

Middlesex Borough

BOROUGH OF MIDDLESEX

and

PUBLIC WORKS EMPLOYEES CONTRACT

X JANUARY 1, 1984 TO DECEMBER 31, 1985

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ARTICLE I - Holiday & Holiday Pay

1. There are currently 12 paid holidays for Borough employees:

NEW YEAR'S DAY
WASHINGTON'S BIRTHDAY
GOOD FRIDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
VETERAN'S DAY
GENERAL ELECTION DAY
THANKSGIVING & day after
CHRISTMAS DAY
PERSONAL BIRTHDAY

Employees will be given one additional 'floating' holiday over and above the 12 holidays which are presently provided for in the contract which expired on December 31, 1983. This 'floating' holiday must be taken and the employee cannot choose to be paid in lieu of taking the holiday. No more than two people can take the 'floating' holiday at any one time and the holiday will be given by seniority in the event that more than two people seek to have the same 'floating' holiday. One week advance notice must be given to the supervisor by the employee requesting a 'floating' holiday except in cases of emergency. It is further understood that an employee may choose to request a 'floating' holiday at the beginning or at the end of a vacation period; however, the 'floating' holiday cannot be taken before or after a major holiday. (1984)

2. In order to receive holiday pay, an employee must work the full scheduled work day before and the full scheduled work day after the holiday, unless the employee can prove, by a doctor's certificate, that he was ill on either or both the scheduled days before and/or after the holiday. In addition to providing a doctor's certificate proving illness, the employee must also obtain the approval of the department supervisor and the Councilman in charge of the department before being entitled to receive holiday pay, if the employee has not worked the full scheduled day before and the full scheduled work day after the holiday.

ARTICLE II - Vacation

1. Vacations will be granted under the following schedule:

0 to 6 months	-	No vacation
6 months to 1 year	-	5 working days
1 year to 3 years	-	10 working days

Commencing January 1st of the year in which the employee will attain 4 years service, the vacation days will be increased by one additional day for each year of service over 3 years, with a maximum vacation limit of 25 days. No man now enjoying a greater vacation than he would receive under the new system will lose this benefit and will continue at the present rate until his time on the job would let him fall into the system with no loss of vacation time. All periods of employment shall be computed from January 1st of the year of appointment or employment unless the date of said appointment took place on or after July 1, in the which case said period of employment shall be computed from January 1st of the year following said appointment or employment. The payment of the above vacation benefits shall be made retroactive to January 1st of each year.

2. Vacations shall be earned in keeping with the present schedule. A list of employees, indicating the amount of vacation time to which each is entitled, shall be posted by the supervisor no later than March 15th of each year. Employees shall indicate their choice of particular days or weeks no later than April 15th of each year. In case of conflicts, the employee(s) with the greatest seniority shall prevail. When single day vacations are taken the employee must receive supervisors approval at least one week in advance.
3. One week vacation can be carried over into the next year if individual has 15 accrued vacation days. This must be approved by supervisor. (1984)

ARTICLE III - Salary

1. The annual salary rates for 1984 covering employees of the Public Works Department, Parks Department, Garbage Removal and Sanitation Department are as follows:

<u>ROADS AND SANITATION</u>	<u>Annual</u> <u>Minimum</u>	<u>Hourly</u> <u>Minimum</u>	<u>Annual</u> <u>Maximum</u>	<u>Hourly</u> <u>Maximum</u>
Laborer	\$ 11,657	5.6043	13,360	6.4230
D.P.W. #2 Employee	14,439	6.9418	15,723	7.5591
D.P.W. #1 Employee	17,007	8.1764	18,596	8.9403
Utility Man	17,007	8.1764	18,596	8.9403
Garbage Collection	17,007	8.1764	18,596	8.9403
Mini-Bus Driver	17,007	8.1764	18,596	8.9403
Garbage Truck Driver	17,859	8.5860	19,464	9.3576
Equipment Operator	18,264	8.7807	19,869	9.5524
Assistant Mechanic	18,264	8.7807	19,869	9.5524
Chief Mechanic	19,784	9.5115	21,389	10.2831

The annual salary rates for 1985 covering employees of the Public Works Department, Parks Department, Garbage Removal and Sanitation Department are as follows:

<u>ROADS AND SANITATION</u>	<u>Annual</u> <u>Minimum</u>	<u>Hourly</u> <u>Minimum</u>	<u>Annual</u> <u>Maximum</u>	<u>Hourly</u> <u>Maximum</u>
Laborer	\$ 12,473	5.9967	14,295	6.8726
D.P.W. #2 Employee	15,550	7.4760	16,824	8.0885
D.P.W. #1 Employee	18,197	8.7486	19,898	9.5664
Utility Man	18,197	8.7486	19,898	9.5664
Garbage Collection	18,197	8.7486	19,898	9.5664
Mini-Bus Driver	18,197	8.7486	19,898	9.5664
Garbage Truck Driver	19,109	9.1871	20,826	10.0125
Equipment Operator	19,542	9.3952	21,260	10.2212
Assistant Mechanic	19,542	9.3952	21,260	10.2212
Chief Mechanic	21,169	10.1774	22,886	11.0029

Rates of compensation established above shall serve as a guide in employment and subsequent changes in rates of employees hired after passage of this contract. Employees presently employed will receive following rates for 1984: Retroactive pay from January 1, 1984 to date of salary

ordinance shall be by separate check.

Darrell Dent	18,596	8.9403
Stephen Dessino, Jr.	18,596	8.9403
Stephen Dessino, Sr.	18,869	9.5524
Robert Echols	18,596	8.9403
Joseph Ferguson	18,596	8.9403
Louis Gentile	19,869	9.5524
John Haller	21,389	10.2831
John Heard	18,596	8.9403
Robert Heisch	15,723	7.5591
Elmer Hoagland	18,596	8.9403
Robert Kosior	18,596	8.9403
Charles Kriney	18,596	8.9403
John Lissy	19,464	9.3576
Thomas Lynch	18,596	8.9402
Timothy Mason	18,596	8.9403
Allen Moschetti	18,596	8.9403
Vincent Palazzi	18,596	8.9403
Frank Perez	18,596	8.9403
Charles Redding	18,596	8.9403
Arthur Roberts	19,464	9.3576
John E. Ross	19,869	9.5524
Charles Sebastian	18,596	8.9403
James Tolomeo	15,723	7.5591
John Young	18,596	8.9403

New employees will start at the minimum job rate and be eligible for increases up to the maximum job rate by recommendation of the Committee Chairman of the Council and in accordance with the Borough of Middlesex Personnel Policies. Existing employees shall be paid at rates within the salary guide ranging from Minimum to Maximum at the discretion of the Mayor and Council.

The Mayor and Council shall have the sole discretion in determining who shall be placed on Minimum, Maximum and on interim steps of the salary range and their determination shall be final and conclusive on all employees.

2. (In the event that it is economically feasible to do so, the Borough of Middlesex shall pay the employees who are a party to this contract on a weekly basis. It is the understanding of the parties hereto that the present payroll system makes it impossible for the Borough to provide weekly payments to its employees. It may be possible in the future, when a new accounting machine is installed in the Tax Office, to provide a weekly payroll to employees, and if this is the case, the employees will be paid on a weekly basis at that time.) DELETED 1984.
3. Temporary Transfers - Any full-time employee, excluding laborers, filling in on a temporary basis on the job rated higher than his regular job will be paid as follows:

<u>Temporary Job</u>	<u>Employee's Regular Rate</u>	<u>Pay for Temporary Job</u>
No. 1 Maximum	No. 2 Employee	No. 1 Minimum
No. 1 Maximum	No. 1 Minimum	No. 1 Maximum

Laborers shall only be paid at their base rate even when temporarily transferred into a higher rated job.

4. Additional compensation of \$0.25 per hour to be paid for and during the time an employee is employed laying pipe and catch basins.. No more than five employees on any such job are to receive this premium rate, i.e. 2 men in the trench; 1 rigger and 2 on catch basins.
5. Regular overtime shall be paid to the employee at time and one-half. Employees may be reimbursed for overtime by compensatory time off (1½ hrs. off for each hour worked) or by pay. Compensatory time shall be at the option of the employee and subject to the permission of the Department Supervisor.
6. Sunday Overtime - If Sunday is the 7th consecutive day worked and is in excess of the 48th consecutive hour worked, an employee shall be paid double time for Sunday work. This provision shall be computed including holidays, but not sick time or vacation time. Regular overtime shall be paid to the employee at double time for Sunday.

Effective as of January 1, 1985, any employee who works on a Sunday shall be paid double time for working on that particular day, regardless of the number of hours the employee may have worked during the preceeding week.

7. The longevity benefits which existed previously have been modified and the pre-existing longevity program which provided for a two percent increase for each five years of service without limitations, has been amended to provide for a two percent increase for each five years of service, with the maximum longevity bonus that an employee may now expect to receive will be 8 percent. All periods of employment shall be computed from January 1 of the year of appointment or employment, unless the date of said appointment took place on or after July 1, in which case said period of employment shall be computed from January 1 of the year following said appointment or employment. The payment of the above-defined additional remuneration shall be made retroactive to January 1 of each given year.

For any new employees hired after December 31, 1983, the following schedule of longevity benefits shall apply: Two percent increase for each seven years of service, with the maximum longevity bonus that an employee may expect to receive 8 percent.

Longevity for all new employees, hired after December 31, 1984 at 11:59 p.m., is eliminated.

ARTICLE IV - Overtime Priority

The procedure to be followed for designating employees to work overtime shall be as follows:

Priority shall be given to the employee who has the most seniority in grade when overtime is required and the supervisor shall first ask said employee if the employee wishes to work overtime. Should that employee refuse to work overtime, the supervisor shall then ask the next senior man in grade and continue to go down the line, giving preference to those persons with the most time in grade. If all employees refuse, the supervisor has the right to order the required number of employees to work the overtime, starting with least senior man in the grade required. It is the understanding of the parties hereto that an attempt is being made to provide all employees with an equal amount of overtime so that one employee will not have more overtime than another employee. In the event therefore, that the employee with the most seniority and grade has previously worked overtime, and additional overtime is required, the overtime shall be offered to the man with the next most seniority in grade rather than to the man with the most seniority in grade in order that the other employees have an opportunity to work the same amount of overtime so the employees with the most seniority and grade.

ARTICLE V - Sick Days

1. Regular, permanent employees shall be entitled to nine working days of sick leave with pay, in each calendar year, after they have completed one full year of satisfactory continuous service.

In 1985, regular, permanent employees shall be entitled to twelve working days of sick leave with pay, in each calendar year, after they have completed one full year of satisfactory continuous service.

2. Regular employees with less than one full year of continuous satisfactory service, shall be entitled to one working day of sick leave with pay, for each completed calendar month of service up to nine (9) months.
3. Upon attaining normal retirement, the employees will be entitled to reimbursement for sick days which are accumulated from January 1971 forward. These sick days will be granted either in the form of time off with pay just prior to retirement or lump sum payment upon retirement.
4. Unused sick leave may be accumulated. Sick leave cannot be used in advance of its accrual and must be justified by medical certification. Accumulated sick time will be paid to an employee upon retirement in either cash or compensatory time off.
5. There shall be a limit of 50 days accumulated sick time paid to employees. Additional days shall be paid in compensatory time off, upon any retirement.
6. Any employee on sick leave or disability other than those covered by workmen's compensation, and who is covered by temporary disability insurance which commences in the eighth consecutive day of disability, shall after depleting the provisions of above, be entitled to that portion of his regular salary which with temporary disability payments equal 75 percent of his normal salary. This supplemental payment by the Borough will commence with the employee's eligibility for temporary disability benefits and be discontinued six months from the date of the employee's first continuous absence after disability.
7. In 1985, the Borough will pay up to three months at full pay to cover surgical procedures resulting from disease-related health problems. The Borough will pay the difference over and above that which is received by the employee from the insurance company so that the employee will receive 100% of his normal salary.

This benefit is not in addition to the benefit set forth under item 6 of Article V but is in substitution thereof in those cases where the employee has incurred a surgical procedure resulting from disease-related health problems.

ARTICLE VI - Stand-by Status

1. At the discretion of the department supervisor or commissioner, in inclement weather, a maximum of four Public Works employees may be placed on stand-by status. In return for being on stand-by status, each man so designated will be guaranteed two hours of pay at his designated overtime rate (time and one-half) if he is not called into work.
2. In the event a man on stand-by status is called into work, he will be guaranteed payment for a minimum of two hours at his designated overtime rate (time and one-half).
3. If the employee on stand-by status is called into work and is required to work in excess of two hours, he will only be compensated for the time worked. No additional compensation will be forthcoming for having been on stand-by status.
4. There is no minimum restriction on the number of men to be placed on stand-by status. Nor is there any agreement that stand-by status is guaranteed.
5. Complete control of the stand-by status program resides with the department supervisor and the commissioner.

ARTICLE VII - Hospitalization and Insurance

1. Insurance cost for long term disability insurance will be paid in full by the Borough.
2. The Borough of Middlesex agrees to pay for the cost of Blue Cross/Blue Shield Insurance for all employees and dependents who are a party to this contract and retired employees who had 25 years or more as Borough employees as provided under Chapter 111, P.L. 1973 (N.J.S.A. 52:14-17.38) and under N.J.S.A. 52:14-17.25 et seq. commonly known as the New Jersey State Health Benefits Program Act.
3. Term life insurance coverage shall be increased to \$6,000 per employee, the cost of which shall be borne by the Borough. (1984)
4. The Borough of Middlesex agrees to continue the existing Dental Plan for the year 1984, as follows:

Co-Payment - Preventive and Diagnostic:	70/30
Remaining Basic Services:	70/30
Prosthodontic Benefits:	50/50
Orthodontic Benefits:	50/50

The above programs are based upon the Usual, Customary and Reasonable Fee Concept. The maximum amount payable by the carrier for the above dental services provided an eligible patient in any calendar year is \$1,000. Orthodontic Benefits are subject to a \$500 maximum per case which is separate from the \$1,000 maximum mentioned above applicable to Basic and Prosthodontic Benefits.

5. The Borough reserves the right to present alternate Hospitalization and Insurance proposals during the contract term.
6. A combined committee of the Council, Police Department, Public Works and Administrative representative will review the dental plan, evaluate new plans and make recommendations for implementation in 1985. The total increase for all departments shall not exceed \$4,000 over the 1984 costs.

ARTICLE VIII - Compensation for Work Related Injury

The following changes shall take place regarding the payment of employees who are now or shall be absent from work because of work-related injury and who are considered to be receiving workmen's compensation.

1. During the calendar year and regardless of the number of accidents in which an employee is involved, the employee shall receive his or her full payment only for the first fifteen working days he or she is absent from work and any payments received from the insurance company by the employee for said period of time shall be endorsed over to the Borough so that the employee does not receive duplicate payments for this time period.
2. After the fifteenth day, the Borough will pay the difference, over and above that which is received by the employee from the insurance company so that the employee will receive 75 percent of his normal salary.
3. Full pay up to one year if job related injury occurs while adhering to all safety rules and regulations. The Borough will pay the difference over and above that which is received by the employee from the insurance company so that the employee will receive 100% of his normal salary. (1984)

ARTICLE IX - Safety Equipment

1. Safety shoes up to a maximum of two pairs a year will be made available to the employees with the qualifications that safety shoes are to be worn on the job at all times. Selection of appropriate safety shoes will be conducted by the Public Works Commissioner.

The Borough shall provide insulated, safety work shoes or Oxfords for use during the cold weather months and non-insulated safety work shoes or Oxfords for use during warm weather months. Limit--two pairs per year at Borough expense.

Current policy to continue with two exceptions, i.e. if employee wishes to purchase a particular brand of approved safety shoes on his own, he will be entitled to be reimbursed an amount equal to what the Borough paid for safety shoes in that particular year. If an employee ruins his safety shoes due to accident on the job such as with acid, glass, cut, etc., he will be supplied with another pair of safety shoes. The Borough will reimburse up to \$35 for a pair of safety shoes of a brand other than the approved safety shoe.

2. The Borough of Middlesex will purchase, for each member of the Public Works, Parks and Sanitation Departments, winter coats. The type of coat to be acquired will be decided by the Councilmanic Safety Committee Chairman.

Beginning with the purchase of jackets in 1984, employee will receive one winter jacket every three years.

3. The Borough shall refund the expense of safety prescription eye glasses, up to a maximum of \$75 per employee, in 1984 and \$100 in 1985 to each employee requiring eye glasses. The Borough is responsible for only one refund every two year period, for employee only, not family. (1984)

The employee shall submit a paid receipt for such glasses, to his supervisor who shall have the proper voucher prepared and submitted for payment.

Same policy as current except Borough will replace prescription safety glasses if broken due to an accident on the job subject to the \$75 or \$100 limit. Borough will purchase non-prescription safety glasses for all employees requiring same.

ARTICLE X - Duty Free Lunch Periods (Excluding Garbage Removal Employees)

1. The lunch period shall be extended from the present 30 minutes lunch period to a 45 minute lunch period and the work time shall be extended for 15 minutes later than the present work time to compensate for the lengthened lunch period.

Current working hours have been set by the Mayor and Council at 7 a.m. to 3:45 p.m. The Mayor and Council reserve the right to change work hours subject to their sole discretion.

2. The lunch period shall remain as is (45 minutes) unless the Borough provides a lunch room in which case the lunch period shall be reduced to 30 minutes.

ARTICLE XI - Leave of Absence

1. In the event of the death of a Borough employee, a maximum of six Borough employees, shall be allowed time off to attend the funeral, provided they have been asked to serve as pallbearers. If a morning funeral, a full day shall be granted; if an afternoon funeral a half day shall be granted.
2. In the event of a death in the employee's immediate family, or the death of a relative who resides with the employee, the Council will grant a three day leave of absence with pay if deemed necessary, to the employee, on the recommendation of the department head. A day of mourning will be permitted in cases where the employee cannot physically attend the funeral because of distance or location. For purposes of death leave, the term "immediate family" shall mean and refer to the employee's spouse, child and his or her spouse's parent or his brother or sister or any member of the immediate household.
3. In addition to the current policy, any employee will be given one (1) day off with pay to attend the funeral of a "Near Relative" defined as follows:

Employee's - Godfather or Godmother
Spouse's - Brothers or Sisters
Employee's and Spouse's - Grandmother, Grandfather,

4. In 1985, in addition to the current policy, an employee will be given one (1) day off with pay to attend the funeral of a "Near relative" defined as follows:

Employee's - Aunt, Uncle
Spouse's - Brother, Sister
Employee's and Spouse's - Grandmother, Grandfather, Son-in-law
and Daughter-in-law.

Employee must provide the Borough Clerk with reasonable verification of the decease of a near relative.

ARTICLE XII - Miscellaneous Provisions

1. Probationary employee description to be added to Ordinance. Probationary period shall be three (3) months. Increase to maximum after six (6) months if performance is satisfactory.
2. Vacant Positions - As any full-time Borough positions become vacant, the foreman will advise employees of such vacancies by passing out a list of same at the monthly safety meetings. Public Works union representatives will be given a copy of the employee classification and job descriptions.
3. Jury Duty - Any employee assigned to jury duty must provide the Borough Clerk with a verification from the court that he was in attendance. If excused or not scheduled to serve on any day or days during his assigned jury duty, he must report to work.
4. All the benefits created prior to this agreement not mentioned above will remain in full force and effect.
5. All rights not specifically mentioned in this contract agreement are reserved as management rights.
6. If any section, subsection, subdivision, clause or provision of this contract agreement shall be adjudged invalid, such adjudications shall apply only to the section, subsection, subdivision, clause or provision so adjudged, and the remainder of the written contract shall be deemed valid and effective.
7. Each Public Works employee shall be supplied a copy of this contract and acknowledge receipt of same.

AGREED: 8-28-84

BOROUGH OF MIDDLESEX

Ronald S. Dobies
Ronald S. Dobies, Mayor

Robert J. Budash
Robert Budash, Council President

Victor Capolunghi
Victor Capolunghi, Councilman

Robert Woodward
Robert Woodward, Councilman

PUBLIC WORKS EMPLOYEES

John E. Ross
John E. Ross

Steve Dessino
Steve Dessino

Darrell Dent
Darrell Dent

Vincent Palazzi
Vincent Palazzi

John J. Walsh

John J. Walsh, Councilman

Patricia B. Tierney

Patricia Tierney, Councilwoman

Richard Van Hook

Richard Van Hook, Councilman