

-3-2817

Contract no. 278

72-19

AGREEMENT
BETWEEN
BOROUGH OF SAYREVILLE
AND
LOCAL 3527, AMERICAN FEDERATION
OF
STATE, COUNTY AND MUNICIPAL
EMPLOYEES
X JANUARY 1, 1988 - DECEMBER 31, 1990

TABLE OF CONTENTS

	PAGE
ARTICLE I - PREAMBLE.....	4
ARTICLE II - TERMS OF AGREEMENT.....	4
ARTICLE III - RECOGNITION.....	5
ARTICLE IV - CHECKOFF.....	5
ARTICLE V - UNION STEWARDS AND OFFICERS.....	7
ARTICLE VI - HOURS OF WORK.....	7
ARTICLE VII - CALL IN PAY.....	12
ARTICLE VIII - DISTRIBUTION OF OVERTIME.....	12
ARTICLE IX - SALARIES.....	14
ARTICLE X - INSURANCE.....	14
ARTICLE XI - SENIORITY.....	17
ARTICLE XII - SENIORITY LIST.....	19
ARTICLE XIII - HOLIDAYS.....	20
ARTICLE XIV - SAFETY AND HEALTH COMMITTEE.....	21
ARTICLE XV - ACCESS TO PERSONNEL FILES AND BULLETIN BOARDS.....	22
ARTICLE XVI - EMPLOYEE FACILITIES.....	23
ARTICLE XVII - EMPLOYEE CLOTHING ALLOWANCE.....	23
ARTICLE XVIII - MILEAGE AND MEAL EXPENSE.....	25
ARTICLE XIX - VACATION.....	25
ARTICLE XX - LEAVES - FINAL CLAUSE.....	28
ARTICLE XXI - JURY DUTY.....	28
ARTICLE XXII - INJURY LEAVE.....	29
ARTICLE XXIII - UNION LEAVE.....	29
ARTICLE XXIV - BEREAVEMENT LEAVE.....	29

ARTICLE XXV - MATERNITY LEAVE.....	31
ARTICLE XXVI - SICK LEAVE.....	31
ARTICLE XXVII - MILITARY LEAVE.....	33
ARTICLE XXVIII - GRIEVANCE PROCEDURE.....	33
ARTICLE XXIX - SEPARABILITY AND SAVING.....	35
ARTICLE XXX - LAYOFFS.....	36
ARTICLE XXXI - FULLY BARGAINED PROVISIONS.....	36
ARTICLE XXXII - MISCELLANIOUS PROVISIONS.....	37
ARTICLE XXXIII - NON-DISCRIMINATION.....	37
ARTICLE XXXIV - NO STRIKE PLEDGE.....	38
ARTICLE XXXV - MANAGEMENT RIGHTS.....	38
ARTICLE XXXVI - TERMINAL LEAVE PAY.....	39
ARTICLE XXXVII - LABOR MANAGEMENT COMMITTEE.....	39
ARTICLE XXXVIII - RULES AND REGULATIONS.....	40
SIGNED AGREEMENT.....	41
APPENDIX A.....	42
APPENDIX B.....	

ARTICLE I

PREAMBLE

- A. This Agreement entered into by the Borough of Sayreville hereinafter referred to as the "Employer", and Local 3527, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union", has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other conditions of employment.
- B. Borough wide terms and conditions of employment currently in effect shall not be reduced or terminated during the period of this Agreement.

ARTICLE II

TERMS OF AGREEMENT

- A. The term of the Agreement shall be from January 1, 1988 to December 31, 1990. Subsequent to ratification and execution of this Agreement, the Agreement shall be printed by the Borough at its expense and distributed so that there are sufficient copies for the employees in the unit.
- B. The Agreement shall reflect the date of signing with all benefits retroactive to January 1, 1988 unless otherwise specifically set forth below.

ARTICLE III

RECOGNITION

- A. The Employer recognizes Local 3527 as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, and other conditions of employment for all its employees in the classifications listed under Appendix A attached hereto and by reference made a part of the Agreement and for such additional classifications as the parties may later agree to include, excluding supervisors, confidential employees and all others. The Employer reserves the right to litigate over the inclusion of certain supervisory titles listed under Appendix A.
- B. The title "employee" shall be defined to include the plural as well as females.

ARTICLE IV

CHECKOFF

- A. The Employer agrees to deduct the Union monthly membership dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union and the aggregate deductions of all employees shall be remitted to Council #73 AFSCME, 3635 Quakerbridge Road, Suite #1, Trenton, New Jersey 08619 together with a list of names of all employees for whom the deductions were made by the 15th day of the succeeding month after such deductions are made.
- B. Any employee in the bargaining unit on the effective date of this Agreement who does not join the Union within thirty (30)

days thereafter, any new employee who does not join within thirty (30) days of initial employment within the unit and any employees previously employed within the unit who does not join within ten (10) days of reentry into employment within the unit shall as a condition of employment pay a representation fee to the Union by automatic payroll deduction. The representation fee shall be in an amount equal to 85% of the regular Union membership dues, fees and assessments as certified to the Employer by the Union. The Union may revise its certification of the amount of the representation fee at any time to reflect changes in the 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 in the unit, provided that no modification is made in this provision by a successor Agreement between the Union and the Employer. For the purposes of this provision, employees on a ten-month basis or who are reappointed from year to year shall be considered to be continuous employment.

C. The Union shall indemnify and hold the Employer harmless against any and all claims, demands, suits and other forms of liability that may arise out of, or by reason of any action taken or not taken by the Employer in conformance with this provision. The Union shall intervene in, and defend any administrative or court litigation concerning this provision. In any such litigation, the Employer shall have no obligation to defend this provision but shall cooperate with the Union in defending this provision.

ARTICLE V

UNION STEWARDS AND OFFICERS

- A. A written list of Union Officers and Shop Stewards shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer promptly of any changes of such Union Officers or Stewards.
- B. Representatives of the Union who are not employees of the Borough shall be permitted to visit with employees during working hours upon proper notification to the Business Administrator.

ARTICLE VI

HOURS OF WORK

A. WORK WEEK

- 1. The work week for full-time blue collar employees shall consist of a forty (40) hour week (eight (8) hours per day) exclusive of a half hour lunch period for full-time blue collar employees.
- 2. The work week for full-time clerical and white collar employees shall consist of a thirty-five (35) hour week (seven (7) hours per day) exclusive of a one (1) hour lunch period.
- 3. Part-time temporary hourly employees shall be paid for the hours actually worked.
- 4. Lunch period shall be scheduled and approved by the Department Head as not to interfere with the service of any given department. Whenever possible, existing lunch schedules will be maintained.

5. All employees shall report to work and be present at their assigned work stations at the scheduled commencement time for their respective job assignment. An employee reporting late to work, without justifiable reason, shall be subject to the following discipline.
 - a. For the first occurrence during a calendar year, verbal reprimand by their Department Head;
 - b. For the second occurrence during a calendar year, written reprimand by their Department Head;
 - c. For the third and all subsequent occurrences during a calendar year, reduction in pay of one-quarter hour or portion thereof that the employee is late;
 - d. If in the opinion of the Department Head, the tardiness of the employee becomes excessive, additional disciplinary actions shall be taken.
6. Employees failing to report off sick within fifteen (15) minutes prior to start of their scheduled work day without justifiable reason (emergency, hospitalization, etc.) shall forfeit their right to utilize sick leave and shall suffer a loss of the day's wages.
7. Each employee shall be entitled to one (1) fifteen (15) minute break for each one-half day period of work, morning and afternoon, provided, however, that such breaks shall be taken for the morning period no earlier than 9:30 a.m. and not later than 10:30 a.m., and the afternoon period no earlier than 2:30 p.m. and no later than 3:30 p.m. There shall be a ten (10) minute wash-up

period prior to quitting time for the blue collar employees.

B. WORK SCHEDULES

1. Work schedules showing the employee's shifts, workdays, and hours of work shall be posted on all department bulletin boards at all times.
2. No work schedule shall be temporarily changed without reasonable notice to the employee (at least five (5) working days) prior to the beginning of the work week involved.
3. Except for emergency situations, work schedules shall not be changed unless the changes are mutually agreed upon by the Union and the Employer.
4. Borough Hall will be open one night a week twice a month and will be staffed by various employees working staggered schedules.

C. OVERTIME

1. All full and part-time white collar employees shall be paid time and one-half the employee's regular rate of pay for all hours of work beyond seven (7) consecutive hours a day and time and one-half of the employee's rate of pay for all hours worked in excess of thirty-five (35) regular hours per week.

2. All full and part-time blue collar employees shall be paid at the rate of time and one-half the employees regular rate of pay for all hours worked beyond eight (8) consecutive hours per day and time and one-half the employee's rate of pay for all hours worked in excess of forty (40) regular hours per week.

D. SATURDAY AND SUNDAY OVERTIME

1. Employees who work on Saturday as their sixth (6th) consecutive work day shall receive payment at the rate of time and one-half. For purposes of this section, any holiday falling within the week shall be construed as a work day. For hours worked beyond their regularly scheduled work day on Saturday (7 consecutive hours for white collar employees and 8 consecutive hours for blue collar employees) employees shall receive double time.
2. Employees who work on Saturday as their sixth (6th) or Sunday as their seventh (7th) consecutive work day and take scheduled vacation or personal time during that work week will receive time and one-half for Saturday and double time for Sunday.
3. Employees who work on Saturday as their sixth (6th) consecutive work day and call-in sick during this time period may be required to present management, upon return to work, with a doctor's verification of sick time in accordance with the sick leave policy

- established in this contract. In the event the sick day is not granted, the employee shall be paid straight time for Saturday.
4. For all planned overtime, employees not regularly scheduled to work on Sunday, shall be paid double time for their normal shift (7 consecutive hours for white collar employees and 8 consecutive hours for blue collar employees), and double time and one-half for all hours beyond their normal shift on a Sunday.
 5. Employees regularly scheduled to work on Sunday shall be paid at the rate of time and one-half for their normal work day (7 consecutive hours for white collar employees and 8 consecutive hours for blue collar employees) and double time in pay for all hours worked beyond Sunday shift.
 6. Employees regularly scheduled to work on Sunday and take scheduled vacation or personal time during that work week will receive time and one-half in pay for their normal workday and double time in pay for all hours worked beyond their Sunday shift.
 7. Employees regularly scheduled to work on Sunday and call in sick during their work week may be required to present management, upon return to work, a doctor's verification of sick time in accordance with the sick leave policy established in this contract. In the event the sick day is not granted, the employee shall be paid straight time for Sunday.

E. HOLIDAYS

Employees scheduled to work on a holiday shall be paid their regular day's pay (7 consecutive hours for white collar employees and 8 consecutive hours for blue collar employees), plus an additional rate of time and one-half for all hours worked.

F. CLOSING OF BOROUGH HALL

Should an employee report for work and subsequently the Borough decides to close Borough offices for whatever reason, such employee who reports to work shall be credited for the day's work. However, if an employee does not report for work, he will lose a day's wages. Should the Borough, for whatever reason, close Borough offices before the start of a work day, all affected employees will be credited with a day's work.

ARTICLE VII

CALL IN PAY

- A. If an employees is called in for emergency work, he shall receive call-in pay as follows:

Two (2) hours of straight time pay, plus time and one-half for all time actually worked.

ARTICLE VIII

DISTRIBUTION OF OVERTIME

- A. Overtime opportunities will be distributed as equally as possible among employees in the same department, job classification, and shift. A system of distribution shall be

worked out with each supervisor in charge and the President of the Union.

B. When an employee is required to work ten (10) consecutive hours said employee shall be entitled to one-half (1/2) hour dinner period without pay. The employee shall receive a meal ticket.

C. In an emergency, each and every employee shall be subject to call for overtime duty and it is each employee's responsibility to cooperate and accept such overtime work, when required. Emergency is hereby defined as that period of time when the health, safety and general welfare of the public is in jeopardy. The determination as to what conditions constitutes an emergency will be at the sole discretion of the Mayor and will not be subject to the grievance procedure.

D. In the event that a disaster or an emergency is declared by the Mayor of the Borough of Sayreville and some employees work that day or a portion thereof and were not released prior to the eight (8) hours for the regular shift for blue collar employee, seven (7) hours for the regular shift for white collar employees, and other employees of the Borough do not work that day or a portion thereof because of the declared disaster or emergency, in that event the employees who worked that day or a portion of that day will be granted compensatory time on a hour for hour basis. The compensatory time is to be taken at the discretion of the Department Head.

ARTICLE IX

SALARIES

- A. Effective January 1, 1988, all employees shall receive an across-the-board wage increase of five (5%) percent over their total 1987 base salary.
- B. Effective January 1, 1989, all employees shall receive an across-the-board wage increase of six and one-half (6 1/2%) percent over their 1988 base salary.
- C. Effective January 1, 1990, all employees shall receive an across-the-board wage increase of six and one-half (6 1/2%) percent over their 1989 base salary.
- D. Minimum starting salaries for each position for those employees hired after the effective date of this contract together with the number of steps for each position to achieve maximum salary are set forth in Appendix B.

ARTICLE X

INSURANCE

- A. The Borough shall provide Blue Cross-Blue Shield, Rider "J" Major Medical as set forth in the State 1420 Plan.
- B. The Borough reserves the right to change insurance carriers so long as equal or better benefits are provided and the Borough agrees that when such change occurs for economical reasons, there will be no lapse in coverage for any employee.
- C. The Borough shall provide health insurance coverage for retired employees in accordance with N.J.S.A. 52:14-17.38.

- D. The Borough shall contribute \$4.00 monthly for each participating employee toward the purchase of a Disability Insurance Plan which is now in effect. The balance of the cost of said plan shall be paid for by individuals electing to participate. In the event the disability insurance plan is discontinued or terminated for any reason there shall be no liability upon the Borough to contribute toward any nonexistent coverage.
- E. The Borough shall provide and pay the premiums for a dental plan, prescription plan and optical plan for each employee and his or her family. The Borough shall select the plans; and administration of the plan shall be through the Borough as herein the past provided. The dental plan shall provide for coverage of up to eighty (80%) percent on certain items as more specifically set forth in the said dental plan.
- F. The Borough shall be obligated to pay the premiums for the insurance plan set forth in Paragraph A of this Article for part-time permanent employees who work twenty (20) hours or more per week, provided no member of the household of said employee has the same or similar insurance coverage that includes the said employee.
- G. An employee who is either seriously sick or injured and has run out of sick time as set forth in this Agreement may make a request for a leave of absence. The Borough shall continue to provide to the said employees all benefits outlined in this Article for a period not to exceed six (6)

months. However, this benefit to the employees is conditioned upon he or she documenting the medical disability by a statement or an affidavit by the treating physician and may be subject to a determination made by a physician for the Borough. That examination by a physician for the Borough shall confirm that the employee is medically disabled.

- H. Beginning on January 1, 1986, the Borough shall provide to retired employees, life insurance in the amount of \$5,000.00. For an employee to be eligible for this benefit, he or she must be either age 62, with at least ten (10) years of permanent service with the Borough at retirement OR, if less than 62 years of age he/she must have at least twenty-five (25) years of permanent service with the Borough at retirement.
- I. HEALTH AND SUBSTANCE ABUSE PROGRAM - The Borough and the Union recognize the existence of drug and alcohol related problems in our society. In order to combat these problems locally, the parties agree to establish a mandatory health and substance abuse education program. This program shall include educational components, counselling and rehabilitation. Further, the parties agree to work together to resolve identified problems in this area.

ARTICLE XI

SENIORITY

Employees shall accrue two (2) types of seniority: Borough and Departmental. Seniority is defined as the total length of service beginning with the original date of hire, or the date an employee begins work in a department. Any authorized leave of absence is considered to be continuous service. Under this Agreement, seniority shall govern the Borough and the Union in the following manner:

A. PROMOTIONS

No employee is required to accept a promotion which would cause him a loss in pay. For purposes of promotions only, seniority shall be defined as an employee's continuous length of service within present job titles within the department. Where qualifications, skills, and abilities are relatively equal, seniority shall govern promotions. Such promotions shall be subject to paragraph B of this section.

B. PROVISIONAL APPOINTMENTS

Provisional appointments within the bargaining unit shall be based upon qualifications, skills and abilities of applicants and seniority within the department or division. The superintendent may remove any such provisional appointee for unsatisfactory performance

and replace the employee with the next most qualified and senior employee.

C. TEMPORARY ASSIGNMENT

Employees shall be assigned to fill higher level positions by qualifications and seniority within the department or division. In the event of emergency conditions or the unavailability of qualified manpower from such divisional or department seniority list, appointments may be made at the sole discretion of the Borough. Employees shall receive the rate of pay for the higher classification upon assignment to the higher classification.

D. LAYOFF

All matters of demotion, layoffs and recalls shall be accomplished in accordance with New Jersey Department of Personnel Regulations.

E. SHIFTS

Where more than one work shift per day within a given classification is in effect, employees within such classification will be given preference of shifts on a seniority basis only when vacancies occur or changes in the number of employees per shift are being made. Where such vacancy occurs, or where there is a change in the number of employees per shift, the senior employee can exercise his preference of shift over a less senior employee.

F. TRANSFERS - NON-PROMOTIONAL

Transfers of employees within the same title but from department to department will be based on seniority. The Borough shall give consideration to employees with seniority who wish to be transferred to job openings within the same department. Involuntary transfers, or those ordered by management, shall not result in a loss of pay. Employees who opt to voluntarily transfer may suffer a loss of pay if they choose to transfer to a lower title or pay rate.

G. OVERTIME

Seniority for overtime purposes shall be based on departmental seniority.

H. VACATIONS

Vacations shall be granted on the basis of departmental seniority.

ARTICLE XII

SENIORITY LISTS

- A. The Borough shall maintain an accurate, up-to-date seniority roster by department showing each employee's date of hire, classification and pay rate and shall furnish copies of same to the Union upon reasonable request.
- B. The Borough shall promptly advise the appropriate Union representatives of any changes which necessitate amendments to the seniority list.

C. The agreed to seniority list shall be brought up to date on July 1st and January 1st of each year and posted on bulletin boards.

ARTICLE XIII

HOLIDAYS

A. The following holidays are hereby established for the duration of this Agreement:

New Year's Day
Washington's Birthday
Good Friday
Memorial Day
Primary Election Day
Independence Day
Labor Day
Columbus Day
General Election Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas

B. In the event the Mayor and Council of the Borough of Sayreville declare an additional holiday, such holiday shall apply to the employees covered by this Agreement. Any National or State holiday which is voted upon by the appropriate legislative authorities shall also be awarded if the Mayor and Council of the Borough of Sayreville deem it appropriate and does so by resolution.

C. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday.

D. When a holiday creates a three (3) day weekend, employees of those departments required to work on any of those three (3) days shall be paid at the rate of time and one-half. Holiday pay shall not be permitted if the employees fails to work on his scheduled work days or portion thereof immediately preceding and following such holidays, unless there is a justifiable reason or a proper doctor's certificate.

ARTICLE XIV

SAFETY AND HEALTH COMMITTEE

A. The Employer shall provide a safe and healthful place of work for each employee. A Safety Committee shall be established consisting of a Safety Official and one other member designated by the Employer and six members elected by the Union. To the greatest extent possible, the eight members should represent functional areas in the Borough in which safety is of particular concern. No division or bureau should be represented by more than one Union member.

B. The president of the Union may attend but shall have no voting power. It will be the responsibility of the Committee to investigate and correct unsafe and unhealthful conditions. The Committee shall meet monthly or as necessary to review general health and safety conditions and to make recommendations about such conditions.

C. The Safety Committee members shall be permitted reasonable opportunity to visit work locations with the approval of a supervisor throughout the Employer's facilities for the purpose of investigating safety and health conditions during working hours with no loss pay.

D. Prior to 8:30 a.m. when the Safety Officer is not available, the safety officer's designee assigned to a particular area shall make the determination whether a piece of equipment or vehicle is dangerous and unsafe and should not be sent out or used. The determination of the safety designee shall be binding until the Safety Officer can be consulted. The Safety Officer shall make a final determination regarding the piece of equipment or vehicle after making a road test accompanied by a mechanic, if necessary.

E. The Employer shall comply with all established Public Employee Occupational Health and Safety Administration standards and practices. Any employee, group of employees or employee representative who believes that a violation of a standard exists, or that an imminent danger exists, may request an inspection by giving notice to the applicable authority (the Safety Officer or his designee) of the violation or danger.

ARTICLE XV

ACCESS TO PERSONNEL FILES AND BULLETIN BOARDS

Employees shall have the right to inspect and review their individual personnel files. The employer recognizes and agrees to permit this review and examination. An employee shall within five (5) working days of a written request to the employer to review his personnel file in the presence of the appropriate

official. The employee shall have the right to object to in writing anything found in his personnel file. This writing shall become part of the employee's personnel file.

Employee's personnel disciplinary records to be kept by the Department Head and in the Borough Treasurer's Office shall be the same and before any disciplinary documents are placed in the record of the employee the Union Shop Steward and the Department Head or his designee shall initial said documents.

Bulletin boards will be made available by the Employer at each of the work locations for the use of the Union for the purpose of posting Union announcements and other Union information of a non-controversial nature.

ARTICLE XVI

EMPLOYEE FACILITIES

Adequate facilities shall be provided for employees for purposes of eating of lunches and for relief in time of momentary illness incurred while at work.

ARTICLE XVII

EMPLOYEE CLOTHING ALLOWANCE

A. When any class of employment requires the use of specialized equipment, such as rain gear, mechanics coveralls, and safety equipment, these shall be provided by the employer, maintained by the employer at no expense to the employee. The employee will turn in work clothes before getting new ones; provided, however, that no such rain gear, coveralls or safety equipment shall be

replaced until the existing equipment has either been turned in to the Borough or certified as unusable or obsolete by the Head of the Department involved.

B. Uniforms provided are to be repaired or replaced at the discretion of the Department Head.

An employee required to wear safety shoes as a condition of employment as designated by his department supervisor, or designee, shall be given an allowance of up to thirty-five dollars (\$35.00) per year. The payments by the Borough shall be made after the employee exhibits a dated receipt of purchase of the safety shoes, acceptable to the Borough Treasurer. In the event an employee does not comply with this requirement to wear safety shoes or does not have a reasonable justification for not wearing safety shoes, he may be subject to disciplinary action.

C. All blue collar employees, of the Building Maintenance Department, Water and Sewer Department, Park Department and Roads and Sanitation Department, including mechanics assigned to any department, shall receive the following clothing from the Borough each year:

- 1.) Five (5) pairs of pants
- 2.) Five (5) tee-shirts
- 3.) Three (3) long-sleeve or short shirts (employees choice)
- 4.) Summer/Winter uniforms shall be the same for all departments

D. All Borough employees required to wear uniforms shall receive their winter allowance by September 30th and summer

allotments by March 30th of each year. New winter jackets on odd years and new spring jackets in the even years.

E. Fire inspectors within the Fire Prevention Bureau shall receive the following clothing from the Borough each year:

- 1.) Two (2) pairs of pants
- 2.) Five (5) shirts
- 3.) A jacket as needed provided at the discretion of the department head.

ARTICLE XVIII

MILEAGE AND MEAL EXPENSE

A. Mileage allowance shall be paid at the rate of twenty-one cents (\$0.21) per mile for employees using their own automobiles on authorized Borough business.

B. A meal allowance of six dollars (\$6.00) per meal shall be provided if an employee is required to work ten (10) consecutive hours. In the event an employee shall be required to work more than eight (8) straight hours of overtime, he shall be entitled to an additional meal allowance for each additional eight (8) hours of overtime worked.

C. All other necessary expenses borne by the employees in the course of their work, which are currently subject to reimbursement, shall continue to be reimbursed.

ARTICLE XIX

VACATIONS

A. All employees shall be granted vacation leave upon the following schedules:

0 through first year - One (1) day per month.

Beginning of the second year through the fifth year - Twelve (12) days vacation.

Beginning of the sixth year through the tenth year - Three (3) weeks vacation.

Beginning of the eleventh year through the fifteenth year - Four (4) weeks vacation.

Beginning of the sixteenth year and over - Five (5) weeks vacation plus one (1) additional day for each year over twenty-five (25) years to a total of six (6) weeks.

For purposes of vacation schedules, length of service will begin with the first day employment for provisional employees, and with the first day of employment for provisional employees who are subsequently certified as permanent employees by the New Jersey Department of Personnel.

- B. The vacation period is equivalent to the calendar year.
- C. Any employee attaining an anniversary date which would increase his or her vacation schedule for a particular calendar year shall receive the vacation and shall be taken during that calendar year.
- D. The employer and the Union agree that employees shall submit requests for vacation periods no later than April 15 of each year with first and second choices. The first choice requested shall be on the basis of seniority and the needs of the Borough. It shall be assumed that an employee will remain in the service of the Borough for the full calendar year and is entitled to use all vacation time

for that year when requested, as permitted by the vacation schedule. Should any employee leave before the calendar year is completed, he must repay any vacation time already used but not earned on a pro rata basis.

- E.
 1. Employees from the date of hire to ten (10) years of service with the Borough shall be permitted to accumulate or carry over up to one (1) week's vacation.
 2. Employees having more than ten (10) years of service with the Borough shall be permitted to accumulate or carry over up to two (2) weeks vacation.
 3. No employee shall be permitted to have accumulated or carry over of more than two (2) weeks at one time.
- F. An employee of the Borough of Sayreville shall have, if a holiday falls in an employee's scheduled vacation, the option to take the Friday before or the Monday after his or her vacation or to be paid for the said holiday at straight time.
- G. An employee may use one (1) week vacation as fractured days at the request of the employee with a minimum of two (2) weeks notice given to the Borough and with approval of the Department Head of the employee.
- H. In the event there is termination of employment, the vacation leave due the employee shall be prorated for the calendar year. Except in the case of the death of the employee or if the employee retires after May 30 of the calendar year, then the employee or his estate shall be entitled to the full year vacation leave. An employee

injured or on extended sick leave shall not be entitled to his vacation period unless he works ninety (90) days in any calendar year.

- I. For purposes of this section, periods of employment before and after a suspension or leave without pay shall be considered continuous service. However, the period of time on suspension or leave without pay, except for military leave, shall not be included in calculating years of continuous service.

ARTICLE XX

LEAVES - FINAL CLAUSE

Employees returning from authorized leave of absence as set forth in this contract will be restored to their original classification at the then appropriate rate of pay, with seniority calculated in accordance with New Jersey Department of Personnel rules and regulations or other employee rights, privileges or benefits.

ARTICLE XXI

JURY DUTY

JURY DUTY LEAVE

Should an employee be obligated to serve as a juror, he shall receive full pay from the Borough for all time spent on jury duty. Any remuneration received by the employee from the Court shall not be deducted from the pay above.

ARTICLE XXII

INJURY LEAVE

The present practice regarding job related injury or illness shall continue. In addition, the employer shall defend any action brought against the employee on account of any act or omission in the scope of his employment and shall indemnify and hold harmless the employee for all expenses and damages in connection with such action.

ARTICLE XXIII

UNION LEAVE

A. The President, Vice-President, and/or Shop Steward of the Union, or Delegate will be granted time off without loss of pay for the purpose of attending Union business provided that the total amount of such time off without loss of pay during the period of this Agreement shall not exceed twenty-four (24) man days. The employee must notify the Employer of said leave at least five (5) days prior to the said leave.

B. Less than five (5) days notice may be approved by agreement with management. Leave under this section shall be limited to not more than four (4) employees at any one time.

ARTICLE XXIV

BEREAVEMENT LEAVE

A. All employees shall receive three (3) days leave with pay from the date of death up to and including the day after the funeral, in the event of a death in their immediate family. In addition, employees may use sick leave to a limit of three (3) days or personal days for bereavement for a period

of up to five (5) days after such a funeral in the immediate family.

- B. Immediate family, for the purpose of this Article, shall be defined as spouse, child, stepchild, parent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents or other members of the employees immediate household.
- C. All employees shall receive one day leave with pay in the event of a death of an aunt, uncle, niece or nephew of the employee, however, said day shall not be taken after the day of the funeral.
- D. In the event the employee is on vacation leave and a death occurs to a member of the employee's family as set forth in subparagraph B or C above, then the vacation leave terminates and bereavement leave applies as outlined above. The original vacation period will not be extended by virtue of the bereavement leave unless the employee's Department Head approves. The remaining portion of the employee's vacation leave will be rescheduled with the approval of the Department Head.

ARTICLE XXV

MATERNITY LEAVE

- A. An employee who requests leave with or without pay for reason of disability due to pregnancy shall be granted leave under the same terms and conditions as those applicable to such employees for sick leave or leave without pay. The Borough may request acceptable medical evidence that the employee is unable to perform her work because of disability due to pregnancy.
- B. Any employee may use accrued sick and vacation leave for pregnancy - disability purposes but shall not be required to exhaust accrued leave before taking a leave without pay.

ARTICLE XXVI

SICK LEAVE

- A. Sick leave may be used by an employee for personal illness, an illness in his immediate family which requires his attendance upon the ill person, quarantine restrictions, pregnancy or disabling injuries.

- B. Sick leave shall be accumulated in accordance with the following schedule:

During the first year of employment - One (1) day per month of employment.

From the beginning of the second year and thereafter - sixteen (16) days per year.

The said sixteen (16) days per year shall be credited at the commencement of each year and may be accumulated from year to year.

- C. Absence for more than three (3) consecutive days shall

require a certificate from the employee's doctor in order to be charged to sick leave.

- D. Any use of sick time that is less than one-half (1/2) of a day shall not be charged to sick leave but that time must be made up within two (2) weeks.
- E. Regardless of the amount of paid sick leave to which an employee may be entitled, where the nature of his/her non-occupational related illness or injury requires an extended period of absence, he/she may be granted a leave of absence without pay for a period of up to six (6) months, as needed, and may be extended as required upon the advice of a physician for additional periods thereafter, subject to the employer's approval.
- F. Up to three (3) days of sick leave may be utilized by an employee in any one (1) year for personal business, provided that such days may not be taken consecutively. No reason need be stated, other than that day is being used for personal business. If personal days are to be taken consecutively, then a justifiable reason must be stated.
- G. Personal days may not be taken either on the day before or the day after the employee's vacation or holiday except for a justifiable reason with documentation. Any sick leave day taken on the day immediately preceding or the day immediately following an employee's vacation or holiday shall be credited only upon the presentation of a medical certificate as to the employee's illness.
- H. Part-time and full-time temporary employees are not eligible for sick or personal leave.

ARTICLE XXVII

MILITARY LEAVE

Employees will be granted military leave in accordance with New Jersey Department of Personnel regulation 4A:6-1.11.

ARTICLE XXVIII

GRIEVANCE PROCEDURE

A. Any grievance is a dispute which may arise between the parties concerning application, meaning or interpretation of this Agreement, shall be settled in the following manner:

STEP 1. The Union Steward, with or without the agrieved employee, shall take up the grievance or dispute with the employee's immediate supervisor within five (5) working days of the date of the occurrence of the grievance. The supervisor shall attempt to adjust the matter and shall respond to the steward within five (5) working days. If the grievance or dispute is not taken up in accordance with this provision within five (5) working days of its occurrence or within five (5) working days upon learning of the existence of the alleged grievance or dispute, it shall be deemed abandoned.

STEP 2. Within five (5) working days of the oral or written answer from the immediate Supervisor, if the grievance is not resolved, the employee shall file a written grievance to the Department Head or Director. The Department Head or Director will arrange a meeting with the employee and the Local Union Steward not later than five (5) working days to attempt to resolve the grievance. The Department Head or

Director shall give a written answer to the employee and Steward not later than five (5) working days.

STEP 3. If the grievance still remains not settled, it shall be presented, in writing, within seven (7) days to the Business Administrator. The Business Administrator will hold a hearing within ten (10) days of receipt of presentation of the grievance to him. The Business Administrator shall respond in writing within five (5) days. If the grievance is not presented in writing, in accordance with this provision within seven (7) days, it shall be deemed abandoned. The employee may be represented by a steward, the local Union President or his designee, and a representative of AFSCME Council 73. Time lost from work to process grievance, and such discussion or meeting by the grievant, steward and local President or his designee will result in no loss of pay.

STEP 4. If the grievance still remains not settled, it shall be presented to the Mayor and Council at one of their business or executive sessions, in writing, within ten (10) days after the response from the Business Administrator. The Mayor and the Council agree to meet with all concerned parties within seven (7) working days from the date of receipt of the request.

STEP 5. ARBITRATION: If the grievance is still unsettled, the Borough or the Union may within ten (10) working days after the reply of the Mayor and Council is due by written notice to the other, request binding arbitration. In the

case of disciplinary action against an employee resulting in a suspension of five (5) days or less, the employee may utilize the grievance and arbitration procedure. In all cases resulting in a suspension of more than five (5) days, the employees remedy shall be an appeal to the New Jersey Department of Personnel. A list of arbitrators shall be furnished to the Borough and the Union. If the Borough and the Union cannot mutually arrive at a satisfactory arbitrator within thirty (30) working days after receipt of the list from the Public Employment Relations Commission, the arbitrator shall be selected in accordance with the procedures of P.E.R.C. The arbitrator shall hear the matter on the evidence and within the meaning of this Agreement, such rules and regulations as may be in effect by the New Jersey Department of Personnel which might be pertinent and render his award in writing which shall be final and binding. The arbitrator's decision cannot add to, subtract from, or modify this contract. The cost of the arbitrator's fee shall be shared by the Borough and the Union. Time extensions may be mutually agreed to by the Borough and the Union.

ARTICLE XXIX

SEPARABILITY AND SAVING

It is understood and agreed that if any portion of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction such decision of the court shall apply only to the specific portion of the Agreement affected by such

decision, whereupon, the parties agree immediately to negotiate a substitute for the unvalidated portion thereof.

ARTICLE XXX

LAYOFFS

The employer agrees that in the event of employee layoffs for a bona fide economy reasons with good faith demonstrated on the part of the employer to the Union, shall be on the basis of seniority within the Department, beginning with temporary help, then provisional employees and last, permanent employees, according to procedures specified in New Jersey Department of Personnel rules. In no instance shall permanent employees be laid off and part-time employees retained. In all cases, the employer shall provide proper written notice to employees to be laid off, forty-five (45) days in advance as required by New Jersey Department of Personnel rules.

ARTICLE XXXI

FULLY BARGAINED PROVISIONS

This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiations. During the terms of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement, except as to salary for any new titles added to the bargaining unit.

ARTICLE XXXII

MISCELLANIOUS PROVISIONS

A. The employer shall provide at its expense, training programs for employees during working hours which shall adequately maintain skills for such employees with regard to their jobs and shall adequately allow employees to maintain licenses which may be required in connection with their jobs.

B. The Borough shall continue the Payroll Deduction Plan for United States Savings Bonds and an automatic payroll deduction and direct deposit for an employee's savings plan.

ARTICLE XXXIII

NON-DISCRIMINATION

A. There shall be no discrimination by the Borough or the Union against an employee on account of race, color, creed, sex, age, national origin, religion, political affiliation or sexual preference.

B. There shall be no discrimination interference, restraint, or coercion by the Borough or any of its representatives against any of the employees covered by this Agreement because of their membership or non-membership in the Union or because of any lawful activities by such employee on behalf of the Union. The Union, its members and agents, shall not discriminate against, interfere with, restrain or coerce any employee covered under this Agreement who are not members of the Union and shall not solicit membership in the Union or the payments of dues during working time.

ARTICLE XXXIV

NO STRIKE PLEDGE

- A. The Union covenants and agrees that during the terms of this Agreement neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike, work stoppage or walkout designed to interfere with the normal operation of the Borough. The Union agrees that such action would constitute a material breach of this Agreement.
- B. The Borough shall not cause, authorize or support any lockout.

ARTICLE XXXV

MANAGEMENT RIGHTS

- A. The Borough hereby retains and reserves unto itself, 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.

B. Nothing contained herein shall be construed to deny or restrict the Borough of its powers, rights, authority, duties and responsibilities under NJSA 40 and NJSA 11 or any other national, state, county or local laws or ordinances.

ARTICLE XXXVI

TERMINAL LEAVE PAY

- A. Employees shall receive one (1) month's wages for every five (5) years of service with the Borough as terminal leave pay upon retirement in accordance with Public Employees Retirement System. A lump sum payment of terminal leave shall be made to the Borough by March 1, of that year that he or she intends to retire, otherwise the Borough shall have the option to pay the terminal leave in a lump sum or in stages over a six month period.
- B. If employment is terminated for a medical disability in the fifth year or thereafter of employment, the employee is entitled to the appropriate terminal leave provided the medical disability is approved by the New Jersey State Public Pension System or F.E.R.C. terminal leave that is due an employee shall be paid to the beneficiary upon the death of the employee.

ARTICLE XXXVII

LABOR MANAGEMENT COMMITTEE

- A. It is agreed that representatives of the Employer and representatives of the Union will meet from time to time upon request of either party to discuss matters of general interest or concern, matters which are not necessarily a grievance. To this end, the Employer and the Union shall jointly maintain and support a Labor-Management Committee.

B. The Labor-Management Committee shall consider and recommend to the Administration changes in the working conditions.

C. The Labor-Management Committee shall consist of six (6) members. The Union representatives shall be the three (3) ranking officers of the Union, the Administration shall designate three (3) members. An agenda must be submitted by the party requesting the meeting at least five (5) working days prior to said meeting. The parties will endeavor to meet on a quarterly basis or as needed.

ARTICLE XXXVIII

RULES AND REGULATIONS

New rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are instituted. Copies of all new or modified rules shall be distributed to all employees covered by this Agreement, and to the Union. Any changes in work rules and regulations shall be in accordance with the State of New Jersey statutes.

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

BOROUGH OF SAYREVILLE
MIDDLESEX COUNTY
NEW JERSEY

BY: *John B. McCormack 8/2/90*
/S/ John B. McCormack, Mayor

WITNESS:
Gladys Rzepka
/S/ Gladys Rzepka, Borough Clerk

SAYREVILLE LOCAL 3527
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

ATTEST:

BY: *[Signature]*
/s/ President

/s/

/s/ Vice President

/s/

[Signature]

/s/

/s/ Staff Representative
AFSCME Council 73

[Signature]

APPENDIX A

Account Clerk
Agency Aide - Library
Agency Aide - bldgs and ground
Assessing Clerk
Assignment Clerk
Assistant Secretary, Board/Commission
Building Maintenance Worker
Building Subcode Official - H.H.S.
Building Subcode Official - Part-time
Building Subcode Official - RCS
Cashier
Clerk
Clerk Stenographer
Clerk Transcriber
Clerk Typist II
Communication Operator
Communication Operator-Trainee
Computer Operator
Data Entry Machine Operator
Electrician
Electrician Part-time
Electrician Subcode Official Part-time
Equipment Operator
Fire Inspector
Fire Inspector - Part-time
Heavy Equipment Operator

Junior Library Assistant - Typing
Junior Librarian Assistant-Typing - Part-time
Junior Librarian I
Laborer
Leased Housing Specialist
Library Assistant Part-time (less than 20 hours)
Maintenance Repairer
Maintenance Repairer/Recreation
and Parks Maintenance Worker
Mechanic
Mechanic Welder
Microfilm Machine Operator - Typing
Omnibus Operator
Painter
Park Attendent
Plumbing Sub-Code Official
Principal Account Clerk - Typing
Principal Clerk Stenographer
Principal Clerk Typist
Principal Payroll Clerk - Typing
Principal Station Operator
Principal Timekeeper
Public Health Nurse
Pumping Station Repairer
Recreation Attendant
Recreation and Parks Maintenance Worker
Recreation Program Coordinator
Registrar of Vital Statistics - Typing

Road Maintenance Worker
Road Repairer
Sanitation Driver
Sanitation Worker
School Traffic Guard
School Traffic Guard - Additional per hour
Senior Account Clerk
Senior Account Clerk - Typing
Senior Assessing Clerk
Senior Building Maintenance Worker
Senior Clerk Stenographer
Senior Clerk Transcriber
Senior Clerk Typist
Senior Employee Benefit Clerk
Senior Equipment Operator - Roads
Senior Librarian
Senior Librarian Assistant - Typing
Senior Maintenance Repairer
Senior Police Records Clerk - Typing
Senior Recreation Aide
Senior Recreation and Parks Maintenance Worker
Senior Sewer Repairer
Senior Stenographer Clerk
Senior Traffic Maintenance Worker
Senior Water Meter and Water Repairer
Senior Water Treatment Plant Operator
Licensed 1st Shift
Senior Water Treatment Plant Operator

Licensed 2nd Shift

Senior Water Treatment Plant Operator
Licensed 3rd Shift

Senior Water Treatment Plant Repairer

Sewer Equipment Operator - Sewage

Sewer Maintenance Worker

Sewer Repairer

Supervising Library Assistant - Typing

Technical Assistance - Office of the
Construction Official

Traffic Maintenance Worker

Truck Driver

Truck Driver Heavy

Water Meter Reader

Water Meter and Water Repairer

Water Treatment Plant Operator: 1st Shift

Water Treatment Plant Operator: 2nd Shift

Water Treatment Plant Operator: 3rd Shift

Water Treatment Plant Operator: Licensed 1st Shift

Water Treatment Plant Operator: Licensed 2nd Shift

Water Treatment Plant Operator: Licensed 3rd Shift

Water Treatment Plant Repairer

Violation Clerk

Zoning Officer

APPENDIX B

BOROUGH OF SAYREVILLE - AFSCME EMPLOYEE

SALARY GUIDE

1989

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Account Clerk	20,249	20,627	21,240	21,552	21,859
Assessing Clerk	19,546	19,685	19,827	19,969	20,217
Building Sub-code Official	27,434	27,573	27,716	27,857	28,122
Building Sub-code Official - R.C.S.					31,400
Cashier	20,249	20,672	21,240	21,552	21,859
Clerk	19,546	19,685	19,827	19,969	20,217
Clerk Stenographer	20,531	20,954	21,377	21,799	22,222
Clerk Transcriber	20,249	20,672	21,240	21,522	23,552
Clerk Typist I	22,372	22,676	22,967	23,261	23,552
Clerk Typist II	20,249	20,672	21,240	21,552	21,859
Communication Operator	23,928	24,776	25,624	26,473	16,951
Communication Operator-Trainee					22,343
Computer Operator	23,207	23,490	23,772	24,729	24,934
Data Entry Machine Operator	21,799	22,222	23,645	23,067	23,552
Electrical Sub-code Official - P/T					16,774
Fire Inspector	21,739	21,981	22,222	22,463	22,705
Junior Librarian Asst.-Typing	21,517	21,940	22,539	22,850	23,151
Junior Librarian Asst.-Typing P/T	11,851	11,996	12,148	12,305	12,454
Junior Librarian I	23,806	24,018	24,229	24,441	24,652
Leased Housing Specialist	22,027	22,339	22,648	22,960	23,267
Microfilm Machine Operator Typing	20,108	10,763	21,045	21,328	21,608
Plumbing Sub-code Official					27,357
Principal Account Clerk - Typing	23,841	24,052	24,264	24,475	24,781
Principal Clerk Stenographer	24,194	24,650	25,108	25,564	26,022
Principal Clerk Typist	23,641	23,836	24,030	24,224	24,423
Principal Payroll Clerk - Typing	23,912	24,195	24,475	24,757	25,134
Principal Timekeeper	23,630	23,772	23,912	24,062	24,201
Recreation Program Coordinator	22,372	22,676	22,967	23,261	23,552

Registrar of Vital Statistics-Typing	22,081	22,503	22,926	23,349	23,692
Senior Account Clerk	21,658	22,081	22,648	22,960	23,267
Senior Account Clerk-Typing	21,799	22,222	22,645	23,067	23,552
Senior Assessing Clerk	21,799	22,222	22,645	23,067	23,552
Senior Clerk	20,814	21,165	21,517	21,870	22,222
Senior Clerk Stenographer	21,940	22,363	22,786	23,184	23,576
Senior Clerk Transcriber	21,799	22,222	22,645	23,067	23,552
Senior Clerk Typist	21,799	22,222	22,645	23,067	23,552
Senior Employee Benefit Clerk	21,658	22,081	22,503	22,926	23,267
Senior Librarian	26,708	26,869	27,030	27,191	27,510
Senior Librarian Asst.-Typing	21,711	22,134	22,731	23,041	23,344
Senior Police Records Clerk - Typing	22,110	22,658	22,895	23,253	23,611
Senior Recreation Aide					11,630
Supervising Assessing Clerk	23,912	24,195	24,475	24,757	25,042
Supervising Library Asst. - Typing	23,490	23,912	24,335	24,757	25,237
Technical Assistant - Office of the Construction Official	23,641	23,836	24,030	24,224	24,423
Violation Clerk	20,249	20,672	21,240	21,552	23,574
Zoning Officer					25,000

HOURLY

Agency Aide-Library					8.00
Agency Aide-Bldgs. & Ground					11.60
Building Maintenance					
Worker	12.26	12.40	12.54	12.69	12.83
Electrician	11.19	11.79	12.39	13.00	13.22
Electrician P/T					8.00
Equipment Operator	12.97	12.50	12.78	13.15	13.31
Fire Inspector P/T					11.94
Heavy Equipment Operator					13.79
Laborer	11.27	11.57	11.83	12.39	13.00
Library Assisstant P/T (less than 20 hours)					8.00
Maintenance Repairer	11.19	11.79	12.39	13.00	13.15
Maintenance Repairer/ Recreation & Parks Maint. Worker	11.19	11.79	12.39	13.00	13.15
Mechanic	13.39	13.67	13.94	14.23	14.51
Mechanic/Welder	13.39	13.67	13.94	14.23	14.51
Omnibus Operator	10.56	10.71	10.86	11.05	11.27
Painter	9.85	10.56	11.27	12.06	13.00
Park Attendant					6.52
Public Health Nurse					14.07
Pumping Station Operator	11.62	12.74	12.90	13.02	13.20
Recreation & Parks Maintenance Worker	11.62	11.93	12.35	12.65	12.92
Road Maintenance Worker	11.62	11.93	12.35	12.65	12.92
Road Repairer	11.62	11.93	12.35	12.65	12.92
Sanitation Driver	12.08	12.57	12.87	13.15	13.31
Sanitation Worker	11.77	12.08	12.57	12.87	13.15
Senior Building Maintenance Worker	12.39	12.54	12.68	12.82	13.15
Senior Equipment Operator-Roads	12.74	12.89	13.02	13.17	13.31
Senior Maintenance Repairer	12.89	13.02	13.17	13.32	13.44
Senior Recreation & Parks Maintenance Worker	12.44	12.57	12.72	12.87	13.00
Senior Sewer Repairer	11.77	12.08	12.50	12.78	13.15
Senior Traffic Maintenance Worker	11.77	12.08	12.50	12.78	13.15
Senior Water Meter & Water Repairer	12.99	13.11	13.22	13.34	13.64
Senior Water Treatment Plant Operator Licensed:					

1st Shift	13.63	13.77	13.91	14.06	14.21
Senior Water Treatment Plant Operator Licensed:					
2nd Shift	14.08	14.23	14.37	14.51	14.65
Senior Water Treatment Plant Operator Licensed:					
3rd Shift	14.19	14.32	14.47	14.61	14.75
Senior Water Treatment Plant Repairer	13.48	13.62	13.76	13.91	14.06
Sewage Plant Operator	12.61	12.74	12.89	13.02	13.20
Sewage Plant Operator & Repairer	12.61	12.74	12.89	13.02	13.20
Sewage Plant Alternate	10.77	10.92	11.05	11.20	11.34
Sewer Equipment Operator-Sewage	12.72	12.87	13.00	13.15	13.48
Sewer Maintenance Worker	11.27	11.57	11.83	12.39	13.00
Sewer Repairer	12.61	12.74	12.89	13.02	13.20
Truck Driver	11.77	12.08	12.50	12.78	13.15
Truck Driver- Heavy	12.08	12.50	12.78	13.15	12.31
Water Meter Reader	11.62	11.97	12.71	12.87	13.00
Water Meter & Water Repairer	12.71	12.87	13.00	13.15	13.31
Water Treatment Plant Operator Licensed:					
1st Shift	13.17	13.32	13.40	13.60	13.77
Water Treatment Plant Operator Licensed:					
2nd Shift	13.62	13.76	13.91	14.06	14.23
Water Treatment Plant Operator Licensed:					
3rd Shift	13.72	13.87	14.03	14.26	14.32
Water Treatment Plant Operator:					
1st Shift	13.09	13.23	13.39	13.55	13.67
Water Treatment Plant Operator:					
2nd Shift	13.55	13.69	13.85	13.99	14.12
Water Treatment Plant Operator:					
3rd Shift	13.63	13.77	13.92	14.08	14.22

BOROUGH OF SAYREVILLE
AFSCME EMPLOYEE
SALARY GUIDE
1990

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
SALARY					
Account Clerk	18,865	19,765	20,665	21,565	22,016
Assessing Clerk	18,865	19,765	20,665	21,565	22,016
Assignment Clerk	18,116	19,016	19,916	20,816	20,965
Assistant Secretary, Board/Commission	22,000	22,900	23,878	24,778	24,985
Building Sub-code Official - H.H.S.	29,400	30,200	31,000	31,800	32,600
Building Sub-code Official/PT	9,000	9,200	9,400	9,800	10,000
Building Sub-code Official	26,517	27,417	28,317	29,365	29,518
Building Sub-code Official- R.C.S.	27,517	28,365	29,211	30,057	30,903
Cashier	18,865	19,765	20,886	21,585	22,016
Clerk	18,116	19,016	19,916	20,816	20,965
Clerk Stenographer	19,165	20,086	20,956	21,886	22,318
Clerk Transcriber	18,865	19,765	20,886	21,585	22,016
Clerk Typist I	21,126	22,026	22,926	23,826	24,150
Clerk Typist II	18,865	19,765	20,886	21,585	22,016
Communication Operator	22,783	23,683	24,583	25,483	26,386
Communication Operator- Trainee	17,873	18,719	19,585	20,411	21,257
Computer Operator	22,015	22,915	23,815	24,715	25,017
Data Entry Machine Operator	20,516	21,416	22,318	23,216	23,056
Electrical Sub-code Official/PT	11,942	12,788	13,634	14,480	15,326
Fire Inspector	20,452	21,352	22,252	23,152	23,410
Junior Librarian Asst-Typing	20,216	21,116	22,016	22,916	23,366
Junior Librarian Asst-Typing/PT	11,271	11,721	12,171	12,621	12,776
Junior Librarian I	22,653	23,553	24,453	25,353	25,579
Leased Housing Specialist	20,759	21,659	22,559	23,459	23,791
Microfilm Machine Operator - Typing	18,715	19,615	20,515	21,415	22,113
Plumbing Sub-code Official	23,213	24,059	24,905	25,751	26,597
Principal Account Clerk-Typing	22,691	23,591	24,491	25,391	25,515
Principal Clerk Stenographer	23,067	23,967	24,867	25,767	26,252
Principal Clerk Typist	22,478	23,378	24,278	25,178	25,385
Principal Payroll					

Clerk- Typing	22,765	23,565	24,586	25,486	25,768
Principal					
Timekeeper	22,486	23,386	24,266	25,165	25,317
Recreation Program					
Coordinator	21,126	22,026	22,926	23,826	24,150
Registrar of Vital					
Statistics-Typing	20,816	21,716	22,616	23,518	23,965
School Traffic					
Guard	3,092	3,142	3,192	3,242	3,292
School Traffic Guard-					
Additional					
Per Hour	4.49	4.59	4.69	4.79	4.89
Senior Account					
Clerk	20,366	21,266	22,166	23,066	23,516
Senior Account					
Clerk-Typing	20,516	21,416	22,316	23,216	23,666
Senior Assessing					
Clerk	20,516	21,416	22,316	23,216	23,666
Senior Clerk	19,467	20,367	21,267	22,167	22,541
Senior Clerk					
Stenographer	20,666	21,566	22,466	23,366	23,817
Senior Clerk					
Transcriber	20,516	21,416	22,316	23,216	23,666
Senior Clerk Typist	20,516	21,416	22,316	23,216	23,666
Senior Employee					
Benefit Clerk	20,366	21,266	22,166	23,066	23,516
Senior Librarian	25,744	26,644	27,544	28,444	28,615
Senior Librarian					
Asst-Typing	20,422	21,322	22,222	23,122	23,573
Senior Police Records					
Clerk-Typing	20,847	21,747	22,647	23,547	24,131
Senior Recreation					
Aide	9,425	9,848	10,271	10,694	11,117
Supervising Assessing					
Clerk	22,766	23,666	24,566	25,466	25,768
Supervising Library					
Asst-Typing	22,317	23,217	24,117	25,017	25,466
Technical Asst- Office of					
the Construction					
Official	24,177	25,077	25,977	26,877	27,085
Technical Asst-Office of					
the Construction					
Official	22,478	23,378	24,278	25,178	25,385
Violation Clerk	18,865	19,765	20,665	21,585	22,016
Zonning Officer	20,703	21,549	22,395	23,241	24,087

	STEP 6	STEP 7	STEP 8
Account Clerk	22,821	22,953	23,280
Assessing Clerk	22,821	22,953	23,280
Assignment Clerk	21,116	21,267	21,531
Assistant Secretary			
Board/Commission	25,192	25,399	25,610
Building Sub-code			
Official H.H.S.	33,400	34,200	35,000
Building Sub-code			
Official P/T	10,000	10,200	10,400
Building Sub-code			
Official	29,518	29,886	29,950
Building Sub-code			
Official-R.C.S.	31,749	32,505	33,441
Cashier	22,821	22,953	23,280
Clerk	21,116	21,267	21,531
Clerk Stenographer	22,767	23,216	23,686
Clerk Transcriber	22,621	22,953	23,063
Clerk Typist I	24,480	24,773	25,083
Clerk Typist II	22,621	22,953	23,280
Communication			
Operator	27,290	28,194	28,703
Communication			
Operator-Traninee	22,103	22,949	23,795
Computer Operator	25,317	25,804	26,555
Data Entry Machine			
Operator	24,117	24,585	25,083
Electrical Sub-code			
Official/PT	16,172	17,018	17,884
Fire Inspector	23,666	23,923	24,181
Junior Librarian			
Asst-Typing	24,004	24,335	24,656
Junior Librarian			
Asst-Typing P/T	12,938	13,105	13,264
Junior Librarian I	25,804	26,030	26,254
Leased Housing			
Specialist	24,120	24,452	24,779
Microfilm Machine			
Operator-Typing	22,413	22,714	23,013
Plumbing Sub-code			
Official	27,443	28,289	29,136
Principal Account			
Clerk-Typing	25,841	26,056	26,392
Principal Clerk			
Stenographer	26,740	27,226	27,713
Principal Clerk			
Typist	25,592	25,799	26,010
Principal Payroll			
Clerk-Typing	26,086	26,366	26,766
Principal			
Timekeeper	25,466	25,615	25,774
Recreation Program			
Coordinator	24,480	24,773	25,083

Registrar of Vital			
Statistics-Typing	24,418	24,887	25,222
School Traffic			
Guard	3,342	3,392	3,442
School Traffic Guard-			
Additional per Hour	4.99	5.09	5.19
Senior Account			
Clerk	24,120	24,452	24,779
Senior Account			
Clerk-Typing	24,117	24,586	25,083
Senior Assessing			
Clerk	24,117	24,586	25,083
Senior Clerk	22,916	23,292	23,666
Senior Clerk			
Stenographer	24,267	24,691	25,108
Senior Clerk			
Transcriber	24,117	24,586	25,083
Senior Clerk Typist	24,117	24,586	25,083
Senior Employee			
Benefit Clerk	23,966	24,416	24,779
Senior Librarian	28,787	28,958	29,298
Senior Librarian			
Asst-Typing	24,209	24,539	24,861
Senior Police Records			
Clerk-Typing	24,383	24,764	25,146
Senior Recreation			
Aide	11,540	11,963	12,386
Supervising Assessing			
Clerk	26,066	26,366	26,670
Supervising Library			
Asst-Typing	25,917	26,366	26,877
Technical Assistance-			
Office of the Construction			
Official	27,296	27,507	27,718
Technical Assistance-			
Office of the Construction			
Official	25,592	25,799	26,010
Violation Clerk	22,621	22,953	25,108
Zonning Officer	24,933	25,779	26,625

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY					
Agency Aid-Library	5.59	6.13	6.67	7.21	7.75
Agency Aide-Bldgs & Grounds	8.57	9.11	9.65	10.19	10.73
Building Maintenance Worker	10.81	11.56	12.31	13.06	13.21
Electrician	9.67	10.42	11.17	11.92	12.56
Electrician P/T	7.48	7.75	8.02	8.29	8.56
Equipment Operator	11.56	12.31	13.06	13.21	13.31
Fire Inspector P/T	8.94	9.48	10.02	10.56	11.10
Heavy Equipment Operator	10.91	11.45	11.99	12.53	13.07
Laborer	9.75	10.50	11.25	12.00	12.32
Library Assistant P/T (less than 20 hours)	6.63	6.90	7.17	7.44	7.71
Maintenance Repairer	9.67	10.42	11.17	11.92	12.56
Maintenance Repairer/ Recreation & Parks					
Maintenance Worker	9.67	10.42	11.17	11.92	12.56
Mechanic	12.01	12.76	13.51	14.26	14.56
Mechanic Welder	12.01	12.76	13.51	14.26	14.56
Omnibus Operator	9.00	9.75	10.50	11.25	11.41
Painter	8.24	8.99	9.74	10.49	11.25
Park Attendant	5.05	5.32	5.59	5.86	6.13
Public Health Nurse	11.20	11.74	12.28	12.82	13.36
Pumping Station Operator	10.13	10.88	11.63	12.38	13.57
Pumping Station Repairer	10.13	10.88	11.63	12.38	12.71
Recreation & Parks Maintenance Worker	10.13	10.88	11.63	12.38	12.71
Road Maintenance Worker	10.13	10.88	11.63	12.38	12.71
Road Repairer	10.13	10.88	11.63	12.38	12.71
Sanitation Driver	10.62	11.37	12.12	12.87	13.39
Sanitation Worker	10.29	11.04	11.79	12.54	12.87
Senior Building Maintenance Worker	10.95	11.70	12.45	13.20	13.36
Senior Equipment Operator-Roads	11.32	12.07	12.82	13.57	13.73
Senior Maintenance Repairer	11.48	12.23	12.98	13.73	13.87
Senior Recreation & Parks Maintenance Worker	11.00	11.75	12.50	13.25	13.55
Senior Sewer Repairer	10.29	11.04	11.79	12.54	12.87
Senior Traffic Maintenance Worker	10.29	11.04	11.79	12.54	12.87
Senior Water Meter & Water Repairer	11.58	12.33	13.08	13.83	13.96
Senior Water Treatment					

Plant Operator Licensed:					
1st Shift	12.27	13.02	13.77	14.52	14.67
Senior Water Treatment					
Plant Operator Licensed:					
2nd Shift	12.75	13.50	14.25	15.00	15.15
Senior Water Treatment					
Plant Operator Licensed:					
3rd Shift	12.86	13.61	14.36	15.11	15.25
Senior Water Treatment					
Plant Operator	12.11	12.86	13.61	14.36	14.51
Senior Water Treatment					
Plant Repairer	12.28	13.03	13.78	14.53	14.68
Sewer Equipment					
Operator-Trainee	11.30	12.05	12.80	13.55	13.71
Sewer Maintenance					
Worker	9.75	10.50	11.25	12.00	12.32
Sewer Repairer	11.18	11.93	12.68	13.43	13.57
Traffic Maintenance					
Worker	10.29	11.04	11.79	12.54	12.87
Truck Driver	10.29	11.04	11.79	12.54	12.87
Truck Driver-Heavy	10.62	11.37	12.12	12.87	13.31
Water Meter Reader	10.13	10.88	11.63	12.38	12.75
Water Meter & Water					
Repairer	11.29	12.04	12.79	13.54	13.71
Water Treatment Plant					
Operator Licensed:					
1st Shift	11.78	12.53	13.28	14.03	14.19
Water Treatment Plant					
Operator Licensed:					
2nd Shift	12.26	13.01	13.76	14.51	14.65
Water Treatment Plant					
Operator Licensed:					
3rd Shift	12.36	13.11	13.86	14.61	14.77
Water Treatment Plant					
Operator: 1st Shift	11.69	12.44	13.19	13.94	14.09
Water Treatment Plant					
Operator: 2nd Shift	12.18	12.93	13.68	14.43	14.58
Water Treatment Plant					
Operator: 3rd Shift	12.27	13.92	13.77	14.52	14.67
Water Treatment Plant					
Repairer	11.75	12.50	13.25	14.00	14.13

TITLE	STEP 6	STEP 7	STEP 8
HOURLY			
Agency Aid-Library	8.29	8.83	9.37
Agency Aide-Bldgs & Grounds	11.27	11.81	12.35
Building Maintenance Worker	13.36	13.51	13.66
Electrician	13.20	13.85	14.08
Electrician P/T	8.83	9.10	9.37
Equipment Operator	13.61	14.00	14.18
Fire Inspector P/T	11.64	12.18	12.72
Heavy Equipment Operator	13.61	14.15	14.69
Laborer	12.60	13.20	13.85
Library Assistant P/T (less than 20 hours)	7.98	8.25	8.52
Maintenance Repairer	13.20	13.85	14.00
Maintenance Repairer/ Recreation & Parks			
Maintenance Worker	13.20	13.85	14.00
Mechanic	14.85	15.15	15.45
Mechanic/Welder	14.85	15.15	15.45
Omnibus Operator	11.57	11.77	12.00
Painter	12.00	12.84	13.85
Park Attendant	6.40	6.67	6.94
Public Health Nurse	13.90	14.44	14.98
Pumping Station Operator	13.73	13.87	14.06
Pumping Station Repairer	13.15	13.47	13.76
Recreation & Parks Maintenance Worker	13.15	13.47	13.76
Road Maintenance Worker	13.15	13.47	13.76
Road Repairer	13.15	13.47	13.76
Sanitation Driver	13.71	14.00	14.18
Sanitation Worker	13.39	13.71	14.00
Senior Building Maintenance Worker	13.50	13.65	14.00
Senior Equipment Operator-Roads	13.87	14.03	14.18
Senior Maintenance Repairer	14.03	14.19	14.31
Senior Recreation & Parks Maintenance Worker	13.55	13.71	13.85
Senior Sewer Repairer	13.31	13.61	14.00
Senior Traffic Maintenance Worker	13.31	13.61	14.00
Senior Water Meter & Water Repairer	14.08	14.21	14.31
Senior Water Treatment Plant Operator Licensed:			

1st Shift	14.81	14.97	15.13
Senior Water Treatment Plant Operator Licensed:			
2nd Shift	15.30	15.45	15.60
Senior Water Treatment Plant Operator Licensed:			
3rd Shift	15.41	15.56	15.71
Senior Water Treatment Plant Repairer	14.65	14.81	14.97
Senior Water Treatment Plant Repairer	14.81	14.98	15.75
Sewer Equipment Operator-Sewage	13.85	14.00	14.36
Sewer Maintenance Worker	12.60	13.20	13.85
Sewer Repairer	13.73	13.87	14.06
Traffic Maintenance Worker	13.31	13.61	14.00
Truck Driver	13.31	13.61	14.00
Truck Driver-Heavy	13.61	14.00	14.18
Water Meter Reader	13.54	13.71	13.85
Water Meter & Water Repairer	13.85	14.00	14.10
Water Treatment Plant Operator Licensed:			
1st Shift	14.33	14.48	14.67
Water Treatment Plant Operator Licensed:			
2nd Shift	14.81	14.97	15.15
Water Treatment Plant Operator Licensed:			
3rd Shift	14.94	15.07	15.25
Water Treatment Plant Operator: 1st Shift	14.26	14.43	14.56
Water Treatment Plant Operator: 2nd Shift	14.75	14.90	15.04
Water Treatment Plant Operator: 3rd Shift	14.82	15.00	15.14
Water Treatment Repairer	14.29	14.45	14.60