



A G R E E M E N T

between

THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

and

**TRANSPORT WORKERS UNION OF AMERICA
A.F.L.-C.I.O LOCAL 220**

January 1, 2018 through December 31, 2021

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PREAMBLE

This Agreement made this **28th** day of **March 2019**,

BY and BETWEEN:

THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

135 Manhattan Street
Jackson, New Jersey 08527
(hereinafter referred to as the "Employer")

AND

TRANSPORT WORKERS UNION OF AMERICA,
AFL-CIO LOCAL 220

1451 Highway 88 West
Brick, New Jersey 08724
(hereinafter referred to as the "Union")

represents the complete and final understanding of the parties on all bargainable issues.

ARTICLE I - RECOGNITION

Section 1: The Employer recognizes the Union as the sole and exclusive representative of all of the employees in the bargaining unit as hereinafter defined, for the purposes of collective negotiations concerning the terms and conditions of employment and all other activities related thereto pursuant to the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-1 et seq. including the Workplace Democracy Enhancement Act.

Section 2: The bargaining unit includes all regularly employed, full-time, non-managerial Field and Office personnel employed by the Jackson Township Municipal Utilities Authority.

Section 3: Excluded from the bargaining unit are the Commissioners, the Executive Director, department heads, confidential employees, managerial employees, the Superintendent, craft employees, security personnel, professional employees, and temporary employees (those hired for summer help or for a limited period not to exceed an aggregate of four (4) months within a twelve (12) month period). Those hired for help while full time employees are out on medical leave, disability and beyond the covered FMLA timeline will not be subject to the aggregate and employer will conform to the applicable requirements of the Civil Service Commission.

ARTICLE II - EMPLOYMENT STATUS

Section 1: The hiring of employees by JTMUA shall be contingent upon successful completion of pre-employment physical and background check in accordance with JTMUA's policy regarding same. Neither the Employer nor the Union shall discriminate against any employee or prospective employee on the basis of race, creed, color, age, religious belief or national origin, ancestry, age, marital status, affection or sexual orientation, genetic information, sex or atypical hereditary cellular or blood trait of any individual, or because of the liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test to an employer, to refuse to hire or employ or to bar or to discharge or require to retire, unless justified by lawful considerations.

Section 2: For appointments to the Employer the working test or probationary period shall be ninety (90) days. During that period, the probationary employee will receive no medical benefits or any other benefits, with the exception of such benefits as provided in the rules and regulations of the New Jersey Civil Service Commission pertaining to local service or the Employer's insurance provider which is currently the State Health Benefits Program, and the Employer can terminate a probationary employee at any time during his/her probationary period for any reason, without challenge by either the employee or the Union, and without resort to the grievance procedure herein.

Section 3: Notice of resignation is to be submitted to the Executive Director in writing, stating the reason and the exact date of resignation. A minimum notice of two weeks is required for the resignation to be in good standing, unless a special request is made by the employee to leave sooner, which must be approved by the Executive Director. The employee will remain on duty for the period of notice. Failure to give adequate notice will result in resignation that is not in good standing. All uniforms, keys, equipment, tools, identification, or similar materials issued to the employee must be returned to the Employer prior to receipt of final paychecks.

Section 4:

A. It is hereby agreed that the parties hereto recognize and accept the principal of seniority in all cases of layoffs, recalls, transfers and promotions, subject to the rules and regulations of the New Jersey Civil Service Commission.

B. The seniority of an employee is defined as the length of continuous service as an employee of the Employer dating back to his/her last day of hire.

C. In the event of layoffs and rehiring, in accordance with New Jersey Civil Service Commission rules and regulations, the last person hired will be the first one to be laid off, and the last person laid off shall be the first to be recalled in accordance with seniority, provided, in

the judgment of the employer, the more senior employee is able to do the available work in a satisfactory manner, and provided that he/she has the proper qualifications.

Section 5: All new and vacant positions covered by this Agreement shall be posted on the bulletin board for a period of five (5) working days. Employees applying for such vacancies shall make a request in writing to the Executive Director or his/her designee. Employees covered by this Agreement shall be given priority in applying for job openings covered under this Agreement, provided such employees, are, in the sole discretion of the Employer, qualified. If two (2) or more qualified employees applied for such position or promotion, seniority will be considered along with qualifications. Employees shall be selected to fill the position, before any new employee is hired. Applicants may apply for positions only during the posting period. If promoted, an employee shall serve in the new capacity for a probationary period of ninety (90) days. During that probationary period, such employees shall retain his/her seniority of their former position and all benefits of that position. In the event of failing the probationary period the employee shall return to his/her former position. Selection to fill a position shall be within forty-five (45) days from the end of posting.

Section 6: If requested, the Employer will provide to the Union the current or amended Civil Service Certification List with personal information redacted.

ARTICLE III - SALARIES AND COMPENSATION

Section 1. For each job title there shall be established a salary range. All employees shall have their collectively bargained salary increases added to their base salary. In the event an employee's base salary equals the limit of the salary range established for their current position that year, the employee's base salary increase will be calculated using same CPI percentage applied to that year's Salary Guide however, not to exceed the Union negotiated increase for same year. The salary range increase will be based on the Consumer Price Index under the category Urban Wage Earnings and Clerical Workers (CPI-W) for New York-Northern N.J.-Long Island, N.Y.-N.J.-Conn.-Pa. for that year. Salary ranges will be reviewed annually and increased according to the CPI mentioned above. The maximum salary in the established salary range shall not be lowered without the consent of the collective bargaining unit.

The employer will recognize extenuating circumstances which may permit current employee to be compensated above his/her established salary range in accordance with the collectively bargained base salary increase. In the event an employee's base salary equals the limit of the established salary range for their current position in accordance with the Employer's Salary Guide for said year, a meeting shall be conducted between the Union Representatives, Management and said employee to address extenuating circumstances in which exceptions are potentially made. Extenuating circumstances shall be defined to include, but are not limited to the following:

1. Time between a promotion and when an employee is eligible for another promotion however, no promotable title exists for employee to obtain;
2. Employee is qualified and has completed requirements for promotion;
3. Or other sufficient circumstance.

If an employee is qualified for a promotion and the extenuating circumstances are deemed to be legitimate, Management will present this case to the Board of Commissioners for a final determination. An employee's salary can increase above the salary range once so recommended and approved by Resolution.

Section 2. All members of the bargaining unit shall receive salary increases as follows:

- | | | |
|-----------------|---|--|
| January 1, 2018 | - | Lump Sum Payment equivalent to \$0.35 per hour for those earning less than \$30,000, \$0.50 per hour for those earning between \$30,000 and \$50,000 and \$0.65 per hour for those earning more than \$50,000 payable upon ratification of agreement. As an example, an employee making less than \$30,000, will receive \$728 if they work 40 hours per week or \$637 if they work 35 hours per week. Employees hired after 12/31/17 are not eligible for this lump sum payment. In addition, eligible employees will receive the above referenced increase of \$0.35, \$0.50 or \$0.65 added to their base salary upon the ratification date of the agreement. Those employees hired after 12/31/17 or promoted in 2018, are not eligible for this increase. |
| January 1, 2019 | - | 3.0% upon ratification date of agreement in addition to above referenced increase if applicable. For those employees receiving out-of-title pay at the time of ratification, the employee's base salary as well as their out-of-title pay shall be adjusted by 3%; |
| January 1, 2020 | - | 3.0% |
| January 1, 2021 | - | 3.0% |

Section 3. All members of the bargaining unit may be eligible for a minimum bonus of \$50.00 not to exceed \$100.00 gift card or monetary equivalence for work above and beyond as recommended by their Supervisor and/or Manager. All bonuses are subject to standard payroll taxes in accordance to the Internal Revenue Service (IRS) and will be processed through payroll.

Section 4: Salary placement of all new hires, except as set forth in Section 2 above, shall be at management's discretion. In no event shall a new employee be hired at a salary higher than an existing employee, with comparable education and experience (including military training and experience), in the same job title. Prior to completion of the probationary period,

the employee will be reviewed by his or her supervisor. Employees who are excelling in their position may receive up to a \$2.00 per hour increase at the successful completion of the probationary period in consultation with the Authority's Personnel Committee.

Section 5: The Employer shall recognize the achievement of all license holders with a one time bonus paid upon receipt of the following licenses while employed by JTMUA:

W1 S1 T1 C1	\$250.00
W2 S2 T2 C2	\$300.00
W3 S3 T3 C3	\$350.00
W4 S4 T4 C4	\$400.00

The Employer shall provide opportunity and pay all fees for training contact hours necessary for maintaining and fees for renewing licenses. Employees, who attend a seminar or class to fulfill contact hours during regular shift hours will report to the Jackson Township Municipal Utilities Authority offices, then leave to travel to the scheduled seminar/class. After the seminar/class is completed, employees will report back to the Jackson Township Municipal Utilities Authority offices. If the seminar/class is scheduled outside of regular shift hours, employees may report directly to seminar/class from home. The employee will be paid regular rate for the contact hours.

Employees in the Laborer 1, Sewer Repairer 1, Water Repairer 1 titles who obtain and maintain only one of the following licenses from the NJDEP: VSWS, T1, W1, C1 or S1 will receive a one-time not to exceed \$2,080.00 increase in their base salary but this increase cannot cause their salary to exceed the starting salary for a Sewer Repairer 1/Water Repairer 1/Water Treatment Plant Operator position.

Section 6. Every employee required to obtain a CDL license shall be entitled to a one-time bonus of \$100.00 plus reimbursement for the cost of the permit and CDL portion of his/her license when it is obtained and will be reimbursed the cost of the annual CDL portion of the license when renewed. Employees who are hired with a CDL license shall receive a \$100.00 bonus at the completion of their probationary period. All CDL license holders registered with the Employer as a CDL authorized driver will be required to obtain a medical card. Medical cards to be obtained from employee's doctor and the Employer will reimburse co-pay or offer physical from Employer's provider.

Section 7: The Employer agrees to reimburse the cost of tuition and books for all employees going for an approved job related course, provided it is not reimbursable from any other public source and provided further that the employee receives a grade of C or better or a Certificate of Successful Completion for non-graded courses. Each request for approval shall be submitted in writing to the Department Head and approved by the Executive Director prior to taking the course. Employees will be required to submit proof of attendance and a passing certificate indicating a grade of C or better or a Certificate of Successful Completion for non-

graded courses prior to reimbursement. In addition, the employer may prepay the tuition and books for an approved course if the employee reserves enough hours of vacation time to cover the cost of tuition and books based upon their current hourly rate. The employee will not be able to use this time until proof is submitted of a passing certificate indicating a grade of C or better or a Certificate of Successful Completion for non-graded courses. In the event the course is not completed, a grade of C is not achieved or a Certificate of Successful Completion for non-graded courses is not produced, the employee will forfeit the vacation time and/or will reimburse the employer for the cost of tuition and books.

Section 8: For degree programs, the Employer will review and approve the proposed degree program rather than the individual coursework and non-related electives will be eligible for reimbursement if they are a requirement of the degree. The employer will not pay more per credit hour than a comparable New Jersey State public institution (i.e.: Rutgers University, Kean University, Stockton University) and the employee shall commit to maintaining their employment in good standing for 24-months after obtaining a degree. If an employee resigns within 24-months of obtaining a degree, their final paycheck(s) shall be reduced by the cost of any tuition and books paid for the employer in the previous 24-month period.

ARTICLE IV - HOURS OF WORK WEEK, WORK DAY AND OVERTIME

Section 1:

A. The normal work week for the Field, Operations and Engineering Department employees shall be forty (40) hours per week. If not otherwise specified, the Engineering Department employees are classified as "Field Employees" in so far as it relates to the forty (40) hour work week. The employer currently has eight (8) hour and ten (10) hour shifts to accommodate this forty (40) hour work week. All references to "days" for calculating vacation or sick time shall be based upon eight (8) hour days. The schedule is subject to change from time to time as mutually agreed to by the parties. The employer agrees to meet and discuss changes in permanent shifts prior to their implementation however; the Authority reserves the right to implement shift changes that will promote the most efficient operation and use of resources for the benefit of its rate payers. Employees may interchange days on a voluntary basis with at least one (1) week notice to the Supervisor. Employees are entitled to a one half (1/2) hour unpaid meal break per shift, as well as two (2) ten (10) minute paid breaks, one in the a.m. and one in the p.m. When a shift position becomes available, or a new shift is made, the employees in seniority order shall have opportunity to bid for the position.

Employees (Currently Operators) working permanent shift work hours, outside the hours of 7:30am to 4:00pm or as modified by the Employer shall be entitled to the following shift differential pay per hour worked: \$ 1.00. Employees working overtime and/or non-shift personnel (i.e., Monday through Friday employees) are not eligible for this differential.

B. Overtime for hours worked shall be compensated for at the rate of one and one half (1 1/2) times the employee's regular base hourly pay. Employees on light or restricted duty shall not be eligible for overtime except in the event of an emergency situation. Use of accrued

personal and vacation days shall count towards the forty (40) hour pay period; sick leave shall be included for up to sixteen (16) hours per year from their annual sick leave. Unless modified herein, employees working greater than 40 hours in a single pay period shall be entitled to overtime pay for all hours worked in excess of 40 hours during said pay period. An employee has the right to request straight time compensatory time in lieu of overtime for up to 5 days per year. This notification to request compensatory time must be made prior to the current payroll being processed (typically the Monday morning after overtime was incurred) and the compensatory time shall be used in accordance with the Authority's policy. In no event, shall more than 5 days of compensatory time accrue.

C. A field employee required to work overtime hours to complete a specific task shall be required to do so without that overtime event being subject to distribution in accordance with Section (E) below.

D. In the event of an unscheduled absence on any shift, the Employer may require an employee to cover for the absent employee. This overtime shall be offered first to the employee coming off duty followed by overtime distribution in accordance with Section (E) below.

E. All other overtime shall be distributed in seniority rotation order within the job title or Department as appropriate. If any employee is unable to perform such overtime work for any reason, they shall be charged with a turn on the rotational list and the next person shall be asked for overtime and so on, until list is exhausted, at which time the list returns to the beginning starting with the individual with most seniority. If any employee is bypassed (overlooked without notice), then such employee will be replaced as the next person on the list until the bypassed overtime is made up. In the event that no one accepts an overtime assignment, the least senior employee within the job title or who possesses the qualifications to complete assigned task shall be required to take the overtime assignment also on a rotational basis.

NOTE: A sidebar is may be considered to address rotational overtime.

F. All field employees shall be required to utilize a Time Management System and punch in and out for their normal shift, including punching in and out for lunch time unless the nature of their duties for that day makes it impractical to punch in and out for lunch time. Any time not recorded shall be construed as time not worked. No employee shall punch in or punch out another employee.

G. Penalties for tardiness will be incurred as follows:

1-6 minutes after start of shift	- no deduction
7-15 minutes after start of shift	- 15 minutes pay
more than 15 minutes after start of shift	- exact time involved.

An employee who is tardy four or more times in any twelve (12) month period shall be subject to disciplinary action, unless such tardiness was due to an emergency situation as

determined by the Employer. Each case will be decided on its own merits.

H. An employee who is required to be on standby duty shall be paid for two (2) hours of time at the employee's hourly rate. Employees on light or restricted duty shall not be eligible to participate in standby duty except in the event of an emergency situation. Supervisory employees are required to carry Employer provided communication equipment at all times even if not on "standby duty". In the event, however, such employee shall be required to leave home and perform work, the employee shall be paid for such hours worked at the rate of one and one half (1 1/2) times the employee's regular hourly rate but in no event shall the employee be paid for less than three (3) hours of work. The employee on standby duty shall carry a beeper and respond to same as soon as possible. If the employee on standby duty desires to have some other employee substitute for him/her, then it is the responsibility of the employee on standby duty to obtain a substitute of the same qualifications and classification and notify the Employer through his/her supervisor of the substitute in writing. If an employee not on standby duty is summoned to leave home and perform work in response to an emergency notification by the employee on standby duty, the affected employee shall also be paid one and one half (1 1/2) times the employee's regularly hourly rate but in no event shall the employee be paid less than three (3) hours of work. Company vehicle may be provided at the discretion of the employer to be used in accordance with the employer's policy.

I. Any field employee who is a member of a Jackson Township Fire Company or First Aid Squad may be excused from work to respond to an emergency in accordance with present Jackson Township Municipal Utilities Authority guidelines unless the employee's presence is required at a specific job site. At the discretion of the Executive Director or his/her designee, the Employer may grant an excused absence to an employee for incidents outside of Jackson Township with submission of appropriate evidence.

Section 2:

A. The normal work week for Clerical Department (with the exception of the Engineering Department) employees shall be Monday through Friday, thirty five (35) hours per week, seven (7) hours per day, including a one (1) hour unpaid meal break, between the hours of 8:30 A.M. and 4:30 P.M. Office employees are entitled to two (2) ten (10) minute paid breaks, one in the a.m. and one in the p.m. If the Employer finds a need to expand working hours, they shall meet with the Union and negotiate any and all changes.

B. Overtime for hours worked shall be compensated for at the rate of one and one half (1 1/2) times the employee's regular base hourly pay. Employees on light or restricted duty shall not be eligible for overtime except in the event of an emergency situation. Use of accrued personal and vacation days shall count towards the thirty five (35) hour pay period; sick leave shall be included for up to fourteen (14) hours per year from their annual sick leave. Unless modified herein, office employees working greater than 35 hours in a single pay period shall be entitled to overtime pay for all hours worked in excess of 35 hours during said pay period.

C. No office employees shall work alone in Customer Service at any time during business hours, except for meal or other breaks by other employees.

D. All work shall be performed at the regular place of employment by all employees covered by this Agreement.

E. Any office employee who is a member of a Jackson Township Fire Company or a First Aid Squad may be excused from work to respond to an emergency in accordance with present Jackson Township Municipal Utilities Authority guidelines. At the discretion of the Executive Director or his/her designee, the Employer may grant an excused absence to an employee for incidents outside of Jackson Township with submission of appropriate evidence.

F. All white collar employees required to work overtime hours to complete a specific task shall be required to do so without that overtime event being subject to distribution in accordance with section G below.

G. All overtime, within each job classification, shall be distributed in seniority rotation order. If an employee is unable to perform such overtime work for any reason they shall be charged with a turn on the rotational list and the next person shall be asked for overtime and so on. In the event that no one accepts an overtime assignment, the least senior employee within the job title or who possesses the qualifications to complete assigned task shall be required to take the overtime assignment. Said assignment shall be mandatory and the employee will not be charged with an overtime event.

ARTICLE V- HOLIDAYS

Section 1: The following fourteen (14) holidays, or the days celebrated as such, shall be observed with full pay:

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

Section 2: Any employee required to work on a holiday, or days celebrated as such, shall be paid at the rate of time and one half (1 1/2) for the actual hours worked in addition to the eight (8) hours for field employees and seven (7) hours for office employees as straight holiday pay.

Section 3: If a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If a holiday falls on a Sunday, the following Monday will be observed as a holiday.

Section 4. An employee who is scheduled to work and is absent on the day before, the day of, or the day after a Holiday shall be docked for the absent day and the day of the holiday unless such absence was approved in advance by the employee's supervisor or the absence was necessitated for medical reasons which are supported by a physician's certification or for other substantiated causes.

ARTICLE VI - VACATIONS

Section 1: The vacation schedule for all employees covered by this Agreement shall be as follows:

- A. Each employee shall receive one (1) working day for each full month worked in the first year of employment (as discussed above, all vacation days are calculated at eight (8) hours for field and (7) hours for office employees). However, the Employer will credit the employee with up to five years of experience for calculating vacation time from previous, documented public employment. In no event shall the additional vacation time exceed three (3) days per annum and this additional vacation time credit will expire after five (5) years continuous employment with the Employer.
- B. After one (1) year and up to five (5) years of continuous employment, each employee shall receive twelve (12) working days per year.
- C. After five (5) years and up to ten (10) years of continuous employment, each employee shall receive fifteen (15) working days per year.
- D. After ten (10) years and up to twenty (20) years of continuous employment, each employee shall receive twenty (20) working days per year.
- E. Over twenty (20) years of continuous employment, each employee shall receive twenty-five (25) working days per year.

Section 2: Vacation days may not be accumulated for more than two calendar years. Any unused vacation days carried forward from one calendar year into the next must be used during the second year. If the employee has accumulated vacation time and wishes to receive compensation in lieu of vacation time, he/she shall be compensated at 80% pay of his/her base

salary rate provided that notification of the desire to use this option is submitted in writing and approved by the Executive Director no later than December 15th of each appropriate year. The Employee must maintain ten (10) vacation days.

Section 3: All employees shall be credited with paid vacation leave at the beginning of the calendar year. All employees shall reimburse the Employer for paid vacation days used in excess of the employee's pro-rated and accumulated entitlement.

Section 4: Vacation requests shall be submitted to the Department Head for approval by December 1st for the upcoming contract year. Once a vacation request has been approved, it cannot be displaced by a person of higher seniority, however, seniority will determine whose request is approved if the same time is requested by more than one employee. All other vacation requests not submitted by December 1st must be submitted at least two (2) weeks in advance. The Employer shall notify the employee within one (1) week of the request when possible whether this vacation time is approved.

Section 5: Vacation requests will be scheduled with full consideration for the effective operation of the Employer, and employees with the greatest length of service will receive preference and choice of vacation periods insofar as effective staffing requirements are met. Under no circumstances will more than one employee per shift be allowed to be on vacation at concurrent times.

Section 6: Employees cannot substitute sick time for vacation time once vacation time has been approved by the Department Head.

Section 7: Unused vacation time will be paid to any employee leaving the service of the Employer in good standing. Payment will be made on a pro-rated basis of the individual's current vacation schedule. Unearned vacation time which may have been taken in advance will be deducted from the final paycheck.

Section 8: The Employer reserves the right to require vacation time not be utilized in less than half (1/2) day increments.

ARTICLE VII - PERSONAL DAYS

Section 1: Employees are entitled to three (3) days of leave with pay for personal business annually. Use of personal days require a minimum of three (3) days notice and shall be subject to the approval of the employee's supervisor, which approval shall not be unreasonably withheld.

Section 2: Personal days must be used within the one (1) year period and shall not be cumulative from year to year. Personal days are not to be applied in any way to add to sick leave or holiday time.

Section 3: For new employees in their first calendar year of service, personal days shall be earned as follows:

<u>Date of Initial Hire</u>	<u>Amount of Personal Days</u>
January 1 through April 30	Three Days
May 1 through August 31	Two Days
September 1 through October 31	One Day
November 1 through December 31	Zero Days

Section 4: Three days notice is not required in the event of an emergency situation, however, the employee must call in and notify a person of authority (supervisor, department head, or Executive Director) and provide an acceptable reason of the emergency to the Executive Director or his/her designee, giving as much advance notice as feasible under the circumstances. The acceptability of the explanation shall be determined by the Executive Director or his/her designee.

ARTICLE VIII - SICK LEAVE

Section 1: Permanent full time employees covered by this Agreement shall earn sick leave at the rate of one (1) working day for every full month of service calculated at eight (8) hours per day for field employees and seven (7) hours per day for office employees.

Section 2: The amount of sick leave not taken shall accumulate from year to year and each employee shall be entitled to such accumulated sick leave as and when needed.

Section 3: All employees hired prior to and including December 14, 1993 shall be eligible upon retirement or separation in good standing to receive payment for all accumulated sick days up to a maximum of Fifteen Thousand (\$15,000.00) Dollars calculated on the average of the employee's last five (5) years earnings. Overtime pay and all other supplemental compensations are not included within the computation.

Section 4: All employees hired after December 14, 1993 and a minimum of three years of service with the Authority shall be eligible upon retirement or separation in good standing to receive payment for sixty percent (60%) of all accumulated sick days up to a maximum of Fifteen Thousand (\$15,000.00) Dollars calculated on the average of the employee's last three (3) years earnings. Overtime pay and all other supplemental compensation are not included within the computation.

Section 5: Sick leave may be utilized only for bonafide illness, accident or exposure to contagious disease which necessitates absence from work. Abuse of sick leave shall be cause for disciplinary action up to and including dismissal.

Section 6: An employee who shall be absent on sick leave for five (5) or more consecutive days shall be required to submit acceptable medical evidence substantiating the illness to their supervisor. Such certification may be required for absences of less than five (5) days for employees having records of repeated absences or in cases of suspected abuse.

Section 7: Acceptable medical evidence shall also be required after the 10th day of absence, or 80th hour for field employees and 70th hour for office employees, in one (1) calendar year. Once an employee reaches this threshold, they will be required to provide a doctor's note for all future absences or until they have five (5) or less sick days in a subsequent calendar year at which time the medical evidence requirement will be removed upon written request. It should, however, be understood that certain absences can be excused from the 10 day threshold if appropriate documentation is submitted by the employee of an absence being medically necessary to the employee's supervisor. Specifics of the illness should not be provided and the Executive Director or his/her designee will notify the employee in writing if an absence is so excused from the above referenced requirement.

Section 8: All employees shall be credited with sick days at the beginning of the calendar year. All employees shall reimburse the Employer for paid sick days used in excess of the employee's pro-rated and accumulated entitlement.

Section 9: In the event an employee intends to be absent on account of illness, the employee shall notify his/her supervisor, or another person in authority a minimum of one (1) hour prior to their normal starting time or shift. Failure to notify the supervisor will constitute cause for disciplinary action.

Section 10: At such time as an employee accumulates a minimum equivalent of twenty-four (24) days sick leave, that employee shall have the option of being paid for any unused sick time earned in that year, plus up to 6 additional days accrued in prior years, in excess of 24 days at the rate of three quarters (3/4) of the employee's base hourly rate provided that notification of the desire to use this option is submitted in writing to the Executive Director or his/her designee no later than December 15th of each year.

Section 11: The Authority and the Union have discussed the possibility of changing the above referenced Vacation, Personal and Sick Leaves to "Flex-Time". The Authority verified with the Civil Service Commission that this would be permissible and Flex-Time may be considered during the term of this contract if so approved in writing as a Sidebar Agreement between the parties.

ARTICLE IX - LEAVE OF ABSENCE

Section 1: At the discretion of the Executive Director or his/her designee, any employee may be granted a leave of absence without pay.

Section 2: A leave of absence without pay shall not exceed three (3) months in length, after which it may be reconsidered. Any requested extension may be granted solely in the discretion of the Executive Director or his/her designee. The Employer shall have the sole discretion in matters of leaves of absence or extensions thereto and each decision shall be considered on its own merits. In no event shall the decision whether or not to grant a leave or an extension of a leave be precedent as to any other decision regarding a leave, nor shall denial of any leave request be the subject of a grievance procedure.

Section 3: An employee shall retain seniority while on leave of absence, but shall not accumulate seniority. An employee on leave of absence without pay does not accrue vacation leave, sick leave or any other benefits. No payments will be made to the health plan during this leave of absence, unless the employee agrees to bear the cost, if the leave of absence is for other than a medical reason or maternity leave.

Section 4: Employees are required to notify the Employer of the anticipated date of return as soon as such date is known to the employee. Failure to return on such date without notice shall be considered a voluntary resignation.

Section 5: Employees shall be granted leave with pay for the time required to attend jury duty. Employees agree to give to the Employer any monies paid to them from any government source because of jury duty, less the difference allowable for mileage which the employee shall retain.

Section 6: If an employee is required to serve on jury duty, such employees shall be required to notify the Executive Director or his/her designee in advance. Employees on full day active jury duty shall be excused from their respective shift for that day served and shall receive full pay not to exceed their respective shift hours. If the employee is not required to actually report to jury duty but is on call, the employee must report to work and will be allowed to leave with pay if, in fact, called. If discharged from jury duty prior to the end of a workday, the employee shall report to work for the duration of the workday.

Section 7: Jury duty on an unscheduled workday shall not be paid for by the Employer.

Section 8: If an employee is subpoenaed to testify in a legal proceeding for and on behalf of the Employer on a scheduled workday, then the Employer agrees to allow the necessary time off to testify at no loss of pay.

Section 9: The Employer agrees to abide by the provisions of the Selective Service Act and its Judicial interpretations with respect to leaves of absence due to military service, unless the employee voluntarily enlists in military service.

Section 10: An employee who is a member of the National Guard or organized reserves

of the Army, Navy, Air Force or Marine Corps of the United States shall be entitled to leaves of absence as specified in 4A:6-1.11 of the regulations of the New Jersey Civil Service Commission.

ARTICLE X - FUNERAL LEAVE

Section 1: In the case of death of an employees' immediate family, an employee shall be allowed funeral leave of a minimum of three (3) days and up to five (5) days at the discretion of the Employer. "Immediate family" is defined in N.J.A.C. 4A:1-1.3 and means an employee's spouse, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law and other relatives residing in the employee's household. The Employer will also provide for one (1) day funeral leave and up to three (3) days at the discretion of the Executive Director or his/her designee in the event of the death of an aunt, uncle, niece, nephew or cousin of the employee or the employee's spouse.

Section 2: Such leave will not be taken until the employee's immediate supervisor is notified of the instance of bereavement. The Employer may require proof of loss of a decedent whenever such requirement appears reasonable.

Section 3: In no event shall any part of bereavement leave occur more than ten (10) days from the date of death.

Section 4: Abuse of funeral leave shall be cause for disciplinary action.

ARTICLE XI - EMERGENCY CLOSING POLICY

Section 1: In the event of hazardous weather conditions, the Executive Director or his/her designee shall make a decision as to whether or not the Employers Administrative offices will be closed. In the event the Employers Administrative offices are closed or if employees are released early, employees shall suffer no loss of pay or dockage of approved time.

Section 2: If Authority Administrative offices are closed critical personnel, as designated by the Executive Director may be called in. Any critical personnel who are called in and work will receive pay for time worked and compensatory time equal to time worked, which shall be utilized with a minimum of three (3) days notice subject to the employee's immediate supervisor's approval.

Section 3: The Employer has no obligation to provide transportation to or from home to the workplace during any inclement weather and/or official state of emergency. However the employer may provide transportation during such events if there is a demonstrated need.

Section 4: Employees having a pre-scheduled vacation or personal day or those in a continuing sick leave status will have the day reclassified as an officially closed day.

Section 5: If the Governor declares an official State of Emergency, with a travel ban, no employees except for critical personnel, shall be required to work and no one shall suffer any loss of pay or dockage of approved time. It is understood that specific employees may be impacted by a travel ban even if the travel ban does not impact Jackson Township.

ARTICLE XII - MEDICAL BENEFITS

Section 1: The Employer shall continue to provide the present health and major medical plan for the employees and their dependents. Coverage becomes effective when three (3) months of continuous service is completed or as otherwise required by the State Health Benefits Program or its successor. Any change in the employee's dependents status must be reported immediately to the employee's supervisor. As of January 1, 2011, NJ Direct 10, or its successor as the premium health insurance policy offered by the State Health Benefits Program, is no longer offered.

Section 2: The Employer shall continue to provide the present temporary disability insurance plan to protect employees against sickness or disability not compensated under the Workers Compensation Law. Before being eligible for disability coverage, the employee must first exhaust any accumulated sick time on record.

Section 3: The Employer shall continue to provide the present dental plan or its successor for employees and their dependents.

Section 4: The Employer shall provide a prescription plan for employees and their dependents. No maximum benefit level shall apply.

Section 5: The Employer shall provide an eye glass/exam reimbursement allowance up to \$300.00 annually to employees or their families. Upon presentation of a paid receipt by the employee, the Employer shall reimburse for any eyeglasses or eye examination up to a maximum benefit according to said schedule per employee and his/her family annually that is not covered under the current medical plan or its successor.

Section 6: The Employer shall provide health insurance and major medical coverage pursuant to the State Health Benefits Program to retired employees who have twenty-five (25) or more years of service credited in the State of New Jersey state-administered retirement system and who meet all other eligibility standards to qualify for these benefits pursuant to the State Health Benefits Program. For employees hired after January 1, 2012, the employee is required to have fifteen (15) years of service with the Employer to be eligible for the post-retirement benefits addressed in this section.

Section 7. Employer reserves the right to change the insurance carriers or benefit plan, provided, however, that the benefits under such carriers or plans would be equivalent or better.

Section 8. All employees are required to contribute to their medical/prescription coverage in accordance with Chapter 78, P.L. 2011.

NOTE: A sidebar or re-opening of the Agreement may be required if the “Cadillac Tax” is levied against the benefits package.

ARTICLE XIII - UNIFORMS

Section 1:

A. All Operators/Maintenance Employees **MUST** wear uniforms as supplied by the Employer. The Employer shall provide for a laundry service for cleaning and maintaining such uniforms. Employees who are provided uniforms shall be required to utilize said laundry service. The Uniforms shall include:

- 11 - Long Pants/Navy Blue
- 4 - Additional Long Pants/Navy Blue (Operators)
- 5 - Long Sleeve Shirts/Blue & White Stripe (Blue for Maintenance)
- 11 - Short Sleeve Shirts/Blue & White Stripe (Blue for Maintenance)
- 4 - Additional Short Sleeve Shirts/Blue & White Stripe (Operators)
- 1 - Hooded Sweatshirt/Blue (Pull Over or Zipper)
- 5 - T-Shirts/Blue
- 1 - Four-Season Jacket/Blue
- 1 - Insulated Coverall or Bib

Baseball Cap with Logo, Rain Gear, Disposable Coveralls and Safety Equipment

NOTE: The Authority and the TWU will do a sidebar on or about September 1, 2019 regarding the above listed uniforms. The uniforms will be completely revisited and depending upon the cost, may include 11 pairs of navy blue pants with 4 additional for operators, up to 10 t-shirts and 10 long sleeve t-shirts, 2 hoodies and a Hi-Viz 4 season jacket. It is anticipated that all of the uniforms will be laundered by the Authority and will be worn by the Employees with no personal clothing permitted for field employees. The final selection will be included in the sidebar agreement, partly dependent upon cost, and the Authority will investigate London Drive for the potential pickup and drop-off of uniforms. Accountability by the vendor and employees must be improved. Depending upon the final cost of the new uniforms, potentially including waterproof bibs and the boot allowance may also be revisited.

B. The Employees shall be required to purchase a Safety Work Shoe and the Employer will provide an annual allowance of \$200.00 each year of the Agreement.

C. The Employer agrees to supply tools necessary for all employees to utilize in completing the various tasks which they are assigned.

D. Employer agrees to supply safety equipment for all field employees as needed. Safety shoes are required to be worn at all times on the job.

Section 2:

A. Employees who are required to wear uniforms shall wear such uniforms only while on Employer business (inclusive of going to and coming from work).

B. Employees are required to have, maintain, and wear all items included in the initial outfitting including all protective safety apparel and equipment.

C. The t-shirts are to be supplied on an annual basis and the hooded sweatshirt will be replaced biennially. Otherwise, the Employer reserves the right of inspection of worn-out garments by supervisors. Any employee who fails to wear the approved or required garments shall be subject to disciplinary procedures and shall be required to leave work without pay until compliance is achieved. Employees shall be responsible for all repairs and replacement of tools or uniform items that are lost or damaged due to abuse or neglect. At a minimum, this maintenance will include no more than one (1) replacement item per year. Regardless of whether abuse or neglect is suspected, the second replacement during a calendar year will be the responsibility of the employee.

D. All uniforms are expected to be kept clean, neat and presentable. Maintenance is the sole responsibility of the employee.

ARTICLE XIV – DISCIPLINE AND DISCHARGE

Section 1: Employees shall be subject to various policies of the Employer. Revisions to, suspension of and or implementation of existing or new policies are at the sole discretion of the Employer. Unless otherwise provided, it is the responsibility of the immediate supervisor to enforce and maintain proper discipline. To ensure that employees are informed when infractions or shortcomings are noted, a progressive disciplinary system will ordinarily be utilized. In certain severe instances, it may be necessary to bypass one or more of the preliminary steps in order to impose suspension or dismissal of an employee. However, in no case will the option of suspension or immediate dismissal be exercised without consultation with the Executive Director by the supervisor. No employee shall be disciplined without just cause. The Union shall be notified of all disciplinary action.

Section 2: The following disciplinary procedures will apply except in such cases where other actions are warranted:

A. Step One. Personal Interview.

The immediate supervisor will have a personal interview with the employee. The supervisor will call to the employee's attention specific acts of unsatisfactory conduct or performance of duty and a note that this interview was conducted in the employee's personnel file. Should there be no further unsatisfactory conduct or performance within a one (1) year period, this action will not be used against him/her in the future.

B. Step Two. Written Reprimand.

If an employee fails to improve following a personal interview, a written reprimand will be prepared by the immediate supervisor, outlining, in detail, the unsatisfactory conduct or performance of duty. If the supervisor feels it appropriate, he/she may also outline possible recommendations for correcting the unsatisfactory conduct or performance of duty. The original copy of the reprimand will be furnished to the employee and the copy signed by him or her. The acknowledged receipt of the reprimand will be sent to the Executive Director for inclusion in the employee's personnel file. If the employee refuses to sign a copy of the written reprimand such fact shall be noted and inserted in the employee's personnel file. Should there be no further unsatisfactory conduct or performance within a two (2) year period, this action shall be expunged from the employee's record if so requested by the employee in writing and will not be used against him/her in the future.

C. Step Three. Suspension Without Pay.

In the event that the employee fails to improve after both a personal interview and written reprimand, the immediate supervisor will bring the details to the attention of the Executive Director. If it appears that a suspension is necessary the Executive Director or his/her designee will issue a suspension letter to the employee. The letter will specify the reason for suspension and the length of time the employee will be suspended subject to the rules and regulations of the New Jersey Civil Service Commission pertaining to local service. Should there be no further unsatisfactory conduct or performance within a five (5) year period, this action shall be expunged from the employee's record if so requested by the employee in writing and will not be used against him/her in the future.

D. Step Four. Dismissal.

In the event that unsatisfactory conduct or performance persists, dismissal may be warranted. Under those circumstances, a dismissal notice will be issued in accordance with the rules and regulations of the New Jersey Civil Service Commission pertaining to local service.

Section 3: An employee shall have the right to have a Union representative present at every step of the disciplinary process.

Section 4: The Employer and the Union agree that certain types of conduct are grounds for disciplinary action, up to and including dismissal. These include, but are not limited to, the following:

1. Incompetency, inefficiency or failure to perform duties;
2. Insubordination;
3. Inability to perform duties;
4. Chronic or excessive absenteeism or lateness;
5. Conviction of a serious crime;
6. Conduct unbecoming a public employee;
7. Neglect of duty;
8. Misuse of public property, including motor vehicles;
9. Theft of Authority property, services, or any other object real or perceived value;
10. Falsification of records; and
11. Other sufficient cause.

Section 5: Every employee will have the right to review his/her own personnel file in the presence of their supervisor, department head, or Executive Director. A request to review must be made through the employee's supervisor, who will make the necessary arrangements for the review, after working hours. The employee's Union representative, if requested, may be present. Copies will be made of any items in the employees personnel file at the request and expense of the employee and shall be provided to the employee in a timely manner.

ARTICLE XV - GRIEVANCE PROCEDURE AND ARBITRATION

Section 1: The purpose of this grievance procedure is to secure an equitable solution to grievances as herein defined. The parties agree that the grievances should be resolved at the lowest possible administrative level, therefore, no grievance shall bypass any step of the grievance procedure except as expressly provided herein and any failure to prosecute a grievance within the time periods provided shall constitute an absolute bar to relief and shall prohibit the grievant from prosecuting his grievance in any forum thereafter. This grievance procedure constitutes the sole and exclusive method for raising and disposing of controversies within the definition of this term.

Section 2: The term "grievance", as used herein, means any controversy arising over the interpretation of the expressed terms of this Agreement and may be raised by an individual employee, group of employees, or the Union, at the request of any such individual or group (hereinafter referred to as the "grievant").

Section 3: All grievances which may arise, shall be handled according to the following procedure:

A. Step One:

Within five (5) working days after the occurrence of the act-giving rise to the grievance, the Union representative and the aggrieved employee must discuss the alleged grievance directly with his/her immediate supervisor and try to resolve the matter, prior to filing a formal grievance. If no satisfactory disposition of the matter is reached within five (5) working days, then the matter may be submitted to Step Two.

B. Step Two:

1. In the event the grievance is not resolved to the aggrieved employee's grievance satisfaction at Step One, then within five (5) days after the response date set forth at Step One, the grievant may file a written grievance which shall be presented by the Union to the Executive Director or his/her designee.

2. The Union representative and the aggrieved employee shall meet with the Executive Director or his/her designee within twenty (20) days of the filing of the written grievance. The Executive Director or his/her designee shall investigate the grievance and render a written response to the grievant with a copy to the Union representative, within twenty (20) days after the meeting.

4. Any written grievance must identify the grievant(s) by name and be signed by all grievants and the Union representative. It must set forth the following:

- a. A statement of the facts constituting the grievance;
- b. The approximate time of occurrence;
- c. The names of all Employer representatives whose action or failure to act forms the basis of the grievance;
- d. The names of all witnesses the grievant intends to present;
- e. Specific contract provisions, if any, forming the basis of the grievance; and
- f. The remedy sought by the grievant.

4. Any written grievance failing to comport with the foregoing requirements shall be null and void, need not be processed by the Employer and shall constitute an abandonment of the grievance. The matters and persons specified and identified in a written grievance shall not be expanded upon or added to subsequent to its filing and the grievant shall be precluded from raising or presenting additional facts, witnesses, or contract provisions thereafter, except with the express written consent of the Employer, which shall not be unreasonably denied, unless such information was not reasonably discoverable at the time. This does not exclude the testimony of expert witnesses or the legal text of cases and exhibits.

C. Step Three:

In the event the grievance is not solved to the Union's satisfaction at Step Two, or in the event the Executive Director or his/her designee has not served a timely response at Step Two, then within five (5) days after the response date set forth at Step Two, the Union will present the written grievance and any written responses received at Step Two to the Commissioners. Upon receipt of the grievance by the Commissioners, the Union representatives and the aggrieved employee shall meet with the Commissioners within twenty (20) days of moving to Step 3. The Commissioners shall investigate the grievance and render a written response to the grievant, with a copy to the Union representative, within twenty (20) days of the meeting. The Commissioners may elect not to meet or to render a decision. If the Commissioners fail to meet within twenty (20) days then the grievance moves to Step Four.

D. Step Four.

1. If the Union is dissatisfied with the response of the Commissioners or if the Commissioners have failed to act within the stated time, then the unsettled grievance shall be submitted to arbitration upon written request from either the Union or the Employer provided such request is made within ten (10) days after the response date set forth at Step Three.

2. Within ten (10) days following a written request for arbitration of a grievance, one (1) representative of the Employer and one (1) representative of the Union shall jointly select a third neutral party to serve as arbitrator. In the event the two (2) parties (Employer and Union) cannot agree on the third neutral party, then the Public Employment Relations Commission (PERC) shall be requested to submit a panel of arbitrators and selections shall be made in accordance with the rules established by PERC.

3. The Arbitrator shall be limited to the expressed terms of this Agreement and shall neither add to, detract nor modify the Agreement in arriving at a decision. The Arbitrator shall hold hearings promptly and shall submit a decision in writing which shall be final and binding on the parties. All expenses for the Arbitrator shall be borne equally by the Employer and the Union. Preparation and the presentation expenses shall be borne separately by each party. The Arbitrators decision shall be limited to the issues submitted and the Arbitrator shall only have jurisdiction to rule on grievances which pertain to an alleged violation or interpretation of this Agreement.

Section 4: Any grievance shall be considered as settled on the basis of the last answer of the Employer if not appealed to the next Step or to arbitration within the time limitations set forth herein. Time is of the essence.

Section 5: The Union's Local representatives shall have access to the Employer's office and Union members for the adjustment of disputes or discussions of official Union business, provided appointments have been made with the Executive Director or his/her designee in advance and such meetings do not disrupt the normal work schedule.

Section 6: All reference to days within this Article shall refer to business days when the Employer's offices are open to the public; Monday through Friday, excluding holidays.

ARTICLE XVI - UNION BUSINESS

Section 1:

A. The Employer's sole responsibility in the administration of all Union matters shall be with the Shop Stewards. Wherever notice to the Union is required, and whenever official dealings with the Union are required, the Shop Stewards shall be the designated representatives of the Union for such matters which take place at the workplace. Copies of all notices, however, shall be sent to Local 220. This provision shall not be construed to infringe on the

rights of the Union Local Officers to process grievances, arbitrations and Civil Service Commission hearings.

B. The Union may designate no more than three (3) Shop Stewards.

C. The Chairman or Vice Chairman and the Recording Secretary shall be permitted to be present at all formal grievance presentations.

D. The Shop Steward shall not leave his job without the permission of his supervisor and shall not contact another employee during work hours about Union business without prior permission of the employee's supervisor. The Shop Steward shall not interfere with the performance of the work of others.

E. The Shop Steward has no Authority to give orders regarding work to any person employed by the Employer by virtue of his/her position as Shop Steward.

F. The Union shall notify the Employer in writing immediately following the selection of a Shop Stewards.

G. The authority of the Shop Steward shall be limited to and shall not exceed the following lawful duties and activities:

1. The investigation and presentation of grievances to the Employer in accordance with the provisions of this Agreement.

2. The transmission of such messages and information which shall originate with and are authorized by the Local Union, or its officers, provided such messages and information:

a. have been reduced to writing, or

b. if not reduced to writing, are of a routine nature and do not involve work stoppage, slowdown, refusal to handle goods or any other interference with the Employers business.

3. Participation in the collective bargaining negotiations.

Section 2: An officer or duly accredited representative of the Union may be permitted to visit the work site only after prior authorization from the Executive Director or his/her designee. An escort may be provided at the discretion of the Executive Director or his/her designee. Such work site visitation shall not interfere with the conduct of the Employer's business or with the duties of any of its employees.

Section 3:

A. The Employer shall supply a bulletin board in a reasonably agreeable place for the use of the Union to post announcements.

B. All Union notices must be signed, dated, and clearly identified as to source. The Union may utilize the bulletin board to post announcements concerning Union recreation or social affairs, notice of Union elections and results thereof, notice of Union meetings, notice of Union appointments, Union minutes of joint conferences or of general meetings, and other material of a non-controversial nature. Employer reserves the right to refuse to allow the posting of any notice not comporting with the foregoing.

ARTICLE XVII - UNION DEDUCTIONS

Section 1: Upon receipt of a duly signed authorization, the Employer shall deduct membership dues from the pay of each covered employee and remit the dues deducted to the place designated on the authorization card.

Section 2: The amount of monthly dues will be certified in writing by a check-off list submitted by the Treasurer of the Union.

Section 3: Monthly dues shall be deducted, in four (4) equal installments, from employee's pay once a week for the first four (4) payrolls of each month and will be transmitted by check within ten (10) days after the last deductions of the month have been made together with a list of names showing employees for whom deductions applied.

Section 4: For any employee in the bargaining unit who has not signed a dues deduction authorization card after thirty (30) days of employment, the Employer will not deduct from such employees pay each month until such time a signed dues deduction authorization card is provided. At that time the employee's regular dues for the first month will be deducted in its entirety and transmitted as described in Section 3.

Section 5: The Union will indemnify and save harmless the Employer from any and all claims and disputes that may arise out of or by reason of action taken by the Employer in reliance on the authorization of deducted monies on behalf of the Union.

ARTICLE XVIII - MANAGEMENT RIGHTS

Section 1: The Union recognizes that there are certain functions, responsibilities, and management rights exclusively reserved to the Employer. The Employer hereby retains and reserves unto itself without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to and after the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States subject to such limitations as are specifically provided in this Agreement or applicable laws.

Section 2: It shall be mutually agreed that the Jackson Township Municipal Utilities Authority, as Employer, and the Union, as employees, will abide by the New Jersey Administrative Code, Title 4A, Civil Service Commission rules and regulations. If any

provision of this Agreement contravenes the Civil Service commission rules and regulations it shall be deemed invalid and the Civil Service Commission rules and regulations shall control.

Section 3: Nothing in this Agreement shall interfere with the right of the Employer, in accordance with the applicable law, rules and regulations, to:

A. To exercise the executive management and administrative control of the Jackson Township Municipal Utilities Authority and its property and facilities and the activities of its employees;

B. To hire all employees and to determine their qualifications and conditions of continued employment or assignment, and to promote and transfer employees;

C. To suspend, demote, discharge or take other disciplinary action as necessary;

D. To establish a code of rules and regulations of the Jackson Township Municipal Utilities Authority for the operation of the Authority and to change, modify or promulgate reasonable rules and regulations, with copies and amendments thereto being provided to the Union and employees;

E. To make all decisions relating to the performance of the Authority's operations and maintenance activities, including but not limited to the methods, means, process materials, procedures and employees to be utilized;

F. To establish any new job classifications, job requirements and qualifications;

G. To change, combine, or establish and schedule the working hours of employees, and to give reasonable notice of same to the employees, by the posting of the schedule;

H. To change the job content and duties of any classification; pursuant to the Civil Service Commission job specifications;

I. To take any actions considered necessary to establish and maintain efficiency and cost effective operations and maintenance;

J. To determine the work performance level and standards of performance of the employees;

K. To assign work as it determines will benefit the Authority and/or the public it serves;

L. To request an employee to temporarily work in a job having a different classification, provided however, if an employee works in a higher classification for more than five (5) consecutive days, he/she will be entitled to out-of-title pay;

M. To utilize the services of a contractor or subcontractor when, in the judgment of the Employer, such services would be more efficient; provided however, such services shall not cause a reduction of normal work hours.

N. To determine the number of employees and the duties to be performed;

O. And to establish or change any term or condition of employment which is not specifically covered within this Agreement.

Section 4: The failure to exercise any of its foregoing rights, or any right deemed to be a management right by tradition, by agreement, by mutual acceptance, or by practice, shall not be deemed to be a waiver thereof; all management rights ever granted or exercised heretofore are specifically incorporated herein. Any act taken by the Employer not specifically prohibited by this Agreement shall be deemed a management right, and shall be considered such as it fully set forth herein.

ARTICLE XIX - GENERAL PROVISIONS

Section 1: Employer agrees to abide by all laws regarding the safety of its employees. No clause in this Agreement is to be understood to imply a lowering of health or safety conditions heretofore existing.

Section 2: Any written statement or verbal agreement between an employee and the Employer which may be contrary to or in conflict with terms and conditions of this Agreement shall be null and void unless specifically consented to in writing by the Union.

Section 3: Employer agrees that at all time there shall be two workers whenever handling gaseous chlorine, at least one of which shall be a Water and Sewer Repairman.

Section 4: Employees, upon permission, may use the Authority facilities for their Union meetings after working hours.

Section 5: In the event of injury from an employment connected accident, an employee shall immediately report the injury to their supervisor and in the event of a motor vehicle accident, the employee shall immediately file a police report. Employees are required to provide full details and cooperate in the investigation and processing of any claims.

Section 6: No employee shall use or allow the use of Authority property of any kind for other than officially approved activities.

Section 7: No employee shall solicit or accept, whether directly or indirectly through a spouse or any member of their family, any compensation, gift, favor or service of value which he/she knows or should know is offered or obtained to influence the employee in the

performance of their public duties and responsibilities. Violation of this provision may be grounds for dismissal.

Section 8: A Joint Safety Committee comprised of Management, Union members, 1 field employee and 1 office employee, and the Union Chairperson will be created to insure the Authority provides a safe work place for all employees. Meetings shall be held at a minimum on a quarterly basis.

ARTICLE XX - NO STRIKE-LOCKOUT CLAUSE

Section 1: It is recognized that the need for continued and uninterrupted operation of the Jackson Township Municipal Utilities Authority is of paramount importance to the citizens of the community and that there should be no interference with such operations.

Section 2: Union covenants and agrees that during the time of this Agreement, any extensions thereto, or during negotiations of a successor Agreement neither the Union nor any members of the Union, nor any member of the bargaining unit, nor any person acting in their behalf will cause, authorize or support, nor will any of its members take part in any strike (the concerted failure to report for duty or willful absence of any employee from his/her 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, sick-out, walk-out or other job action against the Employer. The Union agrees that such action would constitute a breach of this Agreement.

Section 3: The Employer agrees that there will be no lock-out during the term of this Agreement or any extension thereof or during negotiations of a successor agreement.

Section 4: In the event of any breach of this Article, the Employer and the Union shall have the right to institute a suit in the appropriate court for damages and/or injunctive relief, without regard to and without having to invoke, proceed under, or abide by any provision or grievances and/or arbitration.

ARTICLE XXI - FULLY BARGAINED PROVISIONS

Section 1: 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.

Section 2: The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law from the area of collective bargaining and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Section 3: The Employer and the Union, for the life or the duration of this Agreement, agree that the other party shall not be obligated to bargain or negotiate with respect to any subject or matter referred to or covered in this Agreement, or with respect to any matter or subject not removed by law from the area of collective bargaining and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Section 4: This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing executed by both parties.

ARTICLE XXII - SEVERABILITY

Section 1: If any article, section, subsection, paragraph, sentence, clause, or phrase of this Agreement should be declared invalid and for any reason whatsoever, such decision shall not affect the remaining portions of this Agreement, which shall remain in full force and effect; and to this end the provisions of this Agreement are hereby declared to be severable.

Section 2: If any such provisions are invalidated the Employer and the Union will meet for the purpose of negotiating changes made necessary by applicable law or decision of court of competent jurisdiction.

ARTICLE XXIII - DURATION OF AGREEMENT

Section 1: This Agreement shall be in full force and effect as of the date of execution by both parties or January 1, 2018, whichever is later, and shall remain in affect until and including December 31, 2021.


Section 2: The Employer and the Union shall meet at least ninety (90) days prior to the expiration date of this Agreement to negotiate a new contract. If the parties fail to reach an agreement either before the termination date or the date of any mutually agreed upon extensions, this Agreement shall continue under the same terms until a new agreement is executed by the parties.

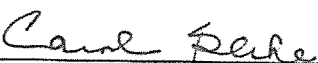
IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date and year first above written.

ATTEST:

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

WITNESS:


By: 
William J. Allmann, Chairman


By: 
Carol Blake, Secretary

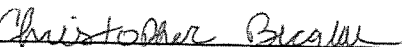
ATTEST:

TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO, LOCAL 220

WITNESS:

By: 
Christina Scott, President

By: 
Jeanne Franklin, Secretary Treasurer

By: 
Christopher Berglar, Chairperson