

CONTRACT BETWEEN

TOWNSHIP OF MOUNT HOLLY

AND

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

AND LOCAL 1036

WHITE COLLAR UNIT

EFFECTIVE JANUARY 1, 2009 THROUGH DECEMBER 31, 2012

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**AGREEMENT BETWEEN THE TOWNSHIP OF MOUNT HOLLY AND
THE EMPLOYEES OF THE TOWNSHIP OF MOUNT HOLLY
COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO**

I. Recognition.

The Township of Mount Holly ("Township") hereby recognizes the Employees of Mount Holly Township, Communications Workers of America, AFL-CIO, hereinafter referred to as "Union" as the exclusive collective negotiations agent for all White Collar employees of the Township excluding all managerial executives, confidential employees, supervisors within the meaning of the Act, professional and craft employees, police and non permanent part time employees. A statement of the officers of the Union shall be filed with the township, shall be maintained in a current condition and shall be updated annually.

II. Management Rights.

1. The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it 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, the following rights:

a. To the executive management and administrative control of the Township Government and its properties and facilities and the activities of its employees;

b. To hire all employees subject to the provision of Civil Service Law, to determine their qualifications and conditions for continued employment or assignment and to promote and transfer employees;

c. To suspend, demote; discharge or take disciplinary action for good and just cause according to Civil Service Law.

2. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Township, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith, shall be limited only by applicable law and the specific and express terms of this Agreement.

III. Association Rights.

1. Pursuant to Chapter 123, Public Laws 1974, the Township hereby agrees that every member of the Bargaining Unit shall have the right to freely organize, join and support, Communications Workers of America AFL CIO for the purpose of engaging in collective negotiations. As a municipal corporation exercising governmental authority under the laws of the State of New Jersey, the Township undertakes and agrees that it shall not discourage or deprive

or coerce any member of the Bargaining Unit in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974, or by other laws of the State of New Jersey, or shall not discriminate against any member of the Bargaining Unit with respect to hours, wages, or any other terms and conditions of employment by reason of his or her membership in the Communications Workers of America, AFL-CIO, his or her participation in any union activities of the said union, collective negotiations, or his or her institution of any grievance, complaint or proceeding under this agreement on behalf of the union.

2. Officers of the Union, as identified on the official statement, shall be permitted a reasonable amount of time to transact joint union-township business such as grievance procedures on the premises as long as it does not interfere with the assigned duties of the officers or the employees. No more than two officers of the union may be absent from their regular duties at any one time to conduct this business and the supervisor of these officers must be notified of their absence from assigned duties prior to this absence.

3. The Union may have use of meeting room facilities in the Township building after hours when appropriately scheduled through the proper authority.

4. The Township shall grant the union shop stewards five days off with pay for union-business. These are non-cumulative.

IV. Fully Bargained Provision.

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 shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the contemplation of either or both parties at the time they negotiated or signed the Agreement.

V. Employment Responsibilities.

1. Members of the Union agree that employment with the Township of Mount Holly is their primary employment responsibility and agree to devote their full efforts and energies to their duties and responsibilities as municipal employees.

2. No Member of the Bargaining Unit will accept secondary employment which impairs their official duties and responsibilities or which impairs their efficiency or effectiveness in performing those duties.

3. In order to insure that the standard as expressed above in subparagraph 1 is adhered to, the Township Manager may require a member of the Bargaining Unit to file a statement providing information as to the duties and responsibilities of said secondary employment and the average number of hours worked per week therein. The Township Manager shall review the statement and will approve only those secondary employment positions which do not conflict with official duties and responsibilities or which do not

impair the member's efficiency or effectiveness in performing those duties. The decisions of the Manager in this respect are subject to the grievance procedure.

VI. No Strike Pledge

1. The Union covenants and agrees that during the term of this Agreement no member of the Bargaining Unit will cause, authorize, or support 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, walkout or other similar action against the Township.

2. Participation in a strike, slowdown or walkout by any employee covered under the terms of this Agreement shall be deemed grounds for disciplinary action against such employee or employees in accordance with the procedures established by law.

3. The Union will actively discourage and will take affirmative steps to prevent or terminate any strike, work stoppage, slowdown, walkout or other similar action by its members against the Township.

4. Nothing contained in this Agreement shall be construed to limit or restrict the Township or the Union in its right to seek and obtain such judicial relief as it may be entitled to have in the event of such breach.

VII. Grievance Procedure.

1. Definition: A grievance is: (1) a complaint that there has been an improper application, interpretation or violation of the specific terms and conditions of this agreement; (2) an improper application, interpretation, or violation of any rules, regulations, codes, policies or administrative decisions applicable to a member of the Bargaining Unit as defined in Article I; or (3) a disciplinary action that is not subject to Civil Service hearing and appeal procedures to a member of the unit.

2. Grievants: Grievances may be filed by an individual member of the Bargaining Unit, or by the Union itself.

3. The aggrieved employee shall continue on his assigned duties pending the resolution of the grievance.

4. Procedure: The grievant shall invoke the grievance procedure within ten (10) working days after occurrence of the event complained of.

a. The grievant must first discuss the grievance with his immediate superior. Said discussion must take place within ten (10) working days of the filing of the grievance. The filing of a grievance shall take place by the grievant setting forth his grievance in writing specifying the nature of the complaint and the remedy desired which shall be filed with the immediate superior and the Township Manager. The immediate superior must

communicate his decision to the grievant within ten (10) working days of the filing of the grievance.

b. The grievant, within ten (10) working days after receipt of the decision of the immediate superior, may appeal the decision to the Township Manager, or, in his absence, that individual responsible for the management of the Township. A meeting must be held within ten (10) working days of the receipt of the Appeal. The Appeal must be made in writing and must provide all relevant information in regard to the grievance, including, but not limited to the reasons for dissatisfaction and the remedy sought. The Township Manager, or his designee, must issue a written decision within ten (10) working days of the meeting stating findings and a decision.

c. The appeal to the Township Manager shall be the final step in the grievance procedure with regard to all grievances except those which allege in an improper application, interpretation or violation of the specific terms of this Agreement. (Article V 11, Section 1(1))

d. Failure of the grievant to meet any of the time stipulations of this Grievance Procedure will result in the grievance being withdrawn. The grievant may request extensions of these time stipulations for reasons beyond his control or extenuating circumstances, provided that this request is received prior to the stipulated time limit.

5. Binding Arbitration: Notice of intent to proceed to binding arbitration must be given by the Union to the Township within thirty (30) calendar days of receipt of the decision of the Township Manager or the expiration of the time for the Township Manager to respond. The parties agree to be bound by the rules, regulations and procedures of the New Jersey State Public Employees Relations Commission concerning the method of choosing an arbitrator. The costs of the arbitrator are to be borne by both sides, (Union and Township) on an equal basis. Any other costs are to be borne by the parties incurring the costs. The decision of the arbitrator shall be final and binding on all parties, and a written decision rendered within thirty (30) days of the hearing date. The arbitrator's decision shall be limited to the specific terms of this contract.

6. Right of Representation: All grievants shall have the right to be accompanied by a representative of the Union at all levels of the grievance procedure. The Union Shop Steward or his designee shall be granted reasonable time, with pay, to investigate grievances.

7. Disciplinary Matters: The negotiated grievance procedure shall not be used for disciplinary hearing whenever the grievant has an absolute right of appeal to the Department of Personnel. In those instances, when disciplined and the employee does not have an absolute right, of appeal to the department of Personnel, he or she may utilize the grievance procedure.

8. Personnel Folders: All material in the personnel folder of a member of the Bargaining Unit during the member's utilization of the grievance procedure will be removed there from except for the final written disposition of the grievance. Each individual member of the negotiating unit has the right to review the contents of the personnel folder at any time during office working hours. The employee may, upon request, have detrimental correspondence or reports removed from the personnel folder and returned to the member based upon the following schedule.

1. Uninvestigated citizens letter -6 months
2. Official letter of reprimand -18 months provided there is no reoccurrence.
3. Matters subject to Civil Service action shall, in accordance with Civil Service regulations, not be removed from personnel folders.

VIII. Exterminating Service.

The exterminating service shall be provided at the last stop of the day, specifically around 4:30 p.m. or 5:00 p.m.

IX. Leave

1. Section XVIII of this Agreement, "Leaves of Absence" shall apply to permanent full-time employees unless specifically amended by the following terms and conditions of this contract.

2. Permanent part-time employees shall receive a pro-rata share of these leave benefits. Permanent part-time positions are those positions budgeted for year round employment in excess of 640 hours. Employees serving in such a position will receive a pro rata share of annual, sick, holiday, medical fund and personal days from the date of their employment with the Township in this position. This leave will be calculated in accordance with the actual hours worked in the preceding year to the normal hours worked by a comparable full time employee unless the work schedule is altered, the new schedule will be used in this calculation.

X. Personal Days

1. Each permanent full time employee shall be allowed up to four (4) days paid leave which may be used for personal business. This leave may be taken in hourly increments.

2. Each employee desiring to take a personal leave day shall notify his/her supervisor at least 24 hours in advance of his or her intent to do so and must specify the nature of the personal business to be conducted. The Supervisor may waive this 24 hour notice in emergency circumstances or in a case where the employee can prove that he did not have prior notice of the personal business to be conducted.

3. Personal days are to be used only to conduct business that cannot normally be accomplished after working hours or on weekends. Examples of such personal business are litigation and court appearances, financial settlements and consultation with lawyers, graduations, emergency breakdowns at home, conferences at school, religious services, etc., but not necessarily held to these examples.

4. No employee shall take a personal leave day on the business day immediately preceding or following a paid holiday or vacation day, except in the case of an emergency.

5. Personal leave days must be used during the calendar year and cannot be accumulated.

XI. Health & Safety Committee.

1. The Township and the Union shall implement a Health and Safety Committee. The committee shall consist of two (2) members from the Township and two (2) members from the Union. The Health and Safety committee shall meet four (4) times per year and will address all health and safety issues. Emergency situations will not have to wait for the next meeting and a special meeting will be called to address the emergency at the time the emergency exists.

2. All safety problems reported by the employees will be investigated by the Department Head and, if requested by an employee, a representative of the Union. If the solution by the Department Head is not acceptable, then the problem will be referred to the Health and Safety Committee for resolution. The committee will have twenty calendar days to resolve the issue. Thereafter, the matter may be handled by utilizing the grievance procedure. Unless the alleged safety hazard constitutes an immediate physical hazard to the employees, the work will continue until the problem is resolved.

XII. Seniority.

1. In vacation scheduling, employees with the greatest amount of seniority shall be given preference provided that the assigned work schedule permits this preference:

2. An employee's length of service shall not be reduced by time lost due to the authorized leave of absence for bona fide illness or injury certified by a physician not in excess of six months.

3. If a question arises concerning two or more employees who were hired on the same date, seniority preference shall be determined according to the dates that their permanent Civil Service status was established. If this date is the same, preference shall be given in alphabetical order of the employee's last name.

4. The employer shall maintain an accurate, up-to-date employee record showing the date of temporary, provisional and permanent employment classification and pay rate. Employees shall be furnished copies of these upon request.

5. Seniority is the continuous length of permanent Civil Service status with the Township of Mount Holly.

XIII. Medical Benefits. Medical Reimbursement. Insurance Buy-back and Retirement.

1. Medical Allowance. The Township shall make the following amounts available for each employee in the Bargaining Unit to pay for verifiable medical expenses which are not otherwise covered by insurance:

2005-\$400.00

These funds are not transferable from employee to employee and any unused portion of the annual funds allocated to any negotiating unit member reverts to the Township. Upon presentation of a proper receipt medical bank money can be used for, but not limited to, reimbursement for dental expenses. By December 1st of each contract year, unit members will advise the Township Manager if they wish to enroll in the Township Dental Program. These funds shall be prorated for permanent part-time employees.

2. Medical Benefits.

a. Medical Plan. The Township shall provide the following medical insurance for each permanent full time employee, spouse and child: State Health Benefits Plan (SHBP) or its equivalent. Members may choose any plan within the State Health Benefits Plan (SHBP) with no cost being paid by the employee except for the following employee contributions listed herein;

January 1 - December 31, 2009	No contributions
January 1 - June 18, 2010	No contributions
June 19 - December 31, 2010	1.5% of base salary
January 1 - December 31, 2011	1.5% of base salary
January 1 - December 31, 2012	1.5% of base salary

b. Any changes made shall be made by the Township Manager, but he/she shall consult the Union President.

Medical Benefit Health Insurance/ Buy-Back. Any permanent full time employee who participates in the State Health Benefits Plan (SHBP) or another group plan as a dependent may waive coverage under the Township Plan. As an incentive to waive coverage the Township will reimburse the employee 50% (fifty) percent of the lowest plan they are entitled to. (Example -single to single or family to family. etc.). The employee may resume coverage upon their request, according to the SHBP Plan. Payment for each calendar year shall be made during the first pay in June and the first pay in November for the prior waived periods.

3. Health insurance on retirement. Employees who reach age 62 and who are eligible for a qualified retirement under current PERS rules and regulations and retire there under, may participate at Township expense in the medical insurance program, at the applicable levels of coverage at the time of retirement (coverage for themselves, spouse and child, if applicable), for two (2) years from the date of retirement.

XIV. Hours of Work and Overtime.

1. The regular work day shall be 8:30 a.m. to 4:30 p.m. The Township may vary the work day in individual departments to reflect the work assignments of the Township. However, the total weekly hours of an employee will not exceed those indicated above.
2. All overtime in excess of 35 hours in the workweek shall be paid at the rate of time and one-half times the regular straight time rate, effective January 1, 2006. The payment will be in either cash or compensatory time at the Township's discretion.
3. Employees called into work from home on an emergency call-in outside their regular work day shall be guaranteed a minimum of two hours pay at time and one-half. For 2005 shall be paid in double-time.
4. Overtime shall be distributed equally insofar as practical among the employees who are qualified and able to perform the required work.
5. Those clerical employees required to be in attendance at evening meetings of Court or various committees, shall receive \$ 55 compensation per evening, for January and February of 2005 only.
6. Overtime for Municipal Court employees (excluding managerial) shall be capped at \$10,000 total for the department annually. All time after the exhaustion of overtime for the court must be taken in comp time at the one and half time rate.

XV. Pay Plan and Evaluation

A. Salary Increases

2009	0% (zero percent)
2010	1.0% Effective 1/1/10 (retroactive)
2010	1.0% Effective 7/1/10
2011	2.0% Effective 1/1/11
2012	2.0% Effective 1/1/12

B. Prior to implementation of any evaluation systems, the Township shall consult with the unions in regards to the process, form, substance and content.

C. Whenever an employee is promoted, his/her salary shall be increased to the entry level of the new position or by the amount of the increment stated in #2 above, whichever is greater, provided that their salary cannot exceed maximum salary of the new position. At no time shall an employee being promoted receive less than his/her total salary (base plus longevity) he/she previously received or would have received in the year he/she was promoted.

D. TITLE INCREASES:

Any employee who has received a Senior or Principal Title due to a Desk Audit conducted by the Department of Personnel that is not under appeal by the parties shall receive the monies listed below in each year of the four year agreement. These lump sum payments shall not be entered into the base salary and shall be paid on or before November 15th of each year in the agreement. Employee's who receive Senior or Principal titles shall receive said monies pro rated and retro to the date of the Desk Audit determination. If any employee moves from Senior to Principal title they shall receive the lump sum pro rated for the time spent in the Senior title and pro rated for the time spent in the Principal title.

LUMP SUM PAYMENT- SENIOR TITLE:

2005-2008 - \$800.(Eight Hundred Dollars)

LUMP SUM PAYMENT -PRINCIPAL TITLE:

2005-2008 - \$900.(Nine Hundred Dollars)

XVI. Bonus.

Full time Bargaining Unit employees shall receive a \$500.00 bonus pay check in 2005 only of the contract in addition to their salaries as stated in this contract. Part Time permanent employees shall receive a bonus payment pro rated according to their hours worked. All employees must be on the payroll on the specified date to receive this payment. The article shall expire December 31, 2005.

XVII. Longevity.

In order that employees who have remained at the maximum pay rate of a grade for a number of years without a salary adjustment, may receive some compensation beyond that fixed for the pay grade, the following three step longevity pay plan is adopted. The Township will provide the dates for each employee as to when their longevity will be applied.

1. For employees hired prior to January 1, 1989.

a. When an employee has remained at the maximum pay rate of one or more grades for 48 months of service, a longevity increment of 5% of the maximum pay for their grade shall be paid in addition to the maximum established for their grade.

b. When an employee has remained at the maximum pay rate of one or more grades for 108 months of service, an additional longevity increment of another 5% (for a total of 10%) of the maximum pay for their grade shall be paid,

c. When an employee has remained at the maximum pay rate of one or more grades for 168 months of service, an additional longevity increment of another 5% (for a total of 15%) of the maximum pay for their grade shall be paid.

2. For employees hired on or after January 1, 1989:

a. When an employee has remained at the maximum pay rate of one or more grades for 48 months of service, a longevity increment of \$500 of the maximum pay for their grade shall be paid in addition to the maximum established for their grade.

b. When an employee has remained at the maximum pay rate of one or more grades for 108 months of service, an additional longevity increment of another \$500 (for a total of \$1,000) of the maximum pay for their grade shall be paid.

c. When an employee has remained at the maximum pay rate of one or more grades for 168 months of service, an additional longevity increment of another \$500 (for a total of \$1,500) of the maximum pay for their grade shall be paid.

3. During the life of this contract, there shall be no reclassifications of any employee's position, unless so ordered by the Department of Personnel.

4. If an employee is demoted or reclassified to a lower grade, his/her pay will be adjusted downward in accordance with Department of Personnel procedures. Longevity payments will be included into the base pay for pension purposes

5. If an individual retires during the year, he/she will receive the remaining portion of the longevity in a lump sum payment.

XVIII. Leaves of Absence

1. Definitions.

a. The term "year", as used herein, shall be deemed to be a calendar year from January 1 to December 31.

b. The term "day" shall be a normal tour of duty and shall be calculated in terms of the hours worked by the employee. All leave shall be credited and utilized in hourly increments.

2. Leave Calculations.

Each employee will receive full leave credit at the commencement of the calendar year in which the member's employment anniversary occurs. If the member terminates during the year, the leave will be recalculated according to the actual time served. The employee will be paid for the unused vacation leave. The employee will reimburse the Township for all leave advanced to him that was not earned prior to his termination. To receive credit for annual leave, an employee must be on an active work status.

3. Holidays.

a. Full time personnel will receive the following holidays with pay provided the Department Head determines that absence of the particular employee or employees on the designated holiday will not interfere with the efficient operation of the department. An employee not receiving time off on the designated holiday shall receive time off with pay on such day as the department head determines will not interfere with the department's efficient operation.

New Year's Day
Martin Luther King's Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day

Columbus Day
Veteran's Day
Thanksgiving Day and day after
Christmas Eve
Christmas Day
The Member's Birthday
Election Day

b. If the holiday should fall on a Sunday, the following Monday will be recognized as the holiday; if the holiday should fall on a Saturday, the preceding Friday will be observed.

c. If a holiday should occur when an employee is on a paid leave of absence, he will be paid for the holiday and it will not be charged to his leave. Any new days granted by the Federal Government as national holidays or days proclaimed by the State Government will be reviewed by the Township Manager.

d. If an employee is on a leave of absence without pay on the days before and after a holiday, he will receive no pay credit for that holiday. However, should he return to his employment the day before, or the day following a holiday, he will receive pay credit for the holiday.

4. Annual Leave (Vacation Leave).

a. Permanent full time personnel will receive vacations with pay at such times as the Department Head determines will not interfere with the efficient operation of the department:

Years of Employment	Days Vacation
0 through 1	1 day per month of employment
after 1 through 5	17 days per year
6 through 10	20 days per year
after 10	25 days per year

21 and over

30 days per year

b. The above vacation schedule applies to all employees hired before January 1, 1999 and have ten (10) or more years with the Township as of December 31, 1997. Employees who have less than 10 years of employment as of 1/1/98 shall be capped at 25 paid vacation days for 10 years and thereafter.

c. For all employees hired on or after January 1, 1999 the following vacation schedule shall apply:

Years of Employment	Days Vacation
0 through 1 year	1 day per month of employment
after 1 year up through 5 years	17 days per year
6 years through 10 years and over	20 days per year

d. Unused vacation may be accumulated beyond the calendar year in which it is earned but must "be used during the following two (2) years. Leave taken is automatically charged against the earliest leave available to the employee.

e. Annual leave not taken within these time limits shall be eliminated except when an employee is prevented from using his leave due to the work load and/or assignment of the Township. In this instance, the employee shall be reimbursed for this leave rather than its elimination. An employee who is unable to utilize his accumulated vacation leave must notify the Township Manager at least three (3) months prior to the end of the year.

5. Sick Leave.

a. Full time employees shall be entitled to one day of sick leave credit for each month working during the remainder of the calendar year following full time appointment, and fifteen (15) days sick leave credit in each year thereafter.

b. Sick leave, for the purpose of this paragraph, is defined as absence from work because of illness, accident, exposure to contagious disease, attendance to a member of the immediate family who is seriously ill and requires the employee's care or attendance.

c. A certificate from the employee's physician may be required; or, if the absence is because of the need for attending to a member of the immediate family, a certificate from the physician in attendance may be required by the Township Manager whenever such requirement appears reasonable. In addition, a certificate from the employee's physician will be, in any event, required if the employee is absent due to illness for more than two consecutive days, more than four days in a two week period, or the employee used more than a total often (10) days sick leave in any calendar year.

d. In case of an illness of a chronic or recurring nature causing an employee's periodic or repeated absence from duty for one day or less, only one medical certificate shall be required for every six month period as a sufficient proof of need of leave of absence of the employee; provided, however, the certificate must specify the nature of the illness, identify its adverse symptoms and state that the chronic or recurring nature of the illness is likely to cause subsequent absences from employment.

e. Unused sick leave will accumulate to the credit of the employee from year to year to be used when needed.

f. In order to recognize those employees who use a minimum of sick leave and encourage work attendance, the Township shall reimburse employees upon retirement for one-half of their accumulated sick leave in an amount not to exceed 63 days pay. Retirement in this context means the receipt of retirement benefits in accordance with the State Pension System.

6. Bereavement Leave.

Five days bereavement leave will be granted when death occurs in the immediate family, namely, the death of a spouse, child, step child, parent, step mother, step father, mother or father-in-law, brother, sister, grandparents or grandchild, including spousal relationship or significant other of the employee. If an employee must travel out of state one extra day will be allowed for travel. This leave must be used for the purpose of handling necessary arrangements and attendance at the funeral in question. If bereavement leave occurs during vacation, that vacation will stop and bereavement leave will begin. The vacation log will be adjusted to correct the time if necessary.

7. Military Leave.

a. In accordance with the provisions of statute, employees who are members of the National Guard required to undergo annual field training shall be entitled to leave of absence with pay for the duration of the field training. Such employees will be paid during periods of local emergency when ordered to active duty for a period not exceeding two (2) weeks.

b. Employees who volunteer or are ordered into the armed forces during time of war may be granted military leave without pay for the period of actual military service with the right to return to the employees position upon release from active duty .

8. Maternity Leave.

a. Maternity leave of absence must be requested in writing and may be taken for a period of only three (3) calendar months from the date of birth of the infant. Accumulated sick leave may be utilized during pregnancy, prior to the birth of the child and after maternity leave, when a physician's certificate is furnished indicating that the employee is unable to work for reasons of health.

b. The Township cannot guarantee to hold the employee's position open beyond the expiration date of the maternity leave of absence.

9. Jury Duty.

Employees who are summoned for service as jurors will be excused on days they are required to be present in court. If the employee is not required to be present for jury duty for the entire work day, he must return to work immediately upon dismissal. All employees shall receive full pay for time served during jury duty less any juror's allowance.

10. Leave of Absence Without Pay.

Upon recommendation of the employee's supervisor, the Township Manager may grant a leave of absence without pay to a permanent employee of the department for a period not exceeding six (6) months at anyone time.

11. Injury Leave.

Employees who are injured in the line of duty and must be absent from work and supply a medical certificate substantiating that the injury precludes their performing any work shall be given injury leave with pay.

12. Family and Medical Leave.

The Township shall comply with all rules and regulations of the Family and Medical Leave Act ("FMLA"). The Township agrees that an employee's seniority with the Township shall not be affected if they use Family or Medical Leave. No employee shall have any loss of benefits, salary increases, bonus payments or other negotiated benefits while on unpaid or paid family medical leave. If an employee believes their FMLA rights are being violated they shall use the grievance and arbitration procedure of the contract for relief if they chose to.

XIX. Union Dues.

1. The Township agrees to deduct twice monthly from the base salary of each employee, who furnishes a written authorization for such deduction in a form acceptable to the employer, the amount of monthly union dues. Dues shall be per month or such amount as may be certified by the Union to the Township at least thirty (30) days prior to the month in which the deduction of union dues is to be made. Deduction of union dues made pursuant hereto shall be remitted by the Township to the Union, *c/o* Secretary-Treasurer, Communications Workers of America, AFL-CIO Local 1036, 1 Lower Ferry Road, West Trenton, NJ 08628 by the tenth (10) day of the month following the calendar month in which such deductions are made, together with a list of employees from whose pay such deductions were made.

2. The Union agrees to indemnify and hold the Township harmless against any, and all claims, suits, orders of judgments brought or issued against the Township with regard to the dues check-off except for any claims that result from negligent or improper acts of employer or its agent or servants.

3. Dues deduction may only be stopped if the employee so requests. Any such request must be in writing and submitted to the Township prior to December 15 of any given year. Dues shall be halted beginning with the first pay period of each calendar year.

4. The Township will immediately supply the Union a copy of any request to halt dues.

5. If, during the life of this agreement, there shall be any change in the rate of membership dues, the Union shall furnish to the Township written notice prior to the effective date of such change and shall furnish the Township a certified copy of the Resolution, indicating dues changes and the effective date of such changes.

XX. Agency Shop.

1. Purposes of Fee. All eligible non-member employees in this Bargaining Unit will be required to pay to the majority representative a representation fee in lieu of dues for services rendered by the majority representative. Nothing herein shall be deemed to require any employee to become a member of the majority representative.

2. Amount of Fee.

a. Prior to the beginning of each contract year, the Union will notify the employer in writing of the amount of regular membership dues; initiation fees and assessments charged by the Union to its own members for that contract year, and the amount of the representation fee for that contract year.

b. The representation fee in lieu of dues shall be in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the majority representative to its own members less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members, but in no event shall such fee exceed 85% of the regular membership dues, fees and assessments.

3. a. Deduction and Transmission of Fee. a. After verification by the Township that an employee must pay the representation fee, the Township will deduct the fee for all eligible employees in accordance with this Article.

b. The mechanics of the deduction for representation fees and the transmission of such fees to the Union will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Union.

c. The Township shall deduct the representation fee as soon as possible, after the tenth day following reentry into this unit for employees who previously served in a position identified as excluded or confidential, for individuals reemployed in this negotiating unit from a re-employment list, for employees returning from leave without pay, and for previous employee members who become eligible for the representation fee because of non-member status.

d. The Township shall deduct the representation from a new employee as soon as possible after thirty (30) days from the beginning date of employment in a position in this Bargaining Unit.

4. Demand and Return System.

a. The representation fee in lieu of dues only shall be available to the Union if the procedures hereafter are maintained by the Union.

b. The burden of proof under this system is on the Union. The Union shall return any part of the representation fee paid by the employee which represents the employees additional pro rata share of expenditures by the Union that is either in aid of activities or causes of a partisan political or ideological nature only incidentally related to the terms and conditions of employment, or applied toward the cost of any other benefits available only to members of the majority representative.

c. The employee shall be entitled to a review of the amount of the representation Fee by requesting the Union to substantiate the amount charged for the representation fee. This review shall be accorded in conformance with the internal steps and procedures established by the Union.

d. The Union shall submit a copy of the Union review system to the Township. The deduction of the representation fee shall be available only if the Union establishes and maintains this review system. If the employee is dissatisfied with the Union's decision he may appeal to a three-member board established by the Governor.

XXI. Education Benefits.

1. The Township finds that continuing education for its employees is a worthwhile pursuit. To this end, the Township is prepared to assist in helping its employees defray the costs of work-related educational courses.

2. The Township may pay for the credit fees charged by an approved educational institute. Courses and costs must be presented in a written memo, to the Department Head and Township Manager prior to enrollment for their approval. No payments will be made without the Township Manager's written approval. Courses must be directly related to an individual's job. There must be adequate money in the budget for course work. Payments are one time only.

XXII. Emergency Work Procedures.

Emergency day procedure request will be as follows: It shall be the Township Manager's responsibility to make decisions as to the necessity of employees to report to work. She/he shall contact all Department Heads to notify them of any decision. If she/he decides an employee need not report to work, that employee shall not have his pay docked.

XXIII. Personnel Changes.

Provided they are qualified present employees shall have the first option on any opening in the Township. Appointment to a new position shall be consistent with applicable Department of Personnel rules and regulations and the Township's salary classifications.

XXIV. Labor/Management Committee.

The Township and the Union shall implement a labor management committee. The committee shall consist of two (2) members from the Township and two (2) from the Union. The Labor/Management committee shall meet four (4) times per year to discuss a variety of matters that will not include health and safety issues but will include such items that relate to conditions of employment such as equipment, upgrades, computers, programs, etc.

XXV. Life Insurance.

The Township provides life insurance for its employees who are insured under the Township's health coverage. The insurance company is Life Insurance Company of North America, but may be changed at the discretion of the Township provided that the level of benefit is equal to or greater than that currently provided.

XXVI. P .E.R.S. (Public Employment Retirement System).

The employees of the township are enrolled in the Public Employment Retirement System. The Township and the employees shall abide by all rules and regulations of the P .E.R.S. system.

XXVII. Equal Treatment/Non Discrimination.

The Township agrees that there will be no discrimination or favoritism practiced upon or shown employees for any reason of sex, age, nationality, race, religion, marital status, political origin, color, handicap, association membership, association activities or the exercise of any concerted rights or activities.

XXVIII. Separability Provision.

1. The Township and Union recognize the authority of the Federal and State Governments dealing with economic controls. Therefore, salary or wage increases or other economic changes will be implemented to the extent that such implementation is not prohibited by law.
2. If any provision of this Agreement or any application is held to be invalid by legislative changes or by a court of competent jurisdiction, such provision shall be inoperative but all such other provisions shall not be affected thereby and shall continue in full force and effect.

XXIX. Terms of Agreement.

1. This Agreement shall govern all members in the Bargaining Unit employed by the Township on the date of execution of this Agreement and thereafter. Employees who have resigned or been terminated prior to the execution of this Agreement or prior to a specified date in the Agreement providing for a new or increased benefit shall not be entitled to the benefits of the Agreement to any new or increased level.
2. The term of the Agreement shall be from January 1, 2009 through December 31, 2012.

IN WITNESS WHEREOF, this Agreement has been executed as of the 24th day of May 2010.

FOR THE UNION
COMMUNICATIONS WORKERS OF
AMERICA, AFL-CIO

Adam Liebtag
ADAM LIEBTAG, PRESIDENT

Florence Mc Namara
FLORENCE MCNAMARA
STAFF REPRESENTATIVE

Theresa Kramer
THERESA KRAMER
SHOP STEWARD/NEGOTIATOR

Don Rice
DON RICE
INTERNATIONAL REPRESENTATIVE

Susan Blasi
SUSAN BLASI
SHOP STEWARD/NEGOTIATOR

FOR THE TOWNSHIP OF
MOUNT HOLLY

Jules Theissen
JULES THEISSEN, MAYOR

Kathleen D. Hoffman
KATHLEEN D. HOFFMAN
TOWNSHIP MANAGER

ATTACHMENT A

MOUNT HOLLY TOWNSHIP WHITE COLLAR EMPLOYEES

HIRED PRIOR TO JANUARY 1, 1999

**BLASI, SUSAN
BRYANT, LINDA
KRAMER, THERESA**

HIRED AFTER JANUARY 1, 1999

**APPLEGATE, DAWN
HARDIFER, PAUL
LIND, MICHELLE
MUCHOWSKI, DENISE
TORPEY, JILL**

2005 + 600
 2006 + 1500 x 3%
 2007 x 3%
 2008 x 3%

WHITE COLLAR SALARIES
 STEP INCREASE
 2005-2008
 2009-2012

2009/1/1 0%
 2010/1/1 1%
 2011/1/1 1%
 2012/1/1 2%

2009	0% INCREASE						FIXED LONGEVITY \$ AMOUNTS					
	A	B	C	D	E	F	5%	10%	15%	20%	25%	
1	19,551	20,414	21,320	22,271	23,270	24,320	1,215	1,251	1,289	1,329	1,369	
1A	24,132	25,223	26,371	27,576	28,846	30,166	1,509	1,516	1,525	1,535	1,545	
2	28,598	29,916	31,291	32,742	34,264	35,863	1,793	1,805	1,818	1,831	1,844	
3	31,291	32,742	34,264	35,863	37,539	39,287	1,877	1,891	1,905	1,919	1,933	
4	33,984	35,535	37,156	38,847	40,608	42,441	1,961	1,976	1,991	1,999	2,007	
5	36,677	38,328	39,999	41,790	43,641	45,592	2,045	2,061	2,077	2,093	2,109	
6	39,370	41,121	42,982	44,943	47,024	49,105	2,129	2,146	2,163	2,180	2,197	
6A	36,643	37,200	38,061	40,899	42,828	44,854	2,242	2,262	2,282	2,302	2,322	
2010	JAN 1ST 1% INC						FIXED LONGEVITY \$ AMOUNTS					
1	19,747	20,618	21,533	22,494	23,503	24,563	1,228	1,264	1,299	1,335	1,371	
1A	24,373	25,476	26,638	27,861	29,146	30,486	1,523	1,531	1,540	1,549	1,558	
2	28,940	30,260	31,644	33,083	34,577	36,127	1,807	1,820	1,833	1,846	1,859	
3	31,633	33,083	34,577	36,127	37,731	39,386	1,891	1,905	1,919	1,933	1,947	
4	34,326	35,876	37,470	39,109	40,794	42,525	1,975	1,990	1,999	2,008	2,017	
5	37,019	38,669	40,373	42,132	43,946	45,815	2,059	2,075	2,091	2,107	2,123	
6	39,712	41,462	43,266	45,125	47,039	49,008	2,143	2,160	2,177	2,194	2,211	
6A	36,985	37,542	38,403	41,241	43,170	45,196	2,256	2,276	2,296	2,316	2,336	
2010	JULY 1ST 1% INC						FIXED LONGEVITY \$ AMOUNTS					
1	19,944	20,824	21,748	22,719	23,738	24,809	1,240	1,281	1,321	1,361	1,401	
1A	24,571	25,730	26,901	28,130	29,419	30,773	1,535	1,539	1,544	1,549	1,554	
2	29,138	30,511	31,920	33,369	34,863	36,404	1,820	1,829	1,838	1,847	1,856	
3	31,831	33,380	34,969	36,603	38,286	40,017	1,904	1,915	1,926	1,937	1,948	
4	34,524	36,173	37,862	39,591	41,360	43,179	1,988	1,999	2,010	2,021	2,032	
5	37,217	38,966	40,755	42,584	44,453	46,372	2,072	2,084	2,096	2,108	2,120	
6	39,910	41,759	43,648	45,577	47,546	49,565	2,156	2,169	2,182	2,195	2,208	
6A	37,183	37,740	38,401	41,239	43,168	45,194	2,269	2,289	2,309	2,329	2,349	
2011	JAN 1ST 2% INC						FIXED LONGEVITY \$ AMOUNTS					
1	20,343	21,290	22,183	23,173	24,213	25,305	1,268	1,311	1,354	1,397	1,440	
1A	25,109	26,246	27,439	28,683	29,977	31,321	1,563	1,569	1,575	1,581	1,587	
2	29,876	31,121	32,414	33,756	35,147	36,587	1,847	1,854	1,861	1,868	1,875	
3	32,569	33,911	35,299	36,732	38,211	39,736	1,931	1,939	1,947	1,955	1,963	
4	35,262	36,703	38,187	39,714	41,293	42,914	2,015	2,024	2,033	2,042	2,051	
5	37,955	39,496	41,080	42,707	44,376	46,097	2,099	2,109	2,119	2,129	2,139	
6	40,648	42,289	43,982	45,727	47,522	49,367	2,183	2,194	2,205	2,216	2,227	
6A	37,921	38,520	39,119	41,957	43,886	45,912	2,296	2,316	2,336	2,356	2,376	