

New Jersey Public Employment Relations Commission  
**NON-POLICE AND FIRE**  
**COLLECTIVE NEGOTIATIONS AGREEMENT SUMMARY FORM**

Line #

**SECTION I: Parties and Term of Contracts**

1	Public Employer: <span style="border: 1px solid black; padding: 2px;">Cherry Hill Fire District #13</span>	County: <span style="border: 1px solid black; padding: 2px;">Camden</span>
2	Employee Organization: <span style="border: 1px solid black; padding: 2px;">I.A.F.F. Local 3249 - Officers</span>	Number of Employees in Unit: <span style="border: 1px solid black; padding: 2px;">5</span>
3	Base Year Contract Term: <span style="border: 1px solid black; padding: 2px;">2016</span>	New Contract Term: <span style="border: 1px solid black; padding: 2px;">1/1/2017 - 12/31/2019</span>

**SECTION II: Type of Contract Settlement (please check only one)**

4	<input checked="" type="checkbox"/> Contract settled without neutral assistance
5	<input type="checkbox"/> Contract settled with assistance of mediator
6	<input type="checkbox"/> Contract settled with assistance of fact-finder
7	<input type="checkbox"/> Contract settled with assistance of super-conciliator
8	If contract was settled in fact-finding, did the fact-finder issue a report with recommendations?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION III: Salary Base**

The salary base is the cost of salaries in the final year of the expired or expiring agreement. This is the base cost from which the parties negotiate the salary increases.

9	Salary Costs in Base Year	<span style="border: 1px solid black; padding: 2px;">\$507,182</span>
10	Longevity Costs in Base Year	<span style="border: 1px solid black; padding: 2px;">\$NA</span>
11	Total Salary Base	<span style="border: 1px solid black; padding: 2px;">\$507,182</span>

**SECTION IV: Salary Increases for Each Year of New Agreement\***

	Year 1	Year 2	Year 3	Year 4	Year 5
12 Effective Date (month/day/year)	1/1/2017	1/1/2018	1/1/2019		
13 Cost of Salary Increments (\$)	10,144	10,347	10,554		
14 Salary Increase Above Increments (\$)	NA	NA	NA		
15 Longevity Increase (\$)	NA	NA	NA		
16 Total \$ Increase (sum of lines 13-15)	10,144	10,347	10,554		
17 New Salary Base (\$)	517,326	527,673	538,226		
18 Percentage increase over prior year	2 %	2 %	2 %		

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION V: Increases in Other Contractual Economic Items or Newly Added Economic Items\***

19	Item Description	Base Year Cost (\$)	Year 1 Increase (\$)	Year 2 Increase (\$)	Year 3 Increase (\$)	Year 4 Increase (\$)	Year 5 Increase (\$)
	Wellness Initiative	6250.0	0.00	0.00	0		
	Paramedic Cert.	19,500	0.00	0.00	0.00		
	Uniform Allowance	8,750	0.00	0.00	0.00		
	EMT Certifications	3,750	0.00	0.00	0.00		
	Overtime	54,762	0.00	0.00	0.00		
	Fitness Center	500	0.00	0.00	0.00		
20	Totals(\$):	93,512	0.00	0.00	0.00		

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION VI: Medical Costs**

	Base Year	Year 1	
21	Health Plan Cost	\$62,769	\$50,528
22	Prescription Plan Cost	\$15,522	\$72,209
23	Dental Plan Cost	\$3,065	\$14,407
24	Vision Plan Cost	\$1,500	\$8,000
25	Total Cost of Insurance	\$82,856	\$367,708
26	Employee Insurance Contributions	\$23,395	\$59,629
27	Employee Contributions as % of Total Insurance Cost	30 %	24 %

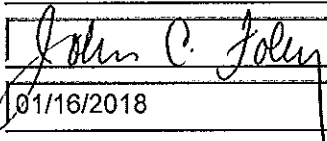
Section VI: Medical Costs (continued)

28 Identify any insurance changes that were included in this CNA.

The CHFD currently subscribes to the New Jersey State Health Benefit Plan (SHBP). The SHBP currently provides 17 different health care options. For this contract, members were offered the opportunity to switch from a higher-cost health insurance plan (i.e. PPO) to a lower-cost plan (HMO) and share a one-time premium savings.

SECTION VII: Certification and Signature

29 The undersigned certifies that the foregoing figures are true:

Print Name: John C. Foley  
Position/Title: Chief Financial Officer  
Signature:   
Date: 01/16/2018

Send this completed and signed form along with an electronic copy of the contract and the signed certification form to: [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us)

NJ Public Employment Relations Commission  
Conciliation and Arbitration  
PO Box 429  
Trenton, NJ 08625  
Phone: 609-292-9898

Revised 8/2016

September 21, 2017

**AGREEMENT**

**BETWEEN**

**BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT #13  
CHERRY HILL TOWNSHIP  
CAMDEN COUNTY  
NEW JERSEY**

**AND**

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS  
I.A.F.F. LOCAL NO. 3249  
AFL - CIO / CLC**

**(Cherry Hill Fire Department – EMS Officers)**

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**January 1, 2017 through December 31, 2019**

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PREAMBLE

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by and between BOARD OF FIRE COMMISSIONERS FOR CHERRY HILL TOWNSHIP DISTRICT #13 in the County of Camden, New Jersey, a municipal body of the State of New Jersey (hereinafter referred to as the "Board"), and CAMDEN COUNTY UNIFORMED FIREFIGHTERS ASSOCIATION, I.A.F.F. LOCAL NO. 3249, AFL-CIO/CLC (hereinafter referred to as the "Local"), represents the complete and final understanding on all bargaining issues between the Board and the Local Represented Medical Services Officers.

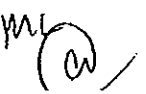
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PURPOSE

This Agreement is entered into with the Board to promote and ensure harmonious relations, cooperation, and understanding between the Board and its Local represented employees; to provide for the resolution of legitimate grievances; all in order that the public service shall be expedited and effectuated in the best interests of the residents of Fire District #13 and the Township of Cherry Hill, the Board of Fire Commissioners District #13 and its employees.



ARTICLE I  
RECOGNITION

- A. The Board recognizes the Local as the representative for the purpose of collective negotiations for all full time EMS Officers: EMS Battalion Chief, EMS Captain and EMS Lieutenant employed by the Board.
- B. Unless otherwise indicated, the terms "Member", "Members", "Employee" or "Employees" when used in this Agreement, refer to all persons represented by the Local in the above defined negotiating unit.

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ARTICLE II  
NON-DISCRIMINATION

There shall be no discrimination by the Board or the Local against any employee because of race, color, creed, age, sex, national origin, marital status, membership or non-membership in the Local, and participation or the lack thereof in legal Local activities as permitted herein. The Board shall not discriminate against any employee because of political affiliation or activity, except as is consistent with State and Federal Laws.



ARTICLE III  
LOCAL RIGHTS AND RESPONSIBILITIES

- A. Authorized representatives of the Local, whose names shall be filed in writing with the Board, or their designee, shall be permitted to visit any fire facility within Cherry Hill Township for the purpose of processing or investigating grievances, provided that prior approval has been secured from the Fire Chief, or such other individual designated by the Board in writing to perform such task, on condition that such prior approval shall not be unreasonably withheld. Only one (1) on duty authorized Local representative shall be granted such permission without loss of pay. Local representative(s) shall not unreasonably interfere with the normal conduct of the work within the fire facility.
- B. Official representatives of the Local will be granted administrative leave with pay in accordance with contract provisions covered in this Agreement.
- C. Up to a maximum of two (2) authorized Local Representatives shall be excused from their normal duties without loss of pay to participate in negotiations for the renewal of this Agreement or the execution of a new Agreement. Such representatives shall attend negotiations sessions, if on duty, in the appropriate uniform and be available for duty in the event the need arises.
- D. Copies of disciplinary charges or other notices relating to disciplinary action involving any bargaining unit member shall be furnished to the Local, contemporaneously upon issuance to the employee, unless the employee explicitly directs that same not be provided to the Local. In such case, the employee must sign, in the presence of the Local's authorized representative, a form memorializing such decision and the completed form shall then immediately be furnished to the Local's authorized representative. The form shall be prepared, in bank, in manner and form mutually agreed upon by the Board and Local. Unless union representation is waived in accordance with this provision, the District shall not conduct any interviews, conferences or meetings with the employee targeted for disciplinary action in the absence of the Local's authorized representative.
- E. The Local will be responsible for acquainting its members with the provisions of this Agreement, and shall be responsible insofar as possible for the adherence to the terms of this Agreement by such members, and the Local recognizes that the conditions set forth in this Article shall be subject to the mission of the Board.
- F. Members of the Local shall be permitted to attend Local Meetings in their Local response

district within Fire District #13 while on duty without loss of pay. Members shall remain available for immediate return to duty should the need arise. Prior approval for said attendance shall be granted by the member(s) on duty shift commander, but may be reasonably denied.

- G. 1. The President, or designee, and the State delegate(s) of the Local shall be granted administrative leave not to exceed an aggregate of ten (10) days per annum for attendance at meetings of the Professional Firefighters Association of New Jersey and/or the International Association of Firefighters. The Local shall submit a written explanation for the purpose of attending said affairs upon request of the Board representatives. Executive Board members of the Local may be granted available paid time off, or be authorized mutual exchanges of time with eligible members for their attendance at General Membership and Executive Board meetings of the Local.
2. Employees elected or appointed by the Local as delegates shall be granted administrative leave with pay consistent with the provisions of N.J.S.A. 40A:14-177.
- H. The Shop Steward/Representative shall be present when it is felt by the employee that he/she is being questioned for discipline or investigation purposes. No formal or informal discussions will take place with a supervisor until the member's representative is present. A member of the Local must witness this interview and will not constitute as representation of the member in question. In extreme cases only, an interview will proceed without representation.
- I. The President, or the President's designee, shall have the right while on duty without loss of pay to investigate and/or process grievances, and to attend Local Union business functions within Cherry Hill upon direct application to the Fire Chief or his designate.

ARTICLE IV  
MANAGEMENT RIGHTS AND RESPONSIBILITIES

- A. The Board 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 not limiting the generality of the foregoing, the following rights:
1. To the executive management and administrative control of the Board and its properties and facilities and the activities of its employees by utilizing personnel, methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the Board;
  2. To make rules of procedure and conduct, to determine the means, methods and equipment, to determine work schedules and shifts, to decide the number of the employees needed for any particular time and to be in sole charge of the quality and quantity of work required;
  3. The right of management to make such reasonable rules and regulations as it may from time to time deem best for the purposes of maintaining order, safety and/or the effective operation of the Department after advance notice thereof to the employees is recognized;
  4. To hire all employees, to promote, transfer, assign or retain employees in positions with the Board;
  5. To suspend, demote, discharge or take any other appropriate disciplinary action against any employee for good and just cause according to law, and subject to the grievance procedure;
  6. To lay off employees in the event of lack of work or funds or other conditions where continuation of such work would be inefficient and non-productive.
  7. To take all reasonably necessary actions to carry out its mission in emergencies.
- B. Pursuant to the Laws of the State of New Jersey and of the United States, the exercise of the foregoing powers, rights, authority, duties or responsibilities of the Board, 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 the terms of this Agreement, and then only to the extent such terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.

ARTICLE V  
LEAVE OF ABSENCE

- A. A leave of absence without pay in the discretion of the Board may be granted for good cause to any present employee or any future employee who has been employed for a period of one (1) year. The leave of absence will be limited to an initial period of six (6) months. Employees with greater than three (3) years full-time consecutive employment at the time of the request may request an additional six (6) month leave period extension within thirty (30) days of the expiration of the initial approved leave period. Leave extensions may be granted at the sole discretion of the Board. This leave of absence will be limited to a maximum of one (1) year. A request for a leave of absence to pursue other employment will not constitute good cause.
- B. During a leave of absence, the Board will not be responsible to provide the employee with the benefits provided within Article XXI. However, if the employee wishes that coverage to be extended to him during that leave, the Board will provide said coverage. The fee for the coverage must be reimbursed by the employee prior to the Board being billed.
- C. The time period during a leave of absence will not be credited towards that employee's years of service.
- D. The Board shall reinstate the employee to the position held and restore all compensation and benefits immediately upon return from any leave of absence.

ARTICLE VI  
MAINTENANCE OF OPERATIONS

- A. It is recognized that the need for continued and uninterrupted operation of the Board's Departments and Agencies is of paramount importance to the citizens of the community and that there should be no interference with such operation.
- B. Neither the Local nor any person acting on its behalf will cause, authorize, engage in, sanction, assist or support, nor will any of its members take part in any strike (i.e. the concerted failure to report for duty, or stoppage of work or abstinence in whole or in part from the full, faithful and proper performance of the employees duties of employment), work stoppage, slowdown, sickout, walkout, or other illegal job action against the Board.
- C. The Local agrees that it will do everything in its power to prevent its members from participating in any strike, work stoppage, slowdown or other activities aforementioned, or support any such action by another employee or group of employees of the Board.
- D. In the event of a strike, slowdown, work stoppage, sickout, or other activity aforementioned, it is agreed that participation in any such activity by any employee covered under the Agreement shall entitle the Board to take legal and statutory remedies.
- E. Nothing contained in this Agreement shall be construed to limit or restrict the Board in its right to seek and obtain such judicial relief as it may be entitled to have in law or equity for injunction or damages, or both in the event of such breach by the Local or its members.
- F. 1. Upon the occurrence of a "sick out", each member who has reported in sick shall be examined by a physician of his choice within twenty-four (24) hours of the time reporting sick and such member shall submit a report from said physician indicating the nature of the employee's illness and recommendations therefore. Said report is to be delivered to the Fire Chief of Fire District #13 within twenty-four (24) hours of the time of his examination by his physician. The Chief shall have the option to request the employee be examined by a physician of the Chief's choice with the cost to be borne by the Board. A "sick out" shall be defined as a majority of the members scheduled for duty at any given time reporting in sick.
2. A determination of whether such employee is of sufficient good health to carry out his assigned duties shall be made by the Fire Chief of Fire District #13 taking into account said physician's report and recommendations. A determination that such employee is not of sufficient good health to carry out his assigned duties shall be an excused absence.
3. In the event that the Fire Chief of District #13 determines that the employee was in sufficient



good health to carry out his assigned duties, said employee shall be subject to disciplinary action up to dismissal. Procedures as outlined in the District's Policies and Procedures Manual shall govern except that the Board's decision may be appealed to Binding Arbitration. Any appeal must be filed pursuant to the Grievance Procedure. For the purposes of this Article, the date of occurrence for any potential grievance shall be the date of the Board's decision. The Arbitrator shall be chosen in accordance with the rules of the Public Employees Relation Commission. The costs shall be borne equally between the Board and the appealing party.

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**ARTICLE VII**  
**GRIEVANCE PROCEDURE**

**A. PURPOSE:**

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement.
2. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Department staff.
3. Nothing herein shall be deemed to deny the employees of their statutory or other legal rights concerning discipline. Nothing herein shall be deemed to deny employees of their rights to pursue any other statutory or legal remedies in lieu of resort to the Grievance Procedure.

**B. DEFINITION:**

The term grievance as used herein means any controversy arising over the interpretation, application or alleged violation of policies, Agreements and administrative decisions affecting the terms and conditions of employment, and shall be raised by an employee, the Local on behalf of an individual or a group of employees, or the Board.

**C. STEPS OF THE GRIEVANCE:**

In order to resolve grievances covered by this Agreement between the parties, this procedure shall be followed unless any step is waived by mutual consent.

**1. STEP ONE:**

The Local on behalf of any aggrieved employee or employees or the Board shall institute action under the provisions hereof within thirty (30) calendar days of the occurrence of the grievance and an earnest effort shall be made to settle the difference between the aggrieved employee and his/her immediate supervisor, for the purposes of resolving the matter informally. Failure to act within said thirty (30) calendar days shall be deemed to constitute an abandonment of the grievance. If a resolution of the grievance has not been reached within five (5) calendar days of the informal discussion, the grievance may proceed to STEP TWO.

**2. STEP TWO:**

- a. In the event a satisfactory settlement has not been reached at STEP ONE,

the grievant may within ten (10) calendar days of the immediate supervisor's decision, file his written grievance with the Fire Chief. The written grievance at this Step shall contain the relevant facts and the summary of the preceding oral discussion, the applicable section of the Agreement violated, and the remedy requested by the grievant.

- b. The Fire Chief shall review the matter and submit a determination in writing within ten (10) calendar days of receipt of the grievance.

**3. STEP THREE:**

- a. In the event a satisfactory settlement has not been reached at STEP TWO, the Association may within five (5) calendar days of the Fire Chief's decision, file his written grievance with the Board of Fire Commissioners. Referral of grievance at this Step shall contain and include copies of all documents previously submitted by and between the parties.
- b. The Board of Fire Commissioners shall review the decision of the Fire Chief and within ten (10) calendar days from the receipt of the grievance and make a written determination.

**4. STEP FOUR:**

- a. In the event the grievance has not been resolved at STEP THREE, the Local may within thirty (30) calendar days of the Board's decision, request arbitration. The arbitrator shall be chosen in accordance with the Rules of PERC.
- b. However, no arbitration hearing shall be scheduled sooner than thirty (30) calendar days after the final decision by the Board. In the event the Association elects to pursue other remedies, the arbitration hearing shall be canceled and the matter withdrawn from arbitration. The Local shall pay all costs it may incur in processing the case to arbitration.
- c. The arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to him/her involved in the grievance. The arbitrator shall not have the authority to add to, subtract from, or otherwise modify this Agreement (or any amendment or supplement thereto) or render any decision in conflict with this Agreement. In formulating his decision, the arbitrator shall adhere to the statutory and case law of New Jersey and the United States where applicable.

- d. The costs for the services of the arbitrator shall be borne equally by the Local and the Board, unless the Local elects to withdraw, in which case and fees of PERC shall be paid by the Local. Any other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring the same.
  - e. The arbitrator shall set forth his findings of fact and reasons for making the award within thirty (30) calendar days after conclusion of the arbitration hearing, unless agreed to otherwise by the parties. The decision of the arbitrator shall be final and binding.
5. No response at any step in this procedure by the Board or its agents shall be deemed to be a negative response. Upon the termination of the applicable time limits the grievance may proceed to the next step.
  6. Group grievances which shall be defined as those affecting "substantially" all of the Local represented employees shall be filed by the Local and by the Local only at STEP THREE.
  7. Time limits may be extended by the parties by written mutual agreement.

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ARTICLE VIII  
COMPENSATION

- A. EMS Officer Salaries for all bargaining unit members are set forth in Appendix A for the years 2017, 2018, and 2019.
- B. Under normal circumstances, payroll will be distributed every other week at 1500 hours on Thursdays. Overtime will be paid every other week with regular pay.



ARTICLE IX

SICK LEAVE

- A. Sick Leave is defined as a temporary inability to perform one's duty by reason of personal or immediate family injury, illness or disease.
- B. Unused sick leave shall accumulate without limitation from year-to-year of employment.
- C. Paid sick leave shall be earned at the rate of one hundred seventeen (117) hours per year for EMS personnel working thirteen (13) hour shifts and one hundred (100) hours per year for EMS personnel working a traditional forty (40) hour work week. In utilizing sick leave for non-service connected injury, illness, or disease, the sick time earned in the year in which the employee is injured or ill shall be used first. After the current year's sick leave is exhausted, non-service connected illness or injury shall be charged against accrued, unused sick time.

**D. SICK INCENTIVE PLAN:**

- 1. Tier I - Members will be entitled to the following sick incentive on an annual basis. This incentive will run in conjunction with annual leave January to December and will be paid in the next pay period after January 30<sup>th</sup> of each year. Represented Employees will qualify for payment of the sick incentive if they are employed for the entire calendar year. Payment will be calculated, pro-rata for probationary members in their first year of employment.
- 2. For purposes of this incentive, utilizing a portion of a day will constitute a sick day.

Thirteen (13) Hour Shift and Forty (40) hour employees:

"0" days -	\$1,100
"1" day -	\$ 875
"2" days -	\$ 750

- 3. Tier II - Any employee who did not utilize any sick leave in the proceeding calendar year will be eligible for the Tier II incentive pay. However, once an employee utilizes any sick leave in a succeeding calendar year they will only be eligible to receive Tier I incentive pay. (13-hour shift will be identified as any non-24-hour shift)

Thirteen (13) Hour Shift and Forty (40) hour employees:

"0" days -	\$1,350
"1" day -	\$1,125
"2" days -	\$1,000

- 4. Tier III - Any member who has not used any sick time for a period of 60 months will receive

a One Thousand Dollar (\$1,000.00) bonus. This bonus is only payable every sixty (60) months without any use of sick leave.

5. Tier IV – Any member, who does not use any sick leave in their last five (5) years of employment prior to retirement, will be entitled to a Three Thousand Dollar (\$3,000) bonus in addition to the Tier III bonus.

**E. LEAVE FOR FAMILY MEMBERS:**

1. All family leave will follow Federal (FMLA) and State (FLA) Laws, which provisions are covered in the Department's Policy Directive on FMLA.
2. The Department hereby incorporates all of the terms of its Family and Medical Leave Policy.

**F. CHILD BIRTH:**

1. Male members of the bargaining unit are entitled to use forty (40) hours for eight (8) hour employee shifts or thirty-nine (39) hours for thirteen (13) hour employee shifts for the birth of a child. This will include those tours from the day of delivery forward. Any work days within this period will come from the member's sick leave.
2. Female members of the bargaining unit are entitled to five (5) work days Maternity Leave. This will include those tours from the day of delivery forward. This leave is independent of the member's sick leave.

**G. Doctor's Certificate**

Employees shall be required to furnish a doctor's certificate to substantiate requests for approval of sick leave, when sick leave exceeds two (2) consecutive work days for thirteen (13) hour members and three (3) consecutive work days for eight (8) hour members.

**H. LIGHT DUTY ASSIGNMENT:**

1. Any bargaining unit member who has sustained an injury or contracted an illness which medically precludes his/her regular performance may, at the discretion of the Fire Chief or his designee, be assigned to light duty detail with the approval of the fire surgeon and employee's treating physician.
2. Bargaining unit members injured in the line of duty may be ordered to report for a light duty assignment once approved by the treating fire surgeon.
3. Bargaining unit members with non-duty related injuries who are off on injury leave for ninety (90) calendar days may be ordered to report for a light duty assignment once

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approved by the treating fire surgeon. If there is a dispute between the two physicians, a mutually acceptable third physician will be utilized. The cost of the third physician will be borne equally by both parties.

4. Bargaining unit members with non-duty related injuries may ask in advance for a light duty assignment to save accumulated sick leave. Authorization by the Fire Chief or his designee will be based on availability and must be approved by the treating fire surgeon and employee's treating physician.



ARTICLE X  
ADVANCED LIFE SUPPORT

- A. The Board of Fire Commissioners reserves the right to provide Advanced Life Support Medical Services to Cherry Hill Township, and to require Paramedic Certification or licensure as a condition of hire, or continued employment for future Emergency Medical Services employees. Employees hired after January 1, 2005 and holding a Paramedic Certification will be required to maintain that certification as a condition of continued employment. Any employee that was hired prior to January 1, 2005, but has since participated in the tuition reimbursement program for a paramedic certification and/or are receiving a paramedic stipend will be required to maintain the certification as a condition of employment, or reimburse the district for any tuition, expenses, and stipend previously received.
- B. If the Board of Fire Commissioners decides to require Paramedic Certification as a condition of initial and/or continued employment, any full-time EMT hired on/or before January 1, 2005 shall not be required to obtain Paramedic Certification as a condition of continued employment.
- C. Members that have New Jersey/National Registry Paramedic Certification will be compensated at the rate of Three Hundred Dollars (\$300.00) per month in 2017, Three Hundred Twenty-five Dollars (\$325.00) in 2018 and Three Hundred Fifty Dollars (\$350.00) in 2019. Members that only have New Jersey Paramedic Certification will be compensated at the rate of One Hundred Dollars (\$100.00) dollars per month. Members will provide the Chief of Training with copies of their renewed Paramedic certification. This compensation will be calculated into the member's base pay.
- D. Members will have compensatory time added to their comp time bank at the beginning of each year to be utilized for a paramedic shift allowance (PSA) only. This comp time is not payable when accumulated comp time is paid during the second pay period of January of each year. EMS Officers on a thirteen (13) hour shift can use this time in six (6), seven (7) and thirteen (13) hour blocks if working 13 hour shifts and EMS Officers on a 40 hour work week can use this time in four (4) hour and eight (8) hour blocks. The EMS Officer will coordinate the use of this time with their supervisor.

### Compensatory Time for PSA

<u>Year</u>	<u>Thirteen (13) Shift</u>	<u>Forty (40) Hour Work Week</u>
2017	39 Hours	40 hours
2018	52 Hours	48 hours
2019	65 Hours	56 hours

E. Employees maintaining or obtaining Paramedic certifications, as well as necessary outside employment to maintain the Paramedic credential, shall not be subject to mandatory overtime during any period conflicting with a previously scheduled paramedic shift. However, this employee's mandatory overtime obligation to the Fire District is only deferred, not eliminated.

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ARTICLE XI  
EXCHANGES OF HOURS OF DUTY

- A. The request for exchange of hours of duty by an employee with another employee may be granted by the Fire Chief or his designee, provided such request has been made through channels and is in conformance with the needs of the District.
- B. In volunteering to exercise the provisions of this Article, no employee shall work more than two (2) shifts and the provisions of Article XII shall not apply to the second shift unless the employee is ordered to work hours in excess of his shift, in which case Article XII shall be applicable to those excess hours. Such exchange of duty hours shall not be authorized should same create an overtime situation.
- C. Exchange of hours of duty by an employee with another employee will be limited during each 28-day cycle as follows:
- Thirteen (13) Hour Employee – 26 total hours  
Eight (8) Hour Employee – 16 total hours
- D. No employee shall work more than eighteen (18) consecutive hours of a mutual exchange of hours or more than six (6) hours between regularly scheduled shifts. Physical Fitness time occurring at the beginning of scheduled shifts pursuant to Article XXXV, Paragraph A, shall not count towards the six (6) hour minimum time constraint.
- E. Request for approval must be in writing and submitted forty-eight (48) hours in advance of the start of the affected shifts using the current EMS scheduling program.
- F. The EMS Battalion Chief or his/her designee will develop procedures governing exchanges of hours of duty pursuant to the process developed by the Labor/Management Committee outlined in Article XLIV of this Agreement.
- G. Employees enrolled in the college incentive program can request additional hours for exchange, provided such request is made in writing to the Assistant Fire Chief via the chain of command. This may be permitted during the semester with appropriate documentation.

ARTICLE XII  
HOURS AND OVERTIME

- A. The work schedule for full time employees will follow patterns generally accepted in the EMS industry and allowing the District to staff resources up to 24 hours per day, 7 days per week, subject to review and input from both parties.
- B. The normal work cycle for full time employees will consist of four (4) thirty-nine (39) hour work weeks in a twenty-eight (28) calendar day period. Any proposed policy that may impact an existing practice, working condition or schedule shall be addressed in a productive Labor / Management process.
- The Fire District may, at its sole discretion, also maintain a forty (40) hour per week schedule for full time employees. Employees assigned to a 40-hour work week schedule understand that all hours worked in excess of 40 hours per week will be paid at the overtime rate.
- C. The Fire District reserves onto itself and retains its full managerial prerogative regarding this subject.
- D. Employees may be recalled to duty and shall be compensated for such recall by either premium pay or compensatory time computed at a rate of time and one half (1½), which election shall exclusively be made by the employee. The hourly rate for overtime purposes shall be calculated by dividing the employee's annual salary by 2,028 hours for thirteen (13) hour shift employees and 2,080 hours for a 40 hour employee. Employees shall be paid a minimum of two (2) hours, regardless of actual time recalled to duty. Employees will be listed by Department seniority.
- E. Compensatory time earned must be utilized on or before the end of the calendar year in which it is earned. If any employee has any compensatory time accumulated at the end of the year, he or she shall be paid for such time at his or her rate of pay the last pay period in the year.
- F. An employee shall be entitled to utilize earned and/or accumulated compensatory time with the approval of the Fire Chief, or such other individuals designated by the Board in writing to perform such task, in accordance with staffing, which approval shall not be unreasonably withheld. An employee who elects to receive premium pay in lieu of compensatory time shall receive such pay within the pay period the overtime occurred or the following pay period.
- G. The fortieth (40<sup>th</sup>) hour worked in a work week is at the employees straight time rate of pay and an employee shall receive no overtime compensation for the first seven (7) minutes of overtime worked per week; thereafter, overtime will be calculated in fifteen (15) minute intervals, rounded to the nearest quarter-hour. The hourly rate for overtime purposes shall be

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calculated by dividing the employee's annual salary by 2080 if assigned to a 40-hour workweek, or dividing the annual salary by 2028 if assigned to a thirteen (13) hour shift, and then multiplied by 1.5. Overtime compensation is paid whenever an employee works beyond their regularly scheduled work shifts after the fortieth (40<sup>th</sup>) hour in a work week or after 40 hours is worked when the employee misses a regularly scheduled shift for which sick time was paid. The rate of pay used at retirement and separation purposes for all employees shall be computed on 2028 hours for thirteen (13) hour shift employees and 2080 for forty (40) hour employees.

- H. If there is an open EMS Officer thirteen (13) hour shift Monday to Friday, an EMS Staff Officer (Lieutenant, Captain, or Battalion Chief) can be utilized (if available) to fill the front thirteen hours of the shift while maintaining a forty (40) hour work week. The EMS Staff Officer can only be utilized once per week (M-F) in this capacity. Acting EMS Officers (AEMSO) and Platoon Leaders (PL) will be utilized next when filling an open EMS Officer shift using current guidelines
- I. If there are no AEMSO's or PL's available to cover an open day shift, the open shift can be filled using EMS Officer overtime. If the open day shift can't be covered with overtime, then the open shift will be covered with an "on call" EMS Officer. An open night shift will be covered at the discretion of the Fire Chief or the Fire Chief's designee.
- J. EMS Officers who are "on call" when the on-duty EMS officer position is not filled due to illness, injury or PTO, will earn one (1) hour of compensatory time for every thirteen (13) hours of accumulated "on-call time". The EMS Battalion Chief will maintain these hours in the ePro scheduling program.
- K. **DAYLIGHT SAVINGS TIME:**  
It is agreed that no adjustment to employees' time records will be made as a result of time extended in the Fall, nor will an adjustment be made to time lessened in the Spring, as a result of changes in the clock.

ARTICLE XIII  
SAFETY CLAUSE

**A. SAFETY COMMITTEE:**

1. The Fire Chief will establish a safety committee for the benefit of the health and welfare of all Fire & EMS personnel. This committee will include one (1) member of each of the union's representing Fire District #13 employees. The appointed members will be mutually agreed upon by the Fire Chief and each Union President. The appointment will be concurrent with the term of each Union President.
2. This Committee will discuss all matters relating to general safety, as well as, safety recommendations on EMS Apparatus and Emergency Medical Equipment. All recommendations from the Union representatives must be copied/approved by each Union President.

ARTICLE XIV

HOLIDAYS

- A. All employees hired prior to January 1, 2017 and assigned to a thirteen (13) hour shift will be granted one hundred ninety-five (195) undesignated holiday hours each year, to be used at the employee's discretion.
- B. All employees hired after January 1, 2017 will be granted undesignated holiday hours according to the following schedule:

<u>Years of Service</u>	<u>Thirteen (13) Hour Shift</u>	<u>40 Hour (Staff) Work Week</u>
Year 1	39 hours – Pro Rata	36 hours – Pro Rata
Years 2 – 4	104 hours	48 hours
Years 5 and up	130 hours	72 hours

- C. 1. 40 Hour staff employees hired prior to January 1, 2017 will be granted seventy-two (72) hours of undesignated holiday hours to be used at the employee's discretion per calendar year. The time will be used at the employee's discretion in blocks of time based on the amount of time the employee works in a regularly scheduled workday i.e. eight (8) or ten (10) hours.  
2. In addition, these employees will be granted fifty-six (56) hours to be used on the following designated holidays:  
New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve (4 hours), Christmas Day and New Year's Eve (4 hours).
- D. Leave shall be granted in conjunction with department staffing and leave guidelines.
- E. Any shift change by the Fire District will not affect approved leave.
- F. All holiday hours referenced in Sections A, B and C1 will be consolidated with vacation hours and labeled as personal time. Personal time can be used at the employee's discretion in its entirety during the calendar year, or on a use or lose basis. The employee can carry up to fifty percent (50%) of personal time to the next year and by April 1<sup>st</sup> all employees must declare the following:
  - 1. Covert any portion or all to sick leave; or,
  - 2. Receive payment on the hourly rate of 2028 hours for three (3) – thirteen (13) hour (1 week) COPTO days for 13 hour shift employees. Receive payment on the hourly rate of 2080 hours for 5 – eight (8) hour (1 week) COPTO days for 40 hour employees. Payment to be made the first pay of August; or,
  - 3. Carry any portion or all to September 1<sup>st</sup> – use it or lose it.

ARTICLE XV

VACATION

A. Vacation accruals are determined based on the shift assignment, a 13 hour shift pattern or a 40 hour work week pattern.

1. Each employee shall be entitled to annual vacation leave with pay in accordance with the following schedule based upon the employee's anniversary date and shift assignment (pro-rata):

<u>Years of Service</u>	<u>Thirteen (13) Hour Shift</u>	<u>40 Hour (Staff) Work Week</u>
Year 1	39 hours – Pro-Rata	40 hours – Pro-Rata
Years 2 – 5	78 hours	80 hours
Years 6 – 10	117 hours	120 hours
Years 11 – 15	156 hours	160 hours
Years 16 – 20	195 hours	200 hours

B. All vacation hours will be consolidated with holiday time and labeled personal time. Personal time can be used, at the employees discretion, in its entirety during the calendar year or on a use or lose basis. The employee can carry up to fifty percent (50%) of personal time to the next year and by April 1<sup>st</sup> all employees must declare the following:

1. Convert any portion or all to sick leave; or
2. Receive payment on the hourly rate of 2028 hours for three (3) -13 hour (1 week) COPTO days for 13 hour shift employees. Receive payment on the hourly rate of 2080 hours for 5 – 8 hour (1 week) COPTO days for 40 hour employees. Payment to be made the first pay of August; or,
3. Carry any portion or all to September 1<sup>st</sup> – use it or lose it.

C. Leave shall be granted in conjunction with Department staffing and leave guidelines. A vacation log shall be circulated starting on November 1st of each year, enabling each EMS Officer to secure one (1) vacation slot per circulation. Only one (1) EMS Officer on a 13 hour shift is permitted off during each vacation period per platoon. The vacation log shall be completed by December 10<sup>th</sup> of the preceding year. A vacation period will consist of three (3) consecutive 13 hour shifts or five (5) consecutive eight (8) hour days.

D. Any shift change by the Fire District will not affect any approved vacation time.

E. Members who request a shift change are responsible to work out any vacation conflicts



created due to their new assignment.

- F. Any employee working a 40 hour work week may elect to defer one (1) week (5 – 8 hour shifts) of annual vacation (PTO) a year and up to a maximum of three (3) weeks (15 – 8 hour shifts) during their employment to be paid at retirement at the retirement rate of pay. Any employee working a thirteen (13) hour shift may elect to defer one (1) week (3 – 13 hour shifts) of annual vacation (PTO) a year up to a maximum of three (3) weeks (9 – 13 hour shifts) during their employment to be paid at retirement at the retirement rate of pay. The employee must declare this by December 1<sup>st</sup> of the year preceding the year vacation leave is earned. The vacation hours will be deducted from that year's leave balance and placed into a retirement Vacation Bank. This payment applies to employees who retire from employment as outlined in Article XVII and is calculated as outlined in Article XIII G.



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ARTICLE XVI  
SEPARATION, DEATH & RETIREMENT

- A. Employees shall retain all pension rights under New Jersey and Cherry Hill Township Municipal Ordinances and applicable laws.
- B. Employees retiring on either a Service Retirement, Early Retirement, Deferred Retirement or Veteran Retirement and after attaining the age and year of service as defined by their PERS Membership Tier pursuant to N.J.S.A. 43:16A-5, or as a result of a disability pension, whether work connected or not, shall be paid for all accumulated holidays, vacation and other compensatory time as provided in this Agreement. Said payments shall be computed at the rate of pay at the time of his or her retirement based upon the base annual compensation. An employee retiring will also be entitled to the provisions specified in Article XXI, Section D.
- C. Employees intending to retire other than disability pension shall accordingly notify the Board by September of the previous year in which said retirement is to become effective. Failure of an employee to provide timely notice of retirement shall permit the Board to defer all or part of the received payments hereunder into the next succeeding budget year.
- D. In the event of an employee's death, his estate or legal representative shall be paid for all accumulated holiday, vacation, sick leave days, or other compensatory time as provided in this Agreement. Payments shall be made at the employee's rate of pay at the time of his death.
- E. In the event of an employee's separation from service for any reason not set forth in Sections B or D above, all accumulated vacation, holidays, and other compensatory time shall be paid at the then rate of pay to the employee, except that no payments shall be made for accumulated sick leave.
- F. For benefits payable in the then current year in all cases of separation, death while not in the line of duty or retirement, all vacation, holidays, sick leave days and other compensatory time shall be pro-rated as of the first of the month if the resignation, death or retirement is effective prior to the fifteenth (15<sup>th</sup>) day of the month and as of the last day of the month if the death, resignation or retirement is effective after the fifteenth (15<sup>th</sup>) day of the month. Benefits shall be pro-rated on the calendar year from January 1 through December 31.
- G. For benefits payable in the then current year in all cases where the employee died while in the line of duty, all vacation, holidays, sick leave days and other compensatory time which would have accrued for the entire calendar year of the employee's death shall be payable to the employee's estate or legal representative.

- H. All bargaining unit members and his/her spouse or widow up to age sixty-five (65) who have, or will have retired from active duty with the Board after completion of twenty (20) years of service to the department and attain the age and years of service as defined by their PERS membership tier shall be entitled to receive medical insurance benefits as afforded by the Board to personnel who are actively employed (SHBP Retiree Plans or Board Provided Carrier Plans) provided those eligible annually certify that they have no other medical coverage.
- I. The maximum cost to the Board under this provision shall not exceed eighty percent (80%) of the total cost for the coverage per retiree and spouse and family per year for members with at least twenty (20) years of service as of June 28, 2011. These employees will have twenty percent (20%) deducted from their monthly pension allowance.
- J. For members with less than twenty (20) years of service as of June 28, 2011, the maximum cost to the Board will follow the guidelines outlined in Chapter 78 of P.L. 2011 using the health benefit contribution schedules. These employee will have deducted from their retirement allowance the standard contribution (health benefit contribution schedule) using the retirement allowance as if it were the base salary.
- K. This coverage shall include medical/surgical/dental and prescription benefits provided by the Board and in effect at this time and will include coverage for dependent children.
- L. Separation shall be defined as a permanent cessation of employment, but shall not be deemed to include temporary leaves of absence, vacations, layoffs or other temporary leaves.
- M. Upon retirement, employees shall be entitled to keep their Class A uniform.

ARTICLE XVII  
SERVICE RECORDS

- A. A personnel file shall be established and maintained for each employee covered by this Agreement. Such files are confidential records and shall be maintained by the Board, or their designee.
- B. Upon advanced notice and at reasonable times, any members of the Department may review his personnel file. However, this appointment for review must be made through the immediate supervisor and/or Fire Chief.
- C. Whenever a written complaint concerning an employee or his actions is to be placed in his file, a copy shall be made available to him/her and he shall be given the opportunity to rebut it if he so desires and he shall be permitted to place said rebuttal in his file.
- D. All personnel files will be carefully maintained and safeguarded permanently and nothing placed in any files shall be removed therefrom except as provided within the Disciplinary Policy. Removal of any material from a personnel file by any employee shall subject that employee to appropriate disciplinary action.
- E. Maintenance of the personnel files shall be in accordance with the Archive Laws of the State of New Jersey.
- F. **MEDICAL RECORDS**
  - 1. All employees' medical records will be segregated from all other records and secured in a locked cabinet at Central Command. All employees shall reserve and retain their full rights with regards to their expectation of privacy.

ARTICLE XVIII  
BULLETIN BOARD

- A. The Board shall provide one (1) bulletin board at each work station for the posting of notices relating to official business.
- B. The bulletin board may be utilized by the Local for the purpose of posting Local announcements and other relevant information.
- C. The Fire Chief or his designee may have removed from the bulletin board any irrelevant material after notice to the Local.



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ARTICLE XIX  
BEREAVEMENT LEAVE

- A. 1. In the event of a death in the employee's immediate family, leave with pay shall be granted from the day of death up to and including the day after interment, not to exceed three (3) consecutive thirteen (13) hour or five (5) eight (8) hour tours of duty.
2. The immediate family shall include parents, step parents, parents-in-law, spouse, children, brothers, sisters, grandparents, brother-in-law, sister-in-law, and other relatives residing in the employee's home.
- B. One day Bereavement leave will be granted to attend a viewing and/or funeral for grandparents-in-law, niece or nephew.
- C. Proof of death may be required at the Board's discretion.

ARTICLE XX  
TRAVEL EXPENSES

Employees shall be reimbursed at the current rate used by the Federal Government per mile for all approved travel expense while using a personal vehicle and shall be reimbursed for all other travel expenses in connection with their official duties.



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ARTICLE XXI  
HOSPITALIZATION AND MEDICAL BENEFITS

- A. Medical, Prescription and Dental benefits will be provided to employees and their families, subject to negotiation and as mutually agreed upon by the Local and the Board. Members will make contributions to premiums as identified in the Chapter 78 Health Benefit contribution schedule for any of the Aetna and Horizon Legacy Plans and/or the Aetna or Horizon PPO 1525. Members will make contributions to premiums as identified in the CHFD Health Benefit contribution schedule for the Aetna and Horizon PPO 2030, PPO 2035, HD 4000, HD 1500, Omnia Tiered or Liberty Tiered Plans. Plans and contribution schedules will be identified in Appendix C. The current provider, New Jersey State Health Benefits Program (SHBP), makes available multiple plans from multiple carriers, offering a variety of premium options. If and when the SHBP makes carrier and plan additions to the program, the Board and Local will meet to determine what contribution schedule they will be placed into, with any changes made to Appendix C. The Board will reimburse the employee one hundred percent (100%) for co-payments for routine gynecological exams, allergy testing/treatment, MRI's and X-Rays. Emergency Room visits will be reimbursed up to Seventy Dollars (\$70.00).
- B. For employees who change their medical and Rx coverage from a Legacy Plan (PPO 10, PPO 15, HMO or the PPO 1525) during an open enrollment period for the benefit coverage years of 2017 to 2019 to a PPO 2030, PPO 2035, HD 4000, HD 1500, Omnia Tiered or Liberty Tiered Plan, the Board will share a one-time premium savings with the employee equally in the year the coverage change takes effect, which will be payable the second pay period of December. Employees are not permitted to alternate between Medical & Rx coverage yearly in order to obtain more than one (1) premium savings payment. Additionally, effective January 1, 2017 the Board will no longer offer the Horizon or Aetna PPO 10 Medical/Rx plan from the State Health Benefit program selection.
- C. The Board will self-insure and reimburse the employee the One Thousand Dollar (\$1,000.00) difference per covered individual for orthodontics care between the previous Delta Dental and the current Dental Expense Plan or the Dental Plan Organization (NJSHBP), subject to the fifty percent (50%) coinsurance and benefit limit requirements. The employee will submit a receipt from the treating orthodontist.
- D. All bargaining unit members and his/her spouse or widow up to age sixty-five (65) who have, or will have retired from active duty with the Board after completion of twenty (20) years of service to the department and attain the age and years of service as defined by their PERS



membership tier shall be entitled to receive medical insurance benefits as afforded by the Board to personnel who are actively employed (SHBP Retiree Plans or Board Provided Carrier Plans) provided those eligible annually certify that they have no other medical coverage.

1. The maximum cost to the Board under this provision shall not exceed eighty percent (80%) of the total cost for the coverage per retiree and spouse and family per year for members with at least twenty (20) years of service as of June 28, 2011. These employees will have twenty percent (20%) deducted from their monthly pension allowance.
2. For members with less than twenty (20) years of service as of June 28, 2011, the maximum cost to the Board will follow the guidelines outlined in Chapter 78 of P.L. 2011 using the health benefit contribution schedules. Those employees will have deducted from their retirement allowance the standard contribution (health benefit contribution schedule) using the retirement allowance as if it were the base salary.
3. This coverage shall include medical/surgical/dental and prescription benefits provided by the Board and in effect at this time and will include coverage for dependent children.

E. Line of Duty Death, Accidental Disability and Ordinary Disability

1. The Board will continue to pay premium costs for medical/surgical dental and prescription plans coverage for the spouse and/or dependent children to age twenty-six (26) of any employee killed while in the performance of his/her duties. These payments shall continue provided:
  - a. The spouse of such deceased EMS Officer does not remarry;
  - b. The spouse of such deceased EMS Officer does not obtain medical insurance/benefit coverage from an employer or any other source;
  - c. The spouse does not qualify for medical insurance/benefit coverage as may be provided by a State or the Federal Government, including, but not limited to Social Security, Medicare or Medicaid.
2. The Board will pay one hundred percent (100%) of the premium costs for medical/surgical of non-legacy medical plans; (PPO 10, PPO 15 PPO 1525); dental and prescription plan coverage as afforded by the Board to personnel who are actively employed (SHBP Retiree Plans or Board Provided Carrier Plans) for an employee (through qualification for Medicare/Medicaid as determined by the SSA at age sixty-five (65) or such age beyond sixty-five (65) as SSA shall determine), spouse (through qualification for Medicare/Medicaid as determined by the SSA at age sixty-five (65) or such age beyond sixty-five (65) as SSA shall determine) and/or dependent children

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under Federal and State Law (through age twenty-six (26)) of any EMS Officer who is granted an Accidental Pension (66 2/3) from the Public Employee Retirement System (PERS). These payments shall continue provided:

- a. The EMS Officer and his/her spouse do not obtain medical/benefit insurance coverage from another employer or any other source. A certification must be submitted annually stating that the EMS Officer and his/her spouse have no other medical coverage.
  - b. If the EMS Officer and his/her spouse are no longer married, the Board is only responsible to provide medical/benefit coverage to the EMS Officer and his/her dependent children (through age 26).
3. Pending approval of an Accidental Disability by the PERS, the Board will continue to provide medical/benefit coverage to the EMS Officer and his/her family and will have the discretion to assign the EMS Officer light duty, if medically possible. If there is an appeal of the decision of PERS not to approve an accidental disability pension, the EMS Officer can continue medical/benefit coverage by paying the Health Benefit Premium (SHBP Coverage) or COBRA (Non SHBP Coverage) during the appeal process. Should the EMS Officer prevail in his/her appeal the, Board will reimburse the EMS Officer for the premiums paid during the appeal process.
  4. EMS Officers that retire on an Ordinary Disability Pension approved by the PERS are not eligible for medical/benefit coverage by the Board.
- F. The Board will provide an optical program to the employee and his or her family, at a cost of Five Hundred Dollars (\$500.00) per year per family or Three Hundred Dollars (\$300.00) per year per individual. The Employee will submit a valid receipt to the Board for reimbursement. This program will cover all optically related expenses not presently covered by existing insurance.
- G. Any changes to plan, coverage or premium during the contract term, particularly those that result in a change of out-of-pocket expense for the member, will be negotiated by authorized representatives of the Board and Local 3249 to determine a mutually-accepted position regarding the change. It is agreed that any change in out-of-pocket expense for the member as a result of NJAC Statute will not be subject to the afore-mentioned.

#### H. HEALTH INSURANCE WAIVER

Any employee may choose to waive the medical health care package offered by Cherry Hill Fire District #13, and thereby shall receive cash compensation in lieu of enrollment in the

health care plan commensurate with the type of contract for which employee would otherwise be eligible, as follows:

Single	-	\$2,000.00
Parent/Child	-	\$3,000.00
Husband /Wife	-	\$3,600.00
Family	-	\$5,000.00

Such compensation shall be paid in equal quarterly installments.

- I. As soon as possible after the execution of this Agreement, the Board shall enroll all bargaining unit members in the New Jersey State Disability Plan.
- J. The Board will reimburse each employee One Hundred Dollars (\$100.00) annually for an employee's membership in a health club. The employee must submit a paid receipt from the health club facility to the Chief Financial Officer during the year of the active membership. The receipt must include a copy of the approved membership, date, name of employee, amount paid and name of health club facility.

ARTICLE XXII  
MILITARY LEAVE

- A. The Board and the Local agree to adhere to the provisions of the State/Federal law in this respect.
- B. Members who serve in the National Guard or Reserves should make timely notification with copies of their orders for military service to the Fire Chief.



ARTICLE XXIII  
GRANTING LEAVE REQUESTS RIGHTS

**A. WRITTEN REQUESTS**

1. All requests for personal time off by an employee will be made electronically using the ePro scheduling program. All requests will be made to an employee's immediate supervisor with at least seventy-two (72) hours' notice. The Fire Chief or his designee may waive the seventy-two (72) hours' notice for personal emergencies.
2. All leave with the exception of approved vacation periods will be subjected to a limit of not more than sixty (60) days advance notice.

**B. FORFEITING APPROVED LEAVE**

Members are permitted to rescind any approved application for leave.

**C. PERSONAL TIME OFF EXCEPTION CLAUSE**

Personal Time Off Exception Clause will allow employees to be granted time off even though another staffed member has been granted leave for the following reasons: Training, Bereavement, Injury/Illness, Military and/or Jury Duty/Court Appearance.

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ARTICLE XXIV  
COMMUNICABLE/INFECTIOUS DISEASE

- A. The Fire Chief shall maintain a system of documentation for any potential exposure to a communicable disease. Members sustaining an exposure, as defined by Policy Directive 1304 – Infectious Disease Control, are required to report the infectious disease exposure as outlined in the policy. The report and documentation will serve as proper notification to the Board and to validate the Board's responsibility under the terms of Article XXXIV – Injury Leave.
- B. Vaccines and Titters that are available and recommended by the District's EMS Medical Director or Fire Surgeon shall be offered to all employees at the Board's expensé. Employees agree to utilize proper personal protective equipment supplied by the District to minimize the risk of exposure.



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ARTICLE XXV  
STATUTORY AND LEGAL RIGHTS

A. Nothing contained herein shall be construed to deny or restrict the District or the employees from the exercise of its or their rights under any National, State, County or Local Laws or other applicable laws and regulations.

B. **JURY DUTY**

The employee will be excused from employment with no loss of pay to participate as a juror.

C. **COURT APPEARANCE**

Any Court appearance or deposition where a member is directed to appear as a representative or employee of the Fire Department must be paid overtime when the appearance occurs during off-duty hours.



ARTICLE XXVI  
SEPARABILITY AND SAVINGS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by court or other tribunal of competent jurisdiction following the valid adoption of this Agreement, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.
- B. The parties hereto may amend, modify, delete, expand and/or expound any provision of this Agreement at any time by mutual consent provided such changes shall be in writing and signed by both parties.



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ARTICLE XXVII  
SUPERSEDING CLAUSE

This Agreement supersedes any and all other Agreements, ordinances, and/or resolutions dealing with working conditions and terms and conditions of employment which are inconsistent with the terms of this Agreement.



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ARTICLE XXVIII  
MAINTENANCE OF BENEFITS


Except as this Agreement shall otherwise provide, all terms conditions of employment applicable on the effective date of this Agreement shall continue to be so applicable during the terms of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any represented employee benefit existing prior to its effective date.



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ARTICLE XXIX  
FULLY BARGAINED PROVISIONS

This Agreement incorporates the entire understanding of the parties in all matters 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 unless otherwise herein specifically provided for whether or not within the knowledge or contemplation of either or both parties at the time they negotiated and executed this Agreement.



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ARTICLE XXX  
CLOTHING ALLOWANCE

- A. The Board of Fire Commissioners shall provide any newly appointed employee with all necessary uniforms to report for duty. As there are seasonal variations for uniform of the day, the time of the year will dictate that which is issued initially.
- B. The Board will provide and issue protective clothing to all employees. While the Fire Chief is responsible for the specifications of all protective clothing, any such clothing must meet or exceed all current or newly adopted standards for safety and performance.
- C. The care and maintenance of all protective clothing issued shall be the responsibility of the employee. Protective clothing will be inspected periodically for any excessive signs of wear or deficiencies. Any protective clothing which constitutes a hazard, through wear or damage, shall be reported to the supervisor via chain of command. Once reported, a replacement will be issued and the damaged article will be replaced or repaired in an expeditious manner.
- D. All station wear which cannot be worn, because it is either a safety hazard or in poor physical condition will be replaced in an expeditious manner.
- E. All employees shall participate in the District's Quarter Master Uniform System as described in Appendix B.
- F. Members are prohibited from wearing station wear off-duty.
- G. Refer to Clothing Allowance List - Appendix "B". The Board will credit each member up to Two Hundred Twenty-Five Dollars (\$225.00) for boots under the Quartermaster System.

ARTICLE XXXI  
RESOLUTIONS AND POLICIES

- A. The provisions of all resolutions and written directives of the Board and/or the Fire Chief promulgated since January 1, 1994 relating to terms and conditions of employees covered by this Agreement and not set forth in this Agreement shall remain in effect during this Agreement.
- B. Any proposed policy that may impact an existing practice, working condition, etc. shall be addressed in a productive Labor / Management process.
- C. Final decisions will be shared with the Local prior to implementation.

ARTICLE XXXII  
DUES AND AGENCY SHOP

- A. The Board agrees to deduct from the salaries of its employees, subject to this Agreement, dues and fees for the Union. Such deduction shall be made in compliance with Chapter 123, Public Laws of 1974, N.J.S.A. (R.S.) 52:14-15.9e, as amended. The Board will submit to the Local all fees deducted quarterly, immediately following the Board's monthly meeting.
- B. A check off shall commence for such employee who signs a properly dated authorization card, supplied by the Union and verified by the Fire Commissioners, during the month following the filing of such card with the Board.
- C. If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish the Board written notice thirty (30) days prior to the effective date of such change and shall furnish to the Board either new authorizations from its members showing the authorized deduction for each employee, or an official notification on the letterhead of the Union advising of such changed deduction.
- D. The Union will provide necessary "check off authorization" forms, and the Union will secure the signatures of its members on the forms and deliver the signed forms to the Board.
- E. Any such written authorization may be withdrawn at any time by the filing of such withdrawal to the Board. The filing of Notice of withdrawal shall be in accordance with N.J.S.A. 52:14-9(e), as amended.
- F. The Board agrees to deduct the fair share fee from the earnings of those employees who elect not to become members of the Union and transmit the fee to the majority representatives.
- G. The deduction shall commence for each employee who elects not to become a member of the Union during the month following written notice from the Union of the amount of the fair share assessment. A copy of the written notice of the amount of the fair share assessment must also be furnished to the New Jersey Public Employment Relations Commission.
- H. The fair share fee for services rendered by the Union shall be in an amount equal to the regular dues, initiation fees and assessments of the Union, less the cost of benefits financed through dues and available only to members of the Union, but in no event shall the fee exceed eighty-five percent (85%) of the regular membership dues, fees and assessments.
- I. The sum representing the fair share fee shall not reflect the cost of financial support of political causes or candidates, except to the extent that it is necessary for the Union to engage in lobbying activity designed to foster its policy and goals in collective negotiations and contract administration, and secure for the employees it represents in wages, hours and other

conditions of employment which ordinarily cannot be secured through collective negotiations with the Board.

- J. Prior to January 1st and July 31st of each year, the Union, if there is a change in the cost of membership, shall provide advance written notice to the Board and any non-member of such increase. Upon written request, any information necessary to compute or validate the fair share fee for services enumerated above will be forwarded to the Board or Employee requesting same.
- K. The Union shall establish and maintain a procedure whereby any employee can challenge the assessment as computed by the Union. This appeal procedure shall in no way involve the Board, or require the Board to take any action other than to hold the fee in escrow pending resolutions of the appeal.
- L. The Union shall indemnify, defend and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction authorization cards, or the fair share assessment information as furnished by the Union to the Board, or in reliance upon the official notification on the letterhead of the Union and signed by the President of the Union advising of such changed deduction.

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ARTICLE XXXIII  
APPENDICES AND ADDENDA

- A. During the life of this Agreement, salary levels shall apply in accordance with the schedules attached hereto in Appendix A.
- B. All appendices hereto and addendum agreements shall constitute the corpus of this Agreement as though such were fully set forth at length herein.





ARTICLE XXXIV  
INJURY LEAVE

A. 1. In the event an employee becomes disabled by reason of service-connected injury or illness, and is unable to perform his duties, then, in addition to any sick leave benefits otherwise provided for herein, he may be entitled to full pay for a period of up to one (1) year.\* In the event injury leave is granted, an employee's accumulated sick leave shall not be reduced for the period of injury leave. In the event an employee is granted said injury leave, the Board's sole obligation shall be to pay the employee the difference between his regular pay and any compensation, disability, or other payments received from other sources provided by the Board. At the Board's option, the employee shall pay the difference. Any payments above workers compensation made by the Board will be reimbursed by the employee at their retirement. The employee shall surrender any unused sick leave to satisfy the reimbursement. If the total amount of sick leave does not satisfy the total debt, then the employee's unused vacation leave shall be used toward the debt. When both options of unused sick leave and/or vacation leave are exhausted, the employee shall not be responsible for the remaining balance of his or her debt.

\*After expiration of one (1) year period the employee has the option of utilizing his unused sick time.

2. If an employee returns to work from injury leave for less than one (1) year, he may return to injury leave for the same injury for an additional period of time which, when added to the initial period of injury leave, totals no more than one (1) year.
3. When an employee returns from injury leave, he shall be entitled to a new period of injury leave for a period of up to one (1) year if the employee submits a new injury claim due to an independent event causing re-injury or a new injury.

B. When an employee requests injury leave, he or she shall be placed on "conditional injury leave" until a determination of whether or not an injury or illness is work-related and the employee is entitled to injury leave is initially made by the Board's Worker's Compensation carrier, with the final determination, if necessary, to be made by the Worker's Compensation Board or Court. When and if it is finally determined that the injury or illness is not work related, and that the employee is not entitled to job injury compensation, the employee shall be denied injury leave and shall have all time off charge against his or her accumulated sick time and, if necessary, against any other accumulated leave time. If the employee does not have enough time off, he or she shall be advanced sick time to cover the absence. If the employee leaves

the employ of the Board prior to reimbursing the Board for such advanced time, the employee shall be required to reimburse the Board for such advanced time.

- C. Any employee who is injured, whether slight or severe, while working, must make an injury report to the Fire Chief or the Officer in Charge, prior to the end of the employee's shift, or, if that is not medically possible, as soon thereafter as is possible.
- D. It is understood that the employee must file an injury report with the Fire Chief or Officer in Charge so that the Board may file the appropriate Worker's Compensation Claim. Failure to report said injury may result in the failure of the employee to receive compensation under this Article.
- E. The employee shall be required to present evidence by a certificate of a physician designated by the insurance carrier that he is unable to work, and the Board may reasonably require the employee to present such certificate from time to time.
- F. If the Board does not accept the certificate of the physician designated by the insurance carrier, the Board shall have the right, at its own cost, to require the employee to obtain a physical examination and certification of fitness by a physician appointed by the Board.
- G. If the employee does not accept the certificate of the physician designated by the insurance carrier, the employee shall have the right, at his own cost, to obtain a physical examination and certification of fitness by his own physician.
- H. In the event the Board appointed physician certifies the employee fit to return to duty, injury leave benefits granted under this Article shall be terminated unless the employee disputes the determination of the Board appointed physician. Then, the Board and the employee shall mutually agree upon a third physician, who shall then examine the employee. The cost of the third physician shall be borne equally by the Board and the employee. The determination of the third physician as to the employee's fitness to return to duty shall be final and binding upon the parties. In the event the third physician also certifies the employee fit to return to duty, injury leave benefits granted under this Article shall be terminated.
- I. If the employee's physician disputes the determination of the insurance carrier's physician, injury leave benefits shall continue and the procedures outlined in Section G above shall be utilized to resolve the dispute through a mutually agreed upon third physician.
- J. If the Board can prove an employee has abused his privileges under this Article, the employee will be subject to disciplinary action by the Board. If the employee is found to be in violation of this Article, he shall be subject to disciplinary action by the Board.

ARTICLE XXXV  
PHYSICAL FITNESS PERIOD

- A. Members are to engage in a physical fitness period for a period of sixty (60) minutes at the beginning of each tour of duty (0700 to 0800 or 1900 to 2000)
- B. The employees shall be permitted to utilize the Gym equipment as provided within CHFD Facilities.
- C. Members are required to return to the approved duty uniform for emergency response without delay.

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ARTICLE XXXVI  
DRUG AND ALCOHOL POLICY

A. EDUCATION:

The Cherry Hill Fire District #13 shall implement and continue to use an educational program which addresses all current substance abuse related issues. This educational program shall be scheduled at sufficient intervals to ensure that not only are the goals of the negotiated policy met, but that all Union members are familiar with the issues, problems and current trends of thought concerning contemporary substance abuse.

B. STANDARD FOR TESTING:

The Fire Director/Chief or his designee based upon individualized and particular suspicion may require that a member submit to substance screening by urinalysis which shall be administered by a competent testing laboratory. Such testing laboratory is to be a member of the National Institute for Drug Abuse. "Individualized and particular suspicion" is a belief based upon objective and identifiable facts sufficient to lead a prudent member to suspect that an employee is using, in possession or control of, or is under the influence of drugs or alcohol while on duty; and such conclusion cannot be imputed to any employee merely because of his/her association with another employee who is believed to be in use, possession or control of, or under the influence of drugs or alcohol while on duty. Examples include, but are not limited to the following:

1. Direct observation of drug/alcohol use while on duty.
2. Member found to be in possession of alcohol/drugs while on duty;
3. Spontaneously unusual, abnormal, erratic, or unacceptable behavior, or behavior which otherwise indicates that the member is under the influence of an intoxicating substance (e.g., the presence of bloodshot eyes, glassy eyes, slurred speech, lack of coordination, or other indications of intoxication or substance abuse);
4. Documented pattern of unusual, erratic or unacceptable behavior;
5. A major on-duty accident with or without injuries; and
6. Reporting for work unfit for duty.

C. RANDOM DRUG TESTING:

The Cherry Hill Fire District #13 shall not administer random drug and/or alcohol testing, which term is defined as compulsory testing prompted for reasons other than individualized and particular suspicion discussed above, except in the following instances:

1. A drug/alcohol test shall be conducted as a component of pre-employment

physical. The presence of illegal drugs shall constitute a basis for the applicant to be bypassed.

2. Probationary EMT's, defined as not having a full year of seniority, shall be subject to testing at any time during their probationary period. A confirmed positive test result may be grounds for termination.
3. Applicants' seeking reinstatement to the Department, after resignation or termination, shall be subject to testing as a condition of re-employment.
4. Permanent EMT's on leave of absence for thirty (30) days or more may be tested upon his/her return to duty. This provision excludes those members whose placement on leave of absence was prompted by illness or injury not otherwise associated to alcohol and/or drug abuse.
5. A Union member may also be tested as part of a random testing program instituted as a result of prior drug and/or alcohol related disciplinary proceedings for a period not to exceed one (1) year.

**D. MASS DRUG TESTING:**

1. The Cherry Hill Fire District #13 shall not administer mass drug and/or alcohol testing, which term is defined as compulsory testing of all Department members, or all members within an identified job classification/title/rank, without affording the Union thirty (30) days advance notice which shall be in writing effective the date received by the Union. Such testing must be administered in context with comprehensive physical examinations given to all Department members. Mass testing for drug and/or alcohol abuse alone shall not be permitted.
2. Members promoted to the next higher rank will submit and pass a drug screen prior to being promoted.

**E. PROCEDURE:**

1. **General Provisions:** It is the responsibility of all Department officers to see that all members under their direct command are fit for duty. If at any time they develop an individualized and particular suspicion that someone in their command is under the influence of drugs and/or alcohol, he/she shall:
  - a. Temporarily relieve (with pay) the suspected individual of all duties pending the outcome of further investigation.
  - b. Immediately contact the next higher rank and inform him/her of his/her actions and suspicions. That rank shall respond to the location of the suspected individual and begin her/her own evaluation.

- c. If at the end of the second evaluation it is determined that an individualized and particular suspicion exists, or if either office is not in agreement with the other, the Assistant Chief shall be notified and he shall continue the investigation. If the suspected individual is an officer and the Battalion and Assistant Chiefs, cannot agree, the Chief of Department shall make a determination. In any case, two (2) chief officers must agree that an individualized and particular suspicion exists in order for a member to be tested.
- d. The Chief of Department, or his designee in his absence, shall be notified prior to any testing of the suspected individual. If he cannot be reached, the authority rests with the Assistant Chief.
- e. After all steps outlined above have been satisfied, the suspected individual shall be transported to the Medical Facility as designated by the Fire District for testing.
- f. That member shall be relieved from duty (with pay) for the remainder of the work day. He/she shall call someone to come pick him/her up at the conclusion of the test.
- g. If member tests positive he shall not be paid for the work day.
- h. All officers involved in the decision making process aforesaid, whether they concurred or dissented from the conclusion that an individual exhibited individualized and particular suspicion warranting drug and/or alcohol testing, shall write the specific facts, observed symptoms, and/or other bases which prompted their respective conclusions.
- i. If the results of the test are negative, no record of this incident shall be made a part of the member's file or used as evidence of a prior incident, if that members tests positive at a later date. The same applies if two chief officers cannot agree that an individualized and particular suspicion exists and no test is given.

2. **EMPLOYEE ASSISTANCE PROGRAM**: The Department, working in cooperation with the Union, shall maintain an Employee Assistance Program (hereinafter "E.A.P.") which is for the benefit of all members. Voluntary participation, which is participation because a member believes he/she may benefit by attending programs of the E.A.P., is confidential and is at the option of the member. The Assistant Fire Director/Chief shall act as a liaison for the Department personnel in conjunction with the E.A.P.

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3. **POSITIVE TEST RESULTS:** The following defines the procedure and consequences to be followed by the Fire District when particular suspicion is concluded warranting drug and/or alcohol testing.

- a. **Testing Procedure at Medical Facility as designated by the Fire District:** The member, having met the conditions of individualized and particular suspicion, shall be transported to medical facility designated by the Fire District for testing. There, someone from the medical staff shall direct the employee in providing a urine sample, and this staff representative shall be responsible for insuring chain of custody involving the provided sample. A member may, and should see that a second sample be given and stored in case he/she wishes to appeal the finding of the first test. A screening test shall be conducted to determine the presence of drugs and/or alcohol. If such test is positive, a confirmation test shall be performed to identify the exact test results. The member may, at his/her own expense, request the second sample be sent to an independent laboratory for testing. The results of that test shall be his/her basis for appealing the results of the first test. The member shall have complete and sole discretion as to the selection of the second/independent laboratory provided, however, same is a member of the National Institute for Drug Abuse. The results of the member's second/independent test shall be provided to both the member and the Department. No unconfirmed positive tests, or records pertaining to same, shall be released or retained by the laboratory.
- b. **Consequences of Positive Test Results:** Should the test results prove positive, and the member has never attended (either on a voluntary or involuntary basis) an in-patient drug rehabilitation program, the member shall be afforded opportunity to enroll in a Department approved program. Should the member successfully complete the in-patient rehabilitative program offered, he/she shall be returned to full duty and regular assignment. The member shall, however, be referred to the E.A.P. coordinator for a period not exceeding one (1) year, and comply with such directives as may reasonably be prescribed by the E.A.P. coordinator. During this one year period following release from the in-patient rehabilitation program, the member shall be subject to periodic and unannounced testing. If after successfully completing an in-patient rehabilitative program and the member again tests positive for drugs/alcohol, he/she shall be deemed as being beyond rehabilitation posing a threat to the health and safety of other Departmental members. The Union recognizes that, consistent with judicial and administrative decision, the individual may be terminated from service with the Department by the Fire District.

4. REHABILITATIVE ABSENCE: Members of the Department who will benefit from treatment on an in-patient basis in a rehabilitative substance abuse program shall be entitled to be carried as sick without loss of pay for a maximum of thirty (30) days, provided the member agrees to and signs the substance abuse agreement mutually agreed upon by the Association and Fire District and provided the employee has thirty (30) days sick time.

5. ALCOHOL TESTING: A breathalyzer or similar testing equipment shall be used to screen for alcohol use and if positive, shall be confirmed by a blood alcohol test performed by the laboratory. This screening test shall be performed by an individual qualified through and utilizing equipment certified by the New Jersey State Police. An initial positive alcohol level shall be .10 grams per 210 L. Of breath. If initial testing results are negative, testing shall be discontinued, all samples destroyed, and records of the testing expunged from the employee's file. Only specimens identified as positive on the initial test shall be confirmed using a blood alcohol level. The same sampling procedures as utilized in motor vehicle testing shall be followed. A positive blood alcohol level shall be .10 grams per 100 ml of blood. If confirmatory testing results are negative, all samples shall be destroyed and records of the testing expunged from the employee's file.

6. DRUG TESTING: The laboratory shall test for only the substances and within the limits for the initial and confirmation tests as provided within standards established by the National Institute of Drug Abuse. The initial test shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. The following initial cut-off level shall be used when screening specimens to determine whether they are negative for these five (5) drugs or classes of drugs:

Marijuana Metabolites	50 mg/ml
Cocaine Metabolites	300 mg/ml
Opiate Metabolites	2000 mg/ml <sup>1</sup>
Phencyclidine	25 mg/ml
Amphetamines	1000 mg/ml

If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee's file. Only specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/M.S.) techniques at the following listed cut-off values.

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<sup>1</sup>If Immunoassay is specific for free morphine, the initial test level is 25 mg/ml.

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Marijuana Metabolites <sup>2</sup>	15 mg/ml
Cocaine Metabolites <sup>3</sup>	300 mg/ml
Opiate	
Morphine	300 mg/ml
Codeine	300 mg/ml
Phencyclidine	25 mg/ml
Amphetamines	
Amphetamine	500 mg/ml
Methamphetamine	500 mg/ml

If confirmatory testing results are negative, all samples shall be destroyed and records of the testing expunged from the employee's file.

7. **TESTING PROGRAM COSTS:** The Fire District shall pay for all costs involving drug and alcohol testing. The Fire District shall also reimburse each employee for their time and expenses, including travel, incurred involved in the testing procedure.

The Department will provide transportation to and from the testing procedure.

8. **EFFECTIVE DATE AND APPLICATION OF AGREEMENT:** The procedures and understandings incorporated within the contractual Agreement shall become effective immediately upon acceptance by the Fire District and Union as memorialized by the parties affixing their signatures.

- a. **Past Records of Drug Involvement and/or Alcohol Abuse.** With the exception of those employees who already have signed "Last Chance Agreements", no involvement with drug rehabilitation clinics or positive testing results occurring prior to the effective date of this contractual Agreement shall be referenced by the Fire District in proceedings after the ratification of this Agreement, it being the intent of the parties to provide all employees with clear records. This contractual provision shall not apply, however, to signatories of "Last Chance Agreements" who remain bound by the terms of such past disciplinary disposition.
- b. **Additional Provision.** The Fire District shall not implement any procedures, other than referenced herein, involving alcohol and/or drug testing, or the consequences thereof, except with the negotiated agreement of the Union. Any Department rules/regulations implemented in accord with and/or expoundment upon this

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- 2 Delta - 9 Tetrahydrocannabinol - carboxylic acid.  
3 Benzoyl Ecgonine.

contractual Agreement shall be submitted to the Union for collaboration and approval prior to enforcement.

- c. Effect of Agreement. This contractual Agreement supersedes all past practices and contractual agreements developed between the Fire District and Union involving alcohol and/or drug testing.
- d. Right of Appeal. The employee has the right to challenge the results of the drug and/or alcohol tests, and any discipline imposed, in the same manner that any other employee action under the terms of the Agreement is appealable.
- e. Union Held Harmless. The contractual Agreement was initiated at the request of the Fire District. The Department assumes sole responsibility for the administration of this policy and shall be solely liable for any legal obligations and costs arising out the provisions and/or application of this contractual Agreement relating to drug and alcohol testing. The Union shall be held harmless of the violation of any workers' rights arising from the administration of the drug and alcohol testing program.
- f. Changes In Testing Procedures. The parties recognize that during the life of this contractual Agreement, there may be improvements in the technology of testing procedures which will provide for more accurate testing. In that event, the parties will bargain, in good faith, whether to amend this procedure to include such improvements. If the parties are unable to agree on the amendments, they will be submitted to impasse procedures as outlined in the Grievance Procedure of the Agreement.
- g. Conflict With Other Laws. This contractual Agreement is in no way intended to supersede or waive any constitutional or statutory rights that the employee may be entitled to as developed and/or recognized by Federal Courts, State Courts or administrative agencies.

ARTICLE XXXVII  
PROMOTIONS

- A. When the Board determines to create a promotional position(s), a notice will be posted with a copy provided to the Local, advising of the nature of the position and the qualifications required therefore.
- B. All promotional appointments shall be made in accordance with N.J.S.A. 40A – Fire District Statutes.
- C. Due notice will be given regarding all promotional examinations (ninety [90] days). In addition the following will be made available:
  - 1. Title of position
  - 2. Qualifications
  - 3. Form of Testing
  - 4. Ranking Criteria
- D. Newly promoted Officers will relinquish conflicting PTO and Vacation Time within their new assignments with the exception of pre-arranged travel.
- E. The Board will maintain a Policy Directive outlining the testing procedures.

ARTICLE XXXVIII  
PROBATIONARY PERIOD

- A. Each employee shall be subject to a one (1) year employment probationary period beginning his/her first day of full-time work. During the probationary period, the employee may be discharged by the Fire Department with or without cause. The employee shall receive all contractual benefits effective the first day of the calendar month from the date of hire, except the right to grieve any disciplinary action which shall apply, however, after completion of the probationary period.

ARTICLE XXXIX  
NOTIFICATION OF LAYOFF

- A. The Fire Department will give a minimum of two (2) weeks written notice whenever affecting a layoff.
- B. Layoffs shall be affected in reverse seniority, i.e. last hired, and first laid off.

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ARTICLE XL  
NOTIFICATION OF RECALL

- A. Laid off employees shall be recalled on the basis of seniority via a registered letter to the employee's last known address on file with the Fire Department. Laid off employees must notify the Fire Department in writing of any change in his/her address or home telephone number within seventy-two (72) hours of the change.
- B. Employees being recalled from a layoff must respond to the recall notice by contacting the Fire Department within three (3) calendar days of receipt of the registered letter. Employees failing to respond in three (3) calendar days shall be considered to have resigned and waived all rights to re-employment.
- C. Employees failing to report to work within fourteen (14) calendar days of being recalled from a layoff shall be considered to have resigned and waived all rights to re-employment.

ARTICLE XLI  
EMPLOYEE DEVELOPMENT PROGRAM

A. Continuing Education

Bargaining unit members shall be entitled to avail themselves to the program of instruction delivered by the Fire District and others to maintain their skill proficiency. Any such program involving cost, overtime, or time off from assigned duties must be approved in advance by the Fire Chief or his designee.

B. Emergency Service Instructors

The Fire District agrees to pay the cost for bargaining unit members to maintain instructor certifications, not including overtime, upon prior approval of the Fire Chief or his designee. Any bargaining unit member for whom the Fire District pays the cost of instructor certification maintenance shall be available to instruct in his/her area of certification when asked to do so by the Fire District.

C. College Incentive Program

1. Bachelor's Degree Program

- a. The Fire District agrees to pay the cost for bargaining unit members to pursue and obtain a Bachelor's Degree in Emergency Medical Services Administration and/or Management, Health and Human Services Administration and/or Management, Health Sciences or Public Health Administration and/or EMS Management provided that the member submits written notice to the Assistant Fire Chief via the chain of command during the preceding calendar year. The Assistant Fire Chief will review and approve any programs proposed for the Bachelor's Degree.
- b. Any bargaining unit member enrolled in a program approved by the Fire District shall be reimbursed for the cost of tuition and books for all courses taken towards the degree upon providing proof through institutional records that the member has passed the course(s) after each semester.
- c. Any bargaining unit member having obtained a Bachelor's Degree in any of the programs listed in 1a above where the Fire District has paid the

cost of tuition shall be required to reimburse the Fire District for the cost of tuition if the bargaining unit member leaves the employ of the Fire District to obtain employment elsewhere within one (1) year of obtaining the Bachelor Degree. The amount of reimbursement shall be prorated monthly over the one (1) year period starting from the date the degree is awarded.

2. Master's Degree Program

- a. The Fire District agrees to pay the cost for bargaining unit members to pursue and obtain a Master's Degree in Health and Human Services Administration, Disaster & Emergency Management, Homeland Security, Public Health Administration and/or EMS Management after obtaining a Bachelor's Degree, provided that the member submits written notice to the Assistant Fire Chief via the chain of command during the preceding calendar year. The Assistant Fire Chief will review and approve any programs proposed for the Master's Degree.
- b. Any bargaining unit member enrolled in a program approved by the Fire District shall be reimbursed for the cost of tuition and books for all courses taken towards the degree upon providing proof through institutional records that the member has passed the course(s) after each semester.
- c. Any bargaining unit member having obtained a Master's Degree in any of the programs listed in 2a above where the Fire District has paid the cost of tuition shall be required to reimburse the Fire District for the cost of tuition if the bargaining unit member leaves the employ of the Fire District to obtain employment elsewhere within one (1) year of obtaining the Master Degree. The amount of reimbursement shall be prorated monthly over the one (1) year period starting from the date the degree is awarded.

3. Degrees Obtained Prior to Appointment to the Department

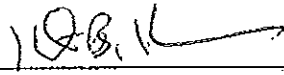
- a. Any bargaining unit member that has obtained an Associate's (Paramedic Sciences), Bachelor's or Master's Degree as outlined in the College Incentive program shall have One Dollar (\$1.00) per credit per month added to their salary the first pay period in November as follows:

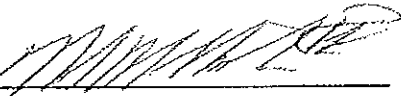



IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date and year first set forth above.

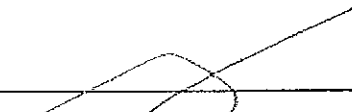
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AFL - CIO / CLC

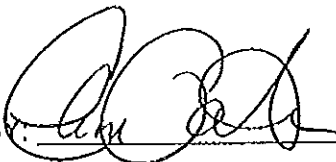
BOARD OF FIRE COMMISSIONERS  
FIRE DISTRICT NO. 13

BY:   
President, Local 3249


BY:   
Chairman

BY:   
Negotiator, Local 3249

BY:   
Treasurer of the Board

BY:   
Negotiator, Local 3249



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APPENDIX A

EMS OFFICER SALARY GUIDE

EMS Officer Salary Guide

Lieutenant	2016	2017	2018	2019
Year 1	\$ 89,842	\$ 91,639	\$ 93,472	\$ 95,341
Year 2	\$ 95,040	\$ 96,941	\$ 98,880	\$100,858
Year 3	\$100,239	\$102,244	\$104,289	\$106,375
Year 4	\$101,970	\$104,010	\$106,090	\$108,212
Year 5	\$103,701	\$105,775	\$107,891	\$110,049
<b>Captain</b>				
Year 1	\$107,594	\$109,746	\$111,940	\$114,179
Year 2	\$108,892	\$111,070	\$113,291	\$115,557
Year 3	\$110,192	\$112,395	\$114,643	\$116,936
Year 4	\$111,490	\$113,720	\$115,994	\$118,314
Year 5	\$112,790	\$115,045	\$117,346	\$119,693
<b>Battalion Chief</b>				
Year 1	\$117,552	\$119,903	\$122,301	\$124,747
Year 2	\$118,851	\$121,228	\$123,653	\$126,126
Year 3	\$120,150	\$122,553	\$125,004	\$127,504
Year 4	\$121,449	\$123,878	\$126,356	\$128,883
Year 5	\$122,748	\$125,203	\$127,707	\$130,261

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APPENDIX B  
STATION UNIFORM & QUARTERMASTER SYSTEM

- A. The "Quartermaster System" shall be an in-house program. This system will maintain clothing inventories in such a manner that all clothing issued will be standard in appearance and comply with current laws and regulations. Items which cannot be effectively maintained in inventory, will be available on an as need basis from a reputable dealer furnishing such item(s) in a reasonably and timely manner.
- B. The Fire Chief or his designate shall define the positions of the employees covered under this Agreement as either Staff or Operations.
- C. Responsibility of maintaining this system shall be with the District Chief or his/her designee.
- D. Members must report deficient items.

UNIFORM ISSUE:

- One (1) Watch Cap, Navy Blue, with CHFD Patch
- One (1) Soft Baseball-style cap, with CHFD logo
- One (1) Fleece Jacket, Navy Blue, CHFD Maltese Cross Embroidered on Left Breast
- Five (5) T-Shirts with Pocket, 100% Cotton, Navy Blue with White Printing
- Five (5) Mock Turtle Neck Shirts, 100% Cotton, Long Sleeve, Navy Blue
- Five (5) Short Sleeve Shirts, 65% Polyester/35% Cotton Twill, 6½ oz., Dark Navy Blue
- Five (5) Long Sleeve Shirts, 65% Polyester/35% Cotton Twill, 6½ oz., Dark Navy Blue
- One (1) Job Shirt, Navy Blue, CHFD Maltese Cross on Left Breast                      Alternative --  
Full Zipper Job Shirt/Jacket
- Five (5) EMT Pants, 65% Polyester/35% Cotton Twill, 6½ oz., Dark Navy Blue
- One (1) Tie, Dress, Midnight Blue
- One (1) EMS Officer Breast Badge, Rhodium
- Two (2) Boot, Work, Black
- One (1) Belt, Garrison, Leather, Silver Buckle, Basketweave, 1¾
- One (1) Ricochet Jacket, Navy Blue
- One (1) EMT Wallet Badge, Style S191, Rhodium
- One (1) Badge Case
- Dress Uniform
- Reflective Vest
- Gear Bags

- Turnout/Extrication Coat and Pants
- Gloves
- Helmet
- Hi-Viz Safety Vest

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**APPENDIX C**

**Chapter 78 HB Contributions**  
PPO: 10, 15, 1525, HMO

**Family Schedule**

Salary/Range	Percentage
40,000 - 44,999.99	7%
45,000 - 49,999.99	9%
50,000 - 54,999.99	12%
55,000 - 59,999.99	14%
60,000 - 64,999.99	17%
65,000 - 69,999.99	19%
70,000 - 74,999.99	22%
75,000 - 79,999.99	23%
80,000 - 84,999.99	24%
85,000 - 89,999.99	26%
90,000 - 94,999.99	28%
95,000 - 99,999.99	29%
100,000 - 109,999.99	32%
110,000 and over	35%

**CHFD HB Contribution**  
PPO: 2030, 2035, HD 4000, HD1500  
Omnia, Liberty

**Family Schedule**

Salary	Percentage
40,000 to 49,999.99	8%
50,000 to 69,999.99	15%
70,000 to 84,999.99	23%
85,000 to 99,999.99	27%
100,000 and over	30%

**Chapter 78 HB Contributions**  
PPO: 10, 15, 1525, HMO

**Husband Wife Schedule**

Salary/Range	Percentage
40,000 to 44,999.99	8%
45,000 to 49,999.99	10%
50,000 to 54,999.99	15%
55,000 to 59,999.99	17%
60,000 to 64,999.99	21%
65,000 to 69,999.99	23%
70,000 to 74,999.99	26%
75,000 to 79,999.99	27%
80,000 to 84,999.99	28%
85,000 to 99,999.99	30%
100,000.00 and over	35%

**CHFD HB Contribution**  
PPO: 2030, 2035, HD 4000, HD1500  
Omnia, Liberty

**Husband Wife Schedule**

Salary/Range	Percentage
40,000 to 49,999.99	9%
50,000 to 69,999.99	20%
70,000 to 84,999.99	26%
85,000 to 99,999.99	29%
100,000 and over	32%

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**Chapter 78 HB Contributions**

PPO: 10, 15, 1525, HMO

**Parent Child Schedule**

Salary/Range	Percentage
40,000 to 44,999.99	8%
45,000 to 49,999.99	10%
50,000 to 54,999.99	15%
55,000 to 59,999.99	17%
60,000 to 64,999.99	21%
65,000 to 69,999.99	23%
70,000 to 74,999.99	26%
75,000 to 79,999.99	27%
80,000 to 84,999.99	28%
85,000 to 99,999.99	30%
100,000 and over	35%

**Chapter 78 HB Contributions**

PPO: 10, 15, 1525, HMO

**Single Schedule**

Column1	Column2
40,000 to 44,999.99	12%
45,000 to 49,999.99	14%
50,000 to 54,999.99	20%
55,000 to 59,999.99	23%
60,000 to 64,999.99	27%
65,000 to 69,999.99	29%
70,000 to 74,999.99	32%
75,000 to 79,999.99	33%
80,000 to 94,999.99	34%
95,000 and over	35%

**CHFD HB Contribution**

PPO: 2030, 2035, HD 4000, HD1500  
Omnia, Liberty

**Parent Child Schedule**

Salary/Range	Percentage
40,000 to 49,999.99	9%
50,000 to 69,999.99	20%
70,000 to 84,999.99	26%
85,000 to 99,999.99	29%
100,000 and over	32%

**CHFD HB Contribution**

PPO: 2030, 2035, HD 4000, HD1500  
Omnia, Liberty

**Single Schedule**

Salary/Range	Percentage
40,000 to 49,999.99	13%
50,000 to 69,999.99	25%
70,000 to 94,999.99	30%
95,000 and over	32%

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## SHBP HEALTH PLANS FOR 2017-2019

The following plans are eligible for employee selection for year 2017:

### Aetna Plans:

1. Aetna Freedom 15
2. Aetna Freedom 1525
3. Aetna Freedom 2030
4. Aetna Freedom 2035
5. Aetna Liberty
6. Aetna HD4000
7. Aetna HD1500
8. Aetna HMO

### Horizon Plans

1. NJ DIRECT 15
2. NJ DIRECT 1525
3. NJ DIRECT 2030
4. NJ DIRECT 2035
5. OMNIA Health
6. NJ DIRECT HD4000
7. NJ DIRECT HD1500
8. Horizon HMO

The following plans are eligible for employee selection for year 2018:

### Aetna Plans:

1. Aetna Freedom 15
2. Aetna Freedom 1525
3. Aetna Freedom 2030
4. Aetna Freedom 2035
5. Aetna Liberty
6. Aetna HD4000
7. Aetna HD1500
8. Aetna HMO

### Horizon Plans

1. NJ DIRECT 15
2. NJ DIRECT 1525
3. NJ DIRECT 2030
4. NJ DIRECT 2035
5. OMNIA Health
6. NJ DIRECT HD4000
7. NJ DIRECT HD1500
8. Horizon HMO

The following plans are eligible for employee selection for year 2019:

### Aetna Plans:

1. Aetna Freedom 15
2. Aetna Freedom 2030
3. Aetna Freedom 2035
4. Aetna Liberty
5. Aetna HD4000
6. Aetna HD1500
7. Aetna HD1525
8. Aetna HMO

### Horizon Plans

1. NJ DIRECT 15
2. NJ DIRECT 2030
3. NJ DIRECT 2035
4. OMNIA Health
5. NJ DIRECT HD4000
6. NJ DIRECT HD1500
7. NJ DIRECT 1525
8. NJ DIRECT HMO