

~~19517~~
DRAFT
3/2/98

AGREEMENT

between

**ATLANTIC CITY MUNICIPAL UTILITIES AUTHORITY
ATLANTIC COUNTY, NEW JERSEY**

and

**ATLANTIC CITY MUNICIPAL UTILITIES AUTHORITY
SUPERVISORS' ASSOCIATION/PROFESSIONAL EMPLOYEES GUILD**

January 1, 1996 through December 31, 2000

**JOHN C. MATTHEWS, ESQUIRE
1125 Atlantic Avenue
Suite 540
Atlantic City, New Jersey 08401**

(ACMUA Copy)

T A B L E O F C O N T E N T S

Article		Page
	PREAMBLE	1
I	RECOGNITION	2
II	MANAGEMENT RIGHTS	3
III	NO WAIVER	5
IV	DUES CHECKOFF, REPRESENTATION FEE AND INDEMNIFICATION	6
V	GRIEVANCE PROCEDURE	10
VI	SALARY INCREASES - 1996-1997-1998-1999-2000	16
VII	NO-STRIKE PLEDGE	17
VIII	PROBATIONARY PERIOD	19
IX	POSTING OF JOB VACANCIES	20
X	WORK SCHEDULES	22
XI	CALL-IN-TIME AND OVERTIME	24
XII	INSURANCE COVERAGE	27
XIII	VACATION	28
XIV	LEAVE OF ABSENCE	30
XV	SENIORITY	32
XVI	TERMINAL LEAVE	35
XVII	HOLIDAYS AND PERSONAL DAY	36
XVIII	PAID LEAVES	38
XIX	CLOTHING ALLOTMENT	41
XX	LONGEVITY	43
XXI	NON DISCRIMINATION	44
XXII	UNION BUSINESS	45
XXIII	UNION VISITATION RIGHTS	47
XXIV	BULLETIN BOARD PRIVILEGES	48
XXV	SEVERABILITY	49
XXVI	REPORTING ACCIDENTS	50
XXVII	SAFETY COMMITTEE	51
XXVIII	EDUCATIONAL BENEFITS AND LICENSING.	52
XXIX	WORKERS' COMPENSATION	56
XXX	TERM AND RENEWAL	57
	APPENDIX A.	58

ARTICLE I

RECOGNITION

- A. The Authority recognizes the Union as the exclusive representative for the purpose of collective negotiations with respect to the terms and conditions of employment of the members of the bargaining unit, which shall be defined as follows:
- All supervisory employees employed by the Authority, excluding managerial executives, confidential and craft employees, police, Executive Director, Deputy Executive Director, Controller, Water Superintendent, Water Filtration Plant Superintendent, and all other employees.

ARTICLE II

MANAGEMENT RIGHTS

- A. The Authority hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to and after the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including but without limiting the generality of the foregoing the following rights.
1. The executive management and administrative control of the Authority and its properties and facilities, and the activities of its employees;
 2. To hire all employees and to determine their qualifications and conditions of continued employment or assignment, and to promote and transfer employees;
 3. To suspend, demote, discharge or take other disciplinary action for good cause;
 4. To establish a code of reasonable rules and regulations of the Authority for the operation of the Authority;
 5. To make all decisions relating to the performance of the Authority's operations and maintenance activities, including but not limited to the methods, means,

processes, materials, procedures and employees to be utilized;

6. To evaluate the work performance levels and standards of performance of the employees;
7. To take any actions considered necessary to establish and maintain efficiency and cost effective operations and maintenance;
8. To assign work as it determines will benefit the Authority and/or the public it serves;

B. The exercise of the foregoing powers, rights, authority, duties or other responsibilities of the Authority; and the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited by the terms of this Agreement, to the extent such terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.

C. Nothing contained herein shall be construed to deny or restrict the Authority in its exclusive right to administer the Authority and control the work of its personnel, nor to deny or restrict the Authority in any of its rights, responsibilities and authority under N.J.S.A. 40A:14A et seq., or N.J.S.A. 40A:14B et seq. (the Sewerage Authority Law) or any other national or state laws.

ARTICLE III

NO WAIVER

The failure of either party to exercise any right under this Agreement shall not be deemed a waiver thereof.

ARTICLE IV
DUES CHECKOFF, REPRESENTATION FEE
AND INDEMNIFICATION

- A. Upon receipt of proper written authorization, the Authority shall deduct Union dues on a pro rata basis and shall remit the monies collected to the Union once each quarter.
- B. The Union agrees to indemnify, defend and hold and save the Authority harmless from any cause of action, demand, claim, suit, loss, damages or any other liability that shall arise out of or by reason of action taken under this clause.
- C. If the rate of dues should change, the Union shall provide the Authority with ninety (90) days advance notice of such change.
- D. All deductions under the Article shall be subject to Chapter 233, N.J. Public Laws of 1969, ~~N.J.S.A.~~ (R.S.) 17:27-52:14-15.9(e).
- E. Assignees shall have no right or interest whatsoever in any money authorizedly withheld until such money is actually paid over to them. The Authority or any of its officers and employees shall not be liable for any delay in carrying out such deductions by mail to the assignees'

last known address, the Authority and its officers and employees shall be released from all liability to the employee-assignors and to the assignees under such assignments.

F. The parties agree that all employees in the bargaining unit who do not become members of the Union during any union membership year shall have deducted from their salaries and forwarded to the Union a representation fee in a manner and in an amount as provided below.

1. Representation Fee Amount
Within thirty (30) days of the execution of this Article, the Union shall notify the Employer of the representation fee sum to be deducted from nonmembers' salaries for the remainder of the year. Thereafter the Union shall notify the employees of the appropriate annual representation fee on an annual basis. Said sum shall not exceed eighty-five (85%) percent of the regular membership dues, fees and assessment charged to Union members unless the Legislature amends the existing ceiling rate whereupon the representation fee deducted shall be that amount set by the Union and consistent with the amended Legislation. Any change in the representation

fee shall be made upon written notification to the Employer.

2. Representation Fee Deductions

The annual representation fee shall be deducted from nonmembers' salaries in substantially equal monthly (bi-weekly) installments. Representation fee deductions from the salaries of all nonmember-employee shall commence within thirty (30) days following the beginning of their employment in a bargaining unit position or the tenth (10th) day following reentry into the bargaining unit for employees who previously served in bargaining unit positions and who continued in the employ of the Atlantic City Municipal Utilities Authority employees in a nonbargaining unit position and persons being reemployed in such a unit from the reemployment list.

If during the course of the year the nonmember becomes a Union member, the Employer shall cease deducting the representation fee and commence deducting the Union dues beginning with the first paycheck to be issued ten (10) days after written notification of the change in status. Conversely, if during the course of the year, the Union member directs the Employer to cease

Union dues deductions in a manner appropriate under the terms of this Agreement, the Employer shall commence deduction of the representation fee with the first paycheck to be issued ten (10) days after the written notification of the change in status. After deduction, representation fees shall be transmitted to the Union in the same manner and in the same time as union dues.

3. The Union shall save the Employer harmless from any claims, suits, demands, or obligations raised against it by virtue of any representation fee deductions (transfer of funds from Employee to Union).

ARTICLE V.

GRIEVANCE PROCEDURE

A. DEFINITIONS

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 of unit employees, or the Union, at the request of any such individual or group (hereinafter referred to as the "grievant").

B. PURPOSE

The purpose of this grievance procedure is to secure an equitable solution to grievances as herein defined. The parties agree that grievances should be resolved at the lowest possible administrative level. Therefore, no grievance shall by-pass any step of the grievance procedure except as expressly provided herein and any failure to prosecute a grievance within the time periods provided shall constitute an absolute bar to relief and shall estop the grievant from prosecuting his grievance in any forum thereafter. This grievance procedure constitutes the sole and exclusive methods for raising

and disposing of controversies within the definition of the term. shall be subject to the provisions of this contract.

C. PROCEDURE

1. Step One - Immediate Supervisor.

- (a) A grievant must file his grievance in writing with the Immediate Supervisor within five (5) days of the occurrence of the matter complained of. A copy shall be provided to the Shop Steward.
- (b) The written grievance must identify the grievant by name (s) and be signed by him (them) and the Shop Steward. It must set forth a statement of the facts constituting the grievance, the approximate time and place of occurrence of the facts leading to the grievance, the names of all Authority representatives whose action or failure to act forms the basis of the grievance, and the specific contract provision (s), if any, forming the basis of the grievance, and must set forth the remedy sought by the grievant.
- (c) Once a grievance comporting with all the foregoing requirements is timely filed, the Immediate Supervisor shall investigate the

grievance and render a written response, which shall be given to the grievant within ten (10) - days from receipt of the grievance.

2. Step Two - Deputy Executive Director

In the event the grievance is not resolved to the grievant's satisfaction at Step One, or in the event the Immediate Supervisor has not served a timely written response at Step One, then within five (5) days after the response date set forth in Step One, the grievant may present the written grievance and any written response(s) received at Step One to the Deputy Executive Director. Upon receipt of the grievance by the Deputy Executive Director, the procedures set forth in Step One shall be followed, except that the parties shall meet within fifteen (15) days of the presentation of the grievance to the Deputy Executive Director and the Deputy Executive Director shall have fifteen (15) days thereafter to respond in writing.

3. Step Three - Executive Director

In the event the grievance is not resolved to the grievant's satisfaction at Step Two, or in the

event the Deputy Executive Director has not received a timely written response at Step Two, then within five (5) days after the response date set forth in Step Two, the grievant may present the written grievance and any written response(s) received at Step One to the Executive Director. Upon receipt of the grievance by the Executive Director, the procedures set forth in Step Two shall be followed, except that the parties shall meet within thirty (30) days of the presentation of the grievance to the Executive Director and the Executive Director shall have forty-five (45) days thereafter to respond in writing.

4. Step Four - Arbitration

- (a) If the grievance remains unsettled, the Union may, within fifteen (15) working days after the reply of the Executive Director or his designee is due, by written notice to the Employer, proceed to binding arbitration. A request for arbitration shall be made no later than such fifteen (15) day period and a failure to file within said time period shall constitute a bar to such arbitration unless the Union and Employer

shall mutually agree upon a longer time period within which to adjust such a demand.

- (b) With regard to subject matters that are grievable, the arbitration proceedings shall be conducted by an arbitrator to be selected through the auspices of the Public Employment Relations Commission. The arbitrator shall restrict his inquiry to the standards established by the Agreement and the arbitrator shall be requested to issue his decision within thirty (30) days after the conclusion of testimony and argument. His decisions shall be in writing and final and binding on both parties. He may not alter the parties' agreement in any manner.
- (c) Expenses for the arbitrator's services shall be born equally by the Employer and Union; however, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record.

ARTICLE VI

SALARY INCREASES - 1996 - 1997 - 1998 - 1999 - 2000

- A. 1. Effective January 1, 1996, an increase in base salary of \$1,500.00.
- 2. Effective January 1, 1997, an increase in base salary of \$1,500.00.
- 3. Effective January 1, 1998, an increase in base salary of \$1,800.00.
- 4. Effective January 1, 1999, an increase in base salary of \$1,600.00.
- 5. Effective January 1, 2000, an increase in base salary of \$1,600.00.
- B. Shift employees shall be paid at the rate of fifty (\$.50) cents per hour additional from 4:00 P.M. to 12:00 A.M. and seventy (\$.70) cents per hour additional from 12:00 A.M. to 8:00 A.M.
- C. Any employee who uses four (4) or less sick days in any calendar year shall receive a bonus of one hundred (\$100.00) dollars that year.

The increases in this Article represent all increases for employees for 1996, 1997, 1998, 1999 and 2000.

ARTICLE VII

NO-STRIKE PLEDGE

- A. The Union covenants and agrees that during the term of this Agreement and during negotiations of a Successor Agreement, neither the Union or any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty or willful absence of any employee from his position, 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, walk-out or other job action.
- B. The Union agrees that it will take all reasonable actions to prevent its members from participating in a strike, work stoppage, slowdown or other activity aforementioned.
- C. In the event of a strike, slowdown, walk-out or any other job action, it is covenanted and agreed that participation in such activity by any Union member may be deemed grounds for disciplinary action, including possible termination of employment of such employee or employees, pursuant to law and other provisions of this Agreement.
- D. Nothing contained in this Agreement shall be construed to limit or restrict the Authority in its right to seek and

obtain such judicial relief as it may be entitled to have in law or in equity for an injunction or damages, or both in the event of such breach by the Union or any of its members.

an employee shall be on probationary employment for a period of ninety (90) days from the date of hire. The probationary period shall terminate on the date of the employee's successful completion of the probationary period. If the employee fails to successfully complete the probationary period, the employee shall be terminated without notice and without any right to reinstatement. The employee shall be eligible for rehire only if the employee is rehired by the employer within a period of ninety (90) days after the date of termination.

ARTICLE VIII

PROBATIONARY PERIOD

- A. During the first four (4) months of continuous employment, an employee shall be considered a probationary employee, and the Authority may terminate his employment within that time without a challenge based upon this Agreement, by either the employee or the Union. This probationary period may be extended upon notice to the Union and the employee affected by an additional thirty (30) day period.

ARTICLE IX

POSTING OF JOB VACANCIES

- A. All new and vacant positions within the bargaining unit shall be posted on the bulletin board for a period of seven (7) days. Employees applying for such vacancies shall make a request in writing to the Executive Director.
- B. Employees within the bargaining unit shall be given consideration in applying for job openings covered under this Agreement, provided that such employees are, in the discretion of the Authority, qualified.
- C. If two (2) or more qualified employees and/or outside applicants apply for such position or promotion, seniority will be considered along with qualifications in determining which of them shall be selected to fill the position. The Authority reserves the right, in its sole discretion, to select the most qualified candidate from within or without the Authority, to fill the position.
- D. Employees may apply for positions only during the posting period.
- E. If promoted, an employee shall serve in the new capacity for a probationary period as per Article VIII herein.
- F. It shall be the exclusive determination of the Authority whether to advertise job vacancies or new positions to the

general public.

SECTION 1

SECTION 2

SECTION 3

A. If the applicant is a natural person, the mark shall be...
SECTION 4

SECTION 5

SECTION 6

ARTICLE X

WORK SCHEDULES

I. For All Employees Except Supervisor of Water, Meter Readers and Supervisor of Accounts

A. The regularly scheduled work week shall be forty (40) hours per week, five (5) consecutive days, except for

employees in continuous operations not normally scheduled Monday to Friday. Those employees in

continuous operations will be assigned a schedule. The Employer shall continue to normally schedule those employees who are now working a five (5) day - forty

(40) hour, Monday to Friday schedule in the same manner. Where necessary, the Employer may assign weekend duty to any employee.

B. In the event it becomes necessary to change the normal starting time of a shift, the Employer will post a notice seventy-two (72) hours in advance of such change. The Superintendent of the department shall notify and confer (explain) with an officer of the Union before effecting the change but shall not require the approval of the Union before effecting the change.

C. Employees working late shifts and employees who are on vacation may pick up paychecks on the normal payday at the Authority's office during its normal business

hours, 9:00 A.M. to 4:30 P.M.

- D. Sick call-in is required by all employees at least two hours before their scheduled shift. All employees are required to call in if they will be late at a reasonable time before their scheduled workday.

II. For Supervisor of Water Meter Readers and Supervisor of Accounts

- A. For these employees, the work week shall continue at 40 hours per week, Monday thru Friday, starting time at 8:00 A.M. to 4:30 P.M. with 1/2 hour for lunch. There shall be no split shifts.

ARTICLE XI

CALL-IN-TIME AND OVERTIME

I. For All Employees Except Supervisor of Water Meter Readers and Supervisor of Accounts

A. Any employee who is requested and returns to work during periods other than his regularly scheduled shift shall be guaranteed not less than four (4) hours pay, at the rate of time and one-half, regardless of the number of hours actually worked until the start of his regular shift thereafter shall be paid the appropriate rate at straight time rates.

B. Overtime refers to all time worked beyond the regular hours of duty.

Time and one-half the employee's regular rate of pay shall be paid for work under the following conditions:

(1) For WTP Supervisors:

All work over and above the employee's regularly scheduled assigned shift schedule.

(2) For all other employees in this category except Water Treatment Plant Superintendent and Supervisor of Water Distribution:

a. All work performed after eight (8) hours in one (1) day.

- b. All work performed on the sixth (6th) day.
- c. All work performed after forty (40) hours in one (1) week.
- d. Double-time: all work performed on the seventh (7th) day shall be paid as double-time.

(3) It is specifically agreed that the Water Treatment Plant Superintendent and the Supervisor of Water Distribution shall receive no overtime compensation but shall receive additional time off pursuant to current practices.

- C. All overtime shall be paid promptly in the next regular payroll check after the overtime is performed.

II. Supervisor of Water Meter Readers and Supervisor of Accounts

- A. These employees are required to work 8 hours in one day and 40 hours in a week; all time after 8 hours in one day or after 40 hours in one week shall be at time and one-half (1 1/2).
- B. All hours on a 6th consecutive day during a week shall be paid at time and one-half (1 1/2).
- C. All hours on a 7th consecutive day in a week shall be at double time (2).
- D. Call-in pay shall be a minimum of 4 hours pay.

III. All employees required to use their personal vehicles in the performance of their duties will receive payment of 18 cents per mile. Employees required to use public transportation in the performance of their duties, shall be compensated for their expenditures.

ARTICLE XII

INSURANCE COVERAGE

- A. The current practice governing hospitalization insurance shall be continued at no cost to the employee and shall remain in effect for the duration of this Agreement. The Authority, however, may change carriers, at its option, so long as similar coverage is maintained.
- B. The Authority and the Union both acknowledge that the Authority is a participant in the New Jersey State Disability Plan and all full time employees of the Authority are covered by this plan.

ARTICLE XII

VACATION

- A. During the first year of employment, employees shall earn vacation at the rate of one (1) day per month of service. Upon completion of the first (1st) through fourth (4th) full years of service, employees shall be entitled to fifteen (15) days of vacation. Upon completion of the fifth (5th) full year of service, employees shall be entitled to fifteen (15) days of vacation. Upon completion of the eleventh (11th) full year of service, employees shall be entitled to eighteen (18) days of vacation. Upon completion of the sixteenth (16th) full year of service, employees shall be entitled to twenty-one (21) days of vacation. Upon completion of the twenty-first (21st) full year of service, employees shall be entitled to twenty-five (25) days of vacation. All vacation shall be earned on a pro-rata basis.
- B. Vacation allowance must be taken during the current calendar year at the time permitted unless, due to the request of the Authority, it is deferred to the following year. In that event, it may be deferred to the next succeeding year only.

- C. Scheduling of all vacations shall be at the discretion of the Executive Director or his designee. Seniority rights will be honored to the extent that they do not interfere with the administration and/or operation of the Authority.
- D. Vacations shall be taken at a minimum of one (1) week at a time unless the Authority approves less at its option.
- E. Pay for vacation period consists of regular base pay only, excluding overtime and premium pay of any type.
- F. Procedural aspects of vacations scheduling shall be as determined by the Authority.
- G. There shall be no vacations taken during "peak" periods, as determined by the Authority, unless specific permission is granted by the Authority.

ARTICLE XIV

LEAVE OF ABSENCE

- A. An official leave of absence may be granted by Resolution of the Authority.
- B. At the discretion of the Executive Director, and with the approval of the Authority any employee may be granted a leave of absence without pay.
- C. An employee on leave of absence without pay, except military leave, does not accrue vacation leave, sick leave, or any other benefits. No payments will be made to the pension system or health plan during this leave of absence, however, unless the employee agrees to bear the costs.
- D. A leave of absence shall not exceed ninety (90) days in length, after which it may be reconsidered and any requested extension shall either be granted or denied.
- E. Employees are required to notify the Authority of the anticipated date of return, as soon as such date is known to the employee. Failure to return on such date without notice shall be considered a voluntary resignation.
- F. The Authority shall have the sole discretion in matters of leaves of absence and each decision made shall be on its own merits. In no event shall the decision whether or not

to grant a leave be precedential as to any other decision regarding a leave, nor shall denial be the subject of a grievance.

ARTICLE XV

SENIORITY

A. DEFINITION

Seniority for existing employees as of date hereof means an employee's length of continuous service with the Authority since his last date of hire with the City of Atlantic City or the Atlantic City Municipal Utilities Authority. All employees hired after the date hereof, shall begin as new employees with their seniority date as of the date of hire with the Atlantic City Municipal Utilities Authority.

B. PROBATION PERIOD

New employees shall be added to the seniority list four (4) months after their date of hire, or later if a probationary period extension is obtained by the Authority.

C. SENIORITY LISTS

Every twelve (12) months the employer shall make available a seniority list showing the continuous service of each employee.

D. BREAK IN CONTINUOUS SERVICE

If an employee returns to work in any capacity within one year, the breaks in continuous service shall be removed.

from his record. However, an employee's continuous service record shall be broken by voluntary resignation, discharge for just causes, and retirement. There shall be no deduction from continuous service for any time lost which does not constitute a break in continuous service.

E. LAYOFF

In the event it becomes necessary to lay off employees for any reason, employees shall be laid off in the inverse order of their seniority, within title and department, provided the Authority deems those remaining to be qualified.

F. RECALL

Employees shall be recalled from lay off and according to their seniority, within department and title, provided such employees are deemed qualified by the Authority.

G. TRANSFERS

Employees desiring to transfer to other jobs shall submit an application in writing to their immediate supervisor. The application shall state the reason for the requested transfer.

Employees requesting transfer for reasons other than the elimination of jobs may be transferred to equal or lower paying job classifications on the basis of seniority, in the

Authority's discretion.

H. OTHER

Anything dealing with seniority not in this Article shall be determined by Civil Service Rules and Regulations and New Jersey State Laws governing the subject.

ARTICLE XVI

TERMINAL LEAVE

- A. Upon retirement, all employees shall be entitled to terminal leave with full pay excluding:
1. All salary increases during the period.
 2. Sick and vacation days cannot be accumulated while on terminal leave.
- B. The only benefits that shall continue on terminal leave are as follows:
1. Pension contributions.
 2. Group insurance.
- C. **OPTIONAL PLAN**
- Lump sum payment of 50% of accrued sick leave with a maximum of \$12,000.

D. Employees shall receive holiday pay on the day of termination. All accrued vacation days shall be paid at the rate of the employee's current salary per year. All accrued sick days shall be earned at a rate of 1.5% of the employee's current salary per year. All accrued sick days shall be earned at a rate of 1.5% of the employee's current salary per year.

ARTICLE XVII

HOLIDAYS AND PERSONAL DAY

- A. The employees covered by this Agreement shall receive the following thirteen (13) paid holidays:

New Year's Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
July 4th
Labor Day
Columbus Day
General Election Day
Veteran's Day
Thanksgiving Day
Christmas Day
Martin Luther King's Day

- B. If a holiday falls on a Sunday, it will be celebrated on Monday, or on Saturday, it will be celebrated on Friday.
- C. When an employee works on one of the above holidays, he/she shall receive an additional day's pay at time and one half.
- D. In order to receive holiday pay or time off, an employee must work the day before and the day after the holiday, if so scheduled.
- E. In addition to the holidays described in Paragraph A, each employee shall be entitled to three (3) personal days off per year. All personal days shall be earned on a pro-rata basis. To be eligible for such personal days, employees

must give the Authority three (3) days prior notice.

- F. Whenever one of the aforementioned holidays falls on an employee's regular day off, the employee shall be given an compensatory day off in its place. Said day shall be scheduled at a mutually convenient time.

ARTICLE XVIII

PAID LEAVES

A. TIME OFF FOR UNION ACTIVITIES

1. The Authority agrees that the Union negotiating committee (not to exceed two members) has the right to attend all sessions without the loss of pay.

B. SICK LEAVE

1. Employees shall be eligible for sick leave after thirty (30) days service with the Authority.

C. ACCUMULATION OF SICK LEAVE FOR TERMINAL LEAVE

1. Employees shall be granted one (1) day of sick leave for each month of service during their first year of employment, and one and one-quarter (1 1/4) days of sick leave for each month of service thereafter. Any days used shall be deducted from this sick leave bank.
2. An employee may be required by the Authority to produce a doctor's certificate after five (5) consecutive days of sickness or disability, or a pattern of abuse.

D. ACCUMULATION OF SICK LEAVE

1. Employees shall start to earn sick leave from their date of hire, and they shall accumulate sick leave as long as they are in the service of the Authority.

E. UNUSED

1. In the event of death, unused sick leave payment is to be made to the estate of the employee.

F. FUNERAL LEAVE

1. When a member of the "immediate family" of a Union member is deceased, that member shall be granted five (5) consecutive working days of leave to be taken between the date of death and the date after the funeral. The immediate family shall include: wife, husband, children, parents, grandparents, sisters, brothers, brothers- and sisters-in-law, mother- and father-in-law and common law husbands and wives.

G. CIVIL SERVICE EXAMINATION

Employees shall be allowed time off with pay to take open competitive and promotional examinations set up by the Civil Service System, for which they qualify.

H. MILITARY SERVICE LEAVE

Any employee who is a member of a Reserve Force of the United States Army of this State and who is ordered by the appropriate authorities to attend the training program or perform other duties under the supervision of the United States or this State shall be granted a leave of absence during the period of such activity, with no loss of time

or pay, not to exceed fifteen (15) days.

I. JURY DUTY

Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service. The difference between their pay and jury pay shall be returned to the Authority.

ARTICLE XIX

CLOTHING ALLOTMENT

- A. Every employee who does not work in the office by job title shall receive a clothing allowance. The employee shall sign for each item and be responsible for the care of these items.
- B. Any lost clothing shall be replaced at the employee's expense.
- C. Any clothing worn out and/or significantly damaged in the course of performing his/her duties, shall be replaced at the Employer's expense. The employee must turn the item into the Employer.
- D. Once the original issue is made, shirts, pants, and shoes shall be replaced at least every three (3) years; winter and summer coveralls and winter coats shall be replaced at least every five (5) years. In all cases, the old clothing shall be returned to the Employer to be marked "replaced", and then returned to the Employee.
- E. The Union will advise the Authority in writing in January and July of any uniform problems.
- F. The Authority will respond in writing within fifteen (15) working days from the date of receipt of such notice.

- G. The Authority will replace items it deems necessary within thirty (30) days, or else employee may purchase directly from vendor approved in advance at price approved in advance by the Authority. The Authority will provide necessary written authorization.
- H. The Authority will make every reasonable effort to provide safety equipment on a priority basis (such as gloves, work shoes with steel toes, and slush boots).
- I. All new employees of the Authority shall receive five (5) sets of tee shirts, summer shirts and winter long sleeve shirts, long pants and summer shorts. All current employees of the Authority shall receive two (2) additional sets of clothes including tee shirts, summer shirts and winter long sleeve long pants and summer shorts within 90 days of the receipt of bids for these articles by the Authority after the execution of this Agreement.
- J. The Authority agrees to provide shirts (i.e. white, if possible) to those employees who do not work in the office which will designate them as having a supervisory capacity. These shirts shall be given out in conformance with Paragraph D of this Article.

ARTICLE XX

LONGEVITY

Longevity shall be paid in the bi-weekly pay of each employee, based upon the following complete years of service during the calendar year in which the longevity is paid:

5 to 9 years	2% of annual salary
10 to 14 years	4% of annual salary
15 to 19 years	6% of annual salary
20 to 24 years	8% of annual salary
25 years or over	10% of annual salary

ARTICLE XXI

NON-DISCRIMINATION

Neither the Authority nor the Union shall discriminate against any employee because of race, creed, religion, color, age, sex, or national origin.

ARTICLE XXII

UNION BUSINESS

- A. The Authority's sole responsibility in the administration of all Union matters shall be with the Shop Stewards. Wherever notice is required to the Union, and whenever official dealings with the Union are required, the Shop Stewards shall be the designated representatives of the Union for such matters which take place at the work place.
- B. The Union may designate no more than one (1) Chief Steward.
- C. The Steward shall be given an opportunity to engage in the adjustment of grievances as provided for under the Grievance Procedure herein with Authority representatives.
- D. The Steward shall not leave his job without the permission of his supervisor, and shall not contact another employee on Union business without prior permission of that employee's supervisor and his own.
- E. Under no conditions shall the Shop Steward interfere with the performance of the work of others.
- F. The Steward has no authority to give orders regarding work to any person employed by the Authority, by virtue of his position as Steward.

G. The Union shall notify the Authority immediately following the selection or replacement of a Steward.

H. The Authority of Shop Steward shall be limited to and shall not exceed the following lawful duties and activities:

1. The investigation and presentation of grievances to the Authority or the Authority's designated representative, in accordance with the provisions of the Collective Bargaining Agreement.
2. The collection of dues when authorized by appropriate Local Union action.
3. 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:
 - (a) have been reduced to writing, or
 - (b) if not reduced to writing, are of a routine nature and do not involve work stoppage, slowdowns, refusal to handle goods, or any other interference with the Authority's business.

ARTICLE XXIII

UNION VISITATION RIGHTS

An officer or duly accredited representative of the Union may be permitted to visit the premises only after prior authorization from the Executive Director or his designee. An escort may be provided at the discretion of the Executive Director or his designee. Such visitation shall not interfere with the conduct of the Authority's business or with the duties of any of its employees.

ARTICLE XXIV

BULLETIN BOARD PRIVILEGES

A. SPACE AVAILABILITY

The Authority shall supply a bulletin board for the use of the Union to post announcements.

B. AUTHORIZATION

All notices are to be signed by the Union President, Secretary or duly authorized representatives, and there shall be no posting of any notices other than as described in Paragraph C., below, except after such notice has been approved in writing by the Plant Superintendent and the Union.

C. MATERIAL

The Union may use the bulletin board to post the following Union announcements:

1. Notice of Union recreation or social affairs.
2. Notice of Union elections and results of such elections.
3. Notice of Union meetings.
4. Notice of Union appointments.
5. Union minutes of joint conferences or of general meetings.
6. General Union business.

ARTICLE XXV

SEVERABILITY

If any section, subsection, paragraph, sentence, clause or phrase of this Agreement should be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Agreement which shall remain in full force and effect; and to this end the provisions of this Agreement are hereby declared to be severable.

ARTICLE XXVI

REPORTING ACCIDENTS

- A. Any employee involved in an accident shall, as soon as possible, report said accident and any physical injuries sustained.
- B. When required by the Authority, the employee, if possible, before going off duty and before starting his next shift, shall make out an accident report in writing, on Authority time, on forms furnished by the Authority, and shall turn in all available names and addresses of witnesses to the accident.

ARTICLE XXVII

SAFETY COMMITTEE

- A. The Union may appoint a committee, not to exceed two (2) people, to meet with representatives of Management as needs arise to discuss and make recommendations relating to the safety of the employees and the public.

ARTICLE XXVIII

EDUCATIONAL BENEFITS AND LICENSING

- A. The employer shall reimburse the cost of tuition for the employees who enroll in courses in accredited institutions of higher learning provided that:
1. The course, credit and non-credit, in which they enroll bear a reasonable relationship to their present work assignment.
 2. Prior approval to take such courses is secured in writing from the Executive Director
 3. The rate of reimbursement, at a graduate or undergraduate level shall be equal to the per credit course now in effect at Rutgers, the State University.
 4. The rate of reimbursement for non-credit courses shall be the full cost of tuition.
 5. The number of credits per year for which an employee shall be reimbursed shall not exceed twenty (20). Said reimbursement shall be paid to the employee within sixty (60) days after completion of course or module.
 6. All non-related courses mandated by an institution as a requisite for a degree or certificate shall be eligible for educational increments.

B. When the employer mandates that an employee must attend a job-related course or school, all expenses including travel, lodging and tuition must be paid in advance by the Authority.

C. 1. When an employee obtains an Associates Degree from a recognized institute of higher education, he/she shall receive a \$500.00 increase in their annual salary. This is a one-time-only salary adjustment and there shall never be another salary adjustment as provided under this paragraph.

2. When an employee obtains a Bachelors Degree from a recognized institute of higher education, he/she shall receive a \$500.00 increase in their annual salary. This is a one-time-only salary adjustment as provided under this paragraph. If the employee has never received a salary adjustment for an Associate Degree, an additional \$500.00 increase in their annual salary will be included at this time. Obtaining a Bachelors Degree will result in a maximum \$1,000.00 increase in their annual salary. This is a one-time-only salary adjustment and there shall never be another salary adjustment as provided under this paragraph.

3. When an employee obtains a Masters Degree or other advanced degree from a recognized institute of higher education, he/she shall receive a \$500.00 increase in their salary. This is a one-time-only salary adjustment and there shall never be another salary adjustment as provided under this paragraph. If the employee has never received a salary adjustment for an Associates Degree and/or Bachelors Degree, an additional \$500.00 per degree increase in their annual salary will be included at this time. Obtaining a Masters Degree will result in a maximum \$1,500.00 increase in their annual salary. This is a one-time-only salary adjustment and there shall never be another salary adjustment as provided under this paragraph

D. When an employee obtains:

1. A W1 License, they shall receive a \$500.00 increase in annual salary. This is a one-time only salary adjustment and there shall never be another salary adjustment as provided under this paragraph.
2. A W2 License, they shall receive a \$500.00 increase in annual salary. This is a one-time only salary adjustment and there shall never be another salary adjustment as provided under this paragraph.

3. A T1 License, they shall receive a \$500.00 increase in their salary. This is a one-time only salary adjustment and there shall never be another salary adjustment as provided under this paragraph.
4. A T2 License, they shall receive a \$500.00 increase in their salary. This is a one-time only salary adjustment and there shall never be another salary adjustment as provided under this paragraph.
5. A W3 or a T3 License, they shall receive a \$500.00 increase in their salary. This is a one-time only salary adjustment and there shall never be another salary adjustment as provided under this paragraph.
6. A W4 or T4 License, they shall receive a \$500.00 increase in their salary. This is a one-time only salary adjustment and there shall never be another salary adjustment as provided under this paragraph.
7. Senior Operators with T4 Licenses shall have their starting salaries commence at \$25,000.00 per annum. Any Senior Operator with a T4 License not currently making \$25,000.00 per year shall have their salary adjusted at this time.

ARTICLE XXIX

WORKERS' COMPENSATION

- A. When an employee is injured on duty, he is to receive Workers' Compensation Benefits due such employee plus the difference between the amount received as compensation to him and his salary during the period of temporary disability only for a maximum period of three months. The employee shall be directly responsible for initiating the disability procedures.
- B. An employee who is injured on the job, and is sent home or to a hospital, or who must obtain medical attention, shall receive pay at the applicable hourly rate for the balance of the regular shift on that day. An employee who has returned to his regular duties after sustaining a compensable injury who is required by the workers' compensation doctor to receive additional medical treatment during his regularly scheduled working hours shall receive his regular hourly rate of pay for such time as is reasonably required to visit the doctor's office.

ARTICLE XXX

TERM AND RENEWAL

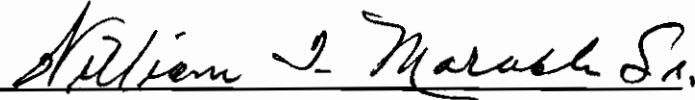
This Agreement shall be in full force and effect as of the date hereof, and shall be in effect to and including December 31, 2000. Salary increases shall be retroactive to January 1, 1996.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals at Atlantic City, New Jersey, on this _____ day of _____, 1998.

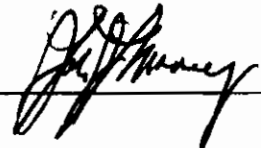
**ATLANTIC CITY MUNICIPAL UTILITIES
AUTHORITY SUPERVISORS' ASSOCIATION
PROFESSIONAL EMPLOYEES GUILD**

By: 

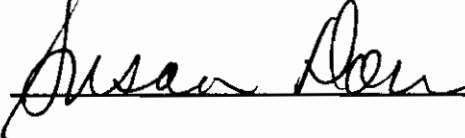
Witness:



**ATLANTIC CITY MUNICIPAL UTILITIES
AUTHORITY - ATLANTIC COUNTY, NEW JERSEY**

By: 

Witness:



APPENDIX A

<u>GRADE</u>	<u>TITLE</u>	<u>STARTING SALARY</u>
6	Asst. Supervisor Water Billing & Meter Readers	\$ 22,500.00
6	Senior Water Treatment Plant Operator	22,500.00
7	Principal Cashier	25,000.00
7	Senior Chemist	25,000.00
7	Supervisor, Water	25,000.00
7	Supervising Treatment Plant Repairer	25,000.00