

AGREEMENT

by and between

MIDDLESEX COUNTY IMPROVEMENT AUTHORITY

and

AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES

on behalf of

A.F.S.C.M.E. LOCAL #3440

DATED: January 1, 2017 Through December 31, 2020

## TABLE OF CONTENTS

ARTICLE	TITLE	PAGE
I	MANAGEMENT RIGHTS	2
II	MAINTENANCE OF WORK OPERATIONS	3
III	GRIEVANCE PROCEDURE	4
IV	SALARIES AND LONGEVITY	7
V	HOURS OF WORK AND OVERTIME	11
VI	VACATIONS	15
VII	SICK LEAVE	17
VIII	BEREAVEMENT LEAVE	20
IX	HEALTH BENEFITS	21
X	HOLIDAYS	24
XI	WORK-INCURRED INJURY	27
XII	MILITARY LEAVE	29
XIII	JURY LEAVE	30
XIV	DISCRIMINATION AND COERCION	31
XV	PROBATIONARY PERIOD	32
XVI	SEVERABILITY	33
XVII	PERSONNEL FILES	34
XVIII	SHIFT DIFFERENTIAL	35
XIX	SEASONAL EMPLOYEES	36
XX	PERSONAL DAYS	38
XXI	PART-TIME EMPLOYEES	39
XXII	SAFETY	40
XXIII	MISCELLANEOUS BENEFITS	41

ARTICLE	TITLE	PAGE
XXIV	RULES AND REGULATIONS	44
XXV	DISCHARGE AND DISCIPLINE PROCEDURES	45
XXVI	SAVINGS	49
XXVII	UNION SECURITY	50
XXVIII	UNION REPRESENTATIVES- RIGHTS AND PRIVELAGES	52
XXIX	PROMOTIONS, SENIORITY AND LAYOFF	54
XXX	MISCELLANEOUS	56
XXXI	TUITION AID	58
XXXII	JOB POSTING AND VACANCIES	59
XXXIII	FULLY BARGAINED AGREEMENT	60
XXXIV	DURATION	61

PREAMBLE

**THIS AGREEMENT** made as of the 1<sup>st</sup> day of January, 2017 by and between the **MIDDLESEX COUNTY IMPROVEMENT AUTHORITY**, a public body corporate and politic of the State of New Jersey (hereinafter referred to as the "Employer" or "Authority") and A.F.S.C.M.E., LOCAL #3440, located at 2653A Whitehouse-Hamilton Square Road, Hamilton, New Jersey 08690 (hereinafter referred to as the "Union");

**WHEREAS**, the Authority owns and/or operates Tamarack Golf Course, The Meadows at Middlesex Golf Course and Raritan Landing Golf Course (collectively, the "Golf Courses"); and

**WHEREAS**, the Union has been selected as the bargaining agent for the employees at the Golf Courses defined in accordance with the Public-Employee Relations Act as amended, and said Union has been certified as such by the Public Employment Relations Commission; and

**WHEREAS**, the Union and the Employer have engaged in negotiations concerning the terms and conditions of employment for Golf Course employees.

**NOW, THEREFORE**, subject to law as herein provided and in consideration of the following mutual promises, covenants, and agreements contained herein, the parties agree as follows:

The Authority hereby recognizes A.F.S.C.M.E. Local #3440 as exclusive bargaining representative for Authority employees working at the Golf Courses, with the exception of supervisory, managerial and confidential positions, in the titles set forth on Appendix A.

ARTICLE I  
MANAGEMENT RIGHTS

A. The Authority hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights: the executive management and administrative control of the Authority and its properties and facilities and activities of its employees utilizing personnel methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the Authority; to make rules of conduct, to use improved methods and equipment, as well as duties, to decide the number of employees needed for any particular time and to be in sole charge of the quality and quantity of work required; and to hire all employees, whether full-time, part-time or seasonal and, to promote, transfer, assign or retain employees in positions at the Golf Courses.

B. In the exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Authority, the adoption of policies, rules, regulations, and practices in the furtherance therewith, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and expressed terms hereof in conformance with the Constitution and laws of the State of New Jersey and of the United States.

ARTICLE II  
MAINTENANCE OF WORK OPERATIONS

A. The Union hereby covenants and agrees that during the term of this Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike. A strike is understood to include any concerted failure to report for duty, work stoppage, slow-down, walk-out or other illegal job action against the Authority.

B. In the event of a strike, slow-down, walk-out or job action, it is covenanted and agreed that participation in any or all such activity by any Union member shall entitle the Authority to invoke appropriate penalties and such other action as shall be permitted by law.

C. The Union agrees that it will make every reasonable effort to prevent its members from participating in any strike, work stoppage, slow-stoppage, slow-down, or other activity aforementioned or from supporting any such activity by any other employee or group of employees of the Authority and that the Union will publicly disavow each action and order all such members who participate in such activities to cease and desist from same immediately and to return to work, and take such other steps as may be necessary under the circumstances to bring about compliance with the Union order.

D. Nothing contained in this Agreement shall be construed to limit or restrict the Authority 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 of the Union order by its members.

E. The Authority agrees not to lock-out its employees.

ARTICLE III  
GRIEVANCE PROCEDURE

A. 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 employment under this Agreement.

B. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss or resolve the matter informally with any appropriate member of the Authority. Nothing contained herein shall prohibit the parties from raising a timeliness argument under this Article. The local Union President or designee, steward or New Jersey Council 63 shall be recognized as the representative for presenting an employee grievance from initial filing to conclusion of the grievance in accordance with the following procedure:

1. With regard to an employee, the term "grievance" as used herein shall mean: a) a claimed breach, misinterpretation or improper application of the terms of this Agreement; or b) a claimed violation, misinterpretation or misapplication of the rules and regulations, existing policy or order applicable to the Union Golf Course employees affecting the terms and conditions of employment.

2. The following constitutes the sole and exclusive procedure for resolving grievances between the parties covered by this Agreement, and shall be followed in its entirety unless any step is waived by mutual consent:

Step One: The Union shall present the employee grievance or dispute to the employee's immediate supervisor within fifteen (15) business days of its occurrence, or within fifteen (15) business days after the employee knew or should have known of its occurrence. Failure to act within said time period shall be deemed to constitute an abandonment of grievance. The supervisor should respond to the grievance in writing within ten (10) business days.

Step Two: If the grievance has not been settled, it shall be presented in writing by the Union to the Authority Director of Administration or designee within five (5) business days after the supervisor's response is due in Step One. The Authority Director of Administration or designee shall attempt to adjust the matter and shall respond to the Union in writing within five (5) business days thereafter. The written grievance at this Step shall contain the relevant facts and a summary of the applicable section of the Agreement violated, and the remedy required by the grievant.

Step Three: If the Union wishes to appeal the decision of the Authority Director of

Administration, such appeal shall be presented in writing to the Executive Director or designee within six (6) business days thereafter. The presentation shall include copies of all previous correspondence relating to the matter in dispute. The Executive Director or designee agrees to meet if requested in writing within ten (10) business days of the request. The Executive Director or designee shall respond in writing to the grievance within ten (10) business days of the submission or meeting, whichever is later.

C. Specific Issue Arbitration

1. It is agreed to and understood that either the Union or the Authority may petition for a binding principle decision on the specific issue through an arbitrator, which shall be a final and binding decision on the specific issue addressed. The cost of the arbitrator's fee shall be shared equally by the Authority and the Union. Any other expenses incurred shall be paid by the party incurring same. The decision of the arbitrator shall be in writing with reasons set forth therein. Time extensions may be mutually agreed to by the Authority and the Union.

2. Procedures

- a. The parties direct the arbitrator to decide as a preliminary question whether he/she has jurisdiction to hear and decide the matter in dispute.
- b. Only one grievance at a time may be submitted to arbitration under subsection 1.
- c. The arbitrator shall be bound by the provisions of this Agreement and the Constitution and laws of the State of New Jersey and be 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, modify, detract from, or alter, in any way, the provisions of this Agreement or any amendment or supplement thereto.

D. Upon prior notice and authorization of the Executive Director, the designated Union Representative shall be permitted to confer with employees and the Authority on a specific written grievance in accordance with the grievance procedure set forth herein during work hours of employees, without loss of pay, provided the conduct of said business does not diminish the effectiveness of the Authority or the Golf Courses.

E. The time limits expressed herein shall be strictly adhered to. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum, and every effort will be made to expedite the processing of the grievance. Failure to move a grievance to the next step will be considered a withdrawal of the grievance. The Employer's failure to respond to a grievance shall be considered a denial of the grievance at that step. Nothing herein shall prevent the parties from mutually agreeing to extend or lessen the time limits for the grievance at any step in the grievance procedure.

- F. Employee grievances shall be presented on the existing approved grievance forms.
- G. It is understood that the employees must sign their individual grievances. Grievances without an employee's signature shall not be accepted or processed.
- H. A group or policy grievance shall be directly submitted at the Step Three level to the Executive Director or his/her designee

ARTICLE IV  
SALARIES AND LONGEVITY

A. LONGEVITY

1. All eligible employees hired prior to January 1, 2013, shall receive longevity pay. Employees hired on or after January 1, 2013, shall not be eligible for longevity pay.
2. Longevity pay shall be included in the employee's base salary at the start of the 9th, 16th and 21st years of service. The payments shall be included in base salary at the start of the aforementioned years and shall be \$1,200.00 in the 9th year, \$600.00 in the 16th year and \$600.00 in the 21st year. The negotiated wage increase (as hereinafter set forth) for the year shall be calculated including the longevity pay for the year.
3. Seasonal employees hired prior to January 1, 2013 (not including summer seasonals) shall be entitled to the aforesaid longevity payments. The date of determination of eligibility for longevity shall be the date of hire by the Authority or County, as applicable, with continued employment thereafter.

B. WORK ASSIGNMENT IN HIGHER TITLE.

1. Any white collar or blue-collar employee who is assigned to work in a higher title by the immediate supervisor shall be paid an additional one dollar (\$1.00) per hour over his/her existing salary, or the minimum hourly compensation of the higher title, whichever is greater, for each hour worked in the higher title. An employee may not continue in a higher title for a period exceeding three (3) continuous weeks, with the following exception: such work in a higher title is because another employee is on sick leave, vacation leave, or leave of absence. Any other unforeseen circumstance requiring additional time shall be discussed with the Union President or his/her designee. The Union President or his/her designee shall not unreasonably withhold approval for additional time.

C. ANNUAL SALARY

1. Eligibility
  - a. Annual salary increases provided for herein shall be effective on January 1st of each calendar year covered by this Agreement and shall be calculated based on an employee's base salary as of December 31st of the previous year plus the longevity payment, if any, to be effective as of January 1st of the following year.
  - b. All eligible employees in the bargaining unit on the Authority payroll as of January 1st of each year shall receive the wage increase described below except any employee on leave of absence shall not receive such increase until their return to active service and

commencing from such return.

2. Amount

- a. Each eligible employee as defined in Article N, Section F, subsection 1, who shall be subject to this Agreement shall receive the following annual increases in the manner previously described.
  - i. Effective and retroactive to January 1, 2017, all eligible employees shall receive the negotiated wage increase of 2% over their previous annual base salary as of 12/31/2016. Only full-time yearly employees shall be entitled to the negotiated wage increase in this year. Seasonal employees shall not receive a negotiated wage increase for calendar year 2017.
  - ii. Effective and retroactive to January 1, 2018, all eligible employees shall receive the negotiated wage increase of 2% over their previous annual base salary as of 12/31/2017.
  - iii. Effective and retroactive to January 1, 2019, all eligible employees shall receive the negotiated wage increase of 2% over their previous annual base salary as of 12/31/2018.
  - iv. Effective and retroactive to January 1, 2020, all eligible employees shall receive the negotiated wage increase of 2% over their previous annual base salary as of 12/31/2019.
- b. Separate Adjustment
  - i. In addition to the negotiated wage increase set forth above in Section 2, i through iv, there shall be a pensionable base pay adjustment of 1.5% per year effective January 1 of each year of the 4 years of the new agreement for all employees who are eligible for and receive health benefits from the employer. The Local acknowledges that these adjustments are not negotiated wage increases but rather are additional base pay increases that are provided during the 5-year term of this contract and have been agreed to by the Employer in consideration for the Local's voluntary agreement that its active unit members will withdraw its demand to reduce P.L. 2011, Chapter 78 contributions and pay contributions for health insurance in accordance with PL 2010, Chapter 2 and P.L. 2011, Chapter 78 for the duration of this contract and until a successor contract is agreed to by the parties. By reason of the foregoing the Local agrees that it will not use the granting of these additional base pay adjustments in connection with any wage demands in may make in future negotiations, but

rather it herewith agrees that the negotiated wage increase for the term of the contract is 2%.

#### D. PERFORMANCE INCENTIVE

1. The parties shall continue their performance incentive policy in place as of January 1, 1997. Any change, improvement or amendment of such policy shall be made only after negotiation and agreement of the parties.
2. All full-time employees in the bargaining unit shall receive an incentive increase to be included in base salary based on the year's favorable evaluation. The performance incentive shall be payable in the last pay period of the year.
3. In the event an employee is on authorized leave during the rating period, they shall be rated as soon as practical after their return to active employment and any incentive increase shall be pro-rated upon the completion of the evaluation process.
4. In the event an employee does not receive a favorable performance rating as of December of each calendar year they shall forego the incentive in the calendar year.
5. Incentive increases for the term of the contract shall be:
  - a. \$500.00 shall be added to the base salary as of December 31, 2016 before Negotiated Wage Increase computation
  - b. \$500.00 shall be added to the base salary as of December 31, 2017 before Negotiated Wage Increase computation
  - c. \$500.00 shall be added to the base salary as of December 31, 2018 before Negotiated Wage Increase computation
  - d. \$500.00 shall be added to the base salary as of December 31, 2019 before Negotiated Wage Increase computation

#### E. COMPENSATION SCHEDULE

1. The Union shall be notified periodically when new titles are added to the compensation schedule.

#### F. WAGE INCREASE ELIGIBILITY

1. All full-time employees in this bargaining unit being carried on the Employer's payroll on the effective date of wage increases set forth in Article IV having a minimum of one (1) year employment shall receive the wage increment and performance incentive described in Article
2. All full-time employees on approved leave of absence on the effective date of wage increases and performance incentive shall receive wage increases and prorated performance incentive

upon their return to employment. All employees hired on or after the effective date of wage increases will be hired at least at the new minimum rate.

3. Employees who sever employment with the Authority prior to March 1, 2014 will not be included in the wage increase longevity payment or performance incentive.

#### G. COMPENSATORY TIME

1. Comp-time utilization must be approved by the Executive Director or his or her designee. Comp-time must be utilized within one year of accrual. No employee may carry over comp-time.
2. Compensatory time will be paid to an employee upon separation of employment from the Authority. The only comp-time eligible for payment must be approved time accrued during a period of 365 calendar days prior to separation.

#### H. TITLES AND SALARY SCALES

1. The Employer and the Union agree that they shall be bound by the title and salary scales attached hereto and made a part hereof as Appendix "A".

ARTICLE V  
HOURS OF WORK AND OVERTIME

A. Overtime work will be kept to a minimum, except in cases of emergency, and must be authorized in advance by the Personnel Officer or his/her designee. The reasons for the granting of overtime shall be noted by management on the time report along with amount of overtime (time-in-time-out) and shall be certified by the Personnel Officer or his/her designee.

B. Overtime shall be calculated on a weekly rather than daily basis. Time and a half shall begin after the fortieth (40th) hour for forty (40) hour per week employees and after the thirty-fifth (35th) hour for thirty-five (35) hour per week employees. Authorized paid time-off (holidays, vacation, bereavement, personal) shall count toward the forty (40) hour or thirty-five (35) hour calculation. Unpaid or unauthorized leave shall not be counted. Paid sick time taken or scheduled in advance of an employee's overtime or sick time accompanied by a doctor's note or otherwise authorized by the Personnel Officer or his/her designee shall also count toward the calculation of overtime.

C. An employee shall be paid at a rate of time and one-half (1 ½) in pay when an employee works a sixth consecutive eight (8) hour day except when the employee, after being scheduled to work the sixth consecutive day, requests a personal day or a vacation day to be taken during the five days immediately prior to the sixth consecutive day. An employee shall be paid at a rate of double (2X) time for hours worked on the seventh consecutive day, provided the employee has worked a minimum of an eight (8) hour shift for seven consecutive days and does not request a personal or a vacation day to be taken during the seven days immediately prior to the eighth consecutive day.

D. If an employee is called in or back to work by the Personnel Officer or his/her designee, non-contiguous with his or her regularly scheduled work day, the employee shall receive a minimum of four (4) hours pay at the rate of time and one-half (1 ½) in pay, regardless of the actual time worked. If the "call in" occurs on a holiday, the employee shall receive a minimum of four (4) hours pay at the applicable holiday rate of pay, regardless of the actual time worked. The Employer shall have the right to retain the employee for the full call out period. Time is calculated from the time the employee reports to the job. An employee is entitled to only one call-out payment for every four (4) hour period. The foregoing provisions shall not apply to employees regularly scheduled to work split shifts.

1. Employees who are called and report in to work for a period of up to two (2) hours prior to the commencement of their normal shift shall be paid at a rate of time and one-half (1 ½) for the time worked and shall not be entitled to a minimum of four (4) hours. If called in more than two (2) hours prior to the commencement of the shift, the employee shall be entitled to the minimum of four (4) hours regardless of time worked. If the "call-in" occurs on a holiday, the employee shall receive a minimum of four (4) hours pay at the applicable holiday rate of pay, regardless of the

actual time worked. The Employer shall have the right to retain the employee for the full call-out period. Time is calculated from the time the employee reports to the job. An employee is entitled to only one call out payment for every four (4) hour period.

2. It is further agreed to and understood that any employee working a period of up to two (2) hours connected with his/her normal shift will revert back to straight-time pay at the start of their normal shift.

E. Employees requested or scheduled to work in excess of the normal work week shall be paid at the rate of time and one-half (1 ½) in pay for all overtime hours worked.

F. Except as provided in Section D.1., all full-time employees scheduled to work on a holiday shall be paid their regular days' pay plus an additional rate of time and one-half (1 ½) in pay for all hours worked on the holiday but shall not also receive a compensatory day.

G. Notwithstanding any other provisions of this Agreement to the contrary, employees scheduled to work on New Year's Day, July 4th, Christmas Day, or Memorial Day, or the days which these holidays are officially observed, shall be paid their regular day's pay plus an additional rate of double time in pay for all hours worked on these holidays, but shall not also receive a compensatory day.

H. Overtime shall be on an equalized basis provided the employee has the ability to perform the overtime assignment as solely determined by management. There is no guarantee of overtime. However, when overtime is required or available, such overtime will be assigned to those employees in the department who normally perform said work. Overtime opportunities will first be offered to the most senior employee who normally performs said work; should the most senior employee refuse the opportunity, it shall be offered in descending order of seniority; if no one accepts the opportunity, the least senior employee will be required to work the overtime.

I. Any hour worked and paid for at an overtime rate shall not be pyramided or used again for computing pay in excess of the normal work weeks or for any other pay.

J. A written schedule shall be posted in respective department areas at all times, and kept current indicating the overtime hours worked by each employee. Overtime will be reviewed on a semi-annual basis to ensure equal distribution.

K. Each employee shall be entitled to one (1) fifteen (15) minute break for each half-day period of work (morning and afternoon shall each be considered a half-day period of work and equivalent periods for shift work shall be also considered half-day periods of work). Employees working a ten (10) hour shift shall be entitled to one (1) twenty (20) minute break for each half day period of work.

L. An employee may request to receive compensatory time for overtime hours worked in lieu

of overtime compensation. Compensatory time shall be computed on the same basis as overtime or holiday compensation. (Example: If an employee is entitled to one and one-half times in pay, then the compensatory time off shall equal one and one-half times the number of overtime hours worked.) However, the Personnel Officer or his or her designee shall retain the final authority whether to grant compensatory time. Such practice shall be in accordance with the Fair Labor Standards Act.

M. Any employee who works on snow removal or other emergency work as determined by management will be subject to and receive payment of wages in the following manner: employees working twenty-four (24) continuous hours shall receive a rate of pay at time and one-half (1Yz) for the first twenty (20) hours worked. The remaining four (4) hours shall be paid at a double time rate of pay. If any employee continues to work beyond a continuous twenty- four (24) hour period, the rate of pay will revert back to the previous twenty-four (24) hour rate of pay cycle.

N. Flex-Time - It is understood and agreed that flex-time is to be a fixed schedule for the said period of time agreed to for not less than a three (3) month period. However, it is further understood that there will be no alteration of scheduled hours after flex-time selection. The following rules will be strictly adhered to:

1. Proper employee grouping as designated by the Executive Director, or his/her designee shall be maintained.
2. Work schedules and assignments are to be met within required time frames.
3. Working hours: Starting and finishing times are to be observed in accordance with flex-time scheduling.

It is further agreed to and understood that flex-time work schedules will be based on and consist of a five (5) day work week.

4. It is further agreed to and understood that the change, cancellation or discontinuance of flex-time by the Executive Director or his/her designee shall require one (1) month prior notice to the Union.
5. Flex-time starting shall originate and coincide with Golf Course starting times and quitting times.
6. An employee may request a temporary change in working hours for a specific purpose, during a given week, or longer period, with authorization from the Executive Director and/or his/her designee to facilitate the proper carrying out of the employee's needs. Denial of such request by management will not be arbitrary or capricious.

O. All employees are expected to report to work for their scheduled shift. Supervisors or

managers will notify employees prior to the start of a shift if they are not to report to work for their scheduled shift. The employee shall provide the supervisor or manager a telephone number for contact. If the supervisor or manager, or his/her designee, attempts to contact the employee at the designated number and is not able to reach the employee, the supervisor or manager or his/her designee, shall document such call. The employee may be released from working the shift if the supervisor or manager or his/her designee is unable to reach the employee. If the supervisor or manager fails to make such call and the employee reports to work, the employee shall be entitled to a minimum of four (4) hours pay.

P. All employees who report to work, subject to the provisions of Section 0 hereinabove, shall receive a minimum of four (4) hours pay, except for those employees regularly scheduled to work less than four (4) hours.

ARTICLE VI  
VACATIONS

A. A vacation day shall be considered one eight (8) hour day. Employees shall earn vacation time in the following manner:

1. One day per month in the first calendar year for each month of service.
2. Completion of one (1) year through completion of five (5) years - 12 days.
3. From completion of five (5) years through completion of nine (9) years - 15 days.
4. From completion of nine (9) years through completion of twelve (12) years - 16 days.
5. From completion of twelve (12) years through completion of twenty (20) years - 20 days.
6. Twenty-one (21) years forward - 25 days.

B. All vacation time shall be used in the current year and shall not be accumulated without the prior approval of the Executive Director up to a maximum of one (1) calendar year's allotment and further subject to any special provisions that the Executive Director, in his or her sole discretion, determines to be in the best interest of the Authority. The Executive Director shall not be arbitrary and capricious in applying the provisions of this paragraph.

C. Employees must submit vacation preferences by April 1st of each year with first and second choices. Failure to timely submit such request shall result in the employee receiving remaining open vacation time. Timely requests for the same vacation shall be resolved by seniority and staffing needs.

D. When an employee requests permission to use an individual vacation day or part thereof, such request shall be granted at the discretion of the Executive Director and shall not be unreasonably denied. Employee may request use of individual vacation days, or part thereof, on short notice to Employer, in matters considered a verifiable emergency.

E. Changes in the scheduling of vacations will not be permitted without the prior approval of the Executive Director and shall not be unreasonably denied.

F. If, for any reason, an employee's vacation is cancelled by management, the vacation may be rescheduled in accordance with Section C.

G. Vacation leave shall be prorated for the last calendar year of employment. It shall be assumed that an employee shall remain in the service of the Employer for the full calendar year or portion thereof from date of hire and is entitled to use all vacation time for that calendar year. If separation of employment occurs before the end of the calendar year and the employee has used more than his or her pro rata number of vacation days, the per diem rate of pay for the excess vacation days shall be deducted from the separated employee's last paycheck(s). If separation of employment occurs before the end of the calendar year and the employee has used less than his or her pro rata number of vacation days, the per diem rate of pay for all unused vacation days shall be added to the employee's last paycheck(s). The Authority, upon receiving

notification of overpayment and if not deducted from the last paycheck, shall write to the former employee to secure reimbursement of the overpayment.

H. Employees may elect to be paid in advance for vacation time provided fourteen (14) days prior written request is given to the Employer's designee. Payment shall be made on the last payday prior to the vacation. An employee may request an advance only twice a year, except in the event of a verifiable emergency. A minimum of five (5) continuous vacation days must be taken, one day of which must include the scheduled payday.

I. Unused vacation days may be carried over for one (1) calendar year at management's discretion or where a vacation request had been denied by management during the calendar year, subject to the approval of the Executive Director.

ARTICLE VII  
SICK LEAVE

A. General Policy.

Sick leave is hereby defined to mean absence from post or duty because of illness which makes it impossible for the employee to perform the duties of his or her position because of accident or exposure to a contagious disease requiring isolation, or because of attendance upon a member of your immediate family in your household who requires care. The employee may request sick leave for family residing outside of the home; subject to approval by the Executive Director which shall not be unreasonably denied.

B. Accrual.

A new employee shall earn sick leave at the rate of one and one-quarter (1 1/4) day per month on a monthly basis until the completion of one (1) full year of employment. Upon completion of said year, a pro-rata number of sick days shall be credited to the employee for the balance of the calendar year ending December 31st, based upon the above formula of one and one-quarter (1 1/4) days per month. Thereafter, on January 1st of each year, the employee shall be credited with fifteen (15) days sick leave for that calendar year.

C. Verification.

The Authority may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. Such requests shall not be arbitrary or capricious. Abuse of sick leave may be cause for disciplinary action. In the event the Authority requires a doctor's certificate to verify an illness, the Authority will reimburse the employee one-half (1/2) the cost not covered by insurance incurred in obtaining said verification.

D. Extended Sick Leave.

1. In all cases of reported illness or disability suffered by an employee, the Authority reserves the right to request a medical physician to examine the report on the condition of the patient and to comment on the report to the Executive Director.

2. During protracted periods of illness or disability of an employee, the Executive Director may require interim reports at Authority expense on the condition of the employee at periods of thirty (30) days, from the attending physician and/or an Authority appointed medical physician. The Executive Director shall not be arbitrary and capricious in making such requests. When under medical care, employees are expected to conform to the instructions of the attending physician.

E. The rules herein for payment of sick leave apply to periods of illness or disability for regular full-time employees. Temporary, part-time and seasonal employees are not entitled to compensation for such absences, unless specifically provided for hereunder.

F. The recommendation of the Authority appointed medical physician as well as those of the attending physician as to the justification for the absence from duty on account of disability or illness or of the fitness of the employee to return to duty shall be considered by the Executive Director. The Executive Director reserves the right in such cases where there is a difference of professional opinion between the Authority's medical physician and the employee's personal physician, to require the employee to submit to an examination by a third doctor at the Authority's expense.

G. In charging an employee with sick leave, the smallest unit to be considered is one-half (1/2) of a working day. Sick leave shall be paid for the actual time taken not to exceed an eight (8) hour day.

H. If an employee is absent from work for reasons that entitle him or her to sick leave, the Personnel Officer or his or her designated representative shall be notified as early as possible, but no later than one hour prior to the start of the scheduled work shift from which he or she is absent. Failure to notify the Personnel Officer or his/her designated representative may be cause for denial of the use of sick leave for that absence and constitute cause for disciplinary action. An employee who is absent for three (3) consecutive days or more and does not notify the Personnel Officer of the Authority or his/her designee during any of the first three (3) days will be subject to dismissal.

I. Habitual absenteeism or tardiness may be cause for discipline up to and including discharge.

J. Any employee who engages in outside employment while on sick leave without the permission of the Personnel Officer shall be subject to disciplinary action up to and including discharge.

K. Sick leave shall be pro-rated for the last calendar year of employment. It shall be assumed that an employee shall remain in the service of the Employer for the full calendar year or portion thereof from date of hire and is entitled to use all sick time for that calendar year. If separation of employment occurs before the end of the calendar year and the employee has used more than his or her pro rata number of sick days, the per diem rate of pay for the excess sick days shall be deducted from the separated employee's last paycheck(s). The Authority, upon receiving notification of overpayment if not having deducted from the last paycheck, shall write to the former employee to secure reimbursement of the overpayment.

L. Whenever the Authority is paying for medical reports pursuant to this Article, the employee agrees to submit to his/her insurance company for reimbursement, partial or total, such monies being turned over to the Authority.

M. At the end of each contract year, an employee may elect to apply for and receive cash payment for sick days credited and not used during the current year in the amount of one day's pay for every three days credited and not used to a maximum of five (5) days. Only employees having used five (5) days of sick leave or less, out of the fifteen (15) sick days credited per current year, qualify for participation. Eligible employees applying for sick leave buy-out will do so on December 15th of each current year by signing an authorization card provided by the Authority. Payment will be made in the second payroll of the

succeeding year.

N. Paid holidays occurring during a period of sick leave shall not be charged to sick leave.

O. Employees covered under the terms of this Agreement shall be entitled upon retirement to receive a lump sum payment, as supplemental compensation, which sum shall be computed at the rate of one-half (1/2) of the employee's daily rate of pay for every full day at the time earned of unused accumulated sick leave (not to exceed \$15,000) certified by the Authority on the effective date of his/her retirement.

P. In the event of an Authority's employee's death prior to the effective date of their retirement, if the employee has been an employee of the Authority for a continuous and uninterrupted period of at least fifteen (15) years immediately prior to their death, and has remaining on the Authority's books unused accumulated earned paid sick time, the deceased employee's estate shall be entitled to receive the decedent's unused accumulated earned paid sick leave computed at the rate of one-half (1/2) of the eligible deceased employee's daily rate of pay for each day of earned unused accumulated sick leave based on the average annual compensation received during the last year of the employee's employment prior to the date of the employee's death, provided, however, that no such lump sum payment shall exceed \$15,000.00. This sum may be subject to adjustment for taxes, federal and state withholdings, and any financial obligations that the deceased employee may have to the Authority. Annual compensation is defined to be the annual base pay and longevity at the time of death.

Q. Sick leave shall accumulate year-to-year without limitation except as noted above.

R. Employees may request, in writing, a leave of absence without pay while temporarily either mentally or physically incapacitated to perform their duties, or to attend to a member of the immediate family (Mother, Spouse, Child, Father, Brother, Sister, Aunt, Uncle, Grandparents, Grandchildren, current Mother-in-Law, current Father-in-law, current Brother-in-law, current Sister-in-law, current Son-in-law, and current Daughter-in-law, or relative continuously residing in the employee's house) who is seriously ill. Such leaves shall be granted by the Employer for an initial period of six (6) months and may be granted for successive periods up to six (6) months, not to exceed a total of one (1) year.

It is understood that this leave is subject to the approval of the Personnel Committee of the Authority.

The Authority agrees to the provisions of the Family Leave Act and Family Medical Leave Act.

S. Leaves of Absence - A leave of absence without pay may be granted to an employee for up to six (6) months for legitimate personal reasons. Such leave may be extended for an additional six (6) months at the request of the employee. Legitimate personal reasons shall include, but not limited to, educational leave, union leave, maternity or paternity leave, family leave, or adoption leave. Vacation time need not be used first as part of any approved leave of absence.

ARTICLE VIII  
BEREAVEMENT LEAVE

A. In the event of death in the employee's immediate family, the employee shall be granted time off without loss of pay from the day next following the day of death, but in no event shall said leave exceed three (3) working days except for four (4) working days for employee's spouse, child, mother, father, or person in a spousal relationship with employee. A bereavement leave day shall be paid as an eight (8) hour day.

B. The "immediate family" shall include only mother, father, brother, sister, grandparents, grandchildren, or relative continuously residing in the employee's house.

C. An employee shall receive one (1) day off without loss of pay for death of current in-laws, aunts, uncles, nieces, and nephews.

D. Reasonable verification of the event may be required by the Authority.

E. An employee may make a request of the Personnel Officer or his/her designated representative for time off to attend a funeral separate and distinct from bereavement leave to be charged as sick, personal or vacation time.

F. If an employee is on vacation leave or sick leave, and an eligible death occurs, the vacation leave or sick leave shall terminate and bereavement leave shall apply.

G. The time of bereavement leave will be allowed to be taken within a ten (10) day period at the discretion of the employee with a prior notification to the Personnel Officer or his/her designee. It is further understood that there will be no fragmentation of the bereavement leave. The leave must be taken by the designated days once the option is taken.

H. There shall be no annual cap on bereavement leave.

I. Seasonal employees shall be granted one (1) working day of bereavement leave for the day following the date of death for the death of a mother, father, child, spouse or relative regularly living in the household, if the seasonal employee is scheduled to work on this date.

ARTICLE IX  
HEALTH BENEFITS

A. Vision Care.

The Authority shall reimburse costs of vision care for its full-time employees who have been continuously employed for more than sixty (60) days to the extent set forth below. The benefits and provisions shall be the substantial equivalent of the vision plan in place for employees as of December 31, 2012. Employee co-pays for the vision care insurance coverage shall continue at the same level and employees shall be required to contribute towards the cost of vision care insurance coverage through payroll deduction to the same extent they are required to contribute to the cost of health insurance.

In the event the Authority wishes to alter, amend or replace the current vision coverage, it shall give thirty (30) days' notice to the Union representative of such proposed change and make available to such representative a full schedule of benefits and costs of the proposed program. In the event of objection to such Authority action, the parties shall enter into good faith negotiations regarding the adoption of any new vision plan with due regard for competitive availability of equivalent plans, relative costs and benefits and ease of administration of benefits.

B. Dental Coverage

The Authority shall provide an appropriate dental care plan for full time employees who have been continuously employed by the Authority for more than sixty (60) days. The benefits and provisions shall be the substantial equivalent of the dental care plan in place for employees as of December 31, 2012. In the event the Authority wishes to alter, amend or replace the current dental care plan, it shall give thirty (30) days' notice to the Union representative of such proposed change and make available to such representative a full schedule of benefits and costs of the proposed program. In the event of objection to such Authority action the parties shall enter into good faith negotiations regarding the adoption of any new dental plan with due regard for competitive availability of equivalent plans, relative costs and benefits and ease of administration of benefits.

1. All employees eligible for dental coverage will, at a minimum, be required to contribute toward the cost of the dental coverage premiums as set forth under Health Benefits below.

2. The Authority is not and shall not be required to provide dental care coverage to current or future retirees unless otherwise agreed to by a collective bargaining agreement.

C. Health Benefits

All changes in medical benefits as set forth in this Section shall become effective the month after the Memorandum of Agreement is ratified by the Union membership and approved by the

Commissioners of the Middlesex County Improvement Authority, except that the changes to the medical plan specified below shall not apply in retirement to any employee who retires on or before January 1, 2019 or who has 25 or more years of credible service in a State of New Jersey Pension system on or before December 31, 2011 and retires on or before December 31, 2020. Instead these employees will have an Rx co-py of \$5.00 for generic and \$10.00 for brand name in retirement.

1. Eligibility

Authority full time employees on the Authority payroll for not less than sixty (60) days or on January 1, 2013, which event shall be later, and their eligible dependents shall be eligible to enroll in any of the Authority offered health benefit plans subject only to the provisions and limitations specifically set out in this Agreement. Employees who enroll in any health benefit program shall do so in writing on a form promulgated by the Authority acknowledging the offered programs and their selection of specific plan.

2. Level of Benefits

The Authority, through the Middlesex County Joint Insurance Fund ("MCJIF") shall continue to provide to all eligible employees and qualified dependents on the payroll as of the effective date of this Agreement the (3) HMO options, as available on January 1, 2013 equivalent to the pre-existing plans, a POS and Traditional Indemnity Coverage. The Union and the Authority recognize the significantly greater premium costs of Traditional Indemnity Coverage and thereby agree that only employees and their dependents who are currently enrolled in the Traditional Indemnity Plan as of the effective date of this Agreement shall be permitted to continue such coverage. If any such employee or eligible subscriber shifts health benefit coverage to any other plan they shall not be permitted subsequently to re-enter the Traditional Indemnity plan at a later date. Employees and their eligible dependents currently enrolled in any other health benefit plan may not subsequently enroll in the Traditional Indemnity Plan. In the event the Authority desires to enter the State Health Benefits plan ("SHBP") of New Jersey, it must provide thirty (30) days' notice to the Union and enter into negotiations regarding the applications of this Agreement.

2. Co-pays for Medical Coverage

- a. Office visit co-pay shall be \$10.00 for both primary care physician and specialist;
- b. Urgent Care visit co-pay shall be \$20.00
- c. Emergency Room co-pay shall be \$50.00 per visit.

4. Employee Contribution to Health Benefits Costs

- a. All eligible Authority employees on the payroll or on authorized leave as of the effective date of this Agreement shall continue to receive health benefits. All eligible employees receiving health benefits will, at a minimum, be required to make a percentage contribution toward the cost of their health coverage premiums for medical, prescription and dental benefits in accordance with the

provisions of Chapter 78 of the Public Laws of 2011 of the State of New Jersey ("Chapter 78") and/or Chapter 2 of the Public Laws of 2010 ("Chapter 2") (as applicable and collectively, "Health Benefits Contributions"). Employees entitled to Health Benefits with a date of hire prior to January 1, 2013 will contribute toward the cost of their health benefit coverage starting at year one of the charts contained in Chapter 78, progressing to years two, three and four of the charts during the term of this Agreement or will make a Chapter 2 contribution, whichever amount is greater. Employees entitled to Health Benefits with a date of hire on or after January 1, 2013 will contribute toward the cost of their health coverage starting at year four of the charts contained in Chapter 78 or will make a Chapter 2 contribution, whichever is greater.

b. Employees shall be eligible for health benefits coverage only if they are regularly scheduled to work twenty-four (24) hours or more per week. Employees who are hired to work a regular schedule of less than twenty-four (24) hours per week and seasonal employees are not eligible to receive health benefits.

#### 5. Prescription Coverage

Co-pays for prescriptions including mail order shall be:

- a. \$0 for generic
- b. \$15.00 for preferred brand name
- c. \$30.00 for non-preferred brand name
- d. The "Step Therapy," program and a "Specialty Drug Management," program shall be instituted in accordance with the presentation by the MCIA benefit consultant.

#### 6. Retirements Benefits

a. The Authority shall provide health benefit coverage to employees who honorably retire after fifteen (15) years of credited public service in a State of New Jersey administered pension system at any time during calendar year 2011 and who become eligible for health benefits from the Employer based upon 25 or more years of service will not be required to make contributions pursuant to Chapter 78 for their health benefits upon retirement. and the authority shall also provide health benefit coverage to employees who qualify for and are approved by New Jersey Department of Personnel for receipt of disability retirement benefits, each of whom retire with a minimum of ten (10) years of Authority service. Subject to the contribution requirements set forth below. Employees of the Middlesex County Improvement Authority hired on or before 12/31/2016, who do not meet this eligibility requirement are not eligible for this exemption from contribution on retirement benefits.

b. Modifications of Health Benefits for Future Retirees

Employees who become entitled to health benefits upon retirement will receive the same level of benefits they had on the last day of service immediately preceding their retirement.

c. The Authority agrees to provide health benefits to the retired employees meeting the criteria described in paragraph a above, including major medical coverage and including prescription benefits (excluding vision coverage and dental coverage) for eligible full-time employees (and their eligible dependents) if any, but only those dependents who are dependents at the time of such retirement). Any retired employees meeting the eligibility requirements for coverage and being provided health benefit coverage will be required to contribute to the cost of the Health Benefit Coverage specified hereunder pursuant to applicable law.

#### 7. Administration

In the event a third-party administrator fails to pay any appropriate and fully completed claim for a covered service within sixty (60) days, the effected employee may apply to the Authority to pay such claim upon adequate submission of supporting documentation. When the Authority deems such claim properly completed it shall make payment thereon within an additional thirty (30) days. As part of such application the Authority may require the execution of a binding assignment or subrogation agreement from the employee to the extent of payments made on the employee's behalf.

#### 8. Survivor Benefits

The surviving spouse of an employee with 10 or more years of service with Middlesex County and or the Employer who dies while on the payroll of the Employer shall be entitled to a continuation of health benefits coverage for a period of 36 months from the date of death under the same terms and conditions as applied while the employee was alive, including contributions required under P.L. 2011, Chapter 78.

### ARTICLE X HOLIDAYS

A. All employees and part-time employees as defined in this Agreement shall receive the following fourteen (14) holidays:

1. New Year's Day

2. Martin Luther King Day
3. Lincoln's Birthday
4. Washington's Birthday
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. General Election Day
11. Veteran's Day
12. Thanksgiving Day
13. Day after Thanksgiving
14. Christmas Day

B. An employee who is on leave of absence (i.e. injury leave, worker's compensation or other unpaid leave) shall not be eligible for paid holidays which fall during the employee's leave of absence.

C. Any holiday which falls on Saturday shall be celebrated the preceding Friday. Any holiday which falls on Sunday shall be celebrated the following Monday except for those employees in seven-day facilities which observe a holiday on the actual day it occurs. If a holiday falls on a day during an employee's vacation or bereavement leave, he/she shall be granted an additional day off with pay.

D. All full-time employees scheduled off on a holiday shall receive their regular time rate and no compensatory day.

E. Those employees with no credited sick, vacation, or personal time who are absent without pay, prior to or the day after a holiday will not be compensated for that said holiday.

F. In order to be eligible for holiday pay, an employee shall work his/her last scheduled work day prior to the holiday and the next scheduled work day following the holiday. This provision shall not be applied to authorized absences or verifiable illnesses, if requested.

G. Holiday pay shall be paid for the regularly scheduled shift falling on the holiday, not to exceed eight (8) hours.

ARTICLE XI  
WORK-INCURRED INJURY

A. Employees who are injured, whether slightly or severely, while working must make an immediate report within eight (8) hours thereof to the Personnel Officer or his/her designee.

B. Employees may not return to work without a certification from his/her physician that he/she is capable of returning to work. Should the Authority wish any additional opinion other than what is specified above, it may order the employee to a medical physician for a certification to return to work at Authority expense. Should there be a difference of opinion between the two doctors, then the Authority will send the employee to a third doctor at Authority expense.

C. Whenever an employee is injured or disabled as a result of or arising out of his/her employment so as to be physically unfit for duty, said employee shall be entitled to injury leave for a period not to exceed one (1) year in accordance with N.J.S.A. 40A:9-7. Such leave shall not be chargeable to sick leave. In each instance of injury leave, the Personnel Committee of the Authority Board shall approve the leave provided that the examining physician appointed by the Authority shall certify to such injury or disability and provided further that the employee shall comply with the provisions of this section. Before such injury leave shall commence, the employee shall enter into a contract with the Authority to reimburse the Authority out of the monies he or she may receive as Workers' Compensation, temporary disability or legal settlements arising out of his or her injury.

D. For the purpose of compliance with the requirements of N.J.S.A. 34:15-1 et seq., the procedure outlined below shall be followed:

1. No later than forty-eight (48) hours after the occurrence of an injury covered by this section, the injured employee shall complete the customary injury report(s) required by the State of New Jersey Department of Labor and Industry. Such forms may be obtained from the Personnel Officer.

2. Within 48 hours of the occurrence of an injury covered by this section, the Personnel Officer or his/her designee shall furnish information on the forms supplied by the Personnel Officer or his/her designee and one copy of said report shall be submitted to the Personnel Officer.

3. The Executive Director shall cause an investigation to be made to said injury and upon completion of said investigation shall recommend to the Authority the action to be taken pursuant to Paragraph C of this section and pursuant to the requirements of N.J.S.A 34:15- 1 et seq.

4. The Personnel Officer or his/her designee shall cause to be filed with the Authority a semi-monthly report list setting forth the agreements and terms for reimbursements.

5. An employee of the Authority who is on injury leave shall be credited with sick and vacation leave at the same rate as if he/she were working.

6. In the event an employee exhausts his or her one year of injury leave before he or she

is capable of returning to work, he or she may continue on the payroll by using his or her accumulated sick and vacation time. After accumulated time has been used, the employee, if full-time, has the option of applying for a leave without pay. Non-full-time employees are terminated after using accumulated sick and vacation time.

7. If the injury leave is declared non-compensable, an employee may use any accumulated sick, vacation, or personal days. If the employee does not have any accumulated time, the Authority shall be reimbursed for injury leave declared non-compensable.

E. Paid holidays occurring during a period of injury leave shall not be charged to injury leave.

F. All of the requirements of N.J.S.A. 34:15-1 et seq. shall govern and control the Injury Leave and Compensation Benefits including the requirements for reimbursement and the basis for not granting an Injury Leave.

ARTICLE XII  
MILITARY LEAVE

A. Any full-time employee who is a member of the National Guard, Naval Militia, Air National Guard or a Reserve component of any of the armed forces of the United States and who is required to engage in field training shall be granted a military leave of absence with pay for the period of such training as is authorized by law. This paid leave of absence shall be in addition to his or her vacation.

B. When an employee not on probation has been called to active duty or inducted into the military forces of the United States, he or she shall automatically be granted an indefinite leave of absence without pay for the duration of such active military service and all employee benefits shall cease. Such employee may be reinstated without loss of privileges or seniority accrued to the last day worked, provided he or she reports for duty with the Authority within sixty (60) days following his or her honorable discharge from the military service and provided he or she has not voluntarily extended the length of his or her military service.

C. If the military service occurs during a time of war, reinstatement will be allowed up to three (3) months after the date of honorable discharge unless the employee is incapacitated at the time of discharge, in which case reinstatement will be allowed up to three (3) months following his or her recovery so long as the recovery occurs within two (2) years from the date of discharge.

ARTICLE XIII  
JURY LEAVE

A. A regular full-time employee who loses time from his or her job because of jury duty as certified by the Clerk of the Court shall be paid by the Authority his or her full daily base rate of pay (up to a maximum of eight (8) hours), subject to the following conditions:

1. The employee must notify the Personnel Officer or his/her designee immediately upon receipt of a summons for jury service; and

2. The employee submits adequate proof of the time served on the duty and the amount received for such service.

B. If on any given day an employee is attending jury duty and he or she is released by the Court prior to twelve o'clock P.M., that employee shall be required to return to work subject to work schedule that day in order to receive pay for that day.

C. The employee shall turn over to the Authority monies received from jury duty that exceed \$10.00.

D. A seasonal employee who loses time from his or her job due to jury duty will be entitled to only one (1) day of pay (up to a maximum of eight (8) hours) if scheduled to work on the date called for jury duty.

ARTICLE XIV  
DISCRIMINATION AND COERCION

A. The Employer and the Union agree that there shall be no discrimination against any employee because of age, race, creed, color, religion, marital status, sex, national origin, ancestry, political affiliation, sexual or affectional orientation, gender identity or expression, disability, nationality and physical or mental handicap.

B. The Employer and the Union agree that all employees covered under the Agreement have the right without fear of penalty or reprisal to form, join, and assist any employee organization or to refrain from any such activity. There shall be no discrimination by the Employer or the Union against any employee because of the employee's membership or non-membership or activity or non-activity in the Union.

C. Sexual Harassment Policy.

1. The parties will be bound by the terms and provisions of the Sexual Harassment Policy, as adopted and as may be amended by the Authority from time to time.

2. Should any bargaining unit member have a question regarding the above referenced policy, the member should contact the Director of Administration at 609-655-5141 concerning issues of sexual harassment.

ARTICLE XV  
PROBATIONARY PERIOD

A. All employees hired during the term of this Agreement shall serve a probationary period of forty (40) days from the date of hire. During this probationary period, the Authority reserves the right to terminate a probationary employee for any reason. An employee if terminated during this probationary period, shall not have recourse through the grievance procedure set forth in this Agreement.

ARTICLE XVI  
SEVERABILITY

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. If any provision of this Agreement is subsequently declared to be unlawful by a proper legislative, administrative authority or court of competent jurisdiction, the parties agree to negotiate a subsequent provision thereof.

ARTICLE XVII  
PERSONNEL FILES

A. A separate personnel history file shall be established and maintained for each employee covered by this Agreement. Personnel history files are confidential records and shall only be maintained in the Authority's Office.

B. Each employee shall have the right to inspect and review his or her own individual personnel file, upon request to the Employer. The Employer recognizes and agrees to permit this review and examination at any reasonable time. Employees shall have the right to photocopy, at the employee's expense, and to define, explain, or object in writing to anything found in his or her personnel file, and this writing shall become a part of the employee's personnel file. Such response must occur within ten (10) days of discovery in the file or be waived.

C. All personnel history files shall be carefully maintained and safeguarded.

D. Employees shall receive a copy of each derogatory or disciplinary document being placed in his or her personnel file within ten (10) days. The employee shall sign off and date any document given to him or her and have the right to place a written rebuttal response to any and all disciplinary documents contained in the personnel file. All warnings and minor reprimands over one (1) year old shall be deleted from the Authority's personnel file provided there are no subsequent reprimands, warnings, corrected and/or disciplinary actions of the same nature in the employee's file. It is further understood that all major disciplinary actions will remain in the employee's file.

E. The files maintained by the Authority are the official personnel files for all employees. No other official file or personnel record will be maintained. However, it is agreed that a departmental reference file will be maintained for day-to-day reference.

ARTICLE XVIII  
SHIFT DIFFERENTIAL

In the future, the Authority and the Union may negotiate a shift differential.

ARTICLE XIX  
SEASONAL EMPLOYEES

A. Benefits for seasonal employees will be limited to Worker's Compensation and those other benefits provided by law or as otherwise set forth herein. Employees in this category will not receive vacation days, sick days, holidays, personal days, bereavement days, health benefits and dental benefits or any other contractual benefits, unless set forth herein.

B. Seasonal employees working at the Golf Courses may work from March 1st through December 1st of each year. At the discretion of the Authority, seasonal employees may work from December 2nd through March 1st. A voluntary on call list will be established according to the staffing needs of the Authority. Seasonal employees shall be Union members.

C. Employees on lay-off shall be hired as seasonal employees first, prior to hiring new personnel.

D. Seasonal employees may not be hired above the salary of any bargaining unit member within the salary range of the appropriate job title they are hired into. Exceptions to this shall be communicated to the Union.

E. Seasonal employees at the Golf Courses who work in a seven-day work operation may be scheduled by the Authority without limitation and regardless of overtime work of other Golf Course employees.

F. The Union President or his/her designee shall receive a list of seasonal employees within ten (10) working days after employment commences.

G. Seasonal employees shall be provided preference for full-time employment, subject to existing rights of part-time employees.

H. Seasonal employees will be given preference for employment for the next succeeding year, provided notice of intent is provided to the Authority by January 31st of the year and provided, further, that the employee's work record is satisfactory.

I. Seasonal employees who have completed at least ninety (90) days of service in the prior year, shall receive the negotiated wage increase set forth in Article IV in the following year.

J. Seasonal employees employed for a second consecutive season or longer shall be entitled to a prorated portion of benefits, which proration shall be established by the Authority, for vacation, sick and personal leave, and shall be provided with holiday pay for Thanksgiving Day, provided that the seasonal employee is scheduled to work during the pay period or month in which Thanksgiving Day falls. Seasonal employees who work at least one (1) shift in each of ten (10) consecutive months during a single calendar year will be entitled to one (1) additional holiday to be paid within the month following the tenth consecutive month. The seasonal employee shall not, however, receive medical benefits as a seasonal

employee.

K. Seasonal employees who work four (4) months per year or less shall be called summer seasonal employees. Summer seasonal employees shall receive no benefits except for Worker's Compensation and those other benefits provided by law.

L. Seasonal employees (not including summer seasonals) shall be entitled to longevity pay pursuant to the eligibility requirements and provisions of Article IV.

M. Seasonal employees (not including summer seasonals) may request unpaid leave for a period of up to six (6) months during the period of November to April. If the unpaid leave is granted by the Executive Director or his/her designee, the employee's return to work date shall be determined by the Authority based on the commencement of seasonal scheduling for that position. The employee shall not suffer a loss of seniority and shall return to the same rate of pay.

N. Seasonal employees (not including summer seasonals) shall be entitled to one day of pay (up to a maximum of eight (8) hours) if scheduled to work on the date called for jury duty.

O. Seasonal employees hired after the date of this Memorandum of Agreement in the Clubhouse or Turf management titles shall receive a fixed hourly rate of: between \$9.50 and the lowest paid current employees for Clubhouse employees and \$10-12 for Turf Maintenance employees for the term of this agreement.

i. Seasonal Employees hired after the date of this Memorandum of Agreement shall not receive either the negotiated wage increase provided for in this agreement or separate adjustment set forth in Section 3E above.

ii. Seasonal Employees hired after the date of this Memorandum of Agreement shall not receive the contract benefits set forth in Article XIX, Sections C, G, H, I, J, L, M and N.  
Season

iii. Seasonal Employees hired after the date of this memorandum will be evaluated based on their performance and be given consideration for hiring in the next succeeding year based upon their performance, however, the decision to re-hire shall be solely in managements discretion.

ARTICLE XX  
PERSONAL DAYS

A. Employees covered under this Agreement, with the exception of seasonal employees and summer seasonal employees, shall be allowed four (4) days of personal leave annually. Such leave shall be noncumulative and will be lost if not used.

B. Forty-eight (48) hour notice shall be required when personal days are used in conjunction with other leave (i.e. vacation, holiday, etc.). Employees shall make every effort to use personal days before using vacation days.

C. New employees shall accrue one (1) personal day at the end of each third month of employment. Thereafter, each employee shall be credited with (4) personal days on January 1st of each year. Payment for personal days shall be calculated on the basis of one (1) accrued personal day for each three (3) months of employment completed in the year said employment is terminated. If termination of employment occurs prior to yearend and more personal time has been taken than was earned, the excess shall be deducted from the employee's last paycheck, and if not, shall be paid by the employee.

D. Personal days may be taken on separate days or consecutively.

E. A personal day shall be paid for actual time taken not to exceed an eight (8) hour day.

ARTICLE XXI  
PART-TIME EMPLOYEES

A. All regular part-time employees shall be paid on an hourly basis based on the annual wage for the appropriate job classification as set forth in the adopted salary schedule, pro-rata.

B. Each regular part-time employee shall earn one (1) eight (8) hour day of paid vacation leave for each one hundred seventy-three (173) hours worked.

C. Each regular part-time employee shall earn one and one-quarter (1 1/4) eight (8) hour day of paid sick leave for each one hundred seventy-three (173) hours worked.

D. Each regular part-time employee shall be paid for that portion of each holiday that he or she would have been scheduled to work on that day.

E. Each regular part-time employee shall be covered for all of the health benefits included in this Agreement if they are scheduled for and regularly work twenty-four (24) hours or more each week.

F. Part-time employees shall have their personal days and vacation days pro-rated and be granted that portion related to their actual hours worked provided the said employee works twenty (20) hours or more per week. Such leave shall not be cumulative.

G. If an employee earns at least \$1,500 per year and is paid in each quarter of the year, then the employee shall be enrolled into PERS immediately after one-year continuous service.

H. It is understood that part-time employees shall not be entitled to any other benefits not enumerated in this Article.

ARTICLE XXII

SAFETY

A. The employee, upon discovering an unsafe or hazardous condition, will as soon as possible tell his or her supervisor and put such complaint in writing. The supervisor shall investigate said complaint and report on his or her investigation to both the employee and the Personnel Officer in writing.

B. All Authority employees are required to have a high regard for personal safety and the safety of others.

C. The Employer agrees to comply with O.S.H.A. standards for safety. The Union and an employee will give the Authority written notice of an alleged safety problem. The Authority will be given a reasonable period of time to investigate and/or correct the alleged safety problem prior to the employee or Union filing a complaint with O.S.H.A.

D. The Union shall have the right to appoint with confirmation by the Authority three (3) members, one from each golf course, to a safety committee who shall have the authority to review alleged safety complaints with approval and prior notice to the Authority. The Safety Committee will meet on a quarterly basis with the Executive Director or his/her designee.

E. Failure to use safety equipment may subject the employee to disciplinary action. The Employer shall provide employees with tools, or devices deemed necessary in order to ensure their safety and health. When such materials are issued, they shall be used.

ARTICLE XXIII  
MISCELLANEOUS BENEFITS

A. MEAL REIMBURSEMENT

1. Any employee required to work through a meal hour at a Golf Course shall be entitled to reimbursement for meals at the rate of Ten Dollars (\$10.00). The meal hour shall commence when the employee has worked one and one-half (1 1/2) hours past their normal shift.

2. If an employee continues to work after the hours as indicated on the meal schedule above, the following schedule will be applied:

- 0 - less than 1 ½ hours = no meal
- 1 ½ - less than 7 ½ hours = 1 meal
- 7 ½ - less than 13 ½ hours = 2 meals

Thereafter, an employee shall be entitled to a meal allowance every six (6) hours.

3. Any employee who is required to work through his/her regular lunch period shall be paid at the rate of time and one-half (1 1/2) for the lunch time worked. Employees who are called in to work not connected with their regular hours of work for a period of time exceeding two (2) hours will receive a paid lunch after six (6) hours of work. Employees called in for a period of two (2) hours connected with their regular shift will not be subject to receiving a paid lunch until after completing their regular shift hours of work.

4. Employees working a ten (10) hour shift shall be eligible for a thirty-five (35) minute meal break.

B. UNIFORMS

1. It is understood and agreed that in the event the Authority determines that employees shall be dressed in uniforms, the Authority shall supply to said employees' uniforms on a yearly basis. Uniforms shall be replaced on an as-needed basis as solely determined by the Authority.

2. The Authority shall make available the following wearing apparel: rain gear and boots. Mechanics shall be provided with coveralls and aprons. When such materials are issued, they shall be used. Failure to use said safety materials could result in disciplinary action.

3. The Authority shall make available for full time employees the following: one (1) hat, one (1) pair of boots, and four (4) shirts. Full time employees shall also be entitled to a \$75.00 reimbursement once every three (3) years for the purchase of a jacket or coverall. The Authority shall make available for seasonal employees the following: three (3) shirts and one (1) hat. In the event an employee is scheduled to work outdoors between November and April, the Authority shall make available an outdoor jacket. Uniforms shall be issued by April 1st of each year. When issued uniforms shall be worn by the employee.

### C. EMPLOYEE EXPENSES

1. When the performance of any job requires the use of specialized equipment, such as rain gear, coveralls, and/or safety equipment, the specialized equipment shall be provided by the Employer at no expense to the employee. Mechanics and repairmen who provide their own tools for use on Authority jobs shall receive a comparable tool or cost replacement if their own personal tool is damaged or destroyed, stolen due to verifiable break-in, or unusable because of fair wear and tear.

### D. MILEAGE ALLOWANCE

1. Whenever an employee shall be required to use his/her personal vehicle in any Employer-connected business, he/she shall be entitled to the allowance as established by the policy of the Authority. Additional expenses such as parking, tolls, etc. shall be reimbursed to the employee upon submission of a receipt and voucher.

### E. NEW EMPLOYEES

1. It is the intention of the Employer, in accordance with the Union, to start all new employees at the minimum for the salary range for that position. Exceptions to this policy and salary range changes, if they should occur, will be communicated, reviewed, and discussed with the Union President or his/her designee.

2. The Authority shall notify the Union President or his/her designee of any newly hired employees and their starting base salary within one week of the newly hired employee commencing to work in that position.

### F. RECLASSIFICATION SURVEY

1. If the Employer requests a complete job title survey of any job title covered by this Agreement, the Union shall be permitted to take an active part in the survey. The Employer shall notify the Union that a survey shall take place, and shall request recommendations from the Union, and cooperate with the Union regarding the survey.

2. Mechanics will perform cart repair and maintenance.

### G. CORRECTIONS OF PAYCHECK ERRORS

1. The Authority shall correct and adjust any errors in any employee's paycheck within the immediately succeeding pay period after appropriate notice is received by the Authority. The "immediately succeeding pay period" will be determined giving due consideration to regular payroll processing cut-off dates. A list of these dates will be made available to the Union.

### H. REQUIRED LICENSES

1. The Authority agrees to pay the actual fee for obtaining licenses required by an employee if required for the operation of the Golf Courses, not to exceed \$500.00. To be eligible for reimbursement, the employee must receive prior written approval from the Supervisor.

2. If an employee who is required by the Authority to have a CDL license for their Authority employment is unable to have their CDL medical exam fully covered by their Authority health benefits, or other arrangements as the Authority may make for them to satisfy this requirement without them incurring any expense which the Authority may direct them to use, then the employee shall be reimbursed by the Authority for the unavoidable uncovered expense upon submission to the Authority of appropriate documentation of the expense. It shall be the employee's responsibility to obtain the appropriate documentation of the expense as promptly as reasonably possible and to provide same to the Authority and within not more than ten (10) business days of incurring, unless unable to do so in that time.

ARTICLE XXIV  
RULES AND REGULATIONS

Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Union before they are established, as same is provided for by N.J.S.A. 34:13A-5.3.

ARTICLE XXV  
DISCHARGE AND DISCIPLINE PROCEDURES

A. 1. It is expressly understood that the Employer shall have the right to discipline or discharge any employee; however, the Employer agrees that it shall not discipline or discharge any employee covered by the terms of this Agreement without just cause.

2. The Employer shall apply the following principles of progressive discipline for employees covered under the terms of this Agreement with respect to recurring minor offenses.

First Offense: Oral Warning

Given by a supervisor to the employee in the presence of a Union representative, and clearly stating the reasons for the warning. Notation of this warning shall be made in the employee's personnel file.

Second Offense: Written Warning

Given by a supervisor with agreement of the Executive Director. One copy of the written warning shall be given to the employee, one copy shall be placed in the employee's personnel file and one (1) copy shall be given to the Union President.

Third Offense: Written Warning

Given by the supervisor with agreement of the Executive Director. The notice shall clearly state the reasons for the warning. One copy of the written warning shall be given to the employee, one copy supplied to the Union President, and one copy shall be placed in the employee's personnel file.

Fourth Offense: One Day Suspension

Given by the Executive Director based on recommendation of the supervisor. A one-day suspension without pay shall serve as a warning to the employee of the seriousness of the situation, and that corrective action is needed by the employee. Written notice of suspension shall be supplied to the employee and to the Union President and one copy shall be placed in the employee's personnel file.

Fifth Offense: Three Day Suspension

Given by the Executive Director. A three-day suspension without pay shall serve as a further warning to the employee of the seriousness of the situation, and that corrective action is needed by the employee. Written notice of suspension shall be supplied to the employee and to the Union President and one copy shall be placed in the employee's personnel file.

Sixth Offense: Five Day Suspension

Given by the Executive Director. A five-day suspension without pay will serve as a final warning to the employee of the continued seriousness of the situation, and that corrective action is needed by the employee. Written notice of suspension shall be supplied to the employee and to the Union President and one copy shall be placed in the employee's personnel file.

3. Any employee who receives a -written warning for a minor offense or who is given a suspension for a minor offense shall have a copy of the action taken placed in his/her personnel file where it will be kept for a period of one (1) year next following the action taken, providing that no recurring minor disciplinary action was taken within the same one (1) year period. If there is another minor disciplinary action taken within the same one (1) year period, the copy of the action taken shall remain in the employee's file until such time that there is a period of one (1) year without disciplinary action being taken, at which time the record of minor discipline shall be removed from his/her personnel file.

4. The Employer may suspend without pay or with reduced pay, or demote an employee due to inefficiency, incompetency, misconduct, negligence, insubordination, or for other sufficient cause; however:

(i) An employee who shall be suspended, or demoted more than three (3) times in any one year (one year being from date of first suspension, fine, or demotion to one year therefrom), or more than five (5) days at one time, or for a period of more than fifteen (15) days in the aggregate in any one (1) year shall be served with written charges and have the right to appeal the last disciplinary action to the Executive Director;

(ii) No suspension shall exceed six (6) months except for suspensions pending criminal complaint or indictment.

5. An employee may not be removed except for just cause upon written charges. Notice of the removal shall be sent to the employee, and a copy of said notice shall be sent to the Union at the same time.

6. Any of the following shall be cause for removal from the Employer's service, although removals may be made for sufficient causes other than those listed below:

- a) Incompetency, inefficiency or failure to perform duties;
- b) Insubordination;
- c) Inability to perform duties;

- d) Chronic or excessive absenteeism or lateness;
- e) Conviction of a crime;
- f) Conduct unbecoming a public employee;
- g) Neglect of duty;
- h) Misuse of public property, including motor vehicles and equipment; and
- i) Other sufficient cause.

7. Any suspension, demotion, or disciplinary act taken against an employee consisting of five (5) days or less shall be subject to the grievance and arbitration procedure herein.

8. Employees, except employees in their work probationary period, shall have the right to departmental hearing in every disciplinary action involving an employee where the contemplated penalty may be:

- a) Removal;
- b) Suspension of more than five (5) days at one time. The last suspension or fine of an employee for five (5) days or less shall be reviewable where an employee's aggregate number of days suspended or fined in any one (1) calendar year is fifteen (15) days or more. Where an employee receives more than three (3) suspensions or fines of five or less days in a calendar year, the last suspension or fine is reviewable;
- c) Disciplinary demotion; and
- d) Good faith of a layoff.

9. Such hearings shall be commenced as soon as possible and not later than thirty (30) days after service of a copy of the charges upon the employee.

B. In any disciplinary action against an employee, said employee shall be entitled to written notice of the charges and specifications and a hearing. Further, the charged employee shall have the right to Union representation at this disciplinary hearing.

C. The Authority shall select a hearing officer for a hearing provided for in this Article and the hearing shall be conducted in a fair and equitable manner including presentation of witnesses, cross-

examination of witnesses, and a written decision stating finding of fact and conclusion.

D. Any employee who is disciplined or discharged shall have the right to appeal disciplinary action. It is expressly understood that an employee shall only be entitled to one (1) avenue of appeal.

E. In disciplinary actions based on non-serious violations where an employee is subject to disciplinary action which would result in lost time, such disciplinary action shall not be implemented for at least three (3) working days subsequent to the day when the incident occurs. During this three (3) day period, the Employer, employee and a Union representative shall have a meeting to attempt to resolve the matter. The Executive Director shall determine if a violation is not serious which determination shall be reasonable. By way of illustration and not limitation, serious violations shall include theft, intoxication on duty, possession of alcohol or drugs on duty, disorderly or immoral conduct, or damage or physical violence to the Employer, employees or the public or any of their respective property.

F. Notwithstanding anything contained herein to the contrary, employees who have a no call/no show infraction for three (3) working days or more, may be terminated by the Authority. Any employee so terminated shall be entitled to a hearing pursuant to this section.

ARTICLE XXVI

SAVINGS

A. It is mutually understood and agreed that all benefits currently enjoyed by employees shall remain in effect and become part of this Agreement, except if in conflict with the terms contained herein.

B. Previous benefits existing or alleged to have been existing prior to the effective date of this Agreement shall not be admissible in any judicial or grievance procedure hearing.

C. In order for a benefit to be binding, it must be:

- 1) clearly enunciated and explicitly acted upon; and
- 2) readily ascertainable over a reasonable period of time as a fixed and established benefit accepted by both parties.

ARTICLE XXVII  
UNION SECURITY

A. Workplace Democracy Act

The authority abides by the Workplace Democracy Act, which requires:

A. Access

Employers must provide the Union with access to:

- i) meet with employees on the premises of the employer during work day to investigate/discuss grievances, workplace-related complaints and other workplace issues;
- ii) conduct worksite meetings on employer's premises to discuss workplace issues, during lunch and other non-work breaks, before and after workdays;
- iii) meet with newly hired employees for 30 minutes within 30 days from being hired, without charge to pay or leave;
- iv) use the Employer's email systems to communicate with the Union members regarding collective negotiations, investigation of grievances, workplace-related complaints and issues, as well as internal union matters;
- v) use government buildings and other facilities of the government to conduct meetings with their members, so long as the meetings do not interfere with government operations and the meetings are not for political reasons;

B. Hiring Notice

Within 10 days from hiring a unionized employee, Employers must provide the Union with:

- 1) the new employee's name, job title, worksite location, home address, work telephone number, date of hire, work email address, and any personal email address and home and personal cellular telephone numbers on file with the public employer.
- 2) Beginning January 1<sup>st</sup>, 2019, every 120 calendar days, Public Employers are required to provide the Union organization with an updated version of the employees' information, which shall be exempt from the requirements of OPRA.

C. Negotiations

Within 10 days of the Union's request, the Employer must begin negotiations over contractual provisions to memorialize the parties' agreement to implement the provisions of the Act into the Collective Bargaining Agreement. If within 30 days of starting negotiations, the parties have not yet reached an agreement, either party may file a petition with PERC to resolve the negotiation dispute through the appointment of an arbitrator.

D. Changes: The Union will notify the Authority in writing of any change in the list provided for in Section One above and/or the amount of the representation fee, and such

changes will be reflected in any deductions made more than ten (10) days after the Authority receives said notice.

E. Indemnification: With respect to dues deductions, representation fee deductions, and the Union's demand and return system established pursuant to law, the Union shall indemnify, defend, and hold the Authority 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 Authority pursuant to the above provisions concerning dues deductions and representation fee. It is furthermore expressly understood that the representation fee provision set forth above shall not be effective unless and until the Union shall have notified the Authority in writing, that it has adopted a demand and return system which fully complies with applicable statutory provisions.

F. Any Union member desiring to resign from the Union shall be permitted to do so only on two (2) specific occasions during the calendar year; i.e., on January 1st or July 1st. This request must be in writing to the President of the Union and the Authority.

G. Upon the receipt of a lawfully executed written authorization from an employee, the Authority agrees to deduct the regular monthly dues of such employee from his/her pay check and remit such deduction to 2653A Whitehouse-Hamilton Square Road, Hamilton, New Jersey 08690. The Union will notify the Authority in writing of the exact amount of such regular membership dues to be deducted.

ARTICLE XXVIII  
UNION REPRESENTATIVES - RIGHTS AND PRIVILEGES

A. The Union shall have the right to designate such of its members as it, in its sole discretion, deems necessary to act as Stewards. Such Stewards and any other authorized Union representatives shall not be discriminated against due to their legitimate Union activities.

B. Nothing contained herein shall prohibit the Authority from transferring and/or reassigning stewards and/or officers, so long as such transfer and/or reassignment is not due to their Union activities.

C. The Union shall furnish to the Employer a list of duly elected or appointed Stewards within ten (10) days after their election or appointment.

D. A Steward may arrange to check time cards, time books, and time sheets at reasonable times, so long as there is no interference with proper service to the public. An employee may arrange with the supervisor to check his/her time card, time book or time sheets, at any reasonable time.

E. The Employer agrees to promptly make available to the Union all public information concerning the Authority, including but not limited to, financial statements, debt statements, annual audit reports, annual budget pertinent to any particular case, together with all information which may be necessary for the Union to process any grievance, unfair labor practice charge, disciplinary hearing, arbitration, or complaint. All such information shall be updated upon reasonable request. All requests shall be made through the Authority Government Records Custodian.

F. Whenever a representative of the Union or any employee is required by the Employer or the Union to participate during working hours in contract negotiations, grievance procedures, arbitration hearings, disciplinary hearings, unfair labor practice charges, or formal conferences, the employee shall suffer no loss in pay.

G. PERC attendance shall not exceed two (2) Union representatives with one (1) alternate with no loss in pay.

H. The Union shall have the use of the bulletin boards and inter-office mail for official Union business.

I. Union representatives, who are not Authority employees, will be permitted, with advance notice and approval, to visit with employees during working hours at their work stations for the purpose of assessing Union representation matters only. Such representatives shall also be recognized by the Employer as authorized spokespersons for the Union in meetings between the parties regarding

employee representation matters.

J. Union Officers and Stewards in cooperation with the Employer shall have the right to enter upon the premises of the Employer during working hours, with no loss in pay, for the purpose of conducting normal duties related to the enforcement and policing of this Agreement, so long as such visits do not interfere with proper service to the public, and with prior notice to the Personnel Officer or his/her designee.

K. Union members to be designated by the Union shall be granted up to five (5) paid days providing these days coincide with their regularly scheduled work days, and up to five (5) unpaid days in the aggregate to attend Union conferences or conventions. It is further understood that these leave days are not cumulative on a year to year basis.

L. The Union shall request these days at least one (1) week in advance.

ARTICLE XXIX  
PROMOTIONS, SENIORITY AND LAYOFF

A. All eligible employees shall be advised at the earliest possible time that a promotion vacancy is to be filled, and the vacancy shall be posted on all bulletin boards reserved for Union use.

B. No employee shall receive a pay cut on promotion.

C. All employees promoted shall receive a higher salary calculated in the following manner: (a) the employee's salary under his or her old job title shall be increased by six percent (6%); or (b) the new minimum salary, whichever is greater.

D. All promoted employees who receive a new annual salary pursuant to this section shall also be entitled to receive all other wage increases as provided in the Salary Article.

E. Seniority is defined as an employee's total continuous length of service with the County of Middlesex or Authority beginning with initial date of hire. Any authorized leave of absence is considered to be continuous service with no accrued seniority for that period of time.

F. The Authority reserves the right to layoff personnel. In the event of layoff, departmental seniority shall prevail, provided the employee has the necessary qualifications, skills, abilities and job title to perform whatever work may be available as solely determined by management. Employees subject to a layoff shall be entitled to a pro-rata share of any retroactive wage increases as enunciated in Article V of this Agreement.

G. Employees on layoff shall be recalled in the inverse order of layoff, provided the employee has the necessary qualifications, skills, abilities and job title for the work available as solely determined by the Authority. The Authority will not hire new employees while there are employees qualified to perform the duties of the vacant position on the recall list unless such employees on recall shall refuse to accept such employment.

H. The Authority shall maintain an accurate, up-to-date seniority roster showing each employee's date of hire, job title and pay rate and shall furnish copies of same to the Union upon reasonable request.

I. The Authority shall advise the appropriate Union representative of any changes which necessitate amendments to the seniority list.

J. For the purposes of promotions only, seniority shall be defined as an employee's continuous length of service within present job title. The Authority agrees to post a notice regarding any promotional job vacancy. Such notice shall be posted at every work site at the Golf Courses where the vacancy exists. The Authority will appoint the most qualified employee to the position. Where two or more employees are equally qualified to perform the job, seniority will be given consideration.

K. Written notice of any and all promotions shall be sent to the Union President and/or his or her designee.

ARTICLE XXX  
MISCELLANEOUS

A. VIDEO DISPLAY TERMINALS

- (1) Training should be provided;
- (2) Chairs should be provided that are adjustable in height and the angle of the back support;
- (3) The work station should be designed to provide for independent adjustment of the keyboard height, screen height and position (if available in said equipment);
- (4) Other accessories which are required on an individual basis such as foot and wrist rest, anti-glare screens, anti-static pads or spray, etc. should be provided;
- (5) Where practicable, the work station should have direct sunlight shaded, and operators should be seated at right angles to any windows to avoid seating arrangements that have the operator facing the window;
- (6) Where practicable, non-fluorescent lighting should be provided for each work station. All existing fluorescent lighting should be modified to lessen or reduce glare;
- (7) The work space should be free of any potential electrical hazards, including exposed wires or exposed extension cords;
- (8) Break times should be varied for full-time VDT equipment, they should also try to budget for proper furniture to arrive at the same time.
- (9) Upon submission of proof satisfactory to the Executive Director that an employee is physically incapable of a VDT terminal due to injury, disability or pregnancy, the employer should make every effort to assign such employee to appropriate, alternative duties in the same title for the period of such disability, provided that such temporary assignment shall not exceed one year.

B. SEXUAL HARASSMENT

1. The parties will be bound by the terms and provisions of the Sexual Harassment Policy as adopted and amended by the Authority.
2. Should any bargaining unit member have a question regarding the above referenced policy, they should contact the Director of Administration at (609) 655-5141 concerning issues of sexual harassment.

C. CHILD CARE REIMBURSEMENT POLICY

1. Full-time employees are entitled to receive a weekly reimbursement for child care expenses for each child as follows:
  - a) Base Salary up to \$18,000: \$35.00 per week;
  - b) Base Salary \$18,001 to \$25,000: \$25.00 per week;
  - c) Base Salary over \$25,000: \$15.00 per week.

2. Full-time employees may receive the reimbursement upon proof of payment for child care to any child care provider except a spouse.

3. If a husband and wife are both entitled to the reimbursement hereunder, the Authority shall only pay one reimbursement at the highest salary rate.

D. FOUR DAY WORK WEEK

The Authority shall have the right to establish a four-day work schedule, at its option, to overlap existing shifts. The Authority has the right to assign titles to the four (4) day schedule. Within title, employees will either bid on a seniority basis or work on rotating shifts at the Union's option. The Authority agrees, to the extent possible, to make the new schedule voluntary but has the right to assign appropriate employees.

E. PAY PERIODS

Effective 1/1/2018 the annual salary for employees covered by this agreement shall be paid bi-weekly on Fridays.

F. DRIVER'S LICENSE

The Authority shall have the right to check valid driver's licenses of employees operating Authority vehicles or operating personal vehicles in performance of job duties at any time. Such employees are required to report loss, revocation, or suspension of driving privileges.

G. MISCELLANEOUS

1. The Authority will make every effort to permit employees to apply for insurance through New Jersey Manufacturers for such time period as the Authority is a member of the New Jersey Business and Industry Association.

2. The Authority shall pay for a Lyme's disease vaccination for those employees working outdoors who determine to obtain same.

3. The Authority will schedule labor/management meetings on a quarterly basis.

ARTICLE XXXI

TUITION AID

The Employer agrees to maintain its assistance for employees attending institutions of higher learning in accordance with the policies and procedures established by the Authority, subject to the availability of existing funds.

ARTICLE XXXII  
JOB POSTING AND VACANCIES

A. The Employer shall make every effort, when making promotions, to select from the job titles immediately below the position to be filled.

B. When the Employer creates a new job within this bargaining unit or a vacancy occurs, prior to any public advertisement, the Employer shall notify the Union and shall promptly post the job for bid on appropriate bulletin boards. All notices shall contain pertinent information concerning the job, including salary range, and shall remain posted for six (6) working days. Thereupon the bids shall be closed and the above awarded on the basis of ability to perform the job. When two or more employees are equally qualified to perform the job, seniority shall be given consideration.

C. In the event that a bargaining unit member applies for a vacant position and is rejected, the Authority upon written request will provide the applicant, within a reasonable time, an oral statement of reasons for not placing the employee in the vacant position.

D. Current employees shall be given the opportunity to transfer to a new or different shift or job location. Involuntary transfers to a new or different shift or job location shall not be utilized as a substitute for disciplinary action. All employees requesting and receiving lateral transfers shall receive no loss in pay.

E. The determination of abilities and qualifications of an employee shall be made by the Employer.

ARTICLE XXXIII  
FULLY-BARGAINED AGREEMENT

A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargaining issues 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 parties at the time they negotiated or signed this Agreement.

ARTICLE XXXIV  
DURATION

A. This Agreement shall be in full force and effect as of January 1, 2017 and remain in effect to and including December 31, 2020 without any reopening date.

This Agreement may be executed in counterparts and each will be deemed an original.

**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be signed by the parties and caused their proper corporate seals to be affixed the date below written.

ATTEST:

**AMERICAN FEDERATION OF STATE  
COUNTY & MUNICIPAL EMPLOYEES  
COUNSEL #63 LOCAL #3440**

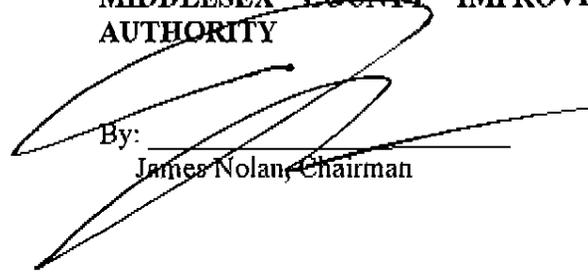
  
Daniel Dezaio

By:   
David Griffin, President

ATTEST:

**MIDDLESEX COUNTY IMPROVEMENT  
AUTHORITY**

  
Paul Abbey, Secretary

By:   
James Nolan, Chairman

<b>APPENDIX A - TITLE AND SALARY SCALES</b>	
<b><u>AFSCME</u></b>	
<b>TITLE</b>	<b><u>SALARY SCALE</u></b>
Assistant Greenskeeper/Foreman	\$28,000 - \$78,387
Golf Facility Attendant	\$22,000 - \$71,406
Mechanic	\$22,000 - \$68,608
Greenskeeper	\$18,000 - \$51,361
Greenskeeper (Seasonal/Hourly)	\$10.50 - 20.00
Cashier (Seasonal/Hourly)	\$9.50 - 20.00
Golf Starter/Ranger (Seasonal/Hourly)	\$9.50 - 20.00
Golf Attendant (Seasonal/Hourly)	\$9.50 - 20.00
Mechanic's Helper	\$9.50 - 20.00
Data Entry Clerk	\$9.50 - 20.00

Currently these titles are not active but are included in the unit: Building Maintenance Worker, Golf Starter/Ranger, Laborer, Data Processor, Laborer (Seasonal), Data Processor (Seasonal), Summer Seasonal Laborer/Greenskeeper (Four Months), Senior Golf Facility Attendant, Senior Golf Ranger, Senior Greenskeeper, Data Entry Clerk, and Mechanic's Helper.