

1456

Nothing

T21E

- 8

COLLECTIVE BARGAINING AGREEMENT

1993, 1994, AND 1995

BETWEEN

NUTLEY TOWNSHIP SUPERIOR OFFICERS' ASSOCIATION

- AND -

TOWNSHIP OF NUTLEY

TABLE OF CONTENTS

	PREAMBLE-----	1
I.	RECOGNITION OF BARGAINING UNIT-----	1
II.	REPRESENTATION FEE-----	2
III.	MANAGEMENT RIGHTS-----	4
IV.	RETENTION OF BENEFITS-----	5
V.	SEPARABILITY CLAUSE-----	5
VI.	GRIEVANCE PROCEDURE-----	6
VII.	SALARIES AND WAGES-----	9
VIII.	CLOTHING/MAINTENANCE ALLOWANCE-----	10
IX.	HOURS OF WORK AND OVERTIME-----	13
X.	SHIFT ASSIGNMENTS & MANPOWER ALLOCATIONS-----	15
XI.	HOLIDAYS-----	17
XII.	VACATIONS-----	17
XIII.	PERSONAL DAYS OFF-----	19
XIV.	INJURY ON DUTY LEAVE-----	20
XV.	SICK LEAVE-----	20
XVI.	BEREAVEMENT LEAVE-----	22
XVII.	MEDICAL INSURANCE PROGRAMS-----	23
XVIII.	LEGAL DEFENSE-----	24
XIX.	JUST CAUSE PROVISION-----	25
XX.	EMPLOYEE RIGHTS DURING INVESTIGATION-----	25
XXI.	PERSONNEL FILES-----	27
XXII.	SAFETY REGULATIONS-----	27
XXIII.	UNION BUSINESS-----	28
XXIV.	NEGOTIATION PROCEDURES-----	29
XXV.	DURATION OF AGREEMENT-----	31

PREAMBLE:

This AGREEMENT, made this day of May 1994, between the Township of Nutley, hereinafter referred to as the "TOWNSHIP" and the Nutley Superiors' Officers Association of Nutley Local PBA Number 33, hereinafter referred to as the "ASSOCIATION".

WITNESSETH:

WHEREAS, The parties have carried on collective bargaining for the purpose of developing a contract covering wages, hours of work and other conditions of employment;

NOW, THEREFORE, in consideration of the premises and mutual agreement herein contained, the parties hereto agree with each other in respect to the "EMPLOYEES" of the Township recognized as being represented by the "ASSOCIATION" as follows:

I. RECOGNITION OF BARGAINING UNIT

The Township hereby recognized the aforementioned Association as the exclusive representative for all of its Captains and Lieutenants, excluding Aide to Public Safety Director, patrolmen, sergeants, Deputy Chief of Police, Chief of Police and/or Director of Public Safety and all other employees.

II. REPRESENTATION FEE

If an employee does not become a member of the Association during any membership year (i.e., from January 1 to the following December 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. This fee shall be the maximum allowed by law.

1. Notification. Prior to March 1 of each year, the PBA will submit to the Township a list of those employees who have neither become members of the Association for the then current membership year nor paid directly to the Association the full amount of the representation fee for that membership year. The Township will deduct from the salaries of such employee, in accordance with Section 2 below, the full amount of the representation fee and promptly will transit the amount so deducted to the Association.

2. Payroll Deduction Schedule. The Township will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

- (a) Ten (10) days after receipt of the aforesaid list by the Township; or
- (b) Thirty (30) days after the employee begins his employment in a bargaining unit position.

3. Termination of Employment. If an employee who is required to pay a representation fee terminates his employment with the Township before the Association has received the full amount of the representation fee to which it is entitled under this article, the Township will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question. »

4. Mechanics of Deduction and Transmission of Fees. Except as otherwise provided in this article, the mechanics for the deduction of the representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as membership dues to the Association.

5. Changes. The Association will notify the Township in writing of any changes in the list provided for in Section 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Township receives said notice.

6. New Employees. On or about the last day of each month, beginning with the month this Agreement becomes

effective, the Township will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and date of employment for all such employees.

7. Indemnification of Township. The Association agrees that it will indemnify and save harmless the Township against any and all actions, claims, demands, losses or expenses (including reasonable attorney's fees) in any matter resulting from action taken by the Township at the request of the Association under this article .

III. MANAGEMENT RIGHTS

1. The Association recognizes that there are certain functions, responsibilities and management rights exclusively reserved to the Township. All of the rights, power and authority possessed by the Township pursuant to the applicable New Jersey Public Employment Relations Commission prior to the signing of this Agreement are retained exclusively by the Township subject only to such limitations as are specifically provided in this Agreement.

2. Proposed new rules or modification of existing rules governing working conditions shall be negotiated with the majority representative before they are established.

IV. RETENTION OF BENEFITS

1. Except as otherwise provided herein, all rights and benefits which the employees have heretofore enjoyed and are presently enjoying as contained in Township ordinances or police rules and regulations, shall be maintained and continued by the Township during the term of this Agreement at not less than the highest standards in effect at the commencement of these negotiations resulting in this Agreement.

2. The provisions of all applicable State statutes, rules and regulations of the New Jersey Public Employment Relations Commission, municipal ordinances and resolutions, except as specifically modified herein, shall remain in full force and effect during the term of this Agreement and shall be incorporated in this Agreement as if set forth at length.

V. SEPARABILITY CLAUSE

In the event that any federal or state legislation, governmental regulation or court decision causes invalidation of any article or section of this Agreement, all other articles and sections not so invalidated shall remain in full force and effect, and the parties shall renegotiate concerning any such invalidated provisions.

VI. GRIEVANCE PROCEDURE

1. Definition. A grievance is defined as an alleged violation of this Agreement and shall not include disciplinary matters appealable to the Civil Service Commission.

2. Purpose.

(a) The purpose of the grievance procedure is to secure at the lowest possible level, equitable solutions to the grievances which may from time to time arise affecting the terms and conditions of employment of employees in Article I. Both parties agree that these proceedings will be kept as formal and confidential as may be appropriate at any level of the procedure.

(b) Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate members of the police administration and having the grievance adjusted without intervention of the PBA provided the adjustment is not inconsistent with this Agreement. The SOA will be given the opportunity to be present at such adjustments provided the grievant requests same.

(c) The duly authorized SOA representative or

representatives shall, if necessary, be given the time off without loss of compensation to attend grievance proceedings.

3. Procedures. An aggrieved employee shall institute action under the provisions hereof within twenty (20) calendar days of the occurrence complained of. Failure to act within said twenty days shall be deemed to constitute an abandonment of the grievance.

(a). STEP ONE. An employee with a grievance shall first discuss it with the Chief of Police with the objective of resolving the matter informally. If the employee is not satisfied with the informal discussion, or if no decision is reached within five (5) calendar days after the informal presentation of the grievance, the employee may discuss the matter formally with the Chief and shall present to the Chief a written statement of the grievance. The Chief shall render his decision in writing within five (5) calendar days after the formal presentation of a written grievance to him.

(b). STEP TWO. If the grievant is not satisfied with the decision under Step One, or if no decision has been rendered by the Chief within seven (7) days after presentation of the written grievance to the Chief, the grievant may present the grievance to the Director of Public Safety. The Director of

Public Safety shall render his decision, in writing, within seven (7) calendar days after the presentation of the grievance to him.

(c) STEP THREE. In the event that the grievant is not satisfied with the decision of the Director of Public Safety, the grievant or the SOA, on his behalf, has fifteen (15) days in which to request binding arbitration. The arbitrator shall be selected in accordance with the rules and regulations of the Public Employment Relations Commission and/or the American Arbitration Association, as the case may be. *

4. Arbitration. The arbitrator's decision shall be in writing and shall be issued not later than thirty (30) calendar days after the close of the arbitration hearing. The decision shall set forth the arbitrator's findings of fact, reasons, and conclusion on the issue or issues submitted. The arbitrator's decision shall be binding. the costs for the services of the arbitrator shall be borne equally between the Township and the SOA, unless however, the applicable State statutes and the Public Employment Relations Commission provide to the contrary.

5. Group Grievance. A grievance affecting a group of

employees, covered under Article I, may be submitted by the SOA on behalf of the said named group at Step One of the grievance procedure.

VII. SALARIES AND WAGES

1. Effective January 1, 1993, the salary schedule for all employees recognized as being represented by the SOA shall be as set forth below:

<u>Title</u>	<u>Base Salary Per Annum</u>
Captains	\$ 56,041.67
Lieutenants	\$ 49,917.54

2. Effective January 1, 1994, the salary schedule for all employees recognized as being represented by the SOA shall be as set forth below:

<u>Title</u>	<u>Base Salary Per Annum</u>
Captains	\$ 60,443.75
Lieutenants	\$ 53,813.42

3. Effective January 1, 1995, the salary schedule for all employees recognized as being represented by the SOA shall be set forth below:

<u>Title</u>	<u>Base Salary Per Annum</u>
Captains	\$ 65,391.47
Lieutenants	\$ 58,125.75

4. Detective Differential. Detectives shall receive \$500.00 per annum in addition to the base salary provided herein.

5. Longevity Pay. All employees covered by this Agreement shall be entitled to and be paid, in addition to their salary, longevity pay, computed according to the following schedule. Employees hired before January 1, 1983 shall continue to be credited for longevity as of January 1, regardless of the date of employment while employees commencing service after said date will be credited for such increases in longevity on their respective anniversary dates.

Longevity Schedule

<u>Years of Completed Service</u>	<u>% of Base Salary</u>
Five Years	2%
Ten Years	4%
Fifteen Years	6%
Twenty Years	8%
Twenty-Four Years	10%

VIII. CLOTHING AND MAINTENANCE ALLOWANCE

1. Clothing Account. The Department shall establish, with a vendor to be selected by the Township, an

annual clothing account in the amount of \$425.00, against which employees shall be permitted to make purchases. All unexpended funds shall, at the end of each calendar year, revert to the Township. The Chief of Police may, at his discretion, waive the establishment of a clothing account in favor of a direct payment to any employee assigned to administrative or investigative duties. Any such payment under this option shall be made in the first pay period following adoption of the annual budget. Effective January 1, 1994, the clothing account shall be increased to \$475.00. Effective January 1, 1995, the clothing account shall be increased to \$500.00.

2. Maintenance Allowance. In addition to the annual clothing account as set forth above, each employee shall receive an annual clothing maintenance allowance in the amount of \$375.00 which shall be payable in the first pay period following adoption of the annual budget. Effective January 1, 1994, the clothing maintenance allowance shall be increased \$425.00. Effective January 1, 1995, the clothing maintenance shall be increase to \$450.00.

3. Replacement Costs. In addition to the aforementioned clothing account and maintenance allowance, each employee shall be entitled to be reimbursed the

replacement costs of any clothing or apparel damaged or destroyed while employed in his capacity as a Police Officer provided it is reported to the Chief of Police **in writing within 48 hours** of occurrence. Replacement costs shall not apply in any instance wherein employee negligence contributed to the destruction of said clothing apparel, nor shall it apply to items of personal jewelry, excepting wristwatches which shall be covered to a maximum of \$50.00 per occurrence. Prescription eyeglasses shall be covered to a maximum of \$200.00 per occurrence.

4. Special Assignments. Any employee(s) assigned to special details and/or assignments, such as motorcycle patrol, scooter patrol, etc., will be supplied by the Township with the necessary uniforms and equipment above and beyond the normal departmental requirements. Such uniform and equipment will remain the property of the Township. For example, motorcycle personnel would be furnished with boots, helmet, jodhpurs, protective leather gloves and outer clothing appropriate for use with a motorcycle or scooter.

5. Bullet Proof Vests. The Township shall provide a bullet proof vest to each new employee. Effective January 1, 1990 the Township shall establish a fund for the replacement of worn and unserviceable vests which shall provide for the replacement of no more than two (2) vests in 1990 and no

more than one (1) vest each year thereafter. The selection of vests for replacement shall be at the sole discretion of the Chief of Police.

IX. HOURS OF WORK AND OVERTIME

1. Work Schedule. Except as mutually agreed to between an individual employee and the department, in accordance with the existing practice, employees shall work the so-called (4 and 2) schedule consisting of four (4) consecutive days on duty followed by two (2) consecutive days off-duty. The work day shall consist of eight and one-half (8 1/2) consecutive hours.

2. Overtime Rate. In the event an employee is called in to work during other than regularly scheduled hours, including off-duty court or administrative appearances, but excluding disciplinary hearings, he/she shall be paid at the rate of time and one half (1 1/2) for a guaranteed minimum of two (2) hours or for all hours worked, whichever is greater, provided however that the two (2) hour minimum shall not apply to hours worked contiguous with the employees work day. For court appearances which would qualify for overtime, the employee shall have the option of accepting compensatory time (at time and one half). All overtime payments pursuant to this Article shall be made no later than the second pay

X. SHIFT ASSIGNMENTS AND MANPOWER ALLOCATION

1. Assignment of Permanent Shifts. All employees shall be assigned to permanent shifts on the basis of eight criteria: seniority, experience, employee's preference, departmental needs, captain's recommendations, school priorities, abilities and special hardships. In weighing these criteria and making assignments based upon the, both parties recognize that seniority is an important factor but it is not the sole factor. In weighing these criteria and making assignments based upon them, the Township shall act reasonably and not in an arbitrary or capricious fashion. The assignment to permanent shift shall be subject to the grievance procedure contained herein.

2. Notification of Shift Change. Except in cases of emergency, or where the employee agrees, no change in an employee's shift or tour of duty shall be made without seven (7) days notice to the employee and the SOA. Thereafter, the SOA may request a meeting with the Chief of Police Regarding the proposed change and the reasons therefore prior to the date of change.

3. Posting of Shift Vacancies. A shift vacancy will be posted at least five (5) days before a permanent assignment is made to fill such vacancy. An employee who has applied for such vacancy and is not accommodated may request the

Chief of Police to state his reasons for such denial. If an oral explanation is not satisfactory, a written request can be made within five (5) calendar days of such oral presentation and a written explanation will be provided within five (5) calendar days of receipt of such written request. If the employee thereafter desire to invoke the grievance procedure, Step One will be deemed satisfied.

4. Exchange of Shift Assignments. Employee shall be permitted to voluntarily swap their tours of duty subject to the approval of the Chief of Police which approval shall not be unreasonably withheld.

XI. HOLIDAYS

1. Designated Holidays. Employees shall receive payment for fourteen (14) holidays per year as follows:

New Year's Day	Columbus Day
Lincoln's Birthday	Election Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Day
Labor Day	Martin Luther King

2. Payment. In addition to their regular salaries, employee shall receive payment for the above fourteen (14) holidays at the rate of straight time to be paid in their weekly salary checks.

XII. VACATIONS

1. Annual Vacations. Employees shall be granted annual vacation leave as follows:

	<u>Vacation Days for Indicated</u> <u>Periods of Service:</u> <u>(days)</u>	
	<u>1 - 10 years</u>	<u>11+ Years</u>
Captains	25	30
Lieutenants	20	30

2. Vacation Credit. Employees hired before January 1, 1983 shall continue to be credited for vacations as of January 1, regardless of the date of employment while employees commencing service after said date will be credited for such vacations on their respective anniversary dates.

3. Selection Method. Employees who shall have accumulated two weeks vacation time shall be allowed to select up to two weeks during the prime vacation time which shall be from June 1 through and inclusive of September 30; provided, however, that said selection is made on or before April 1, the needs of the department permitting. Seniority on tour, grade and/or rank shall control insofar as prime time vacation selection is concerned. The balance, if any, of the vacation time shall likewise be based on seniority on the assigned tour, grade/or rank.

4. Carry Over. Unused vacation days may be carried over until April 1st of the following year when the employee has been denied his vacation request due to the Township's manpower requirements.

XIII. PERSONAL DAYS OFF.

1. Number of Days. In addition to other time off provided therein, Captains shall be given five (5) personal leave days per year. Lieutenants shall be given three (3) personal leave days per year. Effective January 1, 1991 Captains shall receive five (5) Personal Leave Days. Lieutenants shall receive four (4) Personal Leave Days.

2. Notification. The employee seeking personal leave shall give at least forty-eight (48) hours notice to the Chief of Police. The Chief of Police may waive the 48-hour notice requirement in personal emergency situations. The Township reserves the right to deny requests for personal days as conditions warrant, but authorization shall not be unreasonably withheld. P.D.O.'s (Personal Days Off) shall be granted by order of requests. If enough advance notice is given, requests shall be approved or denied fourteen (14) days prior to the requested date(s). Once the request has been approved, the department will assume the responsibility for a shortage of manpower.

3. Carry Over. Unused personal days, denied for reasons of manpower needs, shall be carried over to the following year provided that such day or days shall be used within the first ninety (90) days or be forfeited. However, if a carried over personal day is denied during the 90-day

period, the period for use of such day shall be extended ninety (90) days from the date of denial and such 90-day period shall be extended as many times as necessary in the event of further denials.

XIV. INJURY-ON-DUTY LEAVE

Any employee who is injured while acting in the performance of his duty, or who becomes ill as a direct result of his employment, shall receive full pay less the Worker's Compensation temporary disability payments to which he is entitled during the period of his absence from employment for up to one (1) full year.

XV. SICK LEAVE.

1. Number of Days. An employee is entitled to one day's leave pay for each month of service during the first year of employment. Thereafter, fifteen (15) days of paid sick leave shall be granted in each calendar year. Sick leave shall accumulate during each employe's tenure.

2. Use of Leave. Sick leave may be used by an employee for a personal illness or when a member of his immediate family and household is seriously ill requiring the care or attendance of such employee. Sick leave may also be used by

an employee at the birth of his child provided however that sick leave on each such occasion shall be limited to no more than three (3) days and provided further that the employee has accumulated such time. A certificate of a reputable physician in attendance, or the Township Physician, shall be required as sufficient proof of need of leave of absence of the employee or the need of the employee's attendance upon a member of the employee's immediate family or household. A certificate from the Township Physician shall suffice as sufficient proof of need for an employee's leave of absence for a personal illness as is present policy.

3. Retirement Benefit. Effective upon the signing of this Agreement, employees who retire within the meaning of the Police-Firemen's Retirement System, excluding deferred retirement, shall have the option of receiving payment for their accrued unused sick time (days) at the then current rate of pay for a maximum of fourteen (14) pay periods (140 days), or taking such time as terminal leave immediately preceding retirement, provided however that the employee has accrued such time. Effective January 1, 1991, employees opting to receive payment for accumulated sick time must notify the Township in writing of this intention in the preceding calendar year. Failure to provide such notification to the Township shall result in any such payment

being deferred until the first pay period following adoption of the municipal budget in the following year.

4. Sick Leave Incentive. Effective January 1, 1991, employees that do not use any sick time in an entire calendar year, shall be awarded an additional personal day off (PDO) to be taken in the succeeding calendar year.

XVI. BEREAVEMENT LEAVE

In accordance with existing policy, four (4) days bereavement leave shall be granted in case of the death of a relative defined as: Mother, Father, Sister, Brother, Spouse, Child, Grandparents and corresponding step-relatives and In-Laws. Bereavement Leave of one (1) day shall be granted upon the death of an Aunt or Uncle or corresponding In-Law.

Bereavement Leave pursuant to this provision shall commence with the day of death or the day of funeral, shall be calendar days, and shall not be in addition to any holiday, day off, vacation leave, or compensatory time falling within the period of bereavement.

The Township may require reasonable verification of the event.

XVII. MEDICAL INSURANCE PROGRAM

1. Hospital and Medical. The Township shall provide for hospital and medical insurance, inclusive of major medical, for all employees and their families at no cost to the employee. The benefit coverage under the new partial self-insurance arrangement shall be the same as currently being provided under the New Jersey State Health Benefits Program. There will be no reductions in any benefits or coverage presently in effect. The Township shall provide for hospital and medical insurance for all retirees and their spouses, excluding employees who elect deferred retirement, for the life of the retirees.

2. Family Dental Plan. The Township shall provide a family dental plan for all employees with the UCR rate schedule and at a cost not to exceed 1-1/2% of salary costs (\$30,201.62 for 57 men). The level of coverage shall be mutually agreed upon and annexed to the Agreement.{a}

{a} Effective January 1, 1987 all employees who retire within the meaning of the Police-Firemen's Retirement System shall enjoy a fully paid family dental plan until they reach the age of 65.

XVIII. LEGAL DEFENSE

1. The Township shall provide defense for employees in action of legal proceedings arising out of or incidental to the performance of duties pursuant to N.J.S.A. 40A:14-155 as follows:

Whenever a member or officer of a municipal police department or force is a defendant in any action or legal proceeding arising out of or incidental to the performance of his duties, the governing body of the municipality shall provide said member or officer with necessary means for the defense of such action or proceeding, but not for the defense in a disciplinary proceeding instituted against him by the municipality or in a criminal proceeding instituted as a result of a complaint on behalf of the municipality. If any such disciplinary or criminal proceeding instituted by or on complaint of the municipality shall be dismissed or finally determined in favor of the officer, he shall be reimbursed for the expense of his defense.

2. Legal Fees. If a lump sum is not agreed to, the Township will pay up to one hundred and twenty-five dollars (\$125.00) per hour to the attorney selected by the employee

to assume sole control of his defense (except where an insurance company is providing the defense, in which case the company provides the attorney).

3. Professional Liability. A police professional liability package shall be provided by the Township as outlined in the communication from C. Walter Searle. The level of coverage shall be annexed to the Agreement.

XIX. JUST-CAUSE PROVISION

No officer shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any occupational advantage, or given an adverse evaluation of his services without just cause. Any such action asserted by the Council, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth if recourse is not provided for under Title 11 or 40A.

XX. EMPLOYEE RIGHTS DURING INVESTIGATION

1. Charges or complaints against any employee of the Police Department may be investigated by the Chief of Police or his designee. In the event that an employee is called in to an "investigatory meeting" from which he can reasonably expect to receive discipline, he shall have the right to have a union representative present if he or she so desires. In

addition, the officer has a right to be notified in advance of the subject matter of an investigatory interview and be afforded the opportunity to confer with a union representative before the interview. The findings of any such investigation may be presented to the Director of Public Safety who shall either dismiss the matter or decide to hear it upon the presentation of formal charges.

2. In the event of a formal hearing before the director, the employee will be notified in writing of the hearing date, charges, complainant's name and the name of any witnesses. A stenographic record of the hearing may be taken with the costs for the attendance of the certified shorthand reporter to be shared equally by both the Township and the SOA. In the event either the Township or the SOA should require a transcript of the proceedings, the one ordering same will be obligated to pay the costs of producing the transcript.

3. The accused employee or employees shall have the right to be represented by counsel during hearings before the director and shall have the right to consult with counsel at any step of the procedure with cost to the Township.

XXI. PERSONNEL FILES

Subject to the supervision of the Township, each employee shall be permitted to review his personnel file. From that date forward, the Township shall notify said member prior to inserting any future additions, memoranda, citations, etc., to the file and shall provide him with a copy of same. The employee shall have the right to submit a written answer to such material and his answer shall be reviewed by the Chief of Police, or his designee, and attached to the file copy.

XXII. SAFETY REGULATIONS

1. All vehicles supplied by the department will be in a safe and road-worthy condition. All equipment supplied by the department will be functional and suitable for the use intended. Any malfunction or unsafe condition of a vehicle shall be reported to the tour commander, or other person the Chief of Police shall designate in writing, who will cause the vehicle or equipment to be inspected and the necessary remedial action to be taken. A vehicle status board shall be maintained by the officer in charge of maintenance, or other individual in the control center, designated by the Chief in writing, showing which cars are in-service and out-of-service.

XXIII. UNION BUSINESS

1. Time Off for Meeting. The state delegate or alternate delegate of the SOA shall have the right to attend regular monthly State SOA meetings without loss of pay or time off. The President, State Delegate, and Alternate Delegate of the SOA shall have the right to attend the state convention without the loss of pay or time off and a third representative may enjoy the same benefits subject to the approval of the Chief which approval shall not be unreasonably withheld. The President of the SOA shall have the right to attend regular local SOA meetings without loss of pay or time off. The State Delegate, or the President, or the alternate delegate shall have the right to attend the Essex County Conference meetings without loss of pay or time off. All of the aforementioned shall be subject to manpower needs of the department permitting.

2. Rules, Regulations, Bulletins and Special Orders. The department shall supply and maintain a current book(s) containing all rules, regulations, bulletins and special orders pertaining to the everyday operation of the department and department policy. Such book(s) shall be updated as appropriate and be available to every member of the department for inspection 24 hours per day. Any order issued that counteracts prior orders shall so state and shall

reference the original order by date and number. A copy of said book(s) shall be furnished to the SOA.

3. Bulletin Board. The Township shall permit the SOA to locate a SOA bulletin board on a designated wall in the report room of police headquarters. Such bulletin board shall be reserved for SOA business only.

4. Promotional List. The Township shall make available a current running promotional list in accordance with civil service rules and regulations.

XXIV. NEGOTIATIONS PROCEDURES

1. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the New Jersey Public Employment Relations Act in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment of the employees included in Article I. Such negotiations shall begin not later than October 15th. Any Agreement so negotiated shall be reduced to writing and signed by authorized representatives of the Township of Nutley and the SOA.

2. The Township agrees that there shall be no change in the terms and conditions of employment as provided by this Agreement during the lifetime of this Agreement, except through negotiations between the parties.

3. Whenever any representative of the SOA is mutually scheduled by the parties to participate in negotiations during the employee's scheduled working hours, he shall suffer no loss of pay or other fringe benefits. Provided, however, should more than two (2) men from any shift be required to attend negotiating sessions during their scheduled working hours, then, and in that event, the SOA shall supply substitutes man-for-man so as to insure adequate manpower requirements.