

AGREEMENT

BETWEEN

TOWNSHIP OF DEPTFORD  
CLERICAL/ADMINISTRATIVE

AND

TEAMSTER LOCAL UNION NO. 676  
AFFILIATED WITH THE INTERNATIONAL  
BROTHERHOOD OF TEAMSTERS, AFL/CIO

EFFECTIVE DATES:

JANUARY 1, 2017  
UP TO AND  
INCLUDING  
DECEMBER 31, 2019

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### PREAMBLE

This Agreement, by and between the Township of Deptford, a Municipal Corporation of the State of New Jersey, or its successors, together with such Township properties as may be acquired, hereinafter referred to as the "Township" and Teamsters Local Union No. 676, affiliated with the International Brotherhood of Teamsters, AFL/CIO, hereinafter referred to as the "Union"

This Agreement is entered into in order to promote and ensure harmonious relations, cooperation, and understanding between the Township and its employees; and to provide for the resolution of legitimate grievances; all in order that the public service shall be expedited and effectuated in the best interest of the people of the Township of Deptford and its employees. It is the intent of the parties that this Agreement be construed in harmony with the laws of the State of New Jersey which governs public employment.

### ARTICLE 1                      RECOGNITION

The Township hereby recognizes the Union, pursuant to the New Jersey Public Relations Commission Docket #R0-85-90, as the exclusive representative for the purpose of collective bargaining negotiations for all police record clerks and clerical employees of the Township of Deptford.

This Agreement shall exclude all supervisors, managerial executives, confidential employees and all other additional exempt classifications that may potentially be created during the life of this Agreement, as well as other recognized collective bargaining units of the Township of Deptford.

### ARTICLE 2                      EMBODIMENT OF AGREEMENT

This document constitutes the sole and complete Agreement between the parties, and embodies all of the terms and conditions governing the employment of employees in the Unit.

The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject, without prejudice, which is (or may be) subject to collective bargaining.

### ARTICLE 3                      SEVERABILITY

In the event that any provision of this Agreement between the parties shall be held by operation of law and/or by a court or administrative agency of competent and final jurisdiction to be invalid or unenforceable, the remainder of the provisions of such Agreement shall not be affected thereby but shall be continued in full force and effect. It is further agreed that in the event any provision is finally declared to be invalid or unenforceable, the parties shall meet within thirty (30) days of written notice, by either party to the other, to negotiate concerning the modification or revision of such provision.

ARTICLE 4                      MANAGEMENT RIGHTS

Section 1

It is recognized that the management of the Township, the control of its properties and the maintenance of order and efficiency, is a right and responsibility of the Township of Deptford. Accordingly, the Township of Deptford retains the rights, including but not limited, to select and direct the working forces, including the right to hire, suspend, demote or discharge for just cause, assign, promote, or transfer, to determine the amount of overtime to be worked, to relieve employees from duty because of lack of work or for other legitimate reasons; decide the number and location of its facilities, stations, etc., determine the work to be performed within the unit maintenance and repair, amount of supervision necessary, machinery, tool equipment, methods, schedules of work, together with selection, procurement, designing, engineering and control of equipment and materials; purchase of services of others, contract or otherwise, except as they may be otherwise specifically limited in this Agreement, and to make reasonable and binding rules which shall not be inconsistent with this Agreement and State Law.

Section 2

The Township may suspend, discharge or demote an employee for sufficiently and reasonable cause, but the employee or his representative shall, upon request, be entitled to an appeal and hearing, at which the reason for such action that has been taken shall be given.

Section 3

Nothing contained herein shall be construed to deny or restrict the Township of its rights, responsibilities and authority pursuant to N.J.S.A. 40A:1 et. seq., or any other nation, state, county, or local laws.

Section 4

Nothing contained herein shall be construed to deny or restrict the rights granted the employees pursuant to N.J.S.A. 34: 13A-5.3, but under no circumstances shall such statute be deemed to require binding arbitration between the parties hereto.

ARTICLE 5                      LOYALTY-EFFICIENCY-NO DISCRIMINATION

Section 1

Employees of the Township agree that they will perform loyal and efficient work and service, that they will use their influence and best endeavors to protect the property of the Township and its interest; that they will cooperate with the Township in promoting and advancing the welfare and prosperity of same at all times.

Section 2

The provisions of this Agreement shall be applied equally to all employees without discrimination as to age, sex, marital status, race, color, creed, national origin, political affiliation or union affiliation. Both the Township and the Union shall bear the responsibility for complying with this provision of this Agreement.

Section 3

All references to employees in this Agreement designate both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.

Section 4

The Township agrees not to interfere with the rights of employees to become members of the Union. There shall be no discrimination, interference, restraint or coercion by the Township or any Township representative, against any employee because of union membership or because of any employee activity permissible under the New Jersey Employer-Employee Relations Act of 1968, as amended, or this Agreement.

Section 5

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.

ARTICLE 6                      NO STRIKE OR LOCKOUT

Section 1

The Union covenants and agrees that during the term of this Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support any strike (e.g., the concerted failure to report for duty or willful absence of any employees from their positions 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, walkout, or other job action against the Township. The Union agrees that such action would constitute a material break of this Agreement.

Section 2

In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participation in any such activity by any employee covered under the terms of this Agreement shall be deemed grounds for termination of employment of such employee or employees, subject, however, to the application of the grievance procedure contained in this Agreement.

Section 3

The Union will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walk-out or other job action against the Township.

Section 4

The Township agrees that it will not engage in a lockout or other similar action because of any proposed changes in the Agreement or disputes over matters relating to this Agreement.

ARTICLE 7                      MAINTENANCE OF STANDARDS

Section 1

With respect to matters not covered by this Agreement, the Township will not seek to diminish or impair during the term of this Agreement, any benefit or privilege provided by law, rule or regulation for employees without prior notice to the Union and, when appropriate, without negotiation with the Union, provided, however, that this Agreement shall be construed consistent with the free exercise of rights reserved to the Township by the Management Rights Clause of this Agreement.

Section 2

Employees shall retain all civil rights under New Jersey and Federal Law.

ARTICLE 8                      SHOP STEWARDS

The Township recognizes the right of the Union to designate shop stewards and alternates from the Employer's seniority list. The authority of shop stewards and alternates so designated by the Union shall be limited to and shall not exceed the following duties and activities:

1. The investigation and presentation of grievances to the Township or the Township designated representative in accordance with the provisions of the Collective Bargaining 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 have

been reduced to writing; or if not reduced to writing, are of a routine nature and do not involve work stoppages, slow downs or any other interference with the Township's business.

Shop Stewards and alternates have no authority to take strike action or any other action interrupting the Township's business, except as authorized by official action of the Union. The Township recognizes these limitations upon the authority of shop stewards and their alternates and shall not hold the Union liable for any unauthorized acts. The Township in so recognizing such limitations, shall have the authority to impose proper discipline, including discharge, in the event the shop steward has taken unauthorized strike action, slow-downs or work stoppage in violation of this Agreement. However, before imposing any such action, the Township must prove that the Shop Steward has taken any such action in violation of this provision.

#### ARTICLE 9 ACCESS TO PREMISES

Authorized agents of the Union ("Union Official") shall have access to the Township premises at any time during working hours for the purpose of adjusting disputes, investigating working conditions, collection of dues and ascertaining that the Agreement is being adhered to.

Access of said Union Official shall be subject to reasonable time and place limitations, and shall in no case interfere with or impede Township business activities being conducted on or around municipally-owned facilities.

#### ARTICLE 10 ORDERS AND DECISIONS NOT TO BE MADE

Shop Stewards or alternates shall not give orders to employees nor countermand orders of management. Further, they shall not be the sole judge in determining whether there are unsafe conditions existing. However, the Business Agent shall have the right to investigate and determine, along with management, disputes regarding unsafe conditions.

#### ARTICLE 11 INVESTIGATION OF GRIEVANCES BY SHOP STEWARDS

Shop Stewards shall, upon notice to the Department Head, be permitted to investigate, present and process grievances on the property of the Township without loss of time or pay. Such time spent in handling grievances shall not be considered working hours in computing daily and/or weekly overtime.

#### ARTICLE 12 AGENCY SHOP - CHECK OFF OF DUES

The Township, upon being authorized voluntarily and in writing by an employee subject to this



Agreement, shall deduct from compensation paid to the employee dues for Union membership in compliance with NJSA 52:14-15.9(e), as amended.

A check-off shall commence for each employee who signs a properly dated authorization card, supplied by the Union, during the month following the filing of such card with the Department of Finance and Administration of the Township.

In addition, the Township agrees to deduct from compensation paid to employees subject to this Agreement, but not members of the Union, a representation fee in lieu of dues for services rendered by the majority representative in an amount equal to eighty-five (85%) percent of the regular Union membership dues, fees and assessments as certified to the Township. The Union may revise its certification of the amount of the representation fee upon thirty (30) days' notice reflecting changes in the regular union membership dues, fees and assessments.

The Union's entitlement to the representation fee shall continue beyond the termination date of this Agreement so long as the Union remains the majority representative of the employees covered by this Agreement.

Deductions for membership dues will be made from the first payroll period of each month and shall be applicable to the dues for that month only. All deductions of Union membership dues shall be paid to the designated local Union Treasurer.

Any employee covered by this Agreement may withdraw his written authorization for deduction of dues at any time by filing of a notice of such withdrawal with the Department of Finance and the deduction authorization cannot be effected for a period of three (3) months.

The Union shall indemnify, defend and save the Township harmless against any and all claims, demands, suits or forms of liability that shall arise out of or by reason of any action taken in making deductions and remitting same to the Union.

#### ARTICLE 13 \_\_\_\_\_ CONFLICTING REGULATIONS

Any specific or general provision of this Agreement notwithstanding, wherever a provision of this contract is determined to be in conflict with the Civil Service Law, of the State of New Jersey or with rules, regulations or procedures thereunder the Civil Service laws, regulations, rules and procedures shall be controlling, subject to review by normal grievance or judicial process.

ARTICLE 14                      GRIEVANCE PROCEDURE AND ARBITRATION

Section 1

The purpose of this Article is to provide an orderly settlement of any grievance, as herein defined. The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of policies or administrative decisions affecting terms and conditions of employment or of the express terms of this Agreement, and may be raised by an individual unit employee, a group or unit of employees, or the Union, at the request of any such individual or group. Disputes concerning terms and conditions of employment set by statute or administrative regulation, incorporated by reference in this Agreement either expressly or by operation of law, shall not be processed beyond Step One herein.

A grievance shall be filed in writing within five (5) working days of its alleged occurrence and be processed in accordance with the following steps:

STEP ONE

Between the aggrieved employee, with or without his Steward, and his Supervisor. If no satisfactory Agreement is reached within three (3) working days, the Union may submit the grievance, in writing, to the second step within five (5) working days from the verbal answer.

STEP TWO

A meeting between the aggrieved employee with the steward and the employee's immediate supervisor shall be held within ten (10) working days following the day the written grievance was filed. If no satisfactory Agreement is reached within three (3) working days after the meeting, or after the expiration of the foregoing ten (10) working day period, then

STEP THREE

A meeting between the aggrieved employee, with the Steward, and the Department Head scheduled by the Department Head within ten (10) working days following the day the Step Two meeting is held, after the meeting or after the expiration of the foregoing ten (10) working day period, then

STEP FOUR

A meeting between a Business Agent of the Union with the Steward in conference with the Township Manager or his designated representative(s) at a time to be fixed by mutual Agreement between Township Manager or his designated representative and the Business

Agent of the Union. Should no acceptable Agreement be reached within an additional ten (10) working days, then the matter may be referred to arbitration by the Township or the Union only. Either the Union or the Township may have witnesses whose testimony is relevant at Step Four meeting. A witness attendance will be limited, however, to the time required to present his testimony.

### Section 2 Arbitration

- A. If the grievance is not settled in the foregoing steps, then either party may, with written notice to the other, within thirty (30) working days after the answer to Step Four, submit said grievance to arbitration. The arbitrator shall be selected as follows:
  1. The Union or the Township only shall request of the American Arbitration Association a list of five (5) impartial arbitrators.
  2. When the list is received the Union shall strike two (2) names from the list and the Township shall then strike two (2) names. The person remaining shall be the arbitrator.
- B. The Arbitrator shall not have authority to add to, subtract from, modify, change or alter any of the provisions of this Agreement. The Arbitrator shall set forth his findings and award within thirty (30) days after the closing of the arbitration hearing. The arbitrator's findings and award shall be in writing and shall be final and binding on the parties. Each party shall bear the expenses of its representatives and witnesses. The fees and expenses of the Arbitrator shall be borne equally by the parties.
- C. If a grievance is not appealed by the Union from one step to the next step or to arbitration within the time limits specified for each step, or as mutually extended, the grievance shall be considered settled on the basis of the last decision of the Township and shall not be eligible for further appeal.
- D. Nothing herein shall be construed to deny any individual employee his rights under Civil Service laws or regulations. In the event the aggrieved elects to pursue current Civil Service rules for a remedy to his grievance, then no recourse to arbitration will be available and his grievance will be withdrawn.
- E. In the event the Union decides not to request arbitration on behalf of the aggrieved employee, said employee can exercise his right to go to arbitration without approval from the Union and the Union will thereafter have no responsibility for such arbitration or the cost thereof.

If the employee proceeds to arbitration, he shall be responsible for all arbitration costs incurred by both parties.

## ARTICLE 15 SENIORITY

### Section 1

Seniority is defined to mean an accumulated length of continuous service with the Township, computed from the last date of hire.

### Section 2

An employee's length of service shall not be reduced by time lost due to absence for bona fide illness or injury certified by a physician or approved leave of absence.

### Section 3

Seniority shall be lost and employment terminated if any of the following occur:

1. Discharge with cause;
2. Resignation;
3. Failure to return promptly upon expiration of authorized leave;
4. Absence for five (5) consecutive working days without leave or notice;
5. Engaging in any other employment during a period of leave; and
6. Violation of Civil Service Rules and Regulations.

### Section 4

If the Township establishes different starting times for employees in the same job classification, the senior person, if qualified in the classification, shall have the choice.

### Section 5

Employees shall have five (5) calendar days' notice of a shift change, except where any emergency necessitates a shift change within a shorter period of time.

### Section 6

Once each year, during the month of January, the Township shall compile and submit to the Union in writing, and then post in a conspicuous place, a seniority list or lists from the regular payroll records. Any employee hired after said posting shall have their names added to this list in order of date of hire and the Union shall be notified of such additions.

Section 7

After an employee has completed his probationary period, the employee shall gain seniority status and his seniority on the seniority list shall revert to the first day of his probationary period.

Section 8

Inability to perform work because of proven illness or injury shall not result in the loss of seniority rights.

Section 9                    Working Test Period

A. Regular Employee

All newly hired Regular Appointment employees shall be subject to a three (3) month working test period as defined by Civil Service, New Jersey Administrative Code, Title 4, Subchapter 13. The working test period is defined as the time period provided to evaluate the employee's work performance and conduct in order to determine whether or not the employee merits permanent employment status. During the working test period, the employee shall be employed on a "trial basis" and may be terminated without recourse. Upon successful completion of the working test period and certification by the Township, seniority status shall be determined by using the employee's date of hire.

B. Provisional Employee

Any provisional employee appointed by the Township pending regular appointment from a Civil Service certified employment list shall be subject to a three (3) month working test period to evaluate the employee's work performance and conduct determines whether or not the employee merits continued employment with the Township. During the working test period, the employee shall be employed on a "trial basis" and may be terminated without recourse. Upon successful completion of the working test period, the employee's seniority status only shall then be determined by using the employee's date of hire. A provisional employee shall not be entitled to Permanent Employment status defined as an employee who has attained tenure and rights resulting from Regular Appointment and successful completion of the working test period. All newly hired full-time employees shall not be entitled to health benefit provisions of the Township during the first three (3) months of employment and successful completion of a working test period as defined in this Article.

ARTICLE 16                    PROMOTIONS AND PROMOTIONAL PAY

Subject to the approval of the Township Manager or his designee, an employee, when he is promoted

so as to assume additional responsibilities or duties, from one classification or title to another having a higher salary grade level range, then his salary shall be increased to the minimum step of the higher classification or nearest step plus one additional step on the salary grade level.

The Township Manager or his designee shall determine what a promotion is and whether the employee is entitled to the "Promotional Pay" provided for above. The Township Manager shall base his determination upon the increased responsibilities and complexities of the additional duties. Neither an increase in the volume of the same type of work now being performed nor length of service in a classification will be considered as a basis for promotion.

Furthermore, a change in job classification, per se, is not necessarily a promotion.

## ARTICLE 17                      TEMPORARY ASSIGNMENTS

### Section 1

An employee temporarily assigned to a classification having a higher grade level compensation shall be compensated at the higher classification as follows:

- A. An employee who is at the minimum step of the lower classification shall be compensated at the minimum step of the higher classification.
- B. An employee temporarily assigned to perform the duties of an employee holding a higher classification shall be compensated at the same step of the higher classification. In no case shall the employee be compensated at a step higher than the step held by the employee holding the higher classification.
- C. Temporary assignments shall be defined as a time period in excess of three (3) days or more, if the employee works five (5) consecutive days it shall be retroactive to the first (1<sup>st</sup>) day, authorized by the employee's Department Head and approved by the Township Manager.
- D. Temporary assignments shall be paid at one dollar (\$1.00) per hour over the employee's regular rate of pay, starting the second (2<sup>nd</sup>) day.

### Section 2

An employee temporarily assigned to a job paying lower scale of wages than his own shall suffer no reduction in said scale of wages, during such temporary assignments. The temporary assignment pay provided for above shall not apply when employees are assigned to jobs having a higher rate of pay

for training purposes.

ARTICLE 18 PROMOTIONS AND TRANSFERS

Section 1

All job openings or vacancies shall immediately be posted by the Township on the employee's bulletin board for a period of seven (7) consecutive calendar days. At the end of that period, the position shall be awarded and become effective on the Monday of the week following the conclusion of the posting period. Any employee wishing to bid for the opening or vacant position shall do so in writing and submit same to the Township Manager.

Section 2

All openings or vacancies shall be filled according to seniority. An employee selected and qualified to fill the position shall have a sixty (60) day qualification period, if at the end or during the qualification period the Township Manager feels that the employee is not qualified, he may fill the position from any other source at his discretion. The employee if disqualified or who voluntarily gives up the promotion or transfers shall be allowed to resume his/her former position without a penalty. All new hiring and promotions shall be made pursuant to Civil Service Rules and Regulations.

ARTICLE 19 TRANSFERS

Transfers can be made from one position to another in the same job title in another organizational unit. Transfers will be made with the approval of the Township Manager, based on the recommendation of the Department Head wherein the employee resides.

ARTICLE 20 CAUSE FOR DISMISSAL OR SUSPENSION

No employee may be dismissed or suspended without just cause. Nothing shall prohibit the Union from investigating any dismissal or suspension and resorting to the grievance procedure provided in this Agreement. The Business Agent shall be notified of the action taken, or to be initiated by the Township, involving dismissal or suspension of an employee covered by this Agreement.

Dismissal and suspension shall be governed by Civil Service Rules and Regulations promulgated hereunder and the Code of the Township of Deptford and Rules and Regulations adopted thereunder. Except when an emergency prevents it, grievances concerning dismissal or suspension shall be advanced over all matters pending for grievance hearings and shall be heard promptly.

Any employee dismissed or suspended shall be entitled to the provisions of Article 14 entitled "Grievance Procedure and Arbitration." Examples where dismissal without first discussing the

matter with the Business Agent shall apply include:

1. Calling or participating in any unauthorized strike, work stoppage or walkout.
2. Drunkenness, proven during working hours or being under the influence of alcohol during working hours.
3. Proven theft or dishonesty.
4. Unprovoked assault on his Employer or his Employer's representative during working hours or upon another employee.
5. Illegal use of dangerous controlled substances.

## ARTICLE 21 HOURS AND WORKING CONDITIONS

### Section 1

As far as practicable, non-rotating employees shall normally work five (5) consecutive days, Monday through Friday. It is understood and mutually agreed that because of the operating need of various Township departments, other schedules of work weeks are also necessary outside of the normal work week defined above, and the Township shall not be limited in determining such schedules.

- A. The work schedule for employees covered by this Agreement shall consist of 35 hours per week in accordance with schedules as prepared by the Township Manager or his designee. The Township Manager or his designee may arrange reasonable hours for his employees so that employees covered by this Agreement shall be available to the public at all times.
- B. Employees shall receive a break period of ten (10) minutes in the morning and ten (10) minutes in the afternoon so long as the employees' positions are covered.
- C. Employees required to work in excess of two (2) hours overtime in any one (1) day shall be afforded a fifteen (15) minute break period on Township time. Any bargaining unit employee required to work in excess of twelve (12) hours in any one (1) day shall be entitled to an additional twenty (20) minute break on Township time.
- D. All time worked shall be paid for when worked. The employee may request payment or compensatory time.

## ARTICLE 22 OVERTIME

### Section 1

Overtime is defined as any time worked beyond seven (7) hours per day, per the work schedule assigned, or thirty-five (35) hours per week. Overtime shall only be granted when the employee is



authorized to work by a Supervisor and approved by the Township Manager or his designee.

### Section 2

Payment of overtime for work authorized and performed as defined in Section 1 of this Article shall be paid as governed by any of the following conditions:

- A. One and one half (1 1/2) the employee's regular base rate of pay for work authorized and performed beyond the normal, scheduled workday or weekly work schedule as set forth in Article 21 entitled "Hours and Working Conditions".
- B. Double time the employee's regular base rate of pay for work authorized and performed for having worked consecutively in excess of two (2) workday periods.
- C. One and one half (1 1/2) the employee's regular base rate of pay for work authorized and performed on a scheduled holiday in addition to the holiday pay as set forth in Article 24 entitled "Holidays".
- D. Overtime work shall be distributed as equally as possible among employees within the same classification.
- E. Overtime shall be paid currently.
- F. If an employee is called back to duty, he/she shall be guaranteed two (2) hours work, at the discretion of the Supervisor, may be released early or work the full two (2) hours.

### Section 3

All overtime must be approved by the Township Manager in writing.

- A. Any employee who is requested by the Township to work overtime and refuses to do so by either failing to report to work or refusing to stay on the job for the required number of hours directed, unless absent due to a valid medical or other authorized reasons, shall at the discretion of management be struck from the overtime rotation list.
- B. Notwithstanding the aforesaid provisions, the Township reserves its rights in accordance with Civil Service Rules and Regulations, to compel any employee to do overtime work and to require that employee to stay on the job for the number of hours directed absent a valid

medical or other authorized reason. The Township further reserves its right to initiate any and all disciplinary action against any employee who fails to report or stay at work as directed.

- C. Whenever an employee shall be more than fifteen (15) minutes late for work on any given day without appropriate reason, the Department Head or his designee, at his discretion, in the event that the employee cannot be fit into the day's work schedule, shall send that employee home for the day. Any employee instructed not to work under this provision shall not be paid for that day.
- D. No employee's work day or work week shall be altered or reduced as a result of his having worked overtime. There shall be no pyramiding of overtime hours. To the extent practical, overtime shall be equally distributed to all employees covered by this Agreement.

ARTICLE 23                      HOLIDAYS AND PERSONAL LEAVE DAYS

Section 1

- A. The legal paid holidays which are recognized for the purpose of this Agreement are as follows:

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

- B. When an employee is called upon to work on such designated holiday, he shall be paid, in addition to his regular straight time, one and one half (1 1/2) times his regular rate of pay for all hours worked on such holiday.
- C. Holiday pay shall not be allowed to an employee unless he is working during the week in which the holiday falls, and is on the job and available for work his last full scheduled workday before and his first full scheduled workday after the holiday even though in different work weeks, except in case of proven illness or injury substantiated by a medical certificate.
- D. Should a designated holiday be observed on one of the employee's regularly scheduled basic work days within his normal working period while he is on vacation, said holiday shall not be counted as a vacation day.

- E. Holidays which fall on a Saturday shall be celebrated on the preceding Friday; and holidays which fall on a Sunday shall be celebrated on the following Monday.
- F. Holiday pay shall apply to all regular, provisional, and permanent part-time employees, but shall not apply to employees holding temporary, emergency or seasonal positions.
- G. These provisions apply only to the above listed holidays.

## Section 2 - Personal Leave Days

- A. The Township shall grant four (3) personal leave days, annually for each employee, subject to the following conditions:

Personal leave days shall be granted by the Township upon five (5) days prior written request of the employee submitted to the Director of his Department, or his designee. Said request shall be granted, at the discretion of the Department's Director, or his designee, so long as the employee's absence can be granted without interference with the proper conduct of the Department. In the event that special, extraordinary circumstances exist, the five (5) day written notice provisions hereof may be waived at the discretion of the Department Head or his designee. Personal leave days shall not accumulate. If an emergency requires the calling into work of an employee from a scheduled and approved personal leave day, or if the employee voluntarily makes himself available for work during an emergency on a scheduled and approved personal leave day, then in that event, his personal leave day shall be rescheduled.

- B. Personal leave days are administered in the following manner:

1. Anyone on the payroll between January 1, and April 30, will earn one day;
2. Continued employment May 1 through August 31, will earn an additional day;
3. Continued employment September 1 through December 31, will earn another day.

Notwithstanding the above, any personal day allowed but not earned under the four-month criteria will be deducted from the employee's final paycheck. If an employee is suspended without pay for the entirety of any of the time periods as described above, personal leave days shall not be earned during that time period.

- C. The above applies to new employees, except that they may not use these earned days until the completion of initial ninety (90) days employment with the Township. In the event that special extraordinary circumstances exist, the employee may use said personal days prior to the completion of said ninety (90) day employment period upon approval of the Division Head or his designee. Should an employee be unable to take time off because of the ninety (90) day provision, said eligible time will be allowed to be carried over to the succeeding year.

- D. Personal day requests shall be in writing and must contain reasons for such leave. Temporary employees and part-time employees are not eligible for this benefit.

ARTICLE 24                      VACATIONS

Section 1

Employees shall receive the following annual leave for vacation purposes with pay in and for each calendar year, except as otherwise herein provided:

A. Bargaining unit employees shall be entitle to annual vacation leave with pay in accordance with the Township policy:

Completion of 1st year through 4	12 days
Completion of 5th year through 6	15 days
Completion of 7th year through 19 or more	20 days

\*Clerical employees in the Police Department hired prior to 1/1/1988 shall be entitled to twenty-eight (28) vacation days at the start of their twenty-fifth (25th) year of service. Subsequent years, one (1) day added for each year of service up to a maximum of thirty (30) days

B. Vacation days accrue through the year in accordance with New Jersey law and the terms of this Article.

C. A maximum of five (5) days' vacation may be carried over into the following year without approval of the Township Manager or his designated representative(s)

D. No more than two (2) weeks' vacation may be utilized in succession.

E. An annual vacation schedule shall be prepared by the Township Manager or his designated representative(s)

F. An employee who terminates his employment with the Township or whose employment is terminated by the Township, shall be entitled to vacation time and/or vacation pay earned as of the date of termination. This time shall be prorated for the last year of employment.

G. Personal days shall not be accumulative. Personal days not used will not be paid for or carried over to the subsequent year.

H. All vacation not used and accumulated in accordance with the terms of this Article will be paid at the time of retirement or otherwise leaving employment.

## Section 2

Where in any calendar year the vacation or any part thereof is not granted and taken by reason of pressure of the Township's business, as determined and approved by the Township Manager or his designee, such vacation periods or parts thereof not granted shall accumulate and shall be granted and may be taken during the next succeeding year only.

## Section 3

An employee's rate of vacation pay shall be based on the employee's regular rate of pay.

## Section 4

All vacations shall be granted, so far as practicable, in accordance with the desires of the employee. Employees shall submit vacation requests at least one (1) month in advance. Preference for vacation time shall be given in order of seniority.

## Section 5

Vacation pay will be granted to employees terminating their employment in accordance with the terms of this Agreement. The number of vacation days to be granted will be the proportional number as accrued and earned during the year of termination.

## Section 6

An employee who commences employment during the first fifteen (15) days of the month, shall be credited with having worked a full month for the purposes of vacation computation. An employee who commences employment on the sixteenth (16th) day of the month or thereafter shall not be credited with working said month for the purpose of vacation computation.

## Section 7

The above applies to new employees, except that they may not use these earned days until the completion of initial ninety (90) days employment with the Township. In the event that special extraordinary circumstances exist, the employee may use earned and accrued days prior to the completion of said ninety (90) day employment upon approval of the Division Head or his designee. Should an employee be unable to take time off because of the ninety (90) day provision, said eligible time will be allowed to be carried over to the succeeding year only.

Section 8

All earned unused vacation that has accrued in accordance with the terms of this Agreement, which was not used at the time of retirement, retirement date due to disability or death, or termination of employment except for discharge for just cause, shall be paid to the employee or his next of kin on the retirement, disability retirement or death or termination of the employee. In the event an employee has used vacation which was not earned at the time of resignation or termination or death or retirement, the Township shall be reimbursed for paid unearned vacation day.

ARTICLE 25 LAYOFFS

Layoffs shall follow Civil Service Procedures.

ARTICLE 26 ON-CALL COMPENSATION MUNICIPAL COURT

On-call duty applies to municipal court employees who conduct on-call services for the purpose of Court business only after business hours, weekends, holidays or emergency closures. An employee conducts his on-call duty for a week-long period of time including Saturday and Sunday of their designated on-call week. It is the court employee's responsibility to take/make calls to/from the Township issued cell phone only while conducting on-call duty. An employee will not be compensated for court related calls made to/from any other phone other than the Township issued cell phone while conducting on-call duty. In the event that the Township issued cell phone ceases to function properly, the court employee shall immediately inform his supervisor. Emergency exceptions may arise and will be dealt with on an as needed basis via the court administrator and or township manager.

Court employees are compensated for on-call duty with an hour for hour rate for calls Monday through Friday, time and a half for calls on a Saturday and double time for calls on a Sunday.

Should any problems arise with the on call cell phone, the court administrator will be notified within 24 hours.

A log book/sheet must be kept by each on call individual for their corresponding week. This log shall include the date, time, officer calling/badge number, name of the defendant, reason for the call, and action taken by the on-call clerk. This log will be kept in a binder in the administrator's office as well as submitted each week with their time card.

ARTICLE 27                      SICK LEAVE

Section 1

As used in this section, the term "sick leave" means paid leave that may be granted to each full-time classified and full-time unclassified Township employee who, through sickness or injury, becomes incapacitated to a degree that makes it impossible for him to perform the duties of his position or who is quarantined by a physician because he has been exposed to a contagious disease. Part-time permanent employees are eligible for sick leave on a prorated basis.

Section 2

A certificate from the Township Physician or the employee's own physician may be required as sufficient proof of the need for sick leave. In case of sick leave due to a contagious disease or exposure to the same, a certificate from the Township Department of Health may be required. All other requests for sick leave and certificates required thereunder shall be in accordance with 47B-39.

Section 3

Full-time employees shall accumulate sick leave on the basis of fifteen (15) days of sick leave per year. In the first year of employment, employees shall be entitled to one (1) day of sick leave for each month of employment. In the last year of employment sick days shall be prorated at the rate of 1 ¼ days per month.

Section 4

Accumulated sick leave may be used by an employee for personal illness, illness to his immediate family which requires his attendance upon the ill person, death in the immediate family, quarantine restrictions, pregnancy, or disabling injuries. The term "immediate family" for the purposes of this subsection shall mean and refer only to the employee's spouse, child, parent, brother or sister, grandparents, and the spouse's parents and grandparents.



**Section 5**

The Township Manager may schedule medical examinations for all Township employees annually, or more frequently if required.

**ARTICLE 28 SICK LEAVE FOR INJURY IN LINE OF DUTY**

Sick leave for injury in the line of duty shall follow Worker's Compensation Laws.

**ARTICLE 29 PAYMENT FOR ACCUMULATED SICK LEAVE**

**Section 1**

Full time employees covered by this Agreement having documented, accumulated sick leave from their date of hire through December 31, 1985, shall have said sick leave frozen. The employee, upon retirement or separation from employment with the Township in "good standing" shall be paid sixty-five percent (65%) of said documented accumulated sick leave.

**Section 2**

Effective January 1, 1986 and subsequent years, fifty (50%) percent of accrued sick leave earned in accordance with Article 28 of this Agreement, not used, shall be paid to the employee in the last payroll period of the calendar-fiscal year of the Township. The remaining fifty (50%) percent of accrued, unused, sick leave shall be banked.

Employees covered by this Agreement shall have the option to bank all earned, unused sick leave for extended, legitimate illness. The employee shall, on or before December 1st of each calendar, fiscal year, notify the Department of Finance and Administration of the option to be exercised.

**Section 3**

Accrued sick leave earned but not used after January 1, 1986, and subsequent years, shall be capped at a maximum of \$5,000.00 upon separation or retirement from the Township in good standing.

**Section 4**

Employees covered by this Agreement shall first use accumulated, earned sick leave FROZEN and BANKED as per the provisions of Section 1 of this Article before being eligible to use accrued, earned sick leave BANKED in accordance with Section 2 of this Article.

**Section 5**

Employees covered by this Agreement terminated for cause shall not be entitled to the provisions of this Article.

### ARTICLE 30 MILITARY LEAVE

Leave shall be consistent with current laws under The Uniformed Services Employment and Reemployment Rights Act ("USERRA"), 38 U.S.C. 4301, et seq.

### ARTICLE 31 LEAVES OF ABSENCE

#### Section 1 Personal Leave

- A. Any permanent employee desiring leave without pay for personal reasons shall make a request in writing to the Director of the Department in which he is employed, not less than two (2) weeks in advance of the date for which such leave is desired, except in the event of an emergency, stating the reasons for the leave and the time requested. Leaves may be granted or denied at the discretion of the Township Manager, who shall review all recommendations for leaves of absence as submitted by the Department Head.
- B. Employees may not be gainfully employed during the period of such leave. Falsification of the reason for leave, or failure to return promptly at the expiration of the leave, shall be considered reason for summary discharge. Leaves shall be granted or denied in writing.

#### Section 2 Maternity Leave

- A. With Pay - Permanent employees shall be entitled to utilize any accumulated sick leave during the time prior to the expected date of childbirth and for one (1) month thereafter upon presentation of a doctor's certification and approval by the Department Head and Township Manager. The Township may consider granting, in extenuating circumstances, additional use of sick leave not to exceed two (2) months, upon presentation of a doctor's statement setting forth the necessity therefore. Employees who have accumulated vacation leave and sick leave may use such time for maternity purposes.
- B. Without Pay - Permanent employees who have no earned or accumulated vacation leave, sick leave may be granted a leave of absence for maternity purposes prior to the expected date of childbirth and for one (1) month thereafter upon presentation of a doctor's certification. Leaves may be granted or denied at the discretion of the Township Manager, who shall review all recommendations for leaves of absence as submitted by the Department Head.

Therefore, the leave of absence would require a certification from the employee's physician as to the length of time the employee is required to be on said leave of absence without pay, which in no case will be granted for more than a one-month period after the expected date of childbirth. In extenuating circumstances, additional leave of absence without pay not to exceed two (2) months may be granted upon presentation of a doctor's statement setting forth the necessity therefore.

- C. Employees may not be gainfully employed during the period of such leave. Falsification of the reason for leave, or failure to return promptly at the expiration of a leave shall be considered reason for summary discharge. Leaves shall be granted or denied in writing.
- D. Notwithstanding the provisions of this Article, the Township will comply with Federal and State requirements.

### Section 3 Family Medical Leave Act

Eligible employees, as defined under the Family Medical Leave Act ("FMLA"), may also request a leave of absence for a serious health condition or a family member's serious health condition, consistent with the terms of the FMLA. An employee requesting leave must complete a Certification of Health Care Provider for Employee's Serious Health Condition or a Certification of Health Care Provider for Family Member's Serious Health Condition, whichever is applicable. Employee may obtain the applicable certification form from the Township.

## ARTICLE 32 REQUESTS FOR LEAVE

A request for any type of leave shall be made on a form prescribed by the Township Manager. Such request, whenever possible, shall be made far enough in advance to permit approval and, at the same time, permit coverage for the particular employment so that municipal services shall not suffer. In the case of sick leave, the employee shall notify his department head immediately within the first hour of the shift if he is unable to report for work. When an employee is absent from work because of illness for more than three (3) days, the Department Head shall require the employee to submit a certificate from his physician relating to his illness.

The Township Manager, in his discretion, may require the employee to submit a certificate for absences of two (2) or three (3) days. In a case of illness of a chronic or recurring nature causing an employee's periodic or repeated absence of one (1) day or less, the Township Manager may require one (1) medical certificate for every six-month period.

ARTICLE 33                      JURY DUTY

A regular employee who loses time from his job because of jury duty, as certified by the Clerk of the Court, shall be paid by the Township the difference between his job rate for seven (7) hours and the daily jury fee, subject to the following conditions:

- A.      When jury service is completed prior to 1:00 p.m., the employee is required to telephone the Township and report to work if requested.
  
- B.      Time lost for jury service will not be considered time worked for purposes of computing overtime.
  
- C.      The employee must notify his supervisor immediately upon receipt of any communication regarding jury service.
  
- D.      No reimbursement of wages will be made for jury services during holidays or vacations.
  
- E.      At the management's request, adequate proof must be presented of time served on a jury and the amount received for such services.
  
- F.      An employee who voluntarily seeks jury duty in any manner whatsoever shall not be eligible for payments from the Township.

ARTICLE 34                      BEREAVEMENT LEAVE

Section 1

All full-time employees shall be entitled to five (5) work days off with full pay in the event of each death in the immediate family. The "immediate family" shall mean father, mother, wife, husband, child, brother, sister, stepmother, stepfather, stepsister, stepbrother and stepchildren or any member of the employee's immediate household. All employees shall be entitled to three (3) days off with full pay in the event of each death of grandparents, grandchildren, nephews, nieces, uncles, aunts, father-in-law, mother-in-law, brother-in-law, or sister-in-law. Bereavement leave is granted for the express purpose of attending and/or participating in funeral services.

Section 2

All part-time employees shall be entitled to bereavement leave on a pro-rata basis, based on their normal schedule of hours.

ARTICLE 35                      TIME TO ATTEND MEETINGS

Members of the bargaining unit, who, by mutual Agreement between Teamsters Local Union No. 676 and the Township of Deptford, participate during working hours in conferences and meetings with the Township which involve or derive from its collective bargaining Agreement, shall suffer thereby no loss of pay. Members of the bargaining unit shall be allowed fifteen (15) minutes prior to and fifteen (15) minutes after the conference is over as excused time from their work assignment. Members of the bargaining unit shall give their supervisor reasonable notice in advance of their desire to attend such meetings. It is understood, however, that, except for the foregoing, nothing shall be done which shall interfere with the work of any Township employee and/or department. Vacation days will be rescheduled if they coincide with Township-authorized meetings. The Union agrees to take all steps necessary to insure that this time is within reasonable limits. Excused time to attend meetings as set forth above shall not be construed as work time utilized and shall not be included for the purposes of computing overtime.

ARTICLE 36

HEALTH BENEFITS

Section 1

The Township agrees to provide each employee with health and prescription insurance coverage with participation in or equal to the State Health. The payment for this coverage shall be in accordance with New Jersey law. New employees shall be covered after ninety (90) days after successful completion of their working test period.

The Township agrees to provide each employee with health and prescription insurance coverage with participating in or equal to the State Health benefits Plan. Employees are subject to contributions for health benefits in accordance with the Public Law 2011 Chapter 78, which allows for the medical contributions to be deducted from the employees' paychecks pre-tax. The Section 125 Plan is also available to pay for deductibles and other health care costs incurred in accordance with IRS Regulations.

An employee can opt out of the Township health plan with proof the employee is covered by his or her spouse's health plan. If the employee opts out of the Township health plan, ("Waiver"), such Waivers are limited to 25% or \$3,000, whichever is less, of the amount saved for employees with single coverage; 25% or \$4,000, whichever is less, of the amount saved for employees with single plus one dependent coverage; and 25% or \$5,000, whichever is less, of the amount saved for employees with family coverage. The amount saved is the premium less the amount that the employee would be contributing if they were receiving the health insurance. Waivers will not be grants to employees covered under another SHBP and the employee must provide proof of insurance. If an employee waives the benefit and loses coverage, the employee can be reinstated into the SHBP at the phase-in period appropriate for their date of hire.

Section 2

Retirees' Medical/Dental/Optical Benefits (health coverage):

The Parties acknowledge that retired employees covered under this contract who become Medicare-eligible shall be solely and exclusively responsible for any premiums associated with Medicare at the time that the employee in question reaches the age of 65. The Parties also acknowledge that once retired employees covered under this contract become Medicare-eligible, the Township shall only be responsible for covering the cost of supplemental insurance coverage through the State of New Jersey's plan at the time retirement.

Supplemental insurance coverage is defined as extra or additional indemnity coverage that will cover any medical services, prescriptions, out-of-pocket expenses, and other costs not covered by Medicare which will afford the retired employee the type of coverage he or she had while an employee of the Township.

In addition, the parties expressly agree that the Township shall only be responsible for covering the cost associated with medical/dental/optical benefits for any retired employee who is covered under this contract who has a continuous length of service of ten (10) years or more at the time of his or her retirement with Deptford Township.

The parties, furthermore, agree that no employee with less than this minimum ten (10) years of continuous length of service with Deptford Township shall be eligible for these benefits at the time of his or her retirement.

### Section 3

In accordance with current State law, an employee who has worked for the Township prior to August 1, 1991, shall be entitled to employee/spouse medical coverage upon retirement with 25 years in the Public Employee Retirement System (PERS). All employees hired after August 1, 1991 shall be entitled to employee/spouse medical coverage upon retirement with 25 years in PERS and 25 years of service with the Township. Medical coverage includes only hospitalization and prescription. Anyone hired after December 31, 2011 shall not receive health care benefits upon retirement from the Township.

## ARTICLE 37 TRAVEL ALLOWANCE

### Section 1 Mileage Allowance

The Township agrees to provide, subject to rules and regulations of the Township Manager, mileage allowance rate for the use of personal vehicles for those persons eligible for such allowance in connection with official travel. The mileage allowance rate will be twenty-two (22) cents per mile.

## ARTICLE 38 PAY PERIODS-WAGES

### Section 1

- A. All wages shall be due and payable in full every two (2) weeks, at the end of the shift, no later than twelve noon on Friday.
- B. Employees who are working the 11:00 p.m. Thursday until 7:00 a.m., Friday shift on the day paychecks are due, shall be able to receive their paychecks after the end of their shift at 7:00 a.m., Friday morning.
- C. One (1) week's pay may be held by the Township. Where less than one (1) week's pay is now held, the Township may not increase the amount held until the change has been discussed with the Union.
- D. When the regular payday occurs on a holiday, or the Township offices are closed due to severe weather conditions, natural disaster, or any other reason, the Township shall pay the employees on the regular work day immediately preceding the holiday.

- E. With each paycheck, employee shall be provided with a statement of gross earnings and an itemized statement of all deductions made for any purpose.

Section 2- Yearly Increases

Salary and salary increases shall be granted based upon the attached schedule entitled Exhibit "A."

ARTICLE 39 INSPECTION OF PAYROLL RECORDS

Whenever a complaint is made concerning the wages, vacations and/or holidays of an employee, an authorized representative of the Union shall have the right to inspect Township payroll and time cards during the Grievance Procedure. The right of inspection is subject to all laws, both Federal and State regarding the privacy rights of individuals.

ARTICLE 40 BULLETIN BOARDS

Section 1

The Township agrees to furnish bulletin board space to be used exclusively by the Union for the posting of notices relating to Union meetings and official business only.

Section 2

The Union agrees to limit its posting of notices and bulletins to such bulletin board. Section 3 All bulletins or notices shall be signed by a local Union Officer or his designee.



ARTICLE 41                      PAYROLL DEDUCTIONS

Section 1                      Credit Union

The Township agrees to make payroll deductions for Teamsters Local 676 Federal Credit Union purposes, if the employee has provided the Township with a signed card so authorizing. Such deductions will only be remitted to the Union once a month.

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Section 2                      D.R.I.V.E.

The Employer agrees to deduct from the paycheck of all employees covered by this Agreement voluntary contributions to D.R.I.V.E. DRIVE shall notify the Employer of the amounts designated by each contributing employee that are to be deducted from his/her paycheck on a weekly basis for all weeks worked. The phrase "weeks worked" excludes any week other than a week in which the employee earned a wage. The Employer shall transmit to DRIVE National Headquarters on monthly basis, in one check the total amount deducted along with the name of each employee on whose behalf a deduction is made, the employee's social security number and the amount deducted from the employee's paycheck.

ARTICLE 42                      HIRING ADDITIONAL EMPLOYEES

Section 1

The Township shall notify the Union when any new employees are to be hired to fill positions within the terms of this Agreement.

Section 2

The Union shall have the right to send applicants for the job or jobs described above, and the Township agrees to interview such applicants and give the same interview consideration to Union sent applicants as is given to applicants from other sources so long as the applicant provides qualifications associated with and required for such job/jobs.

Section 3

This provision shall not be deemed to require the Township to hire Union applicants or to preclude the Township from hiring employees from other sources.

**Section 4**

During the working test period, the employee may be discharged without recourse, provided that the Township may not discharge or discipline for the purpose of evading this Agreement or discriminating against Union members.

**Section 5**

After successful completion of the working test period, the employee shall be placed on the regular seniority list.

**Section 6**

In case of discharge within the working test period, the Township shall notify the Union in writing.

**Section 7**

The present work force of employees shall not be reduced through the use of part-time, casual or seasonal or non-union employees. Any work related to jobs normally performed by employees covered by this Agreement shall be manned by said employee at pay rates according to Township ordinance.

**ARTICLE 43 SAFETY**

A Safety Committee shall be created under the guidelines of the Joint Insurance Fund (JIF). The bargaining unit will have a representative on the committee.

**ARTICLE 44 COMPENSATION FOR CERTIFICATION**

**Section 1**

Effective July 1, 2003, if the Township requires an employee to receive an additional State recognized certification that is over and above the base certification required for the employee's current position the Township shall pay the tuition for each new certification.

**Section 2**

Upon successful completion of each new certification the employee shall have five hundred dollars (\$500.00) added to his/her base salary.

**ARTICLE 45 POLICE CLERICAL UNIFORMS**

**Section 1-A**                      **Grandfathered Provision**

Any clerical employee hired after January 1, 2003 will not be entitled to any of the provisions as set forth in Section 1-B, Section 2, Section 3, Section 4, Section 5, Section 6 and Section 7 of Article 46 entitled, "Police Clerical Uniforms".

The only employee entitled to the provisions of Article 46 Section 1-B, Section 2, Section 3, Section 4, is as follows:

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>DATE OF HIRE</u></b>
Colleen Budesa	Administrative Secretary	3/29/77

**Section 1-B**                      **Cleaning and Maintenance**

The Township shall provide Colleen Budesa with an annual cleaning, maintenance, and clothing of up to five hundred and fifty dollars (\$550.00). Colleen Budesa shall be reimbursed upon the presentation of a receipt for cleaning and maintenance or replacement. The Township at the end of each calendar contract period, but not later than July 31<sup>st</sup> of the succeeding year, provide the employee with an Internal Revenue Form 1099 as compensation paid to the employee. In addition, any clerical employee hired after January 1, 2003, will not be required to wear a uniform and they will not be entitled to any clothing, cleaning, maintenance, or shoe allowance.

**Section 2**

The Township agrees that it shall advertise for bid, those articles of clothing or equipment required no later than March 31<sup>st</sup> of each contract year. The Township agrees that in its soliciting for bid it shall include a provision requiring the successful bidder to permit any eligible employee to secure or replace any "summer" clothing item on or before May 1<sup>st</sup> and any "winter" item on or before November 1<sup>st</sup>, of any contract year.

### Section 3

Colleen Budesa's requests for uniforms, or parts thereof, or any other item required shall be submitted to the Chief of Police on "clothing request form", the form to be prepared by the Township. At the same time of the clothing or item request, Colleen Budesa shall turn in the item sought to be replaced, unless that item is required to be utilized pending replacement, at which time said item shall be turned in or exchanged at the time the replacement is received. No replacement item shall be ordered unless the request form is duly signed by the employee and approved by the Chief of Police. The Chief of Police shall not unduly withhold any such approval.

### Section 4-Uniforms

Before Colleen Budesa shall be entitled to the replacement of any equipment or items or uniform, that piece of equipment shall be presented for inspection and replacement approval. Colleen Budesa shall not seek any replacement of equipment or uniform until such time as the old item or equipment is turned in.

### Section 5

All employees other than Colleen Budesa shall be required to wear non-uniform office appropriate attire. Inappropriate attire includes, but is not limited to, jeans, t-shirts, shirts without collars, and footwear such as flip flops, sneakers, and sandals. The Department Director may issue policies regarding what attire is and is not appropriate to wear.

Section 1

Full-time employees within the Department of Community Development, Division of Construction Code Enforcement who provide field inspection services, shall be equipped with "All Weather Gear/Safety Shoes", consisting of the following:

- A. All weather rain gear;
- B. Safety Glasses;
- C. Safety Helmet;
- D. Over the safety shoe boots;
- E. Safety Shoes.

Section 2

The acquisition of said equipment shall be acquired by the Township and said equipment, with the exception of safety shoes, shall be placed in each municipal vehicle utilized for field inspection services. The acquisition of safety shoes (not to exceed a cost of \$150.00 annually) shall be determined and provided by the Township.

ARTICLE 47                      DEFINITIONS

Grievance -

Defined as any claim by an employee based upon and limited to an alleged violation of the express terms and conditions of this Agreement.

Arbitration -

Defined as the hearing and settlement of a dispute between two parties by the decision of a third party or court to which the matter is referred by the parties.

Arbitrator-

Defined as an individual chosen by Agreement of parties to recommend a settlement to decide a dispute between the parties.

Permanent Employee-

Defined as an employee who has acquired Civil Service permanent status in his/her position after

satisfactory completion of a working test period.

Permanent Status -

Defined as attainment of tenure and rights resulting from regular appointment and successful completion of the working test period.

Provisional Employee -

Defined as the appointment to a permanent position pending the regular appointment of an eligible person from a special re-employment or employment list.

Regular Appointment -

Defined as the appointment of an eligible person to occupy a permanent position subject to a working test period.

Removal -

Defined as separation from employment for cause.

Sick Leave -

Defined as the absence of an employee because of illness, exposure to contagious disease, attendance upon a member of his/her immediate family.

Special Re-employment List-

Defined as a list of names of persons who had been permanent employees but were laid off for reasons of economy or otherwise and not because of any misconduct or delinquency on their part; or whose office or position has been abolished and who are entitled to be certified for re-employment. These lists shall take precedence over promotion lists for the same organization unit, regular re-employment list and open competitive employment lists.

Suspension -

Defined as temporary separation from employment for cause with loss of pay, for a period which cannot exceed six (6) months.

Temporary Employee -

Defined as employment during a period of emergency or in a temporary position for a period of not more than four (4) months or for recurrent periods aggregating more than four (4) months in any twelve (12) month period.

Test Period -

Defined as the time period provided to evaluate a regular certified employee's work performance and conduct in order to determine whether the employee merits permanent status and shall not include any time served by an employee under provisional, temporary or emergency appointment, but shall commence with the date of beginning work after regular appointment and extend a period of three months which may not be exceeded.

ARTICLE 49                      DURATION

This Agreement shall be in full force in effect as of January 1, 2016, through December 31, 2019. This Agreement contains the entire understanding of the parties and for all purposes shall be deemed the full and final settlement of all bargainable issues between the Township and the Union. All the provisions of this Agreement will continue in full force and effect beyond the day of expiration date set forth herein until the successor Agreement has been executed and becomes effective between the parties. The Parties agree to re-open negotiations in December 2018 for a period of thirty (30) days for the sole purpose of compensation analysis. If, based on Deptford Township's budgetary changes and/or unanticipated statutory cap space, the Parties may elect to increase compensation for the final year of this Agreement (2019). However, an agreement outlining the negotiated compensation increase must be approved by both Parties.

The parties agree to re-open negotiations in December 2018 for the period of thirty (30) days for the sole purpose of compensation analysis. If, based on the Deptford Township's budgetary changes and/or unanticipated statutory cap space, the Parties may elect to increase compensation for the final year of this Agreement (2019). However, an agreement outlining the negotiated compensation increase must be approved by both Parties.



IN WITNESS WHEREOF, the parties have hereunto caused this to be signed and attested by the proper corporate officers and the corporate seal affixed and have hereunto set their hands and seals on this 17 day of October, 2017.

*Dina L. Zawadski*



TOWNSHIP OF DEPTFORD HON. PAUL MEDANY, MAYOR

*Paul Medany*

IN WITNESS WHEREOF, the parties have hereunto caused this to be signed and attested by the proper corporate officers and the corporate seal affixed and have hereunto set their hands and seals on this 17 day of October, 2017.



*Dina L. Zawadski*  
10-17-17

\_\_\_\_\_  
TEAMSTERS LOCAL UNION 676

TEAMSTERS LOCAL UNION 676

*[Handwritten signature]*

**EXHIBIT "A"**

Township of Deptford  
 Clerical Union Contract 2017-2019

No.	Last Name	First Name	Date of Hire	Title	2016 Current			2017			2018			2019		
					Annual Salary	Inc.	Bonus	Annual Salary	Inc.	Bonus	Annual Salary	Inc.	Bonus	Annual Salary	Inc.	Bonus
1	Pierce	Tiffany	01/19/16	Keypointist	22,293.00	6.19%		23,634.00	6.02%		25,000.00	5.79%		26,434.00	5.72%	
2	Legan	Kyrali	02/23/15	Keypointist	21,744.96	6.07%		23,073.96	6.10%		24,500.00	6.16%		26,000.00	5.96%	
3	Ford	Brianna	04/06/15	Keypointist	21,564.00	6.07%		22,923.96	6.30%		24,400.00	6.30%		25,900.00	6.14%	
4	McDiarmid	Kimberly	05/04/15	Keypointist	22,744.96	6.07%		24,173.96	6.28%		25,700.00	6.31%		27,300.00	6.24%	
5	Duffy	Anna	05/04/15	Keypointist	22,744.96	6.07%		24,173.96	6.28%		25,700.00	6.31%		27,300.00	6.24%	
6	Rutz	Judy	10/13/15	Keypointist	22,744.96	6.07%		24,173.96	6.28%		25,700.00	6.31%		27,300.00	6.24%	
7	Standish	Miriam	10/26/15	Keypointist	22,744.96	6.07%		24,173.96	6.28%		25,700.00	6.31%		27,300.00	6.24%	
8	Foghini	Rebecca	01/21/14	Keypointist	21,564.00	6.07%		22,923.96	6.28%		24,400.00	6.30%		25,900.00	6.14%	
9	Todd	April	06/16/14	Keypointist	21,564.00	6.07%		22,923.96	6.28%		24,400.00	6.30%		25,900.00	6.14%	
10	Herden	April	06/16/14	Keypointist	21,564.00	6.07%		22,923.96	6.28%		24,400.00	6.30%		25,900.00	6.14%	
11	Rector	Rebecca	07/28/14	Keypointist	21,564.00	6.07%		22,923.96	6.28%		24,400.00	6.30%		25,900.00	6.14%	
12	Schwert	Patricia	11/05/12	Keypointist	21,564.00	6.07%		22,923.96	6.28%		24,400.00	6.30%		25,900.00	6.14%	
13	Rigbi	Orna	08/07/08	Keypointist	21,564.00	6.07%		22,923.96	6.28%		24,400.00	6.30%		25,900.00	6.14%	
14	Mitchell	Patricia	11/29/06	Police Rec. Clerk	24,483.34	7.63%		26,243.34	7.20%		28,100.00	7.07%		30,050.00	7.12%	
15	Mitchell	Patricia	11/29/06	Police Rec. Clerk	24,483.34	7.63%		26,243.34	7.20%		28,100.00	7.07%		30,050.00	7.12%	
16	Verrell	Bonnie	02/25/06	Police Rec. Clerk	24,483.34	7.63%		26,243.34	7.20%		28,100.00	7.07%		30,050.00	7.12%	
17	Talbot	Diane	10/25/12	Code Inspector	25,000.00	7.28%		26,750.00	7.00%		28,600.00	6.92%		30,550.00	6.83%	
18	Barrett	Diane	10/25/12	Code Inspector	25,000.00	7.28%		26,750.00	7.00%		28,600.00	6.92%		30,550.00	6.83%	
19	Ryan	Michael	03/27/06	Clerk Typist	20,571.25	5.98%		21,700.00	5.50%		22,950.00	5.77%		24,300.00	5.88%	
20	O'Donovan	Patricia	03/27/06	Clerk Typist	20,571.25	5.98%		21,700.00	5.50%		22,950.00	5.77%		24,300.00	5.88%	
21	Miller	Mary	08/21/00	Clerk Typist	18,300.00	6.17%		19,400.00	6.00%		20,600.00	6.20%		21,900.00	6.30%	
22	O'Boyle	Mary	10/30/95	Clerk Typist	18,300.00	6.17%		19,400.00	6.00%		20,600.00	6.20%		21,900.00	6.30%	
23	Kusmanick	Gayle	02/14/00	Code Inspector	32,584.85	5.70%		34,300.00	5.26%		36,100.00	5.25%		38,000.00	5.25%	
24	Kusmanick	Gayle	02/14/00	Code Inspector	32,584.85	5.70%		34,300.00	5.26%		36,100.00	5.25%		38,000.00	5.25%	
25	Harris	Karen	06/03/10	Clerk Typist	31,768.00	5.50%		33,500.00	5.46%		35,300.00	5.37%		37,200.00	5.37%	
26	Lee	Donna	10/05/92	Registrar	35,143.40	5.48%		37,000.00	5.40%		38,900.00	5.13%		40,900.00	5.13%	
27	Westonbury	Kristine	02/15/00	Housekeeping	36,000.00	5.48%		38,000.00	5.56%		40,100.00	5.53%		42,300.00	5.50%	
28	Burda	Colleen	03/03/14	Police Clerk	36,000.00	5.48%		38,000.00	5.56%		40,100.00	5.53%		42,300.00	5.50%	
29	Oswald	John	09/28/12	Electing Insp	57,941.96	2.00%		59,100.00	2.00%		60,300.00	2.00%		61,600.00	2.00%	
30	Rebel	William	06/04/90	Housekeeping	63,317.26	2.00%		64,500.00	1.88%		65,700.00	1.88%		67,000.00	1.98%	

\$ 921,844.56  
 Percentage Increase over FY

\$ 975,977.52  
 Percentage Increase over FY

\$ 1,041,358.81  
 Percentage Increase over FY

\$ 1,104,841.40  
 Percentage Increase over FY

\$ 54,132.96  
 5.87%

\$ 38,391.29  
 3.93%

\$ 3,931.29  
 2.73%

\$ 27,477.59  
 2.73%