later than the fifth (5th) month of pregnancy. Pay for maternity leave shall be in accordance with the Townships State Disability Program. Requests for leave under this section will not be unreasonably denied.

### 3. LEAVES OF ABSENCE

(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 of absence must be approved by the Township Administrator before becoming official. 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 Township Administrator with the approval of the Township Committee. No further renewal or extensions may be granted. 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.

(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 one (1) year 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 either be remitted to the Township or used as an offset to full salary payments. Thus, any employee covered by this leave will receive no more than his normal weekly salary payment.

(c) All employees who shall be disabled in accordance with subsection (b) by this Article shall submit themselves for examination to any of the panel of doctors made available by the insurance company which carries the workers' compensation insurance for Township employees covered by this Agreement. The Township shall, in no event, be liable for the payment of any medical services, except as noted below, rendered to a disabled employee by any doctor other than a member of the workers' compensation panel. Every employee covered under this Agreement who should be disabled so as to be physically unfit for duty shall give prompt notice, in writing, to the Department Head in which he is employed, as well as the Township Administrator. When requested by the Township Administrator, the employee shall also submit to examination by a physician designated by the Township, at the Township's expense, who shall report and certify the nature and extent of the disability.

#### ARTICLE XVIII BULLETIN BOARDS

1. The Township shall provide a bulletin board for the unit covered by this Agreement.

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. No notices of a political nature nor notices disrespectful to the Township or officials of the Township shall be posting on said bulletin boards.

#### ARTICLE XIX UNION REPRESENTATIVES

1. The Township recognizes the right of the Union to designate a union president or designee and one (1) union steward 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 steward and will notify the Township of any changes.

2. The authority of the president or designee or union steward 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 steward to perform any of such duties during his work time, the president or designee or steward shall be released from work by his Supervisor when it is convenient to the Township and 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. If not reduced to writing but is of a routine nature and does not involve work stoppages, slowdowns or any other interference with Township business;

2. The union president or designee or union steward is authorized to investigate, present and process grievances on or off the premises, provided such activity is not disruptive of any work in which he 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.

#### ARTICLE XX ACCESS TO PERSONNEL FILES

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 opinion 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.

2. Each regular written evaluation of work performance shall be reviewable by the employee and shall be evidenced by the required signature of the employee on the evaluation form. Such signature shall not be construed to mean agreement with the content of the evaluation, unless such agreement is stated thereon.

ARTICLE XXI  
NON-DISCRIMINATION

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, or age.

ARTICLE XXII  
COURT ATTENDANCE

1. A full time employee covered by this Agreement who is subpoenaed as a witness in a civil or criminal case not involving him in his capacity as a Township employee may be granted leave for that period of time in which he is officially involved with the Court in such capacity, with pay.

2. 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, less the pay received from the Court for serving as a juror.

ARTICLE XXIII  
RESIGNATION

1. Any employee who wishes to resign from Township service in good standing shall give his Office or Department Head, as well as the Township Administrator, at least two (2) weeks prior written notice of his resignation. The two (2) weeks notice shall not include earned annual vacation time.

2. Any employee who fails to return to his duties within five (5) days after the expiration date of an authorized leave period without notifying his Office or Department Head may be considered by the Township as having resigned without notice and not in good standing, provided that failure to give notice was not caused by unavoidable circumstances.

ARTICLE XXIV  
WAGES

For purposes of this Agreement, the wage scale set forth in the attached Appendix A shall exist for the years 1991, 1992 and 1993.

ARTICLE XXV  
UNIFORMS AND ALLOWANCES

1. The Township will provide an initial issue of work uniforms for new employees as follows:

a. Dispatchers/Telecommunicators:

2 pair pants  
2 skirts  
4 shirts  
2 tie and tie bar  
1 belt and nameplate  
4 flags and emblems

b. Fire Prevention:

2 short sleeve uniform shirts  
4 pair of pants  
2 long sleeve uniform shirts  
1 belt and nameplate

2. After calendar year of initial issue of clothing, each recipient of uniforms shall receive an allowance of \$100 per year for uniform cleaning and replacement, except that all employees with the Township on January 1, 1991 shall receive \$200.00 per year.

3. Uniforms shall not be issued to probationary employees during first 3 months.

4. Uniforms shall be properly maintained at all times.

5. Uniform allowances shall be payable on or about June 1, of each year.

**ARTICLE XXVI**  
**FULLY BARGAINED AGREEMENT**

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.

**ARTICLE XXVII**  
**SEPARABILITY AND SAVINGS**

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.



APPENDIX A



NAME	1991 STEP
Tom Ryan - Electrical Sub-Code	3
M. Thompson - ICS Bldg. Sub-Code	2
M. Gudel - ICS Bldg. Inspector	6
S. Burdick - RCS Bldg. Inspector	4
R. Hogan - HHS Fire Sub-Code	2
R. Coulson - Purchasing Agent	4
M. Lennox - Fire Protection Off.	4
C. Collins Sr. - Finance/Payroll	6
M. Caccamo - Police Secy I	6
B. Kahn - Code Enforcement Off.	5
L. Maine - Chief Dispatcher	2
L. Kleinhenz - Dep. Tax Coll.	7
R. Preteroti - Dep. Clerk	5
F. Lindner - Dispatcher	5
B. Behm - Police Secy II	6
D. Breslin - Housing Inspector	4
A. Costanza - Admin. Secy	4
F. Edwards - Dispatcher	5
D. Weidenfeld - Secy	5
E. Ruggiero - Secy	6
C. Winkelman - Dispatcher	5
B. Paulsen - Secy	4
M. Procopio - Secy	2
E. Schade - Dispatcher	4
S. Monroe - Dep. Court Clerk	4
H. Ingram - Tax Clerk I r	2
Pat Reiser - Clerk Typist	5
M. Farrell Sr - Clerk Typist	1 (eff. 10/1/91 2)
B. Toscano - Rec. Center Day Supervisor	1 ( eff. 7/91 2)
T. McCawley - Assessor Clk II	4
L. Neri - Clerk Typist	4
E. Reed - Clerk Receptionist	4
M. Paradiso - Clerk Types	3
P. Tracey - Data Proc. Clerk	1
B. Carey - Clerk Typist	2
M. Colon - Assessor Clerk II	1 (eff. 7/91 2)
J. Kielce	1 (eff 6/91 2)

H.H.S. FIRE SUB-CODE OFFICIAL

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	32200	33488	34828
2	33171	34493	35873
3	34166	35528	36949
4	35191	36594	38057
5	36247	37692	39199
6	37334	38823	40375
7	38454	39988	41586
8	39608	41188	42834
9	40796	42424	44119
10	42020	43697	45443

I.C.S. BUILDING INSPECTOR

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	33150	34476	35855
2	34144	35510	36931
3	35168	36576	38039
4	36223	37673	39180
5	37310	38803	40355
6	38429	39966	41565
7	39582	41165	42812
8	40769	42400	44096
9	41992	43672	45419
10	43252	44982	46781

ELECTRICAL INSPECTOR  
I.C.S. SUB-CODE BLDG.

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	38378	39913	41510
2	39529	41110	42755
3	41238	42343	44037
4	42475	43614	45359
5	43749	44922	46719
6	45062	46270	48121
7	46414	47658	49565
8	47806	49087	51051
9	49240	50560	52583
10	50718	52077	54161

CLERK TYPIST, ASSESSOR CLERK II  
RECEPTIONIST, COLLECTOR CLERK II

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	13350	13884	14439
2	13750	14300	14872
3	14163	14730	15319
4	14588	15172	15779
5	15026	15627	16252
6	15477	16096	16740
7	15941	16579	17242
8	16419	17076	17759
9	16912	17588	18292
10	17419	18116	18841

RECREATION CENTER, DAY SUPERVISOR  
DEPUTY COURT CLERK  
SENIOR CLERK TYPIST  
DATA PROCESSING CLERK  
FINANCE & PURCHASING CLERKS

	<u>1991</u>	<u>1992</u>	<u>1993</u>
<u>STEP</u>			
1	14980	15579	16202
2	15429	16046	16688
3	15892	16528	17189
4	16369	17024	17704
5	16860	17534	18235
6	17366	18060	18783
7	17887	18602	19346
8	18424	19160	19926
9	18977	19735	20524
10	19546	20327	21140

SECRETARY  
ASSESSOR CLERK I  
COLLECTOR CLERK I

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	15600	16224	16873
2	16100	16711	17379
3	16600	17212	17901
4	17100	17728	18438
5	17600	18260	18991
6	18100	18808	19560
7	18600	19372	20147
8	19200	19953	20752
9	19800	20552	21374
10	20400	21169	22015

DISPATCHERS

	<u>1991</u>	<u>1992</u>	<u>1993</u>
<u>STEP</u>			
1	15800	17200	18000
2	16800	17700	19000
3	17800	19200	20000
4	18800	20200	21200
5	20300	20900	21942
6	20909	21700	22710
7	21536	22350	23391
8	22182	23000	24093
9	22848	23700	24816
10	23533	24400	25560



ADMINISTRATIVE SECRETARY  
POLICE SECRETARY II

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	17100	17784	18495
2	17613	18318	19050
3	18141	18867	19621
4	18686	19433	20210
5	19247	20016	20816
6	19824	20617	21441
7	20419	21235	22084
8	21031	21872	22747
9	21662	22528	23429
10	22312	23204	24132

HOUSING INSPECTOR

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	17500	18200	18928
2	18025	18746	19496
3	18565	19308	20081
4	19122	19888	20683
5	19696	20484	21304
6	20287	21099	21943
7	20895	21732	22601
8	21522	22384	23279
9	22168	23055	23977
10	22833	23747	24697

DEPUTY TAX ASSESSOR  
DEPUTY TAX COLLECTOR  
DEPUTY MUNICIPAL CLERK

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	18000	18720	19469
2	18540	19282	20053
3	19096	19860	20655
4	19669	20456	21274
5	20259	21070	21913
6	20867	21702	22570
7	21493	22353	23247
8	22138	23023	23944
9	22802	23714	24663
10	23486	24425	25403

SENIOR ADMINISTRATIVE SECRETARY  
POLICE SECRETARY I

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	20000	20800	21632
2	20600	21424	22281
3	21218	22067	22949
4	21855	22729	23638
5	22510	23411	24347
6	23185	24113	25077
7	23881	24836	25830
8	24597	25581	26605
9	25335	26349	27403
10	26095	27139	28225

CODE ENFORCEMENT OFFICER

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	20200	21008	21848
2	20800	21638	22503
3	21400	22287	23179
4	22000	22956	23874
5	22700	23645	24590
6	23400	24354	25328
7	24100	25085	26088
8	24800	25837	26870
9	25500	26612	27676
10	26300	27411	28507

SENIOR FINANCE/PAYROLL

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	21000	21840	22714
2	21630	22495	23395
3	22279	23170	24097
4	22947	23865	24820
5	23636	24581	25565
6	24345	25319	26332
7	25075	26078	27122
8	25828	26860	27935
9	26602	27666	28773
10	27401	28496	29637

CHIEF DISPATCHER

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	21500	22360	23254
2	22145	23031	23952
3	22809	23722	24670
4	23494	24433	25410
5	24200	25166	26173
6	24926	25921	26958
7	25674	26699	27766
8	26444	27500	28599
9	27237	28325	29457
10	28054	29175	30341

FIRE OFFICIAL

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	22700	23608	24552
2	23381	24316	25289
3	24082	25046	26047
4	24805	25797	26829
5	25549	26571	27633
6	26316	27368	28462
7	27105	28189	29316
8	27918	29035	30196
9	28756	29906	31102
10	29618	30803	32035



PURCHASING AGENT

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	25300	26312	27364
2	26026	27101	28185
3	26807	27914	29030
4	27611	28752	29901
5	28439	29614	30798
6	29293	30503	31722
7	30171	31418	32674
8	31076	32360	33654
9	32009	33331	34664
10	32969	34331	35704

R.C.S.  
BUILDING INSPECTOR

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1991</u>
1	31000	32240	33530
2	31930	33207	34536
3	32888	34203	35572
4	33875	35230	36639
5	34891	36286	37738
6	35938	37375	38870
7	37016	38496	40037
8	38127	39651	41238
9	39270	40841	42475
10	40449	42066	43749

H.H.S. FIRE SUB-CODE OFFICIAL

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	32200	33488	34828
2	33171	34493	35873
3	34166	35528	36949
4	35191	36594	38057
5	36247	37692	39199
6	37334	38823	40375
7	38454	39988	41586
8	39608	41188	42834
9	40796	42424	44119
10	42020	43697	45443

I.C.S. BUILDING INSPECTOR

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	33150	34476	35855
2	34144	35510	36931
3	35168	36576	38039
4	36223	37673	39180
5	37310	38803	40355
6	38429	39966	41565
7	39582	41165	42812
8	40769	42400	44096
9	41992	43672	45419
10	43252	44982	46781

ELECTRICAL INSPECTOR  
I.C.S. SUB-CODE BLDG.

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	38378	39913	41510
2	39529	41110	42755
3	41238	42343	44037
4	42475	43614	45359
5	43749	44922	46719
6	45062	46270	48121
7	46414	47658	49565
8	47806	49087	51051
9	49240	50560	52583
10	50718	52077	54161

CLERK TYPIST, ASSESSOR CLERK II  
RECEPTIONIST, COLLECTOR CLERK II

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	13350	13884	14439
2	13750	14300	14872
3	14163	14730	15319
4	14588	15172	15779
5	15026	15627	16252
6	15477	16096	16740
7	15941	16579	17242
8	16419	17076	17759
9	16912	17588	18292
10	17419	18116	18841

RECREATION CENTER, DAY SUPERVISOR  
DEPUTY COURT CLERK  
SENIOR CLERK TYPIST  
DATA PROCESSING CLERK  
FINANCE & PURCHASING CLERKS

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	14980	15579	16202
2	15429	16046	16688
3	15892	16528	17189
4	16369	17024	17704
5	16860	17534	18235
6	17366	18060	18783
7	17887	18602	19346
8	18424	19160	19926
9	18977	19735	20524
10	19546	20327	21140

SECRETARY  
ASSESSOR CLERK I  
COLLECTOR CLERK I

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	15600	16224	16873
2	16100	16711	17379
3	16600	17212	17901
4	17100	17728	18438
5	17600	18260	18991
6	18100	18808	19560
7	18600	19372	20147
8	19200	19953	20752
9	19800	20552	21374
10	20400	21169	22015



DISPATCHERS

	<u>1991</u>	<u>1992</u>	<u>1993</u>
<u>STEP</u>			
1	15800	17200	18000
2	16800	17700	19000
3	17800	19200	20000
4	18800	20200	21200
5	20300	20900	21942
6	20909	21700	22710
7	21536	22350	23391
8	22182	23000	24093
9	22848	23700	24816
10	23533	24400	25560

ADMINISTRATIVE SECRETARY  
POLICE SECRETARY I F

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	17100	17784	18495
2	17613	18318	19050
3	18141	18867	19621
4	18686	19433	20210
5	19247	20016	20816
6	19824	20617	21441
7	20419	21235	22084
8	21031	21872	22747
9	21662	22528	23429
10	22312	23204	24132

HOUSING INSPECTOR

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	17500	18200	18928
2	18025	18746	19496
3	18565	19308	20081
4	19122	19888	20683
5	19696	20484	21304
6	20287	21099	21943
7	20895	21732	22601
8	21522	22384	23279
9	22168	23055	23977
10	22833	23747	24697

DEPUTY TAX ASSESSOR  
DEPUTY TAX COLLECTOR  
DEPUTY MUNICIPAL CLERK

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	18000	18720	19469
2	18540	19282	20053
3	19096	19860	20655
4	19669	20456	21274
5	20259	21070	21913
6	20867	21702	22570
7	21493	22353	23247
8	22138	23023	23944
9	22802	23714	24663
10	23486	24425	25403

SENIOR ADMINISTRATIVE SECRETARY  
POLICE SECRETARY I

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	20000	20800	21632
2	20600	21424	22281
3	21218	22067	22949
4	21855	22729	23638
5	22510	23411	24347
6	23185	24113	25077
7	23881	24836	25830
8	24597	25581	26605
9	25335	26349	27403
10	26095	27139	28225

CODE ENFORCEMENT OFFICER

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	20200	21008	21848
2	20800	21638	22503
3	21400	22287	23179
4	22000	22956	23874
5	22700	23645	24590
6	23400	24354	25328
7	24100	25085	26088
8	24800	25837	26870
9	25500	26612	27676
10	26300	27411	28507

SENIOR FINANCE/PAYROLL

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	21000	21840	22714
2	21630	22495	23395
3	22279	23170	24097
4	22947	23865	24820
5	23636	24581	25565
6	24345	25319	26332
7	25075	26078	27122
8	25828	26860	27935
9	26602	27666	28773
10	27401	28496	29637

CHIEF DISPATCHER

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	21500	22360	23254
2	22145	23031	23952
3	22809	23722	24670
4	23494	24433	25410
5	24200	25166	26173
6	24926	25921	26958
7	25674	26699	27766
8	26444	27500	28599
9	27237	28325	29457
10	28054	29175	30341



FIRE OFFICIAL

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	22700	23608	24552
2	23381	24316	25289
3	24082	25046	26047
4	24805	25797	26829
5	25549	26571	27633
6	26316	27368	28462
7	27105	28189	29316
8	27918	29035	30196
9	28756	29906	31102
10	29618	30803	32035

PURCHASING AGENT

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
1	25300	26312	27364
2	26026	27101	28185
3	26807	27914	29030
4	27611	28752	29901
5	28439	29614	30798
6	29293	30503	31722
7	30171	31418	32674
8	31076	32360	33654
9	32009	33331	34664
10	32969	34331	35704

R.C.S.  
BUILDING INSPECTOR

<u>STEP</u>	<u>1991</u>	<u>1992</u>	<u>1991</u>
1	31000	32240	33530
2	31930	33207	34536
3	32888	34203	35572
4	33875	35230	36639
5	34891	36286	37738
6	35938	37375	38870
7	37016	38496	40037
8	38127	39651	41238
9	39270	40841	42475
10	40449	42066	43749

A.F.S.C.M.E.  
1991

<u>PART-TIMERS</u>	<u>1990 HRLY WAGE</u>	<u>HOURS PER WEEK</u>	<u>1991 HRLY WAGE</u>	<u>% INCREASE</u>	
J. Cavaliere	14.45	19	15.45	6.9	
M. Conoscenti	9.85	20	10.50	6.6	
M. Lentini	9.60	19	10.25	6.8	
J. Edelman	7.60	19	9.60	26.3	to bring in line with other P/T secretaries