

2847

AGREEMENT

between

TOWNSHIP OF COLTS NECK

and

TEAMSTERS UNION NO. 11

WHITE COLLAR UNIT

---

January 1, 1994 through December 31, 1996

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PREAMBLE

- A. This AGREEMENT made this 6<sup>th</sup> day of MAY.  
1994, by and between the Township of Colts Neck, located at Cedar Drive, in the State of New Jersey, County of Monmouth, (hereinafter referred to as the "Employer"), and Teamsters Union No. 11, located at 6-7 Village Square East, Botany Village, Clifton, NJ 07011, (hereinafter referred to as the "Union").
- B. Throughout the AGREEMENT, reference to either gender shall be deemed to mean reference to both genders.

WITNESSETH

WHEREAS, the Employer recognizes the Union as the collective bargaining representative for the Employees covered by this Agreement as hereinafter provided, and

WHEREAS, it is the intent and purpose of the parties hereto that this Agreement promote and improve the mutual interests of the Employer as well as of its Employees and to avoid interruptions and interferences with services and to set forth herein their agreement covering rates of pay, hours of work and conditions of employment,

NOW, THEREFORE, in consideration of the mutual covenants herein considered, the parties hereto agree as follows:

ARTICLE I  
RECOGNITION

- A. The Employer hereby recognizes the Union as the exclusive bargaining agent for the purposes of collective negotiations of all regularly employed full-time employees employed by the Employer, in the following classifications only: all Police Dispatchers and Clerical Employees, including the Deputy Tax Collector/Deputy Treasurer, Police Clerk, Tax Clerk/Bookkeeper, regularly employed by the Township of Colts Neck. Specifically excluded are: Secretary to Administrator and Township Committee, Zoning Officer, Assistant Zoning Officer, Managerial Executives, Confidential Employees, Police, Supervisory Employees within the meaning of the act, Professional Employees, Craft Employees, Part-Time or Seasonal Employees, and all other personnel not specifically included above employed by the Township of Colts Neck.
- B. Whenever the word "Employee" is used in this Agreement, it shall be deemed to mean the Employees in the bargaining unit covered by this Agreement, as defined in Article I, Section A hereof.
- C. All benefits in this Agreement shall apply to full-time employees only.

ARTICLE II

DUES CHECK-OFF

- A. The Employer agrees to deduct from the salaries of its employees covered by this Agreement dues which said employees individually and voluntarily authorize the Employer to deduct.
- B. If, during the life of this Agreement, there should be any change in the rate of membership dues, the Union shall furnish to the Employer written notice forty-five (45) days prior to the effective date of such change.
- C. The Union will provide the necessary "check-off authorization" form and will secure the signatures of its members on the forms and deliver the signed forms to the Employer. The Union shall indemnify, defend and save the Employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Employer in reliance upon the salary deduction authorization forms submitted by the Union to the Employer. It is specifically agreed that the Employer assumes no obligation, financial or otherwise, arising out of the provisions of the Article. Once the funds are remitted to the Union, their disposition shall be the sole and exclusive obligation and responsibility of the Union.

- D. Payroll deductions of Union dues under the properly executed authorization for payroll deduction of Union dues forms, shall become effective within ninety (90) days from the time the form is signed by the employee, and shall be deducted and paid to the Union on a monthly basis.
- E. The Employer shall be relieved from making such "check-off" deductions upon (a) termination of employment, or (b) transfer to a job other than one covered by the bargaining unit, or (c) layoff from work, or (d) an agreed leave of absence, or (e) revocation of the check-off authorization in accordance with its terms or with applicable law. Notwithstanding the foregoing, upon the return of an Employee to work from any of the foregoing enumerated absences, the Employer will resume the obligation of making said deductions in accordance with Paragraph D hereof.
- F. The Employer shall not be obliged to make dues deductions of any kind from any Employee who, during any dues month involved, shall have failed to receive sufficient wages to equal the dues deductions.
- G. The Employer agrees that each employee covered by this Agreement shall, as a condition of employment, be required to pay a representation fee equal to eighty-five (85) percent of the normal initiation fee and annual dues payable to the Union by members, pursuant to all applicable law.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. DEFINITIONS

1. The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of the express terms of this Agreement, and may be raised by an individual unit employee, a group of unit employees, or the Union.

#### B. PURPOSE

The purpose of this grievance procedure is to secure an equitable solution to grievances as herein defined. The parties agree that grievances should be resolved at the lowest possible administrative level. Therefore, no grievance shall bypass any step of the grievance procedure except as expressly provided herein and any failure to prosecute a grievance within the time periods provided shall constitute an absolute bar to relief and shall stop the grievant from prosecuting his grievance in any forum thereafter. This grievance procedure constitutes the sole and exclusive methods for raising and disposing of controversies within the definition of the term.

#### C. PROCEDURE

##### 1. Step One -- Department Head

- (a) A grievant must file his/her grievance in writing



with his/her Department Head within five (5) days of the occurrence of the matter complained of.

- (b) The written grievance must identify the grievant by name(s) and be signed by him/her (them). It must set forth a statement of the facts constituting the grievance, the approximate date of the occurrence(s) leading to the grievance, the names of all Employer representatives, if applicable, whose action or failure to act forms the basis of the grievance and the specific contract provision(s), if any, forming the basis of the grievance, and must set forth the remedy sought by the grievant. Any written grievance failing to comport with the foregoing requirements shall be null and void, need not be processed by the Employer and shall constitute an abandonment of the grievance.
- (c) Once a grievance comporting with all the foregoing requirements is timely filed, the Department Head shall investigate the grievance and render a written response, which shall be given to the grievant within five (5) working days from receipt of the grievance.

2. Step Two -- Township Administrator

In the event the grievance is not resolved to the grievant's satisfaction at Step One, or in the event the Immediate Supervisor or designee has not served a timely written response at Step One, then within five (5) working days after the response date set forth in Step One, the grievant may present the written grievance and any written response(s) received at Step One to the Township Administrator. Upon receipt of the grievance by the Township Administrator, the Township Administrator shall meet within ten (10) working days with the grievant, the grievant's designated Union representative(s) and the grievant's supervisor to informally discuss the issues. The grievant shall suffer no loss of pay or benefits to attend this meeting. Within ten (10) working days after this meeting, the Township Administrator shall render a written decision relative to said grievance to the grievant.

3. Step Three -- Arbitration

(a) If the grievance remains unsettled, the Union may, within five (5) working days after the reply of the Township Administrator by written notice to the Township Mayor and Administrator, proceed to binding arbitration. A request for arbitration

shall be made no later than such five (5) day period and a failure to file within said time period shall constitute a bar to such arbitration unless the Union and Employer shall mutually agree upon a longer time period within which to file such a demand.

- (b) The arbitration proceedings shall be conducted by an arbitrator to be selected through the auspices of the New Jersey State Public Employment Relations Commission only. The arbitrator shall restrict his inquiry to the standards established by the Agreement and the arbitrator shall be requested to issue his decision within thirty (30) days.
  - (c) The cost of the arbitrator shall be split equally between the parties.
  - (d) The arbitrator shall have no authority to add to, subtract from, or in any manner modify the terms of this Agreement. He/she shall issue a written award containing his/her findings of fact and conclusions of law, within the thirty (30) day period aforesaid.
- D. Time limits may only be extended by mutual agreement of the parties in writing.
- E. It is expressly understood by both parties that arbitration can be used for grievances only.

ARTICLE IV

SENIORITY

- A. "Seniority" shall be defined as an employee's total length of continuous service with the Employer.
- B. Twenty (20) days notice of layoff shall be provided to affected employees.
- C. For the purpose of layoff and recall, the last person placed in a classification shall be the first one to be laid off, and the last to be laid off shall be the first to be recalled. Employees shall have "bumping" rights into lower-rated job classifications, only for which they meet the established qualifications.
- D. Laid off employees shall remain on a recall list for twelve (12) months. Notice of recall shall be sent to the employee by certified mail or telegram to the employee's last address of Employer record. Recall notice shall not require return to work earlier than two (2) weeks from the date of notice.
- E. Seniority of employees hired or placed into classification on the same date shall be established by impartial lottery; the procedures for such a lottery shall be mutually agreed upon by the Union and the Employer.

- F. When promotions are made, employees shall serve a probationary period of six (6) months in the new position, during which the Employer shall have the right to return the employee to his former position. Employees will be paid at the rate of pay established for the higher classification period after twenty continuous working days.
- G. Once per year, the Employer shall prepare and forward to the Union a seniority list of employees indicating classification and effective dates of employment with the Employer.
- H. Seniority shall terminate: when the employee quits or resigns; when the employee is discharged; when the employee is laid off for a period in excess of six (6) months; upon absence without leave in excess of five (5) working days; upon failure of an employee to accept recall within two (2) working weeks of notice of recall from the Employer; and upon failure to return from an approved leave of absence.
- I. Employees on authorized unpaid leaves of absences shall not lose seniority rights.
- J. The Employer shall utilize experience, ability, skills, attitude, aptitude, qualifications, attendance and general suitability as the criteria for promotion of employees to job classifications within the bargaining unit having a higher rate of pay and for layoff

purposes. When two (2) or more employees are equally qualified in accordance with the above, in the opinion of the Employer, then "seniority" shall be the deciding factor.

- K. Employees temporarily working in a higher job classification shall receive the minimum pay for that classification after working in said classification for twenty (20) continuous work days.
- L. Job vacancies and promotional opportunities will be posted by the Employer on the employee bulletin board. Said job vacancies and promotional opportunities shall be posted for a minimum of five (5) working days.

ARTICLE V

PROBATIONARY PERIOD

- A. During the first ninety (90) days of continuous employment an employee shall be considered a probationary employee and the Employer may terminate his or her employment within that time without challenge, by either the employee or the Union, and without resorting to any grievance procedures or any other hearing procedure.
- B. Said probationary period may be extended an additional thirty (30) days with the mutual consent of the Employer and Employee.

ARTICLE VI

HOURS OF WORK AND OVERTIME

- A. The normal work week for all Unit employees excluding dispatchers, shall be thirty-five (35) hours, Monday through Friday, from 8:30 A.M. to 4:30 P.M. with a one hour lunch period. Exceptions to these hours can be made by the Department Head, with the approval of the Township Administrator. The Secretary of the Road Superintendent shall work a forty (40) hour work week, Monday through Friday. The normal work schedule for Police Dispatchers shall be determined by the Chief of Police. The Township retains the right to change the normal work week provided thirty (30) days notice is given to the Shop Steward. When such changes are implemented, previously authorized vacation or time off for unit employees shall not be effected.
- B. Except for dispatchers, overtime at time and one-half times (1-1/2x) the base rate shall be provided for authorized work in excess of 37.5 hours worked per week, Monday through Friday. The Secretary for the Road Superintendent shall be paid overtime for authorized work in excess of forty (40) hours per week, Monday through Friday. Overtime for Police Dispatchers shall be paid for any time worked in excess of their normally scheduled tour of duty.



- C. Except for the Police Dispatchers, overtime at time and one-half (1-1/2x) the base rate shall be provided for authorized work on Saturday.
- D. Except for Police Dispatchers, overtime at two times (2x) the base rate shall be provided for authorized work on Sunday or any Holiday as set forth in this Settlement.
- E. All employees shall work a reasonable amount of overtime when requested by the Employer.
- F. Any time not properly recorded shall be considered as time not worked.
- G. All lunch breaks are taken on the employee's own time, as scheduled by the Employer.
- H. Nothing herein shall guarantee employees any minimum work day or work week.
- I. The Employer will attempt to schedule overtime assignments by seniority to the extent possible.
- J. All overtime for Police Dispatchers shall be scheduled on a seniority basis to the extent possible. The scheduling of said overtime shall be at the sole discretion of the Chief of Police.
- K. Employees called back to work for emergency reasons, shall receive a minimum of four (4) hours pay at time and one half (1 1/2x) their base rate of pay.

ARTICLE VII

HOLIDAYS

- A. For each year of this Agreement, the following holidays shall be observed:
1. New Year's Day
  2. Martin L. King, Jr. Day
  3. Washington's Birthday
  4. Good Friday
  5. Memorial Day
  6. Independence Day
  7. Labor Day
  8. Columbus Day
  9. Veterans' Day
  10. Thanksgiving Day
  11. Day After Thanksgiving
  12. Christmas Day
  13. Floating Holiday (see paragraph H of this article) - effective 1995
- B. If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation period shall be extended by one (1) additional day, utilizing the employee's allotment for that year and with the approval of the Department Head.
- C. The Employer shall, if a holiday falls on a Saturday or Sunday, have the option to celebrate such holiday on the Saturday, the Sunday, the previous Friday, or the following Monday.
- D. In order to receive holiday compensation, employees must work the day before and the day after the holiday, unless on an authorized leave. If an employee is scheduled to work on a holiday, failure to do so shall be grounds for discipline

- E. Police Dispatchers working on a holiday shall receive pay at the rate of time and one half (1 1/2) in addition to their regular salary. Said time earned may be taken as pay or compensatory time.
- F. Police Dispatchers scheduled off on a holiday shall receive pay at straight time in addition to their regular pay. Said time may be taken as pay or compensatory time.
- G. A Police Dispatcher, working on a holiday, who requests and is granted the day off, shall not be entitled to additional pay.
- H. Upon approval of the Department Head, one (1) Floating Holiday each year may be taken by each member of the bargaining unit after two (2) weeks advance written notice. The Township retains the right to approve or deny said request based on the work needs of the Township. Said request will not be unreasonably denied by the Employer. In the event of denial, the employee may request an alternate Floating Holiday. The floating holiday must be used each year or it is lost forever.

ARTICLE VIII

VACATIONS

- A. Annual vacations shall be provided to members of the bargaining unit with the following schedule:  
After one (1) year of continuous service - - - - - (5) days  
After two (2) years of continuous service - - - - - (10) days  
After five (5) years of continuous service - - - - - (15) days  
After fifteen (15) years of continuous service - - - (16) days  
After twenty (20) years of continuous service - - - (18) days  
After twenty-five (25) years of continuous service - (20) days
- B. Vacation entitlement shall be prorated for any service less than a full year.
- C. Vacation allowance must be taken during the current calendar year at the time permitted unless, with the approval of the Township Administrator, it is deferred to the following year. A maximum of ten (10) days can be deferred for the following year. Unused time after this one year period is lost forever, unless so authorized by the Township Administrator.
- D. Scheduling of all vacations shall be at the discretion of the Employer. Employee preference and/or seniority rights will be honored to the extent that they do not interfere with the administration and/or operation of the Employer.

- E. Pay for vacation period consists of regular base pay only, excluding overtime and premium pay of any type.
- F. Procedural aspects of vacation scheduling shall be as determined by the Employer.
- G. The Employer may, in its discretion, allow an employee to take vacation time prior to its being earned. In such event, it may be withheld from the employee's final paycheck(s), should the employee not earn the time.
- H. Vacation entitlements and accruals for existing Employees shall be calculated from January 1st of the year of their employment. Employees hired after January 1, 1991 shall have said entitlements calculated from their actual date of hire.

ARTICLE IX

SICK LEAVE

- A. Employees shall receive sick days on the following basis:
- During the first year of service - - - - (1) day per month  
with (7) days max
- Beginning of the second year of  
continuous service - - - - - (9) days
- Beginning of the fourth year of  
continuous service - - - - - (10) days
- Beginning of the sixth year of  
continuous service - - - - - (15) days
- B. Sick leave refers to the absence of an employee due to personal illness or accident. Sick leave not used shall accumulate from year to year to be used if needed, to a maximum of thirty (30) days only. Upon retirement or resignation in good standing with proper notice, employees will receive one (1) day's pay for every four (4) days of accrued sick leave to a maximum payment of \$2,000.00, with a maximum accrual of thirty (30) days only. Employees must have ten (10) years of continuous full time service with the Township of Colts Neck to be eligible for this benefit. Employees terminated for just cause or whose resignation or retirement is not considered in good standing by the Township shall receive no severance benefits.
- C. The Employer may require proof of the need for sick leave or a physical examination whenever such requirement appears

desirable, in its discretion.

- D. Abuse of sick leave is grounds for disciplinary action.
- E. In the event of the absence of an employee, such employee shall notify the Department Head at least one half (1/2) hour prior to their scheduled shift. Such employee shall call prior to his/her scheduled shift for any day during which a sick day will be taken.
- F. Failure to report absences properly shall be deemed grounds for refusal to grant sick leave and/or for disciplinary action.
- G. If an employee resigns, or is dismissed or laid off and has exceeded his/her allowable sick leave, the excess sick leave paid shall be deducted from any monies due him/her from the Employer at the time of resignation, layoff, or dismissal.
- H. Sick leave entitlements and accruals for existing employees shall be calculated from January 1st of the year of their employment. Employees hired after January 1, 1991 shall have said entitlements calculated from their actual date of hire.
- I. Up to one (1) day of sick time in 1994, & beginning in 1995, up to a total of two (2) sick days per year may be used for personal business or personal emergencies in order to attend to matters which necessitate absence from work. Two (2) weeks advance notice to the Department Head is required except in case of emergencies. In the event of an emergency, employees shall provide notice to the Department Head as soon as possible prior to taking the time. Approval of all such leave is in the sole

discretion of the Department Head. Days not used in the year eligible are lost forever for said personal days.



ARTICLE X

UNPAID LEAVE OF ABSENCE

- A. At the discretion and approval of the Colts Neck Township Committee, any employee may be granted a leave of absence without pay, for periods over five (5) days. The Township Administrator may grant leaves of absence without pay for periods of five (5) days or less, on a case to case basis.
- B. An employee on leave of absence without pay, except military leave, does not accrue vacation leave, sick leave, or any other benefits. No payments will be made to any pension plan or health plan during this leave of absence, however, unless the employee agrees to bear the costs.
- C. A leave of absence shall not exceed ninety (90) days in length, after which it may be reconsidered and any requested extension may either be granted or denied.
- D. Employees are required to notify the Employer of the anticipated date of return, as soon as such date is known to the employee, but in no event less than thirty (30) days prior to such date. Failure to return on such date without notice shall be considered a voluntary resignation.
- E. The Employer shall have the sole discretion in matters of leaves of absence and each decision made shall be on its own merits. In no event shall the decision whether or not to grant a leave be precedential as to any other decision

regarding a leave, nor shall denial be the subject of a grievance.

- F. Childcare leaves, without pay, for periods where the employee is not disabled may be granted by the Employer in accordance with this Article.

ARTICLE XI

BEREAVEMENT LEAVE

- A. All members of the bargaining unit shall be entitled to three (3) consecutive calendar days of bereavement leave at no loss in regular pay in the case of the death of a member of their immediate family. Such leave is to be taken within a reasonable time of the day of death or day of the funeral, and may not be split or postponed.
- B. Immediate family shall be defined as follows: employee's father, mother, spouse, child, sister or brother, grandparents, mother and father in-laws, step-parents, step-children, step-sister or step-brother.
- C. The Employer reserves the right to require reasonable proof of death and/or relationship.

ARTICLE XII

JURY DUTY

- A. Employees called for jury duty as certified by the clerk of the Court shall be granted leave with straight time pay less any compensation they may receive for attending required jury duty.
- B. If an employee is required to serve on jury duty, such employee shall be required to notify the Township Administrator at least two (2) weeks in advance and report for their regularly assigned work on the calendar day immediately following their final discharge from jury duty. If discharged from jury duty prior to the end of a work day, employees shall report for work for the duration of the work day.
- C. If there is a change in the originally established jury duty leave, the employee must notify the Township Administrator to make the necessary arrangements to return to work; otherwise, the employee shall receive no pay from the Employer.
- D. Employees shall cooperate with the Employer and report to work at all times possible during jury duty. The Township Administrator must be notified in advance any day that employees are not required to report for jury duty, and

employees shall report to work on those days.

- E. Jury duty on an unscheduled work day shall not be paid by the Employer.
- F. Employees shall receive no pay from the Employer if they volunteer for jury duty.
- G. Proof of jury service may be required by the Employer.
- H. Employees shall sign over any checks received for jury duty assignments to the Township of Colts Neck.

ARTICLE XIII

MILITARY LEAVE

- A. Military Leave shall be provided in accordance with applicable State and/or Federal Law.

ARTICLE XIV

INSURANCE BENEFITS

- A. The Employer shall retain medical coverage in effect as of January 1, 1991, except as modified by paragraph "F" of this agreement.
- B. The Employer retains the right to change to other carriers for said coverage, provided equal or better benefits are maintained.
- C. The Employer retains the right to enter into a full or partial self-insurance program for said benefits, provided equal or better coverage is maintained.
- D. The Employer retains the right to offer Health Maintenance Organization options to employees, provided equal or better benefits are maintained.
- E. The Employer agrees that the Union will be consulted when changes of medical benefits are contemplated by the Township.
- F. Within sixty (60) days of signing of this agreement, the Township agrees to increase the maximum yearly amount paid for dental work from \$1000.00 to \$1200.00 and the maximum orthodontia benefit from \$800.00 to \$1000.00.

ARTICLE XV

NONDISCRIMINATION

- A. Neither the Employer nor the Union shall discriminate against any employee because of race, creed, religion, color, age, sex or national origin.



ARTICLE XVI

BULLETIN BOARD PRIVILEGES

- A. The Employer shall supply one bulletin board to be located in a non-public area of the premises for the use of the Union to post announcements. All notices are to be signed by the Shop Steward or other duly authorized representatives, and there will be no posting of any notices which would be considered controversial.

ARTICLE XVII

WAGES

- A. All Bargaining Unit Employees shall receive increases to their base hourly rate of pay as follows:
1. An increase of 60 (sixty) cents effective January 1, 1994.
  2. An increase of 60 (sixty) cents effective January 1, 1995.
  3. An increase of 65 (sixty-five) cents effective January 1, 1996.
- B. The Employer agrees to maintain a bi-weekly method of pay for the duration of this Agreement.

ARTICLE XVIII

EFFECT OF LEGISLATION-SEPARABILITY

- A. It is understood and agreed that all agreements herein are subject to all applicable laws now or hereafter in effect, and to the lawful regulation, ruling and orders of regulatory commissions or agencies having jurisdiction. If any provision of this Agreement is in contravention of the laws or regulations of the United States or of the State of New Jersey, such provision shall be superseded by the appropriate provision of such law or regulation, so long as same is in force and effect; but all other provisions of this Agreement shall continue in full force and effect.

ARTICLE XIX

RESIGNATION

- A. An employee who resigns shall give the Employer a minimum of two (2) weeks advance notice in writing.
- B. An employee who gives proper notice of resignation and resigns in good standing, or whose employment is terminated, shall be entitled to receive payment for unused vacation and sick time accrued on the effective date of the resignation or termination, provided the employee would otherwise be eligible for such benefits under the specific requirements of either Article VIII in the case of vacation and Article IX in the case of sick time.

ARTICLE XX

MANAGEMENT RIGHTS

- A. The Employer hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to and after the signing of this Agreement, including but without limiting the generality of the foregoing the following rights:
1. The executive management and administrative control of the Employer and its properties and facilities, and the on-the-job activities of its employees;
  2. To hire all employees and to determine their qualifications and conditions of continued employment or assignment, and to promote and transfer employees;
  3. To suspend, demote, discharge or take other disciplinary action as necessary;
  4. To establish a code of rules and regulations of the Employer for its own operation;
  5. To make all decisions relating to the performance of the Employer's operations and maintenance activities, including but not limited to the methods, means, processes, materials, procedures and employees to be utilized;

6. To establish any new job qualifications, classifications and content and to change same without prior negotiations thereof;
7. To establish, change or combine and schedule the working hours of employees without prior negotiations thereof;
8. To change the job descriptions, assignments and duties of any classification;
9. To determine the work performance levels and standards of performance of the employees;
10. To take any actions considered necessary to establish and maintain efficiency and cost effective operations and maintenance;
11. To change, modify or promulgate reasonable rules and regulations;
12. To assign work as it determines will benefit the Employer and/or the clients it serves;
13. To utilize the services of a contractor when, in the sole judgement of the Employer, such services would be more efficient; and
14. To establish or change any term or condition of employment which is not specifically covered within this Agreement.

- B. The exercise of the foregoing powers, rights, authority, duties or other responsibilities of the Employer, the adoption of policies, rules, regulations and practices in furtherance thereof, the establishment or change in any term or condition of employment, and the use of judgement and discretion in connection therewith, shall be limited only by the express terms of this Agreement.
- C. Nothing contained herein shall be construed to deny or restrict the Employer in its exclusive right to administer itself and control the work of its personnel, nor to deny or restrict the Employer in any of its rights, responsibilities and authority under any national or state laws or local ordinances.
- D. The failure to exercise any of the foregoing rights, or any right deemed to be a management right by tradition, by agreement, by mutual acceptance, or by practice, shall not be deemed to be a waiver thereof; all management rights ever granted or exercised heretofore are specifically incorporated herein. Any act taken by the Employer not specifically prohibited by this Agreement shall be deemed a management right, and shall be considered such as if fully set forth herein.

E. The Union, on behalf of the Employees, agrees to cooperate with the Employer to attain and maintain full efficiency and the Employer agrees to receive and consider constructive suggestions submitted by the Union toward these objectives.



ARTICLE XXI

FULLY BARGAINED PROVISIONS

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.
- B. The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.
- C. The Employer and the Union, for the life of this Agreement, search voluntarily and unqualifiedly waive all bargaining rights, and each agrees that the other shall not be obligated to bargain or negotiate with respect to any subject or matter referred to or covered in this Agreement, or with respect to any matter or subject not specifically referred to or covered in this Agreement even though each subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

D. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing only executed by both parties.

ARTICLE XXII

NO-STRIKE PLEDGE

- A. The Union covenants and agrees that during the term of this Agreement and during negotiations of a Successor Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty or willful absence of an employee from his position, or stoppage of work, or abstinence in whole or in part from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walk-out or other job action (including picketing and/or lobbying) against the Employer or any of its employees. The Union agrees that such action would constitute a material breach of this Agreement.
- B. The Union agrees that it will take all reasonable actions to prevent its members from participating in a strike, work stoppage, slowdown or other activity aforementioned, including within twenty-four (24) hours of the actions publicly disavowing the action, and advising the Employer, in writing, that the Union did not call for or sanction the action. The Union shall also notify the employees of its disapproval of the

action and advise them to immediately cease and return to work immediately.

- C. In the event of a strike, slowdown, walkout or any other job action, it is expressly understood that the Employer reserves the right to discipline all participating employees, including termination of employment of such employee or employees.
- D. Nothing contained in this Agreement shall be construed to limit or restrict the Employer in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for an injunction or damages, or both, in the event of such breach by the Union or any of its members.
- E. It is expressly understood that the employer shall not be required to negotiate with the Union under any conditions so long as any of the employees are engaged in any form of job action.
- F. It is expressly understood that this Article shall survive the Agreement.
- G. In the event of activity aforementioned, the Employer shall cease making deductions under the "dues deductions" clause herein.

ARTICLE XXIII

UNION BUSINESS

- A. The Employer's Sole responsibility in the administration of all Union matters shall be with the Shop Steward. Wherever notice is required to the Union, and whenever official dealings with the Union are required, the Shop Steward shall be the designated representative of the Union for such matters which take place at the work place.
- B. In accordance with Paragraphs C and D, below, the Shop Steward shall be given an opportunity to engage in the adjustment of the grievances as provided for under the Grievance Procedure herein with the Employer's representatives.
- C. The Shop Steward shall not leave his/her job without the permission of his Supervisor, and shall not contact another employee on Union business without prior permission of that employee's Supervisor and his own.
- D. Under no conditions shall the Shop Steward interfere with the performance of the work of others.
- E. The Shop Steward has no authority to give orders regarding work to any person employed by the Employer, by virtue of his position as Shop Steward.

- F. The Union shall notify the Employer immediately following the selection or replacement of its Shop Steward.
- G. The Employer agrees that the Shop Steward will not be discriminated against for the performance of his/her faithful duties on behalf of the Union pursuant to the parameters established herein.

ARTICLE XXIV

EMERGENCY CLOSINGS

- A. All employees will be expected to report as scheduled unless notified that the Facility will be closed for any reason.
- B. It is expressly understood that should the Municipal Building or any individual Facility be closed due to any emergency, that members of this Bargaining Unit shall not receive any form of compensation due to such closing. Such emergencies include, but are not limited to, snowstorms, hurricanes, power failures, bomb threats, fires, etc.. Those employees required to work in such circumstances shall not receive any loss of compensation for reasonable delays in reporting to work.
- C. The Employer reserves the absolute right and sole discretion to determine whether the Municipal Building or any individual Facility shall be closed by reason of emergency.

ARTICLE XXV

COMPENSATORY TIME

- A. Bargaining Unit employees will be eligible to accrue compensatory time off in lieu of overtime pay to a maximum of eighty (80) hours. Such compensatory time shall accrue at time and one half (1 1/2 x). Compensatory time must be used in the calendar year that it is earned. Employees may, however, carry a maximum of forty (40) hours of compensatory time into the following calendar year, provided the eighty (80) hour limitation is not exceeded in that year. Employees who accrue over eighty (80) hours of compensatory time must use said time within ten (10) days, be paid for said time, or said time will be lost forever. The Employer retains the right to refuse such requests if deemed in the best interests of the Township.
- B. Bargaining Unit Employees required to work after normal work hours and prior to, or in preparation thereof, duly scheduled meetings of Township Boards, Commissions, or Committees, shall earn compensatory time at straight time only and shall not have the option to receive overtime pay for such time worked. The accrual and use of such compensatory time shall otherwise be in accord with paragraph "A" of this Article.



ARTICLE XXVI

UNIFORMS-POLICE DISPATCHERS

- A. Police Dispatchers shall be provided appropriate uniforms as necessary at the expense of the Township. Police Dispatchers will be provided routine cleaning service for said uniforms at the expense of the Township. All decisions relative to the need and purchase of said uniforms will be at the sole discretion of the Chief of Police. All decisions relative to providing cleaning services for said uniforms will be at the sole discretion of the Chief of Police.

ARTICLE XXVII

MATERNITY LEAVE

- A. Requests from all Employees for leaves of absence on account of child bearing or preparation for childbirth, or adoption shall be acted upon individually by the Township Committee on the recommendation of the Township Administrator.
- B. Extended leaves for preparation for childbirth, child rearing or adoption shall run from their commencement date for a maximum of six (6) months.
- C. Any pregnant Employee may apply to the Township Administrator and Township Committee for a disability leave of absence and shall be granted the leave. The leave dates shall be supported by a physician's certificate and shall encompass that period of disability medically necessary.
- D. All accumulated sick days must be utilized prior to the beginning of the disability period. Unused vacation time may be utilized beyond the disability period.
- E. The approved disability leave shall be extended for unanticipated disability related to the childbirth upon provision of a physician's certificate.
- F. The Township retains the right to confirm the conclusion of any physician's certificate provided under this Article by having the Employee examined by its own physician at the Employer's expense. If the two physicians disagree, they shall

choose a third physician who shall examine the Employee and whose decision shall be final and binding upon the parties.

G. A pregnant Employee may be placed on disability leave because her work performance has noticeably declined due to health reasons and she cannot obtain a physician's certificate that she is medically able to continue working, or for other reasons applicable to all Employees under law. No pregnant Employee will be placed on disability leave solely on the fact that she is pregnant or that her pregnancy has reached a specific number of months.

H. The Township will continue to provide all health benefits provided by the Township at no expense to the Employee for a maximum of five (5) months, for Employees utilizing approved Maternity Leave. The Employee must reimburse the Township the full cost of said health benefits for any leave after said five (5) months.

ARTICLE XXVIII

EDUCATIONAL REIMBURSEMENT

- A. The Township agrees to reimburse unit members the full cost of tuition for specialized certification courses directly related to said unit members job responsibilities. This would include State sponsored courses such as Tax Collector or Tax Assessor Certification, Special Police Officer training, secretarial skills and the like. Proof of successful completion of said course with a grade of "C" or equivalent is required prior to reimbursement. Enrollment in any such course must have the prior approval of the Department Head.

ARTICLE XXIX

TERM AND RENEWAL

- A. This Agreement shall be in full force and effect as of the date hereof, and shall be in effect to and including December 31, 1996.
- B. The Employer and the Union agree to jointly enter into discussions relative to a renewal of this Agreement no later than the ninetieth (90) day immediately preceding the termination date of this Agreement.
- C. IN WITNESS WHEREOF, the parties hereto have set their hands and seal at Colts Neck, New Jersey, on this 6<sup>th</sup> day of May, 1994.

FOR THE UNION  
BY: [Signature]

FOR THE TOWNSHIP  
Thomas A. McClintock  
Thomas McClintock, Mayor

BY: Richard Jones Sr. BA.

[Signature]  
Robert Bowden,  
Township Administrator

BY: [Signature]

BY: [Signature]

BY: [Signature]