

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 (\$)
20	Totals(\$):						

**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	\$ 182,038.56	\$ 175,546.44
22 Prescription Plan Cost	\$ 34,905.60	\$ 31,659.24
23 Dental Plan Cost	\$ 8,317.56	\$ 8,200.68
24 Vision Plan Cost	\$	\$
25 Total Cost of Insurance	\$ 225,261.72	\$ 215,406.36
26 Employee Insurance Contributions	\$ 52,663.68	\$ 50,130.00
27 Employee Contributions as % of Total Insurance Cost	23.4 %	23.3 %

Section VI: Medical Costs (continued)


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

SECTION VII: Certification and Signature

29 The undersigned certifies that the foregoing figures are true:

Print Name: Paula Cozzarelli

Position/Title: Borough Administrator

Signature: 

Date: 1/13/20

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

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

Revised 8/2016

Certification

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s) and the included summary is an accurate assessment of the collective bargaining agreement for the term beginning 1/1/2020 thru 12/21/2023.

Employer: Borough of Little Ferry

County: Bergen

Date: 1/13/2020

Name: Paula Cozzarelli

Print Name

Title: Borough Administrator


Signature

RECEIVED

2019 JAN -6 AM 9:33

THIS AGREEMENT, made this 20th day of December, 2019 by and between the **BOROUGH OF LITTLE FERRY**, a body politic and corporate of the State of New Jersey, hereinafter referred to as the “**EMPLOYER**” and **LOCAL 2326 UAW**, One Woodbridge Center, PO Box 395, Edison NJ 08818-0395, hereinafter referred to as the “**UNION**”.

WHEREAS, the Employer and the Union recognize that it will be to the benefit of both to promote mutual understanding and foster a harmonious relationship between the parties to the end that continuous and efficient service will be rendered to and by both parties.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. EXCLUSIVITY OF UNION

The Employer agrees that it will not enter into any contract of Memorandum of Agreement with anyone but the recognized Union (Local 2326 UAW) only with regard to the categories of personnel covered by the term of this Agreement.

2. RECOGNITION

The employer recognizes the Union as the exclusive representative as certified by the New Jersey Public Employment Relations Commission for the purpose of collective negotiations with respect to all negotiable items of employment of all regular, permanent, full-time blue collar employees and working foreman, employed in the Department of Public Works, excluding white collar employees, seasonal employees, temporary employees, professional employees, craft employees, confidential employees, managerial executives, police employees and all employees that are not employed by the Department of Public Works.

3. UNION DUES CHECK-OFF

Upon presentation to the Employer of a dues check-off card, signed by the individual

employees, the Employer will deduct from such employee's periodic salaries the amount set forth on said dues check-off card.

Thereafter, the Employer will, as soon as practicable, forward a check in the amount of all dues withheld for this purpose to the representative at the Union entitled and authorized to receive same. Said representative shall be certified to the employer by the D.P.W.

4. NO STRIKE PROVISION

The parties agree that there shall be no lockouts, strikes, work stoppages, job actions or slowdowns during the life of this Agreement. No officer or representative of the Union shall authorize, instigate or condone such activities.

5. PRESERVATION OF RIGHTS

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

- (a) To the executive management and administrative control of the Borough Government and its properties and facilities and activities of its employees.
- (b) To hire all employees, and subject to the provisions of law, to determine their qualifications and conditions for continued employment or assignment and to promote and transfer employees.
- (c) To suspend, promote, demote, transfer, assign, reassign, discharge or take any other disciplinary action for good and just cause according to law.
- (d) To maintain a lawful sick leave verification policy.

Nothing contained herein shall be construed to deny or restrict the Borough of its rights,

responsibilities and authority under R.S. 11:40 and 40A, N.J.S.A. 34:3-A1, or any other national, state, county, or other applicable laws.

6. SALARIES

The base annual salaries of employees covered by this Agreement hired prior to January 1, 2016 shall be in accordance with Schedule A. Employees hired after January 1, 2016 shall be in accordance with Schedule B. (All increases January 1 following year of service). Employees hired after January 1, 2016 shall be placed in Laborer 1 or Laborer 2 based on Year 1 performance and performance in successive years as evaluated by the DPW Superintendent, Borough Administrator and Personnel Committee. Employee evaluation shall be based on, but is not limited to, the following performance criteria: displays interest in his/her job assignments, takes initiative to advance one's job knowledge, attainment of additional licensing, ability to complete tasks with minimal direction, can recognize problems with assignments and advise supervisor, knows the duties and responsibilities of the tasks assigned, work is thorough and tasks completed satisfactorily and demonstrates the ability to get along with others and the citizenry.

Schedule A

Employees Hired Before January 1, 2016	2020 (2%)	2021 (2%)	2022 (2%)	2023 (2%)
Year 1	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00
Year 2	\$43,752.99	\$44,628.05	\$45,520.61	\$46,431.02
Year 3	\$48,371.73	\$49,339.16	\$50,325.94	\$51,332.46
Year 4	\$53,247.00	\$54,311.94	\$55,398.18	\$56,506.14
Year 5	\$60,484.14	\$61,693.83	\$62,927.70	\$64,186.26
Year 6	\$69,541.94	\$70,932.78	\$72,351.43	\$73,798.46

Schedule B

Employees Hired After January 1, 2016	2020 Laborer 1 (2%)	2020 Laborer 2 (2%)	2021 Laborer 1 (2%)	2021 Laborer 2 (2%)	2022 Laborer 1 (2%)	2022 Laborer 2 (2%)	2023 Laborer 1 (2%)	2023 Laborer 2 (2%)
Year 1	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00
Year 2	\$33,641.99	\$33,685.70	\$34,314.83	\$34,359.42	\$35,001.12	\$35,046.61	\$35,701.15	\$35,747.54
Year 3	\$37,056.65	\$37,594.93	\$37,797.78	\$38,346.82	\$38,553.74	\$39,113.76	\$39,324.81	\$39,896.04
Year 4	\$40,577.04	\$41,542.40	\$41,388.58	\$42,373.24	\$42,216.35	\$43,220.71	\$43,060.68	\$44,085.12
Year 5	\$44,289.84	\$45,800.49	\$45,175.63	\$46,716.50	\$46,079.15	\$47,650.83	\$47,000.73	\$48,603.85
Year 6	\$48,054.47	\$50,266.04	\$49,015.56	\$51,271.36	\$49,995.88	\$52,296.79	\$50,995.79	\$53,342.72
Year 7	\$52,139.11	\$54,915.65	\$53,181.89	\$56,013.96	\$54,245.53	\$57,134.24	\$55,330.44	\$58,276.92
Year 8	\$56,831.62	\$59,858.05	\$57,968.25	\$61,055.21	\$59,127.61	\$62,276.31	\$60,310.16	\$63,521.84
Year 9	\$61,804.39	\$64,945.99	\$63,040.48	\$66,244.91	\$64,301.29	\$67,569.81	\$65,587.31	\$68,921.21
Year 10	\$66,130.69	\$69,541.94	\$67,453.30	\$70,932.78	\$68,802.37	\$72,351.43	\$70,178.42	\$73,798.46

A. Working Foreman

The number of working Foreman in the Department of Public Works shall be Management’s prerogative. There may be a “Working Foreman of Building and Grounds”; a “Working Foreman of Sewers and Drainage”; and/or a “Working Foreman of Parks and Recreation”.

If a Certification or License is required in a particular field, then no member of the Union shall be appointed to the position of “Working Foreman” in such field unless such member is properly certified or licensed in such field. A “Working Foreman” must maintain a required Certification or License at all times. If a Working Foreman fails to maintain a required Certification or License then the appointment to the position of Working Foreman shall terminate as of the date of loss of such required Certification or License. The member of the Union so removed shall not be eligible to be reappointed to the position of Working Foreman in such field until such member has again obtained the required Certification or License.

Each Working Foreman in the Department of Public Works shall receive additional

compensation as noted below over the base annual salary set forth above. Such additional salary shall be pro-rated from the date of appointment to the position of Working Foreman through the end of the calendar year of the said appointment. Such additional salary shall be included in the employee's base salary.

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Working Foreman	\$2,500	\$2,500	\$2,500	\$2,500
Sewer Foreman Appointed Before January 1, 2020	\$7,500	\$7,500	\$7,500	\$7,500
Sewer Foreman Appointed After January 1, 2020				
Appointment Years: 1 – 3	\$2,500	\$2,500	\$2,500	\$2,500
Appointment Years: 4 – 6	\$5,000	\$5,000	\$5,000	\$5,000
Achievement of C1 Wastewater License				
Appointment Years: 7 – 9	\$5,000	\$5,000	\$5,000	\$5,000
Achievement of C2 Wastewater License				
Appointment Years 10 and Over:	\$7,500	\$7,500	\$7,500	\$7,500

Sewer Foreman must achieve requirements within appointment years to move to the next salary step.

B. Fleet Maintenance Supervisor

There shall also be a position known as Fleet Maintenance Supervisor. An employee who is the permanent full time Fleet Maintenance Supervisor shall receive additional compensation over the salary set forth above. The additional salary for the Fleet Maintenance Supervisor shall be as set forth below:

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Fleet Maintenance Supervisor	7,500	7,500	\$7,500	\$7,500

The duties of the Fleet Maintenance Supervisor shall be established by the Superintendent/Director of the Department of Public Works. The appointment to the position of

Fleet Maintenance Supervisor shall be at the discretion of the Superintendent/Director of the Department of Public Works with the consent and approval of the Mayor and Council. Such additional salary shall be included in the employee's base salary. If a Certification or License is required in a particular field, then no member of the Union shall be appointed to the position of Fleet Maintenance Supervisor in such field unless such member is properly certified or licensed in such field. The Fleet Maintenance Supervisor must maintain all required Certification or License at all times. If the Fleet Maintenance Supervisor fails to maintain all required Certification or License then the appointment to the position of Fleet Maintenance Supervisor shall terminate as of the date of loss of such required certification or license. The member of the Union so removed shall not be eligible to be reappointed to the position of Fleet Maintenance Supervisor in such field until such member has again obtained the required certification or license.

CDL Class A Endorsement Stipend

An employee that has attained CDL Class A Endorsement shall receive an annual stipend of \$500. There shall be a maximum of two employees eligible for said stipend. Eligibility shall be based on seniority.

7. WORKDAY, WORK WEEK AND OVERTIME

- (a) The normal work day shall be eight (8) hours which shall include within the eight (8) hour span, forty-five (45) minutes of meal time per day. It will also include two (2) fifteen (15) minute breaks per day, one in the morning and one in the afternoon. The standard workweek for DPW employees is forty (40) hours from Monday through Friday, 7:00 a.m. – 3:00 p.m.
- (b) Work in excess of the employee's basic eight (8) hour day or standard work week

shall be overtime and shall be paid at time and one-half (1-1/2 X).

- (c) A Working Foreman may be chosen, on a rotating basis, to attend a meeting of the Mayor and Council in the event the Superintendent of the Department of Public Works is unable to attend said meeting.
- (d) When the Little Ferry Municipal Court requests a cleanup of a property due to a property maintenance inspection, the DPW employee(s) shall be paid at double-time or 2X employee's hourly rate.

8. HOURLY RATE

To compute the base hourly rate of an employee for overtime or other purposes, the employee's yearly base salary shall be divided by 2,080 hours.

9. JURY DUTY

Employees will receive weekly pay while serving on jury duty. Any full-time employee, who is subpoenaed as a witness in a civil or criminal case not involving him or her in his or her capacity as Borough employee, or who is called and serves on a jury, may be granted paid leave for the period of time in which he or she is officially involved with the Court in such a capacity. The employee shall remit any jury pay received by the employee from other sources.

10. RECALL TIME

- (a) Any employee who is called back to work after, and not contiguous to his regular eight (8) hours of work, will be compensated at time and one-half (1-1/2 X), with a minimum guarantee of three (3) hours at time and one-half (1-1/2X) and double time (2X) on New Year's Day, Labor Day, Thanksgiving Day and Christmas Day.
- (b) A Recall List (Appendix B) shall be established by the Superintendent of the

Department of Public Works based on Seniority. Seniority is defined as an employee's continued length of service with the Borough beginning with his or her date of hire. Recall assignments will be distributed by seniority on a rotating basis among employees within the Department and qualified to do the work.

- (c) One copy of the Recall List maintained by the Borough shall be provided to the Union upon request each year. The Union shall be notified of any changes in the seniority list.
- (d) Management shall use its prerogative based on safeguarding public health, safety and well-being to call in labor from another department and/or departments to assist with operations. e.g. snow removal, storm water management/control.

VACATIONS

Each employee covered by this Agreement shall receive an annual vacation as set forth in Appendix "A".

It is specifically agreed and understood that for any employee hired as a permanent, regular or full-time employee after December 31, 1987, the maximum annual vacation said employee would be entitled to is five (5) weeks or twenty-five (25) days. All employees hired prior to January 1, 1988, shall be entitled to a maximum of six (6) weeks or thirty days (30) days annual vacation.

The order of seniority shall be used to select each employee's vacation. The vacation list shall be posted before February 1st. Vacation can be carried over as per Borough Personnel Policy, must be used by June 30 of following year and no more than ten (10) days may be carried over.

11. PERSONAL LEAVE

Each employee shall have off on the Friday after Thanksgiving. In addition to the Friday after Thanksgiving, each employee shall have four (4) additional personal days each year. Each employee shall request permission not less than twenty-four (24) hours in advance of the leave requested. Requests for personal leave shall be directed to the DPW Superintendent. The grant or denial of personal leave is within the discretion of the DPW Superintendent.

12. HOLIDAYS

- | | |
|---------------------------------------|----------------------------|
| 1) New Year's Day | 6) Memorial Day |
| 2) Martin Luther King Birthday | 7) Independence Day |
| 3) Lincoln's Birthday | 8) Labor Day |
| 4) Washington's Birthday | 9) Columbus Day |
| 5) Good Friday | 10) Election Day |

11) Veteran's Day

12) Thanksgiving Day

13) Christmas Day

Early dismissal on December 24 and December 31 shall be at the discretion of the Borough Administrator.

15. BEREAVEMENT LEAVE

Employees shall be granted four (4) days of funeral leave with pay for a death in his/her immediate family. Such leave shall be in addition to sick leave as set forth in this policy. Immediate family is defined as the employee's spouse, children, father, mother, father-in-law, mother-in-law, sisters, brothers, grandparents, grandparents-in-law, grandchild brother-in-law, sister-in-law and any relative of the employee or employee's spouse who was living in the employee's home. Employees who request funeral leave must immediately notify his/her Department Head of their intent to take such leave. The employee may be required to submit proof of death.

16. LEAVE OF ABSENCE

Any employee may request, in writing, a leave of absence, without pay, from the Mayor and Council, setting forth the reason therefore. The decision of the Mayor and Council to grant or deny said request shall be final and not subject to the grievance procedure.

17. DISCIPLINE

An employee may be appropriately disciplined for violation of rules and regulations and may be discharged for good and just cause, all subject to and pursuant to applicable State Law.

18. MATERNITY LEAVE

Maternity leave, not to exceed six (6) months, without pay, shall be granted at the request of the employee. Maternity leave may be extended or renewed for a period not to exceed six (6) months, without pay, upon the request of the employee.

19. SICK LEAVE

All permanent employees shall be entitled to twelve (12) sick days pay per calendar year. For purposes on computing sick days earned, (1) sick day shall be earned for each month on the calendar year. New employees shall receive one (1) sick day for the initial month of employment if they begin work on the first through the 14th day of the calendar month, and none if they begin on the 15th through the end of the month. In the event a member does not exhaust said sick days, they shall be entitled to and permitted to accumulate unused sick days. For purposes of computing accumulated sick days to which a member shall be entitled, each member shall be entitled to a maximum of twelve (12) days of unused and accumulated sick days for each full calendar year during which time the employee was a member of the Little Ferry Department of Public Works.

It is responsibility of the Superintendent of Public Works to compile and maintain a list of the unused and accumulated sick days for each member. The list will be verified annually with the employee and the Personnel Clerk. Sick leave may not be used as vacation time or in place of personal time off. In order to qualify for paid sick leave, an employee must notify the DPW Superintendents not less than one-half (1/2) hour prior to the employee's scheduled work hours.

Employees who take three (3) or more consecutive paid sick days, or who take a paid sick day either before or after a paid holiday, shall document their illness with a note from a medical doctor. Further, the Borough reserves the right to require a doctor's examination, to substantiate a paid sick day at any time. Each doctor's note required shall state the date or dates of illness or injury,

the nature of the illness or injury and that the employee is now allowed to return to work. Sick time may be utilized for family member illness.

Only full-time employees shall be entitled to sick leave, with pay, of one (1) working day for every month of service during the first (1st) calendar year of service following appointment.

20. UNIFORM AND LAUNDRY

The Borough agrees to provide uniform and laundry service for the employees at its own cost and expense. It is mandatory that each employee wear said uniform provided while working.

21. SHOE ALLOWANCE

The Borough agrees to provide each employee an allowance of \$110.00 per annum for the purchase of safety shoes. Upon presentation of a properly documented invoice for the purchase of safety shoes, the Employer agrees to reimburse said employee for the actual cost of such safety shoes, but in no event shall said reimbursement exceed \$110.00 per annum, per employee.

22. SAFETY AND HEALTH

The Employer shall maintain safe working conditions to insure safety for all employees and shall provide employees with appropriate equipment and devices toward that end, including exhaust fans, reflector vests and safety glasses. Employees must utilize said equipment when appropriate or directed to, or be subject to appropriate discipline. Employees will wear provided uniforms. No modifications to the uniform is allowed without written approval of the DPW Superintendent.

23. CURRENT MEDICAL COVERAGE & LIFE INSURANCE

The Employer will continue to provide and pay for all existing policies of medical insurance and life insurance for the employees. Employees shall continue to pay toward health care premiums or the percentage of health care premiums as required by Chapter 78, P.L. 2011, at Tier 4 rates as set

forth in the law.

24. MEDICAL COVERAGE UPON RETIREMENT

(a) Employer will provide all health benefits upon retirement to the employee and the employee's spouse provided the employee has met both of the following requirements:

- (i) Employee is at least fifty-five (55) years of age; and
- (ii) Employee has completed twenty-five (25) years of service with the Municipality.

(b) The benefits paid pursuant to this paragraph will terminate sixty (60) days after the retired employee is eligible for Medicare.

(c) Benefits cannot be any greater than what was earned on the employee's last day.

25. SICK PAY UPON RETIRMENT

Upon retirement, an employee who is eligible for retirement benefits will receive one (1) lump sum, (1) day's base salary, computed on the basis of the employee's salary at the time of retirement to a maximum of one hundred twenty (120) unused sick days. Employees hired after January 1, 2004 shall be paid for unused sick time up to one hundred twenty (120) days earned and will be paid a flat sixty dollars (\$60.00) per day for all unused sick days upon retirement.

26. GRIEVANCE PROCEDURE

To provide for the expeditious and mutually satisfactory settlement of grievances arising with respect to complains occurring under this Agreement, the following procedures shall be used: For the purpose of this Agreement, the term "grievance" means any complaint, difference or dispute between the Employer and any employee with respect to the interpretation, application or violation of any provisions of the Agreement or any applicable rule and regulation. The procedure for

settlement of grievances shall be as follows:

(a) **STEP ONE**

In the event that any employee, covered by this Agreement has a grievance within four (4) working days of the occurrence of the event being grieved, the employee shall discuss it formally with their immediate supervisor. The supervisor shall decide the grievance within two (2) working days after the grievance is first presented to him.

(b) **STEP TWO**

If no satisfactory outcome of the grievance is reached at Step One, then, within two (2) working days, the grievance shall be presented, in writing, to the Superintendent of Public Works. The Superintendent of Public Works shall render a decision within five (5) working days after the grievance was presented to him.

(c) **STEP THREE**

If no satisfactory resolution is reached with the Superintendent of Public Works, it shall first be presented to the Borough Administrator. If no satisfactory resolution is reached within ten (10) days of receipt by the Borough Administrator, it shall go before the Board of Review, which shall consist of one (1) member of the Mayor and Council, within five (5) working days. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Board of Review shall give the Association an opportunity to be heard and will give its decision, which shall be final, in writing, within ten (10) working days after the hearing.

27. TERM OF CONTRACT

This Contract shall be effective as of January 1, 2020 and shall terminate on December 31, 2023. This Contract expresses the entire Agreement of the parties.

28. AGENCY SHOP

All employees, not a member of Local 2326 UAW, shall be assessed 85% of the dues paid by Local 2326 UAW members in accordance with Assembly Bill No. A688.

29. SENIORITY

- (a) All full-time employees employed for a period exceeding nine (9) months shall be considered permanent employees and shall be entitled to seniority rights.
- (b) Stewards and Local Officers shall be entitled to shop seniority.
- (c) All newly hired personnel shall be probationary for a period of nine (9) months.
- (d) All persons hired after January 1, 1990 for a position of employee of the Department of Public Works, are required to have a "Commercial Driver's License, Class B within eight (8) months of appointment.

The Employer will pay for the costs of a Commercial Driver's License. However, if the employee fails to pass the test, all costs for the Commercial Driver's License test become the Employee's responsibility who shall either pay for the test or reimburse the Employer for any costs previously paid by the Employer.

32. VISITATION

The one (1) shop steward and local officer whose functions it is, along with the Union's representative, to process grievances and negotiate contracts, shall be granted time off from duty, with full pay, for all meetings between the Borough, the Union and themselves for the purpose of negotiating the terms of an Agreement when such meetings take place at the time during which such employee members are scheduled to be on duty or to handle grievances.

Local 2326 UAW's representative or any officer shall have admission to the Borough's

premises at any time during working hours for the purpose of ascertaining whether this Agreement is being carried out in good faith or for the purpose of assisting in the adjustment of any grievance which may have arisen. They must first apply to the Borough Administrator for permission to visit, which permission shall be reasonably granted, it being understood, however, that such representative shall no in any way interfere with the operation of the Department during working hours and that this privilege shall so be exercised as to keep a minimum of time lost thereby to the Borough.

33. HOURS OF WORK

Each year the Contract is in effect, there shall be instituted a 7:00 a.m. to 3:00 p.m., Monday – Friday, work shift. The Borough shall preserve its managerial prerogative pursuant to Paragraph 5 of the Contract and shall have the right, in its discretion, to assign personnel to a shift that best meets the needs of the Department and Borough.

34. PAY SCHEDULE

The Borough shall pay employees twenty-four (24) times per year; on the 15th and last day of each month, dependent on holidays or other instances where the Borough may be closed; as per dually adopted Resolution.

THE BOROUGH OF LITTLE FERRY

ATTEST:


Barbara Maldonado, Borough Clerk

BY: 
Mauro Raguseo, Mayor

LOCAL 2326 UAW

Steve P. Lucente
Shop Steward

BY: Willard Eccleston
, President Local 2326 UAW

WITNESS:

SUBJECT TO UNION RATIFICATION

Steve P. Lucente

Approve X Disapprove _____

Ca Tr

Approve OT Disapprove _____

Steve J. Eccleston

Approve SE Disapprove _____

mm mm on ff

Approve mm Disapprove _____

[Signature]

Approve G.S. Disapprove _____

[Signature]

Approve MDHTR Disapprove _____

Mark C. Fosner

Approve MEL Disapprove _____

Lloyd Novak

Approve FN Disapprove _____

[Signature]

Approve RC Disapprove _____

Steve P. Lucente

Approve SPB Disapprove _____

DATED: 12-20-19

APPENDIX "A"

VACATIONS

Schedule 1

After One year (12 months)	-	One week vacation
After Two years (24 months)	-	Two weeks vacation
After Five years (60 months)	-	Three weeks vacation
After Ten years (120 months)	-	Four weeks vacation
After Twenty One years (252 months)	-	Four weeks plus one day vacation (21 days)
After Twenty Two years (264 months)	-	Four weeks plus 2 days vacation (22 days)
After Twenty Three years (276 months)	-	Four weeks plus 3 days vacation (23 days)
After Twenty Four years (288 months)	-	Four weeks plus 4 days vacation (24 days)
After Twenty Five years (300 months)	-	Five weeks vacation

Schedule 2

The following schedule shall apply only for the employee hired before January 1, 1988.

Twenty years (240 months): Six weeks' vacation

The only member to whom Schedule 2 applies is Steven Royka.

