

AGREEMENT

Between

Franklin, Borough of  
BOROUGH OF FRANKLIN  
(SUSSEX COUNTY, NEW JERSEY)

-and-

OFFICE PERSONNEL  
of  
THE BOROUGH OF FRANKLIN

January 1, 1988 through December 31, 1989

PREAMBLE

This Agreement entered into this 27<sup>th</sup> day of September, 1988 by and between the BOROUGH OF FRANKLIN, in the County of Sussex, New Jersey, a municipal corporation of the State of New Jersey, hereinafter referred to as the "Borough", and the OFFICE PERSONNEL OF THE BOROUGH OF FRANKLIN, hereinafter referred to as the "Association", represents the complete and final understanding on all the bargainable issues between the Borough and the Association.

ARTICLE I  
RECOGNITION

The Borough hereby recognizes the Association as the sole and exclusive negotiation unit for the Office Personnel of the Borough. This agreement shall govern all wages and working conditions for the Office Personnel of the Borough.

The Association shall additionally include office personnel of the Borough employed during the term of this agreement or any successor agreements upon their employment.

<u>Name</u>	<u>Date of Employment</u>
Louise Koellhoffer	May 27, 1975
Doreen Dunn	Dec. 26, 1979
Joan Ridner	April 20, 1981
Barbara Glesias	Jan. 1, 1980
Danette Lott	June 9, 1986
Denise Zuidema	June 16, 1987
Regina Thomas	Oct. 14, 1987

A R T I C L E II  
WORK WEEK AND OVERTIME

A. The normal work week shall consist of five (5) consecutive days, Monday through Friday. The normal work day shall consist of seven (7) hours as scheduled by the work rules of the employer.

B. The employer shall compensate each employee for overtime worked in accordance with applicable law, providing such overtime shall have been with the approval or authority or at the direction of the immediate supervisor of the employee, or the Mayor and Council.

1. No authorized overtime (outside the 8:00 A.M. to 4:00 P.M. workday) will be performed outside the municipal building.

2. All additional/extra work will be authorized by the assigned Council representative prior to being performed, except for regularly scheduled or special meetings of the Council or Boards, and tax/water/sewer collection periods, to which a respective staff member is assigned.

A R T I C L E   I I I

EMPLOYEE SICK LEAVE, BEREAVEMENT LEAVE, PERSONAL DAYS

A. Service Credit For Sick Leave

1. Sick Leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident, or exposure to contagious disease. Sick Leave may also be utilized for a short period because of sickness in the employee's immediate family as defined below.

B. Amount of Sick Leave

1. The minimum sick leave with pay shall accrue to any full time employee on the basis of ten (10) days per year with a limited right to accumulation of said leave of one hundred fifty (150) days. Employees will be allowed to utilize their accumulated sick leave towards retirement. Any sick days used for retirement purposes shall be bought back at \$50.00 per day. The maximum buy back by the municipality shall not exceed \$3,750.00.

2. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used of and when needed for such purpose, as stated above.

C. Reporting of Absence on Sick Leave

1. If an employee is absent for reasons that entitle

him/her to sick leave, the Borough Clerk shall be notified prior to the employee's starting time, except in emergencies such as accidents, serious illness of employee or immediate family members.

(a). Failure to so notify the Borough Clerk may be cause for denial of the use of sick leave for that absence and constitute cause for disciplinary action.

D. Verification of Sick Leave

1. The Borough may require proof of illness of an employee on sick leave whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action.

E. Bereavement Leave

1. In the case of death in the immediate family, mother-in-law or father-in-law, an employee shall be granted up to three (3) days leave.

2. In the case of death of the following family members, an employee shall be granted one (1) day leave.

(a). Grandparents, sister-in-law and brother-in-law.

3. Reasonable verification of the event may be required by the Borough and additional leave may be allowed on a case by case basis.

F. Personal Days

1. Each employee shall be entitled to three (3) personal days to be used at any time during the working year.

A R T I C L E I V

HOLIDAYS

A. The following fourteen (14) days shall be holidays upon which the public offices of the employer shall be closed and on which the employees shall not be required to work:

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

B. In addition, the employee's birthday shall be a holiday, for a total of fifteen (15) holidays per year.

1. Birthday Holiday need not be taken on a day when staff member's duties require attendance at a night meeting, but may be taken on the workday before or after, or within ten days, if the employee has to work the day before or after the birthday.

A R T I C L E V

VACATIONS

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

<u>Years of Service</u>	<u>Vacation Entitlement</u>
1 through 5 years	10 days
6 through 15 years	15 days
16 through 25 years	20 days
Over 25 years	25 days

B. All vacation days must be taken during the calendar year in which they are earned, except when special permission is granted by the Mayor and Council.

C. Vacation shall be posted prior to April 1st of each year.



A R T I C L E V I

INSURANCE

A. The Borough shall provide for each full time employee and his/her dependents the following health insurance:

1. New Jersey Blue Cross (hospital service) and New Jersey Blue Shield (medical-surgical) including Rider J.
2. Major Medical Insurance
3. Dental Insurance - Delta Dental Program #4 of proposal #9A55.
4. Group Life Insurance
5. Salary Continuation insurance (Temporary Disability)
6. Prescription Plan - \$2.00 CoPay

B. The Borough reserves the right to change insurance carriers, so long as substantially similar benefits are provided.

A R T I C L E V I I

DISCHARGE AND DISCIPLINE

A. No permanent employee shall be discharged or suspended or otherwise disciplined without just cause. Employment of any individual employee in his/her position for a period of three (3) consecutive years shall thereafter entitle the employee to renewed employment during good behavior and efficiency.

B. Employees shall have the right to claim that suspension or discharge was unjustly imposed, by submitting such claim to the Mayor and Council in writing within three (3) working days after the disciplinary action. This shall be the sole method of

appeal of disciplinary action. Failure to so appeal shall be admission as to the propriety of the action taken.

A R T I C L E V I I I

SALARIES

<u>Name</u>	<u>1988</u>	<u>1989</u>
Louise Koellhoffer		
Tax Collector	26,693.00	28,695.00
Chief Finance Officer	1,284.00	1,284.00
Tax Search Officer	2,160.00	2,322.00
Doreen Dunn		
Administrative Aide		
Const./Zoning/Planning	22,243.00	23,911.00
Joan Ridner		
Construction/Zoning/ Planning Secretary	21,500.00	23,113.00
Danette Lott		
Treasurer/Assistant Tax Collector	19,980.00	21,479.00
Barbara Glesias		
Police Secretary	16,977.00	18,250.00
Regina Thomas		
Water/Sewer Collector	16,500.00	17,738.00
Denise Zuidema		
Deputy Borough Clerk	16,500.00	17,738.00

All salary increases will be based on salaries of employees as of December 31 of the calendar year prior to the effective date of this contract.

A R T I C L E I X

LONGEVITY

A. A Longevity program based upon the employee's length of continuous and uninterrupted service with the Borough shall be provided annually, on the following basis for each year of the Agreement:

1. January 1st, after fifth year of service:  
2.0% of base pay (including any merit increment).
2. January 1st, after tenth year of service:  
3.5% of base pay (including any merit increment).
3. January 1st, after fifteenth year of service:  
5.0% of base pay (including any merit increment).
4. January 1st, after twentieth year of service:  
6.5% of base pay (including any merit increment).
5. January 1st, after twenty-fifth year of service:  
8.0% of base pay (including any merit increment).

B. Longevity shall be computed on base pay and shall date from the employee's original date of hire so that the anniversary date of the employee shall be operative in determining what, if any longevity payment is to be made on the succeeding January 1st.

C. Payment of Longevity shall be made in two payments.

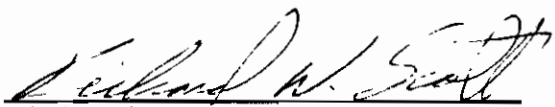
A R T I C L E X  
PENSION AND DEATH BENEFITS

The existing public employee's retirement plan provided by the statutes of the State of New Jersey will remain in effect. The existing life insurance benefits will be continued and reviewed by the Borough and the Association toward the end of providing increased benefits, if financially feasible, in the future.

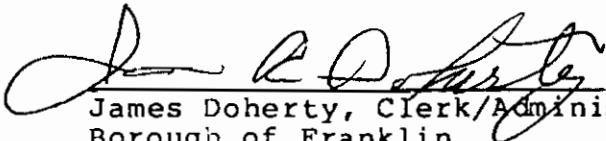
A R T I C L E X I  
EFFECTIVE DATE

This Contract Agreement shall be retroactive to January 1st, 1988 and shall be in effect through December 31, 1989.

BOROUGH OF FRANKLIN

  
Richard W. Scott, Mayor  
Borough of Franklin

ATTEST:

  
James Doherty, Clerk/Administrator  
Borough of Franklin

OFFICE PERSONNEL

Louise Koellhoffer  
Louise Koellhoffer

Joan Ridner  
Joan Ridner

Doreen Dunn  
Doreen Dunn

Barbara Glesias  
Barbara Glesias

Danette Lott  
Danette Lott

Regina Thomas  
Regina Thomas

Denise Zuidema  
Denise Zuidema