

AGREEMENT
BETWEEN
THE
TOWN OF GUTTENBERG
HUDSON COUNTY, NEW JERSEY
AND
LOCAL 88, NEW JERSEY
STATE POLICEMEN'S BENEVOLENT ASSOCIATION, INC.
(PATROLMEN)

JANUARY 1, 2018 TO DECEMBER 31, 2021

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PREAMBLE

This Agreement entered into this 27th day of November, 2018, by and between the TOWN OF GUTTENBERG, in the County of Hudson, New Jersey, a Municipal Corporation of the State of New Jersey, (hereinafter called the "Town"), and LOCAL NO, 88, NEW JERSEY STATE POLICEMEN'S BENEVOLENT ASSOCIATION, INC. (hereinafter called the "Association") represents the complete and final understanding on all bargainable issues between the Town and the Association.

ARTICLE I - RECOGNITION

A. The Town hereby recognizes Local No. 88, New Jersey State Policemen's Benevolent Association, Inc. as the exclusive collective negotiations agent for all Patrolmen in the Police Department of the Town.

B. The title of Policeman shall be defined to include the plural as well as the singular and to include males and females.

ARTICLE II - MANAGEMENT RIGHTS

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

1. To the executive management and administrative control of the Town government and its properties and facilities and the activities of its employees;

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

3. To take any permissible disciplinary action for good and just cause according to law.

B. The exercise of the foregoing powers, authority, duties and responsibilities of the Town, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution of Laws of New Jersey, including Chapter 303 of the Law of 1968, and the United States.

ARTICLE III - GRIEVANCE PROCEDURES

A. To provide for of the expeditious and mutually satisfactory settlement of grievances arising under this Agreement the following procedures shall be used.

B. For purposes of this Agreements the term "grievance" means any complaint, difference or dispute between the employer and any employee with respect to the interpretation, application, or violation of any provisions of this Agreement or any applicable rules or policies, agreements administrative decisions affecting any employee(s) covered by this Agreement.

C. Disciplinary action shall not be subject to the grievance procedure.

D. The procedure for settlement of grievances shall be as follows:

(a) STEP ONE: In the event that any employee covered by this Agreement has a grievance, within ten (10) working days of the occurrence of the event being grieved, the

employee shall present the grievance in writing to the Police Director or the Officer in charge of the Department in the event of the Director's absence; copy to Mayor and Chairperson, Police Committee. Every effort shall be made to adjust, compromise, and settle same fairly if at all possible.

(b) STEP TWO: If the Association wishes to appeal the decision of the Police Director (or the officer in charge if the Director is absent), it shall be presented in writing to the Chairperson, Police Committee, or his/her delegated representative within ten (10) working days, who may give the Association the opportunity to be heard, and will give his/her decision in writing within ten (10) working days of receipt of the written grievance. All prior correspondence and materials shall be reviewed before decision.

(c) STEP THREE: If not resolved, similar appeal may be made to the Governing Body in like fashion, which shall render a written decision within twenty (20) days of filing or hearing, whichever is later.

(d) STEP FOUR: (1) If no satisfactory resolution of the grievance is reached at Step Three, then within five (5) working days the grievance shall be referred to the Public Employment Relations Commissions for the selection of an Arbitrator, pursuant to the rules of said Commission. The decision of the Arbitrator shall be final and binding upon the parties. If within the scope of this Agreement, which shall be controlling, the Arbitrator shall rule on agreed facts submitted to him/her by the parties. The expense of such arbitration shall be borne equally by the parties.

E. It is agreed between the parties that no arbitration hearing shall be held until after the expiration of at least thirty (30) days after the decision is rendered by the employer's governing body or its representative on the grievance.

F. Employees covered by this Agreement shall have the right to process their own grievance without representative; or to settle or withdraw any grievance proceeding at any stage.

G. The cost of the Arbitrator shall be borne equally by the parties, but each party shall be responsible for such other costs as they may incur.

H. The Arbitrator shall decide, as a preliminary question, if necessary, whether he/she has jurisdiction to hear and decide the matter in dispute.

I. The Arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and be restricted to the application of the facts presented to him/her involved in the grievance. The Arbitrator shall not have the authority to add to, modify, detract from, or alter in any way the provisions of this Agreement or any amendment or supplement thereto. The decision of the Arbitrator shall be final and binding. The decision of the Arbitrator shall be issued within thirty (30) days.

ARTICLE IV - PBA REPRESENTATIVES

A. The Town agrees to grant time off, not to exceed one (1) week per year (seven (7) days), to an employee designated by the PBA to attend State and International meetings or, conventions provided seventy-two (72) hours written notice is given to the Police Director by the organization. No more than three (3) employees shall be granted time off at any one time.

B. Accredited representatives of the Association may enter the Town's facilities or premises at reasonable hours for the purpose of observing working conditions or assisting in the adjustments of grievances. When the Association decides to have its representatives enter the Town facilities or premises, it will request such permission from the appropriate Town representatives and such permission will not be unreasonably withheld, provided there should be

no interference with the normal operations of the business of the Town Government or normal duties of employees.

C. One (1) Association representative and one (1) assistant Association representative may be appointed to represent the Association in grievances with the Town.

D. During collective negotiations, authorized Association representatives, not to exceed four (4), shall be excused from their normal work duties to participate in collective negotiations sessions, that are reasonable and necessary, and they shall suffer no loss of regular pay.

ARTICLE V - DEDUCTIONS FROM SALARY

A. The Town agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Association. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967, N.J.S.A. (R.S.) 52:4-15.9(e), as amended. Said monies together with records of any corrections shall be transmitted to the Association office by the fifteenth (15th) of each month following the monthly pay period in which deductions were made.

B. If during the life of this Agreement there shall be any change in the rate of membership dues, the Association shall furnish to the Town written notice prior to the effective date of such change and shall furnish to the Town new authorizations from its members showing the authorized deduction for each employee.

C. The Association will provide the necessary "check-off" authorization form and deliver the signed forms to the Town Treasurer. The Association shall indemnify, defend, and save the Town harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by the reason of action taken by the Town in reliance upon salary deductions authorization cards submitted by the Association to the Town.

D. Nothing contained in this Agreement shall be construed to limit or restrict the Town in its rights to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach by the Association or its or its Members.

ARTICLE VI - NO-STRIKE PLEDGE

A. The Association covenants and agrees that during the terms of this Agreement, neither the Association nor any person acting on its behalf will cause, 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 employees from his position, or stoppage of work, or abstinence in whole or in part, for the full, faithful, and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout, or other deliberate interference with normal work procedures against the Town. The Association agrees that such action would constitute a material breach of this Agreement.

B. In the event of a strike, slowdown, or walkout, it is covenanted and agreed that participation in any such activity by an employee covered under the terms of this Agreement shall be deemed grounds for termination of employment of such employee or employees, subject, however, to the application of the Grievance Procedure contained in Article III.

C. The Association will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout, or other deliberate interference with normal work procedures against the Town.

D. Nothing contained in this Agreement shall be construed to limit or restrict the Town in its rights to seek and obtain such judicial relief as it may be entitled to have in law or in

equity for injunction or damages, or both, in the event of such breach by the Association or its members.

ARTICLE VII - NO LOCKOUT PLEDGE

A. Consistent with the law and with the terms of this Agreement each of the parties hereto agree that they fulfill their obligations to one another and the Town further agrees that it shall not illegally lock out employees or members of the Association or interfere in the lawful operations of the Association.

B. The parties agree that all the existing practices and procedures in the Guttenberg Police Department cannot be set forth in this Agreement. The parties accordingly agree that regular and established practices and procedures shall not be rescinded or materially altered without bargaining in good faith, where the interests of the employees are to be adversely affected.

C. Nothing contained in this Agreement shall be construed to limit or restrict the Association in its right to seek and obtain such judicial relief or administrative relief as they may be entitled to have in law or equity, for injunction or damages or both, in the event of a breach by the Town or its agents.

ARTICLE VIII - HOURS AND OVERTIME

A. Effective January 1, 2018, the work schedule for employees covered by this Agreement shall be the "4-2" schedule which work schedule shall be posted no later than January 1 of each calendar year. Schedule will commence on February 1st of each year. The normal work day shall be eight (8) hours which shall include appropriate meal and rest periods pursuant to prior practices. A copy of this schedule is annexed as Exhibit A.

B. 1. An employee who is required to-work longer than his regular tour of duty shall be paid overtime at the rate of time and one-half his regular straight time rate pay. In construing such overtime, the payments shall be made on the following basis:

- a. Up to the first 16 minutes -no pay
- b. 16 through 30 minutes -30 minutes pay
- c. 31 through 60 minutes -1 hours pay
- d. Thereafter, overtime shall be paid at the rate of time and one-half his regular straight time rate of pay, for all time worked beyond the regular tour of duty. if an employee shall opt for compensatory time off instead of cash payment, such time shall be taken only as scheduled by the Director of Public Safety or officer in charge of the department, so as not to interfere with departmental operation

2. If an employee is recalled to duty on his time off, he shall be paid a minimum of four (4) hours pay at time and one-half. This shall not apply if the overtime is continuous with his regular tour of duty.

3. Overtime shall be paid every two (2) weeks.

C. Effective after the date of the signing of the new collective bargaining agreement and as soon as reasonable thereafter, the off-duty rate shall be set at \$86.00 for non-municipal projects and \$60.00 for public projects held by the Town, Board of Education, and Housing Authority with \$1.00 per hour paid to the P.B.A. The officer shall be entitled to a minimum of four (4) hours pay at the applicable off-duty rate. After eight (8) hours, the officer shall be paid at a rate of time and one-half.

The off-duty detail rate for projects overnight, weekends, same day/emergencies, and holidays shall be \$96.00 per hour, with \$1.00 per hour paid to the P.B.A. Overnight is defined as

6:00 PM to 6:00 AM. After eight (8) hours, the officer shall be paid at the rate of time and one-half of the detail rates. In the event an off-duty detail for non-municipal project is cancelled within 90 minutes prior to the scheduled start time of the off-duty detail, the officer shall be entitled to a minimum of four (4) hours pay at the applicable off-duty detail rate. The officer shall be entitled to a minimum of four (4) hours pay at the applicable off-duty rate.

All officers working an off-duty assignment will be provided a police vehicle, if available, so long as its use is paid for by the vendor. The officers working the off-duty detail will determine his/her placement with the approval of the construction foreman/supervisor.

D. Any officer who is required to act as an officer in charge or to perform duties of a superior officer shall be paid at the rate of pay of the superior officer for all time worked in that role. This provision shall apply when there is no superior officer (Sgt., Lt., or Captain) on duty. This provision shall apply when a Lt. or Captain is on duty when such assignment is made by the Captain or his designee. The assignment of an Officer to work as Patrol Supervisor shall be made by the Captain or his designee. Seniority will be the first consideration.

E. Shift swapping shall be permitted, not to exceed two (2) times per month, upon no less than forty-eight (48) hours' notice to the Director or his designee. Any such request shall require the approval of the Director or his designee which shall not be unreasonably denied.

F. Officers who call out sick or are out on Workers' Compensation cannot work off-duty details.

ARTICLE IX - VACATIONS

A. All leave time including vacations, shall be permitted for the time period from January 1 through December 31 of each calendar year with approval of the Department, which shall be reasonably exercised.

B. All patrolmen hired prior to May 1, 1994 shall receive (26) working days of vacation annually. In the event a Patrolman works less than a full calendar year, he shall receive a pro rata share of his vacation, except when that officer's absence is due to an on the job injury as certified by the Town's appointed physician.

C. Section C only applies to officers in current employ. Vacation now on the books can be carried forward at 1994 rate.

D. The following provisions shall apply to officers hired after May 1994:

1. New hires shall receive one (1) day per month in first year of service.
2. After one (1) year of service and not more than five (5) years of service, officers shall receive fifteen (15) days.
3. After five (5) years of service and not more than ten (10) years of service, officers shall receive twenty (20) days.
4. After ten (10) years of service, officers shall receive twenty-six (26) days.

E. 1. The list of vacation days for each Police Officer shall be posted no later than February 1st for the calendar year January 1st to December 31st. This list will show the number of vacation days to which each officer is entitled in the calendar year and shall be based on a proration for officers who accrue vacation time after January 1st.

2. All vacation requests are to be submitted in writing on a form specified by the Department. This form shall be served on the PBA no later than December 1st of the preceding year. Vacations may be selected as individual days or week(s) except as otherwise

provided herein. Not more than one Sergeant and one Police Officer may take a vacation at the same time. A request that is returned disapproved shall indicate the reason for the disapproval. Vacation requests shall not be arbitrarily denied.

3. All vacation requests for prime time, June 15th to September 15th, shall be submitted by March 30th by each Police Officer to the Director of Public Safety or his designee. Officers must schedule a minimum of five (5) vacation days but not more than ten (10) vacation days during prime time, unless more time is available after all officers have had the opportunity to take two weeks. Vacation picks during prime time shall be by rank first and then by seniority. Vacation requests for a full scheduled work week will be given preference over requests for less than a full work week, seniority notwithstanding. The Director or his designee shall return the requests for prime-time vacation marked approved or disapproved, by May 15th. A request that is returned disapproved shall indicate the reason for the disapproval. Vacation requests shall not be arbitrarily denied.

4. Vacation requests for other than prime time shall be approved or disapproved within five (5) days of receipt. Vacation picks during non-prime time shall be based on seniority. A request that is disapproved shall indicate the reason of the disapproval.

5. Once a vacation is approved it cannot be cancelled.

6. Requests for swaps changes in vacation shall be made in writing. Requests for swaps or changes will be approved if no overtime will result and the request for change will not adversely affect departmental operations. Requests for change shall not be unreasonably denied. Requests for swaps, or changes that are denied shall indicate the reason for the denial.

7. All Police shall be notified by the command if they have unscheduled vacation days as of October 15th. Any Police Officer so notified must, by November 1, request

the scheduling of such days by December 31st, During the period of December 10th to December 31st command may, but is not required to, limit the scheduling of vacation to no more than one Police Officer or one Sergeant per tour except for Christmas Eve, Christmas Day, and New Year's Eve when up to one Sergeant and one Police Officer may be scheduled for vacation, Unless denied use of vacation days due to Departmental needs, any vacation days not scheduled by December 31st in accordance with this procedure shall be forfeited, subject, to the Officer's right to carry over a maximum of five (5) vacation days to the next calendar year.

F. Effective July 2012, a joint committee shall be established to, at a minimum, create a common database governing all aspects of vacation use, including cost, that will assist the parties, and a future arbitrator, if necessary, to resolve any issues relating to vacation, if they continue to exist, during negotiations for the successor contract to this one.

ARTICLE X - PERSONAL DAYS

Each Officer Shall be given two (2) personal days to be used in a calendar year. Unused personal days may not be carried over. Requests for personal days should be made with four (4) days' notice. Requests for a personal day may be made up to four (4) hours prior to the start of the tour for which the personal day is being requested. A request for a personal day may be denied if a personal day has previously been requested and approved for another member of the force police officer or sergeant) scheduled to work the same tour as the tour for which the officer requested the personal day.

ARTICLE XI - SICK LEAVE

A. Sick leave, as used herein, shall be defined as an illness, injury or disability that prevents an employee from performing his normal duties; or where an employee is quarantined because of exposure to a contagious disease or illness.

B. The employee shall notify the Department at least one (1) hour prior to the commencement of his tour of duty whenever possible. Said notice shall state the nature of the cause of the absence from duty.

C. Where an employee is out on sick leave for three (3) or more consecutive days or where an employee has established a pattern of sick time use, the Department may, at its discretion, reasonably require the employee to submit acceptable medical evidence to substantiate the absence.

D. The Town may require an examination by a physician retained by the Town of an employee absent for medical reasons. However, such examination shall be at the sole cost and expense of the Town and a copy of the results of such examination shall be supplied to the employees.

E. All employees covered by this Agreement shall be granted sick leave on an as needed basis up to a maximum of one (1) year for each occurrence or need. The Town's physician shall have the ability to certify an officer's illness, injury, or disability for extended absences in increments of no greater than three (3) months at a time.

F. In the event an employee is brought up on disciplinary charges for abuse of sick leave policy and is found guilty of such charges following an administrative hearing on such charges, the Town may, in addition to any other disciplinary penalty available to it, impose as a penalty for such violation, that such employee shall not be entitled to sick leave as provided in Paragraph E for a period of up to twenty-four (24) months.

In the event the Town elects to impose such penalty, the employee shall be limited to no more than fifteen (15) sick days on an annual basis during such period.

G. The employee organization recognizes the right of the employer to discipline, in accordance applicable law, any employee who misrepresents facts or malingers under this clause. The PBA in no way endorses or supports any person who misrepresents facts or malingers under this clause.

H. Each employee may be requested to present a medical certificate for each illness over eight (8) individual occurrences in a calendar year. For purposes of this provision, an occurrence consists of a single or two (2) day absence from duty due to illness.

I. Effective December 31, 1998, all police officers having a bank of sick days shall have those days converted to compensatory days. (For example, if a police officer had twenty (20) banked days, that police officer will now have twenty (20) compensatory days.) These compensatory days shall be segregated and not commingled with other compensatory days. Unlike other compensatory days, these compensatory days may be carried over from year to year. Police officers shall have the option to request time off by using these compensatory days. The request shall be approved by the Town unless the use of such compensatory time will cause overtime. Police officers shall not be entitled to a lump sum payment for these compensatory days.

J. Maternity leave shall be granted in compliance with applicable State and Federal Laws. Police officers shall be entitled to utilize paid time-off to bond with a newborn or adopted child in accordance with the State and Federal family leave laws.

K. If an officer does not use any sick days (in any given year) he/she shall earn a sick leave incentive payment of \$500.00.

ARTICLE XII - BEREAVEMENT LEAVE

- A. In case of death in the immediate family, an employee shall be granted leave for a maximum of five (5) work days from the day of death.
- B. Immediate family shall be defined as to spouse, children (including adopted children), stepchild, mother, father, step-mother, step-father, brother, sister, or grandparents, of the employee or his/her spouse.
- C. If the funeral is further than 100 miles from Guttenberg, New Jersey, an additional one (1) day travel time shall be allowed. Reasonable verification may be required by the Town.
- D. Reasonable verification may be required by the Town.

ARTICLE XIII - HEALTH AND WELFARE INSURANCE

- A. The Town shall provide health insurance coverage as heretofore provided in accordance with the provisions of the policy of the State Health Benefits Plan in which the Town has enrolled. Employees are responsible for health care contributions, per pay period for health and prescription coverage as required by the State of New Jersey and shall be consistent with that required by PL 2010 Chapter 2 and PL 2011, Chapter 78.
- B. The Town shall provide the employee with legal aid as required by N.J.S.A. 40A:14-155.
- C. All Town police employees shall receive full hospitalization after retirement.
- D. 1. The Town shall maintain the family prescription plan; dental program and vision program as are presently provided to employees covered herein,

2. The Town shall have the right, pursuant to law, to change insurance carriers or to self-insure so long as substantially similar benefits are provided the employees covered herein. The Town shall provide at least sixty (60) days' notice to the Association of an intent to change the insurance carrier, unless unable to give such notice in order to maintain the continuity of the required health insurance coverage.

3. All Town police employees who decline Town medical and prescription coverage will be provided a stipend of five thousand dollars (\$5,000) per year in addition to other payments.

E. The Town shall maintain the family prescription plan, dental program, and vision program as are presently provided to employees covered herein.

F. Line of Duty Death: In the event that an officer dies in the line of duty, the Town shall provide his/her spouse/civil partner and family with health insurance at no cost to the spouse/civil partner and family until such time as the spouse/civil partner remarries.

ARTICLE XIV - EQUIPMENT

A. All patrol cars shall be equipped with the following items:

1. One heavy duty hand light.
2. One hundred (100) feet of rope.
3. One (1) serviceable first aid kit.
4. One (4) fire extinguisher.
5. Night stick holder.
6. One (1) 350 degree light (except unmarked vehicle).

B. All future patrol cars purchased after the execution of first agreement shall be equipped with:

1. An electric audio warning device.
2. Interior trunk locks.
3. Alley lights or spot lights.
4. A secured gun case, for the keeping of shot guns, will be mounted in

Police Headquarters in plain-view of the public behind the police desk.

5. There shall be one (1) hand radio for every man on a shift
6. Two (2) police cars to be used from 9 p.m. to 8 a.m. every day of the

week.

7. SPEN Radio.
8. Trunk mounted rack for Shotgun/Rifle for use when such weapons are

issued.

C. It shall be the objective of the parties to promote the health and safety of the employees in their employment consistent with the realities of police work, within normal limits imposed by age of equipment normal wear and tear and regular resource levels in Guttenberg. All questions relating to health and safety shall be considered carefully and promptly by the Police Committee and/or the Town Council to the end that such reasonable health and safety standards shall be maintained.

D. Officers assigned as investigators may wear the Investigator Shield when working in uniform.

ARTICLE XV - CLOTHING ALLOWANCE

A. Effective January 2018 the annual clothing allowance shall be payable upon production of receipts. The annual clothing allowance shall be adjusted as follows (new officers shall receive a pro-rated payment of 1/12th per month):

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January 1, 2018	\$1,050.00 (\$1,000 paid, balance retroactive)
January 1, 2019	\$1,100.00
January 1, 2020	\$1,150.00
January 1, 2021	\$1,200.00

B. Officers shall be reimbursed for the cost of replacing clothing and equipment damaged in the line of duty following inspection by the Town and upon production of a receipt for the replacement item.

C. Effective upon the execution of this contract, each employee shall receive a weapon maintenance allowance in the sum of \$200.00 payable upon production of receipts. The Officer may utilize any licensed firearms retailer of the officer's choice.

D. In addition to the annual clothing allowance, in the event the Town wants to make a uniform change, the Town must pay or reimburse (with receipt) each officer for the cost of the change.

E. The primary uniform for patrol officers will be the BDU uniform.

F. Long sleeve shirts and short sleeve shirts may be worn at any time.

G. Payment of the annual clothing allowance shall survive the expiration of the collective bargaining agreement and remain in full force and effect pending the successful negotiations of any successor collective bargaining agreement or the issuance of an interest arbitration.

ARTICLE XVI - MILITARY LEAVE

Any employee called into the Armed Forces of the United States during a national emergency shall receive the protection of all applicable law.

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ARTICLE XVII - RETENTION OF BENEFITS

The provisions of all Municipal Ordinances and Resolutions which are applicable to members of the bargaining unit shall remain in force and effect, except as modified herein, during the term of this Agreement, and shall be incorporated in this Agreement as if set forth herein at length.

ARTICLE XVIII - LEAVE OF ABSENCE

A leave of absence without pay may be granted for good cause to any employee for a period of six (6) months. Such leave shall be granted at the sole discretion of the Police Committee after recommendation from the Police Director. The leave may be extended for an additional six (6) months.

ARTICLE XIX - RETIREMENT AND PENSIONS

A. Employees shall retain all pension rights under New Jersey Law and the ordinances of the Town of Guttenberg.

B. In the event the appropriate State Pension Board of the Legislature makes any mandatory modifications to the present Pension Law or Rules and Regulations relating thereto which modifications would inure to the benefit of the employees if they were incorporated herein, such modifications shall be considered as incorporated herein without further action by or between the parties hereto. If same are optional, the parties shall bargain in good faith with respect to same promptly, unless adopted within three (3) months of expiration of contract, in which case, same shall be taken up as part of negotiations for new or renewed contract, unless delay would work serious hardship upon any party.

C. All vacancies shall be filled in the Police Department within six (6) months of the vacancies. In the event of a vacancy within the patrolmen's ranks, all efforts shall be made to fill the vacancy sooner if feasible and appropriate.

ARTICLE XX - COURT TIME

A. Court time, as referred to in this Article, shall consist of all time excluding regular tours of-duty, during which any employee under this Agreement shall be required to attend a Municipal Court, Guttenberg ABC Hearings, County Court, Superior Court, Grand Jury proceeding, or other necessary official State or County Administrative Bodies as a direct result of his official duties.

B. When an employee covered under this Agreement shall be required to travel to and from any of the Courts or Administrative Bodies as noted in this Article, such travel time shall be considered and included in the computation of the amount of overtime to which the employee is entitled, provided, however that such travel time shall be computed between the Police headquarters and the pertinent Court or Administrative Body. Such time shall be paid as time and one-half.

C. Any officer required to appear for Court time, as specified in subsection A above, shall be guaranteed two (2) hours minimum, up to a maximum of four (4) hours, to be compensated at the appropriate rate or compensatory time in lieu thereof. Once an officer's actual Court time exceeds two (2) hours, he/she shall be required to work the balance of the time up to four (4) hours in order to be compensated for the maximum four (4) hours of Court time. If the officer does not agree to be assigned beyond the two (2) hours minimum, the officer shall be compensated beyond the two (2) hours minimum only for the time actually required to be present in Court. If the officer does not wish to be assigned, he or she shall not be required to remain for

the balance of the four (4) hour minimum, but in such case the officer shall only be compensated for time present at court.

D. As soon as reasonably practical, officers will be given notice when a court appearance is required.

ARTICLE XXI - SALARIES

A. All police officers hired before shall be paid as follows:

Salary increases to be as follows for employees on payroll prior to date of execution this contract.

Effective 01-01-2018 – 3% increase
Effective 01-01-2019 - 3% increase
Effective 01-01-2020- 1% increase
Effective 01-01-2021 –1% increase

Steps	1/1/18	1/1/2019	1/1/20	1/1/21
1	\$57,521	\$59,247	\$59,839	\$60,437
2	\$61,631	\$63,480	\$64,115	\$64,756
3	\$66,450	\$68,444	\$69,128	\$69,819
4	\$71,901	\$74,058	\$74,799	\$75,547
5	\$77,799	\$80,133	\$80,934	\$81,743
6	\$84,104	86,627	\$87,493	\$88,368
7	\$98,284	\$101,233	\$102,245	\$103,267

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B. For full time officers hired after execution of this agreement, the salary shall be as follows:

Upon initial hire	\$ 37,000
Upon Completion of one full year	\$ 42,000
Upon completion of two full years	\$ 47,000

C. The foregoing shall be retroactive to the dates shown. Any employee who left the employ of the Town prior to the date of the issuance of the signing of this contract shall not receive any retroactive payment. This prohibition shall not apply in the case of the retirement or death of an employee before the date of the signing of this contract.

D. Paychecks shall be provided on a bi-weekly, every two (2) basis.

ARTICLE XXII - LONGEVITY

A. All officers hired prior to July 1, 2013 are eligible for longevity and shall be paid on the following schedule:

After completion of 4 years of service	2% of base salary
After completion of 8 years of service	4% of base salary
After completion of 12 years of service	6% of base salary
After completion of 16 years of service	8% of base salary
After completion of 20 years of service	10% of base salary
After completion of 24 years of service	12% of base salary

B. All officers hired between July 1, 2013 and December 31, 2017 are eligible for longevity and shall be paid on the following schedule:

After completion of 4 years of service	1% of base salary
After completion of 8 years of service	2% of base salary

After completion of 12 years of service	3% of base salary
After completion of 16 years of service	4% of base salary
After completion of 20 years of service	5% of base salary
After completion of 24 years of service	6% of base salary
After completion of 28 years of service	7% of base salary

- C. Officers hired on or after January 1, 2018 are not eligible for longevity.
- D. Eligibility for longevity is to be determined as of the anniversary of the Employee.
- E. Payments shall be made with salary payments.

ARTICLE XXIII - TRAINING

A. All police officers shall be required to train at the firing range at least two (2) times a year at the Town's expense under the jurisdiction of the training officer.

ARTICLE XXIV - SEPARABILITY AND SAVINGS

A. The Town and the Association recognize the applicability of Presidential Executive Order 11695 and other applicable present or future Executive Orders or Legislations dealing with economic controls on wages, prices, salaries, etc. Therefore, salary or wage increases or other economic changes will be put into effect to the extent that it is legally possible. In the event of any or all of the salary increases or adjustments or other economic changes for 1975 or beyond cannot be legally made effective, such increases shall be omitted or proportionately adjusted according to law.

B. If any provisions of this Agreement or any application of this Agreement to an employee or group of employees is held to be invalid by operation of law or by a Court or other

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tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby, and shall continue in full force and effect.

C. As to any invalid provision or application, the parties shall confer promptly to discuss the impact and bargain in good faith as to reasonable and feasible alternatives in the specific area involved in such invalid provision or application.

ARTICLE XXV - EDUCATION ALLOWANCE

A. In addition to all other payments set forth in this Agreement, each employee shall receive payment for each college credit earned in passing college courses related to or leading to a degree in Police Science or other related law enforcement degrees.

B. The above payment shall be one payment of Fifty (\$50.00) Dollars per each credit earned in regular study in college, day or night, but not for correspondence courses, extension courses or the like.

ARTICLE XXVI - FULLY BARGAINED PROVISIONS

A. 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 term of this Agreements neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreements and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE XXVII - TRANSPORTATION ALLOWANCE

Employees covered by this Agreement shall be reimbursed for tolls and parking fees not to exceed One Hundred (\$100.00) Dollars in the aggregate per calendar year for the Department. A police vehicle shall also be provided in the event an employee's personal vehicle is not available for training purposes sanctioned and approved by the employer.

ARTICLE XXVIII - RIGHTS OF EMPLOYEES

In an effort to ensure that departmental investigations are conducted in a fair manner which will contribute to good order and discipline, the following are hereby adopted:

1. The interrogation of a member of the Force shall be at a reasonable hour, preferably when the member of the Force is on duty, unless the exigencies of the investigation dictate otherwise.
2. The interrogations shall take place at a location designated by the Police Director. Usually it will be at the Police Headquarters or the location where the incident allegedly occurred.
3. The questioning shall be reasonable in length. Fifteen (15) minutes time shall be provided for personal necessities, meals, and rest periods at the end of every two (2) hours, as required, without prejudicing the investigation.
4. The member of the Force shall not be subjected to any offensive language, nor shall he be threatened with transfer, dismissal or other disciplinary punishment. No promise of reward shall be made as an inducement to answering questions. Normal police procedure will be utilized, and every police officer shall answer questions promptly and truthfully, subject to lawful privileges then asserted.

5. At every stage of the proceedings, the Department shall afford an opportunity for a member of the force, if he so requests, to consult with counsel and/or his Association representative which shall not delay the interrogation beyond one (1) hour for consultation with his Association representative, or more than two (2) hours for consultation with his attorney. However, this paragraph shall not apply to routine day-to-day investigations.

6. In cases other than department investigations, if a member of the Force is under arrest or if he is a suspect or the target of a criminal investigation, he shall be so informed.

7. Nothing herein shall be construed to deprive the Department or its officers of the ability to conduct the operations of the Department.

ARTICLE XXIX - PERSONNEL FILES

A. A personnel file shall be established and maintained for each employee covered by this Agreement. Such files are confidential records and shall be maintained in the Office of the Director of Public Safety and may be used for evaluation purposes by the Police Director, Mayor, Chairman, Police Committee and/or Governing Body.

B. Upon advance notice and at reasonable times, any member of the Police Department may at any time review his personnel file. However, this appointment for review must be made through the Police Director or his designated representative.

C. Whenever a written complaint concerning an officer or his actions is to be placed in his personnel file, a copy shall be made available to him and he shall be given the opportunity to rebut it if he so desires and he shall be permitted to place said rebuttal in his file. When the employee is given a copy of the complaint, the identification of the complaint person or material

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that would help identify him/her shall be excised. However, if any disciplinary action is taken based on any complaint, then the employee shall be furnished with all details of the complaint, including the identity of the complainant.

D. All personnel files will be carefully maintained and safeguarded permanently, and nothing placed in any file shall be removed there from. Removal of any material from a personnel file by any member of the force shall subject the member to appropriate disciplinary action; subject to right of governing body to update files, discard obsolete materials and the like.

E. Each employee shall keep track of his own accumulated vacation days, sick days, and any other time which is available to the officer. In case of doubt, he may consult the Director of Public Safety for verification of same at reasonable intervals.

ARTICLE XXX - AGENCY SHOP

A. Any permanent employee In the bargaining unit on the effective date of this agreement who does not join the Association within thirty (30) days thereafter, any new permanent employee who does not join within thirty (30) days of initial employment within the unit and any permanent employee previously employed within the unit who does not join within ten (10) days of reentry into employment with the unit shall, as a condition of employment, pay a representation fee to the Association by automatic payroll deduction. The representation fee shall be in an amount equal to seventy-five (75%) percent of the regular Association membership dues, fees and assessments. The Association may revise its certification of the amount of representation fee at any time to reflect changes in the regular Association membership dues, fees, and assessments. The Association's entitlement to the representation fee shall continue beyond that termination date of this Agreement so long as the Union remains the majority

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representative of the employees in the unit, provided that no modification is made in this provision by a successor agreement between the Association and the Employer.

B. The Association agrees that it will indemnify and save harmless the Town against any and all actions, claims, demands, or expenses (including reasonable attorneys' fees) in any matter resulting from action taken by the Town at the request of the Association under this Article.

ARTICLE XXXI - REPLACEMENTS

A. No full-time employee covered by this Agreement shall be replaced by a non-police officer, part-time or other personnel.

B. No post presently filled by a full-time employee covered by this Agreement shall be covered by a non-police officer, part-time or other personnel.

ARTICLE XXXII- OUTSIDE EMPLOYMENT

With the express prior approval of the Director, which shall not be unreasonably withheld, Officers shall be entitled to engage in any gainful employment outside of the Department, providing said employment is not in conflict of interest with the employee's duties as a police officer. No employee planning to or engaging in outside employment during off-duty hours shall be permitted to wear the regulation Department uniform during such outside employment.

ARTICLE XXXIII- PROMOTIONS

The promotion of any member of the Department to a superior position shall be made from the membership of the Department. No person shall be eligible for promotion to the rank of superior officer unless he/she has previously served as a patrolman in the Department. Due consideration shall be given to a member of the Department based on length and merit of service and preference shall be given according to seniority in service. Seniority, however, is not a guarantee for promotion. All promotional candidates shall be subject to evaluation, interview, and an examination (test) by a third-party provider. Promotions within the Department shall be in accordance with Town Ordinances.

ARTICLE XXXIV – TERM AND RENEWAL

This Agreement shall be in full force and effect as of January 1, 2018, and shall remain in effect to and including December 31, 2021.

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IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals at
Guttenberg, New Jersey on this 21 day of November,
2018.

LOCAL NO. 88, NEW JERSEY
STATE POLICE BENEVOLENT
ASSOCIATION, INC. (Patrolmen)

By: [Signature]
Date: 11/21/18

ATTEST:

TOWN OF GUTTENBERG
HUDSON COUNTY, NEW JERSEY

By: [Signature]
Date: 11/29/18

ATTEST:

By: [Signature]
Date: 11/21/18

By: [Signature]
Date: 11/29/18

[Handwritten initials]

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GUT-016 (Patrolmen) Guttenberg PBA FINAL Collective Negotiations Agreement.mat

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