

CONTRACT AGREEMENT
BETWEEN
Washington Township Blue Collar
AND
AFSCME NJ DISTRICT COUNCIL 63
LOCAL 3303-A

JANUARY 1, 2020 THROUGH DECEMBER 31, 2025

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ARTICLE 1

PREAMBLE

The Contract made between the Township of Washington and (District Council 63, American Federation of State County and Municipal Employees, AFL-CIO Majority Representative, and its affiliated Local 3303A, (hereinafter referred to as the "Union") covering employees in the designated unit, has as its intent and purpose the promotion of harmonious employee relations between the employer and employees represented by the Union; the establishment of equitable and peaceful procedures for the amicable resolutions of all disputes and grievances and determination of wages, hours of work and other terms and conditions of employment. The effective date of this agreement shall be January 1, 2020 to DECEMBER 31, 2025.

As the Employer recognizes the Union; it is the responsibility of the Employer to forward all new hire, disciplines/grievances, promotions, etc. to Council 63 as the Majority Representative to 1373 Chews Landing Road, Laurel Springs, New Jersey 08021 or Fax (856) 512-2193, and the Local 3303A. This will occur simultaneously as the employee is served.

American Federation for State County and Municipal Employees District Council 63 reserves the right to begin negotiations a year prior to the expiration date of the current contract.

ARTICLE 2
RECOGNITION

The Township recognizes the Union as the bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for all employees in the classifications listed herein and for such additional classification as the parties may later agree to include. This recognition, however, shall not be interpreted as having the effect of, or in any way abrogating, the rights of employees as established by the laws of 1974, Chapter 123.

ARTICLE 3
CHECK-OFF

- A. The Township agrees to deduct monthly union membership dues from the pay of the employees who individually request in writing that such deductions be made. The amount to be deducted shall be certified to the Township by the Treasurer of the Union and the aggregate deductions from all the employees shall be remitted to the office of Council 63 together with a list of names of all employees for whom the deductions were made by the tenth (10th) day of the succeeding month after such deductions were made.

- B. Employees covered by the Agreement may only request deductions for the payment of dues to the duly certified majority representative named herein.

- C. Any existing written authorizations for payment of dues to any employee organization other than AFSCME, AFL-CIO will be terminated as of the date of the Agreement.

- D. Employees who have authorized the payroll deduction may revoke such authorization by providing written notice to the Authority, as prescribed by N.J.S.A. 52:14-15.9e, during the ten days following each anniversary date of their employment. Within five days of receipt of such notice, the Authority shall provide written notice to the Union of such revocation.

ARTICLE 4
WORK SCHEDULE

- A. The regularly scheduled work week shall consist of five (5) consecutive days, Monday through Friday, totaling 40 hours per week. The hours of the week shall be from 7:00 AM to 3:30 PM with a lunch break from 12:00 PM to 12:30 PM. Employees shall be granted two fifteen (15) minute breaks, 10:00 AM to 10:15 AM and 2:00 PM to 2:15 PM. Neither the work shift, nor the regular break times will change without first having discussed such needs for same with the representative from the Union.

- B. Seasonal Golf Course Laborer. The Township of Washington shall assign/reassign one laborer to provide and fulfill seasonal golf course needs. The Township shall be permitted to assign/reassign said laborer to work from 6:00 AM to 2:30 PM as necessary.

- C. Bus Drivers regularly scheduled work week shall consist of five (5) consecutive days, Monday through Friday, totaling forty (40) hours per week. The hours of work shall be from 8:00 AM to 4:30 PM with a half hour lunch break and two (2) fifteen (15) minute breaks that shall be scheduled during the shift at appropriate times.

- D. The Medical Bus Driver scheduled work week shall consist of five (5) consecutive days, Monday through Friday, totaling forty (40) hours per week. Each day the Medical Bus Driver shall be entitled to a half hour lunch break and two (2) fifteen (15) minute breaks that shall be scheduled during the shift at appropriate times.

ARTICLE 5

WORK IN OTHER CLASSIFICATIONS

- A. When an employee is assigned to work in a higher rated classification, he shall receive the higher rate of pay for the whole day. The following job classifications will apply under this Article:
1. Truck is defined as any vehicle with a gross licensed weight of at least 7,500 pounds or over. For the purpose of this Article, a tractor with a minimum of 25 H.P. shall be considered a truck. The Bobcat in the park will fall under Truck driver. The Bobcat will be considered Heavy Equipment only when the spade portion is in use. The Paint Sprayer in the park will be considered as Craft Mechanic pay.
 2. Heavy equipment includes the following and no other:
Street Sweeper, Backhoe, Front-end Loader, Roller, Vac-Haul, Tanker Truck, and Camel Jetter.
 3. Tractor with boom grass cutter. This equipment will be considered Heavy Equipment regardless of use. Only two (2) men will be paid as Heavy Equipment Operators when operating walk-behind Paint-Striper.
- B. In the event that the next senior person in the next lower classification is unavailable to perform the task in a timely and efficient manner, the next most senior and qualified employee will be assigned to work in the higher classification. This will not apply to regularly scheduled assignments.
- C. The Township reserves the right to modify the above classifications when new equipment is added, however, the Township and Union shall meet for the purpose of classifying new equipment.
- D. Bus shall be defined as: a large motor-driven passenger vehicle operating usually according to schedule along a fixed route.

ARTICLE 6

OVERTIME

- A. All overtime in excess of forty (40) hours in any work week, or in excess of eight (8) hours in any regular work day shall be paid at time and one-half the employee's regular rate. No employee shall be paid both daily and weekly overtime for the same hours worked. Only time actually worked, preplanned vacation, and holidays will be counted as time worked for purposes of overtime calculation (i.e., sick time not counted as time worked).
- B. All work performed on Sunday shall be compensated at the rate of double time.
- C. Overtime work will be voluntary based on job classification; availability in the job required and rotate by seniority according to the overtime lists. If a job becomes available for overtime that had during the previous work day been assigned to a particular employee or group of employees these employees should be considered first for the available overtime. If any one of these employees refuse the overtime, then the next employee on the rotating list shall be offered the overtime.
- D. Except in cases of emergency, at least one (1) hour advance notice shall be given for overtime required at the end of the regular workday.
- E. If an employee is expressly required to work beyond his eight (8) hour he/she shall be guaranteed at least one (1) hour of pay.
- F. If an employee is required to work beyond twelve (12) consecutive hours he/she shall be compensated at the rate of double time for all hours worked beyond the twelve (12) hour period. If an employee is sent home after working twelve (12) hours or more, he shall not be recalled or told to come back to work in less than eight (8) hours. If an employee is recalled or told to report back to work in less than eight (8) hours he shall be paid at his double time rate for any hours worked when called back; this, however, does not apply if the employee reports for a regularly scheduled shift, which may begin in less than eight (8) hours from the time the employee is sent home from a shift that is twelve (12) hours or more.

G. No employee shall be entitled to be paid overtime unless such overtime is ordered, authorized or approved by his/her supervisor.

ARTICLE 7

CALL-IN TIME

- A. Any employee who is required to return to work during periods other than his/her regularly scheduled hours, shall be paid time and one-half for such work and shall be guaranteed not less than two and one-half (2 ½) hours pay, regardless of the number of hours actually worked.

ARTICLE 8

SENIORITY

- A. Seniority is defined to mean the accumulated length of continuous service with the Township, computed from the last date of hire. An employee's length of service shall not be reduced by time lost due to authorized leave of absence for bona fide illness or injury certified by a physician. Seniority shall be lost and employment terminated if any of the following occur:
1. Discharge with cause.
 2. Resignation.
 3. Failure to return promptly upon expiration of authorized leave.
 4. Absence for two consecutive working days without leave or notice.
- B. In calculating seniority, the time an employee has served with the Township of Washington under the CETA or similar federal program or any grant program, and, if the employee is subsequently hired on the regular Township payroll, then such previous time shall be counted for the purpose of seniority.
- C. If any questions should arise concerning two (2) employees who were hired on the same date, the following shall apply:
1. If hired prior to January 1, 1995, the seniority preference among such employees shall be determined by the order in which such employees are already shown on the Township's seniority list.
 2. For employees hired on the same date subsequent to January 1, 1995, preference shall be given in alphabetical order of the employee's last name.
- D. During the fall leaf pick-up season and for the purposes of leaf pick-up ONLY during that time the following will apply:
1. Job assignment for drivers will be based on seniority as to the duties of driving the leaf truck and working on the back, with the driving assignment going first to the most senior person assigned to that vehicle. In the instance that a vehicle assigned to an employee/driver should break down or become unavailable for use, that/those driver(s) and/or laborers will be temporarily reassigned to help on another vehicle and will not have the right to bump the pre-assigned driver of that vehicle regardless of seniority. This will remain in effect until such time that the aforesaid driver's vehicle is ready for use again.
- E. If any employee leaves the bargaining unit for a period of 6 months or more and is offered re-employment with the Public Works department, said employee shall lose all accumulated

seniority. Said employee shall be placed at the bottom of the seniority list, regardless of job title.

- F. In cases of promotions, layoffs, recalls, vacation schedules or other situations where substantial employee advantages or disadvantages are concerned, an employee with the greatest amount of seniority shall be given preference, provided he has the ability to perform the job required.

ARTICLE 9

LAYOFF

- A. In the event it becomes necessary to lay off employees for any reason, employees shall be laid off in the inverse order of their seniority. The Township agrees to give a 30-day notice to the Union and the affected employees whenever making seasonal or permanent layoffs. Notice must be given in writing. Where such required notice is not given and the circumstances are not beyond the Township's control, the Township shall pay the employee two (2) weeks wages in lieu thereof if the employee has 1-5 years of service and four (4) weeks wages in lieu thereof for greater than 5 years of service.
- B. An employee having held another position or having experience in or being qualified for another position with the Township has the right to bump down to another position in the event of a reduction in the workforce, so long as the employee still has the ability to perform the job requirements of the position, and so long as the employee has greater seniority than other employees in said position.
- C. Employees laid off shall be placed on a recall list and shall be offered employment to full-time public work positions that they are qualified for prior to the positions being offered to non-employees. Employees shall remain on the list for a period of four (4) years.

ARTICLE 10 VACATIONS

Upon ratification, employees covered under this Agreement shall now receive their vacation allowances on January 1st of each calendar year. (Beginning January 1, 2022). In order to adjust from the switch from “anniversary” year allotments to calendar year allotments, employee vacation times shall be prorated in the following manner:

- An employee an anniversary date in the first quarter of 2021 (January 1-March 31) shall receive 100% of their normal vacation allowance.
- An employee with an anniversary date in the second quarter of 2021 (April 1-June 30) shall receive 75% of their normal vacation allowance.
- An employee with an anniversary date in the third quarter of 2021 (July 1-September 30) shall receive 50% of their normal vacation allowance.
- An employee with an anniversary date in the fourth quarter of 2021 (October 1-December 31) shall receive 25% or their normal vacation allowance.

Examples: Employee A has 8 years of service, with an anniversary date of February 10th (Quarter 1), and is normally entitled to 20 days of vacation. Employee A will receive 20 days of vacation for the remainder of the 2021 year. Employee B has 8 years of service, with an anniversary date of July 22nd (Quarter 3), and is normally entitled to 20 days of vacation. Employee B will receive 10 days of vacation for the remainder of the 2021 year.

This shall not affect “carry over” time that has already been earned from the previous year. However, at the end of the 2021 calendar year, all employees may carry over no more than the standard 40 hours (5 days). In the even this Agreement is ratified AFTER an employee has received their 2021 Anniversary Date vacation allowance, those hours will be reduced in order to comply with the schedule listed above. The 2021 vacation hours, following the schedule listed above, MAY be given in advance of the employee's actual anniversary date, at the discretion of the Township, and may be used at any point in the remaining 2021 calendar year."

A. Employees covered under this Agreement shall be entitled to the following vacation allowance on January 1st of each year beginning on January 1, 2022. New employees shall have vacation prorated based upon their start date. For purposes of determining 'years of service' in the following paragraph, if an employee will achieve completion of that year of service in the calendar year, the employee shall receive the additional vacation as provided for in sections 1 through 4 below. By way of example, if employee A will complete his/her 16th year of service on September 10, 2021, employee A will be granted 26 vacation days on January 1, 2021.

1. New employees with at least six (6) months of service may use a maximum of five (5) days during the first year.

2. For the 2nd through the 5th year of service each employee will be granted fifteen (15) days of vacation.
3. For the 6th year of service through the 10th year of service, each employee will be granted twenty (20) days of vacation.
4. Completion of 10th year of service through the completion of the 15th year of service each employee will be granted twenty-five (25) days of vacation.

<u>Years of Service</u>	<u>Vacation</u>
Completed 16 th year of service	26 days
Completed 17 th year of service	27 days
Completed 18 th year of service	28 days
Completed 19 th year of service	29 days
Completed 20 th year of service	30 days

- B. Vacations must be scheduled by April 15th. Anyone scheduling vacation after April 15th will lose his or her seniority. Single vacation days must be scheduled twenty-four (24) hours in advance. Management will reject any request without a twenty-four (24) hour notice. Management will also have the right to reject any request given within a twenty-four (24) hour notice due to lack of manpower or project schedules.
- C. An employee who terminates (except those who are discharged for conduct-related reasons) shall receive pro-rated pay for each full month of employment (based on the balance due of the "earned per year").
- D. By mutual agreement with the Township and the employee, the employee will be able to take vacation pay in lieu of vacation days. Said payment shall be at the rate of one day for one day, at the end of the year. Employees must actually work through March 31st to be entitled to all vacation for that year. If the employee does not work for that time period, his/her vacation time shall be prorated for the time actually worked.
- E. If a holiday falls within the period of an employee's vacation, said employee shall be granted an additional day's vacation or in lieu thereof, the equivalent of one (1) full day's pay based upon the employee's regular rate of pay.

- F. Vacation must be taken in the given year and not carried over to the following vacation year. One (1) week may be carried over for use in the subsequent year, subject to the approval of the Business Administrator.

ARTICLE 11
SICK LEAVE

A. Full time employees covered by this Agreement shall be entitled to the following sick leave of absence with pay:

1. Six (6) hours and forty-five (45) minutes for each completed month of service. If an employee requires none or a portion of such allowable sick leave for any calendar year that portion not taken shall accumulate from year to year.
2. Sick leave for purposes herein shall mean absence from duty by an employee because of personal illness by reason of which such employee is unable to perform his usual duties of his position, exposure to contagious disease or a short period of emergency attendance upon a member of his immediate family critically ill and requiring the presence of such employee.
3. An employee who does not expect to report to work because of personal illness or for any reason included in the definition of sick leave shall notify his immediate superior by telephone or by personal message at least one quarter (1/4) hour before the start of the work day.
4. If an employee is absent for three (3) consecutive working days, the Township shall require acceptable medical evidence. The nature of the illness and the length of time the employee shall be absent should be stated on the medical certificate.
5. Each employee (full-time) is entitled to sick leave with full pay on a basis of six (6) hours and forty-five (45) minutes for each completed month of service. For employees hired before July 1, 2006, accumulation of sick time is limited to ninety (90) days. For employees hired after July 1, 2006, accumulation of sick time shall be capped at a maximum of \$15,000.00. In the event of resignation/layoff, the maximum payable will be one hundred (100%) percent, not to exceed ninety (90) days, for employee hired before July 1, 2006, and a maximum of \$15,000.00 for employees hired after July 1, 2006. All employees must request compensation for earned and accumulated leave days (accumulated as of the beginning of the 21st year), to be paid beginning in the 21st year of his/her employment, and continuing in years 22, 23, 24, and 25. The yearly payments shall be for one-fifth ($\frac{1}{5}$) of the employee's unused and accumulated leave fixed until retirement as of the date of the initial request (e.g., at the 21st year, the employee has accumulated \$35,000 worth of leave time; the employee will be paid \$7,000 per year in years 21, 22, 23, 24, and 25). Sick leave for purposes herein defined to mean absence from duty of an employee because of personal illness by reason for which such employee is unable to perform the usual duties of his position.

6. Sick time will be pro-rated on a monthly basis when an employee works less than fifty (50%) percent of his or her scheduled work days due to disciplinary suspension and leave of absence without pay.
7. Once each year, by request, the employee and the Union shall be notified of the number of unused sick days and vacation days to the credit of each represented employee.
8. Sick leave is not accumulated when employee is on voluntary leave of absence.
9. In cases of prolonged illness when an employee exhausts his accrued sick leave, the employee may authorize the Township Payroll office to use his deemed vacation as sick time.
10. The employee has the right to continue to accumulate any portion of said unused sick leave not sold back to the Township.
11. Part time and temporary employees are not entitled to compensation for absences.
12. In cases of leaves of absence ordered by the township physician and/or County Board of Health due to exposure to contagious disease, a certificate from the Township physician and/or the County Board of Health shall be required before the employee may return to work, and time lost will not apply to sick leave time or any loss of pay.

ARTICLE 12
MANAGEMENT RIGHTS

- A. The Township hereby retains and reserves unto itself without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and Constitution of the State of New Jersey and of the United States, including but not limited to, the following:
1. The executive, management and administrative control of the Township Government and its properties and facilities, and the activities of its employees.
 2. To hire employees, and subject to the provisions of law, to determine their qualifications and conditions for continued employment, or assignment and to promote and transfer employees.
 3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law, subject to the grievance procedure.

ARTICLE 13
GRIEVANCE PROCEDURE

- A. Any grievance or dispute arising between the parties with respect to the application, meaning or interpretation of the sections contained in the Agreement, also included in the scope of grievable items are disciplinary actions and shall be settled in the following manners:

Step One

The aggrieved employee or the Union Shop Steward at the request of the employee shall take up the grievance or the dispute with the Director of Public Works within five (5) working days of its occurrence. Failure to act within said five (5) working day period shall be deemed to constitute an abandonment of the grievance. The Director of Public Works shall try to adjust the matter and shall respond to the employee or Shop Steward within five (5) working days.

Step Two

If the grievance has not been settled, it shall be presented to the Business Administrator in writing within ten (10) working days after the Department of Public Works response was due. The Business Administrator shall meet with the Shop Steward and respond in writing within ten (10) working days.

Step Three

If the grievance remains unsettled, the representative may within twenty (20) working days after the reply of the Business Administrator is due, give written notice to the Mayor or her designee requesting a hearing of the aggrieved employee, his/her Shop Steward, the Mayor or her designee and the business representative of the Union. The hearing will be held in no less than twenty (20) working days.

Step Four

- A. If the grievance remains unsettled, the representative may within thirty (30) working days after the reply of the Mayor, or her designee, by written notice to the Mayor or her designee, proceed to arbitration. A request for arbitration must be made no later than such thirty (30) day period and failure to file within said time will constitute a bar to such arbitration, unless otherwise agreed.
- B. Arbitration proceedings shall be conducted by an arbitrator who will be selected by the Township and the Union within seven (7) working days after notice has been given. If the parties fail to agree upon an arbitrator, the New Jersey Public Employees Relations commission, will be

requested by either or both parties to provide a panel of official arbitrators. The arbitrator shall be requested to issue his/her decision within thirty (30) days after the conclusion of testimony and argument. The arbitrator's decision shall be binding on both parties.

- C. Expenses for the arbitrator's service and the proceedings under Section A and Section B shall be borne by the losing party. No employee shall be denied his compensation for his appearance as a witness in accordance with this Article. If either party desires a verbatim record of proceedings, it may request that such a record be made, providing it pays for the record and makes copies available to the other party and the arbitrator.
- D. The Union will notify the Township in writing of the names of its members who are designated by the Union to represent employees under the grievance procedure. Members so designated by the Union will, be permitted to confer with other unions, employees and with Township representatives regarding matters of employee representation during working hours without loss of pay for periods not in excess of one (1) hour per week unless additional time is authorized by the Township.

ARTICLE 14
DISCIPLINE AND DISCHARGE

- A. This paragraph shall only apply to permanent non-probationary full-time employees.

- B. All disciplinary actions shall be for just cause. An employee may be suspended or discharged immediately prior to an appeal or grievance hearing where it is determined by the township personnel that the employee is unfit for duty or is a hazard to any person if permitted to remain on the job.

- C. Employees are obligated to comply with all the rules and regulations of the employer provided such rules do not conflict with the express provisions of this agreement and are not otherwise unlawful and improper. Such rules and regulations shall be applied uniformly and without discrimination. The rules and regulations should be accessible to employees so that an employee can refer to them when needed. An employee who reasonably believes that he or she may be subject to disciplinary action in connection with any questioning by the employer may have a Union representative present during such questioning. This shall not apply to interviews which are intended to provide counseling, information or instruction.

- D. The employer shall provide a copy of disciplinary charges to the employee and a copy of the notice shall be provided to the local Union representative and District Council representative. An employee may appeal a disciplinary finding beginning at the third step of the grievance procedure and within 10 working days of its occurrence. Nothing shall prevent the Union representative from investigating any discipline brought by the employer. An employee is entitled to have a union appointed representative at any grievance disciplinary hearing. Employees required as witnesses at such hearings as well as the local Union representative shall not suffer any loss of regular pay. If the decision for direct reinstatement is with pay, the Township shall not receive credit for wages or compensation earned by the employee while he/she is not employed by the Township unless the employee receives

unemployment compensation. Such compensation shall be subject to the rules and regulations set forth by Unemployment.

- E. All copies of and reference to any minor disciplinary action imposed on an employee shall be removed from the employee's personnel record if during the one (1) year period following such action, there is no accrual of another discipline against the employee. All copies of and reference to any disciplinary action imposed as a result of extreme misconduct, as defined in this agreement, on an employee shall be removed from the employee's personnel record if during the two (2) year period following such action, there is no accrual of another discipline against the employee.

- F. Counseling: When it is determined through an investigation that disciplinary action is not warranted, but the employee should be "notified" as to his/her conduct or substandard performance, the employee shall receive counseling. Counseling is a face-to-face discussion between the supervisor and the employee, during which a plan is developed to improve the performance or conduct of the employee. Counseling shall not be considered discipline or part of progressive discipline.

- G. Progressive corrective discipline shall be as follows:
 - 1. Oral reprimand
 - 2. Written reprimand
 - 3. Suspension
 - 4. Discharge

The above movement shall be for like discipline except in cases of extreme misconduct which shall include but is not limited to:

- 1. Drunkenness, proven during working hours, or being under the influence of alcohol during working hours. If an employee refuses to take a properly administered breathalyzer examination, he shall be subject to suspension. No personnel shall consume alcoholic beverages during working hours.
- 2. Theft or dishonesty.
- 3. Assault on Township employees or Township vehicles.

4. Carrying unauthorized passengers in Township vehicles.
5. Possession or use of non-prescription drugs or narcotic drugs while on duty.
6. A crime more serious than a misdemeanor punishable by one (1) year or more in prison for the possession, sale, purchase or use of illegal drugs.
7. Willful destruction, or extreme negligence to Township property.

ARTICLE 15
BILL OF RIGHTS

A. To ensure that the individual rights of employees in the bargaining unit are not violated, the following shall represent the employee's Bill of Rights:

1. An employee shall be entitled to Union representation at each and every step of the grievance procedure set for in this agreement.
2. An employee shall be entitled to Union representation at each stage of a disciplinary hearing.
3. No employee shall be required by the Township and/or its agents to submit to an interrogation unless the employee is afforded the opportunity of Union representation.
4. No recording devices or stenographer of any kind shall be used during any meeting unless both Union and Township are made aware of their use prior to such meeting.
5. In all disciplinary hearings the employee shall be presumed innocent until proven guilty and the burden of proof shall be on the Township.
6. An employee shall not be coerced or intimidated or suffer any reprisals either directly or indirectly that may adversely affect his/her hours, wages or working conditions as the result of the exercise of his/her rights under this Agreement.

ARTICLE 16
PAY PERIOD & PAY DAY

- A. All regular employees covered under this Agreement shall be paid every two (2) weeks.
- B. When the regular payday occurs on a holiday, the Township shall pay the employees on the regular workday immediately preceding the holiday.
- C. Each employee shall be provided with a statement of gross earnings and an itemized statement of all deductions made for any purpose.
- D. Overtime will be paid in the pay period it was worked. (In times of extreme need by the Township, the Union will allow overtime to accumulate to the next pay period if necessary.)

ARTICLE 17
WORKERS COMPENSATION

- A. When an employee is injured on duty, he/she is to receive worker's compensation. The payment shall be equal to the worker's net salary (take home pay) during the period of disability, not to exceed one year.
- B. An employee who is injured on the job and is sent home, or to a hospital or doctor's office to obtain medical attention, shall receive pay at the applicable rate for the balance of his/her regular shift for that day.

ARTICLE 18
INSURANCE

- A. The medical benefit package shall include the current levels of coverage (platform).
- B. Dental insurance is to be provided through Delta Dental program with a benefit of \$1500.00 per year for each covered person and their children according to the NJ and Federal Laws.
- C. The Township agrees to enroll its employees covered under this Agreement in the State disability plan or equivalent. The Township shall pay the full cost of the plan.
- D. Upon the signing of this agreement, the Township agrees to provide the employee and his family with a co-pay prescription plan with a co-payment of \$10.00 for all generics and \$15.00 for all other types of medication. All other conditions shall remain unchanged. Reimbursement shall remain as currently practiced between the Township and the Union unless otherwise approved upon by a mutual written amendment. That is for reimbursement of prescription co-pays.
- E. Washington Township agrees to maintain coverage of a medical/hospitalization plan (medical, dental and prescription) for all retiring employees on pension or disability retirement and their spouse and legal dependents, according to New Jersey State guidelines relative to retirement. Eligibility shall be based on the following as required either N.J.S.A. 40:10-23 and N.J.S.A. 52:14-17.37, which ever would be applicable at the time of retirement.
- Employee retires at age 62 or older with at least fifteen (15) years continuous service with Washington Township at the time of retirement.
 - Employee retires with at least twenty (20) years of service with Washington Township, not necessarily continuous and twenty-five (25) years of service credit in the State of New Jersey administered retirement system.
 - Employee retires with twenty-five (25) years of service credit in the State of New Jersey administered retirement system and fifteen (15) years of continuous service with the township.
 - If an employee retires from Washington Township pursuant to the above, that employee shall receive medical coverage from the township for the employee and his or her spouse and the employee's legal dependents at the time of the employee's retirement. If the employee dies after retirement, medical coverage for his or her spouse and legal dependents shall continue provided the spouse was married to the employee at the time of the employee's retirement and the spouse does not remarry after the employee's death. If the spouse remarries after the

employee's death, the medical coverage will terminate. If the employee remarries after retirement, the new spouse will not receive any medical coverage.

- Reimbursement to retirees for increases in healthcare costs and prescriptions will continue but not be applicable to those employees hired after signing of Agreement.

- F. Employees shall be placed under the Long-Term Disability Policy. Employees are responsible for paying \$5.00 per month toward their inclusion into their Long-Term Disability Policy.
- G. Employees shall be entitled to a reimbursement of up to \$100.00 every two (2) years for eye glasses, upon providing evidence satisfactory to Township of the expense.
- H. The Township acknowledges that the State Health Care Program requires employees to pay a percentage of the premium costs. The Township agrees to create and pay the employees the following HRA (Health Reimbursement Arrangement).

An HRA will be in place for the life of this contract. The HRA will be distributed to the members the first pay period in December. The only individuals responsible to provide receipts for the reimbursement of the HRA will be the individuals who opt out of the State Health Benefits Plans in place. The opt out members must have all receipts to the Payroll Clerk by November 15th of each year in order to receive their allowance. If the receipts are late, they may be submitted with the approval of the Director of Municipal Services approval.

The amounts to be paid are as follows for each year of the contract:

2020	Family, Husband-Wife, Parent-Child.....	\$ 500.00 dollars
	Single Individual	\$ 200.00 dollars
2021	Family, Husband-Wife, Parent-Child.....	\$ 500.00 dollars
	Single Individual	\$ 200.00 dollars
2022	Family, Husband-Wife, Parent-Child.....	\$ 500.00 dollars
	Single Individual	\$ 200.00 dollars
2023	Family, Husband-Wife, Parent-Child.....	\$ 500.00 dollars
	Single Individual	\$ 200.00 dollars
2024	Family, Husband-Wife, Parent-Child.....	\$ 500.00 dollars
	Single Individual	\$ 200.00 dollars
2025	Family, Husband-Wife, Parent-Child.....	\$ 500.00 dollars
	Single Individual	\$ 200.00 dollars

- I. The Township acknowledges that the State Health Care Program requires retired employees, when eligible, to apply for and obtain health coverage under Medicare Part B. The Township agrees to maintain full coverage of the employee, spouse and family when the employee retires in good standing, either on pension or as a result of medical disability, which will include the Township's requirement to pay the then existing costs of Medicare Part B.

ARTICLE 19

HOLIDAYS

A. The following days are recognized as paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Day	Day After Christmas
Fourth of July	Juneteenth

If Christmas falls on a Friday or Saturday it will be celebrated on Monday, if Christmas is on Sunday, it will be celebrated on Tuesday.

- B. Each employee shall be entitled to three (3) personal business days per year. Personal days shall be prorated for the first year of employment. Holidays which fall on Saturday shall be celebrated on the preceding Friday. Holidays which fall on Sunday shall be celebrated on the following Monday. Holidays, which fall within an employee's vacation period, shall be celebrated at the employee's option, either immediately before or immediately following his/her vacation period.
- C. In order to be entitled to the above paid holidays, employees must work the regular workday before and after the holiday, except, if sick or if the holiday falls within the employee's vacation, in which case, the employee shall receive an additional day of vacation.
- D. All hours worked on holidays are to be paid double time plus holiday pay.
- E. Employee shall not be paid for holiday if he or she is out sick either the day before or after the holiday; unless he/she has a doctor's certificate.
- F. No holiday shall be granted other than those listed above, except such other holidays are officially declared by the Governor of the State of New Jersey, The President of the United

States of America or when the Township Council declares by formal action, a holiday for all Township employees. This provision has no applicability when holidays are granted pursuant to a contract with other representatives, associations or unions. In the event that the Municipal Building is closed, or a holiday is declared by the Governor of the State of New Jersey and the President of the United States, in an emergency during regular business hours, and the Public Works Department remains open for such emergencies, employees of the Public Works Department who work while other municipal employees are not working shall receive the commensurate number of hours as 'floating leave time' (i.e., not compensatory vacation, or sick time). Thus, if Public Works employee A works from 7AM to 10AM on the date of a late opening (10AM) when other employees are being paid (but not working) for the two-hour time period 8AM to 10AM, Public Works employee A will receive an additional two hours of floating leave time which may be taken with the approval of his/her supervisor. Public Works will receive floating holiday time for each day the Municipal Building is closed.

ARTICLE 20
LEAVE OF ABSENCE

- A. Any employee desiring a leave of absence without pay from his/her employment must secure written permission from the Township with notice to the Union. The maximum leave of absence shall be thirty (30) days and may be extended for like periods up to a maximum of (1) year. Permission for extension must be secured from the Township with notice to the Union. During the period of absence, the employee shall not engage in full time or part time employment whatsoever. Failure to comply with this provision shall result in termination of the employee.
- B. The employee shall be responsible for the continued payments and make suitable arrangements with the Township for the continuation of benefits.
- C. Military Leave - Employees shall be entitled to Military Leave in accordance with Federal and State Laws.
- D. Jury Duty - A regular full-time employee who loses time from his job because of jury duty as certified by the Clerk of the Court, shall be paid by the Township the difference between his daily job rates up to a maximum of eight (8) hours and the daily jury fee subject to the following conditions:
 - 1. The employee must notify his supervisor immediately upon receipt of a summons for jury duty.
 - 2. This section does not apply where an employee voluntarily seeks jury duty.
 - 3. No reimbursement of wages will be made for jury duty during holidays or vacations.
 - 4. At the Township's request, adequate proof must be presented of time served on a jury and the amount received for such service.

ARTICLE 21
FUNERAL LEAVE

A. A leave of absence with pay shall be granted to a permanent employee desiring such leave because of a death in the immediate family as listed below:

1 Working Day	Aunt/Uncle Niece/Nephew
2 Working Day	Grandmother/Grandfather Son-in-Law/Daughter-in-Law
5 Working Day	Mother-in-Law/Father-in-Law Sister-in-Law/Brother-in-Law
7 Working Day	Mother/Father/Sister/Brother
15 Working Day	Spouse/Daughter/Son/Grandchildren/ Step Son/Daughter

- B. In the event of the death of any other relative, accumulated sick leave may be utilized.
- C. Proof of death and relationship is required at the Township's discretion.
- D. Additional days of leave may be granted by the Department Head as Administrative Leave, without pay, due to extenuating circumstances at the request of the employee.

ARTICLE 22
SAFETY AND HEALTH

- A. The Township shall at all times maintain safe and healthful working conditions and will provide employees with wearing apparel, tools or devices that may be reasonably necessary to ensure their safety and health.
- B. The Union shall assign two (2) of its members to the Township Safety Committee. The Union shall assign one (1) of its members to the Vehicle Accident Review Committee.
- C. It is the responsibility of the employee to maintain and to have available on the jobsite, the required safety equipment for a particular job function and utilize such apparatus accordingly.
- D. The Township will provide replacement of any apparatus if damaged on the job. Old apparatus must be returned. Apparatus shall be defined to include rain gear, goggles, earplugs, hardhats, etc. and other safety equipment supplied to the employee by the Township.

ARTICLE 23
SEVERABILITY

A. If any section, subsection, paragraph, sentence, clause or phrase of this Agreement should be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Agreement, which shall remain in full force and effect; and to this end the provisions of the Agreement are hereby declared to be severable. In the event any portion of the Agreement is declared invalid, the parties agree to begin renegotiations on the invalid portion within thirty (30) days.

ARTICLE 24
PHYSICAL EXAMINATIONS

- A. Prior to the appointment of any applicant, a person shall undergo a physical examination to be administered by the Township physician.

ARTICLE 25

PROBATIONARY PERIOD

- A. Every person appointed to a position shall be deemed to be on probation for a period of six (6) months. Any significant absence during said probationary period (greater than 30 days) shall extend the probationary period by that amount of time. The Mayor or her designee may require reports and recommendations from immediate superiors and department heads to determine whether he/she shall be granted permanent status or dismissed.

ARTICLE 26
GENERAL PROVISIONS

A. Bulletin Boards

Bulletin boards will be provided by the Township at permanent work locations for the use of the Union for the sole purpose of posting Union announcements and other information of noncontroversial, nonpolitical nature.

B. Union Activities on Township's Time and Premises

The Township agrees that during working hours, on the Township's premises, and without loss of pay, Union representatives shall be allowed to:

1. Post Union notices
2. Distribute Union literature
3. Transmit communications authorized by the local Union or its officers, to Township or their representatives, both written and oral.
4. Solicit Union membership during other employee's non-working time.
5. The Union shall have the right to use either the public works break room or the C.A.C. building for union meetings up to six (6) hours per year without loss of pay to any employee attending. The Union agrees that the purpose of said meetings will be to conduct union business and therefore, the union agrees not to abuse the privilege. The Union must provide 24 hours notice to the supervisor/director; if the union cannot be accommodated within 24 hours due to work schedule or projects, management agrees to accommodate within a 48 hour period.

C. Visits by Union Representatives

The Township agrees that accredited representatives of the American Federation of State, County and Municipal Employees both local and district, or international, shall have the right to visit the premises during working hours, so long as such visit does not interfere with employee duties.

D. Posting Positions

Vacant positions or newly created positions shall be posted on the Union's bulletin board for a period of not less than five (5) days prior to the Township submitting the position to the general public.

E. Seasonal Employees

Seasonal part-time or full-time employees shall not be employed for longer than 6 months within a 12-month period. If an employee is employed longer, than 6 months within a 12-month period, he/she shall be made permanent.

F. CDL License

As of 1/1/2006, the employer shall reimburse an employee for all testing processing and CDL costs including any endorsement fees. The employer shall reimburse employees for the cost of renewing their commercial license. The Township shall be provided information for purposes of reimbursement.

G. Attendance of Union Functions

The Township shall grant release time with pay for one (1) officer or member elected by the Union to attend Union functions, with a five (5) day written notice to the Personnel Director. In non-convention years, the elected officer or member shall be entitled to four (4) paid days per year. In convention years, the elected officer or member shall be entitled to eight (8) paid days per year, unless a representative for the Township does not attend the convention, in which case the elected officer or member will only receive four (4) paid days.

ARTICLE 27
CLOTHING MAINTENANCE

- A. Employees covered under this agreement shall receive a clothing maintenance allowance of \$750.00.
- B. Employees shall receive half of the called for allowance at the end of January and the end of July in each year of this Agreement. Employees must replace worn clothing as necessary.
- C. Township mechanics shall not receive a clothing maintenance allowance but will continue to receive uniforms.
- D. Shorts worn in summer season MUST be either jean/twill material or work/khaki style shorts, solid colors only, which must be hemmed and worn no more than 3 to 4 inches above the knee.
- E. Employees must wear hard soled shoes, preferably work boots for safety purposes.

ARTICLE 28

MECHANICS TOOL ALLOWANCE

- A. Employees covered under this Agreement shall receive a tool allowance of \$800.00 for each year of the contract for the purpose of replacing worn tools, broken tools and purchasing new tools. Said allowance shall be paid during the month of January.

ARTICLE 29
EQUAL TREATMENT

- A. There shall be no coercion, intimidation, or discrimination on the part of either the Township or the Union, or their respective agents, officers or members, against any employee covered by this Agreement for reason of age, sex, color, religious belief or natural origin.
- B. The Township and the Union agree that all employees 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 Union against any employee because of the employee's membership or non-membership or activity or non-activity in the Union.

ARTICLE 30
STRIKES AND LOCKOUTS

- A. In addition to any other restrictions under the law, the Union will not cause a strike or a work stoppage of any kind, nor will any employee take part in a strike, intentionally slowdown in the rate of work in any manner, cause interference with or stoppage of the Township's work, provided the Township follows the grievance procedure which provision is made herein, and the Township shall not cause a lockout.

ARTICLE 31
DUPLICATION OF AGREEMENT

A. The Township shall be responsible for reproducing this Agreement and will furnish copies to the Union for distribution to employees and officials of the Township

ARTICLE 32
WAGES (SEE ATTACHED SCALES)

1. Upon ratification, this contract shall establish the creation of two separate pay scales for positions within DPW or Department of Public Works. All existing and established employees will fall under and progress along the "Current Employees" or "A" scale, as attached. Any newly hired employee shall fall under and progress along the "New Hire" or "B" scale, as attached.
 - A. Those employees who are "off guide" a 2.00% increase each year of this agreement.
 - B. All employees shall receive step increases (or 2.00% increases if off guide) on January 1st of each year of this Agreement.
 - C. Notwithstanding the provision of Paragraph B above, new employees must be employed for a minimum of two months and one day in their first year to receive an increment on January 1st of the succeeding year. By way of example, if Employee A commences work on November 15, 2021, Employee A will receive an increment on January 1, 2023. Conversely, if Employee B commences work on March 20, 2021, Employee B will receive an increment on January 1, 2022.
 - D. The Addendum to Contract relating to the establishment of a Head Mechanic's positions is deleted and the following shall be inserted:
 - (1) The Head Mechanics position has been established in the Department of Public Works.
 - (2) Employees who are currently in that position will be paid an additional \$5000 per year in addition to their regular hourly rate.
 - (3) If the position shall become vacant, WT retains the sole discretion as to whether the position will be filled and/or whether any additional compensation will be provided to the employee who fills the vacancy.

ARTICLE 33
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 and may be used for evaluation purposes by the Department Head, Business Administrator, Mayor and/or governing body only.
- B. Upon advance notice and at reasonable times, any employee may review his/her personnel file. However, this appointment for review must be made through the Department Head or their designated representative.
- C. Whenever a written complaint concerning an employee or his/her actions is to be placed in his/her personnel file, a copy shall be made available to them and they shall be given the opportunity to rebut it if they so desire and they shall be permitted to place said rebuttal in their file.
- D. All personnel files will be carefully maintained and safeguarded permanently and nothing placed in files shall be removed there from. Removal of any material from a personnel file by any employee shall subject that employee to appropriate disciplinary action.

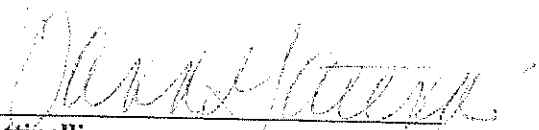
ARTICLE 34

DURATION OF AGREEMENT

THIS AGREEMENT shall become effective on January 1, 2020 and shall terminate on December 31, 2025. This Agreement shall remain in full force and effect during the period of renegotiations for a successor agreement.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures.

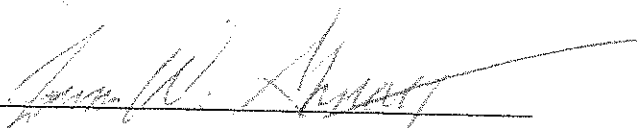
WASHINGTON TOWNSHIP/AFSCME LOCAL NO. 3303A GLOUCESTER COUNTY



Joann Gattinelli
Mayor Washington Township

5/28/21


Date



Jason Gonter, CFP®, MBA, CPM®
Business Administrator, Washington Township

5-25-2021

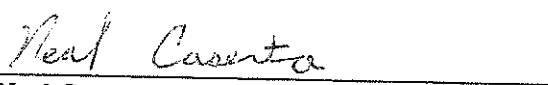
Date



Yolanda Lawson, AFSCME Council 63
Staff Representative

5-25-21

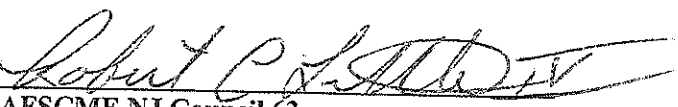
Date



Neal Caserta, Chapter Chair
AFSCME Local 3303A

5/25/21

Date



AFSCME NJ Council 63
Executive Director/Designee

Date

SCHEDULE A
PUBLIC WORKS DISABILITY POLICY

As per Article 18, Section C, **Insurance**:

The Township agrees to enroll its employees covered under this Agreement in the State disability plan or equivalent.

Washington Township uses the formula of the State of New Jersey's Disability Program. An outline of the Township's Disability benefits as they pertain to Public Works is as follows:

1. It is mandatory that all sick time be exhausted before an employee can begin collecting disability payments.
2. The program will pay an employee two-thirds (2/3) of their weekly salary up to the State Disability plan's maximum.
3. An employee in this program would be eligible for a maximum period of twenty-six (26) weeks.
4. An employee must have documentation from his doctor that he is indeed disabled and unable to work.
5. An employee out on disability for an extended period of time will have his clothing maintenance allowance pro-rated for the amount of time missed.

CERTIFICATION

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s) and the included summary is an accurate assessment of the collective bargaining agreement for the term beginning January 1, 2020 to December 31, 2025.

Employer: _____
County: _____
Date: _____
Name: _____
Title: _____
Signature: _____

Washington Township Department of Public Works
Current Employees (SCALE "A")

Bus Driver*

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
1ST	22.87	24.35	24.83	25.33	25.84	26.35	26.88
2ND	23.56	25.05	25.55	26.06	26.58	27.12	27.66
3RD	24.24	25.74	26.26	26.78	27.32	27.87	28.42
4TH	24.92	26.44	26.97	27.51	28.06	28.62	29.19
5TH	25.61	27.14	27.69	28.24	28.80	29.38	29.97
6TH	26.30	27.85	28.40	28.97	29.55	30.14	30.74
7TH	26.99	28.55	29.12	29.70	30.30	30.90	31.52
8TH	27.68	29.25	29.84	30.44	31.04	31.67	32.30
9TH	28.39	29.98	30.58	31.19	31.81	32.45	33.10
10TH	29.04	30.64	31.25	31.88	32.52	33.17	33.83
11TH+	29.45	31.06	31.68	32.31	32.96	33.62	34.29

Laborer

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
1ST	22.87	23.33	23.79	24.27	24.76	25.26	25.76
2ND	23.49	23.96	24.44	24.93	25.43	25.94	26.46
3RD	24.12	24.60	25.09	25.60	26.11	26.63	27.16
4TH	24.75	25.25	25.75	26.26	26.79	27.33	27.87
5TH	25.37	25.88	26.39	26.92	27.46	28.01	28.57
6TH	25.99	26.51	27.04	27.58	28.13	28.69	29.27
7TH	26.63	27.16	27.71	28.26	28.83	29.41	29.99
8TH	27.25	27.80	28.35	28.92	29.50	30.09	30.69
9TH	27.87	28.43	29.00	29.58	30.17	30.77	31.39
10TH	28.51	29.08	29.66	30.26	30.86	31.48	32.11
11TH+	28.93	29.51	30.10	30.70	31.31	31.94	32.57

Maintenance

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
1ST	18.54	18.91	19.29	19.67	20.07	20.47	20.88
2ND	19.21	19.59	19.99	20.39	20.79	21.21	21.63
3RD	19.87	20.27	20.67	21.09	21.51	21.94	22.38
4TH	20.55	20.96	21.38	21.81	22.24	22.68	23.14
5TH	21.22	21.64	22.08	22.52	22.97	23.43	23.90
6TH	21.89	22.33	22.77	23.23	23.69	24.16	24.65
7TH	22.56	23.01	23.47	23.94	24.42	24.91	25.41
8TH	23.24	23.70	24.18	24.66	25.16	25.66	26.18
9TH	23.91	24.39	24.88	25.37	25.88	26.40	26.93
10TH	24.58	25.07	25.57	26.08	26.61	27.14	27.69
11TH+	24.93	25.43	25.94	26.46	26.99	27.53	28.08

Heavy Equipment**

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
1ST	26.79	29.37	29.95	30.55	31.16	31.79	32.42
2ND	27.71	30.30	30.91	31.53	32.16	32.80	33.46
3RD	28.64	31.25	31.88	32.52	33.17	33.83	34.51
4TH	29.57	32.20	32.85	33.50	34.17	34.86	35.55
5TH	30.49	33.14	33.80	34.48	35.17	35.87	36.59
6TH	31.41	34.08	34.76	35.45	36.16	36.89	37.63
7TH	32.33	35.02	35.72	36.43	37.16	37.90	38.66
8TH	33.26	35.97	36.68	37.42	38.17	38.93	39.71
9TH	34.19	36.91	37.65	38.41	39.17	39.96	40.76
10TH	35.11	37.85	38.61	39.38	40.17	40.97	41.79
11TH+	35.63	38.38	39.15	39.93	40.73	41.55	42.38

Mechanic***

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
1ST	27.20	30.80	31.42	32.05	32.69	33.34	34.01
2ND	28.12	31.74	32.38	33.02	33.69	34.36	35.05
3RD	29.05	32.69	33.34	34.01	34.69	35.39	36.09
4TH	29.98	33.64	34.31	35.00	35.70	36.41	37.14
5TH	30.92	34.60	35.29	36.00	36.72	37.45	38.20
6TH	31.85	35.55	36.26	36.98	37.72	38.48	39.25
7TH	32.78	36.50	37.23	37.97	38.73	39.50	40.29
8TH	33.71	37.44	38.19	38.96	39.74	40.53	41.34
9TH	34.64	38.39	39.16	39.94	40.74	41.56	42.39
10TH	35.57	39.34	40.13	40.93	41.75	42.58	43.44
11TH+	36.07	39.85	40.65	41.46	42.29	43.14	44.00

Driver/Craft Mechanic*

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
1ST	25.92	27.46	28.01	28.57	29.14	29.72	30.32
2ND	26.75	28.31	28.87	29.45	30.04	30.64	31.25
3RD	27.57	29.14	29.72	30.32	30.93	31.54	32.17
4TH	28.40	29.99	30.59	31.20	31.82	32.46	33.11
5TH	29.22	30.82	31.44	32.07	32.71	33.37	34.03
6TH	30.04	31.66	32.29	32.94	33.60	34.27	34.96
7TH	30.87	32.51	33.16	33.82	34.50	35.19	35.89
8TH	31.69	33.34	34.01	34.69	35.38	36.09	36.81
9TH	32.52	34.19	34.87	35.57	36.28	37.01	37.75
10TH	33.34	35.03	35.73	36.44	37.17	37.91	38.67
11TH+	33.82	35.52	36.23	36.95	37.69	38.44	39.21

