

3-0436

THIS DOES NOT  
CIRCULATE

14-09

AGREEMENT, entered into this 25<sup>th</sup> day of August 1978,

By and Between:

4/1/78 - 3/31/79

TOWN OF DOVER, a Municipal Corporation of the State of New Jersey, with offices at the Municipal Building, 37 North Sussex Street, Dover, New Jersey, 07801

Hereinafter called the "Employer",

and

LOCAL 102, an Affiliate of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, representing non supervisory, white collar workers

Hereinafter called the "Local".

LIBRARY  
Institute of Management and  
Labor Relations

AUG 14 1979

RUTGERS UNIVERSITY

W I T N E S S E T H:

WHEREAS, pursuant to and in accordance with the terms and spirit of Chapter 303 of Public Laws of 1968, its amendments and supplements thereto, the Employer and Local have met and negotiated the terms and conditions of the employment of non supervisory, white collar employees employed by the Town of Dover from April 1, 1978 through March 31, 1979, and

WHEREAS, these negotiations have resulted in an Agreement respecting the terms and conditions of employment; and

WHEREAS, it is in the mutual best interest of the Employer and the Local to promote and maintain a harmonious relationship in order that a more efficient and progressive public service may be rendered.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed by and between the parties as follows:

ARTICLE I. RECOGNITION

SECTION 1. The Employer agrees to recognize and deal with the Local through its designated representative as the sole and exclusive bargaining agent of non supervisory white collar employees in the Town of Dover, excepting professional employees, police employees and supervisors within the meaning of the Act. This Agreement does not extend to members of the Local not employed by the Town of Dover.

SECTION 2. In all reference herein to any parties, persons, entities or corporations, the use of any particular gender or the plural or singular number is intended to include the appropriate gender or number as the text of the within instrument may require.

ARTICLE II. COVERAGE

SECTION 1. It is intended that this Agreement shall cover all matters pertaining to employment, wages, hours and working conditions concerning non supervisory employees employed by the Town of Dover.

SECTION 2. It is recognized that only permanent employees are covered by the provisions of this Agreement.

ARTICLE III. MANAGEMENT

(a) It is recognized that there are certain functions, responsibilities and rights exclusively reserved to the Mayor and Board of Aldermen of the Town of Dover, among which are the direction and operation of all functions of government, the types of work to be performed, (including subcontracting, if deemed necessary) the work assignments of employees, the machinery, tools and equipment to be used, shift schedules and hours of work, the making and enforcing of rules and regulations for discipline and safety of their employees,

(a) continued . . .

and whatever action may be necessary in situations of emergency, as determined by the Mayor and Board of Aldermen of the Town of Dover by and through the Municipal Administrator. None of the rules and regulations so formulated or as changed from time to time, shall be inconsistent with this Agreement.

(b) The promotion, transfer, discharge or discipline for cause and layoff are the sole functions of the Mayor and Board of Aldermen of the Town of Dover through the Municipal Administrator, except as may herein otherwise be provided or limited by an applicable provision of this Agreement.

ARTICLE IV. SICK LEAVE

SECTION 1. All employees covered by this Agreement will be entitled to one and one quarter days per month worked for sick leave. This time earned shall accumulate from one year to the next if not used.

SECTION 2. Sick leave is hereby defined to mean absence from post of duty of an employee because of illness, accident, exposure to contagious disease, attendance upon a member of the employee's immediate family seriously ill requiring the care or attendance of such employee, or absence caused by death in the immediate family of such employee. A certificate of a reputable physician in attendance shall be required as sufficient proof of need of leave of absence of the employee or the need of the employee's attendance upon a member of the employee's immediate family. In case of leave of absence due to contagious disease, a certificate from the Department of Health shall be required. In case of death in the family of the employee, any reasonable proof required by the Department Head shall be sufficient.

- No more than: 5 days - Husband, Wife or child
- 3 days - Father, Mother, Father-in-law or Mother-in-law
- 1 day - Grandparents, Husband or Wife's Grandparents, Uncles, Aunts, etc.

shall be granted for death in the family.

SECTION 3. An employee who shall be absent on sick leave for three (3) or more consecutive working days shall be required to submit acceptable evidence from a medical doctor substantiating the illness.

SECTION 4. An employee who has been absent on sick leave for periods totalling ten (10) days in one (1) calendar year consisting of periods of less than three (3) days, shall submit acceptable medical evidence for any additional sick leave in that year.

SECTION 5. The Employer may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. Abusive sick leave shall be cause for disciplinary action.

SECTION 6. The Employer may require an employee who has been absent because of personal illness, as a condition of his return to duty to be examined, at the expense of the Employer, by a physician designated by the Employer. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.

#### ARTICLE V. DISCRIMINATION

SECTION 1. There will be no discrimination by supervisory or other employees of the Employer not included in the units covered by this Agreement against any employee because of membership or activities in the Local.

SECTION 2. The Local agrees that neither it, nor the respective officers and members, nor persons employed directly or indirectly by the Local, will discriminate against any employee. The Local further agrees that there will be no solicitation of members, dues or funds during the working hours of employees involved.

SECTION 3. The Local and the Employer reaffirm their intention that the provisions of this Agreement will continue to be applied without discrimination because of race, creed, color, sex, age or national origin of the employee.

ARTICLE VI. SALARY AND WAGE SCALE

SECTION 1. Effective April 1, 1978, the Local will receive salaries in accordance with the attached white collar workers salary sheet marked Insert A.

SECTION 2. This Article is subject to the adoption of a Salary Ordinance of the Town of Dover which complies with this Section. This Section will not go into effect until said Salary Ordinance is adopted.

ARTICLE VII. HOLIDAYS

SECTION 1. The employees shall be entitled to the following thirteen (13) paid holidays as of January 1, 1979:

New Year's Day	General Election Day
Lincoln's Birthday	Veteran's Day
Washington's Birthday	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Columbus Day
Labor Day	

If any of the above holidays falls on a Saturday, then the previous Friday shall be considered the observed holiday. If any holiday falls on a Sunday, then the following Monday shall be considered the observed holiday.

ARTICLE VIII. VACATIONS

SECTION 1. Vacations are to be in effect during the entire length of this Agreement and are granted on a calendar year basis commencing January 1 as specified under Section 4 of this article for employees who remain on the payroll continuously and without interruption for the required number of years.

CORRECTED

WHITE COLLAR WORKERS' UNION

SALARY RANGES

APRIL 1, 1978

INSERT A

STEPS

RANGE NO.	RANGE	INCREMENT	BASE	1	2	3	4	5	6	7	8	9	10	BONUS
1.	6,879- 8,639	160	6,879	7,039	7,199	7,359	7,519	7,679	7,839	7,999	8,159	8,319	8,479	8,639
2.	7,236- 9,084	168	7,236	7,404	7,572	7,740	7,908	8,076	8,244	8,412	8,580	8,748	8,916	9,084
3.	7,743- 9,723	180	7,743	7,923	8,103	8,283	8,463	8,643	8,823	9,003	9,183	9,363	9,543	9,723
4.	8,176-10,378	192	8,176	8,458	8,650	8,842	9,034	9,226	9,418	9,610	9,802	9,994	10,186	10,378
5.	9,828-12,336	228	9,828	10,056	10,284	10,512	10,740	10,968	11,196	11,424	11,652	11,880	12,108	12,336
6.	11,664-14,904	270	11,664	11,934	12,204	12,474	12,744	13,014	13,284	13,554	13,824	14,094	14,364	14,634

Proposed Range & Step

July 27, 1978  
*File: White Collar Units*

Name	Title	Date of Hire	Yrs. of Service	R	S	Amount	Present Salary
1. Anderson, A.	Sr-Clk Steno	10-16-54	23 3/4	6	5	\$11,830	\$11,908
2. Barrett, LaVerne	Clk-typist	2-1-74	4 1/2	1	4	2,523.	2,561
3. Be, Sandra	"	11, 1967	10 1/2	1	8	7,650.	7,462
4. Boyarski, M.	"	11-22-76	1 1/2	1	3	6,851.	6,825
5. Cicchetti, V.	"	1-11-78	1/2	1	B	6,370	6,697.60
6. Corrine, Joan	Bkbp. Mach O.	8-25-75	2	2	3	7,204.	7,171
7. Cretnik, J.	Sr. Cashier Steno	7-23-62	16	6	8	12,960	12,816.69
8. D'Agostino, L.	Court Clk.	1-9-78	1/2	4	3	8,230.	8,500
9. Drexel, D.	Clk-typist	1-1974	4 1/2	1	5	7,170.	7,116
10. Ebner, Mary	"	10-8-70	7 3/4	1	9	7,810.	7,735
11. Ferrone, Rena	"	9-8-75	2 3/4	Bonus		8,130.	8,211.33
12. May, Mary	"	11-22-72	5 1/2	1	5	7,170	7,116
13. McDougall, P.	Prin. Clk.	10-1972	5 3/4	6	2	11,340	11,248
14. Rich, Mary Ann	Adm. Clk	12-1-77	8 mos.	3	B	7,170	7,280
15. Van Ardsdale, C	Clk-typist	10-1-68	9 3/4	1	9	7,810	7,735
16. Wood, Olga	Clk-trans.	8-24-70	7 3/4	2	6	7,708	7,705
17. Woodhull, B.	Clk-typist	2-16-67	11 1/4	1	5	3,369	3,100
18. Vacancy	"			1	B	6,370	
19. Vacancy	Telephone Oper.-Typist			1	B	6,370	
20. Caro, Irma	Jr. Lib. Asst.	6-16-74	4	1	6	7,330	7,225
21. Culp, Jean	Sr. Lib. Asst.	7-29-64	14	3	6	5,197	5,105
22. Miller, Minerva	Asst. Lib	7-1-73	5	1	8	4,360	4,357.08
23. Sudol, Kathryn	Sr. Lib Asst.	11-24-67	10 3/4	3	6	8,250	8,190
24. Bartek, Stephen	Plumbing I.	9-1-74	3 3/4	6	B	2,700	2,750
25. DiYanni, Edw.	Bldg. Insp.	9-1-74	3 3/4	6	B	5,535	5,743
26. Moran, Charles	Housing Insp.	2-24-75	2 1/2	5	5	10,240	10,319
27. Sanders, Samuel	" "	6-22-78	0	5	2	9,556	9,555
28. Vacancy	Sanitarian			6		11,340	

Proposed Range & Ste

Name

1. Anderson, A.	\$12,744 ✓
2. Barrett, LaVern	2,706
3. Be, Sandra	<del>8,155</del> 8159 ✓
4. Boyarski, M.	<del>7,360</del> 7743 ✓
5. <del>Cicchetti, V.</del>	<del>6,879</del>
6. Corrine, Joan	7,740 ✓
7. Cretnik, J.	13,824 ✓
8. <del>DiAgostino, L.</del>	<del>8,650</del>
9. Drexel, D.	7,679 ✓
10. Ebner, Mary	8,319 ✓
11. Ferrone, Rena	8,639 ✓
12. May, Mary	7,679 ✓
13. <del>McDougall, P.</del>	<del>12,204</del>
14. Rich, Mary Ann	7,743 ✓
15. Van Ardsdale, C.	8,319 ✓
16. Wood, Olga	<del>8,217</del> 8,244 ✓
17. Woodhull, B.	3,608
18. Vacancy	6,879
19. Vacancy	6,879
20. <del>Caro, Irma</del>	<del>7,839</del>
21. <del>Culp, Jean</del>	<del>8,823</del>
22. <del>Miller, Minerv</del>	<del>4,650</del>
23. <del>Sudol, Kathryn</del>	<del>5,558</del>
24. <del>Bartek, Stephe</del>	<del>2,916</del>
25. <del>DiYanni, Edw.</del>	<del>5,967</del>
26. Moran, Charles	10,968
27. Sanders, Samuel	10,283

Joyce Neville 7039  
 Suzanne Thompson 6879  
 Nancy Blair 7200  
 Florence Tredway 6879



SECTION 2. Leaves of absence shall neither break continuity of service but shall be deducted for purposes of accruing additional vacation time under this Section.

SECTION 3. Vacation time accrued must be taken during the next calendar year at such time as permitted or directed by the administration, unless the administration determines it may not be taken due to pressure of work. In case of the latter, unused vacation shall be carried forward into the next succeeding year, in which it must be granted.

SECTION 4. Employees during their first 10 years of service shall accrue vacation time at the rate of one vacation day per month worked and shall be granted the time accrued during the next calendar year of service except as indicated in Section 3 of this article. Employees who have worked for the Employer for ten full years or more shall accrue vacation time at the rate of  $1\frac{1}{2}$  days per month worked and shall be granted this time during the next calendar year of service except as indicated in Section 3 of this article. Employees who have worked for the Employer for twenty full years shall accrue vacation time at the rate of  $1\frac{3}{4}$  days per month worked and shall be granted this time during the next calendar year of service except as indicated in Section 3 of this article.

SECTION 5. In cases of conflict, selection of vacation periods shall be made in order of seniority. The time when vacations are taken is subject to approval by the administration in light of work schedules.

ARTICLE IX. HOSPITALIZATION

SECTION 1. The Employer shall provide and pay in full Blue Cross and Blue Shield, plus Major Medical Insurance for all employees within this bargaining unit and their dependents.

ARTICLE X. WORK WEEK AND OVERTIME

SECTION 1. The work week shall begin on Monday morning at 12:01 a.m. and end on the following Sunday evening at 12:00 midnight. The regular hours of work shall be seven hours per day, thirty-five hours per week, from Monday through Friday inclusive unless otherwise specified. These arrangements are subject to change under emergency conditions; said changes can be implemented by the Municipal Administrator as set forth by the Mayor and Board of Aldermen. The work day shall run from 9:00 a.m. through 5:00 p.m. with one (1) hour off for lunch.

SECTION 2. In the event an employee works over 40 hours, time and a half shall be paid for all hours worked in excess of 40 hours. Hours worked over 35 in a given week shall be compensated for by compensatory time during the next five working days or paid as straight time as determined by the administration.

SECTION 3. All overtime must be approved in writing by the Municipal Administrator.

SECTION 4. "Emergency" as used herein shall include any unusual conditions caused by any circumstance or situation including shortages in the personnel of the Town of Dover caused by vacancies, sickness or injury, or by the taking of accrued vacations or sick leave, or both, whereby the safety of the public is endangered or imperiled, as shall be determined within the sole discretion of the Municipal Administrator.

ARTICLE XI. DISABILITY

SECTION 1. The Employer will pay any employee disabled in the line of duty disability benefits in the amount of two-thirds of the current salary until said employee is able to return to work. Employees with accumulated sick time

SECTION 1 continued ...

shall receive full pay during said disability for the number of days accumulated as sick leave. This in no way would effect those sick days accumulated upon the employee's return to work after said disability. While an employee is receiving full pay from the Employer during a disability claim he will pay to the Employer the amount of the temporary disability benefits received at the time of pay receipt.

SECTION 2. An employee will not be required to compensate the Employer for any permanent disability benefits received.

ARTICLE XII. GRIEVANCE PROCEDURE

SECTION 1. PURPOSE

(a) The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise under the terms and conditions of this Agreement, including disciplinary action by management, and to resolve grievances as soon as possible, so as to secure efficiency and promote employee's morale. The parties agree that this procedure will be kept as informal as may be appropriate.

(b) Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his or her superior. Should said employee want to discuss a grievance with the Administrator or other Town official other than his direct superior he shall first notify his superior. Said informal discussions will not be considered part of the formal part of a grievance application and the time limits mentioned herein will not be applicable to such informal discussion of the grievance.

SECTION 2. DEFINITION

Within the meaning of this Section, a "grievance" is a complaint in writing addressed to the Municipal Administrator within two (2) weeks of the occurrence of the incident or controversy which caused the complaint by an employee, the Local or the Employer. There will be three steps for handling of the grievance.

SECTION 3. STEPS OF THE GRIEVANCE PROCEDURE

The following constitutes the sole and exclusive method for resolving grievances between the parties unless otherwise specified under Title II of the Civil Service Act of the State of New Jersey. The Agreement shall be followed in its entirety unless any step is waived by mutual consent of the parties.

(a) FIRST STEP: Upon receipt of a written complaint, the Administrator shall conduct a hearing and render a finding which shall be delivered in writing to all parties directly concerned with the grievance within ten (10) days of receipt of the written complaint. If this decision is accepted by those parties directly concerned the matter shall be closed. As a signal of an acceptance of an agreement, the parties directly concerned shall sign a copy of the decision which will be placed in a closed file by the Town Clerk.

(b) SECOND STEP: If the parties to the grievance are not satisfied by the Administrator the matter shall then be referred for a hearing or review of the evidence by the Mayor and the Board of Aldermen or a majority thereof sitting in a special session for the sole determination of rendering a decision on the grievance. This session shall be held within thirty (30) days of the filing of the appeal from the decision of the Administrator. The Mayor and Board of Aldermen at their discretion and upon the advice of the Town Attorney may either review the evidence or rehear the evidence in its entirety. If the Mayor and Board of

Aldermen decide to rehear the evidence, it may call such other witnesses as it deems necessary. The parties, at their own expense, may represent themselves with counsel. The Employer shall record the hearing by appropriate means. Following the hearing, and no longer than two (2) weeks from its conclusion, the Mayor and Board of Aldermen will deliver a written majority decision to all parties concerned. If this decision is accepted by those parties directly concerned, the matter shall be closed. As a signal of an acceptance and agreement, the parties directly concerned shall sign a copy of the decision, which will be placed in a closed file by the Town Clerk.

(c) THIRD STEP: If such grievance is not resolved to the satisfaction of the aggrieved party, he may within fifteen (15) days after receipt of the Mayor and Board of Aldermen's written decision, notify the Mayor in writing that he wishes to take the matter to binding arbitration.

(1) An arbitrator shall be selected pursuant to the rules of the American Arbitration Association.

(2) However, no arbitration hearing shall be held sooner than thirty (30) days after the final written decision of the Mayor and Board of Aldermen. In the event the aggrieved elects to pursue the Civil Service procedures, the arbitration hearing shall be cancelled and the matter withdrawn from arbitration and the Local shall pay whatever costs may have been incurred in processing the case to arbitration. In the

event the Employer elects to pursue Civil Service procedures in lieu of an arbitration hearing, the hearing shall be cancelled and the matter withdrawn from arbitration and the Employer shall pay whatever costs may have been incurred in processing the case to arbitration.

(3) The arbitrator shall be bound by the provisions of this Agreement and restricted to the interpretation and application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, detract from, or modify in any way the provisions of this Agreement or any amendment or supplement thereto.

(4) The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be submitted to the Employer and the Local and shall be binding on the parties.

(5) The cost for the services of the arbitrator shall be borne equally between the Employer and the Local. Any other expenses, including, but not limited to the presentation of witnesses, shall be paid by the party incurring same.

(6) The time limits set forth herein shall be strictly adhered to and the failure to process a grievance to the next step within the specified time limit shall be deemed to mean that the grievant has accepted the latest determination made. However, upon mutual consent of the parties, the time limits in any step may be extended or contracted.

ARTICLE XIII. NO-STRIKE PLEDGE.

SECTION 1. The Local covenants and agrees that during the term of this Agreement, neither the Local nor any person acting in its behalf will cause, authorize, condone or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work, or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, or walkout. The Local agrees that such action would constitute a material breach of this Agreement.

SECTION 2. In the event of a strike, work stoppage, slowdown, or other job action, it is covenanted and agreed that participation in any such activity by any employee covered by this Agreement shall be grounds for disciplinary action which will include suspension or termination, subject, however, to the Grievance Procedure.

SECTION 3. The Local will actively discourage any of its members or persons acting in their behalf, from taking part in any strike, slowdown, walkout or job action, and make reasonable efforts to prevent and terminate such illegal action.

SECTION 4. Nothing contained in this Agreement shall be construed to limit or restrict the Employer in its right to seek

and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages or both in the event of such breach by the Local, its members, or any person acting on its behalf.

ARTICLE XIV. FULLY BARGAINED PROVISIONS.

SECTION 1. This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues and shall govern all wages, rights and responsibilities of the parties which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. This Agreement shall not be modified in whole or in part by the parties, except by an instrument in writing duly executed by both parties.

ARTICLE XV. BULLETIN BOARDS.

One bulletin board will be made available to the Union for the purpose of posting Union notices relating to meetings, dues, entertainment, health and safety, and general Union activities, at each location where men assemble for work assignments.



ARTICLE XVI. APPLICABILITY OF CIVIL SERVICE.

It is recognized that the Employer and the Employees of the Town of Dover are subject to and covered by the Laws of Civil Service of the State of New Jersey and by the Rules and Regulations of the Department of Civil Service of the State of New Jersey. If any provision of this Agreement is inconsistent with the Laws of Civil Service or with the Rules or Regulations of the Department of Civil Service, such provision of this Agreement shall be superseded by such laws or by such rules or regulations.

ARTICLE XVII. RULES AND REGULATIONS.

The Employer has the right to continue to establish reasonable rules and regulations governing the operations of the Town and the conduct of its personnel.

ARTICLE XVIII. SEPARABILITY AND SAVINGS.

SECTION 1. If any section, part, phrase, or provision of this Agreement or the application thereof to any person, project or circumstances, be adjudged invalid by any court of competent jurisdiction or by legislative action, such judgment or action shall be confined in its operation to the section, part, phrase, provision or application directly involved in the controversy in which such judgment or action shall have been rendered and shall not affect or impair the validity of the remainder of

this Agreement or the application thereof to other persons, projects or circumstances.

ARTICLE XIX. JURY DUTY

An employee who loses time from his job because of jury duty, shall be paid the difference between his regular rate for seven (7) hours and the daily jury fee. Any employee called to jury duty shall contact the Employer on the next work day after notification and shall allow the Employer to request a repeal of said jury duty if the employee's work so warrants.

ARTICLE XXII. CHECK-OFF

The Employer agrees to deduct Union membership dues and assessments from the wages of an employee in accordance with appropriate written authorization signed by the employee while such written authorization is in effect.

ARTICLE XXIII. TERM AND RENEWAL OF AGREEMENT

SECTION 1. This Agreement shall take effect April 1, 1978, and shall remain in full force and effect until midnight, March 31, 1979, and thereafter from year to year unless either party shall give notice in writing ninety (90) days in advance of the expiration date of this Agreement of the desire to negotiate changes.

Notwithstanding the date of execution of this Agreement, the terms and conditions thereof are retroactive to April 1, 1978.

IN WITNESS WHEREOF, the parties have hereunto set their hands and affixed their corporate seals the day and year first above written.

ATTEST:

TOWN OF DOVER

Olga Wood

John Rice  
John Rice  
Mayor

Trametes Union Local 102  
Ben McKee

James R. Allison  
James R. Allison  
Administrator