

BOROUGH OF MIDDLESEX Borough of

PUBLIC WORKS EMPLOYEES CONTRACT

X JANUARY 1, 1983 TO DECEMBER 31, 1983

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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 *OR*

- (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 *OR*

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. *gk r*

- (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. *gk r*

ARTICLE III - Salary

1. The annual salary rates for 1983 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	\$ 10,894	5.2375	12,486	6.0028
D.P.W. #2 Employee	13,494	6.4875	14,694	7.0644
D.P.W. #1 Employee	15,894	7.6413	17,379	8.3552
Utility Man	15,894	7.6413	17,379	8.3552
Garbage Collection	15,894	7.6413	17,379	8.3552
Mini-Bus Driver	15,894	7.6413	17,379	8.3552
Garbage Truck Driver	16,691	8.0245	18,191	8.7456
Equipment Operator	17,069	8.2063	18,569	8.9274
Assistant Mechanic	17,069	8.2063	18,569	8.9274
Chief Mechanic	18,490	8.8894	19,990	9.6105

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 1983: Retroactive pay from January 1, 1983 to date of salary ordinance shall be by separate check *gjk*

Darrell Dent	17,379	8.3552
Stephen Dessino, Jr.	17,379	8.3552
Stephen Dessino, Sr.	18,569	8.9274
Robert Echols	17,379	8.3552
Joseph Ferguson	17,379	8.3552
Louis Gentile	18,569	8.9274
John Haller	18,569	8.9274
John Heard	17,379	8.3552
Robert Heisch	12,486	6.0028
Elmer Hoagland	17,379	8.3552
Robert Kosior	17,379	8.3552
Charles Kriney	17,379	8.3552
John Lissy	18,191	8.7456
Francis Lynch	19,990	9.6105
Thomas Lynch	17,379	8.3552
Timothy Mason	17,379	8.3552
Allen Moschetti	17,379	8.3552
Vincent Palazzi	17,379	8.3552
Frank Perez	17,379	8.3552
Charles Redding	17,379	8.3552
Arthur Roberts	18,191	8.7456
John E. Ross	17,379	8.3552
Charles Sebastian	17,379	8.3552
James Tolomeo	12,486	6.0028
John Young	17,379	8.3552

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 *gjk*

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. *JHL*

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. *JHL*
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. *JHL*

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. *JHL*
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. *JHL*
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. *JHL*
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. *JHL*

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. *JHL*

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 *JLR*

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. *JLR*
- (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. *JLR*
- (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. *JLR*
- (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. *JLR*
- (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. *JLR*
- (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(8th) 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(6) months from the date of the employee's first continuous absence after disability. *JLR*

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. *JHR*
- (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). *JHR*
- (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. *JHR*
- (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. *JHR*
- (5) Complete control of the stand-by status program resides with the department supervisor and the commissioner. *JHR*

ARTICLE VII - Hospitalization and Insurance

1. Insurance cost for long term disability insurance will be paid in full by the Borough. *JLR*
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. *JLR*
3. Life insurance coverage shall be increased to \$4,000 per employee, the cost of which shall be borne by the Borough. *JLR*
4. The Borough of Middlesex agrees to continue the existing Dental Plan for the year 1983, 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. *JLR*

5. The Borough reserves the right to present alternate Hospitalization and Insurance proposals during the contract term. *JLR*

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 *gpc*

- (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 pay only for the first fifteen(15) work 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 *gpc*
- (2) After the fifteenth(15) 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 *gpc*

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 *JAC*

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 *JAC*

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 *JAC*

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 Department Chairman *JAC*

The type and color of winter jacket, provided by the Borough shall be decided by the Councilmanic Safety Committee Chairman *JAC*

Employee will receive one winter jacket every two years. However, if there is a demonstrated need for a jacket in the intervening year by reason of destruction or wear on the job, employee will be supplied with a replacement jacket. In no event will he receive more than the equivalent of one per year *JAC*

3. The Borough shall refund the expense of safety prescription eye glasses, up to a maximum of \$50 per employee, to each employee requiring eye glasses. The Borough is responsible for only one \$50 refund every two year period *JAC*

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

Same policy as current except Borough will replace prescription safety glasses if broken due to an accident on the job subject to the \$50 limit. Borough will purchase non-prescription safety glasses for all employees requiring same *JAC*

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 minutes 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. *gfh*

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. *gfh*

- (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. *gfh*

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. *HR*
- (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. *JHR*
- (3) 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 - Godfather, Godmother
Spouse's - Brothers, Sisters
Employee's and Spouse's - Grandmother, Grandfather, Son-
in-Law and Daughter-in-Law *CR*

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

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 *gdk*
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. *gdk*
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. *gdk*
4. All the benefits created prior to this agreement not mentioned above will remain in full force and effect. *gdk*
5. All rights not specifically mentioned in this contract agreement are reserved as management rights. *gdk*
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. *gdk*
7. Each Public Works employee shall be supplied a copy of this contract and acknowledge receipt of same. *gdk*

AGREED: August 23, 1983

BOROUGH OF MIDDLESEX

Ronald S. Dobie
Ronald S. Dobies, Mayor

Joseph Hanna
Joseph Hanna, Council President

Victor Capolunghi
Victor Capolunghi, Councilman

Robert Dudash
Robert Dudash, Councilman

Robert Hunter
Robert Hunter, Councilman

Patricia Tierney
Patricia Tierney, Councilwoman

Richard Van Hook
Richard Van Hook, Councilman

PUBLIC WORKS EMPLOYEES

John E. Ross
John E. Ross

Robert M. Echols
Robert Echols

Louis Gentile
Louis Gentile