

THIS BOOK DOES
NOT CIRCULATE

A G R E E M E N T

Between:

TOWNSHIP OF SPARTA
SUSSEX COUNTY, NEW JERSEY /

- and -

F.O.P. SPARTAN LODGE #26

SERGEANTS

JANUARY 1, 1976 THROUGH DECEMBER 31, 1977

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ARTICLE I

Recognition:

The Township recognizes the F.O.P. Spartan Lodge #26 for the purposes of collective negotiations as the exclusive representatives of the Sergeants.

ARTICLE II

Management Rights:

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

1. The executive management and administrative control of the Township Government and its properties and facilities, and the activities of its employees.

2. To hire all employees and subject to the provisions of law, to determine their qualifications and conditions for continued employment, or assignment and to promote and transfer employees.

3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law.

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

C. Nothin contained herein shall be construed to deny or restrict the Township of its rights, responsibilities and authority under R. S. 40 and R. S. 11 or any other national, state, county or local laws or ordinances.

ARTICLE III

Employee Rights:

A. The Township will not coerce any member of the employee unit for its participation or activity relating to salary negotiations or unit participation in related areas.

B. The authorized representative of the F.O.P. will be excused from on-duty police time, if necessary, to handle any Step II grievance matter with the Township Manager.

C. The Township will allow the President of the F.O.P. and the authorized delegate of the F.O.P. to attend all official functions of the F.O.P. as long as it can be adequately demonstrated to the satisfaction of the Chief of Police that such attendance on the part of one or both representatives will not hinder normal operations of the Sparta Police Department.

D. In all matters discussed with Township officials pertaining to this contract, a member of the F.O.P. shall have representation of the negotiating or grievance committee and/or both present at said discussions.

E. In administrative investigative matters in which the Township Manager may take disciplinary steps, the individual F.O.P. member involved shall have representation as stated in Paragraph D.

ARTICLE IV

Grievance Procedures:

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement. The parties agree that this procedure will be kept as informal as may be appropriate.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss this matter informally with any appropriate member of the departmental supervisory staff and having the grievance adjusted without the intervention of the Lodge.

B. Definition

The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement or related working conditions and may be raised by an individual, the Lodge or the Township.

C. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement, with the exception of Township initiated grievances which will proceed in accordance with Section D, and shall be followed in its entirety unless any step is waived by mutual consent:

Step One: The aggrieved shall institute action under the provisions hereof within ten (10) calendar days after the event giving rise to the grievance has occurred and an earnest effort shall be made to settle the differences

between the aggrieved employee and his immediate supervisor for the purpose of resolving the matter informally. Failure to act within the said ten (10) calendar days shall be deemed to constitute an abandonment of the grievance. The Chief, or his designee, shall render a written decision within five (5) days after receipt of the grievance.

Step Two: If the grievance is not settled at the first step, the grievant or the representative(s) from the F.O.P. may make written request for a second step meeting within five (5) days after the answer at the first step, except that in disciplinary action grievances, the written request for a second step meeting shall be made within seven (7) calendar days after the answer is received at the first step. The Chief, or his designee, shall set a meeting within seven (7) calendar days after the request, or for such time as is mutually agreeable. Said second step meeting shall be between the Township Manager and the Chief with the F.O.P. representative(s). The Township Manager's answer to the second step shall be delivered to the F.O.P. within seven (7) calendar days after the meeting.

Step Three: If the aggrieved person is not satisfied with the handling or result of the grievance on the second level, he may, within five (5) calendar days, notify the Township Council that he wishes to have them rule on the aggrieved matter. A hearing shall be held within fifteen (15) days by the Township Council after the receipt of grievance. At such meeting, the aggrieved may appear with a representative(s) of the F.O.P. The Township Council's answer to the third step shall be delivered to the F.O.P. within seven (7) calendar days after said meeting.

Step Four: Should the aggrieved person be dissatisfied with the decision of the Township Council, such person may file where appropriate for a Civil Service review in accordance with the Rules of the Department of Civil Service. In lieu of Civil Service review, both parties may mutually agree to submit to binding arbitration in accord with legislation so developed by the State of New Jersey.

D. Township Grievances:

Grievances initiated by the Township shall be filed directly with the F.O.P. within ten (10) calendar days after the event giving rise to the grievance has occurred. A meeting shall be held within ten (10) calendar days after the filing of the grievance between representatives of the Township and the F.O.P. in an earnest effort to adjust the differences between the parties.

ARTICLE V

Hours and Overtime:

A. All members of the Police Department are required to work an average of forty (40) hours per week on a shift basis in a schedule approved by the Police Chief. In times of emergency as called by the Chief of Police, all members of the Department are subject to recall unless they are on sick leave.

B. Officers who work overtime that has been approved or assigned by the Chief of Police shall not receive monetary compensation unless herein stipulated in this Agreement.

C. Officers shall receive monetary compensation for all overtime work in case of a Township emergency when additional officers are required for general public welfare and safety. This call out shall be initiated by the Chief of Police or his designee.

D. In the event an on-duty officer received compensation from any litigants to a civil legal proceeding, such compensation or the pay, if any, received by the officer from the Township for such time spent shall be reimbursed to the Township by the officer, whichever is less. No compensatory time shall be granted in the event the officer has been compensated by the litigants to the proceeding.

E. Officers who are required to appear in court during off duty hours in connection with job-related cases dealing with criminal or motor vehicle matters shall receive compensatory time in units of four (4) hours or time and one-half pay for all such hours based upon mutual consent of both parties.

ARTICLE VI

Holidays:

A. The following holidays shall be recognized for all Officers:

- | | |
|--------------------------|---------------------------------------|
| 1. New Year's Day | 7. Veteran's Day |
| 2, Washington's Birthday | 8. General Election Day |
| 3, Good Friday | 9. Thanksgiving Day |
| 4. Memorial Day | 10. Day Following Thanksgiving
Day |
| 5. Independence Day | |
| 6. Labor Day | 11. Christmas |

B. In addition, Easter Sunday shall be recognized as an official holiday for all Officers. One (1) personal holiday is granted to each Officer.

C. Current practices to provide compensatory time with reference to holidays be continued in the first year of this Agreement. In the second year of this Agreement, an Officer may have the choice of the holiday compensatory time or pay for the holiday when no compensatory was taken.

D. Holiday pay will be computed at a rate of time and one-half for all such hours worked. Computation of holiday pay will be computed prior to December 1, 1977, for payment to Officers.

E. Holidays shall be taken in accordance with the schedule established by the Chief of Police.

ARTICLE VII

Vacations:

A. Annual vacation leave with pay shall be earned at the rate of one working day of vacation for each month of service during the remainder of the calendar year following the date of appointment; twelve (12) working days' vacation thereafter up to five (5) years of service; fifteen (15) working days' vacation after the completion of five (5) years and up to fifteen (15) years of service; twenty (20) working days' vacation after the completion of fifteen (15) years of service.

B. Vacation allowance must be taken during the current calendar year, at such time as permitted or directed by the Township, unless the Township determines that it cannot be taken because of pressure of work. Any unused vacation may be carried forward into the next succeeding year.

ARTICLE VIII

Sick Leave:

A. Service Credit for Sick Leave:

1. All permanent employees, or full time provisional employees shall be entitled to sick leave with pay based on their aggregate years of service.

2. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident, or exposure to contagious disease. Sick leave may also be used for short periods because of death in the employee's immediate family or for the attendance of the employee upon the member of the immediate family who is seriously ill.

3. Such sick leave shall not include any extended period where the employee serves as a nurse or housekeeper during this period of illness.

B. Amount of Sick Leave:

1. The minimum sick leave with pay shall accrue to any full time employee on the basis of one working day per month during the remainder of the first calendar year of employment after initial appointment and fifteen (15) days in every calendar year thereafter.

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

3. An employee shall not be reimbursed for accrued sick leave at the time of termination of his employment. Upon termination, the Township shall certify to the Department of Civil Service the employee's accumulated sick leave which shall be made a part of the employee's permanent record.

C. Reporting of Absence on Sick Leave:

1. If an employee is absent for reasons that entitle him to sick leave, his supervisor shall be notified promptly as of the employee's usual reporting time, except in those work situations where notice must be made prior to the employee's starting time.

a. Failure to so notify his supervisor may be cause of denial of the use of sick leave for that absence and constitutes cause for disciplinary action.

b. Absence without notice for five (5) consecutive days shall constitute a resignation.

D. Verification of Sick Leave:

1. An employee who shall be absent on sick leave for five (5) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness.

a. An employee who has been absent on sick leave for periods totaling ten (10) days in one calendar year consisting of periods of less than five (5) days, shall submit acceptable medical evidence for any additional sick leave in that year unless such illness is of a chronic or recurring nature requiring recurring absences of one day or less in which case only one certificate shall be necessary for a period of six (6) months.

b. The Township may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable and warranted under the circumstances. Abuse of sick leave shall be cause for disciplinary action.

2. In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required.

3. In case of death in the immediate family, reasonable proof shall be required.

4. The Township may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined, at the expense of the Township, by a physician designated by the Township. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.

E. The Township will continue to pay at his regular rate of pay any officer who is injured on the job. This payment will continue until the officer is able to report back to his regular duties. Any Workman's Compensation received will be returned to the Township to offset the payment of salary by them. The injured officer will not be required to use any sick days in connection with this injury. If it is deemed that this is a permanent injury and the officer is unable to return to the police profession, he will be paid by the Township until such time as he is able to retire under disability pension.

F. Any officer who, for medical reasons, must be absent from the job for an extended period of time will first use up all available sick time coming to him, and then will be carried at full salary by the Township until such time as he is able to resume his duties or is considered to be eligible for retirement.

ARTICLE IX

Hospitalization and Insurance:

A. The Township shall continue to provide enrollment in the Public Employees' Health Benefits Program of New Jersey for all permanent employees who have been on the payroll for three (3) months, at the beginning of the fourth month of employment, or as soon thereafter as possible, under the provisions of the plan.

B. Enrollment in the Public Employees' Health Benefits Program of New Jersey will be continued by the Township for all employees who retire or receive a disability retirement. This extension shall be in accordance with the rules and regulations of the New Jersey State Health Benefits Program.

C. The Township will provide a \$10,000 Group Life Insurance Program policy for each member of the Department continued after retirement.

D. The Township may, at its option, change any of the foregoing plans or carriers so long as the same benefits are provided. The Lodge shall be consulted for its recommendations; however, final determination of any such changes will rest with the Township after such consultation.

E. The Township will provide a Dental Plan for all Officers during the first year of this agreement. In the second year of this agreement, the Township will provide a prescription insurance plan. All health benefit plans are subject to Township receiving permission to subscribe from State Health Benefits Commission.

ARTICLE X

Pension Plan:

The Township shall continue for the lifetime of the Agreement to pay the Township's portion of pension costs under the Police and Firemen's Retirement System of New Jersey in effect at the signing of this Agreement.

ARTICLE XI

Professional Development of Police:

A. The Township will advance 75% of the tuition costs incurred by full time employees, who enroll in accredited college level, job-related courses which are approved for such advances by the Township Manager. The Township's contribution shall not exceed 75% of the net tuition costs to the employees less any scholarship or other financial aid available to the employees. The advances so made shall be repaid by the employee in the event he does not complete the course with a minimum grade of "C".

B. The Township agrees to continue for the life of this Agreement a salary increment plan for educational requirements adopted on August 27, 1968.

C. In addition to tuition advancements, the Township will provide 75% of the cost for course-related books. The Township's contribution shall not exceed 75% of these costs less any financial aid available to the employees. Payment for books will be made by the Township upon presentation of receipts or other supportive documentation reflecting the full purchase price of such materials. To the greatest extent possible, books are to be reused by other personnel.

D. All members of the Police Department will be allowed an equal opportunity for available police related schooling and police related seminars and courses subject to the Township's ability to obtain available openings in such courses. Decisions concerning attendance at such schooling shall be determined by the Chief of Police and shall be based on length of service and nature of the schooling. Costs connected with such training shall be provided by the Township.

E. All benefits included in this article will apply to those officers who wish to pursue a Master's Degree in a related academic field to Law Enforcement. A copy of Master's thesis shall be given to the Township of Sparta and due recognition so noted in said thesis.

F. Reasonable expenses for meals and travel while attending educational and training sessions will be paid by the Township on approval by the Township Manager. Travel expenses will only be paid when a Township vehicle is not available.

ARTICLE XII

Salary Guide:

A. The following salary guide shall be in effect for Sergeants during the life of this Agreement.

January 1, 1976

\$16,976.00

January 1, 1977

\$17,900.00

B. Detective Increment. A Sergeant who serves as a full-time, permanent detective shall receive additional compensation in the amount of \$900, in addition to the salary noted in Paragraph A above, for the life of this Agreement.

C. Step increments shall be based upon yearly evaluations, which are approved and authorized by the Township Manager. Salary increments shall not be granted automatically.

D. Should any Sergeant disagree with his evaluation, said Sergeant may request an examination of his report by a Special Evaluation Appeal Panel. This Panel shall consist of the following members: Sergeant's reviewing supervisors, Chief of Police, Township Manager, and an officer of the aggrieved's choice.

E. A 15% salary differential shall be maintained between the sergeant's pay level and the maximum patrolmen's pay step.

ARTICLE XIII

A. The Township agrees to provide an annual uniform allowance not to exceed \$200 per man in the first year of this Agreement. This allowance will be available to the individual employee to assure that he has proper uniform items at all times. The Township shall certify a specific provider of uniform items. It will be the individual responsibility of each employee to purchase such uniform requirements as he might personally need with the allowance. Uniform or equipment damage which occurs in the performance of duty, over and above normal wear and tear, will be repaired or replaced by the Township within reasonable period of time.

B. The Township will provide \$150 payment for maintenance purposes to each officer for the first year of this Agreement. In the second year, this maintenance payment will be increased to \$350 per police officer paid in two \$175 allotments. The individual officer is directly responsible for his appearance to the Chief of Police.

ARTICLE XIV

Longevity:

A. The following longevity plan shall continue for the life of this Agreement:

1. In the ninth (9) year of service -- 5% longevity pay based upon employee's base salary.

2. In the thirteenth (13) year of service -- 10% longevity pay based upon the employee's base salary.

3. In the seventeenth (17) year of service -- 15% longevity pay based upon employee's base salary.

4. In the twenty-first (21) year of service and beyond -- 20% longevity pay based upon employee's base salary.

ARTICLE XV

Additional Benefits:

A. The Township will develop a program that will allow for automatic savings deposited at the time of pay checks. This program will be developed with the agency so designated for payroll. This program will be designed in accord with the payroll agency's plan. This Article is optional to each member of the P.O.P.

ARTICLE XVI

Separability and Savings:

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

B. The preceding provisions shall not preclude either of the parties to this Agreement from pursuing any legal remedies which they may have.

ARTICLE XVII

Fully Bargained Provisions:

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

B. Articles VB and XII shall be negotiated items for the second year of this Agreement (January 1, 1977).

ARTICLE XVIII

Term and Renewal:

This Agreement shall be in full force and effect as of January 1, 1976, and shall remain in effect to and including December 31, 1977, without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter, until a new contract is agreed upon. The Lodge shall submit a copy of its entire proposal to the Township by October 20, 1977.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals at Sparta, New Jersey, on this _____ day of _____ 1976.

F.O.P. SPARTAN LODGE #26

TOWNSHIP OF SPARTA, SUSSEX COUNTY, NEW JERSEY

By: _____

Wayne P. Seal

By: _____

Wm. J. ...

ATTEST:

ATTEST:
