

A G R E E M E N T

BETWEEN

Elizabeth City, NJ
CITY OF ELIZABETH, NEW JERSEY

and

RECREATION DEPARTMENT SUPERVISORS

X April 1, 1982

to

March 31, 1984

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AGREEMENT entered into this 24 day of June 1982 by and between the CITY OF ELIZABETH, NEW JERSEY, hereinafter referred to as the "CITY" and the RECREATION DEPARTMENT SUPERVISORS, HEREINAFTER REFERRED TO AS THE "ASSOCIATION" is designed to promote a harmonious relationship between the CITY, the Association and such of the City's employees as are represented by the Association.

ARTICLE I
RECOGNITION

1. The City hereby recognizes the Recreation Department Supervisors Association as the exclusive and sole representative for collective negotiations concerning salaries, hours and other terms and conditions of employment for all those considered Supervisors in the Recreation Department.

2. Unless otherwise indicated, the terms "employee" or "employees" when used in this Agreement refers to all persons represented by the Recreation Department Supervisors Association.

ARTICLE II
ASSOCIATION BUSINESS LEAVE

1. Meetings between representatives of the City and of the Association for the negotiation of terms of the Agreement or the handling of grievances as prescribed herein shall be scheduled during non-working time of affected employees.

2. Leaves of absence with pay shall be granted as provided in Section 38:23-2 of the Revised Statutes of New Jersey. Notice of elected delegates to attend convention in accordance with said statute shall be made in writing to the Office of the Business Administrator not less than two (2) weeks in advance by the President of the Association.

3. Failure of employee to return to work promptly upon expiration of authorized leave without reasonable notice satisfactory to the Director shall be subject to disciplinary action in accordance with Civil Service Rules and Regulations.

ARTICLE III
GRIEVANCE PROCEDURE AND ARBITRATION

In the event any difference or dispute should arise between the City and the Association or its members employed by the City over the application and interpretation of the terms of this Agreement, an earnest effort shall be made to settle such differences immediately and in the following manner, provided the grievance is filed in writing within ten (10) working days of its occurrence or employee knowledge thereof:

- STEP 1. Between the aggrieved employee and his immediate supervisor. If no satisfactory agreement is reached within three (3) working days, then
- STEP 2. between the aggrieved employee in the company of officers of the Association or his attorney in conference with the employee's Director or his designee. Should no acceptable agreement be reached within an additional three (3) working days, then
- STEP 3. the matter shall be referred to the Civil Service Commission.

ARTICLE IV
BULLETIN BOARDS

The Association shall have the use of a single bulletin board in the Kirk Center for the posting of notices relating to meetings and official business of the Association only. No notice shall be posted until it has been submitted to the Director.

ARTICLE V
WORK WEEK

1. Without guaranteeing any hours of work, it is agreed that the normal work week for the unit employees shall be forty (40) hours per week.

2. Work schedules shall be at the discretion of the Director of Recreation.

ARTICLE VI

MANAGEMENT RESPONSIBILITY

It is recognized that the management of the Recreation Department, the control of its properties and the maintenance of order and efficiency are solely responsibilities of the City. Accordingly, the City retains the following rights, except as they may be abridged in this Agreement, including, but not limited to selection and direction of the force: to hire; to suspend or discharge for just cause; to assign, promote, demote or transfer; to determine the amount of overtime to be worked; to relieve employees from duty for reasons of economy as provided for in N.J.S.A. 11:22-10.1 and N.J.A.C. 4:1-16.1 et seq. or for other legitimate reasons, not inconsistent with the terms and provisions of this Agreement; to decide on the number and location of facilities, to determine the work to be performed; amount of supervision necessary, equipment, methods, together with the selection, procurement, designing, engineering and control of equipment and materials; and to purchase services of others by contract or otherwise, provided present employees employed at the time of the purchase of services of others shall not be displaced by said purchase, providing said employees are willing, capable and able to perform said functions.

City-wide employee benefits granted during the life of this contract will include employees covered by this agreement.

ARTICLE VII
ACCESS

A duly, authorized representative of the Association, designated in writing, after reporting to the Office of the Director, shall be admitted to the premises for the purpose of assisting in the adjustment of grievances and for investigation of complaints that the contract is being breache Upon request, the Association representative shall state the purpose of the visit. Except in an emergency, at least four (4) hours advance notice must be given. Such visits shall not be permitted to interfere with, hamper or obstruct normal operation.

ARTICLE VIII

LONGEVITY

1. All permanent employees covered by this Agreement shall be entitled to be paid longevity pay in accordance with the schedule contained in this Article. Longevity pay shall be applied on the basis of the employee's anniversary date of employment as follows -- if the employee's anniversary falls between January 1 and June 30, he shall be entitled to adjusted longevity pay retroactive to January 1; if the employee's anniversary date falls between July 1 and December 31, he shall be entitled to adjusted longevity pay retroactive to July 1. Longevity pay, in the case of salary increases, will be credited retroactively to the January 1st preceding the execution date of this contract and will accordingly be computed on the new base salary.

2. The scale of longevity pay shall be as follows:

5th year of employment to completion of	
9th year	2%
10th year of employment to completion of	
14th year.....	4%
15th year of employment to completion of	
19th year.....	6%
20th year of employment to completion of	
24th year.....	8%
25th year of employment and over.....	10%

ARTICLE IX
SENIORITY

Seniority is defined to mean the accumulated length of continuous service with the City, computed from the last date of hire. An employee's length of service shall not be reduced by time lost due to authorized leave with pay for a bona fide illness or injury certified by a physician.

Seniority may be lost and employment terminated if any of the following occur:

1. Discharge
2. Resignation
3. Absence for five (5) consecutive working days without leave or notice.
4. Absence for illness, injury or leave without pay for more than one (1) continuous year.

Nothing in this paragraph shall restrict the powers of the employer or the rights of the employee as set forth in Civil Service statutes, rules and regulations.

ARTICLE X
HOLIDAYS

1. An employee not required to work shall receive time off with straight time pay for each of the following holidays:

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

2. Employees shall be paid the holiday pay for any of the above holidays if it falls on Saturday.

3. If any of the above holidays falls on Sunday, Monday shall be considered as the holiday, if it is generally observed as such in the community.

4. If one of the above holidays falls within an employee's vacation period, the employee shall not be charged a vacation day for said holiday.

5. Unworked holiday time shall not be counted for purposes of computing overtime.

6. Holidays or Sundays worked . . . See Article XIV, Section 4.

ARTICLE XI
PERSONAL DAY

After one (1) year of service computed from the last date of hire full-time employees may be granted one (1) Personal Leave Day during each year of this contract for any of the following reasons:

- a. religious observance
- b. death of a blood relative not included in the funeral leave section.
- c. Personal, legal, business, household or family matters of an emergency nature, not covered elsewhere in this agreement, provided the employee states the specific reason for the request and such is approved in writing by the department head

This day shall not be accumulated.

ARTICLE XII

VACATIONS

The employees covered by this Agreement shall be entitled to vacation leave with pay according to the following schedule:

1st year -- 1 working day per month (1st 3 months earned but cannot spend)

<u>BEGINNING</u>	<u>END</u>	
2nd year	5th year	13 working days
6th year	10th year	15 working days
11th year	15th year	18 working days
16th year	20th year	20 working days
21st year	24th year	23 working days
after 25 years		26 working days

2. Vacations shall normally begin following the regular "days off" of the employee.

3. When any vacation or part of it cannot be taken in the calendar year when earned because of the work load in a department, the same can be taken in the following year with the consent of the department head, but such accumulated vacation days may not be extended beyond the second year.

4. The vacation period shall be the calendar year from the 1st day of January to the 31st day of December.

5. Any employee covered by this Agreement, who is entitled to vacation leave at the time of retirement, shall receive the earned vacation pay on the same basis as an employee who is retiring.

6. Upon completion of twenty-five years of continuous service, the employee shall receive five extra days of vacation for that anniversary year only.

ARTICLE XIII
LEAVE WITHOUT PAY

The appointing authority may grant the privilege of a leave of absence without pay to a permanent employee for a period not to exceed six months at a time.

1. Such leave of absence may be renewed for an additional period not to exceed six (6) months only by formal action of the appointing authority with the approval of the governing body. No further renewal may be granted except upon the approval by the Department of Civil Service for reasons as established by Commission regulations.

2. Request for such leave shall be in writing to the appointing authority not less than two (2) weeks in advance of the date for which such leave is desired, except in the event of an emergency, stating the reason for the leave and the time requested.

ARTICLE XIV
OVERTIME AND CALL BACK

1. When an employee works continuously in excess of eight (8) hours in the work day, or more than forty (40) hours in the work week, he shall be paid at the rate of one and one-half times his base hourly pay for such hours worked.

2. If an employee completes his regular assignment, leaves the premises, and is called back to work, he shall be guaranteed not less than four (4) hours work or four (4) hours pay at straight time base rate. If the call back assignment extends for more than four (4) continuous hours, the additional time shall be paid at one and one-half times the base hourly rate.

3. There shall be no pyramiding of overtime or premium rates.

4. Employees required to work on a scheduled holiday shall be paid time and one-half his base hourly pay for all hours worked; this will be in addition to his regular pay. Employees that are not scheduled to work and are called in because of an emergency on a Sunday or a holiday will be paid at the rate of double time his base hourly pay for all hours worked.

ARTICLE XV
DISCIPLINE AND DISCHARGE

It is agreed that nothing herein shall in any way prohibit the City for discharging or otherwise disciplining any supervisor, regardless of his seniority, for just cause. Grounds for summary discharge shall include, but not be limited to, drunkenness on the job, dishonesty, careless use or abuse of City property, gross insubordination, gross negligence in the performance of duties and incompetence.

In the event that a discharged supervisor feels that he has been unjustly dealt with, said supervisor or the Association with permission of the supervisor, shall have the right to file a complaint, which must be in writing to the director within three (3) working days from the time of discharge. Said complaint will be treated as a grievance, subject to the grievance and arbitration proceedings herein provided. If no complaint is filed within the time specified, then said discharge shall be deemed to be absolute.

ARTICLE XVI
INSURANCE

1. All employees covered by this agreement and eligible members of their family shall be entitled to full coverage of Blue Cross and Blue Shield hospitalization plans, including Rider "J" of the New Jersey Blue Cross and Major Medical Insurance, the premiums of which shall be paid for by the City.

2. The City acknowledges that the rules and regulations of the State Health Benefits Commission established that Chapter 88, P.L. 1974 does:

(a) apply to all eligible present and future pensioners of the employer and their dependents;

(b) continue as long as the State is paying the cost of eligible pensioners and their dependents in accordance with the provisions of Chapter 75, Public Laws of 1972.

(c) provide for local employer reimbursement of Federal Medicare premiums for eligible pensioners and/or their spouses, as well as the payment of health insurance premiums required by the program, on a basis comparable to the reimbursement made by the State to its eligible pensioners and their spouses in accordance with the provisions of Chapter 75, Public Laws of 1972.

(d) require the local employer to pay the full cost of such premiums and Medicare charges.

The City hereby agrees to pay the premium or periodic charges for the benefits provided to all eligible retired employees and their dependents covered under the program, but not including survivors, if such employees retired from a State or locally-administered retirement system effective after the date the employer adopted the State Health Benefits Program on a benefit based on 25 years or more of service credited in such retirement system, excepting the employees who elected deferred retirement, but including the employees

ARTICLE XVI
INSURANCE (continued)

who retired on disability pensions based on fewer years of service credited in such retirement system, and also to reimburse such retired employees for their premium charges under Part B of the Federal Medicare Program covering the retired employees and their spouses in accordance with the regulations of the State Health Benefits Commission.

4. All employees covered under this Agreement and eligible members of their families will be covered by a Prescription Drug Plan. The premiums will be paid by the City.

5. All employees covered under this Agreement and eligible members of their families will be covered by a Dental Plan. The premiums will be paid by the City.

6. All other insurance benefits presently in effect shall be maintained throughout the period of the contract.

ARTICLE XVII
ASSOCIATION PRIVILEGES

Copies of general orders, rules and regulations and communications affecting wages, hours and other terms and conditions of employment covered by this Agreement shall be furnished to the Association within two (2) working days of their promulgation.

ARTICLE XVIII
RULES AND REGULATIONS

The City may establish and enforce binding rules and regulations in connection with its operation and maintenance of discipline, provided such rules and regulations are not in conflict with the provision of this Agreement. Copies shall be furnished to the Association.

It is understood that employees shall comply with all rules and regulations made by the City from time to time. Employees shall promptly and efficiently execute the instruction and orders of the directors and supervisors. If an employee or employees believe a rule, regulation, instruction or order of an officer or other supervisor is unreasonable, or unjust, the employee or employees shall comply with the rule, regulation, order or instruction, but with further provision that such employee or employees may regard the rule, regulation, order or instruction as a grievance which shall be handled in accordance with the grievance procedure set forth in Article II of this contract.

In the event that an employee or employees shall refuse to comply with a rule or regulation, or shall refuse to execute promptly and efficiently an instruction or order of an officer or other supervisor, the City shall have the right, at its option to suspend, or discharge the offending employee or employees, subject only to the right of the employee or employees to have the suspension or discharge treated as a grievance. This shall not operate as a stay of the suspension or discharge.

ARTICLE XIX
SICK LEAVE

Sick leave shall be as provided in Civil Service statutes, rules and regulations.

ARTICLE XX
MILITARY LEAVE

Military leave shall be as provided in Civil Service rules and regulations.

ARTICLE XXI

FUNERAL LEAVE

Leave with pay, not exceeding three (3) days, shall be granted to any employee in the event of a death in his immediate family without penalty of sick leave or vacation time.

Immediate family, for purposes of the above, is defined as follows:

1. Mother and Father
2. Husband and wife
3. Children
4. Brother and sister
5. Mother-in-law and father-in-law
6. Grandmother and Grandfather
7. Sister-in-law and brother-in-law
8. Grandchildren of employee or spouse

This provision also applies for any other relative who resides with the employee.

One (1) working day shall be allowed in the event of the death of an aunt or uncle.

Special cases will be referred to the director.

Leave with pay as provided for in this section is intended to be used for the purpose of handling necessary arrangements and attending the funeral of the deceased member of the immediate family and shall neither be accumulated to nor deducted from his normal sick leave. If the employee does not attend the funeral of the deceased, pay allowance (as provided in this section) will not be allowed.

ARTICLE XXII
BAN ON STRIKES

It is recognized that the need for continued and uninterrupted operation of the City's departments and agencies is of paramount importance to the citizens of the community and that there should be no interference with such operation.

1. Adequate procedures having been provided for the equitable settlement of grievances arising out of this agreement, parties hereto agree that they will not engage in, encourage, sanction, or suggest strikes, slowdowns, lockouts, or mass resignations, mass absenteeisms or other similar actions which would involve suspension of or interference with normal work performance.

2. The City shall have the right to discipline or discharge any employee encouraging, suggesting, fomenting or participating in a strike, slowdown or other interference.

ARTICLE XXIII
DISCRIMINATION AGAINST ASSOCIATION MEMBERS

The City agrees that neither it nor any of its supervisors or representatives shall interfere with, coerce, intimidate or discriminate against any employee because of membership or activity in the association.

ARTICLE XXIV
SAVINGS CLAUSE

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

ARTICLE XXV
WAGES

Effective April 1, 1982, full-time employees covered by this agreement shall receive an across-the-board increase of \$500.00 as reflected in Appendix "A" hereto attached.

Effective January 1, 1983, full-time employees covered by this agreement shall receive an across-the-board increase of \$500.00.

Effective April 1, 1983, full-time employees covered by this agreement shall receive an across-the-board increase of \$500.00.

Effective January 1, 1984, full-time employees covered by this agreement shall receive an across-the-board increase of \$500.00.

Effective January 1, 1983, regular full-time employees covered by this agreement shall receive one increment, however, no employee will be paid at a salary rate above the maximum of the range for his title.

Effective January 1, 1984, regular full-time employees covered by this agreement shall receive one (1) increment, however, no employee will be paid at a salary rate above the maximum of the range for his title.

ARTICLE XXV-A
CLOTHING ALLOWANCE

Employees covered by this Agreement will receive \$50.00 for clothing allowance in addition to the \$100.00 already received in 1982.

Said payment of the \$50.00 will be made the third pay period of November, 1982, making a total payment of \$150.00 for the year.

Employees covered by this agreement will receive \$200.00 for clothing allowance for the year, 1983.

Payment will be paid the second pay period of April, 1983.

APPENDIX A

RECREATION DEPARTMENT MAINTENANCE (SUPERVISORS)

Effective April 1, 1982

<u>Title</u>	<u>Table of Organ- ization</u>	<u>Range</u>	<u>Min.</u>	<u>Max.</u>	<u>Inc.</u>	<u>Steps</u>
Assistant Superintendent of Recreation	1	1-40CS	18,350	20,600	450	5
Recreation Maintenance Foreman M/W	2	2-40S	16,250	18,500	450	5
Recreation Maintenance Supervisor	2	1-40BS	19,750	22,000	450	5

ARTICLE XXVI
JURY DUTY

1. An employee who is called to jury duty shall immediately notify his supervisor.
2. An employee who is excused from jury duty service on any day shall report for work on such day.
3. An employee shall not be required to report back for work on any day he is in attendance at court for jury duty service, regardless of the employee's shift.
4. Any payment received for jury duty must be turned in to the employer through the employee's department head less allowance for travel and meal expense.
5. The employer retains the right to request that the employee be excused from jury duty because he is required on the job.

ARTICLE XXVII
APPROPRIATION OF FUNDS

All wages and other financial benefits accruing to employees covered by this agreement shall be specifically subject to the appropriation of adequate and necessary funds therefor by the Elizabeth City Council in its annual municipal budget or as otherwise allowed by law.

ARTICLE XXVIII
EMBODIMENT OF AGREEMENT

This document constitutes the sole and complete agreement between the parties and embodies all the terms and conditions governing the employment of employees in the unit. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject which is (or may be) subject to the collective bargaining. Any prior commitment or agreement between the City and the Association or any individual employees covered by this agreement is hereby superceded.

ARTICLE XXIX
TERM OF AGREEMENT

1. This agreement shall be in full force and effect from April 1, 1982 through and including the 31st day of March, 1984. If either party wishes to terminate, amend or otherwise modify the terms and conditions set forth herein at the time of expiration, he must notify the other party in writing not less than sixty (60) days prior to such expiration date.

2. The agreement shall remain in full force and effect on a day-to-day basis during collective negotiations between the parties extending beyond the date of expiration set forth herein, unless and until either party serves the other with written notice of termination by registered mail in which event the agreement shall terminate five (5) days following receipt of such notice.

IN WITNESS WHEREOF, the parties have caused their names to be signed on this 24 day of June 1982.

CITY OF ELIZABETH, NEW JERSEY

BY: Thomas G. Dunn
THOMAS G. DUNN, Mayor

ATTEST:

JOHN J. DWYER, CITY CLERK

RECREATION DEPARTMENT SUPERVISORS

BY: Frank P. Marino

Joseph Forte
Secretary

CITY OF ELIZABETH

APPROVED AS TO FORM <u>MA</u>
PHYSICAL CONDITIONS
TERMS & CONDITIONS <u>J.P.</u>
DESCRIPTION