

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

TOWNSHIP OF MONROE

AND

UNITED SERVICE WORKERS UNION, IUJAT, LOCAL 255

EFFECTIVE JANUARY 1, 2019 THROUGH DECEMBER 31, 2022

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ARTICLE 1 – PREAMBLE

This agreement entered into this 1st day of January, 2019 between the Township of Monroe, hereinafter referred to as the Township, and United Service Workers Union, IUJAT, Local 255, located at 138-50 Queens Boulevard, Briarwood, NY 11435, hereinafter referred to as the Union. This agreement shall be in effect from January 1, 2019 up to and including December 31, 2022.

ARTICLE 2 – RECOGNITION

The Employer recognizes the union as the sole and exclusive collective bargaining agent with regard to rates of pay, hours of work and other conditions of employment for all white collar employees, including Telecommunications Officers, Emergency Medical Technicians, and Animal Control Officers and all white collar Utility Department employees employed by the Employer, but excluding all Supervisors, Managerial Executives and Confidential employees, and for such additional or deleted classifications as the parties may later agree to add or delete.

ARTICLE 3 – DUES CHECK OFF

a) The Township agrees to deduct union dues from the salaries of employee subject to the terms of this agreement. Such deduction shall be made in compliance with NJSA 52:14-15.9 (d) as amended. Said monies, together with records of any correction, shall be transmitted to the Union office within fifteen (15) calendar days following the payroll period in which the deductions were made. No employee shall be required to pay dues if they are out for a full calendar month on disability, unpaid leave of absence, workers compensation or seasonal layoff.

b) If there shall be any change in the rate of membership dues during the life of this agreement, the union shall furnish, to the Township, written notice prior to the effective date of such change.

c) The Union will provide the necessary check-off authorization forms and the union will secure the signatures of its members on the forms to the designated Township officials, as provided in NJSA 52:14-15.9 (e) as amended. The Union shall indemnify, defend, and save the Township harmless against any and all

claims, demands, suits or other forms of liability that may arise out of or by reason of action taken by the Township in reliance upon the salary deduction authorization cards submitted by the Union to the Township. For the purpose of this provision, employees employed on a ten (10) month basis or who are reappointed from year to year shall be considered to be in continuous employment.

Miscellaneous Provisions Relating to Workplace Democracy Enhancement Act

1. The Employer recognizes that it is in the Public interest to ensure that the Union should be able to effectively carry out its statutory duties by having access to and being able to communicate with the employees it represents. In order to effectuate this principle:

A. The Employer shall provide to the Union access to members of the negotiation's units.

1). Access includes, but is not limited to, the following:

(a) the right to meet with individual employees on the premises of the Employer during the workday to investigate and discuss grievances, workplace-related complaints, and other workplace issues;

(b) the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the Employer's premises to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of the Union, and internal Union matters involving the governance or business of the exclusive representative employee organization; and

(c) the right to meet with newly hired employees, without charge to the pay or leave time of the employees, for a minimum of 30 minutes, within 30 calendar days from the date of hire, during new employee orientations, or if the Employer does not conduct new employee orientations, at individual or group meetings.

B. Within 10 calendar days from the date of hire of negotiations unit employees, the Employer shall provide the following contact information to the Union in an Excel file format or other format agreed to by the Union: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the Employer, date of hire, and work email address and any personal email address on file with the Employer. Every 120 calendar days beginning on January 1 following the effective date of this act, Employers shall provide exclusive representative employee organizations, in an Excel

file or similar format agreed to by the employee organization, the following information for all negotiations unit employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with the Employer.

C. The home addresses, phone numbers, email addresses, dates of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, are not government records and are exempt from any disclosure requirements of P.L.1963, c.73 (C.47:1A-1 et seq.).

D. The Union shall have the right to use the email systems of the Employer to communicate with negotiations unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal Union matters involving the governance or business of the Union.

E. The Union shall have the right to use government buildings and other facilities that are owned or leased by government entities to conduct meetings with their unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal Union matters involving the governance or business of the Union, provided such use does not interfere with governmental operations.

F. The Employer and the Union have negotiated in good faith over the inclusion of subsections A through E of this Article and shall be enforceable through the grievance procedure, up through and including binding arbitration. The requirements set forth in subsections A through E of this section establish the minimum requirements for access to and communication with negotiations unit employees by the Union and may be hereafter extended, altered or amended by the Public and Employer in the context of further negotiations.

2. A. The Employer shall not encourage negotiations unit members to resign or relinquish membership in the Union and shall not encourage negotiations unit members to revoke authorization of the deduction of fees to the Union.

B. The Employer shall not encourage or discourage an employee from joining, forming or assisting the Union an employee organization.

C. If the Employer violates any provision of subsection A. or B. of this section, it shall be regarded as having engaged in an unfair practice in violation of subsection a. of section 1 of P.L.1974, c.123 (C.34:13A-5.4), and, upon a finding that the violation has occurred, the Public Employment Relations Commission, in addition to implementing any other remedies authorized by that section, shall order the Employer to make whole the exclusive representative employee organization for any losses suffered by the organization as a result of the Employer's unlawful conduct and any other remedial relief deemed appropriate.

3. A. All regular full-time and part-time employees of the Employer who perform negotiations unit work shall be included in the negotiation's unit represented by the Union.

B. Negotiations unit work means work that is performed by any employees who are included in a negotiations unit represented by the Union without regard to job title, job classification or number of hours worked, except that employees who are confidential employees, as that term is defined by subsection (g) of section 1 of P.L.1941, c.100 (C.34:13A-3), or casual employees, may be excluded from the negotiations unit. Casual employees are employees who work an average of fewer than four hours per week over a period of 90 days.

C. Employees who are performing negotiations unit work and who are not included in a negotiations unit because they did not meet the threshold of hours or percent of time worked as set forth in a certification of representative, recognition clause or other provision in a collective negotiations agreement, shall be included in the negotiations unit by operation of this Agreement and pursuant to the New Jersey Workplace Democracy Enhancement Act.

4. a. Whenever any person holding employment, whose compensation is paid by the Employer shall indicate in writing, including by electronic communications, and which writing or communication may be evidenced by the electronic signature of the employee, to the proper disbursing officer his or her desire to have any deductions made from his or her compensation, for the purpose of paying the employee's dues to the

Union, and of which said employee is a member, such disbursing officer shall make such deduction from the compensation of such person and such disbursing officer shall transmit the sum so deducted to the Union designated by the employee in such request.

b. Employees who have authorized the payroll deduction of fees to the Union may revoke such authorization by providing written notice to the Union during the 10 days following each anniversary date of their employment. Within five (5) days of receipt of notice from an employee of revocation of authorization for the payroll deduction of fees, the Union shall provide notice to the Employer of an employee's revocation of such authorization. An employee's notice of revocation of authorization for the payroll deduction of employee organization fees shall be effective on the 30th day after the anniversary date of employment.

As used in this section, dues shall mean all moneys required to be paid by the employee as a condition of membership in the Union and any voluntary employee contribution to a committee or fund established by such organization, including but not limited to welfare funds, political action committees, charity funds, legal defense funds, educational funds, and funds for donations to schools, colleges, and universities.

d) Any employee in the bargaining unit on the effective date of this Agreement who does not join the Union within thirty (30) days thereafter, any new employee who does not join within thirty (30) days of initial employment within the unit, and any employee previously employed within the unit who does not join, within ten (10) days of re-entry into employment within the unit shall, as a condition of employment, pay a Representation Fee to the Union by automatic deduction up to eighty five percent (85%) of the regular union membership dues, fees, and assessments as certified to the employer by the Union. The Union may revise its certification of the amount of the representation fee at any time to reflect changes in the regular union membership dues.

The Union's entitlement to the Representation Fee shall continue beyond the termination date of this agreement so long as the Union remains the majority representative of the employees in the Unit, provided that no modification is made in this provision by a successor agreement between the Union and the Employer.

ARTICLE 4 – MANAGEMENT RIGHTS

United Service Workers Union, IUJAT, Local 255, recognizes the administration of rights, duties and authority to manage and control the employees of the administration pursuant to the authority conferred on it by the State of New Jersey, and all applicable local, State and Federal Laws. The administration retains and reserves all rights of management and control of the employees of the administration except those as specifically modified by the terms of this agreement.

ARTICLE 5 – NO STRIKE PLEDGE

a) The Union covenants and agrees that during the terms of this Agreement, neither the Union nor any person acting on its behalf, will cause, authorize or support or condone, nor will any of its members take part in any strike (i.e. the concerted failure to report for duty, or willful absence of any employee from their 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, walkout or other job action against the Township. The Union agrees that such action would constitute a material breach of this Agreement. In return the Township agrees not to lock out its employees.

b) The union will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Township.

ARTICLE 6 – NON-DISCRIMINATION

a) There shall be no discrimination by the Township or the Union against any employee on account of race, color, creed, age, sex, national origin, or political affiliation.

b) There shall be no discrimination, interference, or restraint or coercion by the Township or any of its representatives against any of the employees covered under this Agreement because of their membership or non-membership in the Union, or because of any lawful activities by such employee on behalf of the Union. The Union, its members and agents, shall not discriminate against, interfere with, restrain or coerce any employees covered under this Agreement, who are not members of the local union.

ARTICLE 7 – SENIORITY

a) Seniority shall be defined as an employee's length of service (original date of hire) with the Township administration beginning with the employee's date of permanent assignment. Upon completion of the probationary period, seniority shall accumulate until there is a break in service.

b) A newly hired employee shall be considered to have job classification seniority within the department in which he or she is working upon successful completion of the six (6) month probationary period for that job. Job classification seniority shall accumulate until there is a break in service.

c) A break in continuous job classification service occurs when an employee resigns, is discharged for cause, or retires. Seniority in a new job classification status shall not accrue following promotion until the individual has successfully completed a **sixty (60)** day probationary period in the new job classification. Promoted employees shall continue to accrue seniority in their previous job classification during the **sixty (60)** day probationary period in the new job classification. Upon completion of the probationary period the employee shall receive job classification seniority from the original date of assignment.

d) Absence without leave for two (2) workdays or failure to return from any leave of absence shall be considered a resignation.

e) An employee who is reinstated after a period of layoff shall continue to accumulate seniority exclusive of the period of layoff. No new employee is to be engaged while qualified employees are laid off, and have not had an opportunity to return to work.

f) When an employee is promoted but does not successfully complete a sixty (60) day probationary period, the employee may return to the previous job classification.

g) Existing or anticipated job vacancies will be posted on bulletin boards in accordance with ARTICLE 30 – JOB POSTING of this contract. Where a situation exists in which an existing Township employee applies for a given position and has qualifications equal to the application of a non-Township employee or another Township employee, seniority shall be the determining factor in the selection of the applicant. All current employees shall have the right to apply for any vacant or new positions.

When a vacancy occurs within the Utility Department it shall be first posted and filled within that department. If no qualified applicant exists the vacancy may be filled from the rest of the bargaining unit. If no existing employee posts for the job or has the required qualifications, the vacancy may be filled from outside the bargaining unit.

h) The salary for any new position must be negotiated with the Union prior to posting.

i) When an employee is to be laid off he shall have the right to exercise their Township seniority over employees with less Township seniority within their respective departments. Employees who are laid off shall have the right of first refusal for new positions or vacancies for which they have the required skill and ability. An employee who is recalled from layoff shall be recalled in accordance with seniority preference.

j) Employees shall be entitled to sixty (60) calendar days' notice, before any layoff becomes effective, unless emergent conditions necessitate otherwise.

k) **Job Transfers:** In the event of an anticipated job vacancy or opening, an employee may submit in writing a letter to the Business Administrator requesting a job transfer to fill that position. That letter shall be kept on file and when the opening becomes available it shall be reviewed.

l) **Crossing Guards** - Crossing Guards shall retain their assigned post from the previous year. All current Crossing Guards shall have the right to apply for any vacant post with the most senior Crossing Guard being assigned to the applied for vacancy.

m) For the purposes of this Agreement, the Utility Department shall operate as its own departmental entity and the current collective bargaining unit (the unit) shall continue operating consistent with the current rules and practices.

n) In the event of a layoff in the Utility Department, departmental seniority will prevail unless knowledge, experience and/or licensing is required. If there is a reduction in force in the utility department, the layoff will be from the Utility Department. If there is a layoff in the other departments, the reduction in force will be from the department. There shall be no bumping between departments.

ARTICLE 8 – PROBATION STATUS

a) All newly hired employees shall be subject to a six (6) month period of Probationary Employment. The purpose of said period of Probationary Employment is to enable the Township to evaluate the employee's work performance and conduct in order to determine whether the employee merits permanent employment status and also for the opportunity for the Township to review its needs for the staffing and to review its final situation. If, at any time during or at the end of the Probationary Employment period, the conduct and/or performance of the employee is found to be unsatisfactory by the Township, or the Township deems it does not need or can afford the position, the Township may terminate the employee.

An employee terminated or disciplined during their probationary period shall have no recourse to the binding arbitration provisions of this Agreement.

b) Probationary employees are entitled to all other contractual rights listed below.

1. Union dues – 1st of the month following thirty (30) calendar days
2. Pension – sixty (60) calendar days, or as otherwise provided by law.
3. Health Insurance- 1st of the month in which employees has (or will) complete ninety (90) calendar days.
4. Sick, vacation, personal or any other paid time off (excluding Bereavement see 6 below) after sixty (60) calendar days.
5. After an employee successfully completes their probationary period the employee's seniority date shall be the original date of hire.
6. Bereavement – employees are eligible for Bereavement upon date of hire.

ARTICLE 9 – CALL BACK PAY

a) Any full time employee who is called back to work after completing the regular shift after having left their place of work shall be guaranteed a minimum of four (4) hours work at time and one half (1 ½ times). The employee may opt to waive their four (4) hour compensation at time and one (1/2) half if he elects to leave work at the completion of the specific task he was called in for as opposed to staying and completing additional

tasks to fill the four (4) hour period. Supervisors shall have the right to require that employees invoking the four (4) hour minimum compensation at time and one (1/2) half stay and perform services within their job classification for that four (4) hour period. Animal Control Officers shall be entitled to a two (2) hour call back at the appropriate overtime rate, except that Animal Control Officers shall be entitled to leave work at the conclusion of the assignment.

b) Employees shall be required to work all hours, in addition to the four (4) hour minimum guarantee, which are required by the employee's supervisor.

c) When an employee is required to work more than two (2) hours past the normal workday, the employee shall be entitled to one half (1/2) hour dinner period at no loss of pay.

d) If an employee is recalled to work during his/her vacation, employee shall receive compensation at time and one (1/2) half. In addition, the employee shall have the entire vacation day credited to his/her available vacation time for the applicable year. Employees should review the vacation clause of this contract as it pertains to time frames during which vacations must be taken.

e) If a bi-lingual telecommunication officers is called for assistance while off duty, the person shall receive minimum of two hours straight time call in pay. Bi-lingual telecommunication officers shall receive two (2) hours straight time in addition to overtime if required to come in for assistance.

ARTICLE 10 –HOURS OF WORK & OVERTIME

The normal hours of operation shall be:

Construction	Monday through Friday, 8:30 a.m. – 4:30 p.m.
DPW	Monday through Friday, 7:00 a.m. – 3:30 p.m.
Library	Monday through Thursday, 9:30 a.m. – 9:00 p.m. Friday, 9:30 a.m. – 5:00 p.m. Saturday and Sunday, 10:00 a.m. – 5:00 p.m.
Municipal Bldg.	Monday through Friday, 8:30 a.m. – 4:30 p.m. <i>(with the exception of Court which has additional hours on Tuesdays & Thursdays for Court sessions)</i>
Recreation	Everyday 8:00 a.m. – 9:00 p.m. <u>Summer Hours (July 1st - Labor Day):</u>

Saturday and Sunday 8:00 a.m. – 5:00 p.m.
Weekdays remain 8:00 am - 9:00 pm

Senior Center Monday through Friday, 8:30 a.m. – 4:30 p.m.
Currently including trial nights and weekends as follows:
Thursday nights, 5:30 p.m. – 8:30 p.m.
Monthly Friday nights, 5:30 p.m. – 8:30 p.m.
Saturday, 8:30 a.m. – 11:30 a.m.

Transportation Office Monday through Friday, 8:30 a.m. – 4:30 p.m.

MTUD Monday through Friday, 8:00 a.m. – 4:00 p.m.

Please note that the above standard hours of operation are subject to change as approved by the Administration.

a) With the exception of Crossing Guards, for all full-time employees, the work week is divided as follows:

Shift picks for all departments shall be determined by seniority.

Emergency Medical Technicians 40 hours per week
The current practice regarding EMT scheduling shall continue for the term of this Agreement

Construction 7 ½ hours per day – 37 ½ hours per week
Monday - Friday 8:30 a.m. - 4:30 p.m.

DPW 7 ½ hours per day – 37 ½ hours per week
With the exception of the side letter of agreement attached hereto.

Library 7 ½ hours per day – 37 ½ hours per week
9:00 a.m. - 5:00 p.m., 9:30 a.m. - 5:30 p.m.,
10:00 a.m. - 6:00 p.m.; 12:00 p.m. – 8:00 p.m., 1:00 p.m. - 9:00 p.m.
When a Saturday is worked, a weekday is taken off.

Municipal Offices 7 ½ hours per day – 37 ½ hours per week
Monday - Friday 8:30 a.m. - 4:30 p.m.
With the exception of Court

Police Department

Animal Control Officers

8 hours per day – 40 hours per week

Monday - Friday 7:00 a.m. - 3:00 p.m.

Monday - Friday 3:00 p.m. - 11:00 p.m.

Crossing Guards

25 hours weekly.

Post 16 ¼ hours weekly

Post 21 ¼ hours weekly

Police Department Clericals

7 ½ hours per day – 37 ½ hours per week

Monday - Friday 8:00 a.m. - 4:00 p.m.

Telecommunications Officers

8 hours per day – 40 hours per week

7:00 a.m. - 3:00 p.m.

3:00 p.m. - 11:00 p.m.

11:00 p.m. - 7:00 a.m.

Recreation

7 ½ hours per day – 37 ½ hours per week

Senior Services

7 ½ hours per day – 37 ½ hours per week

Bus Drivers

Flexible hours according to early or late bus trips.

Transportation Coordinator

Monday - Friday 7:30 a.m. - 3:30 p.m.

Senior Center

Monday - Friday 8:30 a.m. - 4:30 p.m.

With the exception of nights & weekends

MTUD Offices

7 ½ hours per day – 37 ½ hours per week

Monday - Friday 8:00 a.m. - 4:00 p.m.

b) Work in excess of work week for Full-Time employees shall be considered overtime and shall be paid at the rate of one and one half (1 1/2) times the regular hourly rate of the employee. However, for overtime computation for which the employee received pay from the Township for approved absence shall be credited to time worked when computing the work week.

c) Appendix C (attached hereto) represents the full agreement regarding the implementation of regularly scheduled Sunday hours and forced closings for Library employees.

d) Employees working overtime for periods in excess of the initial two (2) hours shall be entitled to a meal allowance as follows:

<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
\$13.25	\$13.50	\$13.75	\$14.00

Meal allowance shall be payable every four (4) hours thereafter after the initial 2 hour period. Employees shall provide receipts for direct reimbursement or shall otherwise be paid through the employee's regular paycheck.

e) All employees including those that work a schedule less than those hours specified above shall be compensated at time and one half (1 ½) for work performed on the sixth (6th) consecutive day and double time (2x) for the seventh (7th) consecutive day of any work week. With the exception of the following:

1. If a Telecommunications Officer works the 5th consecutive day (1st RDO) they will be paid at time and one half (1 ½) and double time (2X) for working the 6th consecutive day (2nd RDO).

2. When the situation arises in regard to the 3 steady positions, the Telecommunications Officer will be paid for:

4 on 3 off week- Time and one half (1 ½) on the 5th consecutive day (1st RDO) and double time (2X) for the 6th and 7th consecutive days (2nd and 3rd RDO)

5 on a 2 off week_ Time and one half (1 ½) on the 6th consecutive day (1st RDO) and double time (2X) on the 7th consecutive day (2nd RDO).

f) Double time will be paid to any employee performing emergency work on a Sunday with the exception of those individuals hired to provide those types of service working in shift circumstances that would make the subject Sunday one of their normal days of work.

g) The approval of the Department Head must be obtained prior to working overtime.

h) 1. Overtime in each Department shall be rotated to ensure that both senior, middle range and new employees share equally in available overtime hours in keeping with their qualifications to perform the assigned task. Each Department Head shall maintain and post a list of employees by seniority. Initial distribution of available overtime hours shall begin with the most senior personnel qualified to perform the assigned task and

shall be rotated down the list for all subsequent assignments. The Department Head and Supervisor shall also maintain a log of his overtime assignments including the employees he has requested to work overtime and their refusal of same, if that is the case. The intent of rotation of overtime assignments is to ensure that all employees, regardless of seniority, have ample opportunity to benefit from available overtime income.

2. EMS- The overtime policy as agreed to, after review by the parties, is incorporated herein.

Emergency Hours are hours that are not scheduled hours of work and are to be rotated, paid at the appropriate overtime rate.

Scheduled Hours are hours that are to be changed, with at least one week's advance notice and should be offered on a senior basis, except for 24/7 operations, which shall require 30 days' notice.

Scheduled hours/Crossing Guards - The Traffic Supervisor shall maintain a list of employees by seniority. Initial distribution of scheduled hours shall begin with the most Senior Crossing Guard and shall be rotated down the list for all subsequent assignments. Scheduled hours are paid for at the regular rate of pay. The overtime list shall include substitutes. Crossing Guards already on a five (5) hour post shall be canvassed for scheduled hours.

i) Should the Township eliminate or reduce the amount of hours employees have to work because of weather, emergency conditions or any Township office closing, those employees who are required to remain or called in shall be compensated at double time plus their regular day's pay during these emergency conditions. If offices are closed early, employees who have reported to work shall not be charged any paid leave time for the balance of the day. Employees who are not at work shall be charged a full day of paid leave time. If offices are closed, employees who had approved time off will still be charged the day accordingly.

j) Rest Periods: Employees within this bargaining unit may take a rest period of not more than fifteen (15) minutes for each half day at time scheduled by the immediate supervisor. A rest period may not be used to cover an employee's late arrival to work or early departure, nor may it be regarded as cumulative if not taken.

Rest periods must be provided by the Employer during the course of the periods specified by the employee's supervisor in the morning and afternoon of the work day.

Employees who work a 37 ½ hour work week may take a one (1) hour lunch break, ½ paid and ½ not paid in addition to their two (2) fifteen (15) minute breaks. Employees who work a 40 hour work week may take a ½ hour paid lunch break in addition to their two (2) fifteen (15) minute breaks.

k) 1. Telecommunications Officers working a normal rotation of 3-11 pm and 11-7 am will receive the following shift differential compensation:

1/1/2019	\$886.00
1/1/2020	\$886.00
1/1/2021	\$886.00
1/1/2022	\$886.00

2. Telecommunications Officers who work a normal rotation of 7-3 pm will receive shift differential compensation for weekends and overtime as follows:

1/1/2019 –	\$217.00
1/1/2020	\$217.00
1/1/2021	\$217.00
1/1/2022	\$217.00

3. Telecommunications Officers who work administrative hours of Monday through Friday 7-3 pm will receive shift differential compensation as follows:

1/1/2019 –	\$58.00
1/1/2020	\$58.00
1/1/2021	\$58.00
1/1/2022	\$58.00

Payments will be made during the month of December.

l) Telecommunications Officers may elect to take compensatory time in lieu of pay when overtime is worked. Compensatory time shall be paid/earned at time and one-half (CTO). CTO may accumulate to a maximum of forty (40) hours.

m) Time spent by any Township employee testifying in court or any other legal proceedings under subpoena, shall be compensated at the overtime rate of time and one-half if the employee's attendance at the

proceeding is a direct result of the performance of the employee's duties. The employee will be paid their regular rate of pay if the testimony is during regular working hours.

ARTICLE 11 – HOLIDAYS

a) Effective January 1, 2006 the Township will designate thirteen (13) paid holidays as follows:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	General Election Day
Veteran's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Fourth of July	*

*The day after Christmas will be designated as a paid holiday when it falls on a Thursday, therefore resulting in fourteen (14) paid holidays for that year.

In addition to the above listed paid holidays, employees will receive two (2) additional "Floating Holidays" to be used at the Employee's discretion, for religious holiday, employee's birthday, vacation etc.

b) For all employees one (1) floating holiday shall be treated as though a regular specified Holiday for premium pay provisions. Employees may choose to have the day off with regular pay, or work a regularly scheduled day at premium pay. For example, if an employee chooses February 14th, as their Floating Holiday and works that day, they shall be entitled to holiday premium pay for that day. The floating holiday shall be utilized at the employee's discretion. However, the selection of the day off is subject to the approval of the Department Head with at least 48 hours of notice. Approval shall not be reasonably withheld.

c) Any permanent employee (part time and full time) except for 24/7 operations, required to work on a holiday shall be compensated their regularly scheduled hours as holiday pay plus double time (2X). In the case of full-time employees their normal seven point five (7.5) or eight (8) hours per day, in the case of permanent part timers, whatever their regularly scheduled hours of work would have been for that day. For time over their regularly scheduled hours on a holiday the employee will continue to be compensated at triple (3x) time on an hourly basis except Telecommunications Officers and Emergency Medical Technicians (EMT's). Because

Telecommunications Officers and EMT's are paid at the end of the year for holidays at straight time pay whether they have worked these days or not the following applies:

If a Telecommunications Officer works on a holiday, he or she is paid at time and one-half for the first eight (8) hours they are working. If they are working more than eight (8) hours on a holiday they are to be paid double time and one-half for the overtime hours.

Beginning in 2019, Emergency Medical Technicians (EMT) shall receive straight time pay for all approved paid holidays for the particular calendar year with the payment of holiday pay to be made in the month of December. EMT's working an eight (8) hour shift on a holiday shall be paid in this same holiday check at the end of the year an additional four (4) hours per eight (8) hours holiday shift worked.

Beginning in 2019, Emergency Medical Technicians scheduled to work eight (8) hours on a holiday will be paid time and one half for all hours worked on their regularly scheduled shift. Emergency Medical Technicians scheduled to work twelve (12) hours on a holiday will be paid time and one half for the first eight (8) hours worked and double time for all hours worked in their regularly scheduled shift beyond eight (8) hours. Any Emergency Medical Technician who works more than their regularly scheduled hours will be paid double time and one half for the overtime hours.

Permanent part-timers in the bargaining unit who work twenty (20) or more hours per week shall be paid their regular rate of pay when a holiday falls on their regular scheduled workday and are not required to report for duty.

d) For 24/7 operations, premium pay shall be paid on the actual day of the holiday versus the day observed by the Administration.

e) Crossing Guards will only be paid for all holidays which fall within their ten (10) month schedule (September to June).

f) Library Closing - If a holiday falls on a Saturday and is observed on Friday by the Township and other members of the bargaining unit and when a holiday falls on Sunday and observed on Monday by the

Township and other members of the bargaining unit, the Library will be closed. In addition, the Library will be closed Easter Sunday.

ARTICLE 12 – VACATIONS

<u>Months & Years of Service</u> <u>Based on actual starting date</u>	<u>Number of Days</u> <u>Vacation/Year</u>
1 year	10 days
Start of 2 to 4 years	15 days
Start of 5 to 8 years	18 days
Start of 9 to 14 years	20 days
Start of 15 to 20 years	24 days
Start of 21 to 24 years	26 days
Start of 25 years and over	28 days

a) The past practice of crediting vacation allotments shall continue to be pro-rated. Vacation shall be scheduled by the Department Head in keeping with considerations related to seniority, work load and good staffing practices to insure efficient operation of their offices. Vacation is pro-rated in the first year of employment. After the first year of employment employees are credited on January 1st with their expected vacation allotment for the year. If an employee is expected to receive an increase in their vacation, the vacation increase is credited on January 1st preceding the employee's anniversary.

b) New employees shall not be eligible to take vacation or personal days during the first sixty (60) calendar days of their employment.

c) Employees may carry over the number of vacation days entitled for that particular year as needed to the following year only at which time they must use the amount carried, unless an employee is on extended sick leave between July 1 and December 31 of any calendar year and is unable to use the carry-over vacation. In the event vacation leave is carried over it must be used in the subsequent calendar year.

Example: *Entitled to 12 vacation days – 1992*
1993 – (1992 – 12 days carry over and 12 days for
1993 – must take the 12 days for 1992

d) Vacation leave may be taken in no less than 3 hour increments.

ARTICLE 13 – PERSONAL DAYS

a) The Township recognizes that the nature of a personal day is intended to be used by employees to attend personal business. It is not intended to be used for leisure time or recreational activities when less than forty-eight (48) hours of notice is provided and may be cause for denial.

b) Employees covered by the provisions of this Agreement shall be entitled to four (4) days per year, of absence with pay for personal business. Said leave shall not be taken unless forty-eight (48) hours' notice thereof has been given to the employee's supervisor. In the event that less than forty-eight (48) hours' notice is given, said leave may be taken only upon authorization by said supervisor which can be denied for cause (i.e. manpower scheduling difficulty). Should an employee personal day request be denied by a supervisor, the employee may appeal the decision to the Director and/or Business Administrator, and, if necessary, to the grievance procedure.

c) The Township reserves the right to deny requests with at least forty-eight (48) hours' notice as conditions warrant, but authorization shall not be unreasonably withheld.

d) Personal days not used cannot be carried over for the next calendar year, unless an employee is on extended sick leave and is unable to use carry-over personal time and at the discretion of the Business Administrator.

e) Employees may take personal leave in one (1) hour increments. Telecommunications Officers may take personal leave in two (2) hour increments when the leave is contiguous to the beginning or the end of an employee's shifts.

ARTICLE 14 – SICK LEAVE

a) Full-Time Township employees are entitled to thirteen (13) sick days per year. New employees will accrue sick leave time in accordance with the contract formula but will not be entitled to sick leave benefits

during their initial sixty (60) days of provisional employment. There is no limit on the number of sick days, which may be accumulated from one year to the next.

b) "Sick Leave" means paid leave that may be granted to each full time Township employee who, through bona fide sickness or injury, becomes incapacitated to a degree that makes it impossible for him to perform the duties of their position or who is quarantined by a physician because he has been exposed to a contagious disease.

Part-time, permanent employees who are hired to work a regular schedule of not less than twenty (20) hours per week are eligible for sick leave on a pro-rated basis. The amount of sick leave is based on the number of hours worked per week that is required. All other Part-time, employees who are not eligible for sick leave under these provisions are eligible to accrue sick leave pursuant to the NJ Sick Leave Act as follows: One hour for every 30 hours worked.

c) A part-time employee is one who works less than thirty (30) hours per week. A temporary employee is one who fills a vacancy, not to exceed six (6) months, for which the termination date is part of the employment agreement.

d) A certificate from a physician designated by the Township, or the employee's may be required as sufficient proof of the need for sick leave. Failure of the employee to provide such proof, when required shall result in no payment for their absence from work, any employee who is on sick leave for three (3) or more consecutive days must present to the Administration, upon request, a certificate from their physician, or one designated by the Township, substantiating the employee's claim for said sick time.

e) Full time employees shall be credited with thirteen (13) days of sick leave per year for the period of this contract on January 1st of each year. New employees will accrue sick leave time on the basis of 1.08 day per month of actual service based on actual starting dates but will not be entitled to sick leave benefits during their initial sixty (60) days of provisional employment. There is no limit on the number of sick days, which may be carried forward from one year to the next.

f) Sick days may be taken when necessary for illness; illness herein includes employee's immediate family, or a resident of the employee's home who requires his/her care. In the event of sickness being a member of employee's immediate family, the physician's certification provision of this Article shall apply as if the illness were that of the Township employee.

g) Employees are required to provide their Supervisors with as much notice as possible concerning their plans to take sick leave. In some cases, taking of sick leave cannot be scheduled or planned. In these instances, Supervisors shall be called as soon as practical and informed of employee's need to take a sick day. Unless more stringent notice requirements are currently required by any of the operating departments, and unless extenuating circumstances are involved, any employee who takes a sick day without notifying his or her Supervisor within one (1) hour after the official starting time will not be paid for that day. Employees shall be available by telephone at their place of residence or shall notify the offices of a location at which they can be reached while they are on sick leave. Employees who cannot be contacted while on sick leave may be subject to a loss of that day's pay.

h) Some sick leave, such as for minor surgery, can be planned far in advance. Employees who plan to take sick leave for minor surgery, or other purposes which are known in advance, must work out a schedule with their supervisor. Sick leave must be requested as far in advance as possible and written authorization received from their supervisor. Both the request and response must be in writing, with copies filed in the Personnel Office. Unless unusual or extenuating circumstances are involved, planned sick leave shall not be taken during peak operating periods.

i) Sick Time Incentive Program for Telecommunications Officers Only: Employees earn sick time at a rate of 1.08 day per month or thirteen (13) days per year. Once an employee has earned and accumulated a "bank" of thirty (30) days, that employee may choose to utilize the sick time incentive program.

Under this program, the employee may convert sick days, earned or anticipated which are in excess of their "bank", into compensatory days. The maximum number of days an employee may convert in a calendar

year is ten (10). Days which are converted must be utilized in the year they are requested, as compensatory time secured under this program is not cumulative.

If an employee earns their "bank", then requests to convert ten (10) of their anticipated thirteen (13) days into compensatory days, he is left with their "bank" plus three (3) excess days. Should the needs arise for this employee to utilize three (3) or more sick days during the balance of that year, he will have violated their "bank" and will be required to earn back the days needed to compliment the thirty (30) day "bank" before theirs is again eligible to convert days. Anticipated sick days cannot be used to satisfy the thirty (30) days "bank" replacement.

j) Sick leave may be used in one (1) hour increments. Telecommunications Officers may use sick leave in 2-hour increments when the leave is contiguous to the beginning or the end of an employee's shift.

k) An employee may donate his/her unused banked sick days from one employee to another.

ARTICLE 15 – PAYMENT OF ACCUMULATED SICK LEAVE

a) At retirement, an employee will be paid fifty percent (50%) of his/her accumulated sick leave up to a maximum of \$15,000.00. Payment will be made at the rate of pay during the year in which the employee retires. Any benefits conferred under the provision of this paragraph apply prospectively only and accrue as of January 1, 1977. In order to reap the benefits of this paragraph, an employee must provide his Employer with six (6) months prior notice of their intention to retire, unless otherwise dictated by statute. The rules and regulations regarding retirement shall be consistent with those established by the Public Employee Retirement System.

ARTICLE 16 – EXTENDED SICK LEAVE

a) Before becoming eligible for extended sick leave, an employee must have a minimum of five (5) days in their sick leave bank. If the employee does not have the minimum time, there will be a 10-day waiting period before becoming eligible for extended sick leave. An employee may use personal or vacation time during this 10-day period. Prior to the start of extended sick leave, an employee is required to utilize all sick time accumulated and allotted for the calendar year.

b) At the start of the employee's fifth (5th) year of employment the employee will become eligible for extended sick leave. In the event of a debilitating sickness and/or injury on or off the job, the Township will provide a program which will guarantee an employee (his or her net pay for a period of ninety (90) calendar days. No employee with between five and eight years of service shall receive more than ninety (90) calendar days of extended sick leave in any rolling 12-month period.

c) At the start of an employee's 9th year, after exhausting the ninety (90) days (as outlined in section a) above) an employee may request up to an additional ninety (90) calendar days of extended sick leave. No employee with nine (9) years or more of service shall receive more than one-hundred eighty (180) calendar days of extended sick leave in any rolling 12-month period.

There will be no limit on the number of leaves in a rolling 12-month period, provided the total extended sick leave does not exceed 180 calendar days in a rolling 12-month period commencing with the start of ESL for those employees with nine (9) plus years of service, and 90 calendar days for employees with between 5 and the end of their 8th year of service

An employee who exhausts their sick bank, as a result of an extended sick leave event, and returns to work shall be entitled to use their personal or vacation time if they need to take a sick day during the remainder of the calendar year. In a situation where management believes there is an abuse in the exercise of this provision management may require a doctor's note.

d)

1. If an employee is on ESL at the end of one calendar year through the beginning of the subsequent calendar year- that employee will remain on ESL and not have their new calendar year sick leave bank charged. Upon returning from ESL in the new calendar year the employee will be credited with their 13 sick days upon their return to work.

An employee who returns to work under the circumstances above, has not used all of their ESL, and is credited with their new year's sick leave bank will be required to use that sick leave bank if they need to go out on another ESL within the rolling 12-month period.

Example: John has less than 9 years of service. John goes on ESL December 1, 2019 and returns on February 1, 2020. Upon his return on February 1st, John will be eligible for his 2020 bank of thirteen (13) sick days. On April 15, 2020 John needs to utilize ESL again for 30 calendar days, John will be required to utilize his sick leave bank before being eligible for ESL.

If an employee has already used up their sick leave bank, as a result of a previous extended sick leave that began in the same calendar year and needs to go on extended sick leave again there shall be no ten (10) day waiting period and no new bank will be necessary within the same calendar year.

e) Extended sick leave benefits under this paragraph will commence upon presentation to the appropriate Municipal Official a certification from his or her physician of the debilitation. Further, the employee shall render himself available for examination by a physician selected by the Township. Both physicians must certify the employee's inability to return to work. In the event that it is determined that an employee would not be able to return to work on a permanent basis, the extended sick leave provisions herein will apply.

f) It shall be the responsibility of any employee receiving consideration under the extended sick leave benefits of this contract to explore and determine whether they are entitled to any compensation related to disability, workers compensation or Social Security benefits in connection with their injury and/or sickness. If the employee is entitled to these benefits, they shall pursue them accordingly. Any benefits or awards received for the period that the employee is under the extended sick leave portion of this contract, shall be returned to the Township Treasurer to the extent the employee has received extended sick leave payments from the Township.

g) If an employee is injured while working for another Employer, the provisions of this Article shall not apply. However, an employee not eligible for extended sick leave may apply for Leave without Pay after exhausting all paid leave and FMLA.

ARTICLE 17 – MATERNITY LEAVE

a) Granted to full time employees with two (2) years or more of full time service. Employee must have completed two full years at the time the employee gives birth to be eligible for this paid leave. An employee who does not have two full years may still be eligible for leave under FLI and/or unpaid leave under FMLA / NJFLA

b) Not later than the fourth (4) month, the employee shall notify the Division of Health & Human Resources in writing of the condition of pregnancy. Upon notifying the Division of Health & Human Resources, the employee shall let it be known as to plans of continuing employment or taking a leave of absence, not to exceed twelve (12) weeks, unless prevented from so doing for medical reasons. Notification of pregnancy shall be required from her employee’s physician giving the state of condition of the pregnancy, the anticipated delivery date and her ability to continue her normal duties. She shall give the Division of Health & Human Resources a certificate from her physician monthly, certifying her ability to continue working.

c) 1) Paid Leave – Sixty (60) consecutive calendar days to include before and after delivery as determined by the employee. (For example: If an employee desires to utilize this paid leave from one month before expected delivery until 1 month after delivery.) If an employee has chosen to utilize their NJ FLI benefit, then paid Maternity Leave may be used immediately after the FLI

2) It will not be required for employees to use their sick time first when on maternity leave, providing they have been employed for two (2) full years. While on maternity leave employees shall be credited with sick days in accordance with contract formula.

d) Job to be held open for six (6) months.

The individuals shall be placed at the same position on the salary schedule that she would have attained had she been employed by the Township during such period.

ARTICLE 18 – BEREAVEMENT LEAVE

a) In the event of death in the employee’s immediate family, the employee shall be granted time off without loss of pay from the day of death or the day of the funeral, but in no event shall said leave exceed five

(5) consecutive working days, one of which shall be the day of death or day of the funeral. Bereavement Leave shall not exceed an employee's scheduled hours of work per week. Bereavement Leave shall be exclusive of scheduled days off and holidays.

For purposes of the Library, the bereavement leave must be taken within a seven calendar day maximum period, one of which must be the funeral, in accordance with the employee's work schedule. In no event will an employee be granted bereavement leave in excess of the number of days an employee is scheduled to work per week.

b) The "immediate family" shall include husband, wife, parents, stepparents, stepsiblings, stepchildren, brother, sister, grandparents, grandchildren and child, father-in-law and mother-in-law, domestic partner and children of domestic partner.

c) Reasonable verification of the event may be required by the Township.

d) An employee may make a request of the Department Head or their designated representative for time off to attend a funeral separate and distinct from bereavement leave. Such request, if granted by the Department Head or their designated representative shall be charged at the option of the employee, either as a personal day or vacation day against accumulated compensatory time off.

e) In the event of the death of any employee's brother-in-law, sister-in-law, daughter-in-law, son-in-law, niece, nephew, grandmother-in-law, or grandfather-in-law or any relative living in the employee's household, the employee shall be granted time off without loss of pay from the day of the death or the day of the funeral, but in no event shall such leave exceed three (3) working days.

f) In the event of death of employee's aunt, uncle, or first cousin, the employee shall receive the day of the funeral only.

ARTICLE 19 – JURY LEAVE

Any employee covered by this Agreement who is required to serve on a jury, shall be granted a leave of absence with pay to serve on said jury. During the time that he is serving on said jury, the employee shall receive their full pay from the Township.

ARTICLE 20 – MILITARY LEAVE

a) Any full-time employee covered by this Agreement who is a member of the United States Reserves, or a State National Guard, or any division of the Armed Services and is required to engage in annual active duty training or is called to active duty shall be granted a leave of absence in accordance with applicable State Law. The employee shall be entitled to be paid the difference between his regular Township salary and his military pay if the military pay is less than his regular gross Township pay for the period of military leave.

Taking of military leave shall not reduce any other leave earned by the employee.

b) Employee's family shall continue to be covered under the Township's medical plan while the employee is on approved military leave.

c) This shall not apply to any employee who voluntarily leaves the Township's employment to sign up for military service.

ARTICLE 21 – CONVENTION LEAVES

a) An employee of the Township who is a duly authorized delegate of the Local Union may apply for a leave of absence to attend the International Convention, conferences and educational classes. Said leave of absence shall not exceed five (5) days for any employee in any calendar year, nor shall the number of people so authorized exceed two (2) in number. The employee receiving leave of absence to attend Union conferences as above described, shall be entitled to be paid his or her wages during said leave, except that he shall not be paid for more than five (5) days per year.

b) The Township shall approve the application for leave of absence submitted by the duly authorized delegate, so long as the efficient operation of the Township permits.

c) The total number of working days to be used shall not exceed ten (10) in any calendar year.

ARTICLE 22 – UNPAID LEAVES OF ABSENCE

a) The Township will grant an unpaid leave of absence to not more than one (1) employee from any Department, and for periods not to exceed ninety (90) calendar days.

b) Employees are not entitled to receive a unpaid leave of absence to procure new employment elsewhere.

c) Employees returning from authorized leaves of absence as set forth will be restored to their original classification at the then appropriate rate of pay, with no loss of seniority, or other employee rights, privileges, or benefits, provided however, that sick leave and vacation leave and longevity credits shall not accrue with exception of those on military leave.

d) An employee on a non-health related unpaid leave of absence shall be informed that they will be responsible to pay health benefits in accordance with FMLA.

ARTICLE 23 – UNION REPRESENTATIVES

a) The Township recognizes and shall deal with the accredited Union Shop Stewards or Assistant Shop Steward in all matters relating to grievances and interpretation of this Agreement.

b) A written list of Shop Stewards and Assistant Shop Stewards shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer promptly of any changes of such Union Stewards.

c) The Township agrees to recognize the Shop Stewards as determined by the Union (up to one Steward and one alternate per department) selected by the Union. These individuals shall be granted a reasonable amount of time during regular working hours, without loss of pay, to present, discuss, and adjust grievances with the Township. Neither a Steward nor an Assistant Shop Steward shall leave their work without first obtaining the permission of their division head, which permission shall not be unreasonably withheld.

ARTICLE 24 – BULLETIN BOARDS

A section of each bulletin board shall be provided by the Township Administration for Union information. Nothing shall be posted on the bulletin board without prior approval of the Business Administrator and the Union agrees that it will not post anything of a derogatory nature to the Employer or information which would incite or provoke a job action.

ARTICLE 25 – HEALTH & WELFARE BENEFITS

a) 1. Effective January 1, 2019 the health benefits plan for eligible employees and their dependents shall be the Horizon Direct Access Plan and Omnia 10. The Summary Plan Descriptions (“SPD”) are attached hereto and the full SPD’s are incorporated by reference.

2. Effective January 1, 2019 the following co-pays will be in effect:

Emergency room co-pay: \$100.00, waive if admitted.
Urgent Care co-pay: \$10.00.
PCP/Specialist co-pay: \$15.00 and \$25.00 respective

Rx co-pays shall be:

Generic \$7.00
Preferred \$25.00
Non-preferred \$50.00
(2x for 90 day mail order)

3. All employees hired on or after January 1, 2019 shall enroll in the OMNIA 10 plan. All other employees shall have the option to enroll in OMNIA 10. Employees hired prior to January 1, 2019 shall be eligible to enroll in any plan during open enrollment or upon loss of insurance from alternate source. All employees enrolled in OMNIA 10 will receive the Township sponsored HRA.

4. Chiropractic is included in the major medical plan and can only be utilized through medical plan. No separate plan included

5. Employees selecting Omnia will receive a Health Reimbursement Account (HRA) by the Township. The Township will contribute each year the following:

Single \$500, P&C or H&W \$750, Family - \$1500

The HRA shall be equal to or better than the HRA in effect on January 1, 2019, and shall include at least the following details:

1. Be a “comprehensive plan” providing the same benefits as FSA eligible expenses
2. HRA debit card
3. 100% balance rollover

6. Chapter 78 cost sharing continues during the term of the contract.

Health benefits eligibility shall begin the first of the month in which the 90th day of full-time employment occurs. Coverage ceases at the end of the month in which employment terminates.

Domestic Partners

The Township will offer health benefits coverage for those domestic partners and dependent children of employees, providing they have a valid Certificate of Domestic Partnership.

2. Township of Monroe Dental Service Plan as follows:

The following Dental Program is based upon the usual Customary and Reasonable Fee concept.

Benefits:	Preventive & Diagnostic	100%
	Remaining Basic Benefits	80/20
	Crowns & Gold Restoration	50/50
	Prosthodontic Services	50/50

The maximum amount payable by Delta for the above dental services, provided to an eligible patient in any calendar year is fifteen hundred (\$1500.00) dollars.

A fifty (\$50.00) dollar deductible per patient per calendar year, (which is not applicable to the Preventive & Diagnostic Benefits).

One hundred fifty (\$150.00) dollar Family Maximum Aggregate Deductible, (which is not applicable to Preventive and Diagnostic Benefits).

Orthodontic Co-Payment 50/50

Orthodontic Maximum- \$1,000 lifetime per eligible family member

3. The Township shall have the right to change insurance carriers so long as substantially similar benefits are provided. The Township shall provide the Shop Steward and the Union with thirty (30) days written notice of such proposed change. A copy of such proposed policy shall be provided to the Union by the Insurance Carrier.

4. Health benefits as they apply to Prescription Drug and or accomplished by other recognized bargaining units under the direct jurisdiction of the Municipal Government during the term of this contract shall automatically be provided to employees covered by this contract.

5. a) Effective January 1, 1993 retirees with twenty-five (25) years or more of service and spouse will be covered by hospitalization/prescription. Retirees, spouse and dependent children up to age twenty-six (26) will also be covered. Also employees, spouses and dependent children up to the age of twenty six (26) who must retire on disability will also be covered. Dependent coverage up to age twenty-six (26) will be extended to retirees (if insurer mandates college student exemption, then this restriction would apply). Pursuant and subject to current New Jersey statute any retiree with greater than twenty-five (25) years of service who reached their 20th year of pension service credit before the expiration of the collective bargaining agreement which expired on December 31, 2014 shall not contribute to the cost of medical premiums in retirement except where required by law (1.5% or 100% paid)

b) Retirees and/or their dependents shall be reimbursed for Medicare Part B at the standard Medicare premium as determined by the Federal government. The Township shall only reimburse for the base premium per month for Medicare Part B.

c) Effective January 1, 2008, the terms of Paragraph A shall be applied prospectively for active employees. Future retirees shall be maintained at the coverage levels and benefits in effect at the time of his/her retirement.

d). Employees and retirees, if legally permissible, with twenty-five (25) years or more of service will be covered by Hospitalization/Prescription and also employees who must retire on disability. Coverage for spouse and children up to the age of twenty-six (26) will also be covered.

6. Survivor Benefits - Upon the demise of a covered participant who had twenty-five or more years of service, the surviving spouse and dependent children up to the age of twenty-six (26) are covered for the duration of their lifetime (spouse or domestic partner) or age 26 (dependent children) respectively.

7. Opt out payments will be provided pursuant to NJ State law. 8. Effective January 1, 2007 the township will provide all active full-time employees with a \$20,000.00 life insurance policy.

9. The employees shall contribute towards the premium for health insurance as required by applicable law.

ARTICLE 26 – RULES AND REGULATIONS

The Township shall establish a POLICY AND PROCEDURES MANUAL which shall be equitably applied and enforced. Copies of the POLICY AND PROCEDURES MANUAL shall be distributed to all employees covered by this Agreement and to the Union. Any changes made in the POLICY AND PROCEDURES MANUAL shall be negotiated with the Union prior to making such changes. If no agreement is reached between the parties the terms of this Agreement shall continue to prevail.

ARTICLE 27 – ACCESS TO PERSONNEL FOLDERS AND EVALUATIONS

a) An employee shall within three (3) working days of a written request to the Division of Health and Human Resources , during the term of this Agreement, have an opportunity to review his personnel folder, in the presence of an appropriate official of the Division of Health and Human Resources , to examine any criticism, commendation or evaluation of his work performance or conduct prepared by the Township. He shall be allowed to place in such file a response of reasonable length to anything contained therein.

b) All Employees: Each regular written evaluation of work performance shall be reviewed with the employees and evidence of this review shall be the required signature of the employee on the evaluation form. Such signature not to be construed to mean agreement with the content of the evaluation unless such agreement is stated thereon.

c) Management and Supervisory personnel shall not use the prospect of issuing a poor evaluation to intimidate an employee during the course of his daily job performance. This paragraph shall not be construed to mean that a manager or supervisor cannot complete a poor evaluation for an employee whose performance is found less than satisfactory.

ARTICLE 28 – SAVINGS CLAUSE

The Administration and the Union recognize and agree that all provisions of this Agreement are subject to law. In the event that any provision of the Agreement is rendered illegal or invalid under any applicable law or state or federal regulations, such illegality or invalidity shall affect only the particular provision which shall be deemed invalid and inoperative, but all other provisions of this Agreement shall continue in effect. The parties agree to immediately negotiate a substitute provision for the invalidated portion thereof.

ARTICLE 29 – DISCIPLINE AND DISCHARGE

- a) An employee may be disciplined, suspended or discharged only for a just cause.
- b) Discharge cases may be processed at the third step of the grievance procedure.
- c) Verbal reprimands older than twelve (12) months shall be removed from the employee's file and shall not be used in any further disciplinary actions provided no similar violations have occurred within the twelve (12) month period.

ARTICLE 30 – JOB POSTING

- a) Existing or planned job vacancies will be posted for fourteen (14) calendar days and shall be posted on the bulletin board. The posting will include:
 1. A description of the job.
 2. Qualifications required.
 3. Location of the vacancy.
 4. Procedures to be followed by employees interested in making application.

ARTICLE 31 – WORK OUT OF TITLE

- A. Employees temporarily assigned to higher titles will receive the pay of the higher title for all days so assigned when such assignment takes place over a period of days. Assignments to a higher title can only be made through the approval of the supervisor. This provision shall not be invoked when such coverage is required to provide staffing and services required to accommodate vacation periods.

B. Department Head Fill In Pay-

1. Sr. EMT or EMS Operations Coordinator will receive \$75 per day on weekends when approved to fill in for the Department Head when the Department Head is on away on vacation or unavailable.

C. C, A Full-Time Employee assigned as the acting Senior EMT for a shift of four (4) hours or more shall be compensated as follows:

- Full-time employee assigned to work during their normally scheduled shift as acting Senior EMT will be paid the Senior EMT rate depending on their current step. Example if an employee is at Step 4, they would be paid the step 4 Senior EMT rate. Step 3,2,1 Full-Time EMT's will be paid at the Senior EMT Step 3 rate.

- Full-Time employee that is called in on overtime to be the acting Senior EMT will be compensated at the overtime rate of the senior EMT. Example if employee is Step 4, they would be paid the step 4 Senior EMT overtime rate. Step 3,2,1 FT EMT's will paid at the Senior EMT Step 3 overtime rate.

- d. When a Senior EMT will be absent for a period of greater than 30 days, the Department Head shall temporarily fill that employee's schedule with an acting Sr. EMT. Only one Sr. EMT schedule will be filled by a temporary assignment at any one time. The employee being temporarily assigned will be paid at the higher rate of Senior EMT for all such time assigned as per above.

ARTICLE 32 – CONTRACTING AND SUB-CONTRACTING

During the term of this Agreement, the Township may contract or sub-contract any public work performed by employees covered by this Agreement, but only when such work exceeds the Township's manpower, equipment and timely performance ability. In no case shall the contracting or sub-contracting of

any public work mean the displacement of any employee from his scheduled hourly week's work covered by this Agreement.

ARTICLE 33 – SAFETY AND HEALTH

The Employer and the Union shall each designate a Safety Committee member. It shall be their joint responsibility to investigate and correct unsafe and unhealthful conditions. They shall meet periodically as necessary to review conditions in general and to make recommendation to either or both parties when appropriate. The Safety Committee member representing the Union shall be permitted reasonable opportunity to visit work locations throughout the Employer's facilities for the purpose of investigating safety and health conditions during working hours with no loss of pay.

ARTICLE 34 – LABOR MANAGEMENT COMMITTEE

The Employer and the Union have recognized that cooperation between management and labor is indispensable to the accomplishment of sound and harmonious labor relations and shall jointly maintain and support a Labor-Management Committee.

ARTICLE 35 – FULLY BARGAINED PROVISION

a) The parties agree that they have fully bargained and agreed upon all terms and conditions of employment and that this Agreement represents and incorporated 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) Language Re-opener – At any time during the term of this Agreement either the Township or the Union may initiate meetings for the purpose of clarifying, modifying, or interpreting any portion of this Agreement that the initiating party feels may be unclear, inadequate, unnecessary, ambiguous, etc.

There will be no change in any existing language unless both parties agree and sign off on any proposed change or changes.

ARTICLE 36 – SALARIES

- a) Salaries and wages for the job classifications outlined in Article 36 above for the year 1/1/2019-\$500 + 2.5%, 1/1/2020 – \$500+ 2.5%, 1/1/2021 – \$500 + 2.5%, 1/1/22 – \$500 + 2.5% are attached as Exhibit “A”.
- b) The part time hourly wage schedule will increase \$.26/hr plus 2.5% effective on 1/1/19, 1/1/20, 1/1/21, and 1/1/22 respectively, and are attached in Exhibit “A”.
- c) Effective January 1, 2005, all new hires and promotions with steps shall be consistent with the anniversary date of hire or promotion.
- d) Temporary part time employees shall remain at Step 1 only to receive percent + \$.26/hour increase per year.
- e) Permanent part time employees will progress through Step system, and if hired on a full-time basis shall remain at the Step he/she are in when moving to full time status and progress from there on as full time employee.
- f) Animal Control Officers On Call - Animal Control Officers will be required to alternately be on call. Animal Control Officers shall receive \$35 per day for each day on call. On call pay shall be paid during the month of December.
- g) When management authorizes an employee to obtain a certification;
1. Employees in the tax office whom obtain CTA or CTC shall move to the proper certified job title at the same step
 2. Employees in court shall whom obtain CCA shall move to the proper certified job title at the same step
 - 3.. Effective January 1, 2020 an employee who is approved by the CFO to receive a Certified Municipal Financial Officer certification shall receive a \$5000 increase to their base salary. The union and the Township will meet to memorialize the new certified job title into the agreement and salary guide.

4. With the approval of the Municipal Clerk, employees in the Clerk's office who receive an RMC shall receive a \$5000 increase to their base salary. The union and the Township will meet to memorialize the new job title into the agreement and salary guide.

ARTICLE 37 – WORK UNIFORM PROGRAM

For all full-time personnel and crossing guards required to wear a uniform, the Township will pay each member for the purchase and maintenance of the uniforms as follows. Part-time employees will receive a prorated work uniform allowance based on their regular hours of work. This benefit shall be payable in two installments. The installments shall be payable in March and in September.

<u>Category</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Bus Drivers	\$1,050.00	\$1,100	\$1,150	\$1,200
Comm. Officers	\$1100.00	\$1,150	\$1,200	\$1,250
Animal Control Off.	\$1100.00	\$1,150	\$1,200	\$1,250
Crossing Guards	\$1100.00	\$1,150	\$1,200	\$1,250
EMT's	\$1200.00	\$1,250	\$1,300	\$1,350

Per Diems who work more than 400 hours for the Township of Monroe in a calendar year are entitled to a uniform allowance of \$200 payable in the first quarter of the following year.

ARTICLE 38 – LONGEVITY

a) Effective January 1, 2005 the Township will provide longevity compensation at the rate of:

Start of 5 Years	5.0%
Start of 10 Years	6.0%
Start of 15 Years	8.0%
Start of 20 Years	9.0%
Start of 25 Years	11%

Upon the signing of this Agreement, each covered employee with twenty (20) or more years of service with the Township of Monroe may, at their discretion, opt to have their longevity included into their annual base salary. Employees with more than 10 years of service and over age 55 can opt to have his/her longevity

included into his/her annual base salary (not to be used for overtime calculation). Those employees wishing to exercise this option must submit a written request to the Treasurer or designated authority no later than the first week in December prior to January 1st of the year for which the request is written.

If no request for change of longevity status is received by the Treasurer or designated authority, your longevity will be paid to you in the same manner as the preceding year. Those employees not interested or eligible to have their longevity incorporated into their base salaries will continue to receive their annual longevity paid in one check during the month of November for the subject year of service.

b) For computation purposes, beginning of service shall be considered as January 1st of the subject year for all permanent full time employees beginning service between January 1st of the subject year and June 30th of that year; or July 1st of the subject year for all employees beginning service between July 1st of the subject year and December 31st of that year.

c) Part-time employees (ie. Crossing Guards) who currently receive pro-rated longevity benefits shall receive pro-rated service credit upon assuming full time employment.

d) Longevity is eliminated for any full-time employee hired by the Township on or after January 1, 2015. Permanent part-time members of the bargaining unit employed prior to January 1, 2015 shall remain eligible for longevity upon becoming full time.

ARTICLE 39 – GRIEVANCE PROCEDURE

Definition – Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement.

Prior to filing a written grievance, the parties will make every effort to resolve the matter informally through discussions with the employee and their supervisor/department head.

Step 1 – Within the Department

Within five (5) business days of the time a grievance arises or within five (5) days of the date when the grievant shall know of its occurrence, the employee either directly or accompanied by a steward will present the grievance in writing to the Department Head or their designee depending on the department. Within three (3)

working days after presentation of the grievance, the Department Head or their designee depending on the department will render a written decision to the employee and the steward.

Step 2 – Division of Health and Human Resources

Within five (5) business days of the written answer from the Department Head, if the grievance is not resolved, the employee shall file a written grievance to the Division of Health and Human Resources outlining the employee's exceptions to the Department Head's decision. The Division of Health and Human Resources will arrange a meeting with the employee and the Local Union Shop Steward not later than five (5) working days towards the end of attempting to resolve the grievance. The Division of Health and Human Resources shall give written answer to the employee and Shop Steward not later than five (5) working days.

Step 3 – Business Administrator

Within ten (10) business days of the written answer, if the grievance is not resolved, it shall be filed with the Business Administrator noting all exceptions to previous decisions. Within ten days of receipt, the Business Administrator will arrange a meeting at a mutually agreeable time and place (unless otherwise agreed to by both parties).

The aggrieved party, the Shop Steward, and the Union Business Representative shall be entitled to be present at the meeting. The Business Administrator shall give a written answer to the grievance of the employee and the Union within ten (10) business days after the meeting, or within such additional period of time that may be mutually agreed upon.

A group grievance, one that may affect a group of employees, may be presented by the Union at Step 3. Any grievance not processed to the next Step in Grievance Procedure within the time limits provided for such proceeding shall be deemed to have been waived and abandoned by the moving party unless the time limit has been mutually extended.

ARTICLE 40 – ARBITRATION

If the grievance procedure set forth in Article 39 does not result in a satisfactory determination, arbitration may be requested upon completion of the procedures set forth under Article 39.

The request for arbitration shall be by written notice to the New Jersey Public Employment Relations Commission (PERC) within twenty (20) business days of the denial of the grievance. The arbitrator shall be selected by the Employer and the Union from a list of arbitrators supplied by PERC according to established rules and procedures. The Employer and the Union shall agree to comply with the rules and regulations of PERC.

The decision of the arbitrator shall be binding on the parties, and the arbitrator shall be requested to issue their decision within thirty (30) calendar days after the conclusion of testimony and argument. Expenses for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for the record and makes copies available, without charge, to the other party and to the arbitrator.

The arbitrator's function is to interpret the provision of the Agreement and to decide cases of alleged violation of such provisions. The arbitrator shall not supplement, enlarge, or alter the scope or meaning of the Agreement or any provision therein, not entertain jurisdiction of any subject matter not covered by the Agreement.

ARTICLE 41 – PERMANENT PART-TIME EMPLOYEES

20-29 hours/week

Excluded from:

- Health Benefits
- Life Insurance
- Longevity

20 – 29 hours/week

Entitled to:

- Pro-rated Sick Leave
- Pro-rated Holidays
- Pro-rated Vacations
- Pro-rated personal days

Less than 20 hours/week

Excluded from:

- Health Benefits
- Life Insurance
- Personal Days
- Longevity and any other benefits

School Crossing Guards

16 ¼ to 24 hours/week:

- Pro-rated Sick Leave
- Pro-rated Holidays
- Pro-rated Vacation
- Pro-rated Longevity
- Pro-rated Personal Days
- \$20,000 Life Insurance Policy (2007)

ARTICLE 42 – EDUCATION BENEFITS

a) The Township encourages the exploration of relevant training programs and will consider payment of reasonable costs for enrollment in seminars and training courses related to an employee's area of services to the Township. Consideration of payment by the Township will require that the employee explore available courses to be offered and discuss these programs and costs with their supervisor to ensure that the appropriate budget considerations are made to allow for these expenses. No employee shall be entitled to consideration of payment for course costs unless they have received the written consent of their Division and Department Head.

ARTICLE 43 – TERMINATION/NEGOTIATIONS PROCEDURE

a) This Agreement shall be effective as of January 1, 2019 and shall remain in full force and effective until December 31, 2022.

The Union shall submit, in writing, its demand for collective negotiations with the Township no later than September 1st of the calendar year preceding the expiration period of the existing Agreement. The parties agree to commence negotiations at reasonable times thereafter to negotiate in accordance with Chapter 303 Public Laws of 1968 and its successors.

No member of the union bargaining committee shall suffer any loss in pay to attend negotiating sessions.

IN WITNESS WHEREOF, the parties have entered into this Agreement and caused same to be executed by its respective officers or agents this 10th day of September, 2019.

TOWNSHIP OF MONROE

Michael

LOCAL 255 COMMITTEE

D. K.

Katherine Depewski

UNITED SERVICE WORKERS UNION,
LOCAL 255, IUJAT

Edward J. Kalu

Patricia Ryan

John Mays

Danielle Matarangelo

Rahul Mo

MONROE TOWNSHIP LIBRARY

Leah Wagner

Addendum A – Transportation

1. Bus Driver – CDL

<u>2019</u>	<u>2020</u>	<u>2021</u>
\$825.00	\$825.00	\$825.00

2. No supervisor shall do bargaining unit work which results in the loss of any economic benefit to the Bus Drivers. Overtime shall first be offered to bargaining unit members. In the event no bargaining unit member is available for overtime management may perform bargaining unit work.
3. The Township shall reimburse employees for the cost of CDL license renewal. CDL reimbursement shall be limited to only the CDL portion of the license.
4. CDL stipend shall also be extended to the bookmobile driver, providing that employee has a CDL license.
5. Payment shall be made in two equal installments. The first payment shall be made In July. The second payment shall be made in December.

Addendum B - Reclassification Committee

- a) Any employee seeking to be reclassified/upgraded shall first make the request in writing to their respective department head.
- b) In the event the request is denied the employee may bring the request to the union. The union shall convene a meeting between the Business Administrator, the union, and the **employees to discuss the request.**
- c) Requests for promotions shall remain a managerial prerogative. Requests involving working out of title allegations may be submitted to the grievance procedure subject to scope of negotiation petitions to the New Jersey Public Employment Relations Commission (PERC).

Amendment Pertaining to Telecommunications Officers Only

Section 1 – Overtime Procedure:

Overtime shall be defined as work in excess of eight (8) hours in a day or on a regular day off. When a shift does not have a Telecommunications Officer for any reason (ie: sick, vacation, etc.) that shift will be covered by the outgoing Telecommunications Officer (hang four (4) hours) and the incoming Telecommunications Officer (early four (4) hours). When there are more than one Telecommunications Officer on a shift, they will alternate the overtime. An overtime log book will be kept to record this.

If for any reason the shift cannot be covered by the outgoing or the incoming Telecommunications Officer an off duty Telecommunications Officer will be called in on a rotating basis, which will be kept in a log book. If a Telecommunications Officer cannot come in for whatever reason he or she will lose their turn and the next Telecommunications Officer will be called. All attempts will be made by the Telecommunications Officer on duty to contact a Telecommunications Officer prior to offering the overtime to any other police personnel.

Section 2 – Holiday Pay

Employees shall receive straight time pay for all recognized paid holidays for the particular calendar year with the payment of holiday pay to be made in the month of December in said calendar year.

Section 3

Holiday pay shall be incurred on the actual holiday versus the day observed by the Administration in accordance with the PBA contract.

Section 4

Telecommunications Officers will receive 2 hours of comp time for every 8 hours while training provisional Telecommunications Officers.

Appendix C

The Memorandum of Agreement is by and between United Service Workers, Local 255, IUJAT (the Union) and the Township of Monroe (Township). This Memorandum represents the full agreement regarding the implementation of regularly scheduled Sunday hours and the application of Article 10 Paragraph H (forced closings) regarding full and part time employees in the Library.

The parties agree as follows:

1. All full and part time employees working Sunday shall be paid a Sunday premium of double time or two times their hourly rate of pay for all hours.
2. In the event of a Sunday closing, an employee scheduled to work shall receive their regular Sunday premium for all hours scheduled and not worked.
3. When an employee is scheduled to work on Sunday as part of their regular work week they may utilize approved time off on Sunday but shall only receive their regular straight time hourly rate. If an employee is putting in additional hours over and above their regularly scheduled hours and do not show up for work, there is no pay and they do not utilize their time.
4. Full time employees remaining on duty pursuant to Article 10, Paragraph H, shall receive the contractual overtime rate (double time). Part time library employees are not eligible for overtime under Article 10, par. H and shall continue to receive straight time pay for forced closings on days with the exception of 2 above.
5. No other portion of the collective bargaining agreement is affected by this Agreement.

Side Letter of Agreement

This Side Letter of Agreement is by and between Local 255, United Service Workers Union and the Township of Monroe. This side letter codifies the past practice and sets the work hours of the current DPW Office Coordinator in the Department of Public Works.

The hours for the current DPW Office Coordinator are 7:00 am to 2:00pm (35 hours total) with one half-hour paid lunch and two (2) fifteen-minute paid breaks.

Upon the retirement of the current DPW Office Coordinator the hours of work shall be as set forth in the CNA and this side letter shall be null and void.

For the Union:



Edward Kahn, Business Agent



Diane Kotlarchick



Trish Ryan

For the Township:



Alan Weinberg, Administrator

WHITE COLLAR SALARY AND WAGES

POSITION	Step1 2019	Step2 2019	Step3 2019	Step 4 2019	Step1 2020	Step2 2020	Step3 2020	Step 4 2020	Step1 2021	Step2 2021	Step3 2021	Step 4 2021	Step1 2022	Step2 2022	Step3 2022	Step 4 2022
Account Clerk	41,670	43,397	45,214	47,111	43,224	44,994	46,857	48,801	44,817	46,631	48,541	50,534	46,450	48,309	50,287	52,310
Senior Account Clerk	48,451	50,615	53,005	55,621	50,175	52,393	54,843	57,524	51,942	54,215	56,727	59,475	53,753	56,083	58,658	61,474
Principal Account Clerk	-	57,319	58,976	60,731	-	59,264	60,963	62,762	-	61,258	63,000	64,844	-	63,302	65,089	66,978
Principal Account Clerk/Purchasing w/ Rpps	60,357	61,200	62,043	62,882	62,378	63,243	64,107	64,967	64,450	65,337	66,222	67,104	66,574	67,463	68,390	69,294
Accounts Payable/Budget Clerk	43,399	45,215	47,123	49,146	44,096	46,058	48,074	50,144	46,533	48,542	50,547	52,672	48,311	50,208	52,323	54,501
Senior Account Payable/Budget Clerk	63,303	66,439	69,206	75,231	65,398	68,612	71,449	77,624	67,545	70,840	73,748	80,077	69,746	73,124	76,104	82,591
Animal Control Officer	45,589	55,362	65,140	74,914	47,241	57,259	67,281	77,299	48,935	59,203	69,476	79,744	50,671	61,196	71,725	82,260
Assistant Ambulance Billing Coord.	-	-	62,993	70,216	-	-	65,060	72,486	-	-	67,220	74,811	-	-	69,413	77,194
Bus Driver	42,981	44,774	46,658	48,634	44,568	46,406	48,337	51,162	46,195	48,070	50,050	52,074	47,862	49,793	51,822	54,811
Senior Bus Driver	50,093	52,425	54,966	57,706	51,850	54,248	56,873	59,661	53,667	56,117	58,807	61,665	55,521	58,032	60,790	63,719
Violations Clerk	43,986	45,828	47,761	49,804	45,598	47,486	49,468	51,562	47,250	49,166	51,217	53,304	48,944	50,928	53,010	55,211
Chief Violations Clerk	47,515	49,590	51,873	54,390	48,215	51,342	53,602	56,262	50,958	53,138	55,537	58,181	52,744	54,979	57,438	60,148
Chief Violations Clerk/Certified	-	-	-	59,970	-	-	61,982	-	-	-	64,044	-	-	-	66,158	-
Clerk	36,346	37,807	39,337	40,948	37,766	39,265	40,833	42,485	39,223	40,759	42,386	44,080	40,716	42,290	43,938	45,674
Senior Clerk	42,640	44,414	46,277	48,237	44,219	46,037	47,946	49,955	45,837	47,700	49,657	51,716	47,495	49,405	51,411	53,521
Clerk Typist	37,452	38,971	40,556	42,232	38,901	40,458	42,002	43,600	40,386	41,982	43,617	45,304	41,908	43,544	45,215	47,056
Senior Clerk Typist	43,986	45,828	47,761	49,804	45,598	47,486	49,468	51,562	47,250	49,166	51,217	53,304	48,944	50,928	53,010	55,211
DPW Office Coordinator	62,348	65,438	68,530	71,622	64,410	67,506	70,756	73,925	66,542	69,788	73,037	76,286	68,718	72,045	75,375	78,706
Office Coordinator/Secy	57,384	60,093	62,371	66,286	59,331	62,108	64,443	68,456	61,327	64,173	66,567	70,680	63,373	66,290	68,744	72,960
Emergency Medical Technician	44,488	57,952	61,181	64,213	46,113	59,913	63,223	66,331	47,778	61,923	65,316	68,602	49,485	63,984	67,461	70,727
Sr. Emergency Medical Technician	-	-	62,993	70,218	-	-	65,080	72,486	-	-	67,220	74,811	-	-	69,413	77,194
Operations Co-ordr Sr. EMT	73,283	76,652	80,020	83,387	75,628	79,081	82,533	85,984	78,031	81,571	85,109	88,646	80,494	84,123	87,749	91,375
Evidence Custodian - Permanent P.T.	29,334	-	-	-	30,34	-	-	61,982	-	31,36	-	-	32,41	-	-	-
Inter Library Loan/Hold Tech.	55,500	57,621	59,784	61,927	57,408	59,574	61,791	63,988	59,350	61,578	63,848	66,100	61,352	63,628	65,957	68,265
Library At Home Services Coordinator	59,938	61,859	64,027	66,147	60,924	63,918	67,063	70,363	62,980	66,028	69,252	72,635	65,047	68,191	71,496	74,963
Library Communications Coordinator	18,00	18,90	19,85	20,84	18,00	18,90	19,85	20,84	18,00	18,90	19,85	20,84	18,00	18,90	19,85	20,84
Library Computer Support/Hold Assistant	63,264	65,506	67,746	69,987	65,358	67,656	69,952	72,249	67,504	69,860	72,213	74,568	69,704	72,119	74,531	76,945
Library Print Media Services Assistant	63,264	65,506	67,746	69,987	65,358	67,656	69,952	72,249	67,504	69,860	72,213	74,568	69,704	72,119	74,531	76,945
Library Aida	14,06	14,63	15,19	15,76	14,06	14,63	15,19	15,76	14,06	14,63	15,19	15,76	14,06	14,63	15,19	15,76
Senior Library Aide	15,42	16,19	17,00	17,85	15,42	16,19	17,00	17,85	15,42	16,19	17,00	17,85	15,42	16,19	17,00	17,85
Junior Library Assistant - P.T.	18,58	19,30	20,07	20,88	19,31	20,05	20,84	21,67	20,05	20,82	21,63	22,48	20,83	21,61	22,43	23,09
Library Assistant PT/Hourly	18,58	19,30	20,06	20,88	19,31	20,05	20,83	21,67	20,06	20,82	21,62	22,48	20,83	21,61	22,42	23,30
Library Assistant FT	42,137	43,121	45,731	47,657	43,703	44,712	47,387	49,371	45,308	46,342	48,084	51,118	48,953	48,013	50,824	52,908
Library Senior Assistant FT	46,208	48,084	50,079	52,112	47,876	49,799	51,843	53,927	49,685	51,556	53,682	55,788	51,337	53,357	55,674	67,695
Library Supervisory Assistant	55,508	57,621	59,784	61,927	57,408	59,574	61,791	63,988	59,350	61,578	63,848	66,100	61,352	63,628	65,957	68,265
Library Administrative Assistant	48,451	50,615	52,993	55,621	50,175	52,393	54,803	57,524	51,942	54,215	56,713	59,475	53,753	56,083	58,643	61,474
Library Senior Administrative Assistant	57,661	59,902	62,144	64,384	59,615	61,912	64,210	66,508	61,618	63,972	66,328	68,681	63,671	66,084	68,449	70,911
Outreach Coordinator	56,812	59,224	62,573	65,966	58,745	61,627	64,650	67,851	60,726	63,680	66,779	70,060	62,757	65,785	68,901	72,324
Payroll Clerk	44,943	46,038	48,826	52,112	46,579	48,521	50,559	54,337	48,256	50,247	52,335	56,208	49,975	52,016	54,156	58,126
Senior Payroll Clerk/Pensions & Benefits	62,348	65,438	68,530	71,622	64,410	67,506	70,756	73,925	66,542	69,788	73,037	76,286	68,718	72,045	75,375	78,706
Police Computer System Admin.	70,617	74,307	78,190	82,280	72,895	76,677	80,656	84,850	75,230	79,106	83,186	87,484	77,023	81,599	85,778	90,184
Records Clerk	40,404	42,074	43,823	45,651	41,927	43,639	45,431	47,305	43,468	45,241	47,079	49,000	45,088	46,885	48,768	50,738
Senior Records Clerk	46,921	48,935	51,161	53,614	48,607	50,671	52,953	55,467	50,335	52,450	54,789	57,368	52,106	54,274	56,671	59,313
Police Records Coordinator	57,384	60,093	62,371	66,286	59,331	62,108	64,443	68,456	61,327	64,173	66,567	70,680	63,373	66,290	68,744	72,660
Public Relations Coordinator	50,246	52,593	55,172	57,815	52,015	54,420	57,064	59,833	53,828	56,293	59,003	60,999	55,688	58,213	60,991	62,114
School Crossing Guard	18,34	21,80	24,11	27,32	20,09	22,62	24,97	28,27	20,85	23,45	25,87	29,24	21,64	24,30	26,78	30,24
Secretary II	42,981	44,780	46,658	48,626	44,568	46,412	48,337	50,354	46,195	48,085	50,058	52,126	47,862	49,800	51,822	53,941
Secretary I	48,494	50,668	53,059	55,688	50,219	52,447	54,898	57,503	51,987	54,271	56,783	59,545	53,799	56,140	58,715	61,546
Tax Clerk	38,017	39,561	41,186	42,891	39,480	41,063	42,728	44,476	40,980	42,602	44,309	46,100	42,517	44,180	45,929	47,765
Tax Clerk Certified *	43,510	45,054	46,679	48,384	45,110	46,693	48,358	50,108	46,750	48,373	50,079	51,871	48,431	50,095	51,843	53,680
Senior Tax Clerk *	44,675	46,552	48,521	50,605	46,304	48,228	50,247	52,298	47,974	49,946	52,016	54,145	49,686	51,707	53,829	56,288
Senior Tax Clerk Certified *	50,168	52,044	54,014	56,297	51,935	53,858	55,877	58,217	53,746	55,717	57,786	60,185	55,602	57,622	59,743	62,202
Principal Tax Clerk Certified *	56,608	57,728	58,948	59,970	58,536	59,684	60,832	61,982	60,512	61,689	62,865	64,044	62,537	63,744	64,949	66,158
Tech. Assistant to Construction Official	57,384	60,093	62,371	66,286	59,331	62,108	64,443	68,456	61,327	64,173	66,567	70,680	63,373	66,290	68,744	72,860
Telecommunications Officer	58,237	61,090	64,089	69,101	60,205	63,130	66,204	71,341	62,223	65,221	68,372	73,637	64,291	67,364	70,594	75,990
Administrative Telecommunications Officer	72,176	75,759	79,522	83,472	74,993	78,105	82,023	86,071	76,868	80,632	84,586	88,735	79,302	83,160	87,213	91,468
Transportation Coordinator	62,307	65,396	68,640	72,047	64,377	67,543	70,869	74,361	66,499	69,744	73,153	76,733	68,674	72,600	76,404	80,223
Transportation Operations Coordinator	69,574	73,028	76,659	80,460	71,826	75,360	79,088	82,984	74,134	77,763	81,578	85,571	76,800	80,220	84,130	88,223
Utility Accounting Clerk	48,451	50,615	53,005	55,621	50,175	52,393	54,843	57,524	51,942	54,215	56,727	59,475	53,753	56,083	58,658	61,474
Utility Accountant (CMFO Cert. Required)	-	66,180	68,122	70,061	-	68,347	70,338	72,325	-	70,568	72,609	74,646	-	72,845	74,937	77,025
Utility Sr. Accounting Clerk	-	56,274	59,209	62,298	-	58,193	61,202	64,368	-	60,160	63,245	66,490	-	62,177	65,339	68,665
Utility Bookkeeper Accounting Assistant	50,274	52,209	54,298	56,387	58,193	61,202	64,368	67,634	60,160	63,245	66,490	69,735	62,177	65,339	68,665	71,991
Utility Administrative Asst.	42,981	44,780	46,658	48,626	44,568	46,412	48,337	50,354	46,195	48,085	50,058	52,126	47,862	49,800	51,822	53,941
Utility Senior Administrative Asst.	-	50,660	53,059	55,688	-	52,447	54,908	57,593	-	54,271	56,783	59,545	-	56,140	58,715	61,546
Utility Engineering Administrative Asst.	62,348	65,438	68,530	71,622	64,410	67,506	70,756	73,925	66,542	69,788	73,037	76,286	68,718	72,045	75,375	78,706
Utility AP/Payroll Clerk	45,926	48,194	50,500	53,043	47,567	49,911	52,357	54,923	49,28							