

**AGREEMENT**  
**BETWEEN THE**  
**CITY OF BRIDGETON**  
**AND**  
**NEW JERSEY CIVIL SERVICE ASSOCIATION**  
**CUMBERLAND COUNTY COUNCIL #18**

**July 1, 2015 through December 31, 2018**



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THIS AGREEMENT entered into this 23 day of NOVEMBER, 2015 by and between THE CITY OF BRIDGETON IN THE COUNTY OF CUMBERLAND, a municipal corporation of the State of New Jersey, ("EMPLOYER") and NEW JERSEY CIVIL SERVICE ASSOCIATION, CUMBERLAND COUNTY COUNCIL #18, ("ASSOCIATION").

## **PURPOSE AND INTENT**

The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the City of Bridgeton in its capacity as an Employer, the Employees, the Association and the citizens of the City of Bridgeton.

The parties recognize that the interests of the community and the employment security of the employees depend upon the Employer's success in establishing proper service to the community.

To these ends, the Employer and the Association encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all employees.

## **ARTICLE I. RECOGNITION OF RIGHTS/LIMITATIONS**

### **1.1. Recognition of Association**

Pursuant to and in accordance with all applicable provisions of the New Jersey Employer-Employee Relations Act, *Chapter 303* of the Laws of 1968 (N.J.S.A. 34:13A-1 *et seq.*), as amended, the Employer does hereby recognize the Association as the sole and exclusive representative of all permanent clerical and other employees of the City of Bridgeton, excepting that this representation shall not extend to (1) Secretary to the Mayor, (2) City Clerk, (3) employees within the Office of the Business Administrator and (4) any employee otherwise excluded by law.

### **1.2. Management Rights**

#### **1.2.1 Reservation of Rights**

The employees recognize that there are certain functions, responsibilities and management rights exclusively reserved to the employer. All of the rights, power and authority possessed by the employer prior to the signing of this Agreement are retained exclusively by the employer subject only to such limitations as are specifically provided in this Agreement or by established past practice.

### **1.3. Prohibited Actions**

#### **1.3.1. Discrimination**

The Employer and the Association agree that there shall not be any discrimination against any employee within the Bargaining Unit because of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status, political affiliation or Association membership.

### **1.3.2. Concerted Activity**

During the term of this Agreement, the Association agrees not to engage in or support any strike, work stoppage, slow-down or other similar concerted action by employees within the Bargaining Unit nor shall any Association representative engage in any individual action or conduct which has the purpose of inducing said employees to engage in such prohibited activities.

### **1.3.3. Reprisals.**

During the term of this Agreement, the Employer agrees not to seek reprisals, penalize, discipline or otherwise discriminate against any individual Association representative or employee within the Bargaining Unit as a result of said individual asserting any right conferred upon said individual or the membership as a whole by the terms of this Collective Bargaining Agreement nor shall the Employer or any representative of Employer institute, engage in or support a lock-out of the employees within the Bargaining Unit.

### **1.3.4. Association Membership.**

The Association and the Employer, by and through any official, agent or representative, shall not intimidate, restrain, coerce or discriminate against any employee.

## **ARTICLE 2. ASSOCIATION REPRESENTATION**

### **2.1. Designation of Steward/Alternate**

#### **2.1.1. Number of Steward/Alternate**

There shall be one (1) duly selected representative of the Association from the membership of the Bargaining Unit, hereafter "Steward", and one (1) Alternate.

#### **2.1.2. Designation of Steward/Alternate**

The Association has the exclusive right and discretion in the designation of the Steward and the Alternate as well as the delineation of their respective responsibilities and authority to act for and on behalf of the Association.

#### **2.1.3. Recognition of Alternate**

An Alternate will be provided the recognition and privileges afforded a Steward, as set forth in this Agreement and, in any instance where a Steward is unable to perform his or her duties due to absence, illness or employment responsibilities or the Alternate is otherwise designated to do so by the Steward or Association.

#### **2.1.4. Notification to Employer**

The Association will provide the Employer with the names of the duly selected Steward and Alternate and will promptly notify the Employer of any changes in said designations during the term of this Agreement.

### **2.2. Access to Employees**

#### **2.2.1. Reasonable Access**

Association representatives will have appropriate and reasonable access to employees within the Bargaining Unit for the purpose of administering the Collective Bargaining Agreement and/or related Association business providing that said activity is confined to non-working hours (prior to and after the scheduled work day, lunch and break periods) unless prior approval is obtained from the appropriate representative of the Employer and said activity does not interfere with the work assignment(s) of the Steward and/or employees.

#### **2.2.2. Use of Employer's Facilities**

The Association shall be permitted to conduct meetings with the employees at the office location maintained by Employer, provided that space is available and approval is obtained in advance of the date and time of said meeting from the designated representative of the Employer.

#### **2.2.3. Use of Bulletin Board(s)**

The Association shall have access to a bulletin board prominently located in each of the general working areas maintained by the Employer. The Association may post any appropriate material pertaining to Association business, providing that said material is not profane, obscene or defamatory in nature. Materials shall be posted only by the Steward or other designated representative of the Association. All postings shall contain the signature of the Steward or such representative.

#### **2.2.4. Distribution of Information**

The Steward shall have the right to distribute information pertaining to Association business to employees at their desk/work stations during non-working hours.

### **2.3. Leave for Association Representatives**

#### **2.3.1. Investigation and Processing of Grievances**

The Steward shall be permitted during working hours without loss of pay for a reasonable length of time to investigate and process a grievance on behalf of an employee in the Bargaining Unit and/or represent said employee at a grievance proceeding provided that same does not interfere with the work assignments of the Steward.

### **2.3.2. Attendance at Conferences**

The Steward and Alternate Steward shall be permitted during working hours without loss of pay for a reasonable length of time to attend approved conferences with representatives of Employer concerning the administration of this Agreement provided same does not interfere with the work assignments of the Steward and Alternate Steward.

### **2.3.3. Annual Convention**

The Steward and Alternate shall be permitted a leave of absence with pay to attend the annual New Jersey Civil Service Association Convention. A certificate of attendance to said convention shall, upon request, be submitted by the Association representative in attendance. Said leave shall be inclusive of the duration of the convention with reasonable time for travel to and from said convention.

### **2.3.4. Training**

The Steward and Alternate shall be permitted two (2) days leave with pay each year during the term of this Agreement to attend training sponsored or conducted by the Association. Said attendance shall be with the prior approval of the Employer which shall not be unreasonably withheld by Employer.

## **2.4. Payroll Deduction of Membership Dues**

### **2.4.1. Deduction of Dues by Employer**

In accordance with all applicable provisions of the New Jersey Employer-Employee Relations Action, *Chapter 303* of the Laws of 1968 (N.J.S.A. 34:13A-1 *et seq.*), as amended, the Employer agrees to deduct from the regular pay of employees included in this Bargaining Unit the membership dues for the Association provided a dues deduction card, supplied by the Association in conformity with statutory requirements and signed by the employees, is submitted to the Employer. It is further agreed that the Employer shall remit such deductions to the Association prior to the tenth (10<sup>th</sup>) day of the month following any month during which such deductions have been made by the Employer.

### **2.4.2. Certification by Association**

The Association shall certify to the Employer the amount of said membership dues to be so deducted and, if there shall be any change in the rate of membership dues during the term of this Agreement, the Association shall furnish to the Employer written notice of same thirty (30) days prior to the effective date of such change.



#### **2.4.3. Request to Terminate Dues Deduction by Employee**

A request by any employee to terminate the deduction of Association dues from his or her regular pay must be in writing and tendered to the appropriate authorized representatives of the Employer and the Association. Said termination shall be effective as of January 1 or July 1 next succeeding the date on which the employee has complied with the provisions of this paragraph.

#### **2.4.4. Employee on Leave**

Any employee on a leave of absence without pay or on suspension, who has previously signed an authorization for membership dues deduction and has not timely withdrawn said authorization, shall have dues deducted from his or her regular pay in the following full pay period upon return to active employment.

#### **2.4.5. Indemnification**

The Association hereby indemnifies, saves and holds the Employer harmless against any and all claims, demands, causes of action or other forms of liability arising from or relating to any action taken by the Employer in reliance upon the membership dues deduction authorizations submitted by the Association herein.

#### **2.4.6. Payroll Deduction of Representation Fee**

a. The purpose of this paragraph is to provide for payment of representation fees as set forth in the New Jersey Employer-Employees Relations Act, Chapter 477 of the Laws of 1979 (N.J.S.A. 34:13A-1 *et seq.*), as amended, and any provisions herein which may be inconsistent with said Law shall be deemed to be modified to conform with the then existing statutory requirements and/or the rules and regulations promulgated thereunder.

b. If an employee in the Bargaining Unit is not a member of the Association during the term of this Agreement and during the period, if any, between successive Agreements, such employee shall be required to pay a representation fee to the Association during such term or period. The purpose of the representation fee is to provide payment to the Association in lieu of dues for services rendered by the Association which benefit all employees of the Bargaining Unit and thereby offset the costs of services rendered by the Association as majority representative. In order to adequately offset the costs of services rendered by the Association, representation fees shall be eighty-five (85%) percent of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members. The following percentage is set forth solely because same is the maximum presently permitted by Law. In the event that the amount of said representation fee is modified by the Legislature, the amount of the representation fee herein will automatically be modified to the maximum then allowed by the Legislature.

c. The Employer shall submit a current list of all employees in the Bargaining Unit to the Association on a monthly basis. The Association shall submit to the

Employer a list of those employees in the Bargaining Unit who have not chosen to be members of the Association. The Employer shall deduct from the salary of such employees in accordance with this *Section 2.4.6.d.*, below, the full amount of the representation fee and shall transmit same promptly to the Association. The Association shall notify the Employer in writing of any change in the list and/or the amount of the representation fee.

d. The Employer shall deduct the representation fee in equal installments, as nearly as possible, from the regular pay of each employee on the aforesaid list during the membership period fixed by the Association. The deduction will begin with the first regular pay of the employee not less than ten (10) days after the receipt of the aforesaid list by the Employer or thirty (30) days after the employee has commenced employment. If an employee previously served in a Bargaining Unit position and continued in the employ of the Employer in a Non-Bargaining Unit position or was on layoff or suspension, said deduction will commence with the first regular pay not less than ten (10) days after the resumption of the employee's employment in a Bargaining Unit position. Except as otherwise provided herein, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be identical to those used for the deduction and transmission of regular membership dues paid to the Association by payroll deduction.

e. Pursuant to the following provisions, any employee who pays a representation fee in lieu of dues shall have the right to demand and receive from the Association a return of any portion of that fee representing the employee's additional pro-rata share of expenditures by the Association that are either in aid of activities or causes of a partisan, political or ideological nature and only incidentally related to the terms and conditions of employment or applied toward the costs of any other benefits available only to members of the Association. The pro-rata share subject to refund shall not reflect the cost of support of lobbying activities designed to foster policy goals in collective bargaining negotiations and contract administration or to secure for the employees advantages in wages, hours and other conditions of employment in addition to those secured through collective negotiations with the Employer.

1. An employee who claims that he or she is entitled to a return of a part or all of the representation fee on the grounds set forth above or otherwise, shall make such a claim in writing to the Association. The written claim shall set forth to the fullest extent possible the facts underlying said claim. All such claims by an employee are waived if not presented to the Association within ninety (90) days of the commencement of the payment of the representation fee. Additionally, claims may only be presented as set forth herein on or before February 1 of each succeeding year or such claims are waived for that calendar year.

2. Within sixty (60) days after receipt of the written claim of an employee as set forth above, the Association shall investigate the claim and prepare and submit to the employee a written response to the claim.

3. If an employee is dissatisfied with the response of the Association, or if the Association fails to respond within the aforesaid sixty (60) days, the employee may appeal to the "Demand and Return" Committee of the Association for a hearing regarding the claim. Such appeal must be submitted to the Committee no later than thirty (30) days after

receipt of the response of the Association or no later than ninety (90) days after the initial claim is made if there has been no response by the Association. Any appeal which is not made in a timely fashion shall be deemed waived by the employee. The appeal shall be in writing and shall set forth to the fullest extent possible the facts underlying said appeal.

4. Within sixty (60) days after receipt of the foregoing appeal, the “Demand and Return” Committee shall afford to the employee and the Association a full and fair proceeding with regard to the claim of the employee. Such claim must be based upon the criteria set forth in *Section 2.4.6.e.* above. The burden of proof shall be on the Association at such proceeding. The Committee shall render its decision within twenty (20) days after the close of said proceedings.

5. If the employee is dissatisfied with the determination of said Committee, he may appeal the matter to the Appeal Board established for this purpose pursuant to the New Jersey Public Employer-Employees Relations Act, Chapter 477 of the Laws of 1979 (N.J.S.A. 34:13A-1 *et seq.*), as amended, in accordance with procedures established by the Public Employees Relations Commission.

6. The purpose of the within procedure is to provide for a “demand and return” system through full and fair proceedings placing the burden of proof on the majority representative pursuant to the applicable statutory requirements and any amendments thereto. This procedure is to be liberally construed to be consistent with the statutory requirements and any rules and regulations promulgated thereunder.

f. All notices referred to in the foregoing provisions relating to the representation fee shall be deemed given when mailed to the appropriate party at his, her or its last known mailing address.

### **ARTICLE 3. GRIEVANCE PROCEDURE**

#### **3.1. Definitions**

##### **3.1.1. Grievance**

A “grievance” is a claim by an employee within the Bargaining Unit of the Association based upon the interpretation, application or violation of this Agreement, policies or administrative decisions or practices affecting one or more employees within the Bargaining Unit.

##### **3.1.2. Aggrieved Person**

An “aggrieved person” is the person or the Association making the claim.

##### **3.1.3. Party in Interest**

A “party in interest” is the person making the claim and any individual including the Association or the Employer who might be required to take action or against whom action might be taken in order to resolve the claim.

### **3.2. Purpose of Procedure**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

### **3.3. Procedure**

#### **3.3.1. Level One – Supervisor**

An aggrieved person shall first submit the grievance in writing to his or her immediate supervisor within ten (10) working days of its occurrence or within ten (10) working days of the aggrieved person having knowledge or being reasonably expected to have knowledge of its occurrence. Failure to so act shall constitute an abandonment of said grievance. The supervisor shall render his or her decision within five (5) working days of submission of the grievance. Failure to render a decision will be considered a denial of the grievance.

#### **3.3.2. Level Two – Department Head**

If the aggrieved person is not satisfied with the disposition of his or her grievance at Level One, or if no decision has been rendered within five (5) working days of submission of the grievance, he or she may submit the grievance in writing to his or her Department Head within five (5) working days of the decision at Level One or within five (5) working days from the last day on which the decision should have been rendered at Level One, whichever is sooner. The Department Head shall render his or her decision within five (5) working days of submission of the grievance. Failure to render a decision will be considered a denial of the grievance.

#### **3.3.3. Level Three – Designated Officer**

If the aggrieved person is not satisfied with the disposition of the grievance at Level Two or if no decision has been rendered within five (5) working days of submission of the grievance at said level, the aggrieved person may submit the grievance in writing to the appropriate officer approved by the Business Administrator within five (5) working days of the decision at Level Two or within five (5) working days from the last day on which the decision should have been rendered at Level Two, whichever is sooner. The aggrieved person and/or a representative of the Association shall be permitted to appear and present the grievance before the designated officer. For the purpose of this Agreement, oral warnings or written reprimands affecting any employee covered by this Agreement shall not proceed beyond Level Three. The designated officer shall render his or her decision within ten (10) working days of submission of the grievance. Failure to render a decision will be considered a denial of the grievance.

### **3.3.4. Level Four – Arbitration**

If the aggrieved person is not satisfied with the disposition of his or her grievance at Level Three or if no decision has been rendered within ten (10) working days of submission of the grievances at said level, the aggrieved person may submit a request in writing to the Association that the grievance be submitted to arbitration. Said request must be submitted to the Association with notice to the Employer within ten (10) working days of the decision at Level Three or ten (10) working days from the last day on which the decision should have been rendered at Level Three, whichever is sooner. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within thirty (30) working days of its receipt of a request by the aggrieved person.

## **3.4. Arbitration**

### **3.4.1. List of Arbitrators**

Within fifteen (15) working days of such written notice of submission to arbitration, the Employer and the Association shall request a list of arbitrators from the Public Employees Relations Commission. The parties shall then be accordingly bound by the rules and procedures of the Public Employees Relations Commission.

### **3.4.2. Decision and Effect**

The arbitrator's decision shall be in writing and submitted to the Employer and the Association. Said decision shall be final and binding on the parties.

### **3.4.3. Arbitrability**

In the event the arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest solely with the arbitrator. Nothing contained herein shall be interpreted in such a way as to prevent the parties from filing a petition with the Public Employment Relations Commission ("PERC") for a Scope of Negotiations Determination.

### **3.4.4. Costs**

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, if applicable, shall be borne equally by the Employer and the Association. The Employer shall provide the hearing room. Any other expenses incurred including the cost of a transcript, if applicable, shall be paid by the party incurring same.

### **3.4.5. Bad Faith**

If the arbitrator in his/her sole discretion determines that either party has acted in bad faith, the costs of the arbitration may be assessed by the arbitrator against said party.

### **3.5. Right of Representation**

#### **3.5.1. Choice of Representation**

Any aggrieved person may represent himself or herself at all stages of the grievance procedure or, at his or her option, by authorized Association representative(s), including counsel retained by the Association, or retained counsel of the aggrieved person's own choice.

#### **3.5.2. Limitation on Payment of Fees**

If an aggrieved person chooses to retain legal counsel of his or her own choice, as described immediately above, the Association shall not be responsible for the payment of fees or expenses of said counsel.

### **3.6. Miscellaneous**

#### **3.6.1. Written Grievances**

It is understood by both parties, that all grievances must be submitted in writing and specifically spell out the alleged violation along with the relevant Article of this Agreement. Failure of the aggrieved to sign the grievance will result in dismissal of said grievance.

#### **3.6.2. Written Decisions**

Decisions rendered at Levels One, Two, Three and Four of the grievance procedure shall be in writing, setting forth the decision and the reason therefore and shall be transmitted promptly to all parties in interest and to the Association.

#### **3.6.3. Time Limitations**

The time limitations indicated at each level should be considered as maximum limitations and binding upon the parties and every effort should be made to expedite the process. Said time limitations may, however, be extended by mutual agreement in writing.

#### **3.6.4. Reprisals**

Reprisals of any nature, kind or degree shall not be taken by the Employer or by its representatives, agents, or employees against any party in interest, any representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.

#### **3.6.5. Election of Remedies**

Employees shall have an election as to whether they shall pursue remedies under Civil Service or under the grievance procedure as set forth herein. Furthermore, employees shall have an election as to whether they shall pursue remedies under Public Employee Relations

Commissions procedures relating to unfair labor practices or the grievance procedure set forth herein. In any event, any action beyond Step (2) in the grievance procedure shall constitute an election to pursue remedies under this Agreement.

### **3.6.6. Limitation on Obligations of Association**

Any provision contained within this Article or elsewhere in the Collective Bargaining Agreement shall not be construed as requiring the Association to process a grievance or to represent an employee in any proceedings instituted with the New Jersey Civil Service Commission. The Association's decision to process any grievance at any step, including arbitration, or to terminate the grievance proceedings at any step shall be final as to the interests of the grievant and the Association.

### **3.6.7. Informal Efforts**

Any provision contained within this Article shall not be construed to discourage or prohibit an aggrieved person and/or the Association from pursuing informal efforts with the Employer to effectuate a prompt and amicable resolution of the matter in controversy.

### **3.6.8 Oral and Written Reprimands**

Any oral or written reprimand issued shall be removed from an employee's Personnel file after one (1) year from its issuance and, once removed, shall not be used for the purposes of progressive discipline.

## **ARTICLE 4. SALARY AND RELATED COMPENSATION**

### **4.1. Salary**

#### **4.1.1. Salary Program**

An employee will move on the wage guide only on the dates cited below, regardless of the employee's anniversary date.

Employees shall be paid on a bi-weekly basis.

- a. Effective July 1, 2015, employees shall be re-grouped in accordance with the titles and grouping on Appendix A.
- b. Effective July 1, 2015, new wage guides, attached hereto as Appendix B shall be in effect.
- c. Effective July 1, 2015, each employee will be placed on the appropriate wage guide at a salary closest to but not less than the employee's salary as of June 30, 2015.

- d. Effective January 1, 2016, the wage guide will remain frozen but each employee will move one step on the wage guide.
- e. Effective January 1, 2017, the wage guide shall be increased by one (1.0%) percent and each employee will move one step on the wage guide. Except that on Guides B and C, Step 2 shall be increased as set forth on the wage guides.
- f. Effective January 1, 2018, the wage guide will remain frozen but each employee will move one step on the wage guide.

## **4.2. Overtime Pay**

### **4.2.1. Compliance with Applicable Statutes/Regulations**

a. Employees shall receive compensation for overtime services in accordance with the provisions of the Fair Labor Standards Act and regulations of the United States Department of Labor issued pursuant thereto or any applicable statute of the State of New Jersey, whichever shall prevail. Time and one-half shall be paid for all work performed on scheduled holidays.

### **4.2.2. Compensatory Time**

Compensatory time may be utilized in lieu of overtime if agreed upon between the Employer and the employee.

## **4.3. Longevity Pay**

**4.3.1. Longevity is deleted.**

**4.3.2.** The City is willing to consider compensating employees in the Bargaining Unit who are statutorily required to hold State Certifications related to their job duties. Council 18 and the City will attempt to ascertain the list of such employees.

## **ARTICLE 5. BENEFITS**

### **5.1. Health Benefits**

#### **5.1.1. Health Insurance Coverage**

The City shall provide the following health benefits for all permanent employees and their dependents, beginning on the first day of the third month after two (2) months of active employment:

A. Hospitalization, Major Medical and Health Maintenance Organization



coverage through the New Jersey State Health Benefits Plan (NJSHBP), as it exists or as modified by the State Health Benefit Program (or any other substantially similar health benefit plan), including any changes in co-pays or deductibles that may be implemented by the New Jersey State Health Benefits Program, for all employees and eligible dependents covered by this agreement. From July 1, 2015 through December 31, 2016, the City agrees to pay the cost of the NJSHBP Plan selected by employees, subject to the cost contributions required by law as set forth in paragraph C, hereunder.

Effective January 1, 2017, the City will pay the cost of the NJSHBP selected by the employee up to a maximum of \$10,200 for single rate, \$17,250 for parent/child rate, \$20,500 for member/spouse rate and \$27,500 for family rate which is the maximum allowed under the Affordable Care Act without incurring the Federal Excise Tax Penalty. In the event the health insurance plans offered by the City are in excess of the maximum amount permitted under the Affordable Care Act without triggering the excise tax (which is presently scheduled to be \$10,200 for single coverage, \$17,250 for parent/child, \$20,500 for member/spouse and \$27,500 for family coverage beginning in 2018) the parties agree to meet at least six (6) months prior to the implementation of said tax to discuss implementation of a new plan that will be below that maximum amount. If the parties are unable to agree to a new plan, the City shall be authorized to provide a new plan which will be closest to but not above the caps set forth above and such plan selected and provided by the City shall be deemed to satisfy the "substantially similar" contract provision regarding the provided coverage. The City may continue to offer its then current plan or another plan whose cost is in excess of the then maximum amount permitted under the Affordable Care Act. However, if an employee elects to be covered under such a plan, the employee will be responsible for any excise tax incurred by the employer as well as the amount of the premium cost in excess of the then maximum amount permitted under the Affordable Care Act and in addition to any other health care contributions already in effect under Chapter 78 or otherwise.

B. The City retains the right, at its option, to change any of the existing insurance plans or carriers providing such benefits, so long as the level of benefits provided to the employees and their eligible dependants is substantially similar. The City further reserves the right, as its option, to self-insure any of said plans and coverages so long as the level of benefits provided to the employees and their eligible dependents is substantially similar. The City agrees to expedite arbitration in the event the Union contends the proposed health coverage is not substantially similar to the existing health benefit coverage. This clause will not prevent the City from changing providers during the arbitration process. If the City chooses to change pending the arbitration determination, such change cannot be used as evidence that the Union has consented to such change.

C. Employees shall contribute to the costs of Health Benefits Insurance Plan coverage in accordance with P.L. 2011, Chapter 78.

D. The Employer agrees to provide a prescription plan for the employees, their spouses and/or eligible dependents. Currently a Prescription Plan is provided through the New Jersey State Health Benefits Plan. Co-Pays are subject to changes to reflect the then applicable State Health Benefit Plan Prescription co-pays.

The City retains the right, at its option, to change any of the existing prescription plans or carriers providing such benefits, so long as the level of benefits provided to the employees and their eligible dependants is substantially similar. The City further reserves the right, at its option, to self-insure any of said plans and coverages so long as the level of benefits provided to the employees and their eligible dependents is substantially similar.

In the event the City no longer provides prescription coverage under the State Health Benefits Plan, then in such event the co payment for Prescription Plan shall be Ten Dollars (\$10.00) for mail-in prescriptions, Fifteen (\$15.00) for generic drugs and Twenty-Five (\$25.00) for brand name drugs. Reduced cost for prescriptions shall be available through a mail order system.

The City retains the right, at its option, to change the Prescription Plan provider so long as the level of benefits provided to the employees and their eligible dependants is substantially similar

## **5.2. Life Insurance**

Employees within the Bargaining Unit shall continue to receive the Group Life Insurance Benefits effective July 1, 2004, in the amount of \$5,000.00/life and \$5,000.00/dismemberment.

## **5.3. Retirement Benefits**

### **5.3.1. Accumulated Sick Leave**

Employees within the Bargaining Unit who enter retirement shall be entitled to receive payment for accumulated unused sick leave earned during said employee's service. The afore-described payment shall be computed by multiplying one-half (1/2) the accumulated sick days times normal daily hours times the hourly rate of the employee at the time of retirement, provided that no such payment shall exceed the sum of Fourteen Thousand (\$14,000.00) Dollars effective July 1, 2004. Payments shall be made within fifty (50) days of retirement. Any employee hired on or after July 1, 2015 shall not be eligible for this benefit. In the event an employee hired prior to July 1, 2015 voluntarily leaves the employ of the City and subsequently returns to the employ of the City and is once again covered by this Agreement, said employee shall be eligible for this benefit provided that the period of time from when the employee left and returned is no more than three (3) years.

### **5.3.2. Health Insurance/Prescription Drug Benefits**

Employees within the Bargaining Unit who retire after twenty-five (25) years of service with the City of Bridgeton shall continue to be provided the medical coverage described in Paragraph 5.1.1 for a period of five (5) years from said date of retirement. Said medical coverage is limited to the retiring employee and shall not include dependents. At such time as the employee becomes eligible for Medicare benefits, the medical coverage provided herein shall become supplemental. At such times as the employee becomes eligible for medical coverage through any subsequent employment, the medical coverage provided herein shall become

secondary. Retirees shall contribute to the costs of Health Benefits Insurance Plan coverage in accordance with P.L. 2011, Chapter 78.

#### **5.4. Temporary Disability Insurance**

During the term of this Agreement, the Employer may elect to enroll eligible employees within the Bargaining Unit in the New Jersey Temporary Disability Insurance Plan subject to the provisions of said plan and any rules and regulations promulgated thereunder. The Association acknowledges the Employer is not obligated to do so. The City also agrees to provide private disability insurance if all of the Bargaining Units in the City agree.

### **ARTICLE 6. LEAVES OF ABSENCE**

#### **6.1. Personal Leave**

##### **6.1.1. Amount of Leave**

At the beginning of each calendar year, in anticipation of continued employment, employees shall be credited with four (4) Personal Days which shall be earned one (1) day for each three (3) full months of employment. An employee who leaves City service before the end of a calendar year shall have his or her Personal Leave Days pro-rated based upon time earned. An employee shall reimburse the City for paid Personal Leave Days used in excess of his or her pro-rated entitlement. Personal Leave Days that are not used during the calendar year in which they are earned shall be forfeited. Personal Leave days shall not accrue after the last day of employment, nor shall they accrue during a leave of absence without pay or during a suspension without pay.

##### **6.1.2. New Employees**

Newly hired employees shall be entitled to said personal leave upon completion of three (3) months' service within the same calendar year in which the leave is provided herein. Personal leave shall be prorated for new employees.

##### **6.1.3. Request and Approval**

A request for personal leave shall be made forty-eight (48) hours in advance and must be approved by the Department Head. Requests will be granted on the basis of seniority. More than one employee within a department may not take personal leave on the same date unless the Department Head determines that same can be granted without substantial interference with the responsibilities and functions of the Employer.

#### **6.2. Holiday Leave**

##### **6.2.1. Schedule of Holidays**

Employees within the Bargaining Unit shall receive the following paid Holiday  
Leave:

- |                               |                        |
|-------------------------------|------------------------|
| New Year's Day                | Labor Day              |
| Martin Luther King's Birthday | Columbus Day           |
| President's Day               | Election Day           |
| Good Friday                   | Veteran's Day          |
| Memorial Day                  | Thanksgiving Day       |
| Independence Day              | Day after Thanksgiving |
|                               | Christmas Day          |

An employee who takes sick time contiguous to a Holiday shall provide a physician's note to the City upon return to work in order to receive compensation for said Holiday.

### **6.2.2. Enactment of Holiday**

In the event a holiday is enacted by the President of the United States, the Legislature or the Governor of the State of New Jersey in addition to those set forth in subparagraph 6.2.1, immediately above, then said holiday will be observed by the Employer, except that, dispatchers shall not receive said holiday.

For the purposes of this section, a "holiday" shall mean a day which shall be observed every year and shall not include days in which the President or Governor closes State or Federal offices and excuses employees from work.

### **6.2.3. Holiday Occurring on Sunday**

When a holiday occurs on a Sunday, it shall be observed on Monday and when it occurs on a Saturday, it shall be observed on Friday.

### **6.2.4. Holiday Pay**

Employees shall be paid at the rate of time and one-half for all hours worked on scheduled holidays, except that, dispatchers shall not receive said holiday pay.

## **6.3. Vacation Leave**

### **6.3.1. Annual Vacation Leave**

Employees within the Bargaining Unit shall be granted the following annual vacation leave with pay for and in each calendar year of employment:

- (a) Upon completion of ninety days' service by an employee, one (1) working day of vacation for each month of employment during the first calendar year of said employee, (said leave to be retroactive to date of hire);

(b) Twelve (12) working days of vacation after one (1) year and through the end of five (5) years of service;

(c) Fifteen (15) working days of vacation beginning in the employee's sixth (6) year and through the end of ten (10) years of service;

(d) Twenty (20) working days of vacation beginning in the employee's eleventh (11) year and through the end of fifteen (15) years of service;

(e) Twenty-five (25) working days of vacation beginning in the employee's sixteenth (16) year and through the end of employee's twenty-fourth (24) year.

(f) Thirty (30) working days of vacation beginning in the employee's twenty-fifth (25) year of service. Except that, all employees receiving thirty (30) working days of vacation, as of the ratification of the agreement by both parties on March 19, 2012, shall continue to receive thirty (30) working days of vacation.

Vacation increases shall be prorated on the employee's anniversary date.

#### **6.3.2. Accrual of Vacation Leave**

Vacation leave accrued in one year may not be carried over into the next or any succeeding year except for circumstances required by an emergency as determined by a Department Head and approved by the Business Administrator.

#### **6.3.3. Pro-Rated Leave**

An employee must have been continuously employed during the year to qualify for the above-stated vacation leave; employees who are employed for less than a full year shall receive pro-rated leave.

#### **6.3.4. Resignation**

An employee who resigns or retires from employment shall receive pro-rated vacation leave.

#### **6.3.5. Option to Buy Back Vacation Leave**

When mutually acceptable to the Employer and an employee, the Employer may buy back thirty-five (35) hours to forty (40) hours of accrued Vacation Leave (whichever is applicable to the employee's work week) at said employee's rate of pay. Neither the Employer nor any employee can require the other to exercise this option. The Association acknowledges that the Employer is not obligated to exercise this option in any individual instance despite previously electing to do so.

#### **6.4. Bereavement Leave**

### 6.4.1 Entitlement

Employees within the Bargaining Unit shall be entitled to a bereavement leave of absence with pay due to a death of a member of said employee's immediate family or household as follows:

Four (4) Days Leave	One (1) Day Leave
Spouse	Uncle
Parent	Aunt
Child	Niece
Sibling	Nephew
Grandchild	Brother-in-Law
Grandparent	Sister-in-Law
Step Parent	Son-in-Law
Step Child	Daughter-in-Law
Significant Other	
Mother-in-Law	
Father-in-Law	

### 6.4.2. Significant Other

"Significant Other" shall be defined as a person with whom the employee lived as a spouse or civil union partner or shared a domicile such as a life partner. It does not include roommates, friends or persons with whom the employee had other than a committed and active relationship.

Significant Other Exception: Any employee who has been separated or divorced for over 364 consecutive days may only use one (1) day of leave for funeral leave for that significant other. Nevertheless, in the event the significant other and the employee share minor children, additional available leave will be granted to employee.

### 6.5. Sick Leave

Employees within the Bargaining Unit shall be entitled to Sick Leave as regulated by the Civil Service Commission and the City of Bridgeton Personnel Policies and Procedures Manual. Pursuant to Civil Service Regulation, Full-time employees shall be entitled to annual paid sick leave as follows:

New employees shall only receive one working day for the initial month of employment if they begin work on the 1<sup>st</sup> through the 8<sup>th</sup> day of the calendar month, and one-half working day if they begin on the 9<sup>th</sup> through the 23<sup>rd</sup> day of the month. After initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day for each month of service. Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited with 15 working days.

An employee who leaves City service before the end of a calendar year shall have his or her Sick Leave Days pro-rated based upon time earned. An employee shall reimburse the City for paid Sick Leave Days used in excess of his or her pro-rated entitlement. Sick Leave days shall not accrue after the last day of employment, nor shall they accrue during a leave of absence without pay or during a suspension without pay.

## **ARTICLE 7. DONATED LEAVE PROGRAM**

### **7.1. Purpose**

The donated leave program shall be in accordance with the policy in the City of Bridgeton Personnel Manual. Changes to the policy as of the signing of this agreement are subject to negotiation.

#### **7.1.1. Catastrophic Health Condition of Injury**

A “catastrophic health condition or injury” shall be defined as follows:

1. With respect to an employee, a “catastrophic health condition or injury” is either:

i. A life-threatening condition or combination of conditions; or

ii. A period of disability required by his or her mental or physical health or the health of the employee’s fetus which requires the care of a physician who provides a medical verification of the need for the employee’s absence from work for 60 or more work days.

2. With respect to an employee’s immediate family member, a “catastrophic health condition or injury” is either:

i. A life-threatening condition or combination of conditions; or

ii. A period of disability required by his or her mental or physical health which requires the care of a physician who provides a medical verification of the need for the employee’s absence from work for 60 or more work days.

This article is to be administered in accordance with N.J.A.C. 4A:6-1.22.

#### **7.1.2. Notice of Union**

The City agrees to notify Union of those requesting donated leave.

#### **7.1.3. Voluntary Contributions**

The donor and the recipient (or family representative) will fill out the required forms. No one shall directly or indirectly intimidate, threaten or coerce or attempt to intimidate or coerce any other employee of the purpose of interfering with any right which such employee may have the respect to contributing, receiving or using paid leave under this program. The above shall include promising to confer or conferring any benefit (such as appointment, promotion or compensation) or effecting or threatening to effect any reprisal (such as deprivation of appointment, promotion or compensation). An affidavit to this effect shall be signed by Donor. Any employee who engaged in the above prohibited conduct shall be subject to disciplinary action.

## **ARTICLE 8. PERSONNEL**

### **8.1. Work Assignments**

#### **8.1.1. Fulfillment of Duties**

An employee shall fulfill to the best of his or her ability the duties and responsibilities of his or her position.

#### **8.1.2. Work Assignments**

An employee shall perform any reasonable work assignment requested by a supervisor unless said assignment would result in a reduction of the employee's rate of pay.

**8.1.3.** The City shall not change work schedules without negotiating with Council 18 except for emergencies. Full time employees will be scheduled for at least 35 hours per work week. The regular hours of a work week will be scheduled between 7:00 a.m. and 6:00 p.m. daily. Except for Public Safety Telecommunications Operators. All employees will have a defined work schedule.

**8.1.4.** The parties agree that the schedule for employees in the Housing and Code Enforcement Department, who are scheduled to work on a Saturday, is 8:30 a.m. to 3:00 p.m. inclusive of a half-hour lunch break.

**8.1.5.** The City shall notify Council 18 in writing of all new employees who hold job titles in the Bargaining Unit.

**8.1.6.** The City shall post all new and vacant positions in accordance with Civil Service requirements. If Council 18 believes that a particular position has not been posted, it will notify the Business Administrator.

### **8.2. Conduct**

#### **8.2.1. Standard of Employment**



During the applicable hours of duty and subject to such other laws, rules and regulations that pertain thereto, an employee shall devote his or her full time, attention and efforts to his or her employment.

**8.2.2. Use of Position**

An employee shall not use his or her position to secure a special privilege, exemption for himself or herself or for the benefit of any other person or entity.

**8.2.3. Use of Municipal Property**

An employee shall not use property or equipment belonging to the Employer for private use or any other use than that which serves the public interest of the Employer.

**8.2.4. Confidentiality**

An employee shall not disclose confidential information gained during the course or as a result of his or her employment except as authorized or required by law nor shall an employee use such information for his or her personal gain or benefit.

**8.2.5. Consumption of Alcoholic Beverages**

An employee shall not bring or consume any alcoholic beverage on property owned or maintained by the Employer at any time. An employee is strictly forbidden from consuming any alcoholic beverage during working hours. Any violation of this provision will lead to immediate suspension and further discipline, up to and including termination. At the discretion of the Business Administrator, an employee may be permitted to seek alcohol treatment. In the event an employee is permitted leave to seek such treatment, disciplinary charges will be held in abeyance until the employee has completed said treatment. Upon the employee's completion of said treatment, the City may proceed with disciplinary charges.

**8.2.6. Tardiness**

**(a) Unauthorized Tardiness**

Unauthorized tardiness for ten (10) minutes or more may subject an employee to discipline. Unauthorized tardiness of less than ten (10) minutes occurring twice in a thirty (30) day period may also subject an employee to discipline.

**(b) Definition**

Unauthorized tardiness is defined herein as any instance when an employee reports for employment after the beginning of his or her assigned shift or starting time without same being excused by the immediate supervisor and the Department Head. Any tardiness must be made up within the same work week.

**(c) Discipline**

The following disciplinary action may result for such unauthorized tardiness:

Occurrence	Discipline
1 <sup>st</sup> time	Written warning
2 <sup>nd</sup> time	Written reprimand
3 <sup>rd</sup> time	One (1) day suspension
4 <sup>th</sup> time	Two (2) day suspension
5 <sup>th</sup> time	Three (3) day suspension

**(d) Twelve Month Limitation**

Any disciplinary action for unauthorized tardiness must occur within twelve (12) months of the violation which resulted in the last action.

**8.2.7. Absence Without Approved Leave**

An absence without approved leave shall be without pay and may subject an employee to discipline. Such an absence for five (5) consecutive work days shall be deemed a termination of employment unless reconciled by a subsequent grant of leave in the discretion of the Business Administrator.

**8.3. Discipline**

**8.3.1. Just Cause**

Any discipline of an employee, including a written reprimand, suspension, fine, demotion or discharge, shall be for just cause and in conformity with applicable regulations of the Department of Personnel. Demotions or discharges resulting from layoffs/bumping procedures required or permitted by the Department of Personnel shall not be considered discipline herein.

**8.3.2. Representation**

An employee is entitled to have an Association representative or Shop Steward present at any conference or hearing held by the Department of Personnel, any departmental hearing held by the Employer and any conference between an employee and any representative(s) of the Employer which has, as its purpose, the implementation or review of disciplinary action to be taken against an employee.

**8.4. Termination of Employment**

**8.4.1. Return of Property**

Upon termination of employment, an employee shall return to the Employer any and all uniforms, equipment, identification cards, hospitalization/prescription cards and any other property assigned to said employee or in his or her possession. Same shall be returned prior to the issuance of a final paycheck by the Employer.

#### **8.4.2. Notice - Resignation**

An employee who resigns from employment is expected to provide his or her Department Head a minimum of two (2) weeks notice in writing in order to be considered as having resigned in good standing. The Department Head shall timely forward said notice to the Business Administrator.

### **ARTICLE 9. CIVIL SERVICE**

This Agreement is intended to comply with the Constitutions of the United States and the State of New Jersey, respectively, the New Jersey Employer-Employees Relations Act, Chapter 303 of the Laws of 1968 (N.J.S.A. 34:13A-1 et seq.), as amended, and the New Jersey Civil Service Act, Chapter 112 of Laws of 1986 (N.J.S.A. 11A-6-16 et seq.), as amended, all other statutes as enacted by the Legislature of the State of New Jersey applicable to public employees regardless of whether said statutes are specifically referred to in this Agreement, the rules and regulations of the New Jersey Public Employment Relations Commission and the rules and regulations of the New Jersey Department of Personnel (formerly The New Jersey Civil Service Commission). In the event there is a conflict between any term or provision of this Agreement and the foregoing statutory or regulatory provisions, it is the expressed intent of the parties that the foregoing statutory and/or regulatory provisions be deemed controlling and binding upon the parties herein.

### **ARTICLE 10. MISCELLANEOUS PROVISIONS**

#### **10.1 Savings Clause**

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees within the Bargaining Unit as established by statute, rule, regulations, resolution, administrative policy, procedure or practice, in force on said date, shall continue to be so applicable during the term of this Agreement.

In the event any statutes are enacted or regulations are promulgated that modify benefits to be provided to public employees including, but not limited to, sick leave, vacation leave, personal leave, health insurance, pensions or any other benefits, the provisions of this contract will be modified effective as of the date of enactment of any such statute or regulation.

#### **10.2 Severability**

It is understood and agreed that, if any provision of this Agreement is determined to be contrary to law, such provision shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions shall continue in full force and effect, the remaining provisions of this Agreement not being affected thereby.

### **10.3. Breach of Agreement**

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the further enforcement of the terms and conditions herein.

### **10.4. Embodiment of Agreement**

This document constitutes the sole and complete agreement between the parties of those terms and conditions governing the employment of employees within the Bargaining Unit as represented by the Association. The parties acknowledge each has had the respective opportunity to present and discuss proposals on any subject which is or may be subject to collective bargaining provided, however, that upon mutual agreement of the parties, which shall be in writing, the parties may further modify, amend, or interpret the terms and conditions embodied in this Agreement.

### **10.5. Personnel Regulations**

It is understood and agreed that the Personnel Regulations shall apply in all cases and for all matters not covered by this Agreement. Employees shall execute the "Receipt for Personnel Policies and Procedures Manual" attached to this Agreement. In the event there is a conflict between the Policy Manual and this Agreement, the terms and conditions of this Agreement shall prevail. In all other cases, the policies and procedures shall prevail.

Council 18 reserves the right to negotiate over all issues which are mandatory subjects of negotiations, however, acknowledges that the Policy Manual adopted on March 4, 2014, shall remain in effect unless the parties negotiate a change to the policies which is expressly incorporated into this Agreement.

In the event the City shall determine that a change in the Personnel Policy Manual is required, it will notify the Union, in writing, of the proposed change. If, after fourteen (14) calendar days, the Union has not objected to the change, the failure to object shall be considered consent to modify the Personnel Policy Manual and the parties shall thereafter be bound by the modification. If the Union objects to the change, the parties agree to meet and negotiate over changes involved if the change involves a mandatorily negotiable term and condition of employment and is not a managerial prerogative. This clause will not prevent the City from modifying the Personnel Policy manual however, the Union reserves the right to dispute the application of the modified policy language to the members of the union through appropriate methods.

### **10.6. Public Safety Telecommunications Operator**

a. Public Safety Telecommunications Operators shall receive uniforms consisting of three (3) pants, three (3) long-sleeved shirts and three (3) short-sleeved shirts per calendar year. Public Safety Telecommunications Operators may receive up to five (5) of each of the items listed above per calendar year if necessary, subject to the sole discretion of the Chief of Police.

b. The City shall provide at its cost mandatory training required by the State of New Jersey for Public Safety Telecommunications Operators.

c. The City shall provide Public Safety Telecommunications Operators twenty-four (24) hours notice of shift re-assignment whenever reasonably possible except during emergencies.

**ARTICLE 11. TERM OF AGREEMENT**

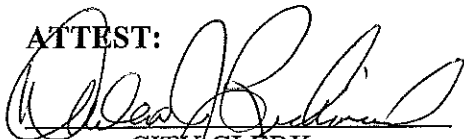
**11.1 Term**

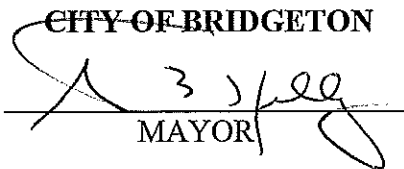
This Agreement shall be in effect from July 1, 2015 up to and including December 31, 2018, unless modified by a subsequent Agreement.

**11.2. Negotiations of Successor Agreement**

Within ninety (90) days of the expiration date of this Agreement, the parties shall commence negotiations regarding the terms and conditions of a new Agreement. If the Public Employment Relations Commission should modify the afore-described time period in which the parties are obligated to commence negotiations, the time period so modified shall apply herein.

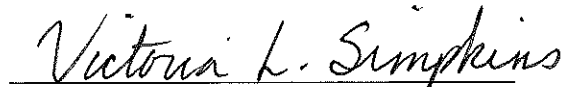
**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be signed on the day and year first above written.

**ATTEST:**  
  
CITY CLERK

**CITY OF BRIDGETON**  
By:   
MAYOR

**NEW JERSEY CIVIL SERVICE ASSOCIATION  
CUMBERLAND COUNCIL 18**

  
PRESIDENT

  
UNIT REPRESENTATIVE

  
UNIT REPRESENTATIVE

  
UNIT REPRESENTATIVE

## APPENDIX A

### Employee Grouping – Effective July 1, 2015

- GROUP A: Clerk 1 & 2  
Keyboarding Clerk 1 & 2  
Records Support Tech 1  
Animal Control  
Parking Enforcement Officer  
Senior Building Maintenance Worker
- GROUP B: Clerk 3  
Keyboarding Clerk 3  
Records Support Tech 2 & 3  
Senior Account Clerk  
Principal Account Clerk  
Public Safety Telecommunications Operator  
Redevelopment Assistant  
Supervising Parking Enforcement Officer  
Technical Asst. to Construction Official  
Public Safety Telecommunications Trainee
- GROUP C: Administrative Secretary  
Senior Housing Inspector  
Field Representative Housing Inspector  
Code Enforcement Officer  
Code Enforcement Officer Trainee

**APPENDIX B – NEW WAGE GUIDES**

**NEW GUIDE A**

	<b>7/1/2015</b>	<b>1/1/2016</b>	<b>1/1/2017</b>	<b>1/1/2018</b>
Step 1	\$ 20,300	\$ 20,300	\$ 20,503	\$ 20,503
Step 2	\$ 20,808	\$ 20,808	\$ 21,016	\$ 21,016
Step 3	\$ 21,328	\$ 21,328	\$ 21,541	\$ 21,541
Step 4	\$ 21,861	\$ 21,861	\$ 22,080	\$ 22,080
Step 5	\$ 22,407	\$ 22,407	\$ 22,631	\$ 22,631
Step 6	\$ 22,968	\$ 22,968	\$ 23,198	\$ 23,198
Step 7	\$ 23,542	\$ 23,542	\$ 23,777	\$ 23,777
Step 8	\$ 24,130	\$ 24,130	\$ 24,371	\$ 24,371
Step 9	\$ 24,734	\$ 24,734	\$ 24,981	\$ 24,981
Step 10	\$ 25,352	\$ 25,352	\$ 25,606	\$ 25,606
Step 11	\$ 25,986	\$ 25,986	\$ 26,246	\$ 26,246
Step 12	\$ 26,635	\$ 26,635	\$ 26,901	\$ 26,901
Step 13	\$ 27,301	\$ 27,301	\$ 27,574	\$ 27,574
Step 14	\$ 27,984	\$ 27,984	\$ 28,264	\$ 28,264
Step 15	\$ 28,683	\$ 28,683	\$ 28,970	\$ 28,970
Step 16	\$ 29,400	\$ 29,400	\$ 29,694	\$ 29,694
Step 17	\$ 30,135	\$ 30,135	\$ 30,436	\$ 30,436
Step 18	\$ 30,889	\$ 30,889	\$ 31,198	\$ 31,198
Step 19	\$ 31,661	\$ 31,661	\$ 31,978	\$ 31,978
Step 20	\$ 32,453	\$ 32,453	\$ 32,778	\$ 32,778
Step 21	\$ 33,264	\$ 33,264	\$ 33,597	\$ 33,597
Step 22	\$ 34,096	\$ 34,096	\$ 34,437	\$ 34,437
Step 23	\$ 34,948	\$ 34,948	\$ 35,297	\$ 35,297
Step 24	\$ 35,822	\$ 35,822	\$ 36,180	\$ 36,180
Step 25	\$ 36,717	\$ 36,717	\$ 37,084	\$ 37,084
Step 26	\$ 37,635	\$ 37,635	\$ 38,011	\$ 38,011
Step 27	\$ 38,576	\$ 38,576	\$ 38,962	\$ 38,962
Step 28	\$ 39,540	\$ 39,540	\$ 39,935	\$ 39,935

**APPENDIX B – NEW WAGE GUIDES**

**NEW GUIDE B**

	<b>7/1/2015</b>	<b>1/1/2016</b>	<b>1/1/2017</b>	<b>1/1/2018</b>
Trainee	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000
Step 2	\$ 30,233	\$ 30,233	\$ 30,390	\$ 30,390
Step 3	\$ 31,465	\$ 31,465	\$ 31,780	\$ 31,780
Step 4	\$ 32,252	\$ 32,252	\$ 32,575	\$ 32,575
Step 5	\$ 33,058	\$ 33,058	\$ 33,389	\$ 33,389
Step 6	\$ 33,884	\$ 33,884	\$ 34,223	\$ 34,223
Step 7	\$ 34,731	\$ 34,731	\$ 35,078	\$ 35,078
Step 8	\$ 35,600	\$ 35,600	\$ 35,956	\$ 35,956
Step 9	\$ 36,490	\$ 36,490	\$ 36,855	\$ 36,855
Step 10	\$ 37,402	\$ 37,402	\$ 37,776	\$ 37,776
Step 11	\$ 38,337	\$ 38,337	\$ 38,720	\$ 38,720
Step 12	\$ 39,295	\$ 39,295	\$ 39,688	\$ 39,688
Step 13	\$ 40,278	\$ 40,278	\$ 40,681	\$ 40,681
Step 14	\$ 41,285	\$ 41,285	\$ 41,698	\$ 41,698
Step 15	\$ 42,317	\$ 42,317	\$ 42,740	\$ 42,740
Step 16	\$ 43,375	\$ 43,375	\$ 43,809	\$ 43,809
Step 17	\$ 44,459	\$ 44,459	\$ 44,904	\$ 44,904
Step 18	\$ 45,571	\$ 45,571	\$ 46,027	\$ 46,027
Step 19	\$ 46,710	\$ 46,710	\$ 47,177	\$ 47,177
Step 20	\$ 47,878	\$ 47,878	\$ 48,357	\$ 48,357
Step 21	\$ 49,075	\$ 49,075	\$ 49,566	\$ 49,566
Step 22	\$ 50,302	\$ 50,302	\$ 50,805	\$ 50,805



**APPENDIX B – NEW WAGE GUIDES**

**NEW GUIDE C**

	7/1/2015	1/1/2016	1/1/2017	1/1/2018
Trainee	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000
Step 2	\$ 31,233	\$ 31,233	\$ 31,415	\$ 31,415
Step 3	\$ 33,495	\$ 33,495	\$ 33,830	\$ 33,830
Step 4	\$ 34,332	\$ 34,332	\$ 34,675	\$ 34,675
Step 5	\$ 35,191	\$ 35,191	\$ 35,543	\$ 35,543
Step 6	\$ 36,070	\$ 36,070	\$ 36,431	\$ 36,431
Step 7	\$ 36,972	\$ 36,972	\$ 37,342	\$ 37,342
Step 8	\$ 37,897	\$ 37,897	\$ 38,276	\$ 38,276
Step 9	\$ 38,844	\$ 38,844	\$ 39,232	\$ 39,232
Step 10	\$ 39,815	\$ 39,815	\$ 40,213	\$ 40,213
Step 11	\$ 40,810	\$ 40,810	\$ 41,218	\$ 41,218
Step 12	\$ 41,831	\$ 41,831	\$ 42,249	\$ 42,249
Step 13	\$ 42,876	\$ 42,876	\$ 43,305	\$ 43,305
Step 14	\$ 43,948	\$ 43,948	\$ 44,387	\$ 44,387
Step 15	\$ 45,047	\$ 45,047	\$ 45,497	\$ 45,497
Step 16	\$ 46,173	\$ 46,173	\$ 46,635	\$ 46,635
Step 17	\$ 47,328	\$ 47,328	\$ 47,801	\$ 47,801
Step 18	\$ 48,511	\$ 48,511	\$ 48,996	\$ 48,996
Step 19	\$ 49,724	\$ 49,724	\$ 50,221	\$ 50,221
Step 20	\$ 50,967	\$ 50,967	\$ 51,477	\$ 51,477
Step 21	\$ 52,241	\$ 52,241	\$ 52,763	\$ 52,763
Step 22	\$ 53,547	\$ 53,547	\$ 54,082	\$ 54,082
Step 23	\$ 54,885	\$ 54,885	\$ 55,434	\$ 55,434
Step 24	\$ 56,258	\$ 56,258	\$ 56,821	\$ 56,821
Step 25	\$ 57,664	\$ 57,664	\$ 58,241	\$ 58,241
Step 26	\$ 59,106	\$ 59,106	\$ 59,697	\$ 59,697
Step 27	\$ 60,583	\$ 60,583	\$ 61,189	\$ 61,189

