

AGREEMENT

between

THE TOWNSHIP OF WASHINGTON

and

THE POLICEMEN'S BENEVOLENT ASSOCIATION OF NEW JERSEY,

TOWNSHIP OF WASHINGTON

GLOUCESTER COUNTY

LOCAL NO. 318

JANUARY 1, 2002 THROUGH DECEMBER 31, 2005

PREAMBLE

THIS AGREEMENT, made and entered into Washington Township, New Jersey, this 15th day of October 2002, between the **TOWNSHIP OF WASHINGTON**, in the County of Gloucester, hereinafter referred to as "Township" or "Employer" and the **POLICEMEN'S BENEVOLENT ASSOCIATION OF NEW JERSEY, WASHINGTON TOWNSHIP, GLOUCESTER COUNTY, LOCAL #318, INC.**, hereinafter referred to as the "PBA," represents the complete and final understanding of all issues with which the Township and the PBA have agreed upon.

WITNESSETH:

WHEREAS, it is in the interest and the purpose of the parties hereto to promote and improve the labor relations of the Washington Township Police Department; and

WHEREAS, the well being of the employees and the efficient administration of the Washington Township Police Department are benefited by providing employees the right to negotiate with respect to the conditions of their employment; and

WHEREAS, effective labor-management relations within the Police Department depend upon a clear statement of the contractual rights of employees;

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I

RECOGNITION

A. The Township hereby recognizes the PBA as the sole and exclusive representative of all members of the Washington Township Police Department, excluding the Chief of Police, Deputy Chief of Police, Captains, Lieutenants, and Sergeants for the purpose of collective negotiations with respect to the terms and conditions of employment.

B. During negotiations for the renewal of this contract or for the execution of a new contract, authorized representatives of the PBA shall be excused from normal duties without loss of pay for such a period of negotiations provided that there shall be no more than two (2) representatives so excused at any one time.

ARTICLE II

MAINTENANCE OF STANDARDS

A. The rights of both the Township and the employees shall be respected and the provisions of this Agreement for the orderly settlement of all questions regarding such rights shall be observed.

B. Employees shall retain all civil rights under the New Jersey State and Federal Law.

ARTICLE III

NON DISCRMINATION

A. The Township and the Association agree that there shall be no discrimination against any employee because of race, creed, color, religion, sex, national origin, disability or political affiliation.

B. The Township and the Association agree that all police officers covered under this 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 Township or the Association against any employee because of the employee's membership or non-membership or activity and affiliation in or on behalf of any political party.

ARTICLE IV

RETIREMENT

A. Employees shall retain all pension rights as police officers under New Jersey Statute and Township Ordinance.

B. Employees retiring on either regular or disability pension shall be paid for all accumulated holidays and vacations; said payments computed at the rate of pay based upon the base annual compensation due and owing during the last year of his employment prior to the effective date of retirement.

C. Employees retiring on either age and service or disability pension shall be paid a lump sum payment at their normal base pay the total amount due for each full day of earned and unused accumulated sick leave which is credited to him on the effective date of his retirement. The payment to be paid hereunder shall be computed at the rate of one hundred percent (100%) of the daily rate of pay for each day earned and unused accumulated sick leave, based upon the average annual compensation received during the last year of his employment prior to the effective date of his retirement.

D. The Township agrees to maintain coverage of medical plans for a retiring employee (and their family) in good standing either on pension or medical disability.

E. Upon an employee's death, all benefits earned herein shall be paid to his beneficiary(ies) as designated in his pension insurance policy.

ARTICLE V

MILITARY LEAVE

A. Where any employee is a member of the National Guard unit or any reserve unit, or the Armed Forces of the United States, and is required to engage in a field training or to attend weekly drill meetings, he shall be granted military leave of absence with full pay for the period of such training or meeting. Such paid leave of absence shall not affect his vacation. During the period of training, the Township shall pay the employee his pay in accordance with and to the extent required by law. Should it be necessary, it shall be the obligation of the employee to supply proper certification of the amount actually received.

ARTICLE VI

BEREAVEMENT LEAVE

A. In case of death of a member of an employee's immediate family or member of their household, time off necessary to arrange for the funeral and attend the service shall be granted according to the below listed schedule. The days off shall be consecutive work days paid at the employee's established annual salary.

<u>Family Member</u>	<u>No. of Days</u>
Aunt/Uncle	1 working day
Grandmother/Grandfather	2 working days
Mother-in-Law/Father-in-Law	5 working days
Brother-in-Law/Sister-in-Law	
Mother/Father/Sister/Brother	7 working days
Spouse/Son/Daughter/Grandchild	15 working days

B. For the purpose of this Article, step family shall be considered the same as immediate family.

C. In the event of the death of any other relative and/or additional bereavement days are needed, accumulated sick leave may be utilized with supervisor approval.

ARTICLE VII

SICK LEAVE

A. Sick leave is hereby defined to mean absence from post or duty by an employee by reason of personal illness, accident or exposure to a contagious disease, or a member of the employee's family which requires their attendance upon the person who is ill.

B. The term "immediate family" is hereby defined to include the following: spouse, child, grandparent, parent, brother, sister, or spouse's parent, step family, or any relative living in the employee's household.

C. An employee who is absent for reasons that entitle him to sick leave shall notify his supervisor or dispatch promptly, but not later than two (2) hours before the employee's reporting time, if possible.

D. Sick leave shall accrue for regular full-time employees at the rate of one and one-quarter (1-1/4) working days per month in every calendar year of employment, and shall accumulate from year to year. Sick Leave shall accumulate during each year of tenure up to one hundred sixty-five (165) days. Sick leave shall increase each year of the contract, useable from January 1st.

E. 1. A certificate of a reputable physician in attendance shall be required as proof of need of the employee's leave after three (3) consecutive days sick leave.

2. Employees utilizing sick leave for three (3) or more consecutive days for attendance upon a member of the employee's immediate family may be required to provide verification from a physician, when reasonable and prudent.

F. An employee's supervisor may, at any time, require proof of illness (without specification to the exact nature of the illness) of an employee on sick leave, whenever such a requirement appears reasonable and prudent to the supervisor. If an employee's supervisor requires proof of illness pursuant to this Section, the employee shall be examined by the Township physician or any other physician designated by the Township at the Township's expense. If the employee chooses to be examined by any other physician, the examination shall be at the employee's expense.

G. In cases of leaves of absence ordered by the Township physician and/or County Board of Health due to exposure to a contagious disease, a certificate from the Township physician and/or County Board of Health shall be required before the employee may return to work, and time lost will not apply to sick leave or any loss of pay.

H. In the month of January it will be the responsibility of the Chief of Police to post a statement listing the amount of sick

days unused during the year and the total accumulated days unused during an employee's total years of service for each employee.

I. Effective January 1, 1986, all annual accumulated sick leave shall be eligible for "buy back" by an employee on a day-for-day basis. Buy back shall be based on the previous year's earned and unused sick time. Employee's shall receive one day's compensation for each unused sick day he wishes to cash in. (Example: 1985 sick time purchasable in 1986). Payment shall be received with the first pay following the Township budget's final approval. An employee must have fifty (50) unused sick days credited to him before eligible to participate in the yearly buy-back of sick time.

J. The Township will comply with all requirements of the Family Leave Act.

ARTICLE VIII

HOLIDAYS

A. 1. The following shall be considered holidays for eligible employees:

New Year's Day
Martin Luther King's Birthday
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Day

2. Each employee shall receive an extra one-half (1/2) day's pay for each holiday actually worked during the year. This shall be included with the employee's regular pay for that pay period.

B. If a holiday is declared by the President of the United States or Governor of the State of New Jersey, employees shall be entitled to such holidays in addition to all other holidays previously established and paid as provided herein.

C. Each employee shall be entitled to three (3) personal holidays for personal business such as, but not limited to,

emergencies, religious holidays, and other items relating to personal affairs. At least four (4) hours notice shall be given by the employee for personal days use, as in an emergency. Only one personal day can be taken off on the following holidays during the calendar year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

D. Each employee remaining on duty during an unscheduled closing of the building shall receive pay at one and one-half (1-1/2) times his hourly rate for the hours only during the closure. This compensation shall pertain only to the employees actually working during the closure.

ARTICLE IX

HOURS OF WORK AND OVERTIME

A. 1. The regularly scheduled work week for all personnel working a rotating shift schedule shall be an eight (8) consecutive hour shift, five (5) consecutive days per week. Any schedule change shall be made only with ten (10) days advance written notice except for a declared emergency situation in accordance with N.J.S.A. Title 40A. The week will be construed to begin on the first day of the five (5) day period. All officers working this shift schedule will be required to report for duty fifteen (15) minutes prior to the start of each shift for the purpose of attending a briefing session.

2. The work week shall be five (5) consecutive days of work with three (3) consecutive days off, five (5) consecutive days of work with three (3) consecutive days off, five (5) consecutive days of work with four (4) days off. The period of work which is followed with four (4) consecutive days off will actually be five (5) duty days followed by an assigned day. The assigned day may be the first day off or the last day off of the four days off. There will be eight (8) assigned days per year during any of the following months: January, February, March, April, September, October, November, and December. There will be no additional compensation for the hours worked during the assigned

day. If the State mandates another training day (this applies to only one training day) that an officer must comply with in order to maintain his or her status as a police officer will be compensated at a rate of time and one-half (1-1/2) compensatory time (portal to portal) up to eight hours in a day. One training day may be one (1) hour or as many as eight (8) hours, as needed. If the State reimburses the Township for the mandated training, the officer will be compensated at his overtime rate of pay for the training session. The present training (as of September 29, 1988) is not included in this proposal. If the State pays, compensatory time will not apply.

3. The officer's shift will not be changed prior to a ten (10) day written, posted notification except for emergencies. In accordance with N.J.S.A. Title 40A, it is expressly understood that the determination of emergencies shall be the sole election of the Chief of Police.

B. 1. For the purpose of computing overtime for all employees, all hours worked in excess of eight (8) hours in one day shall be compensated at the rate of one and one-half (1-1/2) times the officer's base hourly rate of pay. Overtime shall not be claimed until at least fifteen (15) minutes have passed beyond the eight (8) hours of work. Minimum overtime to be claimed will be one-half (1/2) hour.

2. For the purposes of computing overtime, the

hourly rate for the entire Police Department shall be computed on 1,872 hours per year, divided into the employee's base yearly salary.

C. It shall be the obligation of the senior officer of the shift to notify the Lieutenant or other authorized person of all assigned and/or authorized overtime worked as soon as possible.

D. The overtime rate of pay for the plain clothes members of the Department shall be computed herein. The hourly rate shall be based on 1,872 hours per year.

E. 1. In the event of an officer being recalled to duty, he shall be compensated for a minimum of four (4) hours at a rate of one and one-half (1-1/2) times his base hourly salary. The same rate of compensation shall pertain to each hour or part thereof in excess of four (4) hours.

2. Patrol personnel shall be called in on any short shift to reach the minimum number of personnel as established by the Chief of Police. Use of special or reserve officers shall be limited in accordance with the requirements of legal authority.

3. Order of call-in:

- | | |
|--------------------|----------------|
| a. Previous Shift | Four (4) Hours |
| b. On-coming Shift | Four (4) Hours |
| c. Off-duty | Full Shift |

4. Call in shall be in order of seniority on a rotating basis.

ARTICLE X

GRIEVANCE PROCEDURE

A. The purpose of this Article is to settle all grievances between the Township and the members of the PBA as quickly as possible so as to insure efficiency and promote employee morale. A grievance is defined as an argument or dispute between the Township and the PBA involving the application, interpretation of alleged violation of this Agreement. Any grievance must be presented within ten (10) working days after the aggrieved person knew of the event or events upon which the claim is based or else such grievance is deemed waived. A grievance shall be processed as follows:

STEP 1

The PBA representative, the aggrieved party(s) and the Chief of Police or his designee shall, within five (5) working days of said filing, meet and attempt to settle the matter. If a settlement is not reached, the PBA shall furnish a written statement of the grievance to the Chief on a form provided by the Township. The Chief or his designee and the PBA representative shall each file a written report of their findings of facts, conclusions and recommendations in addition to said written statement, with the Director of Law Enforcement, within five (5) working days of their meeting. If the position of Director of Law Enforcement is held by the Chief of Police then Step 2 shall be skipped and a grievance shall then proceed from Step 1 to Step 3.

STEP 2

The Director of Law Enforcement shall conduct a hearing no later than five (5) working days from the receipt of said findings, conclusions and recommendations. Prior written notification for said meeting shall be given to all interested parties. Present for said hearing shall be the Chief of Police, the PBA representative and interested persons. The Director shall make all reasonable attempts to reach a settlement satisfactory to all parties. If the Director is not able to obtain an amicable settlement at this time, he shall within five (5) working days render a written decision resolving the dispute and serve same upon the respective parties.

If the aggrieved party(ies) or the PBA object to the Director's decision, he (they) shall, within five (5) working days of the receipt of the Director's written decision, request a hearing with the Business Administrator. This hearing shall occur within fifteen (15) days of receipt of said request. Interested parties shall be furnished with advance written notice of the scheduled hearing dates.

Step 3

Upon compliance with the requirements of Step 2 above (or Step 1 as applicable), the Business Administrator shall conduct a hearing at which shall be interest parties, the Director of Law Enforcement, the Chief of Police, and the PBA representative. The Administrator shall make all reasonable attempts to reach a

settlement satisfactory to all parties. If an amicable settlement is not achieved, the Administrator shall, within ten (10) working days, render a written decision resolving said dispute and serve same upon respective parties.

If the aggrieved party(ies) or the PBA disagree with or object to the decision of the Administrator, he (they) shall, within five (5) working days of the receipt of the Administrator's written decision, request a hearing with the Mayor. This hearing shall occur within fifteen (15) days of receipt of said request. Interested parties shall be furnished with advanced written notice of the scheduled hearing date.

Step 4

Upon compliance with the requirements of Step 3 above, the Mayor shall schedule a hearing, present at which shall be all of those required in Step 3, the Administrator, and the Mayor. The Mayor may designate another person as Hearing Officer, but must be present and remain the final deciding authority. The Mayor shall make all reasonable attempts to reach a settlement satisfactory to all parties. If amicable settlement is not achieved, the Mayor shall, within ten (10) days, render a written decision resolving said dispute and serve same upon respective parties.

ARBITRATION

If the aggrieved party(ies) or the PBA disagree with or object to the decision of the Mayor, he (they) may, within twenty (20)

working days of receipt of the Mayor's written decision, file for binding arbitration. Said request for arbitration may also be filed for by the Township. The filing party shall serve written notice of same with the other parties. Only grievances related to the interpretation and application of the specific provision of this Agreement shall be arbitrable. No other issues may be submitted to the arbitrator. The parties shall immediately attempt to mutually agree upon an impartial arbitrator. Should the parties fail to agree, they shall obtain the services of the American Arbitration Association, the State Board of Mediation or the Public Employment Relations Commission and shall be bound by their rules and regulations. The cost of the arbitration shall be shared equally by the Township and the PBA. The decision of the arbitrator shall be final and binding upon both parties.

The arbitrator shall be bound by the provisions of this Agreement and restricted to application of the facts presented to him. The arbitrator shall be further bound by the laws of the State of New Jersey and the United States and decisions of the Courts of the State of New Jersey and the United States, where applicable.

The arbitrator shall not add to, modify, detract from or alter in any way, the provisions of this Agreement. In rendering his written decision, the arbitrator shall indicate his findings of fact and reason for his decision.

NOTE: If an amicable settlement of the dispute is reached upon mutual agreement of the parties in any of the above Steps, said agreement shall be reduced to writing and signed by the respective parties.

ARTICLE XI

ATTENDANCE AT SCHOOLS

A. Any employee attending a Police Academy or other Police Training Academy recognized by the New Jersey police Training Commission with the permission of the Chief of the Department shall be compensated straight time to complete the course.

B. For the purpose of attending college in respect to police related subjects or degrees, the officer shall be granted a maximum of six (6) hours per shift cycle while on duty without loss of time or pay. This agreement is only if the officer is on a swing-shift schedule. If the officer is on a steady shift schedule, this privilege shall not be granted. During the time the officer is attending classes, the police vehicle can be used as his mode of travel, with only one (1) vehicle being used for this purpose per shift. Limited area is Glassboro State, Gloucester County College and Camden County College for use of patrol vehicle.

PROVISION TO ABOVE: The minimum of officers, as established by the current departmental minimum shift manning requirements, shall remain on patrol duty during college attendance leave. Power shift officers count in determining manpower strength for the purpose of college attendance leave.

C. Eligible courses for tuition reimbursement or in certain cases, tuition prepayment shall be limited to police related subjects, or other subjects required to obtain an undergraduate degree or masters degree in the law enforcement field. The Township will reimburse a maximum of six (6) credits per semester at the

prevailing State or county college rate **provided the employee achieves a grade of 'C' or better. Failure to achieve a 'C' grade or better will not entitle the employee to reimbursement or payment for that course or class.** Such schooling may be through formal academic institutions, professional associations, seminars, etc. The Township will pay for books which will become the property of the Township. Student fees and registrations are payable only if courses are mandatory.

D. 1. Any member hired prior to November 1, 1983 and having credits in the field of Police Science or any police related field shall be compensated at the rate of \$13.00 for each credit hour of study completed to date. This compensation shall be above and in addition to the employee's annual salary.

2. Any member hired after November 1, 1983 shall be paid a maximum of sixty (60) credits provided they have earned a Bachelor's Degree in the accepted fields listed above. Determination of compensation shall be made by mutual agreement of the Chief of Police and a PBA representative.

E. Payments made pursuant to the above section shall be made semi-annually in the first pay in June and in the first pay in November.

ARTICLE XII

REIMBURSEMENT FOR EXPENSES

A. Meals shall be paid for by the Township when approved by the Chief in connection with an assignment. Reimbursement for meals shall include an additional fifteen (15) percent of the amount presented for tip reimbursement.

B. Mileage on a personal vehicle shall be reimbursed at the rate of fifteen cents (\$.15) per mile if the Department determines that such transportation or use of a personal vehicle is necessary and does not provide transportation or a Township vehicle. Such mileage shall be computed from the Township police Headquarters and returning to same as approved by the Chief of Police.

C. 1. If an employee is a defendant in any action or legal proceeding arising out of and directly related to the lawful exercise of police powers in the furtherance of his official duties, the governing body of the municipality will provide said member or officer with the necessary means for the defense of such action or proceeding.

2. If this action is criminal or quasi criminal in nature (i.e., municipal court), the Township will reimburse the employee a reasonable amount for the services of the attorney selected by the employee to represent him or her provided that the Township payment for such legal fees shall be limited to the median attorney rates

appropriate to Gloucester County. Said payment is conditional upon the employee being found not guilty.

3. In all civil actions, the Township or the Township's insurance carrier shall choose the attorney to represent the police officer. Should the insurance carrier notify the police officer that their defense is subject to a reservation of rights or in other where potential liability to the officer exists, the Township will permit the police officer to retain a personal attorney to monitor the case on behalf of the police officer(s). Said monitoring functions shall be coordinated with the Township solicitor and the Township will reimburse the employee for the services of the monitoring attorney selected by the employee to represent him or her provided that the Township payment for such legal fees be limited to the median attorney rates appropriate to Gloucester County. Fees will be discussed prior to any action taken.

4. The obligation to provide a defense shall not apply in a disciplinary proceeding instituted against the employee by the municipality or in a criminal proceeding instituted as a result of a complaint on behalf of the municipality. If any such disciplinary or criminal proceeding instituted by or on the complaint of the municipality shall be dismissed or finally determined in favor of the member or officer, he or she will be reimbursed for the expense of his or her defense.

5. If an officer should change his/her personal or monitoring attorney during the period of action without sufficient cause, the officer shall become liable for any excessive attorney fees which may result from such action.

D. The Township shall indemnify where legal to do so and hold the officer harmless from all liability for all acts committed on duty when such acts are not willful, malicious, or the result of drunkenness voluntarily inducted by the employee.

E. Reimbursement for all these actions as provided in this Article will be made at the first pay in the following calendar month provided all the expenses provided in this Article are presented no later than five (5) days prior to the month preceding payment.

ARTICLE XIII

CLOTHING

A. The Township shall make an initial issue of clothing which shall include at the minimum, but not limited to the following items:

- Ten (10) shirts
- One (1) pair of galoshes (or rubber overshoes)
- Five (5) pairs of pants
- One (1) pair of shoes
- One (1) overcoat
- Two (2) badges
- One (1) raincoat
- Two (2) clip-on ties
- Two (2) nameplates
- Six (6) sets of insignia of rank and office

B. The Township shall purchase and issue fifty (50) rounds of ammunition every year for each employee.

C. The Township shall purchase and issue ammunition necessary for State, County and/or Township firearms qualifications.

D. Replacement of clothing, equipment, hardware items such as handguns, holsters, belts and straps, handcuffs, nightsticks, etc., in compliance with departmental uniform specifications, in addition to ammunition, targets and off-duty firearms, as needed by the officer, shall be purchased by the officer.

E. The Township agrees not to change the basic uniform or any portion thereof currently utilized by employees without providing

the necessary sums for the purchase of such new items in addition to the clothing allowance and cleaning issue herein provided.

ARTICLE XIV

EQUIPMENT

A. No employee shall be required to perform without being furnished the proper equipment. The Township agrees to conform to all manufacturing specifications dealing with warranty and maintenance requirements with regard to equipment except in emergency situations. The Township also agrees that it will immediately attempt to effect the repairs to police vehicles so as to prevent injury or loss of life due to faulty equipment.

ARTICLE XV

COURT TIME

A. Officers attending court on their off-duty time which arises out of a police function shall be compensated on an hour-for-hour basis, portal-to-portal, for time actually spent. There shall be a minimum compensation of one (1) hour.

B. Officers shall be compensated at the rate of \$15.00 per day for each stand by subpoena effective when off-duty.

C. Only one platoon shall be scheduled for each court date.

ARTICLE XVI

RETENTION OF BENEFITS

A. The Township agrees that all lawful benefits and terms and conditions of employment existing at the commencement of this Agreement shall be continued in effect in accordance with New Jersey Law.

ARTICLE XVII

VACATIONS

A. All employees of the Police Department shall be entitled to vacation based upon the length of time employed hereinafter provided.

<u>Years of Service</u>	<u>Vacation</u>
Completed one year of service (five days useable after six months)	10 days
Completed five years of service	15 days
Completed ten years of service	20 days
Completed sixteen years of service	21 days
Completed seventeen years of service	22 days
Completed eighteen years of service	23 days
Completed nineteen years of service	24 days
Completed twenty years of service	25 days

B. All vacations shall be granted at annual salary rates.

C. Annual vacation leave shall be granted in accordance with the following procedure:

1. From January 1st through 31st each year, vacation leave for the calendar year shall be scheduled upon request with priority given to departmental seniority.

2. On or after February 1st of each year, the annual vacation leave shall be granted upon request with priority given to the order in which said requests are received. Employees may secure any number of vacation leave days greater than one and are not restricted to the thirty day rule for single day off requests outlined in Section C3.

3. Employees electing to utilize individual vacation leave days shall do so in the following manner:

a. All vacation leave days may be utilized as individual days off if the employee so elects. However, employees who have earned ten (10) or fifteen (15) vacation leave days may preschedule and secure no more than five (5) of their individual leave days during January. Employees who have earned twenty (20) or twenty-five (25) vacation leave days may preschedule and secure no more than (10) of their individual leave days during January. All other individual vacation leave day requests shall be submitted not more than thirty (30) days prior to the requested day(s) off.

b. On or after February 1st, complete "block-weeks" of vacation leave requested for use during the months of May, June, July and August shall have priority over individual vacation leave days when both are submitted and received at the same time for coincidental leave days off.

4. The maximum number of employees in a unit who shall be permitted to utilize schedule leave at the same time is two (2) per shift. Scheduled leave shall be defined as vacation, holiday, prescheduled personal days and compensatory time. Sergeants and Corporals will be permitted to schedule one full block week of vacation off at the same time during the year and schedule four (4) other individual days. A second option for Sergeants and Corporals will be that they will be permitted to take nine (9) individual

vacation days at the same time in lieu of a block week of vacation time (i.e., vacation, holidays, compensatory time or personal time). This applies to prescheduled approved leave requests. Present four (4) hour notice for personal time off does not apply to this paragraph.

5. Vacation leave must be utilized within the year earned with the following exceptions:

a. Employees may utilize a complete "block-week" of vacation leave during their last scheduled work week of a particular calendar year, even though it may begin in one calendar year and end in the next, with the leave being charged to the previous year's account.

b. Employees unable to utilize vacation leave within a given calendar year due to an extended illness or injury, or, when deferred by the Township for any reason, shall be eligible to utilize said leave within the following calendar year.

6. Employees on regular days off shall be recalled to duty before those on vacation or other special leave days off except in extreme emergency in accordance with N.J.S.A. Title 40A.

7. There will be no deadline by which vacation leave must be submitted. However, it is the obligation of the employee to schedule and utilize vacation leave in accordance with this Article.

8. All vacations, holidays and compensatory time that is requested must be submitted at least five (5) days prior to the day requested for approval. Failure to do so may result in denial for the time off. Above does not apply to single day off requests.

E. An employee who terminates his employment with the Township, or whose employment is terminated by the Township, shall be entitled to vacation time and/or vacation pay on a pro-rata basis.

ARTICLE XVIII

SALARIES

A. Paydays will continue as they are currently constituted under the present system.

B. Base salary for the purpose of this Agreement shall be the highest salary that an employee is duly authorized to receive at the beginning of each calendar year or a new anniversary.

C. 1. Effective January 1, 2002, base salaries for bargaining unit members shall be:

<u>Classification</u>	<u>Salary</u>
Detective/Corporal	65,451
Patrolman First Class	62,856
Investigator/Patrolman I	61,856
Patrolman II	57,005
Patrolman III	52,157
Patrolman IV	47,308
Patrolman V	43,352
Patrolman VI	39,396
Starting Salary (until the January 1 st following hire date)	33,563

2. Effective January 1, 2003, base salaries for bargaining unit members shall be:

<u>Classification</u>	<u>Salary</u>
Detective/Corporal	67,938
Patrolman First Class	65,206
Investigator/Patrolman I	64,206
Patrolman II	59,171
Patrolman III	54,138
Patrolman IV	49,105
Patrolman V	44,999
Patrolman VI	40,893
Starting Salary (until the January 1 st following hire date)	34,838

3. Effective January 1, 2004, base salaries for bargaining

unit members shall be:

<u>Classification</u>	<u>Salary</u>
Detective/Corporal	70,656
Patrolman First Class	67,775
Investigator/Patrolman I	66,775
Patrolman II	61,538
Patrolman III	56,304
Patrolman IV	51,070
Patrolman V	46,799
Patrolman VI	42,529
Starting Salary (until the January 1 st following hire date)	36,232

4. Effective January 1, 2005, base salaries for bargaining

unit members shall be:

<u>Classification</u>	<u>Salary</u>
Detective/Corporal	73,482
Patrolman First Class	70,445
Investigator/Patrolman I	69,445
Patrolman II	63,999
Patrolman III	58,556
Patrolman IV	53,112
Patrolman V	48,671
Patrolman VI	44,230
Starting Salary (until the January 1 st following hire date)	37,681

5. Any Patrolman earning the rank of Patrolman First Class shall receive a \$1,000.00 increase in base salary over that of Patrolman I salary as reflected in Section C. The position of Investigator shall be deemed the same as the position of Patrolman.

ARTICLE XIX

LONGEVITY

A. Longevity payments shall be made as follows:

<u>Years of Service</u>	<u>Longevity</u>
Upon completion of.... Years Service	
Fifth through Ninth	3.5% of base salary
Tenth through Fourteenth	5.5% of base salary
Fifteenth through Nineteenth	8.0% of base salary
Twentieth through Retirement	9.0% of base salary

B. Longevity payments for any officer hired after January 1, 1995 shall not exceed \$5,900.00.

C. All earned longevity shall be incorporated as part of base pay.

As of March 20, 1986, the Township agreed to the following:

D. 1. Employees eligible for longevity for the first time.

a. Employees shall earn and begin to receive longevity payments from the first day of their fifth year of service. If an employee does not complete their fifth year, they must pay back all longevity payments received.

b. Payments shall begin (i.e., the longevity supplement to salary) on the employee's anniversary date - the first day of the fifth year of employment. Payments shall continue until their ninth year of service.

c. The only exception to this policy shall be for an employee who terminates on medical disability. In this case, no pay back is required by the employee.

d. This policy shall be interpreted to recognize that employees becoming eligible for longevity for the first time shall receive a pro-rated amount proportional to their time of service.

Specifically, an employee may not receive one hundred percent (100%) of the calculated annual longevity (i.e., base pay x longevity rate) during the first eligible year and the transition year because payments do not start until the employee reaches their anniversary date. Normally, part of the calendar year has elapsed.

2. Employees moving from Step 1 to 2 or Step 2 to 3:

a. Employees shall earn and begin to receive longevity payments from the first day of their tenth year of service. If an employee does not complete their tenth year, they must pay back the difference between the step rate payments received.

b. Payment adjustments for step changes shall begin (i.e., the change in longevity supplement to salary) on the employee's anniversary date - the first day of their tenth (10th) or fifteenth (15th) year of employment.

c. The only exception to this policy shall be for employees who terminate on medical disability. In this case no pay back is required by the employee.

NOTE #1

A. This policy shall have the effect of relieving the Township out of any final longevity payment or pay out when an

employee leaves the Township. This policy makes all longevity payments current with time earned.

B. At the adoption of this policy in January, 1986 all employees eligible for longevity received a one time lump-sum payment in addition to their full regular longevity payment. This action eliminated the gap between the earning of longevity and payment of longevity.

NOTE #2

A. In 1977 or 1978 the police union grieved the Township's practice on payment of longevity. The Township had been paying longevity in with base salary on a bi-weekly basis. Payments were included with base pay upon the **completion** of five (5) years of service - at the beginning of the sixth (6th) year of service.

B. The grievance stated that it took a full year to receive the total longevity amount because payments were spread out over the sixth year (and subsequent years) of service. As a compromise, the Township agreed to pay longevity on a lump sum basis at the completion of the fifth (5th) year of service. Thereafter, a lump sum payment was made each year on the employee's anniversary date.

C. Contained in this compromise and the subsequent practice of lump sum payments was the recognition that an employee **earns** their longevity in the time period prior to the payment. For example, an employee earns the right to a longevity payment as they work years one through five. They are then eligible for payment at

the end of the fifth year. In effect, longevity is earned and then paid each year.

4. Paying at the end of any earning period creates a situation where the Township may owe an employee for longevity earned, but not paid, upon an employee's termination. The one time lump sum longevity payments made to PBA Local 318 in 1896 for longevity earned from their anniversary date in 1985 through December 31, 1985 (and the new longevity payment practice instituted in 1986) eliminates the possibility of the Township owing an employee any longevity at termination.

By making the "catch-up" payment in 1986 the Township is meeting its commitment to lower salary rates (i.e., salaries will be much higher in subsequent years.

ARTICLE XX

HEALTH AND INSURANCE BENEFITS

A. The Township shall continue to maintain and provide all insurance now in effect and agree to defend and satisfy any judgment which may be rendered against any employee for any action arising out of employment with the Township.

B. The employee will receive fully paid health insurance for himself and his family with a hospitalization plan equivalent to the benefit level of the New Jersey State Health Program Blue Cross/Blue Shield with Rider J, Major Medical and U.S. Health Care/HMO N.J.

C. The Township shall provide a dental insurance plan for each member. The dental plan shall be the Delta Plan III or better.

D. The Township agrees to provide the employee and his family with a co-pay prescription plan with the same benefit level as the 1991 plan with a co-payment of \$5.00. *reimbursing the 15.00 and 30.00 co-pay back to 5.00*

E. The Township agrees to provide health insurance for all employees and their family disabled in the line of duty.

F. The Township shall provide Accidental Death and Dismemberment insurance for each employee in the amount of one and one-half (1-1/2) times his annual salary with proof of coverage provided upon reasonable request.

G. The Township agrees to cover the beneficiary/or family of an employee killed in the performance of his duty by continuing to

issue the employee's full salary paychecks for a period of six (6) months thereafter.

H. The Township shall maintain the current Disability Benefits Policy contracted by Canada Life (Or its equivalent). The Policy shall cover employees for any serious injury or illness, duty or non-duty related, up to age 65. Coverage shall provide for a minimum of 60% of the employee's adjusted annual income (including base salary, longevity and college) with a ninety (90) day waiting period.

I. Any employee diagnosed as having contracted a serious disease within two (2) years after retirement or separation from the Police Department and that said disease can be attributed to action taken in the line of duty as substantiated by an official incident report, said employee shall be eligible for appropriate health benefits.

J. Each employee will be required to have a medical examination every two (2) years. Said physical will be paid and ordered by the Township and conducted by a physician of the employee's choice. A fee for such an examination will be established by the Township based upon the Southern New Jersey District's "usual and customary medical fees."

K. The Township shall not lessen or curtail any benefit enjoyed by the bargaining unit within this article.

ARTICLE XXI

SEVERABILITY

A. Should any provision be found to be contrary to the law, severing of such provision shall only occur after action by a tribunal of highest appeal. The severed provision shall then be subject to immediate renegotiation within the framework of the law.

ARTICLE XXII

PROMOTIONAL PROCEDURE

A. If any employee is required to act in a higher ranking capacity for any period of time, he shall receive pay commensurate with such position in which he acts beginning with the first day.

1. In the absence of both the Sergeant and Corporal, the senior-most ranking officer of the working platoon shall assume the rank of "Acting Corporal" with commensurate pay.

2. In the absence of any ranking officer, the senior-most will assume the rank on an "acting basis" with pay commensurate with the position assumed.

B. Procedures for promotion to higher ranks shall be defined in rules and regulations in accordance with this agreement.

C. Employees serving nine (9) years in grade shall receive recognition in the form of first class designation in their rank with appropriate insignia as designated by the Chief of Police.

ARTICLE XXIII

SERVICE RECORDS

A. A personnel file shall be established and maintained for each employee covered by this Agreement. Such files are confidential records and shall be maintained by the Township.

B. Upon advance notice and at reasonable times, any member of the Police Department may at any time review his personnel file. However, this appointment for review must be made through the Chief of Police or his designated representative.

C. Whenever a written complaint concerning an employee or his actions is to be placed in his personnel file, a copy shall be made available to him and he shall be given the opportunity to rebut it if he so desires, and he shall be permitted to place said rebuttal in his file.

D. All personnel files will be carefully maintained and safeguarded permanently and nothing placed in any files shall be removed therefrom. Removal of any material from a personnel file by any employee shall subject that employee to appropriate disciplinary action, unless removed in accordance with established procedures and/or consent of the Chief of Police or his designee.

ARTICLE XXIV

REPRESENTATION FEES

A. The PBA president shall submit to the Township personnel office a list of names of employees covered by this contract who are not currently dues-paying members. The Township, in compliance with State Law and this Agreement, will deduct from non-member employees in this bargaining unit a representation fee equal to eighty-five percent (85%) of the amount set for PBA members (this amount will be determined by the Association Treasurer and is to be paid by payroll deduction).

B. The Township shall have no other obligation or liability, financial or otherwise (other than set forth herein), because of the actions arising out of the understanding expressed in the language of this Article. Once the funds deducted are remitted to the PBA the disposition of such funds thereafter shall be the sole and exclusive obligation and responsibility of the PBA.

C. PBA Local 318 shall indemnify and save the Township harmless against any and all claims, demands, suits or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance on any list, notice or assignment under this Article.

ARTICLE XXV

INJURY LEAVE

A. 1. In the event an employee becomes disabled by reason of service-connected injury or illness and is unable to perform his duties, then, in addition to any sick leave benefits otherwise provided for herein, he may be entitled to full pay for a period of up to one (1) year according to law.

2. If an employee returns to work from injury leave for less than one (1) year, they may return to injury leave for the same injury when not injured by an independent and/or intervening event of an additional period of time which, when added to the initial period of injury leave, totals no more than one (1) year.

3. When an employee returns to work from injury leave, he shall be entitled to a new period of injury leave for a period of up to one (1) year if the employee submits a new injury claim due to an independent event causing reinjury or new injury.

B. 1. When an employee requests injury leave, they shall be placed on "conditional injury leave" until a determination of whether or not an injury or illness is work related and the employee is entitled to injury leave is initially made by the Township's Worker's Compensation carrier, with the final and ultimate determination to be made by the Worker's Compensation Court. When and if it is finally determined that the injury or illness is not work related by the Worker's Compensation Court and

that the employee is not entitled to job injury compensation, the employee shall be denied injury leave and shall have all time off charged against his or her accumulated sick time and, if necessary, against any other accumulated leave time. If the employee does not have enough accumulated time off, he or she shall be advanced sick time to cover the absence. If the employee leaves the employ of the Township prior to reimbursing the Township for such advanced time, the employee shall be required to reimburse the Township for such advanced time.

2. Pursuant to Federal and State laws and or rules governing the payment of disability benefits, when an employee is granted either "conditional injury leave" or "injury leave", the Township's sole obligation shall be to pay the employee the difference between their regular pay and any compensation, disability or other payments to the Township and receive their entire salary payment, or the Township shall pay the difference.

C. 1. Any employee who is injured, whether slight or severe while working, must make an immediate report as soon as possible to the Chief of Police or immediate supervisor.

2. Any employee, while engaged in their official duties, who becomes injured, comes in contact with any substance, animal or insect known to be harmful, contagious or contaminating or comes into physical contact with any person who is known to carry a contagious or infectious disease or where the employee comes into

contact with bodily fluids of any person or animal, shall immediately report the incident to their immediate supervisor, as soon as possible upon the employee's knowledge of the event.

D. It is understood that the employee must file an injury report, when physically and mentally able, with the Chief of Police or Officer-in-Charge so that the Township may file the appropriate Workers' Compensation Claim.

E. The employee shall be required to present evidence by a certificate of a physician designated by the insurance carrier that they are unable to work, and the Township may reasonably require the employee to present such certificate.

ARTICLE XXVI

ABSENCE WITHOUT LEAVE

A. Absence without notification for five (5) consecutive days without justifiable excuse shall constitute a resignation.

ARTICLE XXVII

TERM OF THE CONTRACT

A. This contract shall cover the period nunc pro tunc from January 1, 2002 to Midnight, December 31, 2005.

B. Negotiations for the renewal of this contract, or for the execution of a new contract, shall begin no later than August 1, 2005.

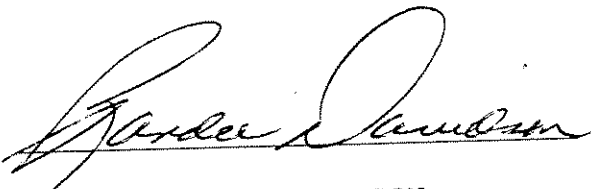
C. The contract shall not be changed or altered in any way during the contract term without the written consent of both parties.

D. The contract shall continue to bind the parties during any period beyond December 31, 2001, until such time as a new contract is signed between the parties.

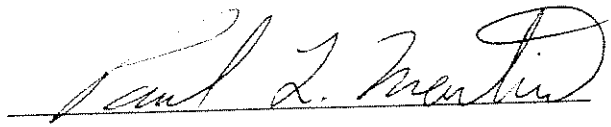
IN WITNESS WHEREOF, the parties have caused these presents to be duly executed the day and year first aforesaid.

FOR THE TOWNSHIP:

FOR THE PBA:



MAYOR RANDEE DAVIDSON



PBA #318 PRESIDENT PAUL MARTIN