

**AGREEMENT**  
**BETWEEN**  
**TOWNSHIP OF COLTS NECK**  
**AND**  
**TEAMSTERS UNION NO. 11**  
**WHITE COLLAR UNIT**

**JANUARY 1, 2011 THROUGH DECEMBER 31, 2013**

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**PREAMBLE**

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- A. This AGREEMENT made this 19<sup>th</sup> day of March 2012 by and between the Township of Colts Neck, located at Cedar Drive in the County of Monmouth, State of New Jersey, (herein referred to as the "Employer") and Teamsters Union No. 11, located at 810 Belmont Avenue, North Haledon, New Jersey 07508 (hereinafter referred to as the "Union").
- B. Throughout this AGREEMENT, references to either gender shall be deemed to mean reference to both genders.

WITNESSETH

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WHEREAS, the Employer recognize the Union as the collective bargaining representative for the Employee covered by this Agreement as hereinafter provided, and

WHEREAS, it is the intent and purpose of the parties hereto that this Agreement promote and improve the mutual interests of the Employer as well as of its Employees and to avoid interruptions and interference with services and to set forth herein their agreement covering rates of pay, hours of work and conditions of employment,

NOW, THEREFORE, in consideration of mutual herein considered, the parties hereto agree as follows:

## ARTICLE 1.

### RECOGNITION

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- A. The employer hereby recognizes the Union as the exclusive bargaining agent for the purpose of collective negotiations of all regularly employed full-time employees and permanent part-time employees as defined in Paragraph C of this Article, employed by the Employer, in the following classifications only; all Police Dispatcher and Clerical Employees, including the Deputy Tax Collector/Deputy Treasurer, Police Chief Secretary, Tax Clerk/Bookkeeper, Technical Assistant to the Construction Official, and Deputy Court Administrator regularly employed by the Township of Colts Neck. Specifically excluded are:

Secretary to the Administrator and Township Committee, Deputy Municipal Clerk, Zoning Officer, Deputy Zoning Officer, Code Enforcement Officer, Managerial Executives, Confidential Employees, Police, Supervisory Employees within the meaning of the Act, Professional Employees, Craft Employees, Part-time or Seasonal Employees, and all other personnel not specifically included above employed by the Township of Colts Neck.

- B. Whenever the word "Employee" is used in this Agreement, it shall be deemed to mean the Employees in the bargaining unit covered by this Agreement, as defined in Article 1., Section A hereof.
- C. All benefits in this Agreement shall apply to full-time employees and permanent part-time employees working 25 hours or more per week. In the case of part-time employees as herein defined, all benefits, except health benefits, shall be prorated in accordance with the number of hours worked per week.

## ARTICLE 2.

### DUES CHECK-OFF

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- A. The Employer agrees to deduct from the salaries of its employees covered by this Agreement, dues which said employees individually and voluntarily authorize the Employer to deduct.
- B. If, during the life of this Agreement, there should be any change in the rate of membership dues, the Union shall furnish the Employer written notice forty-five (45) days prior to the effective date of such change.
- C. The union will provide the necessary "check-off" authorization form and will assure the signatures of its members on the forms and deliver the signed forms to the Employer. The Union shall indemnify, defend and save the Employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Employer in reliance upon the salary deduction authorization forms submitted by the Union to the Employer. It is specifically agreed that the Employer assumes no obligation, financial or otherwise, arising out of the provisions of the Article. Once the funds are remitted to the Union, their dispositions shall be the sole and exclusive obligation and responsibility of the Union.
- D. Payroll deductions of Union dues under the properly executed authorization for payroll deduction of Union dues forms shall become effective within thirty (30) days from the time the form is signed by the employee, and shall be deducted and paid to the Union on a monthly basis.
- E. The Employee shall be relieved from making such "check-off" deduction upon (a) termination of employment, or (b) transfer to a job other than one covered by the bargaining unit, or (c) layoff from work, or (d) an agreed leave of absence, or (e) revocation of the check-off authorization in accordance with its terms or with applicable law. Notwithstanding the foregoing, upon the return of an Employee will resume the obligation of making said deduction in accordance with Paragraph D hereof.
- F. The Employer shall not be obligated to make dues deduction of any kind from any Employee who, during any dues month involved, shall have failed to receive sufficient wages to equal the dues deduction.
- G. The Employer agrees that each employee covered by this Agreement shall, as a condition of employment, be required to pay a representation fee equal to eighty-five (85) percent of the normal initiation fee and annual dues payable to the union by members, pursuant to all applicable law.

## ARTICLE 3.

### GRIEVANCE PROCEDURE

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#### A. DEFINITIONS

The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of the express terms of this Agreement, and may be raised by an individual unit employee, a group of unit employees or the Union.

#### B. PURPOSE

The purpose of this grievance procedure is to secure an equitable solution to grievance as herein defined. The parties agree that grievances should be resolved at the lowest possible administrative level. Therefore, no grievance shall bypass 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 stop 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.

#### C. PROCEDURE

##### 1. Step-One — Department Head

- (a) A grievant must file his/her grievances in writing with his/her Department Head within five (5) days of the occurrence of the matter complained of.
- (b) The written grievances must identify the grievant by name(s) and be signed by him/her (them). It must set forth a statement of the facts constituting the grievance, the approximate date of the occurrence(s) leading to the grievance, the names of all Employer 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. Any written grievance failing to comport with the foregoing requirements shall be null and void, need not be processed by the Employer and shall constitute an abandonment of the grievance.
- (c) Once a grievance comporting with all the foregoing requirements is timely filed, the Department Head shall investigate the grievance and render a written response, which shall be given to the grievant within five (5) working days from receipt of grievance.

2. Step Two — Township Administrator

In the event the grievance is not resolved to the grievant's satisfaction at Step One, or in the event the immediate Supervisor or designees has not served a timely written response to Step One, then within five (5) working 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 Township Administrator. Upon receipt of the grievance by the Township Administrator, the Township Administrator shall meet within ten (10) working days with the grievant, the grievant supervisor to informally discuss the issues. The grievant shall suffer no loss of pay or benefits to attend this meeting. Within ten (10) working days after this meeting, the Township Administrator shall render a written decision relative to said grievance to the grievant.

3. Step Three — Arbitration

(a) If the grievance remains unsettled, the Union may, within five (5) working days after the reply of the Township Administrator by written notice to the Township Mayor and Administrator, proceed to binding arbitration. A request for arbitration shall be made no later than such five (5) day period and a failure to file within said time period shall constitute a bar to such arbitration unless the Union and the Employer shall mutually agree upon a longer time period within which to file such a demand.

(b) The arbitration proceedings shall be conducted by an arbitrator to be selected through the auspices of the New Jersey State Public Employment Relations Commission only. 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.

(c) The cost of the arbitrator shall be split equally between the parties.

(d) The cost of the arbitrator shall have no authority to add to, subtract from, or in any manner modify the terms of this Agreement. He/She shall issue a written award containing his/her findings of fact and conclusions of law, within the thirty (30) day period aforesaid, unless additional time is required by the arbitrator.

D. Time limits may only be extended by mutual agreement of the parties in writing.

E. It is expressly understood by both parties that arbitration can be used for grievances only.



## ARTICLE 4.

### SENIORITY

- A. "Seniority" shall be defined as an employee's total length of continuous service with the Employers.
- B. Twenty (20) days notice of layoff shall be provided to affected employees.
- C. For the purpose of layoff and recall, the last person placed in a job title shall be the first one to be laid off, and the last to be laid off shall be the first to be recalled. Employees shall have "bumping" rights into lower-rated job titles, only for which they meet the established qualifications.
- D. Laid off employees shall remain on a recall list for twelve (12) months. Notice of recall shall be sent to the employee by certified mail or telegram to the employee's last address of Employer record. Recall notice shall not require return to work earlier than two (2) weeks from the date of notice.
- E. Seniority of employees hired or placed into a job title on the same date shall be established by impartial lottery; the procedures for such a lottery shall be mutually agreed upon by the union and the Employer.
- F. When promotions are made, employees shall serve a probationary period of six (6) months in the new position, during which the Employer shall have the right to return the employee to their former position. Employees will be paid at the rate of pay established for the higher job title period after 20 continuous working days.
- G. Once per year, the Employer shall prepare and forward to the Union, a seniority list of employees indicating job title and effective dates of employment with the Employer.
- H. Seniority shall terminate: when the employee quits or resigns; when the employee is discharged; when the employee is laid off for a period in excess of six (6) months; upon absence without leave in excess of five (5) working days; upon failure of an employee to accept recall from the Employer; and upon failure to return from an approved leave of absence.
- I. Employees on authorized leave of absences unpaid shall not lose seniority rights.

- J. The Employer shall utilize experience, ability, skills, attitude, aptitude, qualifications, attendance, and general suitability as the criteria for promotions for employees to job titles within the bargaining unit having a higher rate of pay and for layoff purposes. When two (2) or more employees are equally qualified in accordance with the above, in the opinion of the Employer, the "seniority" shall be the deciding factor.
  
- K. Employees temporarily working in a higher job title shall receive the minimum pay for that title after working in said title for twenty (20) continuous work days.
  
- L. Job vacancies and promotional opportunities will be posted by the Employer on the employee bulletin board. Said job vacancies and promotional opportunities shall be posted for a minimum of five (5) working days.

ARTICLE 5.

PROBATIONARY PERIOD

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- A. During the first one hundred twenty (120) days of continuous employment an employee shall be considered a probationary employee and the Employer may terminate his or her employment within that time without challenge, by either the employee or the Union, and without resorting to any grievance procedures or any other hearing procedure.

ARTICLE 6.

HOURS OF WORK AND OVERTIME

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- A. The normal work week for all Unit employees shall be thirty five (35) hours, Monday through Friday, from 8:30 a.m. to 4:30 p.m. with a one hour lunch period. The Secretary to the Road Superintendent shall work a thirty seven and one-half (37.5) hour week, Monday through Friday. Exception to these hours can be made by the Department Head, with the approval of the Township Administrator. The Township retains the right to change the normal work week provided thirty (30) days notice is given to the Shop Steward. When such changes are implemented, previously authorized vacation or time off for unit employees shall not be effected.
- B. Overtime at time and one-half ( $1\frac{1}{2}$ ) times the base rate shall be provided for authorized work in excess of 35 hours worked per week, Monday through Friday. The Secretary for the Road Superintendent shall be paid overtime for authorized work in excess of thirty-seven and one half (37.5) hours per week, Monday through Friday.
- C. Overtime at time and one-half ( $1\frac{1}{2}$ ) the rate shall be provided for authorized work on Saturday.
- D. Overtime at two times (2x) the base rate shall be provided for authorized work on Sunday or any Holiday as set forth in this settlement.
- E. All Employees shall work a reasonable amount of overtime when requested by the Employer.
- F. Any time not properly recorded shall be considered as time not worked.
- G. All lunch breaks are taken on the employee's own time, as scheduled by the Employer.
- H. Nothing herein shall guarantee employees any minimum work day or work week.
- I. The Employer will attempt to schedule overtime assignments by seniority to the extent possible.

- J. Employees called back to work for emergency reasons, shall receive a minimum of four (4) hours pay at time and one half ( $1\frac{1}{2}$  x) their base rate of pay. If said work is done at home by fax machine or telephone (such as the municipal court), employees shall receive a minimum of two (2) hours pay at time and one-half ( $1\frac{1}{2}$ ) time their base rate of pay.

## ARTICLE 7.

### HOLIDAYS

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- A. For each year of this Agreement, the following holidays shall be observed:
1. New Year's Day
  2. Martin Luther King, Jr. Day
  3. President's Day
  4. Good Friday
  5. Memorial Day
  6. Independence Day
  7. Labor Day
  8. Columbus Day
  9. Veteran's Day
  10. Thanksgiving Day
  11. Day After Thanksgiving
  12. Christmas Day
  13. Floating Holiday
- B. If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation period shall be extended by one (1) additional day, utilizing the employee's allotment for that year and with the approval of the Department Head.
- C. The Employer shall have the option, if a holiday falls on a Saturday or Sunday, to celebrate such holiday on the Saturday or the Sunday, the previous Friday, or the following Monday.
- D. In order to receive holiday compensation, the employees must work the day before and the day after the holiday. If an employee is scheduled to work on a holiday, failure to do so shall be grounds for disciplinary action.
- E. Upon approval of the Department Head, one (1) Floating Holiday each year may be taken by each member of the bargaining unit after two (2) weeks advance written notice. The Township retains the right to approve or deny said request based on the work needs to the Township. Said requests will not be unreasonably denied by the Employer. In the event of denial, the employee may request an alternative Floating Holiday. The Floating Holiday must be used each year or it is lost forever.

ARTICLE 8

VACATIONS

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- A. Annual vacations shall be provided to members of the bargaining unit pursuant to the following schedule:
- |  |         |
|--|---------|
| After one (1) year of continuous service           | 5 days  |
| After two (2) years of continuous service          | 10 days |
| After five (5) years of continuous service         | 15 days |
| After ten (10) years of continuous service         | 18 days |
| After fifteen (15) years of continuous service     | 21 days |
| After twenty (20) years of continuous service      | 22 days |
| After twenty-five (25) years of continuous service | 24 days |
- B. Vacation entitlement shall be prorated for any service less than a full year.
- C. Vacation allowance must be taken during the current calendar year at the time permitted unless, with the approval of the Township Administrator, it is deferred to the following year. A maximum of ten (10) days can be deferred for the following year. Unused time after this one year period is lost forever, unless so authorized by the Township Administrator.
- D. Scheduling of all vacations shall be at the discretion of the Employer. Employee preference and/or seniority rights will be honored to the extent that they do not interfere with the administration and/or operations of the Employer.
- E. Pay for vacation period consists of regular base pay only, excluding overtime and premium pay of any type.
- F. Procedural aspects of vacation scheduling shall be as determined by the Employer.
- G. The Employer may, in its discretion, allow an employee to take vacation time prior to its being earned. In such even, it may be withheld from the employee's final paycheck(s), should the employee not earn the time.
- H. Vacation entitlements and accruals for existing employees shall be calculated from January 1<sup>st</sup> of the year of their employment. Employees hired after January 1, 1991 shall have said entitlements calculated from their actual date of hire.

ARTICLE 9

SICK LEAVE

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A. Employees shall receive sick days on the following basis:

During the first year of service	1 day per month with 7 days maximum
Beginning of second year of continuous service	9 days
Beginning of the fourth year of continuous service	10 days
Beginning of the sixth year of continuous service	15 days

- B. Sick leave refers to the absence of an employee due to personal illness or accident. Sick leave not used shall accumulate from year to year to be used if needed, to a maximum of forty-five (45) days only. Upon retirement or resignation in good standing and proper notice, employees will receive one (1) day's pay for every three (3) days of accrual up to forty-five (45) days only. Employees must have ten (10) years of continuous full time service with the Township of Colts Neck to be eligible for this benefit. Employees terminated for just cause or whose retirement or resignation is not considered in good standing by the Township shall receive no severance benefits.
- C. The Employer may require proof of the need for sick leave or a physical examination whenever such requirement appears desirable, in its discretion.
- D. Abuse of sick leave is grounds for disciplinary action.
- E. In the event of the absence of an employee, such employee shall notify the Department Head at least one half (1/2) hour prior to their scheduled shift. Such employee shall call prior to this/her scheduled shift for any day during which a sick day will be taken.
- F. Failure to report absences properly shall be deemed grounds for refusal to grant sick leave and/or for disciplinary action.
- G. If an employee resigns, or is dismissed or laid off and has exceeded his/her allowable sick leave, the excess sick leave paid, shall be deducted from any monies due him/her from the Employer at the time of resignation, layoff, or dismissal.



- H. Sick leave entitlements and accruals for existing employees shall be calculated from January 1st of the year of their employment. Employees hired after January 1, 1991, shall have said entitlements calculated from their actual date of hire.
  
- I. A total of two (2) sick days per year may be used for personal or business emergencies in order to attend to matters that necessitate the absence from work. Two (2) weeks advance notice to the Department Head is required except in case of emergencies. In the event of an emergency, employees shall provide notice to the Department Head as soon as possible prior to taking the time. Approval of all such leave is at the sole discretion of the Department Head. Days not used in the year eligible are lost forever as said personal days.

ARTICLE 10

UNPAID LEAVE OR ABSENCE — GENERAL

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INTENT: This Article covers all leaves not expressly covered by Article 11 of this Agreement.

- A. At the discretion and approval of the Colts Neck Township Committee, any employee may be granted a leave of absence without pay, for periods of over five (5) days. The Township Administrator may grant leaves of absences without pay for periods of five (5) days or less, on a case to case basis.
- B. 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 any pension plan or health plan during this leave of absence, however, unless the employee agrees to bear the costs.
- C. A leave of absence shall not exceed ninety (90) days in length, after which it may be reconsidered and any requested extension may either be granted or denied.
- D. Employees are required to notify the Employer of the anticipated date of return, as soon as such date is known to the employee, but in no event less than thirty (30) days prior to such date. Failure to return on such date without notice shall be considered a voluntary resignation.
- E. The Employer shall have the sole discretion in matters of leave 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 set a precedent to any other decision regarding a leave, nor shall denial be the subject of a grievance.

## ARTICLE 11

### UNPAID FAMILY OR MEDICAL LEAVES OR ABSENCE

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- A. Full time employees who completed one full year of employment, and eligible part-time employees who completed one full year of employment and who worked for at least 1,000 hours in the prior twelve (12) month period, may be entitled to an unpaid leave of absence in accordance with the terms of the Federal Family Medical Leave Act (FMLA) and the New Jersey Leave Act (NJFLA). Such leave shall be taken and governed by the terms of those laws and any regulations thereto.
- B. In addition to the rights and limitations pertaining to leaves of absence covered under FMLA and the NJFLA, the following specific provisions shall apply to such leaves:
1. Employees must utilize all earned but unused vacation days and personal days starting with the first day of any leave of absence taken under this Article, and also must use all available sick days in connection with an FMLA leave due the employee's own medical condition. After all paid time off is extinguished, the remainder of the leave shall be unpaid. All paid time taken during a leave of absence shall be counted as part of the total twelve (12) weeks of leave provided under state and federal law.
  2. Employees do not earn any seniority or fringe benefits during the term of their leave of absence, except while they are on paid leave time under subparagraph (1) above, and shall receive only those benefits during a leave which are required under the FMLA, NJFLA, or this Article.
  3. Employees may take up to twelve (12) weeks of medical leave in any twelve (12) month period due to their own serious medical condition. An Employee may take up to twelve (12) weeks of family leave under federal law in any twelve (12) month period within one year of the birth or adoption of a child or if the employee's immediate family member (parent, child, or spouse) has a serious medical condition, and may be taken for up to twelve (12) weeks in any twenty-four (24) month period. The twelve (12) month period shall be defined as a following twelve (12) month period measured backward from the date an employee uses any FMLA leave. Any family leave taken will run concurrently under both the FMLA and the NJFLA.
  4. The Employer may require medical certification of the employee or his or her immediate family member's serious medical condition, in compliance with regulatory standards. Further, the Employer may require "re-certification" of such medical conditions, but not more frequently than every thirty (30) days.

5. The Employer may establish requirements that the employee periodically report on his/her serious medical conditions or the immediate family member's condition, and the employee's intention to return to work.
6. Notwithstanding any other language of this Agreement, the Employer may transfer an employee taking intermittent or reduced leave to any other bargaining unit position or work shift which better accommodates the recurrent leave, provided the employee still receives equal pay and benefits.
7. The Employee will be eligible to receive continued health insurance coverage during a medical or family leave, in accordance with the requirements of the FMLA and the NJFLA. All health care coverage shall be subject to any changes mandated by this Agreement, which becomes effective during the period of leave.
8. The Employer may require the employee who is on medical leave to provide a Fitness for Duty Certificate prior to returning to work, in accordance with the requirements and regulations under the FMLA.
9. Employees requesting leave must comply with the minimum notice requirements and the procedures specified under the law, or the employer's guidelines which are consistent with the law.
10. It is specifically recognized that leave under the FMLA and the NJDLA maybe coextensive. Nothing in this Article shall be interpreted as granting any right, privilege or benefit not provided under the FMLA or the NJFLA.
11. Employees may utilize intermittent or reduced leave only for their own serious medical conditions or the serious medical conditions of an immediate family member, provided:
  - (i) It is deemed necessary by a medical practitioner; and
  - (ii) The employee gives reasonable advance notice of need for such leave.

- C. The Employer shall have the right to promulgate, distribute to employees, periodically modify and enforce Family/Medical Leave Guidelines which it may use for administration of family/medical leave of absence, provided, such guidelines are consistent with applicable law and the provisions of this Agreement. The Employer shall provide a copy of the Guidelines and subsequent modifications thereto, to the Union, and will discuss such guidelines with the Union upon its request.

ARTICLE 12

BEREAVEMENT LEAVE

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- A. All members of the bargaining unit shall be entitled to three (3) consecutive calendar days of bereavement at no loss in regular pay in case of the death of a member of their immediate family. Such leave is to be taken within a reasonable time of the day of death or day of the funeral, and may not be split or postponed.
- B. Immediate family shall be defined as follows:  
  
Employee's father, mother, spouse, child, sister, brother, grandchildren, grandparents, mother and father in-laws, step-children, step-sister or step-brother.
- C. All members of the bargaining unit shall be entitled to one day of bereavement leave at no loss of pay to attend the funeral of Aunts, Uncles, Aunt-in-laws and Uncle-in-laws. Said day can be used for the day of the funeral only and can not be postponed or used on any day other than the actual funeral day.
- D. The Employer reserves the right to require reasonable proof of death and/or relationship.

ARTICLE 13

JURY DUTY

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- A. Employees called for Jury Duty as certified by the Clerk of the Court shall be granted leave with straight time pay, less any compensation they may receive for attending required Jury Duty for a maximum of two (2) weeks per year.
- B. If an employee is required to serve on Jury Duty, such employee shall be required to notify the Township Administrator at least two (2) weeks in advance and report for their regularly assigned work on the calendar day immediately following their final discharge from Jury Duty. If discharged from Jury Duty prior to end of a work day, employees shall report for work for the duration of the work day.
- C. If there is a change in the originally established Jury Duty leave, the employee must notify the Township Administrator to make necessary arrangements to return to work; otherwise, the employee shall receive no pay from the Employer.
- D. Employees shall cooperate with the Employer and to report to work at all times possible during Jury Duty. The Township Administrator must be notified in advance any day that employees are not required to report for Jury Duty, and employees shall report to work on those days.
- E. Jury Duty on an unscheduled work day shall not be paid by the Employer.
- F. Employees shall receive no pay from the Employer if they volunteer for Jury Duty.
- G. Proof of Jury Service may be required by the Employer
- H. Employees shall sign over any checks received for Jury Duty assignments to the Township of Colts Neck.

ARTICLE 14  
MILITARY LEAVE

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- A. Military Leave shall be provided in accordance with applicable State and/or Federal Law.

ARTICLE 15

INSURANCE BENEFITS

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- A. The Employer shall retain all medical and dental coverage in effect as of January 1, 2011, except as modified by paragraph "F" of this Article.
- B. The Employer retains the right to change to other carrier for said coverage, provided equal or better benefits are maintained.
- C. The Employer retains the right to enter into a full or partial self-insurance program for said benefits, provided equal or better coverage is maintained.
- D. The Employer retains the right to offer Health Maintenance Organizations options to the employees, provided equal or better coverage is maintained.
- E. The Employer agrees that the employee Union will be consulted when changes of medical benefits are contemplated by the Township.
- F. Employee health care contributions shall be deducted from all members of this bargaining unit pursuant to P.L.2011c.78.
- G. Employees that waive their health insurance coverage entirely shall receive additional salary stipends, paid on a lump sum basis once each year as follows:

Single Coverage	\$2,000.00 per year
Husband/Wife or Parent/Child Coverage	\$2,500.00 per year
Family Coverage	\$3,000.00 per year



Employees must show proof of other similar health coverage to be eligible for this benefit. Employees may opt back into Township health coverage at the end of any given one year period of said health benefits being waived, during an open enrollment period from October 15<sup>th</sup> through December 15<sup>th</sup> of each year.

Employees shall receive their lump sum payment at the first pay period upon completion of any given one year period of said health benefits being so waived.

Employees that have waived Township health insurance and then lose their alternate health insurance due to certain "hardships" will be allowed immediate re-entry to the Township's health insurance. These hardships shall be limited only to the following: termination of employment, legal separation, divorce, termination of health benefits and death. Employees that re-enter the Township's insurance program under these hardships shall receive a pro-rated payment of the amounts listed in this paragraph.

Employees who retire or leave their employment with the Township in good standing shall receive a pro-rated payment pursuant to the amounts listed in this paragraph.

Employees eligible for pro-rated stipends pursuant to this paragraph shall receive their lump sum payment within thirty (30) days of re-entry.

In all cases, stipends received pursuant to this paragraph shall be subject to standard payroll taxes.

H. Effective January 1, 2004, the following changes will be made to the existing health benefit program:

Deductibles	In-Network	Out of Network
Individual/Family	\$300./\$600.	\$400./\$800.
Out of Pocket Max.	\$800./\$1,200.	\$2,250./\$4,250.
	No additional changes to In-Network Program	All hospital, physician, diagnostic, therapy, mental health, substance abuse, and other service charges reduce to 80%, with 50% for out-patient visits. Emergency Room Service remains at 100%, with 80% for non-emergency visits.

- I. Effective January 1, 2008, the maximum amount payable for dental coverage in any calendar year shall be increased from \$1,200.00 to \$1,500.00 per patient for those services currently covered by such maximum.

ARTICLE 16

NONDISCRIMINATION

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

ARTICLE 17

BULLETIN BOARD PRIVILEGES

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- A. The Employer shall supply one bulletin board to be located in a non-public area of the premises for the use of the Union to post announcements. All notices are to be signed by the Shop Steward or other duly authorized representative, and there will be no posting of any notices which would be considered controversial.

ARTICLE 18

WAGES

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- A. All bargaining unit employees shall receive increases to their base annual salaries as follows;
1. An increase of zero percent (0.00%) effective January 1, 2011
  2. An increase of two percent (2.00%) effective January 1, 2012
  3. An increase of two percent (2.00%) effective January 1, 2013
- B. The Employer agrees to maintain a bi-weekly method of pay for the duration of this Agreement

ARTICLE 19

EFFECT OF LEGISLATION — SEPARABILITY

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It is understood and agreed that all agreements herein are subject to all applicable laws now and hereafter in effect, and to the lawful regulations, ruling and orders or regulatory commissions for agencies having jurisdiction. If any provision of this Agreement is in contravention of the laws or regulations of the United States or the State of New Jersey, such provisions shall be superseded by the appropriate provision of such law or regulation, so long as same is in force and effect but all other provisions of this Agreement shall continue in full force and effect.

ARTICLE 20

RESIGNATION

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- A. An employee who resigns shall give the Employer a minimum of two (2) weeks advance notice in writing.
- B. An employee who gives proper notice of resignation and resigns in good standing, or whose employment is terminated, shall be entitled to receive payment for unused vacation and sick time accrued on the effective date of the resignation or termination, provided the employee would otherwise be eligible for such benefits under the specific requirements of either Article 8, in the case of vacation, and Article 9, in the case of sick time.

## ARTICLE 21

### MANAGEMENT RIGHTS

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A. The Employer 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, including but without limiting the generality of the foregoing, the following rights:

1. The executive management and administrative control of the Employer and its properties and facilities, and the on-the-job 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 as necessary;
4. To establish a code of rules and regulations of the Employer for its own operation;
5. To make all decision relating to the performance of the Employer's operations and maintenance activities, including but not limited to the methods, means processes, materials, procedures and employees to be utilized;
6. To establish any new job qualifications classifications and content and to change same without prior negotiations thereof;
7. To establish, change or combine and schedule the working hours of employees without prior negotiations thereof;
8. To change the job descriptions, assignments and duties of any classification;
9. To determine the work preference levels and standards of performance of the Employees;



10. To take any actions considered necessary to establish and maintain efficiency and cost effective operations and maintenance;
  11. To change, modify or promulgate reasonable rules and regulations;
  12. To assign work as it determines will benefit the Employer and/or the clients it serves;
  13. To utilize the services of a contractor when, in the sole judgment of the Employer, such services would be more efficient; and
  14. To establish or change any term or condition of employment which is not specifically covered within this Agreement.
- B. The exercise of the foregoing powers, rights, authority, duties or other responsibilities of the Employer, the adoption of policies, rules regulations and practices in furtherance thereof, the establishment or change in any term or condition of employment, and the use of judgment and discretion in connection therein, shall be limited only by the express terms of this Agreement.
- C. Nothing contained herein shall be construed to deny or restrict the Employer in its exclusive right to administer itself and control the work of its personnel, nor to deny or restrict the Employer in any of its rights, responsibilities and authority under any national or state laws or local ordinances.
- D. The failure to exercise any of the foregoing rights, or any right deemed to be a management right by tradition, by agreement, by mutual acceptance, or by practice, shall not be deemed to be a waiver thereof, all management rights ever granted or exercised theretofore and specifically incorporated herein. Any act taken by the Employer not specifically prohibited by this Agreement shall be deemed a management right, and shall be considered such as if fully set forth herein.
- E. The Union, on behalf of the employees, agrees to cooperate with the Employer to attain and maintain full efficiency and the Employer agrees to receive and consider constructive suggestions submitted by the Union towards these objectives.

ARTICLE 22

FULLY BARGAINED PROVISIONS

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- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.
- B. The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.
- C. The Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waive all bargaining rights, and each agrees that the other shall not be obligated to bargain or negotiate with respect to any subject or matter referred to are covered in this Agreement, or with respect to any matter or subject not specifically referred to or covered in this Agreement even though each subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.
- D. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing only executed by both parties.

## ARTICLE 23

### NO STRIKE PLEDGE

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- A. The Union agrees that during the term of this Agreement and during negotiations of a Successor Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e. the concerted failure to report for duty or willful absence of an employee from his position, or stoppage of work, or abstinence in whole or in part from full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other job action (including picketing and/or lobbying) against the Employer or any of its employees. The Union agrees that such action would constitute a material breach of this contract.
- 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, including within twenty-four (24) hours of the actions publicly disavowing the action, and advising the Employer, in writing, that the Union did not call for or sanction the action. The Union shall also notify the employees of its disapproval of the action and advise them to immediately cease and return to work immediately.
- C. In the event of a strike, slowdown, walkout or any other job action, it is expressly understood that the Employer reserves the right to discipline all participating employees, including termination of employment of such employee or employees.
- D. Nothing contained in this Agreement shall be construed to limit or restrict the Employer 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.
- E. It is expressly understood that the Employer shall not be required to negotiate with the Union under any conditions so long as any of the employees are engaged in any form of job action.
- F. In the event of activity aforementioned, the Employer shall cease making deductions under the "dues deductions" clause herein.

## ARTICLE 24

### UNION BUSINESS

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- A. The Employer's sole responsibility in the administration of all Union matters shall be with the Shop Steward. Whenever notice is required to the Union, and whenever official dealings with the Union are required, the Shop Steward shall be the designated representative of the Union for such matters which take place at the work place.
- B. In accordance with Paragraphs C and D below, the Shop Steward shall be given an opportunity to engage in the adjustment of the grievances as provided for under the Grievance Procedure herein with the Employer's representatives.
- C. During work hours, the Shop Steward shall not leave his/her job without the permission of his/her Supervisor, and shall not contact another employee on Union business without permission of that employee's Supervisor and their own.
- D. Under no conditions shall the Shop Steward interfere with the performance of the work of others.
- E. The Shop Steward has no authority to give orders regarding work to any person employed by the Employer, by virtue of his/her position as Shop Steward.
- F. The Union shall notify the Employer immediately following the selection or replacement of its Shop Steward.
- G. The Employer agrees that the Shop Steward will not be discriminated against for the performance of his/her faithful duties on behalf of the Union pursuant to the parameters established herein.

ARTICLE 25

EMERGENCY CLOSING

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- A. All employees will be expected to report as scheduled unless notified that the facility will be closed for any reason.
- B. It is expressly understood that should the municipal building or any individual facility be closed due to any emergency, that members of this bargaining unit shall not receive any form of compensation due to such closing. Such emergencies include, but are not limited to, snowstorms, hurricanes, power failures, bomb threats, fires, etc. Those employees required to work in such circumstances shall not receive any loss of compensation for any reasonable delays in reporting to work.
- C. The Employer reserves the absolute right and sole discretion to determine whether the municipal building or any individual facility shall be closed for any reason. Any delayed openings, early closings or additional days off granted by the Township Committee or Township Administrator shall not be considered precedent setting or constitute a past practice for said time off.

ARTICLE 26

COMPENSATORY TIME

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- A. Bargaining Unit employees will be eligible to accrue compensatory time off in lieu of overtime pay to a maximum seventy (70) hours. Such compensatory time shall accrue at time and one half (1½). Compensatory time must be used in the calendar year that it is earned. Employees may, however, carry a maximum of thirty five (35) hours of compensatory time into the following calendar year, provided the seventy (70) hours limitation is not exceeded in that year. Employees who accrue over seventy (70) hours of compensatory time must use said time within ten (10) days, be paid for said time, or said time will be lost forever. The Employer retains the right to refuse such request if deemed in the best interest of the Township.
- B. Bargaining Unit Employees required to work after normal work hours and prior to, or in preparation thereof, duly scheduled meetings of Township Boards, Commission, or Committees, shall earn compensation time at time and one half (1½) and shall have the option to receive overtime pay for such time worked. The accrual and use of such compensatory time shall otherwise be in accord with paragraph "A" of this Article.

## ARTICLE 27

### MATERNITY LEAVE

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- A. Request from all Employees for leaves of absence on account of child bearing or preparation for childbirth, or adoption shall be acted upon individually by the Township Administrator.
- B. Extended leaves for preparation for childbirth, child bearing or adoption shall run from their commencement date for a maximum of six (6) months.
- C. Any pregnant Employee may apply to the Township Administrator for a disability leave of absence and shall be granted the leave. The leave dates shall be supported by a physician's certification and shall encompass that period of disability medically necessary.
- D. All accumulated sick days must be utilized prior to the beginning of the disability period. Unused vacation time may be utilized beyond the disability period.
- E. The approved disability leave shall be extended for unanticipated disability related to the childbirth upon provision of a physician certificate.
- F. The Township retains the right to confirm the conclusion of any physician's certificate provided under this Article by having the employee examined by its own physician at the Employer's expense. If the two physicians disagree, they shall choose a third physician who shall examine the employee and whose decision shall be final and binding upon the parties.
- G. A pregnant employee may be placed on disability leave because her work performance has noticeably declined due to health reasons and she cannot obtain a physician's certificate that she is medically able to continue working, or for other reasons applicable to all employees under law. No pregnant employee will be placed on disability leave solely on the fact that she is pregnant or that her pregnancy has reached a specific number of months.
- H. The Township will continue to provide all health benefits provided by the Township at no expense to the employee for a maximum of five (5) months, for employees utilizing approved Maternity Leave. The employee must reimburse the Township the full cost of said health benefits for any leave after said five (5) months.

ARTICLE 28

EDUCATIONAL REIMBURSEMENT

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- A. The Township agrees to reimburse unit members the full cost of tuition for specialized certification courses directly related to said unit members job and responsibilities. This would include State sponsored courses such as Tax Collector or Tax Assessor Certification, Municipal Court, Finance, secretarial skills and the like. Proof of successful completion of said courses with a grade of "C" or equivalent is required prior to reimbursement. Enrollment in any such course must have the prior approval of the Department Head or Township Administrator.



ARTICLE 29

LONGEVITY

---

- A. Eligible unit employees shall receive longevity payments each year pursuant to the following schedule:
- |                                      |                      |
|--------------------------------------|----------------------|
| After 10 years of continuous service | \$450.00 each year   |
| After 15 years of continuous service | \$700.00 each year   |
| After 20 years of continuous service | \$1,000.00 each year |
| After 25 years of continuous service | \$1,200.00 each year |
- B. Payments will be made on a lump sum basis utilizing an employee's date of hire to determine eligibility for this entitlement. Payments shall not be compounded, but shall be paid each year pursuant to the above schedule. Longevity amounts shall remain the same for the duration of this Agreement pursuant to the above schedule.
- C. Employees hired on or before June 30<sup>th</sup> of their eligible year receive their lump sum payment in June of their eligible year. Employees hired on or before December 31<sup>st</sup> of their eligible year shall receive their lump sum payment in December of the year. Said payment will be made with the first pay of the eligible month.

ARTICLE 30

SAFETY COMMITTEE

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- A. The Township agrees to establish a Safety Committee with representatives from the bargaining unit and the Township. This committee shall meet as often as requested by the bargaining unit or the Township to discuss and review matters of mutual concern including employee safety matters related to employees of this bargaining unit.

ARTICLE 31

MEETING PAY/MILEAGE

---

- A. The Secretary to the Planning Board and Zoning Board of Adjustment shall receive meeting pay for attendance at all legally scheduled and advertised meetings of the Planning Board and Board of Adjustment as follows:

PLANNING BOARD		
2011	2012	2013
\$100.00 per meeting	\$100.00 per meeting	\$100.00 per meeting

ZONING BOARD OF ADJUSTMENT		
2011	2012	2013
\$100.00 per meeting	\$100.00 per meeting	\$100.00 per meeting

- B. Attendance at said meeting of the Planning Board and Zoning Board of Adjustment is a requirement of this position.
- C. The Secretary to the Recreation Department shall receive meeting pay for attendance at all legally scheduled and advertised meetings of the Recreation Department and Recreation Committee as follows:

RECREATION		
2011	2012	2013
\$60.00 per meeting	\$60.00 per meeting	\$75.00 per meeting

- D. Attendance at said meetings of the Recreation Department and Recreation Committee is a requirement of this position.
- E. Bargaining Unit Members using their personal vehicles for official Township authorized business shall receive reimbursement for said use at thirty cents (\$.30) per mile.

ARTICLE 32

TERM AND RENEWAL

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- A. This Agreement shall be in full force and effective as of the date hereof, and shall be in effect to and including December 31, 2013.
- B. The Employer and the Union agree to jointly enter into discussions relative to a renewal of this Agreement no later than the ninetieth (90) day immediately preceding the termination date of this Agreement.
- C. IN WITNESS WHEREOF, the parties hereto have set their hands and seals at Colts Neck, New Jersey, on this 19<sup>th</sup> day of MARCH, 2012.

FOR THE UNION

BY: Ruth Leininger  
Ruth Leininger, Steward

BY: Maryann Tittle  
Maryann Tittle, Business Representative  
Teamsters Local No. 11

FOR THE TOWNSHIP

BY: Jarrett Engel  
Jarrett Engel, Mayor

BY: Robert Bowden  
Robert Bowden, Township Administrator