

#1406

AGREEMENT

BETWEEN

**BOROUGH OF HAWTHORNE
PASSAIC COUNTY, NEW JERSEY**

And

**SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 74 AFL-CIO**

January 1, 1998 through December 31, 2000

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
PREAMBLE	1
I RECOGNITION.....	1
II DEDUCTIONS FROM SALARY.....	1
II-A AGENCY SHOP.....	2
III HOURS AND OVERTIME.....	3
IV MANAGEMENT RIGHTS.....	5
V MAINTENANCE OF OPERATIONS.....	6
VI SEPARABILITY AND SAVINGS.....	7
VII MODIFICATION OF AGREEMENT.....	7
VIII GRIEVANCE PROCEDURE.....	7
IX NON-DISCRIMINATION.....	9
X VOLUNTEER DUTY.....	9
XI SAFETY COMMITTEE.....	10
XII USE OF PRIVATE VEHICLES.....	10
XIII REST PERIODS.....	10
XIV BULLETIN BOARDS.....	10
XV HOLIDAYS.....	11
XVI BEREAVEMENT LEAVE.....	11
XVII VACATIONS.....	12
XVIII SHIFT DIFFERENTIAL.....	13
XIX UNIFORMS.....	13
XX STEP PLAN.....	13
XXI SALARY.....	14
XXII JURY DUTY.....	14
XXIII POSTING OF VACANCIES.....	15
XXIV HEALTH PLAN.....	15
XXV MISCELLANEOUS.....	16
XXVI SICK AND PERSONAL LEAVE.....	16
XXVII TRAINEE PROGRAM.....	17
XXVIII TERM AND RENEWAL.....	17

This Agreement entered into this 29th day of December, 1998, by and between the BOROUGH OF HAWTHORNE, in the County of Passaic, New Jersey, a municipal corporation of the State of New Jersey, (hereinafter called the "Borough"), and the SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 74, AFL-CIO, (hereinafter called the "Union"), represents the complete and final understanding on all bargainable issues between the Borough and the Union.

ARTICLE I

RECOGNITION

- A. The Borough recognizes the Union as the sole and exclusive representative for the purposes of collective negotiations for all full-time blue collar employees employed by the Borough, by excluding all other employees, clerical employees, policemen, managerial executive, professionals, craftsmen, confidential employees and supervisory employees within the meaning of the Act.
- B. Whenever titles are used in this Agreement, they shall be defined to include the plural as well as the singular and to include males and females.

ARTICLE II

DEDUCTIONS FROM SALARY

- A. The Borough agrees to deduct the Union monthly membership dues from the salaries of those employees covered by this Agreement who individually request in writing that such deductions be made. Such deductions shall be made in accordance with applicable state statute. Said monies shall be transmitted to the Treasurer of the Union, together with a list of names of all employees for whom the deductions were made by the fifteenth (15th) day of each month of the succeeding month after the deductions were made.
- B. If, during the life of the Agreement, there shall be any change in the rate of membership dues, the Union shall furnish to the Payroll Clerk written notice thirty (30) days prior to the effective date of said change.
- C. The Union will provide the necessary "check-off authorization" form and deliver the signed form to the Payroll Clerk. The Union shall indemnify, defend and save the Borough 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 Borough in reliance upon salary

deduction authorization cards submitted by the Union to the Borough, if the conditions of the dues deduction cards have been met by the Borough.

- D. In the event that a pay period is missed by an employee for any reason, except termination of employment, then such deduction shall be made from the next pay period worked and so remitted.
- E. If there is any alternation in list of names of persons from whom dues are deducted, whether said alteration is an increase or a decrease in the number or amount of deduction, for any reason, the Union shall be notified by mail, at Service Employees International Union, at 175 Hudson Street, Hackensack, New Jersey 07601, of the name of the person and the reason for the said alteration.
- F. Credit Union: Upon receiving written authorization from an employee, the employer will deduct from each employee's regular weekly (bi-weekly) wages, the sum designated by the employee on said authorization and forward the sum deducted to the Local 74 Federal Credit Union within one week's time. No deduction shall be made in a pay period where the employee's wages are less than the sum designated to be deducted.
- G. Committee on Political Education (COPE): The employer shall check off contributions to S.E.I.U. Committee on Political Education (COPE), as billed by Local 74 from the pay of each employee for whom it receives a separate authorization.

ARTICLE II-A

AGENCY SHOP

- A. The Borough agrees to deduct the fair share fee from the earnings of those employees who elect not to become members of the Union and transmit the fee to the majority representative.
- B. The deduction shall commence for each employee who elects not to become a member of the union during the month following written notice from the Union of the amount of the fair share assessment. A copy of the written notice of the amount of the fair share assessment must also be furnished to the New Jersey Public Employment Relations Commission.
- C. The fair share fee for services rendered by the Union, shall be in an amount equal to the regular membership dues, initiation fees and assessments of the Union, less the cost of benefits financed through the dues and available only to members of the Union, but in no

event shall the fee exceed eighty-five (85%) percent of the regular membership dues, fees and assessments.

- D. The sum representing the fair share fee shall not reflect the costs of financial support of political causes or candidates, except to the extent that it is necessary for the Union to engage in lobbying activity designed to foster its policy goals in collective negotiations and contract administration, and to secure the employees it represents advances in wages, hours, and other conditions of employment which ordinarily cannot be secured through collective negotiations with the Borough.
- E. The Union shall establish and maintain a procedure whereby any individual paying the agency fee can challenge the assessment as computed by the Union. This appeal procedure shall in no way involve the Borough or require the Borough to take any action other than to hold the fee in escrow pending resolution of the appeal.
- F. The Union shall indemnify, defend, and save the Borough 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 Borough in reliance upon salary deduction authorization cards or the fair share assessment information as furnished by the Union to the Borough, or in reliance upon notification by the Union advising of such changed deductions.

ARTICLE III

HOURS AND OVERTIME

- A. The normal working week shall consist of forty (40) hours per week, eight (8) hours per day, five (5) days a week.
- B. The working day of the designated operator shall consist of eight (8) hours per day inclusive of one-half (1/2) hour per day lunch period. All other employees shall work eight (8) hours per day exclusive of one-half (1/2) hour lunch period.
- C. Where the nature of the work involved requires continuous operations on a twenty-four (24) hour day, seven (7) days per week basis, employees so assigned will have their schedules arranged in a manner which will assure, on a rotation basis, that all employees will have an equal share of Saturdays and Sundays off, distributed evenly through the year.
- D. All work performed by employees in excess of eight (8) hours per day or forty (40) hours per week shall be considered overtime. Employee working overtime will receive one and

one-half (1 1/2) times their regular rate of pay for all hours worked beyond forty (40) in a week or eight (8) in a day.

- E. Overtime shall be distributed as equitably as possible provided the employee has the ability to do the work, and all employees shall be expected to work a reasonable amount of overtime when requested. An employee who declines an overtime opportunity or who is not available for the opportunity shall be charged with the opportunity just as though he/she had worked the overtime opportunity.
- F. Whenever a pump house operator is required to work on a regularly scheduled holiday, he shall receive as compensation one (1) hour off for each hour worked plus one-half (1/2) hour straight-time pay for each such hour worked. All other employees (other than operators) working overtime will receive compensation at the rate of time and one-half (1 1/2) the employee's regular straight-time pay for each such hour worked in addition to holiday pay.
- G. Compensatory time earned under this Article shall be taken by the employee within sixty (60) days of earning such time. The scheduling of such time off will be arranged with the approval of the Director of Public Works or employee's immediate supervisor. The aforementioned compensatory time that may be accumulated is two hundred forty (240) hours.
- H. In the event that an employee is recalled to duty during his regularly scheduled time off, he shall be granted four (4) hours pay if there is not work or less than four (4) hours work to be performed. If the call in assignment results in more than four (4) hours work and up to eight (8) hours work to be performed, pay shall be granted for all eight (8) hours. In the event that an employee is called to duty less than four (4) hours prior to the start of his regularly scheduled shift, pay shall be granted as follows:
 - Less than one (1) hour, one (1) hour pay;
 - Less than two (2) hours, but more than one (1), two (2) hours pay;
 - Less than three (3) hours, but more than two (2) hours, three- (3) hours pay;
 - Less than four (4) hours, but more than three (3) hours, four- (4) hours pay;

All call-in pay under this provision shall be granted at one and one-half (1 1/2) times the employee's regular rate of pay.

- I. There shall be no pyramiding of overtime.

- J. Employees shall not be required to work more than sixteen (16) hours in a row unless mutually agreed to by the employee and the Director of Public Works or his designee. In no case will an employee be permitted to work more than twenty (20) consecutive hours.

After the commencement of an emergency, including snow removal and water breaks, employees working from eight (8) to sixteen (16) or twenty (20) hour maximum consecutive hours, in accordance with the first paragraph of this section, shall not return to work for at least eight hours; however, if the required eight (8) hour layover after sixteen (16) or twenty (20) consecutive hours of work prevents an employee from working part or all of the employee's regularly scheduled shift, the employee will be paid for the unworked hours of the shift.

The Borough retains the right to determine that an employee has worked too many hours in a row or is otherwise not capable of fully performing his assigned duties. In such cases, the Borough may utilize the services of an independent contractor when no other unit employees are available to perform necessary work.

- K. Sewer workers on routine maintenance assignments on Saturday and/or Sunday shall be guaranteed a minimum of three (3) hours pay at one and one-half (1 ½) times the regular straight-time rate of pay.
- L. Employees in lower pay levels shall be paid at the appropriate rate when assigned to perform work in higher pay levels. Such pay shall be granted when an employee has worked four (4) or more hours in any given week in the higher pay level. Assignments of less than one (1) hour will not be counted towards the four (4) hour minimum requirement.
- M. In case of emergency call-in and for purposes of health and safety, the Borough will provide pump house operator or police officer at the emergency site until a determination is made as to the need for call-in of appropriate assistance.

ARTICLE IV

MANAGEMENT RIGHTS

- A. The Borough hereby retains and reserves unto itself, without limitation, all legal powers, legal authority, duties and responsibilities conferred upon and vested in it prior to the signing of the Agreement by the laws and Constitution of the State of New Jersey and of the United States.

- B. The exercise of the foregoing powers, rights, authority, duties or other responsibilities of the Borough, 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 terms of this Agreement, and then only to the extent such terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.

ARTICLE V

MAINTENANCE OF OPERATIONS

- A. It is recognized that the need for continued and uninterrupted operation of the Borough's Departments and Agencies is of paramount importance to the citizens of the community and that there should be no interference with such operations.
- B. The Union covenants and agrees that neither the Union nor any person acting in its behalf, will cause, authorize, engage in, sanction, assist or support, nor will any of its members take part in, any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee duties of employment), work stoppage, slowdown, walkout or other job action against the Borough. The Union agrees that such action would constitute a material breach of this Agreement.
- C. The Union agrees that it will do everything in its power to prevent its members from participating in any strike, work stoppage, slowdown or other activities aforementioned, or support any such action by any other employee or group of employees of the Borough, and that the Union will publicly disavow such action and order all such members that participate in such activities to cease and desist from same immediately and to return to work, and take such other steps as may be necessary under the circumstances to bring about compliance with the Union's order.
- D. In the event of a strike, slowdown, work stoppage, or other activity aforementioned, it is covenanted and agreed that participation in any such activity by any employee covered under this Agreement shall entitle the Borough to take any disciplinary action up to and including termination of the employment of such employee or employees.
- E. Nothing contained in this Agreement shall be construed to limit or restrict the Borough in its right 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 Union or its members.

ARTICLE VI

SEPARABILITY AND SAVINGS

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal or competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue to full force and effect.

ARTICLE VII

MODIFICATION OF AGREEMENT

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by the parties hereto.

ARTICLE VIII

GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement.
2. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Department.

B. Definition

The term "grievance" as used herein means the interpretation, application or violation of policies, agreements, and administrative decisions which affect the terms and conditions of employment, and may be raised by an individual, the Union on behalf of an individual or individuals, or the Borough.

C. Steps of the Grievance Procedure

The sole remedy available to any employee for any alleged breach of this Agreement or any alleged violation of his rights hereunder shall be pursuant to the grievance-arbitration procedure; provided however, that nothing contained herein shall deprive the employer or any employee of any legal rights.

Step One:

- a. An aggrieved employee or the Union on behalf of an aggrieved employee or employees of the Borough shall institute action under the provision hereof within five (5) days of the occurrence of the grievance, and an earnest effort shall be made to settle the differences between the aggrieved employee and his immediate supervisor, for the purpose of resolving the matter informally. Failure to act within said five (5) working days shall be deemed to constitute an abandonment of the grievance.
- b. The supervisor shall render a decision within five (5) days after receipt of the grievance.

Step Two:

- a. In the event of an alleged violation, misinterpretation or misapplication of this Agreement only, and in the event a satisfactory Agreement has not been reached at Step One, the employee and the Union shall, in writing, and signed, file his grievance with the Director of Public Works or his immediate supervisor within five (5) days following the determination at Step One.
- b. A conference will be held with the Director of Public Works or his designee, within five (5) days following the receipt of the grievance and a decision in writing will be rendered within ten (10) days following the conference.

Step Three:

- a. In the event the grievance has not been resolved at Step Two, then within ten (10) days following the determination, the matter may be submitted to the Mayor or his designee by the employee and the Union.
- b. The Mayor, or in his absence his designee, shall review the matter and make a determination within twenty (20) days from the receipt of the grievance.

Step Four – Arbitration

- a. If the grievance cannot be satisfactorily adjusted within ten (10) days at Step Three; the Union may refer for final decision and determination to an impartial arbitrator.

- b. Either party may refer the question to the New Jersey Board of Mediation under whose Rules an arbitrator shall be chosen. The arbitrator shall be bound and governed by the provisions of this Agreement or any amendment or supplement thereto. The costs for the services for the arbitrator shall be borne equally by the Borough and the Union. Any other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.
 - c. The arbitrator shall set forth his findings of fact and reasons for making the award within thirty (30) days after the conclusion of the arbitration hearing.
 - d. The decision of the arbitrator shall be final and binding upon the parties.
- D. Grievance initiated by the Borough shall be filed directly with the Union within five (5) days of the occurrence of the grievance. Failure to act within said five (5) working days shall be deemed to constitute an abandonment of the grievance. A meeting shall be held within five (5) days after filing a grievance between representatives of the Borough and the Union, in an earnest effort to adjust the difference between the parties. In the event no such adjustments are satisfactorily made within ten (10) days after such meeting, either party may file within ten (10) days thereafter for arbitration in accordance with this Article.

ARTICLE IX

NON DISCRIMINATION

There shall be no discrimination by the Borough or the Union against any employee because of the employee's membership or non-membership in the Union. Neither the Borough nor the Union shall discriminate against any employee because of race, creed, color, age, sex, marital status or national origin.

ARTICLE X

VOLUNTEER DUTY

Employees who are members of volunteer fire companies and those who serve as ambulance attendant volunteers shall, upon being summoned to active duty, be excused from their regular work duties with no loss of pay. Employees who are injured in the line of duty as volunteer fire fighters or ambulance attendant volunteers shall be subject to pay and benefits as is customary.

ARTICLE XI
SAFETY COMMITTEE

- A. A safety committee shall be established with one (1) member from management and three (3) from the employee bargaining unit. This committee shall meet whenever called by one (1) or more committee members but shall meet not less than once every ninety (90) days. The committee shall be responsible for inspection and implementation of all safety rules, including the inspection of vehicles, tools and all equipment. The committee as a whole shall have the right to implement all necessary provisions to insure the safe use and operation of all tools, equipment and work sites.
- B. All Borough vehicles utilized by employees covered under this Agreement will have proper tires and sufficient tread for appropriate season. The safety committee as a whole shall have the right to request tire replacement where damage or wear has occurred.

ARTICLE XII
USE OF PRIVATE VEHICLES

Employees shall not be required to use their private vehicles in performance of any duties on behalf of the Borough, with the exception of the meter-reader, who shall be reimbursed in accordance with existing practice.

ARTICLE XIII
REST PERIODS

Employees shall be entitled to a fifteen (15) minute rest period between starting time and meal time and fifteen (15) minutes between meal time and regular quitting time, and shall be entitled to an additional rest period at the end of each two (2) hour and forty-five (45) minute overtime segment of time.

ARTICLE XIV
BULLETIN BOARDS

The employer shall permit the Union the use of a bulletin board for the purpose of posting notices, communications or other information in connection with the Union and its activities. Such posting shall be initiated by a Union representative and shall not be of an unreasonable nature.

ARTICLE XV

HOLIDAYS

- A. Employees shall be allowed the following holidays with pay:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veteran's Day
Lincoln's Birthday	Election Day
Washington's Birthday	Thanksgiving
Good Friday	Day after Thanksgiving
Memorial Day	One-half Day Christmas Eve
Fourth of July	Christmas Day
Labor Day	

*Note: If the Borough Administration shall allow for early release of employees for New Year's Eve, a forty-eight (48) hour notice shall be given and equal time off, if a half day then four (4) hours.

- B. In addition, in the event the Mayor and Council declare a Borough-wide holiday for all Borough employees, the employees under this Agreement shall be granted additional compensatory time off.
- C. When a holiday falls on a Saturday, it shall be celebrated on the previous Friday. Holidays falling on a Sunday shall be celebrated on the following Monday.
- D. Paragraph C above shall not apply to operators. Operators shall celebrate holidays on the actual date of occurrence.
- E. Employees called in the emergency work on Christmas Eve shall receive only compensatory time off at the straight time rate for work performed up to the end of the end of the normal eight (8) hour work day at the rate of time and one-half for work performed beyond the normal eight (8) hour work day.
- F. If Christmas Day falls on a Sunday or Monday, the Christmas Eve one-half (1/2) day shall be celebrated on the previous Friday; if Christmas Day falls on a Saturday, the Christmas Eve one-half (1/2) day shall be celebrated on the previous Thursday.

ARTICLE XVI

BEREAVEMENT LEAVE

- A. In the event of death in the employee's immediate family, the employee shall be granted time off without loss of pay up to five (5) consecutive days, generally one of which shall include either the day of death or day of funeral, but in no event shall the leave begin more than ten (10) days after the date of death. The term

immediate family shall include father, mother, brother, sister, husband, wife and child or any relative residing in the employee's household.

- B. In the event of the death of an employee's grandparents, mother-in-law, father-in-law, sister-in-law or brother-in-law, the employee shall be granted time off without loss of pay up to three (3) consecutive days.
- C. In certain situations, the Borough may, in its discretion, grant additional bereavement leave upon the request of the employee.

ARTICLE XVII

VACATIONS

- A. Effective January 1, 1996, paid vacation leave shall be allowed each employee based upon years of continuous service according to the following:

<u>YEARS</u>	<u>DAYS</u>
Less than 1 year	one-half (1/2) day's vacation for each month of service up to a maximum of five (5) days.
2 years	10 days
3 years	11 days
4 years	12 days
5 years	15 days
7 years	16 days
9 years	17 days
11 years	18 days
13 years	19 days
15 years	20 days
16 years	21 days
17 years	22 days
18 years	23 days
19 years	24 days
20 years	25 days

*Note: Employees shall be allowed to take a maximum of three (3) vacation days and to utilize up to six (6) one-half (1/2) days. A three (3)-day notice must precede the employee's written request.

- B. A year shall be computed on the anniversary date of the date of hire.
- C. Previous to the commencement of an employee's vacation, payment for the vacation weeks shall be paid before the departure date of the employee, unless otherwise agreed upon.
- D. All requests for earned vacation time off must be made as far in advance as possible and, at minimum, one (1) month. The granting of vacation time off will

be consistent with past practice and in consideration of workload and/or seasonal demands.

ARTICLE XVII

SHIFT DIFFERENTIAL

A shift differential of \$.25 an hour shall be paid for the second shift (3:00 p.m. to 11:00 p.m.) and a differential of \$.30 an hour shall be paid for the third shift (11:00 p.m. to 7:00 a.m.).

ARTICLE XIX

UNIFORMS

A. The Borough shall provide, in lieu of the furnishing of uniforms with laundry service, each employee with the following annually:

Five (5) pairs of work trousers: employee's choice, summer or winter;

Four (4) work shirts: employee's choice, summer or winter;

One (1) thermal hooded sweatshirt;

One (1) pair of safety shoes per employee, insulated or non-insulated, high or low cut, employee's choice. The Borough will allow for the choice of any make of shoe deemed suitable by the employee. Replacement earlier than one (1) year is permitted with the approval of the Director of Public Works and as dictated by work-related wear.

B. The Borough will replace jackets as needed.

C. All employees who are issued uniforms must wear the uniforms.

ARTICLE XX

STEP PLAN

A. Employees shall advance to the maximum classification for their position based upon years of service according to the following formula:

Class 3 0 through 2 years continuous service

Class 2 3 through 4 years continuous service

Class 1 At the beginning of the 5th year continuous service

B. The increment payable to an employee pursuant to Section A shall be payable upon and after his anniversary date as part of his base.

ARTICLE XXI

SALARY

- A. Effective April 1, 1998, regular salaries shall be increased by 3%.
- B. Effective January 1, 1999, regular salaries shall be increased by 3%.
- C. Effective January 1, 2000, regular salaries shall be increased by 3 ½%.
- D. Effective October 1, 1995, all employees shall be entitled to longevity pay computed upon base pay in accordance with the following schedule:

<u>Years of Service</u>	<u>Compensation</u>
1 – 4 years	none
5 – 7 years	2% of base salary
8 – 10 years	4% of base salary
11 – 15 years	6% of base salary
16 – 19 years	8% of base salary
20-24 years	9% of base salary
25 years and over	10% of base salary

- E. New employees will be hired at a rate of eighty per cent (80%) of the minimum salary for the first ninety (90) days. After ninety (90) days, through the end of one (1) year of service, the employee will be paid at the rate for that position in effect the prior year. (For example, a person starting in 1994 will be paid the 1993 rate for the respective position).

ARTICLE XXII

JURY DUTY

- A. When a full-time employee is summoned for jury duty, the Borough will grant such employee time off for jury duty and will pay the employee the difference between his jury duty pay and the employee's regular straight-time hourly rate for the regularly scheduled hours of work.
- B. Night shift employees summoned to jury duty shall not be required to work the shift of the day preceding jury duty.
- C. It is further agreed that:
 - 1. Employees who are dismissed by the Court in such jury cases must return to work to complete the balance of their regularly scheduled shift provided at least one-half (1/2) of their shift remains.

2. Employee must present satisfactory proof to the Borough of jury service and the amount paid him for such service.

ARTICLE XXIII

POSTING OF VACANCIES

- A. Employees covered by this Agreement, if qualified, shall be given an opportunity to apply for job openings covered under this Agreement.
- B. Notice of vacancies shall be posted for a period of five (5) days for the purposes of bidding.
- C. Seniority and ability will be considered as factors in the selection of the employee to fill such vacant positions before any new employee is hired.
- D. Seniority shall commence upon the first day of hire in the Department of Public Works and shall cease upon termination of employment
- E. Seniority shall apply on a unit wide bases in all cases of layoff.

ARTICLE XXIV

HEALTH PLAN

- A. The Borough agrees to continue the present health benefit plans at no cost to the employee in 1991. The Borough will continue its efforts to provide benefits at no cost to employee for the term of this Agreement.
- B. The Borough shall continue coverage of employees and their dependents for Hospital Surgical Rider "J", and Major Medical.
- C. Upon receipt of notice of the deductible portion of the Hospital/Surgical coverage in Section B, the Borough shall pay to the employee and one (1) dependent annually the sum of fifty dollars (\$50.00).
- D. The Borough reserves the right to change insurance carriers so long as substantially similar benefits are provided.
- E. Every employee shall be entitled to two (2) eye examinations in three (3) years the Borough shall pay up to sixty dollars (\$60.00) towards an eye examination for an employee and dependents and up to one hundred sixty dollars (\$160.00) for eyeglasses for any employee and dependents; one pair per year. See Paragraph (F) for fee schedule for the year of service.

F. In 1998, 1999 and 2000 eye-care benefits are as follows:

	<u>1998</u>	<u>1999</u>	<u>2000</u>
Exam	\$ 60.00	\$ 65.00	\$ 70.00
Glasses	\$160.00	\$170.00	\$180.00

G. Retired employees in the Department of Public Works shall be entitled to health insurance through the Borough at age 59 with the cost being born equally 50%/50% between the employee and the Borough, providing the employee has twenty-five (25) years of continuous service.

ARTICLE XXV

MISCELLANEOUS

The monthly personal car allowance for meter reader shall be one hundred fifteen dollars (\$115.00).

ARTICLE XXVI

SICK AND PERSONAL LEAVE

- A. Employees who utilize sick leave may be required to submit to a medical examination by a physician selected by the Borough to verify the authenticity of the need for the sick leave. The cost of the examination shall be paid by the health insurance carrier and the Borough. Abuse of sick leave may subject an employee to discipline.
- B. Whereas, there is no formal personal leave provision, the Director of Public Works or employee's immediate supervisor has authority to grant personal leave time at his discretion. Such granting of leave shall not be deducted from eligible vacation days without employee's approval. Requests for personal days shall not be unreasonably denied, and the employee's attendance record will be considered when deciding whether or not personal days will be granted.
- C. Union Business Leave:
1. Language about negotiations and grievance handling shall be scheduled by mutual agreement by all parties.
 2. Paid leave of absence for delegates of the Union for Union functions, not more than two (2) unit employees at a time, and not to exceed five (5) days per year.

ARTICLE XXVII
TRAINEE PROGRAM

- A. The Borough shall have the discretion to establish and maintain a trainee program.
- B. Pursuant to such program, trainees may be hired at a rate that is different from that paid other employees at the discretion of the Borough.
- C. Pursuant to such program, trainees may be assigned to work at various work locations at various hours of work to be determined by the Borough.

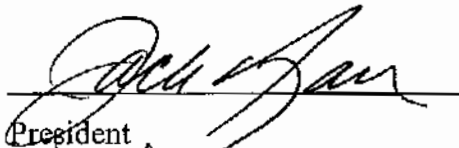
ARTICLE XXVIII
TERM AND RENEWAL

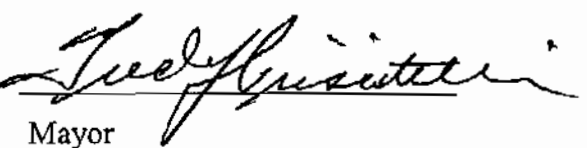
This Agreement shall be in full force and effect as of January 1, 1998, and shall remain in effect to and including December 31, 2000. The Agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice in writing, no sooner than one hundred fifty (150) nor later than ninety (90) days prior to expiration date of this Agreement, of a desire to change, modify or terminate the Agreement.

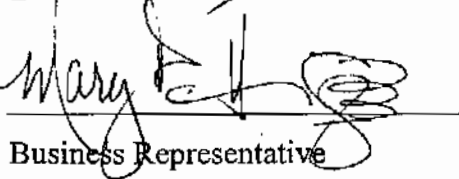
IN WITNESS WHEREOF, the parties hereto have set their hands and seals at Hawthorne, New Jersey on this 29th day of December, 1998.

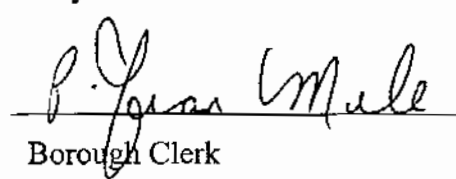
SERVICE EMPLOYEES INTERNATIONAL
UNION, AFL-CIO

BOROUGH OF HAWTHORNE
PASSAIC COUNTY, NEW JERSEY

By: 
President

By: 
Mayor

By: 
Business Representative

By: 
Borough Clerk