

AGREEMENT

Between

TOWNSHIP OF PEMBERTON

And

**PEMBERTON TOWNSHIP EMPLOYEES UNION
LOCAL 2783 AND DISTRICT COUNCIL 71
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO**

JANUARY 1, 1995 through DECEMBER 31, 1998

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
	PREAMBLE	1
I	RECOGNITION	2
II	MANAGEMENT RIGHTS	4
III	DUES DEDUCTION/AGENCY SHOP	5
IV	NO STRIKE PLEDGE	8
V	HOURS AND OVERTIME	10
VI	VACATIONS	12
VII	LEAVES OF ABSENCE	14
VIII	HEALTH AND WELFARE INSURANCE	16
IX	UNIFORM ALLOWANCE	18
X	LONGEVITY AND SALARY	19
XI	EDUCATIONAL PROVISIONS	21
XII	SAFETY AND HEALTH	22
XIII	NON-DISCRIMINATION	23
XIV	GRIEVANCE PROCEDURE	24
XV	SICK LEAVE	29
XVI	HOLIDAYS	32
XVII	UNION INFORMATION	34
XVIII	SENIORITY	35
XIX	SEPARABILITY AND SAVINGS	36
XX	FULLY BARGAINED AGREEMENT	37
XXI	DURATION OF AGREEMENT	42

PREAMBLE

This Agreement entered into this 5th day of October, 1995, by and between the TOWNSHIP OF PEMBERTON, in the County of Burlington, New Jersey, a municipal corporation of the State of New Jersey, hereinafter called the "Township", and PEMBERTON TOWNSHIP EMPLOYEES UNION, LOCAL 2783, affiliated with District Council 71, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter called the "Union", represents the complete and final understanding on all bargainable issues between the Township and the Union.

ARTICLE I
RECOGNITION

A. The Township hereby recognizes the Pemberton Township Employees Union, Local 2783, affiliated with District Council 71, American Federation of State, County and Municipal Employees, AFL-CIO, as the exclusive negotiating agent for the provisional and permanent employees in the following positions:

✓ Clerk	Water Meter Reader
Clerk Typist	✓ Truck Driver
<u>Code Enforcement Officer Trainee</u>	<u>Traffic Maintenance/Truck Driver</u>
<u>Code Enforcement Officer</u>	Senior Permit Clerk/Typing
Assessing Clerk	Park Maintenance Worker
Data Control Clerk	Painter/Park Maintenance Worker
Police Records Clerk	Water Repairer
Senior Police Records Clerk	Heavy Equipment Operator
Senior Clerk ✓ Transcriber	Water Foreman
Senior Assessing Clerk	Animal Control Officer
<u>Account Clerk</u>	Asst. Animal Control Officer
Clerk Stenographer	Senior Clerk Stenographer
Violations Clerk	Data Entry Machine Operator/Typ.
<u>Sr. Account Clerk</u>	✓ Welfare Investigator
Building Service Worker	Senior Park Maintenance Worker
✓ Laborer	✓ Equipment Operator
Senior Clerk ✓ Typist	✓ Mechanic
Purchasing Assistant	Electrician
Administrative Secretary	Personnel Assistant/Admin. Secretary
Cashier	Court Attendant
<u>Principal Clerk Transcriber</u>	

B. Any additional job classifications hereafter created shall be discussed with the Union.

ARTICLE II
MANAGEMENT RIGHTS

A. The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including but without limiting the generality of the foregoing, and following rights:

1. To the executive management and administrative control of the Township Government and its properties and facilities and the activities of its employees;
2. To hire all employees and subject to the provisions of law, to determine their qualifications and conditions for continued employment or assignment and to promote and transfer employees;
3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Township, the adoption of the policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.

ARTICLE III
DUES DEDUCTION

A. Dues deductions to the Union for members covered by this Agreement shall be made by the Township by said employees authorizing the deduction of dues from their pay. The appropriate Township official shall forward said dues deductions to the Union by the fifteenth (15th) of each month following the monthly pay period from which deductions are made. Employees shall have the authority to withdraw the authorization to the Township to deduct dues on their behalf. Any such written authorization to deduct dues may be withdrawn by the employee at any time by the filing of notice of withdrawal with the Township. The filing of notice of withdrawal shall become effective to halt deductions as of January 1st next succeeding the date on which notice of withdrawal is filed. The Union will provide the necessary "check-off authorizations forms" and deliver those signed forms to the Township Treasurer or other appropriate Township official.

B. If during the life of the Agreement there shall be any change in the rate of membership dues, the Union shall furnish to the Township written notice on official Union letterhead, thirty (30) days prior to the effective date of such change, the change in the rate of membership dues.

C. The Union shall indemnify, defend and save the Township harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Township in reliance upon the Union regarding salary deduction authorization cards submitted by the Union to the Township.

AGENCY SHOP

A. The Township agrees to deduct the fair share fees from the earnings of those employees who elect not to become a member of the Union and transmit the fees to the majority representative.

B. The deduction shall commence for each employee who elects not to become a member of the Union, thirty days after the date of hire. The Union shall inform the Township of the amount of the fair share assessment in the manner called for under Dues Deduction, Section B, of this Article.

C. The fair share fee for services rendered by the Union shall be in an amount equal to the regular membership dues, initiation fees and assessments of the Union, less the cost of benefits financed through the dues and available only to members of the Union, but in no event shall the fee exceed eighty-five (85%) percent of the regular membership dues, fees and assessments.

D. The sum representing the fair share fee shall not reflect the cost of financial support of political causes of candidates except to the extent that it is necessary for the Union to engage in lobbying activity designed to foster its policy goals in collective negotiations and contract administration, and to secure for the employees it represents advances in wages, hours, and other conditions of employment which ordinarily cannot be secured through collective negotiations with the Township.

E. The Union shall establish and maintain a procedure whereby any individual paying the agency fee can challenge the assessment as computed by the Union. This appeal procedure shall in no way involve the Township or require the Township to take any action other than to hold the fee in escrow pending resolution of the appeal.

F. The Union shall indemnify, defend and save the Township harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Township in reliance upon salary deduction authorization cards or the fair share assessment information as furnished by the Union or the Township, or in reliance upon the official notification on the letterhead of the Union and signed by the President of the Union, advising of such changed deduction.

ARTICLE IV
NO-STRIKE PLEDGE

A. The Union covenants and agrees that during the term of this Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his position or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment) work stoppage, slowdown, walk-out or other job action against the Township. The Union agrees that such action would constitute a material breach of this Agreement.

B. In the event of a strike, a slowdown or walk-out, it is covenanted and agreed that participation in any such activity by any employee covered under the terms of this Agreement shall be deemed grounds for termination of employment of such employee or employees with due process.

C. The Union will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walk-out or other job action against the Township.

D. Nothing contained in this agreement shall be construed to limit or restrict the Township in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages or both, in the event of such breach by the Union or its members.

E. The Township agrees that during the term of this Agreement, there shall be no "lock-out" under the penalties provided in this Article.

ARTICLE V
HOURS AND OVERTIME

A. The normal working week shall consist of the present total of and average of forty (40) hours per week, as presently scheduled.

B. Overtime shall be paid for all time worked in excess of forty (40) hours per week and for the purposes of this Article, paid, unworked time shall be considered as time worked. Overtime shall be based upon a "time worked, time paid" basis, computed on actual minutes worked. Overtime shall be paid at the rate of time and one-half (1 ½) the employee's regular straight time hourly rate of pay.

C. Overtime must be authorized in advance by the Department Head or his/her designee. All employees may be required to work a reasonable amount of overtime and overtime shall be distributed as equitably as practicable among the employees qualified and capable of performing the available work, except that an employee shall not be removed from a job in which said employee is performing on a particular day in order to provide such equitable distribution of overtime.

D. Any employee required to work on a holiday recognized by this Agreement shall receive time and one-half (1 ½) his/her regular straight time hourly rate of pay for all work performed on the holiday, in addition to a day's pay at straight time for the holiday as such.

E. Meals During Emergency Overtime.

The Township shall provide each employee, who is called back to work for any reason of emergency (and shall not include manpower shortages due to employee vacation or other authorized leaves of absence), with a meal of not more than a seven (\$7.00) dollar cost in accordance with the provisions noted below. An employee shall be entitled to the aforementioned meal during the emergency at the end of four (4) hours of continuous work outside the employee's normal work day if such work assignment shall be for a duration of five (5) or more hours. This provision shall be applicable for each five (5) hour period of continuous work thereafter.

F. Commencing with the signing of this contract, an employee who is called in to work after having left the premises of the Township at a time not contiguous to the employee's regular work day, shall receive a minimum of two (2) hours pay at the rate of time and one-half (1 ½) the employee's regular straight time rate of pay for work performed during the call-in period.

G. Two (2) ten (10) minute breaks during the work day shall be provided to each employee, consisting of one (1) break during the first half of the work day and one (1) break in the second half. In addition, each employee shall be entitled to an unpaid forty-five (45) minute lunch break to be taken at a time agreed to by the supervisor and employee.

H. Commencing with the signing of this contract, an employee shall have the option of utilizing compensatory time, as opposed to receiving overtime payments, but only with the prior approval of the department head, and consistent with the provisions of the Fair Labor Standards Act, 29 USC Section 201, et seq, after he/she consults with and receives approval from the Mayor or Business Administrator.

ARTICLE VI
VACATIONS

A. The number of years of service to the Township for purposes of vacations will be determined as of January 1st of each year, except during the first and last years of service when the determination as to years of service will be the date of appointment and the vacation leave will be pro-rated as to actual time on the job.

B. All employees shall be granted annual vacation leave based upon the following schedule:

<u>YEARS OF SERVICE</u>	<u>ANNUAL VACATION HOURS EARNED</u>
Date of hire through the third (3rd) year of service	96 vacation hours/12 vacation days
Beginning of fourth (4th) year through tenth (10th) year of service	120 vacation hours/15 vacation days
Beginning of eleventh (11th) year through fifteenth (15th) year of service	160 vacation hours/20 vacation days
Over fifteen (15) years of service	200 vacation hours/25 vacation days

C. Vacation leave shall be scheduled for the mutual convenience of the Township and its employees. Vacation shall be scheduled by the Department Head or designee so as not to interfere with the efficient operation of the Department.

D. If in any calendar year vacation leave is not used, the unused vacation leave for that year shall be used during the next succeeding year only.

E. Vacation schedules shall be posted on the bulletin board within each department by the Township on January 2nd of each year and they shall remain posted until March 15th for the employees to select their vacations on a seniority basis in one (1) week blocks. In the event an employee has failed to make a selection by the aforementioned deadline, such employee may, nevertheless, make a vacation selection thereafter without regard to seniority for such vacation time as remains available on the schedule.

ARTICLE VII
LEAVES OF ABSENCE

A. Injury in the Line of Duty.

If any employee is injured in the line of duty and unable to work, he/she shall be entitled to injury leave with full pay during the period he/she is unable to perform his/her duties. Certification of injury in the line of duty shall be made by the Township's designated physician and if necessary, by the Township insurance carrier physician as well. If an employee sustains an injury while in the Township's employ and on duty, the employee will be continued without loss of pay for a maximum of one (1) year from the date of the accident. Such eligibility for this leave is determined by the definition of job injury as set out in the New Jersey Workers' Compensation Law.

B. Personal Leave.

The Township shall permit all employees covered by this Agreement to take up to two (2) personal leave days per year with pay. The request for personal leave shall be made to the Department Head or designee at least one (1) week prior to its anticipated use and the scheduling of such leave shall not interfere with the efficient operation of the employee's respective department. In the event of an emergency, as defined below, the week's notice requirement may be waived by the Department Head or designee. An emergency condition or situation is one which the employee could not have reasonably anticipated and/or which requires personal attention or action by that employee that cannot be postponed for at least one (1) week and that cannot be reasonably accomplished during non-working hours.

Failure to use the personal leave time in question shall not cause the Township to make any payment for such time not utilized and personal leave shall not be cumulative in nature.

C. Bereavement Leave.

The Township shall provide all employees covered under the terms of this Agreement with three (3) calendar days of leave of absence, from the day of death or the day of funeral, with pay in event of death in the immediate family. Immediate family, as defined for this Article, shall include husband, wife, father, mother, father-in-law, mother-in-law, brother, sister, child, step-child, ward, legal guardian, stepmother, stepfather, son-in-law, daughter-in-law, grandmother, grandfather, grandchildren, sister-in-law, and brother-in-law. Failure to use bereavement leave shall not cause the Township to make any payment for such time not utilized and bereavement leave shall not be cumulative in nature. The Mayor or designee may also grant, in his/her discretion, up to two (2) days travel time, if needed, for the employee to travel to and from the funeral.

D. Union Leave.

The Township shall, during the life of this Agreement, provide time off, with pay, to a maximum of two (2) persons (with no more than one from any single department) as designated by the President of the Union, to attend Union business or attend Union conventions, for a period not to exceed five (5) working days per year. Said five (5) day requirement shall be cumulative in nature for both persons in that neither person may take more than five (5) days off combined for Union business during any year. Unused Union leave shall not accumulated from year to year.

ARTICLE VIII
HEALTH AND WELFARE INSURANCE

A. The Township shall continue to provide medical, life and disability insurance as was in effect on December 31, 1986.

B. Disability income protection will apply to all full time permanent and provisional employees after a ninety (90) day waiting period for new employees.

1. The terms of the disability protection plan for non-occupational accidents or sickness are exactly as spelled out on Page 3, Schedule of Group Insurance Benefits for Eligible Employees," dated August 1, 1976.
2. Life insurance benefits are as spelled out on Page 3, "Schedule of Group Insurance Benefits for Eligible Employees," dated August 1, 1976.

C. The Township shall provide prescription coverage for all Township Employees for a two dollar (\$2.00) co-pay plan.

D. The Township shall provide a dental program including family coverage comparable to the plan dated September 1, 1984, on file with the Township Clerk.

E. The Township retains the right to change carriers and/or self-insure so long as substantially similar benefits are provided.

F. The Township will pay up to fifty (\$50.00) dollars per year per family member for an eye examination or prescription glasses. "Family" includes the employee, employee's spouse and children only.

G. In the event an employee's spouse, who is not employed by the Township, obtains appropriate medical coverage to include the employee and proof of such coverage is presented, along with a waiver and request for reimbursement, the employee shall receive a one thousand (1,000.00) dollar cash payment per year in lieu of receiving Township provided insurance coverage. It should be noted that if the employee chooses to terminate the stipend and return to Township insurance coverage, that the employee will receive the prorated share of the stipend earned while on the plan and will be covered immediately upon completion of the appropriate application and coverage documents. In the event employees are married and/or get married, one shall be entitled to the medical coverage provided by the Township and the other shall receive a five hundred \$500.00 stipend/cash payment per year in lieu of receiving Township provided insurance coverage.

H. Benefits upon retirement. After twenty-five (25) years of continuous service, with Pemberton Township, the Township will provide continued health & medical benefits for the employee only, at a single person's rate of coverage.

ARTICLE IX
UNIFORM ALLOWANCE

A. Upon commencing employment with the Township, each employee covered by this Agreement shall be provided five (5) industrial uniforms. A uniform shall consist of one (1) shirt and one (1) pair of pants. In addition to the shirt and pants, each employee shall receive one (1) winter jacket and foul weather gear as is necessary and required by the Township. Once an employee has received said uniforms, the Township shall replace said uniforms on a "wear-and-tear" basis. In this regard, the employee must bring to the Department Head or designee the article of clothing in question in order for the Township to determine whether or not the item shall be replaced. (This provision shall only apply to persons "in question" who are presently receiving uniforms.)

B. The Township shall pay to all employees covered by this Agreement an annual cleaning allowance of one hundred twenty-five (\$125.00) dollars per year. The annual cleaning allowance shall be paid to the employees covered by this agreement by the last pay in November of each year. This cleaning allowance shall be prorated on a monthly basis. If an employee terminates his/her employment with the Township for any reason during the year, the employee shall receive only the amount of clothing maintenance payable for the month(s) during which the employee worked for the Township.

ARTICLE XII
LONGEVITY AND SALARY

A. Longevity.

For the term of this contract, effective January 1, 1995, all full time employees, except those on probation, in addition to their annual salaries, shall be paid upon their base pay during each pay period longevity payment as follows:

After five (5) continuous years of service	- 4%
After ten (10) continuous years of service	- <u>6%</u>
After fifteen (15) continuous years of service	- <u>8%</u>

Longevity payments shall be included with base salary payments, but shall not be considered for purposes of retirement or overtime.

B. Salary Increases.

For 1995, effective January 1, 1995, the 1994 wage rate schedule reflecting hourly rates for all steps in each salary range as attached will be increased by 3.5%.

For 1996, effective January 1, 1996, the 1995 wage rate schedule reflecting hourly rates for all steps in each salary range as attached will be increased by 3.75%.

For 1997, effective January 1, 1997, the 1996 wage rate schedule reflecting hourly rates for all steps in each salary range as attached will be increased by 3.75%.

For 1998, effective January 1, 1998, the 1997 wage rate schedule reflecting hourly rates for all steps in each salary range as attached will be increased by 4%.

C. The Township has instituted a payroll plan for payroll every two (2) weeks, that is twenty-six (26) pays per year. The Township will give the employees covered under this Agreement not less than sixty (60) days notice prior to the institution of any change in the payroll plan.

D. Animal Control Officers shall receive a shift differential of ten percent (10%) of their hourly wage for those hours worked on weekends.

ARTICLE XI
EDUCATIONAL PROVISIONS

A. Tuition shall be reimbursed by the Township for all college level equivalent courses and educational training courses beginning with January 1, 1987 in which the employee maintains a "C" or better average or a "Passing" grade for those courses graded "Pass/Fail." All course participation must be authorized by the Mayor or Business Administrator in advance and must directly relate to work responsibilities of the employee.

B. Upon successful completion of the courses of the college level equivalent courses and education training courses pursuant to Section A, and upon presentation of appropriate verification, the Township will reimburse the employee for the cost of required books purchased for those courses.

ARTICLE XII
SAFETY AND HEALTH

A. The Township shall maintain safe and healthful working conditions for all employees covered by this Agreement and will provide employees with any wearing apparel, including foul weather clothing, tools or devices that may be reasonably necessary to ensure their health and safety.

B. The Union shall designate a Safety Committee for each unit of representation. It shall be their responsibility to investigate unsafe or unhealthy conditions. They shall meet periodically, as necessary, to review conditions in general to make appropriate recommendations to either or both parties. The Safety Committee member representing the Union shall be permitted a reasonable opportunity to visit work locations throughout the Township's facilities where employees covered by this Agreement perform their duties, for the purpose of investigating safety and health conditions. Said inspections shall be conducted during working hours with no loss of pay for a period not to exceed one (1) hour per week, unless additional time is specifically requested and authorized by the Mayor or Business Administrator.

C. The Township shall provide employees official identification.

D. The Township shall have a minimum of two (2) employees on each truck during snow or ice removal duty during night time hours. For the purposes of this section night time hours shall be defined as between the hours of 10:00 PM and 5:00 AM.

ARTICLE XIII
NON-DISCRIMINATION

The Township and the Union agree not to discriminate against any individual with respect to hiring, compensation, and/or terms or conditions of employment covered by this Agreement because of such individual's race, color, creed, religion, sex, national origin, handicap or age. The Union and the Township agree not to discriminate against any employee covered by this Agreement because of his membership or non-membership in the Union.

ARTICLE XIV
GRIEVANCE PROCEDURE

SECTION 1

A grievance is a complaint that there has been an improper application, interpretation or violation of this Agreement. Also included in the scope of grievable items are disciplinary actions which are appealable to the New Jersey Department of Personnel as a matter of right. In order to provide for the expeditious and mutually satisfactory settlement of grievances, the procedures hereinafter set forth shall be followed. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss and resolve the matter informally with any appropriate member of the department.

SECTION 2

Complaints may be initiated by an employee to his/her superior. An earnest effort shall be made to settle the dispute immediately. If the complaint is not adjusted satisfactorily at this stage and the employee wishes to enter a grievance, it shall be presented by the employee or by the authorized Association representative.

SECTION 3

When the Union wishes to present a grievance for itself or for an employee or group of employees for settlement or when an aggrieved employee wishes to present a grievance, such grievance shall be presented as follows:

Step 1: Within seven (7) working days of the event giving rise to the grievance, the aggrieved employee, the President of the Union or his/her duly authorized representative, shall present the grievance in writing to the Department Head or his duly designated representative. The Department Head shall answer the grievance within seven (7) working days.

Step 2: If the grievance is not resolved at Step 1 or if no answer has been received within the time set forth in Step 1, or if no answer has been received within the time set forth in Step 1, the Union shall present the grievance within seven (7) working days in writing to the Township Business Administrator. This presentation shall set forth the position of the Union, and at the request of either party, discussions may ensue. The Township Business Administrator shall answer the grievance in writing within fifteen (15) working days after receipt of the grievance setting forth the position of the employer.

Step 3: If the grievance is not resolved at Step 2 or if no answer has been received by the Union within the time set forth in Step 2, the grievance may be presented in writing within ten (10) working days to the Mayor. The final decision of the Mayor shall be given to the Union in writing within thirty (30) days after the receipt of the grievance, said time period may be extended by consent of the Union.

Step 4: If the grievance has not been settled by the parties at Step 3 of the grievance procedure or if no answer in writing by the Mayor has been received by the Union within the time provided in Step 3, the Union may invoke arbitration of the grievance in accordance with Article XIV hereof.

In the event a grievance is not processed in accordance with the time limitations set forth above, unless such time limitations are waived by both parties, the grievance shall be deemed satisfactorily resolved and no further action may be taken pursuant to this Article.

ARBITRATION

SECTION 1

(a) Any grievance not settled by the grievance procedure as herein provided, may be referred to an arbitrator as hereinafter provided.

(b) The Union may institute arbitration proceedings when the grievance procedure has been exhausted by requesting the Public Employment Relations Commission to appoint an arbitrator to hear the dispute in the manner set forth in the Rules and Regulations and Statement of Procedure of the Public Employment Relations Commission. A copy of said request shall be forwarded to the Mayor.

(c) The cost for the services of the arbitrator shall be born equally between the Township and the Union. Any other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring the same.

(d) The Township and the Union shall be limited to placing one (1) issue before an arbitrator at any one (1) time. The arbitrator shall be prohibited from hearing more than one (1) grievance, except by mutual consent of the parties. The arbitrator shall be bound by the provisions of the Agreement and restricted to the application of facts presented to him/her involved in the grievance. The arbitrator shall not have the authority to add to, modify, subtract from, or alter in any way the provisions of this Agreement or any amendment or supplement thereto. The Arbitrator shall set forth his/her findings of fact and reasons for making the award within thirty (30) days after the conclusion of the arbitration hearing, unless agreed to otherwise by the parties.

(e) The arbitrator's decision shall be final and binding on all parties.

(f) In any case where the grievance may be appealed to the New Jersey Department of Personnel, the election of arbitration shall preclude resort by the employee or the Union to the Department of Personnel. Conversely, if the grievance is appealed to the Department of Personnel, the employee or Union shall be barred from proceeding to arbitration in accordance with this Article.

ARTICLE XV

SICK LEAVE

A. Sick leave shall be defined as an absence of an employee from post or duty because of illness, accident or exposure to contagious disease.

B. Permanent full time employees shall accrue sick leave on the basis of eight (8) hours per month during the remainder of the first calendar year of employment after initial appointment and one hundred and twenty (120) hours in every calendar year thereafter. Permanent part time employees shall receive sick leave on a prorated basis.

C. Employees covered under this Agreement have the option to indefinitely accumulate sick leave or, in any given year, to request payment for any unused sick leave for that year only up to a maximum of fifty (50%) percent of that year's sick leave at the employee's rate of pay as of the previous July 1st. Payment under this provision shall be made by the last pay in November of each year. However, employees must notify the Township that they are electing to receive payment under this provision in writing, no later than November 1st of each year with the amount of sick leave eligible for payment to be determined as of that date. Furthermore, in order to qualify for payment, an employee must maintain a bank of at least one hundred and twenty (120) sick hours, not including the hours sought for reimbursement.

D. Verification of Sick Leave.

An employee who has been absent on sick leave for five (5) or more consecutive work days may be required to submit acceptable medical evidence substantiating the illness.

a. An employee who has been absent on sick leave for periods totaling more than one hundred and twenty (120) hours in one calendar year consisting of periods of not less than five (5) days shall have his/her sick leave record reviewed by the respective appointing authority and thereafter may be required to submit acceptable medical evidence for any additional sick leave in that year. In cases where an illness of a chronic or recurring nature causing recurring absences of one day or less, only one submission of such proof shall be necessary for a period of six (6) months.

b. The appointing authority may require proof of illness of an employee on sick leave whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action.

(1) In case of leave of absence due to exposure to a contagious disease, a certification from the Department of Health shall be required.

(2) In the case of death in the immediate family, reasonable proof shall be required.

(3) The appointing authority may require an employee who has been absent because of personal illness, as a condition of his/her return to duty, to be examined, at the expense of the agency, by a physician designated by the appointing authority. Such examination shall establish whether the employee is capable of performing his/her normal duties and his/her return will not jeopardize the health of other employees.

E. Upon termination in good standing or retirement, an employee is entitled to be reimbursed for fifty (50%) percent of his/her accumulated sick leave.

F. Sick leave is permitted to be used in one hour increments.

G. Use of sick leave is permitted for medical, dental or eye examinations for employees and members of their immediate family.

ARTICLE XVI

HOLIDAYS

A. All employees covered under the terms of this Agreement shall celebrate the following paid observed holidays:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
President's Day	Veterans Day
Good Friday	Thanksgiving
Easter Monday	Friday after Thanksgiving
Memorial Day	Christmas

Effective January 1, 1996, Lincoln's Birthday shall be deleted and Christmas Eve shall be added to the holiday schedule.

B. Holidays that fall on Saturday shall be celebrated on the preceding Friday. Holidays that fall on Sunday shall be celebrated on the following Monday. Holidays that fall within an employee's vacation period shall be celebrated at the employee's option, either immediately before or immediately following his vacation period.

C. Any employee who is required to work on a holiday shall receive pay at time and one-half (1 ½), as well as a normal day's pay.

D. In order to qualify for holiday pay, employees must work their scheduled workday immediately preceding and their scheduled workday immediately following the holiday or holiday weekends unless excused by the Department Head. Employees who are on leave of absence without pay will not be eligible for holiday pay.

E. Holiday pay referred to in Section C of this Article shall not be included in calculation of payments to the retirement system, nor be considered as part of base salary for the purpose of determining longevity or overtime.

ARTICLE XVII
UNION INFORMATION

A. The Township shall provide bulletin boards for the unit covered by this Agreement. Notices of Union meetings, official Union business, Union social, recreational and educational events shall be the material posted by the Union on the bulletin boards. Such notices shall be signed by the Union President or designee prior to posting and must be on Union letterhead. No notices of political nature nor notices disrespectful to the Township or officials of the Township shall be posted on said bulletin boards. The Township will make available the Bulletin of the New Jersey Department of Personnel for job openings.

B. It is agreed that representatives of the employer and the Union will meet from time to time upon the request of either party to discuss matters of general interest or concern, matters that are not necessarily a grievance as such. Said meetings shall be initiated by written request of either party and shall reflect the precise agenda of the meeting.

C. The Township will allow membership packets furnished by the Union to be placed in suitable areas so they may be obtained by new employees.

D. All positions applicable under this contract that become vacant within the Township shall be published on bulletin boards.

ARTICLE XVIII

SENIORITY

The Township agrees that it will abide by the New Jersey Department of Personnel regulations concerning seniority matters.

ARTICLE XIX
SEPARABILITY AND SAVINGS

If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XX
FULLY BARGAINED AGREEMENT

This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ORDINANCE NO. -1995

SCHEDULE A

1995

<u>CLASSIFICATION</u>	<u>RANGE NO.</u>	<u>STEP #1</u>	<u>STEP #2</u>	<u>STEP #3</u>	<u>STEP #4</u>	<u>STEP #5</u>
CLERK	5	-----	-----	9.03	9.33	9.60
COURT ATTENDANT	7	9.03	9.33	9.60	9.92	10.28
WELFARE INVESTIGATOR	7	-----	-----	9.60	9.92	10.28
CODE ENFORCEMENT OFFICER TRAINEE	8	9.26	9.60	-----	-----	-----
CODE ENFORCEMENT OFFICER	9	9.60	9.92	10.28	10.60	10.94
DATA CONTROL CLERK	10	9.92	10.28	10.60	10.94	11.36
BUILDING SERVICE WORKER	10	-----	-----	10.60	10.94	11.36
CLERK-TYPIST	12	10.60	10.94	11.36	11.67	12.10
ASST. ANIMAL CTRL OFF.	12	-----	-----	11.36	11.67	12.10
CASHIER	12	10.60	10.94	11.36	11.67	12.10
ASSESSING CLERK	12	10.60	10.94	11.36	11.67	12.10
POLICE RECORDS CLERK	12	10.60	10.94	11.36	11.67	12.10
LABORER	12	10.60	10.94	11.36	11.67	12.10
WATER METER READER	12	10.60	10.94	11.36	11.67	12.10
DATA ENTRY MACH. OPER/TYP.	12	10.60	10.94	11.36	11.67	12.10
ANIMAL CONTROL OFFICER	13	-----	-----	11.67	12.10	12.52
ACCOUNT CLERK	14	11.36	11.67	12.10	12.52	12.95
CLERK STENOGRAPHER	14	-----	-----	12.10	12.52	12.95
VIOLATIONS CLERK	14	-----	-----	12.10	12.52	12.95
PURCHASING ASSISTANT	14	11.36	11.67	12.10	12.52	12.95
SR. PERMIT CLERK/TYPING	14	11.36	11.67	12.10	12.52	12.95
SR. POLICE RECORDS CLERK	14	11.36	11.67	12.10	12.52	12.95
SENIOR CLERK TYPIST	14	11.36	11.67	12.10	12.52	12.95
SENIOR CLERK TRANSCRIBER	14	11.36	11.67	12.10	12.52	12.95
TRUCK DRIVER	15	11.67	12.10	12.52	12.95	13.43
PARK MAINTENANCE WORKER	15	-----	-----	12.52	12.95	13.43
PAINTER/PARK MAINTENANCE	15	-----	-----	12.52	12.95	13.43
WATER REPAIRER	15	-----	-----	12.52	12.95	13.43
ELECTRICIAN	15	11.67	12.10	12.52	12.95	13.43
SENIOR ASSESSING CLERK	16	-----	-----	12.95	13.43	13.91
SENIOR ACCOUNT CLERK	17	12.52	12.95	13.43	13.91	14.40
TRAFFIC MAINTENANCE/TRUCK DRIVER	17	12.52	12.95	13.43	13.91	14.40
SENIOR CLERK STENOGRAPHER	17	12.52	12.95	13.43	13.91	14.40
SR. PARK MAINT. WORKER	17	12.52	12.95	13.43	13.91	14.40
EQUIPMENT OPERATOR	17	12.52	12.95	13.43	13.91	14.40
PRINCIPAL CLERK TRANSCRIBER	18	12.95	13.43	13.91	14.40	14.98
MECHANIC	18	-----	-----	13.91	14.40	14.98
HEAVY EQUIPMENT OPERATOR	19	-----	-----	14.40	14.98	15.53
ADMINISTRATIVE SECRETARY	20	14.40	14.98	15.53	16.11	16.73
WATER FORMAN	22	-----	-----	16.11	16.73	17.38
PERSONNEL ASST./ADMIN. SECRETARY	25	17.38	18.17	18.99	19.84	20.73

ORDINANCE NO. _____ -1995

SCHEDULE B

1996

<u>CLASSIFICATION</u>	<u>RANGE NO.</u>	<u>STEP #1</u>	<u>STEP #2</u>	<u>STEP #3</u>	<u>STEP #4</u>	<u>STEP #5</u>
CLERK	5	-----	-----	9.37	9.68	9.96
COURT ATTENDANT	7	9.37	9.68	9.96	10.30	10.67
WELFARE INVESTIGATOR	7	-----	-----	9.96	10.30	10.67
CODE ENFORCEMENT OFFICER TRAINEE	8	9.61	9.96	-----	-----	-----
CODE ENFORCEMENT OFFICER	9	9.96	10.30	10.67	11.00	11.36
DATE CONTROL CLERK	10	10.30	10.67	11.00	11.36	11.79
BUILDING SERVICE WORKER	10	-----	-----	11.00	11.36	11.79
CLERK-TYPIST	12	11.00	11.36	11.79	12.11	12.56
ASST. ANIMAL CTRL OFF.	12	11.00	11.36	11.79	12.11	12.56
CASHIER	12	11.00	11.36	11.79	12.11	12.56
ASSESSING CLERK	12	-----	-----	11.79	12.11	12.56
POLICE RECORDS CLERK	12	-----	-----	11.79	12.11	12.56
LABORER	12	11.00	11.36	11.79	12.11	12.56
WATER METER READER	12	11.00	11.36	11.79	12.11	12.56
DATA ENTRY MACH. OPER/TYP.	12	11.00	11.36	11.79	12.11	12.56
ANIMAL CONTROL OFFICER	13	-----	-----	12.11	12.56	12.99
ACCOUNT CLERK	14	11.79	12.11	12.56	12.99	13.44
CLERK STENOGRAPHER	14	-----	-----	12.56	12.99	13.44
VIOLATIONS CLERK	14	-----	-----	12.56	12.99	13.44
PURCHASING ASSISTANT	14	11.79	12.11	12.56	12.99	13.44
SR. PERMIT CLERK/TYPING	14	11.79	12.11	12.56	12.99	13.44
SR. POLICE RECORDS CLERK	14	11.79	12.11	12.56	12.99	13.44
SENIOR CLERK TYPIST	14	11.79	12.11	12.56	12.99	13.44
SENIOR CLERK TRANSCRIBER	14	11.79	12.11	12.56	12.99	13.44
TRUCK DRIVER	15	12.11	12.56	12.99	13.44	13.94
PARK MAINTENANCE WORKER	15	-----	-----	12.99	13.44	13.94
PAINTER/PARK MAINTENANCE	15	-----	-----	12.99	13.44	13.94
WATER REPAIRER	15	-----	-----	12.99	13.44	13.94
ELECTRICIAN	15	12.11	12.56	12.99	13.44	13.94
SENIOR ASSESSING CLERK	16	-----	-----	13.44	13.94	14.44
SENIOR ACCOUNT CLERK	17	-----	-----	13.94	14.44	14.94
SENIOR CLERK STENOGRAPHER	17	-----	-----	13.94	14.44	14.94
SR. PARK MAINT. WORKER	17	12.99	13.44	13.94	14.44	14.94
TRAFFIC MAINTENANCE/TRUCK DRIVER	17	12.99	13.44	13.94	14.44	14.94
EQUIPMENT OPERATOR	17	12.99	13.44	13.94	14.44	14.94
PRINCIPAL CLERK TRANSCRIBER	18	13.44	13.94	14.44	14.94	15.55
MECHANIC	18	-----	-----	14.44	14.94	15.55
HEAVY EQUIPMENT OPERATOR	19	-----	-----	14.94	15.55	16.12
ADMINISTRATIVE SECRETARY	20	14.94	15.55	16.12	16.72	17.36
WATER FORMAN	22	-----	-----	16.72	17.36	18.04
PERSONNEL ASST./ADMIN. SECRETARY	25	18.04	18.86	19.71	20.59	21.51

ORDINANCE NO. _____ -1995

SCHEDULE C

1997

<u>CLASSIFICATION</u>	RANGE NO.	STEP #1	STEP #2	STEP #3	STEP #4	STEP #5
CLERK	5	-----	-----	9.73	10.05	10.34
COURT ATTENDANT	7	9.73	10.05	10.34	10.69	11.08
WELFARE INVESTIGATOR	7	-----	-----	10.34	10.69	11.08
CODE ENFORCEMENT OFFICER TRAINEE	8	9.98	10.34	-----	-----	-----
CODE ENFORCEMENT OFFICER	9	10.34	10.69	11.08	11.42	11.79
DATE CONTROL CLERK	10	10.69	11.08	11.42	11.79	12.24
BUILDING SERVICE WORKER	10	-----	-----	11.42	11.79	12.24
CLERK-TYPIST	12	11.42	11.79	12.24	12.57	13.04
ASST. ANIMAL CTRL OFF.	12	11.42	11.79	12.24	12.57	13.04
CASHIER	12	11.42	11.79	12.24	12.57	13.04
ASSESSING CLERK	12	-----	-----	12.24	12.57	13.04
POLICE RECORDS CLERK	12	-----	-----	12.24	12.57	13.04
LABORER	12	11.42	11.79	12.24	12.57	13.04
WATER METER READER	12	11.42	11.79	12.24	12.57	13.04
DATA ENTRY MACH. OPER/TYP.	12	11.42	11.79	12.24	12.57	13.04
ANIMAL CONTROL OFFICER	13	-----	-----	12.57	13.04	13.48
ACCOUNT CLERK	14	12.24	12.57	13.04	13.48	13.95
CLERK STENOGRAPHER	14	-----	-----	13.04	13.48	13.95
VIOLATIONS CLERK	14	-----	-----	13.04	13.48	13.95
PURCHASING ASSISTANT	14	12.24	12.57	13.04	13.48	13.95
SR. PERMIT CLERK/TYPING	14	12.24	12.57	13.04	13.48	13.95
SR. POLICE RECORDS CLERK	14	12.24	12.57	13.04	13.48	13.95
SENIOR CLERK TYPIST	14	12.24	12.57	13.04	13.48	13.95
SENIOR CLERK TRANSCRIBER	14	12.24	12.57	13.04	13.48	13.95
TRUCK DRIVER	15	12.57	13.04	13.48	13.95	14.47
PARK MAINTENANCE WORKER	15	-----	-----	13.48	13.95	14.47
PAINTER/PARK MAINTENANCE	15	-----	-----	13.48	13.95	14.47
WATER REPAIRER	15	-----	-----	13.48	13.95	14.47
ELECTRICIAN	15	12.57	13.04	13.48	13.95	14.47
SENIOR ASSESSING CLERK	16	-----	-----	13.95	14.47	14.99
SENIOR ACCOUNT CLERK	17	-----	-----	14.47	14.99	15.51
SENIOR CLERK STENOGRAPHER	17	-----	-----	14.47	14.99	15.51
SR. PARK MAINT. WORKER	17	13.48	13.95	14.47	14.99	15.51
TRAFFIC MAINTENANCE/TRUCK DRIVER	17	13.48	13.95	14.47	14.99	15.51
EQUIPMENT OPERATOR	17	13.48	13.95	14.47	14.99	15.51
PRINCIPAL CLERK TRANSCRIBER	18	13.95	14.47	14.99	15.51	16.14
MECHANIC	18	-----	-----	14.99	15.51	16.14
HEAVY EQUIPMENT OPERATOR	19	-----	-----	15.51	16.14	16.73
ADMINISTRATIVE SECRETARY	20	15.51	16.14	16.73	17.35	18.02
WATER FORMAN	22	-----	-----	17.35	18.02	18.72
PERSONNEL ASST./ADMIN. SECRETARY	25	18.72	19.57	20.45	21.37	22.32

ORDINANCE NO. -1995

SCHEDULE D

1998

<u>CLASSIFICATION</u>	<u>RANGE NO.</u>	<u>STEP #1</u>	<u>STEP #2</u>	<u>STEP #3</u>	<u>STEP #4</u>	<u>STEP #5</u>
CLERK	5	-----	-----	10.12	10.46	10.76
COURT ATTENDANT	7	10.12	10.46	10.76	11.12	11.53
WELFARE INVESTIGATOR	7	-----	-----	10.76	11.12	11.53
CODE ENFORCEMENT OFFICER TRAINEE	8	10.38	10.76	-----	-----	-----
CODE ENFORCEMENT OFFICER	9	10.76	11.12	11.53	11.88	12.27
DATE CONTROL CLERK	10	11.12	11.53	11.88	12.27	12.73
BUILDING SERVICE WORKER	10	-----	-----	11.88	12.27	12.73
CLERK-TYPIST	12	11.88	12.27	12.73	13.08	13.57
ASST. ANIMAL CTRL OFF.	12	-----	-----	12.73	13.08	13.57
CASHIER	12	11.88	12.27	12.73	13.08	13.57
ASSESSING CLERK	12	-----	-----	12.73	13.08	13.57
POLICE RECORDS CLERK	12	-----	-----	12.73	13.08	13.57
LABORER	12	11.88	12.27	12.73	13.08	13.57
WATER METER READER	12	11.88	12.27	12.73	13.08	13.57
DATA ENTRY MACH. OPER/TYP.	12	11.88	12.27	12.73	13.08	13.57
ANIMAL CONTROL OFFICER	13	-----	-----	13.08	13.57	14.02
ACCOUNT CLERK	14	12.73	13.08	13.57	14.02	14.51
CLERK STENOGRAPHER	14	-----	-----	13.57	14.02	14.51
VIOLATIONS CLERK	14	-----	-----	13.57	14.02	14.51
PURCHASING ASSISTANT	14	12.73	13.08	13.57	14.02	14.51
SR. PERMIT CLERK/TYPING	14	12.73	13.08	13.57	14.02	14.51
SR. POLICE RECORDS CLERK	14	12.73	13.08	13.57	14.02	14.51
SENIOR CLERK TYPIST	14	12.73	13.08	13.57	14.02	14.51
SENIOR CLERK TRANSCRIBER	14	12.73	13.08	13.57	14.02	14.51
TRUCK DRIVER	15	13.08	13.57	14.02	14.51	15.05
PARK MAINTENANCE WORKER	15	-----	-----	14.02	14.51	15.05
PAINTER/PARK MAINTENANCE	15	-----	-----	14.02	14.51	15.05
WATER REPAIRER	15	-----	-----	14.02	14.51	15.05
ELECTRICIAN	15	13.08	13.57	14.02	14.51	15.05
SENIOR ASSESSING CLERK	16	-----	-----	14.51	15.05	15.59
SENIOR ACCOUNT CLERK	17	-----	-----	15.05	15.59	16.14
SENIOR CLERK STENOGRAPHER	17	-----	-----	15.05	15.59	16.14
SR. PARK MAINT. WORKER	17	14.02	14.51	15.05	15.59	16.14
TRAFFIC MAINTENANCE/TRUCK DRIVER	17	14.02	14.51	15.05	15.59	16.14
EQUIPMENT OPERATOR	17	14.02	14.51	15.05	15.59	16.14
PRINCIPAL CLERK TRANSCRIBER	18	14.51	15.05	15.59	16.14	16.79
MECHANIC	18	-----	-----	15.59	16.14	16.79
HEAVY EQUIPMENT OPERATOR	19	-----	-----	16.14	16.79	17.40
ADMINISTRATIVE SECRETARY	20	16.14	16.79	17.40	18.05	18.75
WATER FORMAN	22	-----	-----	18.05	18.75	19.47
PERSONNEL ASST./ADMIN. SECRETARY	25	19.47	20.36	21.27	22.23	23.22

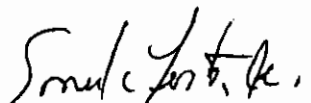
ARTICLE XXI
DURATION OF AGREEMENT

This Agreement shall be in full force and effect as of January 1, 1995 through December 31, 1998. This Agreement shall be subject to renegotiation by both parties under the terms and conditions as specified by the State of New Jersey Public Employment Relations Commission.

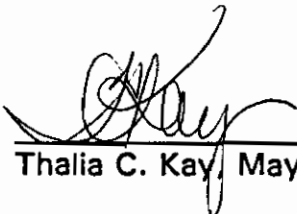
IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals at Pemberton Township, New Jersey, on this 12 day of October, 1995.

**PEMBERTON TOWNSHIP EMPLOYEES
ASSOCIATION, LOCAL 2783 and
DISTRICT COUNCIL 71, AMERICAN
FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO**

**TOWNSHIP OF PEMBERTON
COUNTY OF BURLINGTON
STATE OF NEW JERSEY**




EMORY C. FORTE, JR. 12 OCT 95
PRESIDENT



Thalia C. Kay, Mayor

ATTEST:

ATTEST:



Twp. Clerk 10/12/95



Charlotte C. Newhart, RMC 10/12/95
Township Clerk