

**COLLECTIVE NEGOTIATIONS AGREEMENT**

**BETWEEN**

**TOWNSHIP OF GREENWICH**

**AND**

**TOWNSHIP OF GREENWICH ADMINISTRATIVE EMPLOYEES GROUP**

**JANUARY 1, 2014 - DECEMBER 31, 2016**

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## AGREEMENT

THIS COLLECTIVE NEGOTIATIONS AGREEMENT made and entered into by and between the TOWNSHIP OF GREENWICH, in the County of Gloucester and State of New Jersey, hereinafter referred to as “Employer” or “Township” and the Township of Greenwich Administrative Employees Group, hereinafter referred to as “The Administrative Group” or “TAG,” is designed to promote the harmonious working relationship between the Employer and TAG in order that more efficient and more progressive public service be rendered to the citizens of the Township of Greenwich.

### WITNESSED:

**WHEREAS**, as a result of collective negotiations, an agreement intending to promote and improve the working relationship between the parties and concerning benefits, wages, hours of work and working conditions of employment has been negotiated;

**NOW, THEREFORE**, be it agreed as follows:

### ARTICLE I

#### RECOGNITION

1. The Employer recognizes TAG as the sole and exclusive collective bargaining agent for all employees of the bargaining unit as defined herein.
2. The bargaining unit is comprised of the following regular full-time administrative positions within the Township: Tax Collector, Construction Code Secretary, Water/Sewer Clerk, Court Clerk/Administrator, Police Administrative Assistant, Police Administrative Special Officer, Streets & Roads Foreman, Water/Sewer Foreman and Public Works Assistant.
3. Excluded from the unit are part time, temporary, casual and seasonal employees,

confidential employees, managerial employees and all other employees.

## **ARTICLE II**

### **NON-DISCRIMINATION**

There shall be no discrimination, interference, or coercion by the Employer or by TAG or any of their respective agents. The parties shall adhere to all state and federal law prohibiting employment discrimination.

## **ARTICLE III**

### **HEALTH AND INSURANCE BENEFITS**

1. During the term of this Agreement, the Township shall provide group medical, dental and prescription coverage to unit employees. The plans, including benefits, co-payments and deductibles, are as described in the applicable Plan Documents, and as the same may be amended from time to time. The Plan Documents shall govern in case of conflict with any other summary or program description. The Township agrees to meet with TAG to discuss and explain program modifications prior to their implementation.

2. Employees shall become entitled to such coverage upon completion of the probationary period and the expiration of any applicable waiting periods.

3. The current health and insurance benefits are as follows:

A. Medical: Co-payments for physician office visits are fifteen (\$15.00) dollars.

B. Prescription Program:

i. Co-payments are ten (\$10.00) dollars for generic drugs and twenty (\$20.00) dollars for brand name drugs.

ii. Retail prescriptions shall be limited to a thirty (30) day supply.

iii. Mail order prescriptions shall be a three-month supply for two times (2x) the brand name or generic drug co-payment.

iv. There will be automatic substitution to utilize generic drugs at retail and mail order, unless the doctor indicates no substitution.

v. Mandatory use of mail order is required for maintenance drugs after the second retail refill.

4. **Vision Benefit:** Employees shall receive such vision benefit as provided by the applicable Township personnel policies and ordinances, as the same may be amended from time to time. In accordance with the current benefit, the Township will pay for each employee and family to receive an eye examination and prescription glasses or contacts each year. The total cost of this benefit shall not exceed \$350 per year per family

5. **Dental Benefit:** Employees shall receive such dental benefit as provided by the applicable Township personnel policies and ordinances, as the same may be amended from time to time.

6. **Life Insurance:** Employees shall receive such life insurance benefit as provided by the applicable Township personnel policies and ordinances, as the same may be amended from time to time.

7. **Weekly income insurance:** Employees shall receive such weekly insurance benefit as provided by the applicable Township personnel policies and ordinances, as the same may be amended from time to time.

8. **Retirement Benefit:** Employees who retire from Greenwich Township shall be entitled to receive such retirement benefit as provided by, and subject to the terms and conditions

of, the applicable Township personnel policies and ordinances, as the same may be amended from time to time.

9. TAG and the Township recognize escalating cost of health care as a mutual concern. The parties agree to continue to explore and implement, where feasible, cost containment alternatives during the term of this Agreement.

10. **Employee contributions:** Effective January 1, 2014, employees shall contribute towards the cost of health insurance in accordance with the applicable provisions of Chapter 78, P.L. 2011, which provide for a four year phase-in schedule. The Chapter 78 schedule is attached as Appendix A.

#### **ARTICLE IV**

##### **BEREAVEMENT LEAVE**

1. Employees shall be entitled to bereavement leave as provided the applicable Township personnel policies and ordinances, as the same may be amended from time to time.

2. Bereavement leave may be taken either on the day of the funeral or within two days before or after the funeral to allow time for travel and/or family matters.

#### **ARTICLE V**

##### **HOLIDAY AND PERSONAL LEAVE**

Employees shall be entitled to holidays and personal days as set forth in the applicable Township personnel policies and ordinances, as the same may be amended from time to time.

#### **ARTICLE VI**

##### **VACATIONS**

Employees shall receive an annual vacation in accordance with their years of service with

the Township as set forth in the Township personnel policies and ordinances, as the same may be amended from time to time. Vacation requests shall be submitted for approval and scheduling in accordance with the current practice of the Department.

## **ARTICLE VII**

### **SICK LEAVE**

Employees shall receive sick leave in accordance with the schedule, terms and conditions set forth in the Township personnel policies and ordinances, as the same may be amended from time to time. Sick leave is granted in anticipation of continuing employment and is pro-rated for less than a full year of employment.

Employees will be permitted to sell back up to 5 days of their unused sick time earned in the current year at 35% value of the 5 days, provided that they maintain a minimum of 500 hours of accrued sick time. Payment will be issued in a separate check in the second pay period in December of the year in which the sick leave was earned.

## **ARTICLE VIII**

### **GRIEVANCE PROCEDURE**

Grievances shall be subject to the grievance procedure set for in the Township personnel policies and ordinances, as the same may be amended from time to time.

## **ARTICLE IX**

### **WAGES**

Wages shall be adjusted in accordance with the following schedule as of January 1 of each year. Employees with less than one year of service as of January 1 shall receive their first annual wage increase on their first employment anniversary date, and thereafter on January 1 in

succeeding years.

2014 - 1.5%  
2015 - 1.75%  
2016 - 2.0%

Due to an increased work load, the Water Sewer Clerk will receive a salary adjustment of 3.5% in 2014 for a total increase of 5.0% in 2014.

Due to added responsibilities, the tax collector will receive a salary adjustment of \$1,250. in 2014, in addition to the 1.5% increase for 2014.

## **ARTICLE X**

### **MODIFICATION OF AGREEMENT**

This Agreement constitutes the agreement between the parties. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject which is the proper subject of collective negotiation. Notwithstanding anything to the contrary, this Agreement shall be subject to, and shall not supercede, the personnel policies and ordinances of the Township.

## **ARTICLE XI**

### **SAVINGS CLAUSE**

It is understood and agreed that if any part of this Agreement is in conflict with the law, such part shall be suspended and the remaining Agreement shall remain in full force and in effect.

## **ARTICLE XII**

### **DURATION**

The Agreement shall be effective as of January 1, 2014 with a retroactive salary effective



date of January 1, 2014, and remain in effect until December 31, 2016. If either party wishes to renegotiate any provision of this Agreement the party must serve written notice upon the other party of its intent to renegotiate no later than September 1, 2016. Failure to so notify the other party shall automatically continue the terms and provisions of the Agreement for the following year.

**IN WITNESS WHEREOF**, the parties have hereto set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**Township of Greenwich Administrative Employees Group**

*Kay M. Hewes*

Kay M. Hewes

*William Finkbeiner*

William Finkbeiner

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**Township of Greenwich**  
*George W. Shivery, Jr.*  
\_\_\_\_\_  
GEORGE W. SHIVERY, JR., MAYOR

Attest *Lori L. Biermann*  
\_\_\_\_\_  
LORI L. BIERMANN, MUNICIPAL CLERK

## Appendix A – Health Benefit Contribution Schedules (1 of 3)

### How to use these tables:

1. The following three tables are used to determine the percent of the health benefit cost an employee contributes towards during the phase-in period and the full payment requirement (4th year). The tables cover single, employee "plus" (children, spouse, or partner), and family coverage.
2. Use the table that reflects the type of coverage chosen by the employee; then find the employee's base salary within the given ranges. The percent of cost of the health care benefit is the percentage based on the implementation year (year one through four).
3. Regardless, the employee's contribution is the higher of 1.5% of base salary or the amount of health care costs based on the table calculation.

### SINGLE COVERAGE

Salary Range	Year 1	Year 2	Year 3	Year 4
less than 20,000	1.13%	2.25%	3.38%	4.50%
20,000-24,999.99	1.38%	2.75%	4.13%	5.50%
25,000-29,999.99	1.88%	3.75%	5.63%	7.50%
30,000-34,999.99	2.50%	5.00%	7.50%	10.00%
35,000-39,999.99	2.75%	5.50%	8.25%	11.00%
40,000-44,999.99	3.00%	6.00%	9.00%	12.00%
45,000-49,999.99	3.50%	7.00%	10.50%	14.00%
50,000-54,999.99	5.00%	10.00%	15.00%	20.00%
55,000-59,999.99	5.75%	11.50%	17.25%	23.00%
60,000-64,999.99	6.75%	13.50%	20.25%	27.00%
65,000-69,999.99	7.25%	14.50%	21.75%	29.00%
70,000-74,999.99	8.00%	16.00%	24.00%	32.00%
75,000-79,999.99	8.25%	16.50%	24.75%	33.00%
80,000-94,999.99	8.50%	17.00%	25.50%	34.00%
95,000 and over	8.75%	17.50%	26.25%	35.00%

## Appendix A – Health Benefit Contribution Schedules (2 of 3)

### FAMILY COVERAGE

Salary Range	Year 1	Year 2	Year 3	Year 4
less than 25,000	0.75%	1.50%	2.25%	3.00%
25,000-29,999.99	1.00%	2.00%	3.00%	4.00%
30,000-34,999.99	1.25%	2.50%	3.75%	5.00%
35,000-39,999.99	1.50%	3.00%	4.50%	6.00%
40,000-44,999.99	1.75%	3.50%	5.25%	7.00%
45,000-49,999.99	2.25%	4.50%	6.75%	9.00%
50,000-54,999.99	3.00%	6.00%	9.00%	12.00%
55,000-59,999.99	3.50%	7.00%	10.50%	14.00%
60,000-64,999.99	4.25%	8.50%	12.75%	17.00%
65,000-69,999.99	4.75%	9.50%	14.25%	19.00%
70,000-74,999.99	5.50%	11.00%	16.50%	22.00%
75,000-79,999.99	5.75%	11.50%	17.25%	23.00%
80,000-84,999.99	6.00%	12.00%	18.00%	24.00%
85,000-89,999.99	6.50%	13.00%	19.50%	26.00%
90,000-94,999.99	7.00%	14.00%	21.00%	28.00%
95,000-99,999.99	7.25%	14.50%	21.75%	29.00%
100,000-109,999.99	8.00%	16.00%	24.00%	32.00%
110,000 and over	8.75%	17.50%	26.25%	35.00%

**Appendix A – Health Benefit Contribution Schedules (3 of 3)****MEMBER/SPOUSE/PARTNER OR PARENT/CHILDREN COVERAGE**

<b>Salary Range</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
less than 25,000	0.88%	1.75%	2.63%	3.50%
25,000-29,999.99	1.13%	2.25%	3.38%	4.50%
30,000-34,999.99	1.50%	3.00%	4.50%	6.00%
35,000-39,999.99	1.75%	3.50%	5.25%	7.00%
40,000-44,999.99	2.00%	4.00%	6.00%	8.00%
45,000-49,999.99	2.50%	5.00%	7.50%	10.00%
50,000-54,999.99	3.75%	7.50%	11.25%	15.00%
55,000-59,999.99	4.25%	8.50%	12.75%	17.00%
60,000-64,999.99	5.25%	10.50%	15.75%	21.00%
65,000-69,999.99	5.75%	11.50%	17.25%	23.00%
70,000-74,999.99	6.50%	13.00%	19.50%	26.00%
75,000-79,999.99	6.75%	13.50%	20.25%	27.00%
80,000-84,999.99	7.00%	14.00%	21.00%	28.00%
85,000-99,999.99	7.50%	15.00%	22.50%	30.00%
100,000 and over	8.75%	17.50%	26.25%	35.00%