

Contract no. 1648

ADDENDUM TO AGREEMENT BETWEEN
THE TOWNSHIP OF MANALAPAN, MONMOUTH COUNTY, NEW JERSEY
and
SUPERIOR OFFICER'S ASSOCIATION
JANUARY 1, 1991 through DECEMBER 31, 1992

ARTICLE X - OVERTIME PAY

- (a) For the purpose of this contract, "Paid Overtime" shall be considered to be apart, aside, and different from "compensatory time" and shall be defined as any time authorized and spent at regular duties, or other assigned duties, consistent with this agreement, either before or after regularly assigned working hours, or any unscheduled non-working day according to the work schedule of the Officer. Time worked as "paid overtime" must be in excess of five (5) consecutive working hours in order to qualify for the payment.
- (e) For the purpose of this contract, Compensatory Time is defined as time other than "paid overtime" and shall be accrued on a one for one basis. In order to earn Compensatory Time, a member of the S.O.A. must report for work earlier than 45 minutes or work longer than 45 minutes before or past the shift starting or quitting time.

Compensatory Time must be authorized by the Chief of Police and cannot be aggregated (totalled) to reach the five (5) hours necessary to be paid, e.g.: Three (3) two (2) hour blocks of time cannot be totalled and expected to be paid for six (6) hours of overtime.


Compensatory time off shall be taken at a mutually agreed upon time between the employee and the Chief of Police. Accumulated compensatory time shall not exceed fifty (50) hours unless otherwise approved by the Chief of Police.

None of the above shall preclude the Chief of Police having the discretion to convert time normally considered to be "paid overtime" to compensatory time on a one to one basis if there is not sufficient funds in the overtime budget.

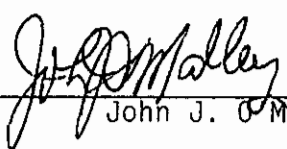
IN WITNESS WHEREOF, the parties hereto have signed this Addendum through their duly authorized officials on the date written below.

SUPERIOR OFFICERS ASSOCIATION

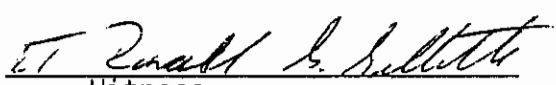
TOWNSHIP OF MANALAPAN



SOA President



John J. O'Malley



Witness



Witness

Date Signed: OCT. 1, 1991

Date Signed: OCT. 1, 1991

AGREEMENT BETWEEN
THE TOWNSHIP OF MANALAPAN
MONMOUTH COUNTY, NEW JERSEY

and

SUPERIOR OFFICER'S ASSOCIATION
JANUARY 1, 1991 through DECEMBER 31, 1992 .

REVISED
03\19\91
8/1/91

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- ARTICLE I -

PREAMBLE

THIS AGREEMENT is made and entered into by and between the Township of Manalapan, a Municipality in the County of Monmouth, State of New Jersey, and hereinafter referred to as "Township" and the Superior Officers Association, hereinafter referred to as "Association," and

WHEREAS, it is the intent and purpose of the parties hereto to promote and improve the harmonious and economic relations between the Township and the Association and to establish a basic understanding relative to the rates of pay, hours of work and other conditions of employment consistent with law, and

WHEREAS, while it is recognized that the New Jersey Civil Service Act and Rules and other state and federal law may have applications to the relations between the parties hereto, and it is intended that such law shall apply where relevant, the fact that such law is not specifically referred to at all times in this Agreement shall not be taken to mean that such law does not apply where relevant, and

WHEREAS, it is understood and agreed that some of the terms of this Agreement may enlarge upon and expand the rights of the employees created by existing New Jersey law, and

WHEREAS, it is understood and agreed that this Agreement shall, in no way, be interpreted to reduce or limit any employee rights, and such rights created and protected by the laws of New Jersey, specifically, but not limited to N.J.S.A. 40A:14-118 through and inclusive of 40A:14-176 are to be binding upon the parties, and

WHEREAS, it is understood and agreed that if there is an inconsistency between the terms of this Agreement and the laws of New Jersey or the United States then in that event the parties shall meet and negotiate in an attempt to resolve such inconsistency for their mutual benefit.

NOW, THEREFORE, in consideration of the mutual promises and mutual covenants herein contained, the parties agree as set forth herein:

- ARTICLE II -

RECOGNITION AND UNION BUSINESS

A. The Township hereby recognizes the Superior Officer's Association as the exclusive collective negotiations agent for all officers above the rank of Patrolman. If and in the event the Township shall establish the position of Sergeants and appoint officers to same, this contract shall be reopened for negotiations concerning all issues affected by said action including but not limited to overtime, scheduling, vacation, sick leave, court time as well as rates of pay for the new positions.

B. This Agreement shall govern all wages, hours, and other conditions of employment hereinafter set forth.

C. The Township shall permit members of the Association Negotiating Committee to attend mutually scheduled collective bargaining meetings during working hours without loss of pay and the Township shall also permit members of the Association Negotiating Committee upon at least 24 hours notice to the Police Chief, Captains, or the designee, to attend unilateral meetings with its attorney or an official designated representative during duty hours without loss of pay. The Association shall upon request of the Township submit to it the names of those persons serving in the Associations Negotiating Committee, such committee not to exceed three (3) persons.

D. Representatives of the Association shall be permitted to transact official Association business on Township property at all reasonable times, provided that it shall not interfere with or interrupt normal Township operations.

E. In accordance with basic practice, the Township shall grant the President or the person acting as his legal representative such reasonable time as is necessary to conduct his responsibilities to the Superior Officer's Association and there shall be no loss of pay if such reasonable time is required to be spent during his regular tour or work week, except as set forth below.

F. The president of the S.O.A. or his designee shall be excused from his work assignment, without loss of pay or compensation from the Township, and shall be granted a reasonable amount of time to handle S.O.A./Management business, provided, however, that prior to the need of such release time for S.O.A./Management business, the President or designee shall notify his immediate supervisor or, in his absence, the Chief of Police. Such time is limited to an aggregate of eight (8) hours per month, non-cumulative.

G. The Employer shall permit the Grievance Committee to conduct the business of the Committee which consists of conferring with the employees and management on specific grievances in

accordance with the grievance procedure set forth herein during the duty hours of the members without loss of pay, providing the members of the Grievance Committee give prior notice to either their supervisors or the Chief of Police, and providing that the conduct of said business shall not diminish the effectiveness of the Police Department nor require overtime to maintain the effectiveness of the Department.

H. The Employer will provide space on a bulletin board in a conspicuous location in Police Headquarters for the use of the S.O.A. for posting notices concerning S.O.A. business and activities.

- ARTICLE III -

TERMS AND RENEWAL

A. This Agreement shall be in full force and effect as of January 1, 1991 and shall remain in effect through December 31, 1992. This Agreement shall continue in full force and effect during negotiations of a new agreement unless both parties agree to the change, modification or termination of any provision.

B. The parties agree to enter into collective bargaining negotiations for a successor agreement in accordance with State Statute and in good faith shall try to reach an agreement on all matters concerning the terms and conditions of employment which are legally negotiable. Either party to this contract may contact the other party after July 1, 1992 requesting a meeting to begin contract negotiations for the next contract period and such meeting shall be held within 30 days from date of request.

C. This Agreement shall not be modified in whole or in part by the parties hereto except by an instrument in writing duly executed by both parties.

D. In all negotiation sessions at least one person with authority to represent each party shall be present and either party may bring to the negotiation sessions other representatives including, but not limited to, their respective attorneys, negotiation representative, and/or the Township Administrator.

E. Prior to the beginning of formal negotiations, the designated representative(s) of the parties shall meet and seek agreement on the following:

1. the hours, dates and location for the parties to meet and negotiate;
2. the limitation on caucus time, if any;
3. the procedure to be used in recording and signing off on tentative agreed upon proposal(s), article(s) or portions thereof;
4. the numbers of person permitted in and at the negotiations;
5. the procedure for cancellation or delays of negotiations by either party;
6. a clear statement as to whether or not either or both parties must have the agreement ratified prior to final agreement.

F. The members of the S.O.A.'s Negotiating Committee, not to exceed three (3) in number, shall be granted time off from duty with full pay. This committee will designate one member as the

principal spokesman during negotiations, who will be delegated sufficient authority to bargain effectively. It is agreed by the Association, that no more than one (1) member of the committee will be released from each division, so that such release time will not diminish the effectiveness of the Police Department. Such release time will be for the purpose of participating in actual negotiations between the Association and the Employer, when negotiations are conducted during the regular working hours of the released employees. It is agreed to by the parties that the three (3) members will be released from duty for negotiations one (1) hour prior to the scheduled starting time and will be required to report back to duty no later than one (1) hour after negotiations were stopped by the parties. Negotiation committee members may request additional time from their supervisor.

G. Not more than one (1) alternate representative of the S.O.A. shall participate in collective negotiation meetings.

H. The S.O.A. Negotiating Committee will be responsible for distributing copies of the executed contract to all S.O.A. members.

- ARTICLE IV -

EMPLOYEE RIGHTS

The wide ranging powers and duties given to the department and its members involve them in much contact and many relationships with the public from which arise questions concerning the actions of the members of the Police Department. In an effort to ensure that any investigations arising out of such contact are conducted in a manner which is conducive to good order and discipline, the following rules are hereby adopted:

1. The interrogation of a police officer concerning non-criminal matters, shall be, insofar as practical when the officer is on duty.

2. Prior to such investigation, the officer shall be informed of the nature of the investigation, if the informant or complainant is anonymous, and if the officer is being interrogated solely as a witness. This officer shall be apprised of all non-confidential information concerning any allegation.

3. The interrogation shall be conducted for a reasonable length of time.

4. The interrogation of the officer shall not be recorded without his knowledge.

5. The officer shall not be threatened with transfer, dismissal or any other disciplinary action nor may promises of any nature be made as an inducement to answering questions.

Nothing herein shall be construed to prevent the investigating officer from informing the employee of the possible consequences of his acts.

6. Prior to any interrogation by any investigating police officer or any other Township official in a non-criminal matter which would probably lead to charges being brought against the employee, the employee may, if he so desires, notify the Association of such interrogation and request the presence of a member of the Executive Board of the Association or his designee, provided, the Executive Board member is able to appear within a reasonable time.

7. No officer shall be disciplined without just cause. Any disciplinary action against an officer shall be subject to the grievance procedure contained herein.

8. No officer's assigned schedule shall be altered to reduce work hours for the purpose of reducing or avoiding the payment of overtime compensation.

- ARTICLE V -

NON-DISCRIMINATION

The "TOWNSHIP" and the "ASSOCIATION" both recognize that there shall be no discrimination by reason of sex, creed, racial origin or age with regard to employment, opportunity for advancement or continuation of employment. The "Township" further agrees that it will not interfere with nor discriminate against any employee because of membership in or legitimate activity on behalf of the "Association" nor will the "Township" encourage membership in any other association or union or do anything to interfere with the exclusive representative of the "Association" as the appropriate bargaining unit.

- ARTICLE VI -

ACCESS TO PERSONNEL FILE

The Township agrees to permit each officer a reasonable opportunity for full inspection and examination without a restriction of his personnel file, anytime between or during normal working hours, Monday - Friday, subject to the Chief of Police or his designee being present. The Township will also have the opportunity to have administrative representation during inspection.

The inspection shall take place in a private place provided by the Township and the officer may, at his option have a third party present during such inspection. The employee shall be permitted to copy all or part of the statements, writings or information contained in his personnel file. The cost of copying to be borne by the employee.

- ARTICLE VII -

LEGAL EXPENSES

The Township shall be responsible for or pay the necessary and reasonable expenses of an officer for legal advice and representative in the defense of any civil, criminal and quasi criminal charges arising out of his employment, providing such charges are not initiated by the Township. It is understood that the officer shall have the right to choose counsel of his own choice (except when the officer is covered under an insurance policy) and that the counsel shall be paid a reasonable fee for his legal services at an hourly rate not to exceed the rate paid to the Township attorney at that time. If criminal charges against an officer are resolved in favor of the officer, then the Township shall have an obligation to pay any reasonable attorney's fees. "Resolved in favor of the officer" shall mean a dismissal, no bill or finding of not guilty by a trier of fact, but shall not include a conditional discharge or pretrial intervention. The Township shall pay for the above legal expenses within three months of submission of a voucher provided that in a criminal matter there has been a final determination. This section is in addition to all of the rights of employees set forth in N.J.S.A. 40A:14-155.

- ARTICLE VIII -

SAVINGS CLAUSE

In the event that any provision of this Agreement shall at any time be declared invalid by Legislative act, any court of competent jurisdiction, or through government regulation or decree, such decision shall not invalidate the entire Agreement, it being the express intent of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

- ARTICLE IX -

SICK LEAVE

- A. Sick leave is paid leave granted to each full-time officer who is unable through sickness or injury to perform the duties of his position, or who is quarantined by a physician because he is exposed to a contagious disease according to the terms of this article.
- B. Sick leave with pay shall be applicable only to permanent officers and pursuant to revised code of the Township of Manalapan, 1984.
- C. After the first year of employment, each officer shall have fifteen days (15) of sick leave with pay for each calendar year thereafter at the start of each year.
- D. Sick leave not taken shall accumulate to the officers credit from year to year and he shall be entitled to such accumulated sick leave with pay when needed.
- E. All absences due to illness or disability shall be reported as soon as possible by the officer to the duty supervisor. In all cases of reported illness or disability, the Township through the Chief and the Township Administrator reserves the right to have a physician designated by the Township to examine and report on the condition of the patient/employee. Then during protracted periods of illness or disability, the Township may require interim reports on the condition of the patient/employee at weekly or bi-weekly periods from the attending physician or physician designated by the Township. When under medical care, employee shall conform to the instructions of attending physicians. Failure to comply with this section may result in disciplinary action.
- F. Leave of absence with or without pay may be granted by the Township Committee to a full-time employee, if ill or disabled not resulting from duties performed during his/her employment, and when such illness or disability is evidenced by certificate of a physician. A leave of absence shall be granted only when the employee has expended his/her accumulated sick leave and vacation.
- G. When a leave of absence, without pay is granted to an employee for sickness or injury, not job related, the employee's anniversary date will change upon his/her return to work. Said leave shall be subject to the terms and conditions established by the Township Committee.
- H. Parties also agree that the injured or disabled employee's anniversary date will not be changed due to absences caused by job-related injury or disability.

- I. In the event that there is a difference of opinion between the employee's physician and the physician appointed by the Township, a third physician agreed upon by both parties, will be consulted, and his word will be binding. The cost of this third physician will be borne by the Township.
- J. An officer who uses paid sick leave and who simultaneously receives disability or employer-provided third-party salary replacement payments, excluding workers compensation payments, shall turn over such payments to the Township.
- K. For absences due to a job-related illness or injury as determined by the State's workers compensation program, the Township shall pay the officer the difference between the workers compensation payment and the officer's salary with no loss in the officer's authorized sick leave for a period of up to two months for each year's employment with Manalapan not to exceed twelve (12) months.
- L. An officer may elect to receive a \$500 payment in lieu of 5 of the 15 annual sick day allotment. A request for such payment shall be made on or before March 1 of each year, and the Township shall make such payment on or before July 1st of each year.
- M. Accumulated sick leave up to five (5) days per year may be used by an employee for illness in the immediate family which requires attendance upon the ill family member. The term "Immediate Family" for the purpose of this Section shall mean and refer only to the employee's spouse, dependent child or dependent parent.
- N. Except in the case of an emergency, when reporting absence due to illness, officers should give at least four (4) to six (6) hours' notice prior to the start of the 4 p.m. to 12 midnight and 12 midnight to 8 a.m. shifts. A minimum of two (2) to four (4) hours' notice should be given for the 8 a.m. to 4 p.m. shift.
- O. The smallest unit of sick time allowed will be for half shift blocks only.

- ARTICLE X -

OVERTIME PAY

A. DEFINITION OF OVERTIME

Any time authorized and spent at regular duties or other assigned duties, consistent with this Agreement either before or after regular working hours or any scheduled non-working day according to the work schedule of the officer, in excess of five (5) hours.

B. Overtime shall only be paid when an employee of the Superior Officers Association works in excess of five (5) hours of a shift for any member who is absent from duty. Authorized overtime will apply when a Lieutenant is absent by reason of vacation, personal days, sick, compensatory time or on job injury. Lieutenants will be permitted to fill a vacancy of a Lieutenant on any swing or midnight shift. Lieutenants will also be permitted to fill a vacancy of a Lieutenant during the day shift on a weekend or holiday. The Chief, or his designee, shall fill the vacancy of a Lieutenant by soliciting any available Lieutenant from the roster. Should it occur that no Lieutenant is available to provide the coverage, an officer below the rank of Lieutenant will be designated. Notwithstanding the provision of this paragraph, the parties acknowledge that the present PBA contract requires payment of a police officer in the absence of a Lieutenant. Such payment shall not constitute a violation of this agreement.

C. For the purpose of overtime the following times will constitute the three shifts of the Manalapan Police Department: Midnight shift (0001-0830 hours); Day shift (0800-1800 hours); Evening shift (1600-0100 hours). Lieutenants will be permitted by this contract to work entire shifts when covering for any absent supervisor.

D. Overtime shall become compensated at straight time, either as compensatory time off or cash payment at the discretion of the Chief.

E. Compensatory time off shall be taken at a mutually agreed upon time between the employee and the Chief of Police. Accumulated compensatory time shall not exceed fifty hours unless otherwise approved by the Chief of Police.

F. To compensate an officer who should be required to appear before any Grand Jury, Municipal Court, County Court, State Court, Superior Court, State Supreme Court, Federal Court, or any matter other than civil action and this time is not during the officer's regularly assigned shift, each Lieutenant shall receive five (5) and each captain shall receive two (2) extra days' pay annually regardless of the number of days spent in

such court appearance; however, beginning on the sixth or third appearance, compensatory time on a call back status will be granted as defined Section B above and will continue thereafter for the duration of the calendar year. Payment for time shall be made on or about June 1 of each calendar year.

- G. In the event a member of the SOA is called to duty from an off duty status, a minimum of five (5) hours call back will be granted. If the officer is required to remain in excess of the five (5) hours, he will then be eligible for overtime status at the officers request.
- H. Any overtime, as defined herein, will be compensated by overtime pay or where provided by compensatory time at a rate of one hours' pay or compensatory time off for each one hour of overtime worked until the officer works 171 hours in a scheduled 28 day period, after which overtime is compensated at the rate of time and a half for each hour worked.

Hours worked to qualify for the time and a half rate after 171 hours in a 28 day period shall include sick time, vacation time, personal day(s), bereavement leave, and the use of previously accumulated compensatory time.

In a given pay period accumulated compensatory hours will be used only after all compensatory hours earned during that pay period have been used.

- ARTICLE XI -

HOLIDAY PAY

- A. Officers shall be paid for holidays listed below. This compensation shall be on the last pay period of November for the calendar year. The rate of pay will be straight time at the rate of the officer's regular pay base.

The total number of paid holidays will be fourteen. All holiday pay pursuant to this article will be paid to the employee in a separate check, not connected with or inclusive of any other monies entitled to the officer. These holidays are as follows:

New Years Day
Martin Luther King's Birthday
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Independent Day
Labor Day
Columbus Day
General Elections Day
Veteran's Day
Thanksgiving and the day after
Christmas Day

- ARTICLE XII -

PERSONAL DAYS

Each full-time officer covered by this Agreement shall receive three (3) days off during each year of this Agreement. Request for such personal day shall be conveyed in writing, or orally with written confirmation in extenuating circumstances, to the Operations Officers and/or the Chief of Police.

- ARTICLE XIII -

HEALTH COVERAGE

- A. The Township shall continue to provide enrollment in the Public Employees Health Benefits Program of N.J. for all officers and their families, as defined by the insurance carrier, at the beginning of employment after not more than 90 days continuous service or as soon thereafter as possible under the provisions of the plan. The Township shall continue Blue Cross/Blue Shield rider 1420 and major medical coverage or its equivalent that is currently in effect.

- B. The Township also agrees that members of the SOA upon retirement shall be subject to Resolution 91-243 regarding the costs for health benefits at the time of retirement and as further provided by N.J.S.A. 52:14-17.38.

- ARTICLE XIV -

PENSIONS

The employer shall continue to provide pension and retirement benefits to officers covered by this Agreement pursuant to provisions of the statutes of the State of New Jersey.

- ARTICLE XV -

MUTUAL AID

- A. Officers while rendering aid to communities, at the direction of their supervisors, are fully covered by workmen's compensation and liability insurance and pension coverage as provided by state law.

- ARTICLE XVI -

ACCRUAL OF BENEFITS

- A. Officers who terminate service with the Township will be paid accumulated vacation and holiday benefits on the last day of employment, prorated to the date of termination. This prorated payment will be in addition to, and exclusive of, any other earnings due the officer on the date of termination. The above listed days and benefits are calculated in recognition of the regular work week established pursuant to the terms herein set forth in the agreement at the officer's straight rate of pay. The officer must give the Township two (2) weeks notice prior to termination. In the event that termination of the Officer's service is instituted by the Township, the two (2) week rule will not apply.

- B. If an officer should die whether on or off duty, while in the employment of the Township, all unused vacation, compensatory time not to exceed 50 hours, to which he/she would have been fully entitled, his estate shall receive their full monetary value.

- ARTICLE XVII -

DENTAL PLAN

Group dental plan presently being provided or its equivalent shall remain in effect throughout the duration in terms of this Agreement. Any improvement in the dental plan provided the PBA shall automatically be provided the SOA.

- ARTICLE XVIII -

IN-SERVICE TRAINING

The cost of all police training courses and seminars required by the Chief of Police shall be borne by the Township.

The Chief may authorize training or schooling when requested by the officer. For such training or schooling, the Chief may authorize paying none, part, or all of the costs of the schooling; may authorize pay for none, part, or all of the schooling; and may authorize none, part, or all "time off" for the schooling.

Full-day off-site seminars or training sessions required by the Chief will entitle the officer to a payment of \$8.00 reimbursement for each meal (lunch or dinner), upon presentation of a receipt for such meal. This does not include any meal provided as part of a seminar that includes a meal paid for by the Township.

- ARTICLE XIX -

AUTOMOBILE USE

Members of this association who use their own vehicles for travel authorized or scheduled by the Chief shall be compensated for mileage at the IRS prevailing rate. All distances will be computed from headquarters.

- ARTICLE XX -

OTHER FACILITIES AND EQUIPMENT

- A. All officers, where applicable, shall be provided with the necessary equipment for high performance.
- B. Any equipment lost or damaged in the course of duty shall be repaired or replaced by the Township. The Township shall not be responsible for equipment lost or damaged through normal wear and tear or by deliberate action.
- C. The Township shall purchase and maintain barricade type bullet proof vests or a type approved by the Chief.
- D. Any mandatory change in equipment shall be paid for by the Township.

- ARTICLE XXI -

CLOTHING ALLOWANCE

- A. The clothing allowance to each officer will be the sum of \$1,050.00 per calendar year for 1991 and \$1,100.00 for calendar year 1992, payable on or before May 15th of each year.
- B. The officer shall use this uniform allowance to replace worn, and to maintain, approved apparel.
- C. Uniforms and any other approved apparel must be in satisfactory condition and appearance when an officer is on duty.
- D. The cost of uniforms or clothing damaged in the line of duty shall be reimbursement in full if damaged during an altercation and at 50% of the cost if damaged otherwise.
- E. If and in the event there is a mandatory change in uniforms, the entire cost of such change shall be borne entirely by the Township.
- F. Any change in mandatory uniforms will be reviewed with this bargaining unit prior to its implementation.
- G. It shall be understood that each officer shall maintain their own bullet proof vest from their uniform allowance.

- ARTICLE XXII -

GRIEVANCE PROCEDURES

It is the policy of the Township that every officer at all times shall be treated fairly, courteously and with respect. Conversely, each officer is expected to accord the same treatment to his associates, supervisors and to the public.

A GRIEVANCE is a claim by one or more officers or by the Association that the Township has improperly applied the terms of, or issued or implemented a policy or order inconsistent with, this Agreement, State statutes or regulations, or the municipality's official "Police Rules and Regulations."

A GRIEVANCE shall be presented within fourteen (14) calendar days after the occurrence of the cause for such grievance or within fourteen (14) days after the grievant has knowledge of the cause of the grievance, if such knowledge did not arise at the occurrence of the cause of the grievance.

Any officer or group of officers presenting a grievance pursuant to this section shall have the right to have a representative of the Association and/or an attorney present at all steps of the grievance procedure.

STEP 1: A grievance shall first be presented in writing to the Operations Officer. It is the responsibility of the Operations Officer to attempt to arrange a mutual satisfactory settlement of the grievance.

STEP 2: If the grievant(s) is not satisfied with the disposition of the grievance in Step 1, or if no solution has been agreed to within five (5) days after the grievance was presented, the grievant may within an additional five (5) days present the grievance in writing to the Chief of Police or his designee.

Within seven (7) calendar days of such grievance being presented to the Chief of Police or his designee, the Chief of Police or Acting Police Chief, grievant and his representatives shall meet with the grievant's supervisor to discuss the issues. The grievant(s) and the designated association representative shall suffer no loss in pay or benefits for the time lost from scheduled work in order to attend a grievance meeting held pursuant to this Agreement.

The Chief of Police shall render a decision within seven (7) calendar days of the meeting held pursuant to Step 2 or within fourteen (14) days after the grievance was presented to the Chief of Police.

STEP 3: If the grievant(s) is not satisfied with the disposition of the grievance in Step 2, or if no solution has been agreed to within the time limits contained in Step 2, then the grievant may within an addition seven (7) days present the grievance in writing to the Township Administrator.

Within ten (10) calendar days of receipt of such grievance, the Township Administrator shall meet with the grievant(s), the grievant's designated Association representative and/or his attorney, and the grievant's supervisor to discuss the issues. The grievant(s) and the designated Association representative shall suffer no loss in pay or benefits for time lost from scheduled work in order to attend a grievance meeting held pursuant to Step 3.

The Township Administrator shall render a decision within ten (10) calendar days of the meeting held pursuant to Step 3.

STEP 4: In the event that no satisfactory answer is reached at Step 3 the grievant may submit his grievance to the Township Committee. Within fifteen (15) working days, the Committee or its designee will meet with the grievant and render a decision within a reasonable period of time.

STEP 5: If the grievant(s) is not satisfied with the Township Committee's disposition of the grievance in Step 4, the grievant may submit the grievance to arbitration.

The grievant must submit the grievance to the necessary agency indicated below and notify the Township in writing of such submission within two (2) weeks of receiving the decision of the Township Committee.

The arbitrator shall be chosen pursuant to the rules of the Public Employees Relations Commission. The arbitrator shall be bound by the collective negotiations agreement between the parties and past practice. The cost of the arbitration shall be borne by the losing party, and the decision of the arbitrator shall be binding on the parties.

The grievant(s), the designated S.O.A. representative and witnesses subject to this Agreement shall suffer no loss of pay or benefits for time lost from scheduled work in order to appear at an arbitration held pursuant to Step 4.

Nothing herein shall prevent both parties from mutual agreeing to extend or contract the time limits for processing the grievances at any step in the grievance procedure.

- ARTICLE XXIII -

LONGEVITY AND SENIORITY

A. LONGEVITY

In addition to the compensation provided in other Articles in this Agreement, an officer who is subject to this shall also receive longevity payments, which shall commence on the first day of the month following the anniversary date of hiring as follows:

<u>LENGTH OF SERVICE</u>	<u>LONGEVITY PAY</u>
After (5) years	2%
After (10) years	5%
After (15) years	8%

B. SENIORITY

1. General Provisions.

Seniority in the department is established first by rank and secondly by time served in rank whether on a regular, assigned or temporary basis. Where conflict occurs because of identical service or dates of appointment, the member with the higher position on the promotion examination eligibility list from which the appointments were made is deemed to be the senior. In situations requiring decision or control where the officers are of equal rank, the senior will make the decision and exercise control unless otherwise directed by a higher ranking command or supervisory officer.

2. Procedure.

a. Upon hiring a new officer to serve in the police department, the Township shall have the right, in its sole discretion, to grant credit for that officer's prior service as a full-time, regular sworn police officer outside the Township, for purposes of salary grade placement, longevity and/or vacation entitlement.

b. Any credit for prior employment as set forth above shall not count in the computation of seniority for the purposes of determining benefits such as vacation scheduling; the order of layoffs; allocation of overtime or other similar benefit(s); such benefits shall be determined by length of service as a police officer in the Township of Manalapan.

c. Notwithstanding the aforementioned, the Township shall not be required to grant credit for some or all prior police experience, as set forth in Paragraph a, upon initial hiring.

- ARTICLE XXIV -

CHANGES IN WORK SCHEDULE

Notwithstanding that the preparation of a work schedule and the assignment of an officer to such a schedule is recognized as the prerogative of the Township, an officer shall receive 5 days notice of any change in his regular work shift unless an emergency is declared by the Chief of Police and/or his representative.

- ARTICLE XXV -

COLLEGE INCENTIVE PROGRAM

- A. It is of utmost importance that management personnel be exposed to continuing education to enhance their ability and also to be exposed to the newest trends available in this field.
- B. With this in mind the Township will defray seventy-five percent of the cost of college level, or its equivalent courses, books and registration fees for all S.O.A. members in the following manner:
1. Seventy-five (75%) percent of the cost of all college level courses undertaken by the employee be borne by the Township. The standard of credit payment shall not exceed that of any four-year state college chosen by the Township. This is no way suggestive that an employee must attend this particular institution but in actuality the college chosen by the Township. The standard of credit payment will be of any four-year state college chosen by the Township.
 2. Any difference in excess of the seventy-five (75%) percent portion payable by the Township for a college level course will be borne by the employee.
 3. A copy of a transcript supplied by the employee will be sufficient for payment in this area.
 4. Seventy-five (75%) percent of the total amount for registration and books for these courses will be borne by the Township. A receipt supplied by the employee at the time of purchase will be sufficient for payment in this area. Books are the property of the employee.
 5. To be reimbursed for payment in this article the passing grade must be attained and met by the employee for the courses allowed.
- C. To qualify for any assistance under this article, the employee must submit a request for enrollment preapproval for any college course or program to the Chief of Police who shall approve or disapprove such request within ten (10) working days.
- D. Each officer shall be authorized educational leave with full pay for a maximum of 100 hours annually to attend college classes for courses which the employer and the employee have agreed to share the cost by the terms of this article. The officer shall make an effort to schedule courses in such a way as to minimize the need for such paid leave.

E. An education bonus shall be paid to each officer about July 1 of each year to officers with police-related degrees as follows:

A.A.	\$250.00
B.A.	\$500.00

- ARTICLE XXVI -

SALARIES

The salaries of Superior Officers employed by the Township of Hamalapan covered by this Agreement for the years 1991 and 1992 shall be as follows:

1991

Captains	\$52,503.00
Lieutenants	\$46,846.00

1992

Captains	\$55,916.00
Lieutenants	\$49,891.00

- ARTICLE XXVII -

SPECIAL LEAVES

Officers shall be entitled to the following temporary non-accumulative leaves of absence with full pay each year.

1. Death: Up to and including five (5) consecutive calendar days, one of which must be the date of the funeral, in the event of death of an officer's:
 - a) spouse
 - b) parent
 - c) child
 - d) brother
 - e) sister
 - f) grandchild
 - g) grandparent

2. Death: Up to and including three (3) consecutive calendar days, one of which must be the date of the funeral, in the event of death of an officer's:
 - h) parent-in-law
 - i) son-in-law
 - j) daughter-in-law
 - k) brother-in-law
 - l) sister-in-law

3. Death: One day in the event of death of an officer's:
 - m) aunt
 - n) uncle

An officer may use an equal amount of sick leave to that leave provided above for bereavement purposes without a doctor's certification of illness.

Such leave may only be used at the time of death and for the purpose of attending the funeral, aiding the aggrieved family and settling their necessary personal affairs.

In the event of the death of a fellow officer (active or retired) of the Manalapan Police Department, the Police Chief may grant to an appropriate number of officers sufficient time off to attend the funeral.

4. Good cause: other leaves of absence without pay may be granted by the Township for good reason and such leave of absence shall not be unreasonably or arbitrarily denied.

5. Upon presentation or verification in the sixth (6) month of a pregnancy, the female officer shall be relieved of all street duties and assigned to an in-

house function by the Operations Officer or Chief of Police.

Pay for leave shall be in accordance with the Township's State Disability Program.

Leaves taken pursuant to this Article shall be in addition to any other leaves to which the officer is entitled.

- ARTICLE XXVIII -

VACATIONS

- A. Annual vacation leave with pay shall be earned as of the anniversary date of the officers appointment.
- B. Each officer who has had the time of continuous employment set forth below shall be entitled to the working time shown as a vacation with pay at his regular compensation rate:
- 1) Up to 2 years service - 1 working day vacation for each month of service, provided that the officer has had a minimum of 6 months of satisfactory service;
 - 2) After the completion of 2 years of service and through the 10th year of service - 12 working days vacation;
 - 3) After the completion of 10 years of service and through the 15th year of service - 18 working days vacation;
 - 4) After the completion of 15 years of service, and through the 20th year of service - 20 working days vacation;
 - 5) After the completion of the 20th year of service - 25 working days vacation.
- C. Vacation leaves shall be calculated at the beginning of the calendar year prorated in accordance with the officer's anniversary date. If at the time of separation from service the officer has used vacation days for which said officer has not completed an entire year's service, the excess days taken shall be deducted from the officer's last pay check.
- D. Recognizing that scheduling of vacation is a prerogative of the Township, and in order to maintain efficiency, vacation periods shall be taken in work week blocks (to the degree possible) and approved by the Chief of Police, or his designee. Requests for exceptions must be submitted to and approved by the Chief of Police.
- E. Requests for vacation should be submitted in writing to the Chief of Police, or his designee, on or before March 15th, and written approval of such vacation requests shall be transmitted to the officer on or before April 15th. If a conflict should arise with respect to the scheduling of vacation periods among the officers who have submitted their requests prior to March 15th, such conflicts shall be resolved on the basis of seniority and consent of the Chief of Police.

Requests for vacation submitted in writing subsequent to March 15th and through August 1, shall be granted, assuming no conflict with prior scheduled vacations and the date of submission rather than seniority shall control scheduling. Requests for vacation subsequent to August 1 shall receive such approval as the Chief of Police, within his sole discretion, determines. No more than six vacation days may be carried over to the succeeding calendar year and any vacation days due an employee over the number of six, and not taken during the calendar year in which they were earned, shall be lost. If, in any calendar year, an officer's vacation request, or any part thereof, is not granted after having been submitted in writing, then, in that event, the officer's vacation days remaining over the number of six, which correspond to the days denied, shall also accumulate and be carried over to the succeeding calendar year. All vacation requests shall be submitted at least 30 days prior to the requested vacation period but the Chief of Police has discretion to waive this requirement.

- F. All requests for compensatory time and personal days shall be submitted to the Chief of Police, or his designee, at least 48 hours prior to the time requested. The Chief of Police, or officer in charge, will have discretion to permit exceptions to this paragraph.
- G. In addition to the above captioned vacation schedule (par b) members of the is association are entitled to one (1) additional day of vacation allowance by virtue of their level of responsibility as first line supervisors.
- H. In the event an employee covered by this agreement is called into work after commencement of his/her vacation, he shall be paid at a rate of time and one-half (1 1/2) his/her regular straight time rate for all work performed and will have his vacation time rescheduled at a future date.

- ARTICLE XXIX -

ANNUAL PHYSICAL

Each officer shall have an annual physical by a physician of the officer's choice in a manner to be prescribed by the Township Physician. Any reasonable costs for same in excess of the officer's medical coverage shall be borne by the Township. The officer shall execute an appropriate medical release to make a report on said physical examination available to the Chief of Police and the Township. The results of the physical examination shall be received not later than September 1 of each year.

- ARTICLE XXX -

FALSE ARREST AND LIABILITY INSURANCE

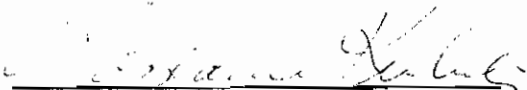
- A. Employer shall continue the current program for false arrest and liability insurance for all unit employees. The Township shall have the right to change carriers or become self-insured in its discretion.
- B. As per N.J.S.A. 40A:14-155, the Employer agrees to provide legal aid to all unit employees in suits or other legal proceedings against them arising from incidents in the line of duty. The parties, in conjunction with the Employer's insurance carrier, have agreed to permit the unit employee to select an attorney submitted by the Association and approved by the insurance company via the Employer's insurance broker. Such list shall be maintained by the parties. Request to update the list can be accomplished on a yearly basis. The Association will submit such request to the Employer's administrator. The Employer reserves the right to approve or reject any request by an employee or assume responsibility for the payment of the services of whatever member of the New Jersey Bar is contracted to defend that employee, unless the employee selects an attorney from the parties' agreed upon list as stated above. This clause shall not be applicable to any disciplinary or criminal proceeding instituted against any employee by the Employer.
- C. Nothing herein shall make the Township liable or responsible for any damages assessed against an officer in excess of its policy amounts or for punitive damages assessed against an officer. The Township, pursuant to N.J.S.A. 40A:14-155 shall have no responsibility under this Article where criminal charges, if any, are not resolved in favor of the officer as defined in Article VII.


IN WITNESS WHEREOF, the parties hereto have signed this Agreement through their duly authorized officials on the date first above written.

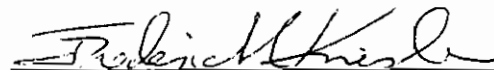
SUPERIOR OFFICERS ASSOCIATION


SOA President

TOWNSHIP OF MANALAPAN


Lorraine Kulick Mayor


Witness


Witness

Date Signed: 8-1-91

Date Signed: 8/1/91