

COLLECTIVE NEGOTIATING AGREEMENT

BY AND BETWEEN

POLICEMENS' BENEVOLENT ASSOCIATION,

LOCAL #248, INC., FOR THE

BURLINGTON COUNTY SHERIFF'S OFFICERS

AND

THE SHERIFF OF BURLINGTON COUNTY, AND

THE BOARD OF CHOSEN FREEHOLDERS

FOR THE COUNTY OF BURLINGTON

1989 - 1991

**BURLINGTON COUNTY BOARD OF CHOSEN FREEHOLDERS
and BURLINGTON COUNTY SHERIFF and
PBA LOCAL #248
BURLINGTON COUNTY SHERIFF'S OFFICERS ASSOCIATION**

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EFFECTIVE DATES OF AGREEMENT

January 1, 1989 to December 31, 1991

PREAMBLE

This Agreement entered into between the Sheriff of Burlington County, hereinafter referred to as the "Employer" as set forth in the applicable statutory provisions, and the Board of Chosen Freeholders of the County of Burlington, hereinafter referred to as "the County", and New Jersey Policemen's Benevolent Association, Local Number 248, Inc., hereinafter referred to as the "Association", has as its purpose the promotion of harmonious relations between the Employer and the Association, the establishment of equitable and peaceful procedures for the work and other conditions of employment of the members of the Association and all members of the collective negotiating unit for whom the Association negotiates.

ARTICLE I RECOGNITION

A. Recognition. The Sheriff and the County recognize the Association as the exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for Sheriff's Officers, Sergeants and Lieutenants. Specifically excluded from this bargaining unit are all Sheriff's Officers Investigators pursuant to N.J.S.A. 40A:9-117a and all other classifications of employees employed by the County of Burlington not listed above. This recognition, however, shall not be interpreted as having the effect of or in any way abrogating the rights of employees as established under Chapter 303, P.L. 1968, as amended. The rules and regulations of the New Jersey Department of Personnel that apply to Officers or other employees covered by this Agreement are hereby acknowledged to be part of this Agreement.

B. Check Off: The County hereby agrees to deduct P.B.A. membership dues each month from the pay of those employees who request in writing that such deductions be made. The amounts deducted shall be certified to the County by the Treasurer of the P.B.A. Local and the aggregate deductions of all Officers or other employees shall be remitted monthly to the P.B.A. Treasurer together with a list of all employees from whom deductions were made. Any revocation of the aforesaid authorization to deduct dues shall be made by the employee in writing and in duplicate, with the original being sent to the P.B.A. and the copy to the Burlington County Treasurer in accordance with the provisions of N.J.S.A.52:14-15.9e, as may be amended. Such revocation shall be effective as to all such deductions as of the January 1 or July 1 next succeeding the date on which such revocation is filed as stated above, whichever is earlier. The Association agrees to indemnify and hold the County and its agents harmless against any and all claims, suits, orders of judgments brought or issued against the County with regard to the dues check off, except for any claims that result from negligent or improper acts of the Employer or its Agent or servants.

ARTICLE I RECOGNITION
continued

C. Agency Shop: The Sheriff and the County agree to deduct the fair share fee from the earnings of those employees who are not members of the Local and to transmit said fees to the Treasurer of the P.B.A. Local pursuant to the following procedures and schedules:

1. The deduction shall commence for each employee who is not a member of the Local during the month following written notice from the Local of the amount of the fair share assessment. A copy of the written notice of the amount of the fair share assessment must be furnished to the New Jersey Public Employment Relations Commission.

2. The fair share fee for the services rendered by the Local shall be in an amount equal to the regular membership dues, initiation fees and assessments of the Local, less the cost of benefits financed through the dues and available only to members of the Local. In no event, however, shall the fair share fee exceed a sum equal to eighty five percent (85%) of the regular membership dues, fees and assessments.

3. The sum representing the fair share shall not reflect the costs of financial support of political causes or candidates, except to the extent that it is necessary for the Local to engage in lobbying activity designed to foster its policy goals in collective negotiations and contract administration and to secure for those employees it represents advances in wages, hours and other conditions of employment which ordinarily cannot be secured through collective negotiations with the County or the Sheriff.

4. Prior to January 1 and July 1 of each year, the Local shall provide advance written notice to the New Jersey Public Employment Relations Commission, the County, the Sheriff and all employees in the bargaining unit the information necessary to compute the fair share fee for the services enumerated above. The County and the Sheriff agree to provide any such information within their possession or control to the Local within ten (10) days of receipt of written request therefore from the Local or its duly authorized representative.

5. The Local shall establish and maintain a procedure whereby any employee may challenge the above fair share assessment as calculated by the Local. The appeal procedure shall in no way involve the County or the Sheriff or require the Sheriff or the County to take any action other than to hold the fee in escrow pending a resolution of the appeal.

6. County Held Harmless

The Union hereby agrees that it will indemnify and hold harmless Burlington County, the Burlington County Board of Chosen Freeholders, and the Sheriff of Burlington County from any claims, actions or proceedings brought by an employee in the

ARTICLE I RECOGNITION
continued

negotiations unit which arises from deductions made by the County in accordance with this provision. The County, the Board of Chosen Freeholders and or the Sheriff shall not be liable to the Union for any retroactive or past due representation fee for an employee who was identified by the Employer as excluded or confidential or in good faith was mistakenly or inadvertently omitted from deduction of the representation fee.

ARTICLE II COLLECTIVE NEGOTIATION

A. Collective negotiation with respect to rates of pay, hours of work, or other conditions of employment shall be conducted by the duly authorized bargaining agent of each of the parties. Those parties shall be the President of the Association or its designee, the Board of Chosen Freeholders of Burlington County or its designee, and the Sheriff of Burlington County or designee, in accordance with N.J.S.A. 40A:9-117.

B. Collective negotiating meetings shall be held at times and places mutually convenient at the request of any party.

C. Employees of the Employer who may be designated by the Association to participate in collective negotiating sessions and called for the purpose of the negotiation of a Collective Negotiating Agreement will be excused from their work assignments.

D. The Employer shall permit members of the Association's Negotiating Committee to attend Collective Negotiating meetings during the duty hours of the members. However, only three (3) members of such Committee shall be permitted to attend such meetings without loss of pay or time.

ARTICLE III DISCRIMINATION & COERCION

There shall be no discrimination, interference or coercion by the Employer or any of its agents against the employees represented by the Association because of a membership or activity in the Association. The Association shall not intimidate or coerce employees into membership. Neither the Employer nor the Association shall discriminate against any employee because of

ARTICLE III DISCRIMINATION & COERCION
continued

race, creed, color, sex, national origin, handicap, political affiliation, sexual orientation, religion, nationality, or marital status.

For the purposes of this Agreement he shall be a generic term referring to any employee regardless of their sex. Said usage is not intended to be discriminatory or sexually based.

ARTICLE IV ADMINISTRATIVE RULES AND REGULATIONS

The Employer and the Association agree that all rules promulgated by the New Jersey Department of Personnel, Public Employment Relations Commission or the New Jersey Police Training Commission concerning hiring, firing and training practices or any other matters, whether or not specifically covered in this Agreement, shall be binding upon all parties. The Employer and the Association agree to abide by these Department of Personnel, Public Employment Relations Commission and Police Training Commission Regulations.

ARTICLE V SALARIES

A. Salary Adjustments 1989

1. Effective January 1, 1989 the minimum base salary for all Sheriff's Officers shall be eighteen thousand dollars (\$18,000). Employees hired by the Sheriff's Department prior to January 1, 1989 shall have their 1989 base salary adjusted according to the salary and hire date scale as set forth below:

<u>PRESENT SALARY</u>	<u>(Hire Date)</u>	<u>EFFECTIVE 1-1-89</u>
\$16,944	(1988)	\$ 19,000
16,944	(1987)	20,000
16,944	(1985)	21,000
17,596	(1984)	22,000
17,596	(1983) *	23,000
19,551 & 20,202	(1979 to 1981)	24,000
19,551	(1975) **	26,000
26,719	(1973)	28,000
26,719 & 27,371	(1972)	29,000
26,068 & 26,719	(1970 and before)	30,000

* Also to include Samuel Henry

** Schultz to \$27,000

ARTICLE V SALARIES
continued

2. Effective January 1, 1989 all base salaries of the Sergeants shall be adjusted as below:

<u>PRESENT SALARY</u>	<u>(Hire Date)</u>	<u>EFFECTIVE 1-1-89</u>
\$ 27,506	(1972, 1974)	\$ 31,000
\$ 28,315	(1971)	\$ 32,000

3. Effective January 1, 1989 all base salaries of Lieutenants shall be adjusted as follows:

<u>PRESENT SALARY</u>	<u>(Hire Date)</u>	<u>EFFECTIVE 1-1-89</u>
\$ 28,764	(1968, 1971)	\$ 33,000

4. The following minimums and maximums for the 1989 year as set forth in Exhibit A (Sheriffs Officer Salary Range 1989) of this Agreement.

	<u>SHERIFF OFFICER</u>	<u>SERGEANT</u>	<u>LIEUTENANT</u>
Min	\$ 18,000	\$ 27,000	\$ 29,000
Max	\$ 31,000	\$ 33,000	\$ 35,000

B. Salary Adjustments 1990

1. On January 1, 1990 all steps on the 1989 Sheriff Officers salary scale shall be increased by one thousand dollars (\$1,000). To be eligible for said increase, the employee shall have been on the payroll September 30, 1989 and shall have maintained continuous full-time employment through January 1, 1990. (Exhibit B - Sheriffs Officers Salary Range 1990).

2. On July 1, 1990, all employees who have at least eleven (11) months of continuous full-time employment by June 15, 1989 shall be eligible for a salary adjustment. Such adjustment shall be implemented by the eligible employee moving one (1) step on the 1990 salary range. Any employee at the maximum for their range shall not receive said salary adjustment.

3. The following minimums and maximums for the 1990 year as set forth in Exhibit B (Sheriffs Officer Salary Range 1990) of this Agreement.

	<u>SHERIFF OFFICER</u>	<u>SERGEANT</u>	<u>LIEUTENANT</u>
Min	\$ 19,000	\$ 28,000	\$ 30,000
Max	\$ 32,000	\$ 34,000	\$ 36,000

C. Salary Adjustments for 1991

1. On January 1, 1991 all steps on the 1990 Sheriff Officers salary scale shall be increased by one thousand dollars (\$1,000). To be eligible for said increase, the employee shall have been on the payroll September 30, 1990 and shall have maintained continuous full-time employment through January 1, 1991. (Exhibit C - Sheriffs Officers Salary Range 1991).

ARTICLE V SALARIES
continued

2. On July 1, 1991, all employees who have at least eleven (11) months of continuous full-time employment by June 15, 1990 shall be eligible for a salary adjustment. Such adjustment shall be implemented by the eligible employee moving one (1) step on the 1991 salary range. Any employee at the maximum for their range shall not receive said salary adjustment.

3. The following minimums and maximums for the 1991 year as set forth in Exhibit C (Sheriffs Officer Salary Range 1991) of this Agreement.

	<u>SHERIFF OFFICER</u>	<u>SERGEANT</u>	<u>LIEUTENANT</u>
Min	\$ 20,000	\$ 29,000	\$ 31,000
Max	\$ 33,000	\$ 35,000	\$ 37,000

D. CREDIT FOR PRIOR LAW ENFORCEMENT EXPERIENCE

1. The Sheriff in his sole discretion may hire a new employee who is currently certified by the New Jersey Police Training Commission above the minimum base salary established for a Sheriff's Officer along the Salary Step System in recognition of the candidates' prior law enforcement experience and training. No Officer shall be hired above step five (5) of the established range.

2. This paragraph (i.e., Article V, Paragraph D) is expressly limited to newly hired Sheriff's Officers and shall not be applicable to Sheriff's Officers employed as of the date of execution of this Agreement.

E. RETROACTIVITY

It is understood and agreed that this Agreement shall provide retroactive compensation and benefits solely for those Sheriffs Officers, Sergeants and Lieutenants employed by the Sheriff at the execution of this Agreement. It is however, the intent of this Agreement to provide retroactive compensation and benefits to the estate of Sheriff's Officers who have passed away during the time period commencing January 1, 1989 and ending on the date of execution of this Agreement.

ARTICLE VI WORK SCHEDULES

A. Sheriff's Officers shall work according to a basic schedule established by the Sheriff.

ARTICLE VI WORK SCHEDULES
continued

B. The regular schedule for Sheriff's Officers shall be Monday through Friday 8:30 AM to 4:30 PM. The work day shall be eight (8) consecutive hours per day including one (1) hour unpaid lunch break. The work week shall be thirty-five (35) hours per week.

C. The Sheriff in his sole discretion shall have the right, for efficiency of operations, to make changes in the starting and stopping time of the regular schedule as set forth in Paragraph B of this Article between the hours of 7:00 AM to 8:00 PM, Monday through Friday upon seven (7) calendar days notice to the affected employee.

D. If for any reason, the Sheriff, in his sole discretion, determines that the efficiency of operations requires a change in the starting and stopping time of the regular schedule but cannot comply with the notice provisions as set forth in Paragraph C of this Article, the affected employee shall be granted overtime compensation for all hours worked outside of the regular shift as set forth in Paragraph B of this Article up to and including seven (7) calendar days.

E. Nothing within the provisions of this Article shall be interpreted or construed to modify or alter the work hours or schedules of Sheriff's Officers who serve process for the Department.

ARTICLE VII OVERTIME

A. Except as specified in Paragraph "D" hereinbelow, all overtime shall be distributed equally and alphabetically, whenever practicable, from a list maintained by the Sheriff's Department for the Officers covered by this Agreement who have been certified by the Police Training Commission and those Officers employed prior to the enactment of the Police Training Act of 1968 provided that such Officers qualify annually in the handling of their weapons.

B. Except as provided in Paragraph "D" hereinbelow, all extradition duty shall be distributed equally and alphabetically from the list described in Paragraph "A" hereinabove.

C. Whenever overtime is refused by an Officer, such overtime shall be offered to the next Officer whose name appears on the alphabetical list described in Paragraph "A" hereinabove and the Officer refusing shall not be considered for overtime until every other Officer on said list shall have thereafter been offered the opportunity for overtime. When an Officer works any overtime detail on the weekend (12:00 AM Saturday to 12:00 AM

ARTICLE VII OVERTIME
continued

Monday) and is asked to work another overtime detail in the same weekend, said Officer shall not be charged with an overtime refusal if said Officer elects not to work the second detail.

D. Whenever overtime is required on a given assignment, said overtime shall be offered first to the Officer already working on that job assignment at the time, and the remaining Officer or Officers shall be placed in their respective positions on the list and thereafter personnel shall be selected alphabetically as set forth in Paragraph "A" through "C", inclusive, hereinabove.

E. Whenever an Officer is required to appear in Court as a result of a job-related incident occurring while on duty, other than during such Officer's regular duty hours, such Officer shall be compensated at the overtime rate.

F. When upon completion of a full shift an Officer is required to work a full second shift, he should also be entitled to a second paid one (1) hour meal break on the second shift. Overlapping shift shall be considered as full shifts.

G. Overtime compensation shall be granted for any time worked outside the regular shift as set forth under Article VI, Paragraph B with the exception of a change in an Officer's regular shift pursuant to Article VI, Paragraph C.

H. Whenever an Officer is required to work through such Officer's normal one (1) hour lunch, the Officer may request a later lunch break. The granting of such a request shall be at the discretion of the Sheriff if the workload permits.

I. Whenever any Officer is entitled to overtime compensation pursuant to the provision of this Article, the Officer shall be paid or receive compensatory time off at the Officer's election subject to the provisions of Paragraph "L" and at the overtime rate for a minimum of two (2) hours or for actual time worked, whichever is greater.

J. The overtime rate shall be one and one half (1 1/2) times the regular hourly rate for the particular Officer involved for all overtime worked other than as set forth in Paragraph "K" hereinbelow. However, sick and personal time shall not be considered as time worked. The hourly rate shall be computed as follows: The annual salary of the employee shall be divided by the number of working days per year, the product of which shall be divided by eight (8).

K. The overtime rate for any time worked on a holiday as defined in Article VIII of this Agreement shall be one and one

ARTICLE VII OVERTIME
continued

half (1 1/2) times the regular hourly rate for the particular Officer involved, provided, that no such Officer shall suffer loss of any holiday pay or credit for any such time worked.

L. Any Officer who works "overtime" as defined in this Article shall be compensated either in cash or in the form of compensatory time off under the following conditions:

1. If an Officer requests compensatory time, the Officer may accrue and/or utilize that time during the calendar year in which it was earned. Any unused or accrued compensatory time shall be paid in cash and shall be included in the Officer's paycheck for the final pay period for that year.

2. Requests for the use of accrued compensatory time shall be submitted in writing to the Sheriff no later than ten (10) working days prior to the date the compensatory time is to be taken.

3. Requests for use of accrued compensatory time shall be granted unless such time off interferes with the proper and efficient operations of the Sheriff's Office.

4. Any compensatory time earned or accrued prior to the execution of this Agreement, shall be used or paid in compliance with Paragraph L, sub-paragraphs 1-3 of this Article and shall be treated as if earned and accrued in the year 1990.

M. Sheriff Officers with the job responsibility of serving process are specifically excluded from the provisions of this Article.

ARTICLE VIII HOLIDAYS

A. The following paid holidays will be observed:

1. January 1, known as New Year's Day
2. Third Monday in January, known as Martin Luther King's Birthday
3. February 12, known as Lincoln's Birthday
4. Third Monday in February, known as Washington's Birthday
5. Good Friday
6. Last Monday in May, known as Memorial Day
7. July 4, known as Independence Day
8. First Monday in September, known as Labor Day
9. Second Monday in October, known as Columbus Day

ARTICLE VIII HOLIDAYS
continued

10. General Election Day
11. November 11, known as Veterans Day
12. Fourth Thursday in November, known as Thanksgiving Day
13. Friday after Thanksgiving Day
14. December 25, known as Christmas Day

B. Holidays which fall on Saturday shall be observed on the previous Friday and those which fall on Sunday shall be observed on the following Monday.

C. An employee must be in a pay status the working day before and the working day after a holiday in order to be paid for said holiday.

D. Any other holidays granted to all County employees by the Board of Chosen Freeholders shall apply to employees of this unit.

ARTICLE IX ANNUAL VACATION

Full-time employees covered by this Agreement shall be entitled to the following annual vacations with pay subject to scheduling approval by the Sheriff.

A. New employees shall receive one (1) working day for the initial month of employment if he/she begins work on the 1st through the 8th day of the calendar month. Employees who begin work on the 9th through the 23rd day of the month shall receive one-half (1/2) working day for the month. Employees who begin work after the 23rd day of the month shall not receive any paid vacation for that month. All such time shall be credited on the 1st day of the following month.

B. After the initial month of employment and up to the end of the first calendar year, all employees shall receive one (1) working day, credited on the first day of the following month, for each month of service. Thereafter, all employees shall receive paid vacation as follows:

1 year and up to 5 years	12 days
after 5 years and up to 12 years	15 days
after 12 years and up to 20 years	20 days
after 20 years and over	25 days

Vacation days based upon years of permanent service are credited on January 1 in the calendar year of the employee's anniversary.

ARTICLE IX ANNUAL VACATION
continued

C. When in any calendar year the vacation, or any part thereof, is not granted by reason of necessity of work, that part of the vacation period not granted shall accumulate to the next succeeding calendar year only.

D. All vacation time is to be taken only as credited. Although each employee is credited with his/her vacation time at the beginning of the calendar year, vacation time is earned on a pro-rated basis. The amount of time earned shall be pro-rated to calculate time owed to the County should an employee leave County service for any reason. When the employee leaves the County service and at the end of each calendar year, deductions will be made from an employee's pay if more vacation has been taken than has been earned.

E. Any employee who is laid off, discharged, retired or separated from the service of the County, for any reason, prior to taking their vacation, shall be compensated in money for their accumulated earned but unused vacation time.

F. In order not to hamper proper and efficient Sheriff's operations, both parties agree that the scheduling of vacations must be left to the Employer but the following conditions shall be observed in such scheduling:

1. Selection of vacation shall be based on seniority.
2. No employee shall be permitted to take more than three (3) consecutive weeks vacation at one time, unless mutually agreed upon by the parties.
3. With respect to any conflict in vacation scheduling, seniority shall prevail.
4. A minimum of four (4) weeks notice will be given to the Sheriff of an employee's intention of using five (5) or more days vacation credit.
5. A minimum of one (1) weeks' notice shall be given to the Sheriff of intent to take two (2) to four (4) days, inclusive, of vacation.
6. A minimum of forty-eight (48) hours notice will be given to the Sheriff of an employee's intent to use one (1) day of vacation credit.

ARTICLE X SICK LEAVE

A. Full-time employees shall be entitled to the following sick leave with pay.

ARTICLE X SICK LEAVE
continued

1. New employees shall receive one (1) working day's sick leave credit for the initial month of employment if he/she begins work on the 1st through the 8th day of the calendar month. Employees who begin work on the 9th through the 23rd day of the month shall receive one-half (1/2) working day's credit for that month. Employees who begin work after the 23rd day of the month shall not receive any paid sick leave for that month. All such time shall be credited on the 1st day of the following month.

2. After the initial month of employment and up to the end of the first calendar year, employees shall receive one (1) working day credited the first day of the next month for each month of service. After completion of one (1) year of service, each employee shall be eligible for fifteen (15) sick days for each year of service.

3. Sick leave may be taken as credited. Although each employee is credited with fifteen (15) sick days after the first calendar year, sick time is earned at one and one-quarter (1 1/4) days per month for purposes of computing time owed to the County in the event an employee should leave prior to the completion of that calendar year and, having used all credited sick time. When the employee leaves the County service and at the end of each calendar year, deductions will be made from an employee's pay if more sick leave has been taken than has been earned.

4. Paid sick days shall not accrue during a leave of absence without pay.

5. An employee who exhausts all accumulated paid sick days in any one (1) year shall not be credited with additional paid sick leave days until the beginning of the next calendar year.

6. Sick leave is defined to mean absence of an employee from duty because of personal illness by reason of which the employee is unable to perform the usual duties of his position, or exposure to contagious disease or quarantine. Sick leave may also be requested for the following reasons:

a). Up to ten (10) working days of emergency attendance upon a member of his family seriously ill and requiring the presence of such employee. Family is defined as spouse, parents, children, grandparents, or anyone residing in the same household. For good cause shown this definition of family may be expanded upon request and approval of the Sheriff or designee.

b). Up to five (5) working days may be requested for a death in the immediate family to include spouse, parents, parents-in-law, children, grandparents, or siblings. Upon request and approval of the Sheriff, this definition may be expanded.

ARTICLE X SICK LEAVE
continued

7. If an employee is absent for five (5) consecutive working days for any of the reasons set forth in the above rule, the appointing authority shall require acceptable medical evidence on the form prescribed.

8. If it is reasonably suspected that the employee is abusing the sick leave privilege, the Sheriff may require the employee seeking leave to submit proof of illness. If the sick leave is not approved, the employee will suffer loss of pay for such time.

9. An employee who does not expect to report for work because of personal illness for any of the reasons included in the definition of sick leave hereinabove set forth shall notify his immediate supervisor, by telephone or personal message prior to the commencement of the normal work day. If an employee does not report as stated above without just cause, as determined by the Sheriff, such employee will suffer loss of pay.

10. Sick leave claimed by reason of quarantine or exposure to contagious disease shall be approved upon presentation of the certificate of the local department of health, and in cases of death in the family, upon such reasonable proof as the appointing authority shall require.

11. Employees who have exhausted their sick leave benefit and who wish to substitute vacation, personal leave or any other compensable time shall make such request to the Sheriff who may approve such request based upon merit.

12. An employee shall not be reimbursed for accumulated sick leave when leaving the County service except for retirement, as provided for in Article XXIII Retirement.

ARTICLE XI INJURY AND DISABILITY LEAVE

A. Any Sheriff's Officer who is disabled because of an occupational injury or illness shall be covered by the provisions of the New Jersey Worker's Compensation Law from the day of injury or illness. Said employee shall be eligible for a leave of absence for the entire period of disability. Employees on an authorized leave of absence shall be paid temporary worker's compensation benefits for the period of their disability in accordance with the eligibility criteria established by the New Jersey Worker's Compensation Law. Said employee shall also receive sick and vacation leave credit during the period of their disability. However, such time shall be credited only upon the return of the employee to work. Personal leave credits shall not accrue during this period of disability.

ARTICLE XI INJURY AND DISABILITY LEAVE
continued

B. Any employee who is disabled for a period of more than five (5) consecutive working days as a result of an occupational injury or illness directly attributable to the unique duties and responsibilities of a Sheriff's Officer shall be granted a leave of absence with full pay for the entire period of disability; however, such leave of absence is limited to a maximum period of one (1) year from the date of injury or illness. In the event that five (5) or more sick days are charged against the employee, said sick days shall be returned and credited to the employee's sick leave bank. A disability determination panel (DDP) consisting of the Freeholder Director, or designee, the Sheriff and a mutually agreed upon neutral third party member chosen by the Sheriff and the Board of Chosen Freeholders shall determine whether an injury is directly attributable to the unique duties of a Sheriff's Officer. The determination made by the panel shall be binding. Payment for such disability shall not be in addition to Worker's Compensation Benefits. This paragraph shall not be applicable to, and specifically excludes any claims, filings, or conditions which were made or existed prior to the date of execution of this Agreement.

C. Employees returning from an authorized leave of absence as set forth in Paragraph "A" and "B" above shall be restored to their original job classification at the appropriate rate of pay with no loss in seniority, sick days or other employee rights, privileges and benefits except as modified above.

D. Medical Verification. The Sheriff shall require that an employee receiving benefits under this Article provide adequate and acceptable certification from the County's treating physician as to the nature of the condition, injury, illness or other disability from performance of duties and treatment thereof and such demand for certification may be repeated on a reasonable periodic basis during the period of disability.

E. In the event the coverages or benefits available to other employees under the above Plan are increased or expanded, or the County adopts a broader or more favorable plan of disability insurance for any of its employees, such increase or improvement in benefits shall also apply to all employees covered by this Agreement.

ARTICLE XII PREGNANCY DISABILITY LEAVE

A. An employee who requests leave without pay for reason of disability due to pregnancy shall be granted leave under the same terms and conditions of sick leave or leave without pay. The Sheriff may request acceptable medical evidence that the employee or the Officer is unable to perform her work because of disability due to pregnancy.

ARTICLE XII PREGNANCY DISABILITY LEAVE
continued

B. An employee may use accrued leave time (for example sick, vacation, personal, compensatory or other administrative leave time) for pregnancy disability purposes but shall not be required to exhaust accrued leave before taking a leave without pay. However, the employee must exhaust all accrued sick leave to be eligible for New Jersey State Temporary Disability Insurance benefits.

ARTICLE XIII PERSONAL LEAVE

A. Each employee shall be eligible for three (3) personal leave days with pay for personal business with no accumulation of such leave from year to year. New employees in the County service shall be accorded one (1) personal leave day for each four (4) months of service in the first calendar year of employment.

B. An employee shall give no less than twenty-four (24) hours advance notice of his intent to take a personal leave day. Such intent shall not be denied unless that leave would substantially interfere with the proper functioning of the Department.

C. In the event of retirement or termination, deductions will be made from the final pay of the employee for used but unearned personal leave time.

ARTICLE XIV LEAVE OF ABSENCE

A permanent employee holding a position in the classified service who is temporarily either mentally or physically incapacitated from performing such employee's duties or who desires to engage in a course of study such as will increase such employee's usefulness on return to the service, or who for any reason considered good by the Sheriff and the Board desires to secure leave from regular duties may, with the approval of the Sheriff and the Board, be granted special leave of absence without pay for a period not exceeding six (6) months. With the approval of the Sheriff and the Board, such leave may be extended for an additional period not exceeding six (6) months. Any employee requesting special leave without pay shall submit a request in writing stating the reason why, in such employee's opinion, the request should be granted, the desired date for the leave to begin, and the probable date of return of duty.

ARTICLE XV COFFEE BREAK

All employees shall receive two (2) fifteen (15) minute coffee breaks one in the morning and one in the afternoon.

ARTICLE XVI MILITARY DUTY

The existing federal and state statutes with regard to leave for military service in their present state or as they may be amended will be observed by both parties hereto. The benefits under these applicable statutes shall be provided for any eligible employee in this bargaining unit.

ARTICLE XVII FAMILY LEAVE

Family leave as set forth in N.J.S.A. 34:11B-1 et seq. shall be available to all employees covered under this Agreement pursuant to the terms of that Act.

ARTICLE XVIII JURY DUTY

If an employee is called to serve on a Jury, such employee shall continue to receive his regular pay and the service time will not be deducted from his vacation if his Jury check is turned over to the County Treasurer's Office for the number of days absent from his employment. This time must be reported on the daily report form.

ARTICLE XIX EDUCATION BENEFITS

A. All permanent employees shall be eligible for reimbursement of courses which are job related provided prior approval is received from the Board of Freeholders after written request to and recommendation of the Sheriff to the Board. If such approval is granted, the employee must submit evidence of successful completion with a grade of "C" or higher. In addition, such employee must agree to remain in the County service for a period of six (6) months following completion of each three (3) credits reimbursed. Such period of County service is to be cumulative. If such employee does not remain in the County service for the appropriate length of time, the total amount of tuition reimbursed for any such course shall be returned to the County or deducted from the employee's final pay. Said tuition reimbursement shall be limited to the equivalent cost of three (3) credit hours at Rutgers, The State University of New Jersey, per semester.

ARTICLE XX UNIFORM ALLOWANCE

A. Each uniformed Sheriff's Officer will, after completing the first full year of service and for each full year thereafter, receive a uniform/maintenance allowance annually of two hundred and fifty dollars (\$250) in 1989, four hundred and fifty dollars (\$450) in 1990, and four hundred and fifty dollars (\$450) in 1991. Reimbursement for maintenance shall not exceed two hundred and fifty dollars (\$250) during any year. All non-uniformed Officers may be reimbursed for clothing maintenance not to exceed two hundred and fifty dollars (\$250) per year. Purchase of uniforms shall be made through a vendor approved by the County or Sheriff as conforming to Department uniform specifications. Purchase of new or replaced items shall be by purchase order voucher submitted in advance. No employee shall be required to purchase such items for later reimbursement. Maintenance allowance shall be for the purpose of cleaning or otherwise maintaining their uniforms, including laundry, dry-cleaning or repairs, to be verified by submission of receipts for quarterly reimbursement. The annual allowance must be used within the calendar year and does not accumulate from year to year.

B. The parties expressly recognize that it is the Employer's exclusive and unilateral right to determine whether any or all of its employees shall be required to wear uniforms or adhere to other dress requirements. In the event that an employee is required to wear his/her own civilian clothing while on duty, said employee shall receive compensation at the above annual uniform/maintenance rate.

C. New employees who have successfully graduated from the Police Academy shall be provided with the full complement of clothing and appropriate equipment at County expense in conforming with the specifications in all respects. All employees shall be permitted to accumulate and maintain the standard issue of uniforms and equipment throughout the use of their annual uniform allowance.

D. The standard uniform issue shall include the following:

- 5 pairs trousers
- 5 shirts, long sleeve (winter)
- 5 shirts, short sleeve (summer)
- 1 winter coat
- 1 winter hat
- 1 summer hat
- 1 raincoat
- 1 light-weight summer jacket
- 3 ties
- 5 winter shirts superior Officer
- 5 summer shirts superior Officers
- 1 pair service boots, winter
- 1 pair service shoes, low quarter, summer
- 1 over belt
- 2 silver stars, breast, 7 pt.

ARTICLE XX UNIFORM ALLOWANCE
continued

- 2 gold stars, breast, Officers, 7 pt.
- 1 silver star, hat, 7 pt.
- 1 gold star, hat, Officers, 7 pt.
- 1 holster
- 1 ammunition pouch
- 1 double handcuff case
- 1 pair unit insignias, silver
- 1 pair unit insignias, gold, Officers
- 1 name tag, silver
- 1 name tag, gold, Officers
- 1 bar, tie w/7 pt. star, N.J. State Seal, silver,
Officer
- 1 bar, tie w/7 pt. star, N.J. State Seal, gold,
superior
- 2 gold bar: rank insignia metal lieutenant
- 10 gold rank: insignia cloth sew-on lieutenant
- 12 black and silver cheverons: rank cloth sew-on
sergeant
- 1 holder, badge: I.D. Model 7208, safariland
- 1 underbelt: #51, black, safariland
- 6 keepers: #62v, black, safariland
- 1 PR-24
- 1 PR-24 keeper
- 1 weapon as determined by the Sheriff

E. An inventory of available equipment shall be maintained by the Sheriff or designee and shall be checked prior to submitting a purchase order for new employees. All Sheriff's Officers shall maintain and wear the proper uniform for Sheriff's Officers as prescribed herein. The Sheriff shall submit a purchase order for the new clothing if needed.

F. Personal items destroyed or damaged by violent and intentional acts during the course of employment shall be replaced and repayed by the County and reimbursement shall be made to the employee based on voucher submission and proof of loss. Personal items include eyeglasses, prescription sunglasses, contact lenses, dentures, wedding bands, engagement rings and watches. Replacement and repayment for watches shall not exceed one hundred dollars (\$100).

G. All other jewelry not essential to the performance of the Officer's duties and not covered in Paragraph "F" shall be excluded from reimbursement.

H. All uniforms and other equipment that has been issued shall be turned in when the employee leaves the employ of the County and the last paycheck will be withheld until this is accomplished.

I. Uniform specifications pertaining to weight, color, etc., will be determined by the Sheriff.

ARTICLE XX UNIFORM ALLOWANCE
continued

J. If the Sheriff should decide at any time to change the style and/or the color of the uniform, each Officer shall receive an initial issue of the newly designated uniform as prescribed in the uniform issue of this Article and such issue shall be made at County Expense and shall not be charged against the Officer's annual uniform allowance as set forth herineabove.

ARTICLE XXI FRINGE BENEFITS

A. Family Hospital, Surgical and Major Medical or Health Maintenance Organization (HMO) Benefits shall be available to full-time employees on the first of the month after three (3) months of service. The Employer shall pay up to the same amount toward HMO coverage that it contributes to alternative coverage. Any additional cost of HMO coverage shall be the sole responsibility of the employee. It is understood that, because of restricted open enrollment periods, some new employees may not be eligible to participate in HMO until the next open enrollment period. New employees will be so advised at the time of hire.

B. The County may extend to a maximum of ninety (90) days the health insurance coverage of eligible employees and their covered dependents upon exhaustion of such employee's accumulated sick leave and who are granted approved sick leave without pay, with the County paying the cost in accordance with Paragraph "A" above.

C. At the beginning of each enrollment period, permanent employees shall have the option to enroll in a contributory life insurance plan under which the Employer shall provide a five thousand dollars (\$5,000) life policy on each employee, premiums for the first one thousand dollars (\$1,000) of which shall be paid by the Employer. Premiums for the remaining four thousand dollars (\$4,000) coverage shall be paid by the employee through the payroll deduction plan.

D. During the term of this Agreement, there shall be no change in the Group Hospital, Medical or any other type of insurance presently maintained and paid for by the Employer on behalf of the employees as indicated above. However, this shall not prevent the Employer from substituting new and equivalent or more beneficial plans for those now in effect.

E. The Employer shall pay the full premium cost of a family program of dental care.

ARTICLE XXI FRINGE BENEFITS
continued

F. Prescription Drug/Vision Care:

1. Effective January 1, 1989 full-time employees shall be eligible for prescription/vision care reimbursement not to exceed one hundred dollars (\$100). Effective January 1, 1990, the amount shall not exceed one hundred seventy five dollars (\$175). Effective January 1, 1991, the amount shall not exceed two hundred dollars (\$200). To be eligible for such reimbursement employees must be on the payroll effective September 30th of the previous year.

2. The County shall reimburse each eligible employee up to the maximum for prescription/vision care for him/herself and/or family members. Such payment for expenses incurred shall be for items or services not covered by any other employee benefit program and shall not be duplicative. Prescription expenses are limited to prescription drugs (not medical supplies or equipment). Vision care expenses include eye exams, frames, lenses and contact lenses.

3. Reimbursement shall be made to the employee once documentation has been verified by receipt on approved forms. Such documentation shall be submitted no later than December 15 to the Burlington County Treasurer's Office.

4. Payment shall be made to the employee within a reasonable period prior to January 31, of the following year.

G. Disability Plan

All employees in the bargaining unit will be covered by the New Jersey State Temporary Disability Plan. A copy of the plan is to be provided to each employee. It is understood that this plan or a plan with equivalent benefits requires the employee to make a contribution of at least fifty percent (50%) of the cost.

ARTICLE XXII PERSONAL VEHICLE EXPENSES

Any employee required to use a personal vehicle in the pursuit of proper and necessary County business shall be reimbursed at the rate of twenty-one cents (\$.21) per mile. All personal mileage shall be submitted on the proper forms provided and such mileage shall be computed on a portal-to-portal basis and excluding any travel solely for commuting from the employee's home to the Sheriff's Department. No Supervisor shall order any employee to transport anyone in his privately owned vehicle.

ARTICLE XXIII RETIREMENT

A. Revised statute N.J.S.A. 43:15A-47(b) states that each member of the Public Employees Retirement System shall be retired on the first day of the calendar month following attainment of age seventy (70), or within one (1) month thereafter. If it is the desire of the Sheriff to recommend that the employment be continued, a recommendation to waive mandatory retirement shall be presented to the Board of Chosen Freeholders annually prior to the employee's birthday.

B. Each employee in the classified service who has been granted sick leave shall be entitled upon retirement to receive as lump sum payment as supplemental compensation for each full day earned and unused accumulated sick leave which is credited to her/him, on the effective date of retirement.

The amount of supplemental compensation payment shall be computed at the rate of one-half (1/2) of the eligible employee's daily rate of pay for each day of earned and unused accumulated sick leave based upon the average annual compensation received during the last year of employment prior to the effective date of retirement, provided, however, that no such lump sum supplemental compensation payment shall exceed twelve thousand dollars (\$12,000) in 1989, fifteen thousand dollars (\$15,000) in 1990 and fifteen thousand dollars (\$15,000) in 1991.

C. Employees who have retired or who shall retire with twenty-five (25) years or more of credited service to Burlington County shall be eligible to have his/her Hospital, Surgical and Major Medical or Health Maintenance (HMO) benefits premium paid by the County. The Employer shall pay up to the same amount toward HMO coverage that it contributes toward basic coverages for each such retiree. Any additional cost for HMO coverage or coverage for eligible dependents shall be the sole responsibility of the retiree. Prior to being eligible for this benefit, however, all retirees who are sixty-five (65) years of age or older must be carriers of Medicare "A" and "B". The County shall continue its current practice of payment of full coverage for the first ninety (90) days following the date of retirement regardless of the number of years of service.

ARTICLE XXIV ASSOCIATION RIGHTS AND PRIVILEGES

A. Whenever any representative of the Association or any employee is mutually scheduled by the parties hereto to participate, during working hours, in negotiations, grievance proceedings, conferences or meetings, such employee shall suffer no loss of pay for such time.

ARTICLE XXIV ASSOCIATION RIGHTS AND PRIVILEGES

B. Representatives of the Association shall be permitted to transact official Association business on the premises at all reasonable times, with approval of the Sheriff, and provided that this shall not interfere with or interrupt normal operations of the Sheriff's Office. Representatives of the Association should notify at least one (1) person in authority that they are conducting Association business and advise them of their whereabouts.

C. The Association has use of County buildings at all reasonable hours when appropriately scheduled through the proper authority.

D. The Association has the use of the bulletin boards and inter-office mail delivery.

E. The Union may at its expense and upon approval of the Sheriff install bulletin boards for the posting of notices relating to matters and the official business of the Association.

F. The Employer shall, at its own expense, provide the Union with a locked bulletin board.

G. The Employer agrees to allow the Association representative or their alternates time off with pay in the following instances:

1. Convention delegates, time off with pay to attend N.J.P.B.A. Conventions, not to exceed two (2) representatives.

2. State Delegates to N.J.P.B.A.: the day off with pay to attend the monthly State Delegates' meeting;

3. State Delegate; the day off with pay to attend any State P.B.A. committee meeting of committees of which he/she is a member, not to exceed five (5) days in any given year.

4. The Employer agrees to allow two (2) Association designated representatives the day off with pay and the use of a Departmental vehicle in order to attend the funeral of any Officer who dies in the line of duty in New Jersey, in order that both the Association and the Sheriff's Department may be properly represented. The Association representatives shall be given the use of a Departmental vehicle if one is available. If such is not available, he/she may use their own personal vehicles and be reimbursed for gasoline mileage at the prescribed rate under Article XXII of this Agreement.

H. Reasonable written notice of the request to attend any of the functions listed in Paragraph "G" shall be given to the Employer.

ARTICLE XXV SAFETY AND HEALTH

A. The Employer shall at all times maintain a safe and healthful work environment. He will provide the employees with any apparel, firearms, tools or devices reasonably necessary to insure their safety and health.

B. The Employer agrees to supply each Officer qualified to carry a weapon with thirty-six (36) rounds of fresh factory loaded ammunition yearly for carrying on duty after qualification. Each Officer is required by State law to qualify twice per year with factory load ammunition and must attain a score of seventy-five (75) or above out of one hundred (100) in order to qualify. Each Officer will be given sixty (60) rounds of wad cutters to practice for qualification at time of requalification. If any Officer fails to qualify, such Officer will be given remedial training and another additional one hundred and eighty (180) rounds of ammunition, sixty (60) of which will be factory load, to use for qualification. The Employer also agrees to supply one hundred (100) rounds of practice ammunition issued at the time of requalification. Practice ammunition will be issued on the academy range and must be used on the premises. After initial issue of ammunition and prior to re-issue of new ammunition, all expended casings must be returned to the Employer or his appointed representative.

C. The Employer and the Association shall each designate a safety committee member. It shall be their joint responsibility to investigate and correct unsafe and unhealthful conditions. They shall meet periodically, as necessary, to review conditions in general and to make recommendations to either or both parties as appropriate. The safety committee member representing the Association shall be permitted a reasonable opportunity to visit work locations throughout the Employer's facilities where employees covered by this Agreement are performing their duties for the purpose of investigating safety and health conditions, during working hours and with no loss of pay for periods to exceed one (1) hour per day, unless additional time is authorized by the Employer.

D. The Employer agrees to insure the safety and adequacy of all working areas and equipment provided for employment use. The Association reserves the right to call upon the Employer, or any appropriate State or Federal agency, to investigate any matter involving work areas, conditions or equipment. Such requests will only be made where the Association feels that the employee is subjected to possible impairment of health or safety.

ARTICLE XXVI EQUIPMENT AND VEHICLE SAFETY

A. The County shall furnish vehicles equipped with wire and/or plexiglass screens between the front and rear seats, two

ARTICLE XXVI EQUIPMENT AND VEHICLE SAFETY
continued

(2) outside mirrors and a police radio. When necessary, Officers shall be supplied with portable police radios.

B. The County agrees to conform to all manufacturer and dealer warranty and maintenance requirements on all equipment except in an emergency situation. The County also agrees that it will immediately attempt to effectuate all necessary repairs to such items as radios, outside domelights, sirens, etc.

ARTICLE XXVII VISITATION OF PREMISES

Authorized representatives of the Association shall, with the approval of the Sheriff have the right to enter upon the premises of the Employer during working hours for the purpose of conducting normal activities relative to the enforcement and policing of this Agreement so long as such visits do not interfere with proper service to the public.

ARTICLE XXVIII GRIEVANCE AND ARBITRATION PROCEDURES

A. A grievance is hereby defined as any complaint, controversy, misunderstanding or dispute arising between the Employer and any employee represented by the Association or the Association with respect to the meaning, application or operation of any provision of this Agreement. Should any grievance as defined arise between an employee represented by the Association and/or the Association and the Employer and in order to provide for an orderly method of handling and disposing disputes and grievances among the parties, the procedures herein below set forth shall be followed:

B. Within five (5) days of the date of the grievance or the date in which the grievant should reasonably have known of its occurrence an employee with a potential grievance must orally present and discuss his/her complaint with the Sheriff on an informal basis prior to filing a formal Step 1 grievance. A Union representative may be present at such discussions.

Step 1:

A grievance must be filed initially within fifteen (15) working days from the date or any date on which the act which is the subject of the grievance occurred, or fifteen (15) working days from the date on which the grievant should reasonably have known of its occurrence. The grievant shall prepare his/her grievance in writing, stating the remedy desired on forms approved

ARTICLE XXVIII GRIEVANCE AND ARBITRATION PROCEDURES
continued

by the parties to this Agreement, and submit same to the Sheriff who shall schedule and hear the grievance within ten (10) working days after receiving it and upon not less than three (3) working days prior written notice to the grievant and Association. The decision shall be made in writing, and in triplicate and copies thereof, together with copies of the grievance, shall be served upon the grievant, the Union representatives and the Board of Freeholders within said fifteen (15) working days from the date of hearing.

Step 2:

Upon receipt of an adverse determination by the Sheriff, the grievant or Union representative shall have a period of ten (10) working days to appeal such determination to the Board of Chosen Freeholders who shall schedule, hear and determine the grievance within twenty (20) working days after receiving it. The Board of Chosen Freeholders shall hear the grievance de novo and issue a decision in writing and in triplicate and copies thereof, together with copies of the grievance and previous decisions, shall be served upon the employee and the Union representative within said twenty (20) working day period.

Step 3:

If the Association is not satisfied with the decision rendered by the Board and upon mutual Agreement by both parties the alleged violation shall be referred to the New Jersey Public Employment Relations Commission for the selection of an arbitrator according to its applicable rules and regulations. All submissions to arbitration must be made within a reasonable time. The arbitrator appointed under this procedure shall interpret the provisions of this Agreement. He shall have no power to enlarge upon or reduce the obligations of the parties of this Agreement.

Step 4:

If either party does not agree to submit to arbitration as set forth in Step 3 the grieved employee and the Association shall have all legal rights and remedies afforded by the provisions of the Department of Personnel, Public Employment Relations Act or other applicable laws and statutes.

C. General Rules

1. A failure to schedule, hear and determine the grievance at any step by the person designated to do so shall cause the matter to proceed immediately to the next step. Said grievance shall be deemed pending in the next step without the necessity of a formal written appeal.

2. Under no circumstances shall the Employer have the right to appeal a grievance adjudicated favorably to the employee, except when a determination is issued by PERC, the Department of Personnel or an arbitrator under Step 3.

ARTICLE XXVIII GRIEVANCE AND ARBITRATION PROCEDURES
continued

3. Representation: At Steps 1-4 of the grievance procedure, the grievant shall be entitled to be represented by a representative of the Association and/or counsel.

4. If the grievant alleges acts by or against the person designated to schedule, hear and decide grievances, the grievance shall be filed with, heard by and determined at the next highest step in grievance procedure.

5. Extensions of time limits may be obtained only by the written consent of the grievant or representative and person designated to hear and determine the grievance.

6. If a grievant accepts a resolution that is not in conflict with this Agreement it shall be final and binding upon the parties.

7. No grievance settlement shall be precedent setting.

ARTICLE XXIX DISCIPLINARY PROCEDURES

A. Employees covered by this Agreement who are summoned to appear before the Sheriff or designee for a disciplinary hearing shall be notified in writing at least five (5) working days in advance of the day on which the hearing is to be held excluding Saturday, Sunday and Holidays.

B. The notice of the hearing shall include specific charges against the employee.

C. Any employee summoned to a disciplinary hearing shall be entitled to be accompanied by a representative of the Association in addition to an attorney of his choice.

D. Whenever an employee covered by this Agreement is summoned for a disciplinary hearing, the Association shall also be notified in the same manner as the employee in order that the employee may be properly represented if he/she chooses.

E. The employee and the Association shall be notified in writing of the results of any such disciplinary hearing within twenty (20) working days of the conclusion thereof and a copy of the same shall also be served upon any attorney appearing of record.

ARTICLE XXX SUSPENSIONS

A. No employee shall be suspended without pay for any Departmental charges or for the commission of any disorderly persons offense without a Departmental hearing in accordance with the Department of Personnel regulations and procedures.

B. In the event of any indictable charges, other than as set forth in Paragraph "A" of this Article, the Employer or its duly authorized designee shall have the right to immediately suspend any such employee without pay.

C. The Association shall be notified of all Departmental charges prior to the hearing as set forth in Article XXIX Disciplinary Procedures of this Agreement and of the results thereof. The Association shall also be notified of any changes in the hearing date in writing a reasonable time prior to the new hearing date.

D. The Association shall be entitled to have a representative present, at the request of any charged employee, at any such hearing, in addition to an attorney. The proceedings shall be stenographically recorded at the request of any party and at the requesting party's expense.

ARTICLE XXXI SENIORITY

A. Seniority shall be defined as an employee's total length of service with the Employer beginning with his/her date of hire.

B. The Employer shall maintain an accurate and up-to-date seniority roster showing each employee's date of permanent employment, classification and pay rate. Such records shall be available to the Association or its representative upon request.

C. Except where New Jersey Department of Personnel statutes require otherwise, in all lay-off and recall situations, employees with the greatest seniority shall be given preference.

D. In the event of any career advancement opportunities, e.g. police academy, specialized schools, etc., permanent Sheriff's Officers shall be given preference according to seniority and job assignment.

ARTICLE XXXII LAY-OFF AND RECALL

When it is necessary to lay-off employees, the Association shall be notified at once and the protections established by the Department of Personnel shall be observed. These regulations are set in forth in the New Jersey Administrative Code N.J.A.C. 4A:8-1 et seq.

ARTICLE XXXIII VACANCIES

A. In the event of any vacancy on the table of organization due to retirement, death, discharge, promotion or voluntary severance from the Department, such vacancy shall be filled in accordance with Department of Personnel regulations.

B. If the existing waiting list is exhausted at the time of the vacancy, the Employer shall request or call for an appropriate test in accordance with Department of Personnel rules and regulations.

ARTICLE XXXIV PROMOTIONS

Any employee promoted from one class or title to a class or title with a higher salary range shall receive a salary increase of two thousand dollars (\$2,000) or to the minimum for the title, whichever is greater.

ARTICLE XXXV STRIKES

The Association assures and pledges to the Employer that its goals and purposes are such as to condone no strikes by public employees, nor work stoppages, slowdowns or any other such method which would interfere with service to the public or violate the Constitution and laws of the State of New Jersey, and the Association will not initiate such activities nor advocate or encourage members of the unit to initiate same, and the Association will not support anyone acting contrary to this provision.

ARTICLE XXXVI OUTSIDE EMPLOYMENT

Every employee planning to engage in employment outside of his or her official duties shall submit in writing the name or names of his or her prospective Employer to the Sheriff. No discrimination will be shown in the approval or disapproval of requests to undertake such employment. Written approval to be given by the Sheriff, which approval shall not unreasonably be withheld.

ARTICLE XXXVII PERSONNEL FILES

Employees shall have the right to inspect and review their own individual official personnel file upon request to the

ARTICLE XXXVII PERSONNEL FILES
continued

Employer. The Employer recognizes and agrees to permit this review and examination of any reasonable time upon reasonable notice to the Employer or its duly authorized designee. Employees shall have the right to define, explain or object in writing to anything found in his/her personnel file. The Employer may respond in writing to any written objection by an employee which is made a permanent part of his/her personnel file and said response shall also be made a permanent part of the file.

ARTICLE XXXVIII SAVINGS CLAUSE

A. It is understood and agreed that if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be held void or invalid as violative of law, statute or the public policy of this State or the United States, or for any other reason, the remainder of this Agreement or the application of such provision to other persons or circumstances shall not be affected thereby.

B. If any provisions are so invalid, the Employer and the Association shall meet for the purpose of negotiating changes made necessary by the applicable law.

ARTICLE XXXIX COMPLETE AGREEMENT

This Agreement constitutes the entire collective negotiating Agreement by and between the parties and expresses all of the benefits to which employees covered by this Agreement are entitled.

ARTICLE XL COMMENCEMENT OF COLLECTIVE NEGOTIATIONS

It is agreed and accepted by both parties to this Agreement that, upon request of either party negotiations for a successor to this Agreement shall commence not later than ninety (90) days prior to the expiration date of the present Agreement.

ARTICLE XLI COPIES OF AGREEMENT

The Sheriff of Burlington County shall provide PBA Local #248 with sixty (60) copies of the finalization of this Agreement.

ARTICLE XLII TERM AND RENEWAL

This Agreement shall be in full force and effect as of January 1, 1989 to remain in full force and effect until the later of either December 31, 1991 or the date on which a substitute or successor shall be entered by and between the parties in accordance with the then applicable statues and rules and regulations of the Public Employment Relations Commission.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their Director, Chairpersons and President, respectively, and their seals to be hereto affixed this day of _____, 1990.

BOARD OF CHOSEN FREEHOLDERS
OF THE COUNTY OF BURLINGTON

BURLINGTON COUNTY SHERIFF'S
OFFICERS POLICEMENS'
BENEVOLENT ASSOCIATION LOCAL
#248

Martha W. Bark, Director

Offr. Bettie Truitt, Pres.

Frederick F. Galdo, Clerk/Admin.

BURLINGTON COUNTY SHERIFF

Henry W. Metzger

EXHIBIT A: SHERIFF'S OFFICERS SALARY RANGE 1989

SALARY RANGE:	SHERIFF'S OFFICER	SERGEANT	LIEUTENANT
<u>Step No.</u>			
1	\$18,000	\$27,000	\$29,000
2	19,000	28,000	30,000
3	20,000	29,000	31,000
4	21,000	30,000	32,000
5	22,000	31,000	33,000
6	23,000	32,000	34,000
7	24,000	33,000	35,000
8	25,000		
9	26,000		
10	27,000		
11	28,000		
12	29,000		
13	30,000		
14	31,000		

EXHIBIT B: SHERIFF'S OFFICERS SALARY RANGE 1990

SALARY RANGE:	SHERIFF'S OFFICER	SERGEANT	LIEUTENANT
<u>Step No.</u>			
1	\$19,000	\$28,000	\$30,000
2	20,000	29,000	31,000
3	21,000	30,000	32,000
4	22,000	31,000	33,000
5	23,000	32,000	34,000
6	24,000	33,000	35,000
7	25,000	34,000	36,000
8	26,000		
9	27,000		
10	28,000		
11	29,000		
12	30,000		
13	31,000		
14	32,000		

EXHIBIT B: SHERIFF'S OFFICERS SALARY RANGE 1990

SALARY RANGE:	SHERIFF'S OFFICER	SERGEANT	LIEUTENANT
<u>Step No.</u>			
1	\$19,000	\$28,000	\$30,000
2	20,000	29,000	31,000
3	21,000	30,000	32,000
4	22,000	31,000	33,000
5	23,000	32,000	34,000
6	24,000	33,000	35,000
7	25,000	34,000	36,000
8	26,000		
9	27,000		
10	28,000		
11	29,000		
12	30,000		
13	31,000		
14	32,000		

EXHIBIT C: SHERIFF'S OFFICERS SALARY RANGE 1991

SALARY RANGE:	SHERIFF'S OFFICER	SERGEANT	LIEUTENANT
<u>Step No.</u>			
1	\$20,000	\$29,000	\$31,000
2	21,000	30,000	32,000
3	22,000	31,000	33,000
4	23,000	32,000	34,000
5	24,000	33,000	35,000
6	25,000	34,000	36,000
7	26,000	35,000	37,000
8	27,000		
9	28,000		
10	29,000		
11	30,000		
12	31,000		
13	32,000		
14	33,000		

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