

**AGREEMENT**

**Between**

**TOWNSHIP OF STAFFORD**

**and**

**TEAMSTERS LOCAL NO. 97 OF NEW JERSEY**

**Effective January 1, 2021 through December 31, 2024**

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THIS AGREEMENT made this 19<sup>th</sup> day of January 2022, by and between the TOWNSHIP OF STAFFORD, a corporate body politic, in the County of Ocean, State of New Jersey, hereafter referred to as the "Employer", and TEAMSTERS LOCAL NO. 97, hereafter referred to as the "Union", as bargaining agent for and on behalf of the Stafford Township Blue Collar Workers, County of Ocean, State of New Jersey, hereafter referred to as "Employees".

**WITNESSETH:**

WHEREAS, it is the intent and purpose of the parties herein to promote and improve the harmonious and economic relations between the Employer and its Employee and to establish a basic understanding relative to rates of pay, hours of work and other conditions of employment consistent with the law;

NOW, THEREFORE in consideration of this and mutual covenants herein contained, the parties hereunto agree with each other and with respect to the Employees of the Employer recognized being represented by the Union hereby as follows:

**ARTICLE I**

**RECOGNITION AND SCOPE OF AGREEMENT**

- A. In the negotiation of this Contract Agreement and for the purpose of collective bargaining and all activities and processes relative thereto, the Township hereby recognizes the Union as the sole and exclusive representative of the Employees in the following positions: Operator, Operator Light Equipment, Electrician, Mechanic/Fabricator, Mechanic, Assistant Mechanic, Truck Driver, Bus Driver, Part-Time Bus Driver, Laborer, Custodian, Assistant Animal Control Officer and Animal Control Officer.
- B. The bargaining unit shall consist of all such regular Full-Time Employees of the Township of Stafford Department of Public Works and Department of Animal Control now employed or hereinafter employed in such titles.

- C. This Agreement shall govern all wages, hours, and other conditions of the employment set forth herein.
- D. This Agreement shall be binding upon the parties hereto.
- E. The Union recognizes that, pursuant to New Jersey Statute, they have no right to strike.
  - 1. In addition to any other restrictions under the law, the Union will not cause a strike or work stoppage of any kind, nor will any Employee take part in a strike, interference with or stoppage of the Township's work or coordinate efforts to disrupt the orderly operation of the Township.

As used in this section, the term "strike" shall be defined as any of the following:

- a. Concerted failure to report for duty;
  - b. Willful actions of Employee(s) from assigned positions;
  - c. Stoppage from work;
  - d. Absence in whole or in part from full, faithful and proper performance of the Employee(s)' duties of employment;
  - e. Slow down;
  - f. Walk out; or
  - g. Any other illegal job action against the Township.
- 2. Nothing contained in this Agreement shall be construed to limit or restrict the Township in its right to seek and obtain such judicial relief as it may be entitled to have in law or equity for an injunction or damages, or both, in the event of such strike by the Union.

## ARTICLE 2

### COLLECTIVE BARGAINING PROCEDURE

- A. Collective bargaining, with respect to rates of pay, hours of work or other conditions of employment, shall be conducted by a duly authorized bargaining agent of each of the parties to the Agreement. Each party to the Agreement shall select their own bargaining team.

B. Collective bargaining meetings shall be held at times and places mutually convenient at the request of either party.

C. Employees of the Employer, not to exceed three (3) in number which will consist of the Shop Stewart and two (2) Assistant Stewarts may be designated by the Union to participate in a collective bargaining agreement, will be excused from their work assignments to attend such collective bargaining meetings.

D. Those Employees known as Shop Steward and the Assistant Shop Steward shall be excused from work for Union activities, including attendance at state and/or national conventions or workshop training with no loss of pay. Said attendance shall be limited to one (1) per year with proof of attendance at said meetings. Shop Steward/Asst. Steward will be permitted to attend additional state or national conventions but must use vacation days to do so. Said attendance must be approved by the Superintendent of Public Works and Township Administrator. This agreement shall guarantee that at least one (1) Union representative shall be granted release time in order to attend regularly scheduled Union meetings.

### **ARTICLE 3**

#### **MANAGEMENT**

A. Nothing in this Agreement shall interfere with the right of the Employer in accordance with the applicable statutes, ordinances, rules, and regulations to:

1. Carry out the statutory mandate and goals assigned to a municipality;
2. To utilize personnel methods and means in the most appropriate, reasonable and efficient matter possible;
3. Manage Employees of the Employer, to hire, promote, transfer, assign or retain employees in positions within the municipality, and to establish reasonable work rules without creating undue hardships to the Employees. Such work rules shall be in written form, and

a copy shall be provided to each member of the Union, with applicable amendments thereto.

B. The Township of Stafford hereby retains and reserves to itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon invested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limit to, the generality of the foregoing rights:

1. The executive management and administrative control for the Township government and its properties and facilities and the activities of the employees by utilizing personal, methods, and means of the most appropriate and efficient matter possible, as may be determined from time to time by the Township.
2. To make rules and procedures of conduct, to use improved methods and equipment, to determine work schedules and shifts, to decide the number of employees needed for any particular time, and to be in sole charge of the quality and quantity of the work required.
3. To make, maintain and amend such reasonable rules and regulations as the Township may from time to time deem best for the purpose of maintaining order, safety and/or the efficient operation of its subdivisions.
4. To hire all Employees and determine their qualifications and conditions of continued employment or assignment, and to promote and transfer employees.
5. To suspend, demote, discharge or take other appropriate disciplinary action against an Employee for just cause; or to lay off Employees in the event of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive.
6. To exercise its discretion with regard to the Employees, as to be consistent with all the foregoing.
7. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Township, the adoption of policies, rules, regulations and practices and the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and only to the extent such specific and express terms thereof are in conformance with the constitution and laws in

the State of New Jersey and of the United States.

8. All discretionary or permissive language contained with the Family Medical Leave Act (FMLA), the New Jersey Family Leave Act (NJFLA), the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) (P.L. 2013, c.82) and regulations promulgated pursuant to those statues or comparable leave laws shall be a management prerogative. All leaves which are also covered under any of the foregoing laws as well as leave under the foregoing Agreement shall run at the same time.

#### ARTICLE 4

##### NON-DISCRIMINATION

A. There shall be no discrimination, interference or coercion by the Employer or any of its agents against the Employee represented by the Union because of membership in or activities on behalf of the Union. The Union shall not intimidate or coerce Employees into membership. Neither the Employer or the Union shall discriminate against any Employees because of race, color, creed, sex, national origin or political affiliation, ancestry, age, marital status, affectional sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States Armed Forces, gender identity or expressions and/or any other characteristic protected by law.

B. No material derogatory to Employee's conduct, service, character or personality should be placed in his or her personnel file unless the Employee has had an opportunity to review the material by affixing his or her initials to the document to be filed with the express understanding that such initials in no way indicate agreement with the contents thereof. The Employee shall also have the right to submit a written reply (example - rebuttal, answer, etc.) to such material, and this reply shall be reviewed by the department head and the Township designee at the Employee's request. This reply will be attached to the document to which it is in reply as soon as the document is in the Employee's personnel file.



C. Although the Township agrees to protect the confidentiality of personal references, credentials, and other similar documents, it shall not establish any separate personnel file which is not available for the Employee's inspection. This provision shall not apply to any information which need not be disclosed to the Employee under the requirements of State law.

#### ARTICLE 5

##### AGENCY SHOP, DUE DEDUCTIONS AND UNION DUES CHECK-OFF

A. All Employees covered by this Agreement who have joined the Union as of the signing of this Agreement shall remain members of good standing for the duration of this Agreement.

B. Upon receiving the voluntary written authorization and assignment of an Employee covered by this Agreement (in the form agreed upon by the Township and the Union and consistent with State Statutes), the Township agrees to deduct from the pay of each Employee membership dues in such amounts as shall be fixed pursuant to the by-laws in constitution of the Union during the full term of this Agreement and any extension or renewal thereof. The regular Union membership dues, fees, and assessments shall be certified to the Township by the Union at least thirty (30) days prior to the month in which the deduction of Union dues is to be made. If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish to the Township such written notice of such change within thirty (30) days prior to the effective date of said change. Union dues and representation fees deducted by the Township shall be remitted by the Township to the Union, c/o Secretary - Treasurer, Teamsters Industrial and Allied Workers Union, Local No. 97, 485 Chestnut Street, Union, New Jersey 07083, by the 10th day of the month following the calendar month in which such deductions are made, together with a list of employees from whose pay such deductions were made. A copy of such list shall also be delivered to the Local Union President. The Union will provide the

necessary check-off authorization form and deliver the signed forms to the Township Chief Financial Officer or designee.

C. The Union shall indemnify and save harmless the Township against any and all claims, demands, suits, or any other form of liability that shall arise out of or by reason of action taken by the Township in reliance upon wage deductions, authorization cards or the fair share assessment information as furnished by the Union to the Township or upon the official notification of any Union agents or persons acting on their behalf, advising of such deductions.

#### **ARTICLE 6**

##### **PROBATION PERIOD/PART-TIME EMPLOYEES**

All new Employees shall be considered to be on probation for a period of ninety (90) days and may be discharged without cause during the ninety (90) day probationary period. Probationary employees are entitled to all benefits offered under this contract unless specifically excluded by classification or date of hire. The only exclusion is that probationary employees may be dismissed without cause for ninety (90) days. Part-Time Employees in the unit who work more than twenty five (25) hours per week will be eligible for health benefit coverage and a proration of all other benefits.

Part-Time Employees who work less than twenty five (25) hours per week shall not receive any benefits. This does not include seasonal employees working between May 30<sup>th</sup> and October 31<sup>st</sup>. This provision also does not apply to on call substitute workers.

#### **ARTICLE 7**

##### **RESIGNATION**

A. Any Employee who wishes to resign in good standing shall give the Township at least two (2) weeks prior written notice. The two (2) weeks' notice shall not include earned annual vacation time where applicable.

- B. No resignation shall become effective until it is accepted by the Township Administrator.
- C. Any Employee who does not submit his or her resignation in compliance with the provision of this subsection, or whose resignation is not approved, or who is absent from work for a period of five (5) working days without notifying the Department Head or the reason for his/her absence and of his/her intention to return to work, may be considered as having resigned without notice and not in good standing.
- D. Any Employee who resigns in good standing shall be paid a pro rata share of those vacation days earned for that year.
- E. Any Employee who dies while in the employment of the Township shall have his survivors compensated for all unused vacation time for the year of employment.

**ARTICLE 8**

**GRIEVANCE PROCEDURE**

- A. Definitions
  - 1. Grievance: A grievance is defined as, and limited to, an alleged violation of a specific provision of this Agreement.
  - 2. Aggrieved person: An "aggrieved person" is the person or persons or the Union making the claim.
  - 3. Party in interest: A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
- B. Requirement
  - 1. A written grievance shall contain a clear and concise statement of the grievance and indicate the issue involved, the relief sought, the date the incident or violation

took place, and the specific section or sections of the Agreement involved. Grievances alleging non disciplinary contract violations must specify each section of the agreement allegedly violated. A grievance effecting a group or classification of employees identified within the recognition clause of the agreement must be clearly identified as such at its inception.

2. Any Employee may be represented at all stages of the grievance procedure by himself/herself, or, at his/her option, by a representative of the Union, or by an attorney, where reasonable notice of legal representation is given the Employer. When an Employee is not represented by the Union, the Union shall have the right to be present and state its views at all stages of the grievance procedure unless the Employee objects to the presence of the Union representative in which case the Union may not be present at any stage of this procedure.
3. However, in the event the Union is not present after final determination at Step 3, if such final determination is made, the Union will promptly receive a copy of the Employee's written grievance and a copy of the final determination thereof.
4. All contract grievances must be presented promptly and no later than ten (10) calendar days from the date of grievance or within ten (10) calendar days after the grievant would reasonably be expected to know of its occurrence.

C. Procedure

**Step One:** Contract grievances not disciplinary grievance which arises after the effective date of this Agreement shall first be discussed by the aggrieved Employee with his immediate supervisor which shall be the foreman in charge of the employee's area of responsibility. Grievances which have not been settled by the immediate supervisor to the satisfaction of the

Employee under the foregoing procedure within five (5) calendar days of presentation, to be considered further, must proceed to Step Two.

**Step Two:** If dissatisfied with the decision in Step One, or in the event that the grievance is disciplinary in nature, the grievance must be appealed or presented to the Superintendent of Public Works within ten (10) calendar days of the disciplinary action or five (5) calendar days from receipt of the written decision in Step One. The Superintendent of Public Works or his representative will meet with the Employee, his representative, and representatives of the Employer as the Superintendent of Public Works may elect and attempt to resolve the grievance. A written decision will be made following the meeting by the Superintendent of Public Works or his representative and returned to the Employee and Union representative within ten (10) calendar days from its appeal to the Superintendent of Public Works.

**Step Three:** If dissatisfied with the decision in Step Two, to be considered further, the grievance must be appealed to the Township Administrator within five (5) calendar days of receipt of the decision in Step Two. The Township Administrator will meet with the Employee and/or his/her Union representative and the Superintendent of Public Works to discuss and attempt to resolve the grievance. Following this meeting, the written decision will be made by the Township Administrator and returned to the Employee and Union representative within thirty (30) calendar days from its appeal to the Township Administrator.

**Step Four:** Grievances which have not been settled under the foregoing procedure may be appealed to arbitration by either party within ten (10) calendar days of the date of Township decision in Step Three. If an unresolved grievance is not appealed to arbitration, it shall be considered terminated on the basis of the Third Step answer. The appeal of a grievance to arbitration shall specify the basis of the appeal. No basis shall be considered by the arbitrator

which was not provided in Step 4. Nothing beyond the information or statements contained at Step 2 by the grievant/ union shall be considered by the arbitrator.

- a. For the purpose of arbitration, the aggrieved party shall file with the New Jersey State Public Employment Relations Commission for a panel of arbitrators in accordance with PERC rules. This appeal shall be within fourteen (10) days of the determination in Step Three.
- b. The cost of the arbitrator and the expenses of the hearing, including a court reporter if requested by either party, shall be shared equally by the parties. The arbitrator shall only have jurisdiction and authority to determine compliance with the provisions of this Agreement. The arbitrator shall not have jurisdiction or authority to add to, amend, or modify the provisions of this Agreement. In formulating his decisions, the arbitrator shall adhere to the statutory law of New Jersey and to pertinent courts. The decision of the arbitrator shall be in writing and is final and binding for the parties to the Agreement.
- c. No more than one (1) grievance may be considered by the arbitrator absent written agreement of the parties. The arbitrator shall not consider group or class grievances unless specifically identified as required within the process. All arbitration proceedings shall be closed proceedings and attendance at the proceedings shall be strictly limited to representatives for the township and representatives of the union. All witnesses other than those identified in the previous sentence shall be sequestered during the proceedings at the request of either party. All proceedings will be scheduled.

- D. Grievances not appealed within the designated time limits in any step of the grievance procedure will be considered as having been adjudicated on the basis of the last preceding management answer. Grievances not answered by management within the designated time limits in any step of the grievance procedure may be appealed to the next step within five (5) calendar days of the expiration of the designated time limits. The parties may, however, mutually agree in writing to extend the limits in any step of the grievance procedure.
- E. The Union shall notify the Employer in writing of the names of the grievance representatives and an alternate within thirty (30) calendar days after the effective date of this Agreement. Any changes thereto will be forwarded to the Employer by the Union as soon as changes are made.

#### ARTICLE 9

#### **DISCIPLINE**

- A. The Township shall not discipline any member of the Public Works Department without just cause.
- B. All disciplinary action taken by the Township will be in one (1) or more of the following formats:
  - 1. Informal, private, or oral reprimand by the supervisor or his designee;
  - 2. A written memorandum of censure by the supervisor or his designee with copies to the Township Administrator;
  - 3. A confidential letter of admonition from the Township Administrator with copies to the Employee's supervisor and to the Employee's personnel file;
  - 4. Suspension from duty without pay not to exceed five (5) working days by action of the supervisor;
  - 5. Suspension from duty without pay taken by action of the Township Administrator;
  - 6. Demotion by action of the Township Administrator. Demotion shall include but not be limited to a change in job title and/or a loss of pay;

7. Dismissal from the Township's employ by action of the and Township Administrator;
  8. Copies of all notices under the section shall be forwarded to Teamster's Delegate.
- C. Nothing shall require the Township to take disciplinary action in the order of appearance in this article so long as the action taken is related to the severity of the offense determined to have occurred.
- D. All documents in any way connected with an Employee's disciplinary history shall be placed in the Employee's personal history file and may be viewed in accordance with the terms of this Agreement. Employees may submit a written request to the Township Administrator to remove written disciplinary action in their personnel file after one (1) year of the infraction. In considering whether or not to remove the disciplinary action the Township Administrator will consider the severity of the offense and the work record of the employee. The Township Administrator will submit a written decision to the employee concerning the removal of the disciplinary action within ten (10) days of the receipt of the request from the employee. The decision of the Township Administrator shall be final and not subject to arbitration.
- E. Newly hired probationary Employees may be separated from their employment by action of the Township Administrator or his/her designee at any time without recourse from said Employee.

#### **ARTICLE 10**

##### **SENIORITY**

- A. A job opening or vacancy shall be posted on an appropriate bulletin board for a period of five (5) working days.
- B. Seniority is defined as continuous unbroken service with the Employer, except when bridging of service is mutually agreeable to both parties.
- C. The Employer will endeavor to fill permanent/temporary job openings by promoting Employees from the next lower rate of job titles. In all instances, Employees promoted must possess the skill, ability and knowledge to perform the duties required of the higher rated job.



D. If there are two (2) or more Employees with the equal skill and ability to perform the work, then, at the discretion of the administration (which may not be arbitrarily or capriciously withheld), the employee with the greatest seniority and best evaluation shall be given preference. If the Employee once promoted to the higher rated job cannot perform all of the duties and functions required for that job for any reason whatsoever, the Township may promote the next senior Employee it deems qualified with the best evaluations. All employees promoted under this section will be subject to a three (3) month probationary period.

E. In the event the Township reduces the number of Employees in any particular job title(s), Employee(s) with the least seniority will be laid off first, provided that the Employee(s) not laid off possess the necessary skills and abilities to perform the duties of those position(s) affected by the layoff. Such determination shall be at the discretion of the Township.

F. Employees who fail to accept a position offered pursuant to this section shall forfeit their place on the seniority recall list. Additionally, employees continuously laid off for a period of twenty four (24) months or more shall not be entitled to recall.

G. Employees shall be recalled to work from layoff in the order of their seniority, provided that they have the requisite qualifications and ability to perform the work available. The Township, in its sole discretion, shall determine the requisite qualifications and skills necessary to perform the available work.

H. Any recall of employees by the Township may be on a temporary basis.

I. Heavy and light equipment will be identified as follows:

Light Equipment	Heavy Equipment
Backhoe	Grader
Excavator	Loader
Tractor	
Tractor with bucket	
Vac Truck	
Roller	

**ARTICLE 11**

**HOURS/SCHEDULE/OVERTIME**

A. The parties understand and agree that the standard work week shall consist of eight (8) hours per day, forty (40) hours per week Monday – Friday, inclusive of one paid fifteen (15) minute break and thirty (30) minute lunch break per day; with the exception of the Animal Control Officer and Assistant Animal Control Officer whose work week shall consist of seven (7) hours per day, thirty-five (35) hours per week Monday – Friday, with a one hour unpaid lunch break per day.

B. All Employees shall complete their work in the time allotted during the normal eight (8) hour work day. Employees may be dismissed one-half (1/2) hour early if they have worked through lunch and provided an emergent condition does not exist in the department with approval from department head.

**OVERTIME**

A. The Employer agrees that overtime consisting of time and one-half time shall be paid to all Employees covered by this Agreement for hours worked in excess of a normal eight (8) hour work day or forty (40) hour work week, and a normal seven (7) hour work day or thirty-five (35) hour work week for the Animal Control Officer and Assistant Animal Control Officer. Double time will be paid after twelve (12) consecutive hours of overtime worked. No Employee shall be paid overtime for work performed which was not completed in the allotted time provided during the normal eight (8) hour or seven (7) hour work day, respectively. The Superintendent of Public Works shall have the sole discretion with respect to any and all determinations regarding work which should have been completed in a normal eight (8) hour or seven (7) hour work day, respectively.

B. During periods of impending emergency, if the Superintendent of Public Works notifies employees that they must be home and ready to be called out after hours; a two (2) hour stand-by time shall be paid

to each employee so notified. If the employee does not personally speak to the Superintendent to respond to the phone call in person, he/she will not be paid the two (2) hour time, AND

C. After having worked eight (8) hours prior to the start of the normal work day any and all additional hours are to be paid at the rate of time and one-half (1/2) until the end of the work day, after which time the rate shall be double time, AND

D. If an Employee is required to work on Sunday or a Holiday, he/she shall receive double time for all hours worked on a Sunday or Holiday.

E. In the event an Employee is called in to duty other than his/her normal schedule, he/she shall be paid overtime at a rate of time and one half (1/2) for all time worked during such period. In no such case shall he/she be paid for less than four (4) hours and he/she shall work for those four (4) hours unless the employee punches in after 6:00 AM on a normal workday, in which case the employee shall be paid for the actual time worked only.

#### **EMERGENCY WORK**

A. The Township and/or the Superintendent of Public Works shall have the sole discretion as to:

1. What constitutes an emergency (unless such is governed appropriate law);
2. The number and qualifications of Employees assigned to work in emergency situations (unless governed by an appropriate statute).

#### **OVERTIME ROTATION**

A. Overtime shall be assigned in accordance with the seniority list, which shall set forth the names of Employees in each classification, in order of their seniority. The first overtime assignment on a particular occasion shall be assigned to the most senior employee on the seniority list in that classification. If the most senior employee is unwilling to accept the overtime assignment, the next most senior employee shall have an opportunity to accept that assignment. Overtime assignments will proceed down the

seniority list. If an Employee to whom the assignment has been offered declines to accept that assignment, he/she will be passed, and will not be offered any overtime assignments until his/her turn is reached again. If the Employee is offered an overtime assignment and is unable to perform the assignment because he/she is not qualified to do the work assigned, he/she will be offered the next overtime assignment for which he/she is qualified. In the event that all employees who are offered a particular overtime assignment decline to accept the assignment, the least senior employee who is offered the assignment and is qualified to perform the assignment shall be obliged to accept it. No Employee will be permitted to accept an overtime assignment if the Employee does not possess the skill and ability to perform the work. All determinations as to qualifications for overtime assignments shall be at the discretion of the Superintendent of Public Works.

B. Due to the important and emergent nature of work to be performed, if the Superintendent of Public Works or his designee reaches an employee's voicemail, the employee must return the call within fifteen (15) minutes to be eligible for the overtime assignment. Failure to do so will result in the employee being passed over in the rotation.

C. Any employee may, at his/her option indicate at the time overtime is assigned that he/she wishes to take compensatory time (at time and one half (1/2)) in lieu of monetary payment. Once made, however, this decision may not be changed. Compensatory time will be calculated based on the rate in which it is earned. Employees may carry compensatory time into the first quarter of the new year. At the end of that quarter compensatory time will be paid out to the employee at the rate of pay under which it was earned. The time frame and procedure for requesting compensatory time off shall be identical to the time frame and procedure for personal days.

**ARTICLE 12**

**MEAL PERIOD**

When an Employee has been called out for emergency work the Township agrees to reimburse the Employee for any meals that fall within that working time period at a rate of \$8.25 for breakfast, \$11.00 for lunch and \$15.00 for dinner. This benefit is available only for time not included in the normal work day schedule.

**ARTICLE 13**

**WORKERS COMPENSATION/ON THE JOB INJURY**

- A. All accidents shall be reported immediately to the Employee's supervisor.
- B. An Employee who is injured during the course of his/her employment and is immediately sent for medical treatment and is unable to return to work shall be paid for the entire shift, not to exceed eight (8) hours straight time.

**ARTICLE 14**

**LEAVE OF ABSENCE**

**LEAVE OF ABSENCE**

Unpaid leaves of absence for reasonable purposes may be granted for up to one (1) year at the discretion of the Township Administrator.

**JURY DUTY**

An employee called for jury duty will be excused from work for the period that the employee is called for jury duty and he/she will be paid the difference between jury duty compensation received and his/her regular daily compensation.

**MILITARY DUTY**

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States Armed Force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service.

Military leave shall be granted pursuant to N.J.S.A. 38:23-1 and N.J.S.A. 38A:4-4. When a full time regular or part-time regular employee, not on probation has been called to active duty or inducted into the military or Naval Forces of the United States, they shall automatically be granted an indefinite leave of absence without pay for the duration of such active military service, provided they do not voluntarily extend such service. Such employee shall be reinstated without loss of privileges or seniority, provided they report for duty with the Township within ninety (90) days following their discharge from military service and shall have taken and passed the required physical examination by the physician designated by the Township.

### **BEREAVEMENT**

All employees shall be entitled to Bereavement Leave in accordance with the following provisions:

- Ten (10) working days off in the event of the death of spouse or child.
- Five (5) days off in the event of the death of father, mother, grandparent, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandchild or spouse's grandparents.
- One (1) day off for death of uncle, aunt, nephew, niece, brother-in-law, sister-in-law or cousin of the first degree.

Bereavement leave shall be separate and apart from all other leave. No leave may be taken unless the Superintendent has been notified and has authorized the employee to leave.

Exceptions to this section may be granted at the discretion of the Township Administrator when the deceased is buried in another city and the employee would be unable to return in time for duty with the leave granted in this section.

## **ARTICLE 15**

### **SICK LEAVE**

#### **Sick Leave**

A. Sick leave shall be defined as absence of an Employee from post or duty because of illness, accident, or exposure to contagious disease. An Employee shall not be eligible for sick leave under this Agreement if the accident or injury suffered which caused the request for sick leave occurs while the Employee is being employed by a company or organization other than the Township of Stafford.

B. The first calendar year an Employee is employed in a full-time capacity; sick leave shall be earned at the rate of one (1) day for each calendar month that the Employee is employed. Thereafter, beginning on the first day of January in anticipation of continued employment for the calendar year, each Employee shall be entitled to fifteen (15) sick days per year. For any calendar year in which the employee's employment with the Township is separated, for any reason other than retirement, the employee's annual sick leave shall be prorated based on the date of separation. Such sick days shall accumulate from year to year, to be used if and when needed by the Employee.

C. Employees shall be allowed to use three (3) sick leave days per year for family illness. "Family" shall include all immediate family members residing with the Employee.

D. If an Employee is absent for reasons that entitle him/her to sick leave, his/her supervisor shall be notified promptly. Employee shall endeavor to provide eight (8) hours' notice but at no time shall notice be less than one (1) hour prior to the start of shift.

1. Failure to so notify the supervisor may be the cause of denial of the use of sick leave for the absence, and may constitute cause for disciplinary action.

2. Absence without notice for three (3) consecutive days shall constitute a resignation.

E. The Township shall require proof of illness from an Employee on sick leave when such a requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action. In addition, in cases where illness is of a reoccurring or chronic nature, causing reoccurring absences of one day or less, the Township reserves the right to require competent medical evidence to be submitted prior to the reinstatement of said Employee, and also reserves the right to have the Employee examined by the Township physician before returning to duty. In all cases of reported illness or disability, the Township reserves the right to send the Township physician to investigate the report.

F. When an absence due to an illness does not exceed two (2) consecutive working days, normally the Employee's statement of the cause for the absence will be accepted without a supporting statement by the attending physician. The Township reserves the right to have the employee examined by the Township physician before returning to work. Any absence in excess of two (2) consecutive working days may, at the discretion of the supervisor or his designee, require a written statement from the attending physician. The Township also reserves the right to require the Employee to be examined by the Township's physician to be certified as fit for duty before returning to work.

G. After two (2) unexcused absences due to illness on a Monday or Friday or the day preceding or following a paid holiday or vacation, a written statement from the attending physician will be required for the third such absence in order for the Employee to return to work. The Township reserves the right to mandate an examination by the Township physician should a pattern of Monday/Friday absence or absences preceding or following a paid holiday or vacation illness emerge.

H. Employees retiring under the PERS guidelines shall be eligible for payment for accumulated and unused sick leave pursuant to the following formula.



- a. Employees with less than thirty (30) years of uninterrupted work experience with the Township of Stafford shall be eligible for reimbursement for accumulated and unused sick leave up to a "cap" payment of \$15,000., minus the value of any sick days used in your final years of employment in excess of fifteen (15) days.
- b. Employees with thirty (30) years or more of uninterrupted work experience with the Township of Stafford shall be eligible for reimbursement for accumulated and unused sick leave up to a "cap" payment of \$30,000 minus the value of any sick days used in your final year of employment in excess of fifteen (15) days.
- c. Any determination regarding any penalty assessed under this provision may be appealed to the Township Administrator but is not subject to the grievance procedure.
- d. Employees hired prior to January 1, 2009 shall be permitted to "sell back" accumulated and unused sick leave on an annual basis subject to the following:
  - i. Employees who utilize a maximum of seven (7) days of sick time may sell back up to five (5) sick days per year. Payment will be made during the first pay of February of the ensuing year.
  - ii. Employees who utilize zero (0) to three (3) sick days may sell back up to ten (10) days maximum of sick time.
  - iii. Employees who sell back sick time may not petition the Township Administrator to extend paid sick leave in the event that employee's sick leave is exhausted.
  - iv. Additionally, employees who are granted extended sick leave by the Township Administrator, are no longer eligible to sell back sick leave.

- e. In accordance with P.L. 2010, c. 3, employees hired on or after May 21, 2010 are only eligible to sell-back accumulated sick leave upon retirement, and in an amount not to exceed Fifteen Thousand Dollars (\$15,000).
- f. Employees hired after January 1, 2014 will no longer be eligible for sick time pay out either annually or upon retirement.
- I. Employees must notify the Township Administrator in writing by November 1<sup>st</sup> of each and every year of the amount of sick leave they would like to sell back in the ensuing fiscal year.
- J. Employees who are unable to report to work because of illness or injury, and who have notified their supervisor in accordance with this Article, shall be responsible for notifying their supervisors as to their place of confinement. If an Employee is unable to report this information or if there is a change in this information, some person shall notify the supervisor on behalf of the Employee with all the pertinent information.
- K. Employees who are absent in an unauthorized matter may be subject to disciplinary action being imposed against them. An unauthorized absence occurs, and is not limited to, when an Employee:
  - 1. feigns illness or injury;
  - 2. deceives the Township physician in any way as to his/her true condition; or
  - 3. violates any provisions concerning the reporting of sickness or injury.
- L. The least amount of time chargeable against sick leave is on an hour for hour basis.
- M. The beneficiaries of any Employee who dies while employed by the Township will be entitled to receive the Employee's accrued sick, vacation and personal leave at time of death.

**Temporary Disability Absence**

- A. Disability absences are defined as time off from work due to illness or injury beyond eight (8) work days in duration which are not caused by or related to the individual's employment or any injuries

sustained by employees while working for the Township of Stafford. All employees shall be subject to the provisions of the NJ State Disability plan. Employees shall be subject to the co-pay requirements of the State Disability Plan through payroll deductions. Disability will commence when the employee has exhausted all accumulated leave and compensatory time.

- B. The temporary disability policy described above applies only if the following conditions are met:
- a. The Employee brings a physician's certificate stating condition of Employee and expected date of return to work.
  - b. Disability status is a period of continuous absence after eight (8) working days.
  - c. If hospitalized, the department head must be notified as soon as possible.
  - d. The Township Administrator may request the Township physician to ascertain physical condition of said employee and may require the employee to submit to a physical examination by a physician selected by the Township.
  - e. Employees will not accrue any leave time (sick, personal or vacation) while on state disability leave or leave without pay status as granted by the administrator.
  - f. Illness or injury occurring during employment for another Employer shall not qualify for the paid disability absence as described above.

## ARTICLE 16

### HOLIDAYS

- A. All employees are entitled to the following holidays:

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

**ARTICLE 17**

**PERSONAL LEAVE**

- A. All Employees shall be granted six (6) personal days off with pay during the course of any calendar year, exclusive of vacation and sick leave.
- B. There shall, however, be a three (3) working day minimum notice to Employee's immediate supervisor to use such personal days (except in the event of an emergency).
- C. Personal days shall not be accumulated. Any unused personal days will be added into Employee's accumulated sick time and will not be the subject of any leave time purchase.
- D. Personal days may only be attached to a vacation or holiday with prior approval of the Township Administrator and Superintendent of Public Works.

**ARTICLE 18**

**VACATIONS**

- A. The Township vacation plan for all Employees *hired prior to January 1, 2009* shall be as follows:
  - 1. First year of employment vacation days shall be calculated as follows: one (1) vacation day for the 3<sup>rd</sup> through 12<sup>th</sup> month of employment, for a total of ten (10) vacation days.
  - 2. Second year of employment vacation days shall be calculated as follows: one (1) vacation day for the 13<sup>th</sup> through the 21<sup>st</sup> month, and two (2) vacation days for the 22<sup>nd</sup>, 23<sup>rd</sup>, and 24<sup>th</sup> month of employment.

3. Upon completion of the second year of employment: sixteen (16) vacation days, and will be eligible to earn one (1) additional vacation day per year, up to and including the 12th year for a maximum of twenty six (26) vacation days.

Upon completion of 2 <sup>nd</sup> year	16 vacation days
Upon completion of 3 <sup>rd</sup> year	17 days
Upon completion of 4 <sup>th</sup> year	18 days
Upon completion of 5 <sup>th</sup> year	19 days
Upon completion of 6 <sup>th</sup> year	20 days
Upon completion of 7 <sup>th</sup> year	21 days
Upon completion of 8 <sup>th</sup> year	22 days
Upon completion of 9 <sup>th</sup> year	23 days
Upon completion of 10 <sup>th</sup> year	24 days
Upon completion of 11 <sup>th</sup> year	25 days
Upon completion of 12 <sup>th</sup> year	26 days (maximum number of days)

B. Employees hired after January 1, 2009 shall be subject to the following vacation schedule:

1. ½ vacation day for the 3<sup>rd</sup> – 12<sup>th</sup> month of employment for a total of five (5) vacation days.
2. ½ vacation days for 13<sup>th</sup> – 24<sup>th</sup> month for a total of eleven (11) vacation days.
3. Upon completion of employee's 2<sup>nd</sup> year of employment, employee shall receive eleven (11) days' vacation and one (1) additional vacation day per year up to a maximum of twenty one (21) days.

Upon completion of 2 <sup>nd</sup> year	11 days
Upon completion of 3 <sup>rd</sup> year	12 days
Upon completion of 4 <sup>th</sup> year	13 days
Upon completion of 5 <sup>th</sup> year	14 days
Upon completion of 6 <sup>th</sup> year	15 days
Upon completion of 7 <sup>th</sup> year	16 days
Upon completion of 8 <sup>th</sup> year	17 days
Upon completion of 9 <sup>th</sup> year	18 days
Upon completion of 10 <sup>th</sup> year	19 days
Upon completion of 11 <sup>th</sup> year	20 days
Upon completion of 12 <sup>th</sup> year	21 days (maximum number of days)

C. All Employees may accumulate a maximum of sixty five (65) vacation days. An Employee may not exceed an accumulation of two (2) years vacation time on any given year. Each Employee must use one (1) full work week of vacation per year.

D. Employees hired on or after May 21, 2010 shall be entitled to carryover unused vacation leave for one (1) calendar year. Any accrued vacation leave that is not utilized in the succeeding year shall be forfeited.

E. All Employees must submit an annual request for vacation by February 1st of each year. This request will cover the current calendar year. In granting approval for vacations, the primary needs of the management of the Township shall be taken into account by the Superintendent of Public Works or his designee in deciding how many Employees may be absent from duty at any one time.

F. Whenever more than one (1) Employee within a job classification at a job location requests vacation, at a given time, the Township shall endeavor to honor all vacations as requested. However, when vacations cannot be granted to all employees requesting vacations for a particular period, the Employees with the greatest seniority shall be granted their vacations first.

G. Employees may submit additional vacation requests throughout the year, which will be approved as per seniority and availability. Two (2) weeks' notice is required for such request. However, senior employees may not bump a less senior employee whose vacation had already been approved through the annual vacation request process.

H. Peak-time Scheduling

It is recognized that the summer months of employment are the peak work time of the Township. The peak time period shall be from Memorial Day to Labor Day. During this period of time, one (1) Employee *per division* shall be allowed to schedule one (1) week of his vacation. The Employee with the most seniority who desires to schedule his/her vacation during this period shall have first

preference. The Superintendent of Public Works shall have full discretion regarding said scheduling as certain skills may be required as to Employees needed to perform the job.

I. Vacation days shall be accrued in equal monthly installments according to length of service. For any calendar year in which the employee’s employment with the Township is separated, for any reason other than retirement, the employee’s annual vacation leave shall be prorated based on the date of separation.

J. Should a member, due to sickness or injury that is either work related or covered under employee’s sick time for a period of one (1) continuous year, be unable to comply with Section C above, he will be exempt from that section and shall be paid for all accrued vacation over fifty five (55) days.

K. Employees are permitted to sell back up to one week (5 days) of vacation time each and every year which shall be paid in the form of a separate check. Payment for unused vacation time shall be issued to employees in the first pay period in December of each year, provided that the employee has submitted a written request for payment to the superintendent of public works by November 1st of each and every year.

**ARTICLE 19**

**WAGE SCHEDULE**

<b>TEAMSTERS 97 SALARY GUIDE HIRED BEFORE 2017</b>					
<b><u>Titles</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
<b><u>Laborers/Custodians</u></b>	\$ 29.90	\$ 30.50	\$ 31.11	\$ 31.73	\$ 32.36
<b><u>w/CDL</u></b>	\$ 30.24	\$ 30.84	\$ 31.46	\$ 32.09	\$ 32.73
<b><u>Operator</u></b>	\$ 38.13	\$ 38.89	\$ 39.67	\$ 40.46	\$ 41.27
<b><u>Operator Light Equipment</u></b>	\$ 34.66	\$ 35.35	\$ 36.06	\$ 36.78	\$ 37.52
<b><u>Skilled Laborer - Carpentry</u></b>	\$ 38.13	\$ 38.89	\$ 39.67	\$ 40.46	\$ 41.27

<u>Mechanic</u>	\$ 35.84	\$ 36.56	\$ 37.29	\$ 38.03	\$ 38.79
<u>W/CDL</u>	\$ 36.19	\$ 36.91	\$ 37.65	\$ 38.41	\$ 39.17
<u>Asst. Mechanic</u>	\$ 32.25	\$ 32.90	\$ 33.55	\$ 34.22	\$ 34.91
<u>W/CDL</u>	\$ 32.60	\$ 33.25	\$ 33.92	\$ 34.60	\$ 35.29
<u>Truck Driver</u>					
<u>W/CDL</u>	\$ 31.96	\$ 32.60	\$ 33.25	\$ 33.92	\$ 34.59
<u>Bus Driver</u>					
<u>W/CDL</u>	\$ 31.96	\$ 32.60	\$ 33.25	\$ 33.92	\$ 34.59
<u>PT Bus Driver</u>					
<u>W/CDL</u>	\$ 23.86	\$ 24.34	\$ 24.82	\$ 25.32	\$ 25.83
<u>Electrician</u>	\$ 37.03	\$ 37.77	\$ 38.53	\$ 39.30	\$ 40.08
<u>W/CDL</u>	\$ 37.29	\$ 38.04	\$ 38.80	\$ 39.57	\$ 40.36
<u>Master Mechanic/Fabricator</u>	\$ 38.13	\$ 38.89	\$ 39.67	\$ 40.46	\$ 41.27
<u>Animal Control Officer</u>	\$ 25.85	\$ 26.37	\$ 26.89	\$ 27.43	\$ 27.98
<u>Assistant Animal Control Officer</u>	\$ 21.54	\$ 21.97	\$ 22.41	\$ 22.86	\$ 23.32
<b>TEAMSTERS 97 SALARY GUIDE HIRED AFTER 2017</b>					
<u>Titles</u>					
<u>Laborers/Custodians</u>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
First Year	\$ 16.50	\$ 16.83	\$ 17.17	\$ 17.51	\$ 17.86
w/CDL	\$ 17.00	\$ 17.34	\$ 17.69	\$ 18.04	\$ 18.40
Second Year	\$ 17.50	\$ 17.85	\$ 18.21	\$ 18.57	\$ 18.94
w/CDL	\$ 18.00	\$ 18.36	\$ 18.73	\$ 19.10	\$ 19.48
Third Year	\$ 18.50	\$ 18.87	\$ 19.25	\$ 19.63	\$ 20.02
w/CDL	\$ 19.00	\$ 19.38	\$ 19.77	\$ 20.16	\$ 20.57
Fourth Year	\$ 19.50	\$ 19.89	\$ 20.29	\$ 20.69	\$ 21.11



w/CDL	\$ 20.00	\$ 20.40	\$ 20.81	\$ 21.22	\$ 21.65
Fifth Year	\$ 20.50	\$ 20.91	\$ 21.33	\$ 21.75	\$ 22.19
w/CDL	\$ 21.00	\$ 21.42	\$ 21.85	\$ 22.29	\$ 22.73
Sixth Year	\$ 21.50	\$ 21.93	\$ 22.37	\$ 22.82	\$ 23.27
w/CDL	\$ 22.00	\$ 22.44	\$ 22.89	\$ 23.35	\$ 23.81
Seventh Year	\$ 22.50	\$ 22.95	\$ 23.41	\$ 23.88	\$ 24.35
w/CDL	\$ 23.00	\$ 23.46	\$ 23.93	\$ 24.41	\$ 24.90
<b><u>Operator Heavy Equipment</u></b>					
Year 1	\$ 30.00	\$ 30.60	\$ 31.21	\$ 31.84	\$ 32.47
Year 2	\$ 31.00	\$ 31.62	\$ 32.25	\$ 32.90	\$ 33.56
Year 3	\$ 31.50	\$ 32.13	\$ 32.77	\$ 33.43	\$ 34.10
Year 4	\$ 32.50	\$ 33.15	\$ 33.81	\$ 34.49	\$ 35.18
Year 5	\$ 33.00	\$ 33.66	\$ 34.33	\$ 35.02	\$ 35.72
Year 6	\$ 34.00	\$ 34.68	\$ 35.37	\$ 36.08	\$ 36.80
Year 7	\$ 34.50	\$ 35.19	\$ 35.89	\$ 36.61	\$ 37.34
<b><u>Operator Light Equipment</u></b>	\$ 26.50	\$ 27.03	\$ 27.57	\$ 28.12	\$ 28.68
Year 1	\$ 27.50	\$ 28.05	\$ 28.61	\$ 29.18	\$ 29.77
Year 2	\$ 28.00	\$ 28.56	\$ 29.13	\$ 29.71	\$ 30.31
Year 3	\$ 29.00	\$ 29.58	\$ 30.17	\$ 30.78	\$ 31.39
Year 4	\$ 29.50	\$ 30.09	\$ 30.69	\$ 31.31	\$ 31.93
Year 5	\$ 30.50	\$ 31.11	\$ 31.73	\$ 32.37	\$ 33.01
Year 6	\$ 31.00	\$ 31.62	\$ 32.25	\$ 32.90	\$ 33.56
Year 7	\$ 32.00	\$ 32.64	\$ 33.29	\$ 33.96	\$ 34.64
<b>Skilled Laborer - Carpentry</b>	\$ 31.00	\$ 31.62	\$ 32.25	\$ 32.90	\$ 33.56
<b><u>Mechanic</u></b>	\$ 30.00	\$ 30.60	\$ 31.21	\$ 31.84	\$ 32.47
<b><u>W/CDL</u></b>	\$ 30.50	\$ 31.11	\$ 31.73	\$ 32.37	\$ 33.01
<b><u>Asst. Mechanic</u></b>	\$ 26.50	\$ 27.03	\$ 27.57	\$ 28.12	\$ 28.68
<b><u>W/CDL</u></b>	\$ 27.00	\$ 27.54	\$ 28.09	\$ 28.65	\$ 29.23
<b><u>Truck Driver</u></b>					

<u>W/CDL</u>					
Year 1	\$ 22.00	\$ 22.44	\$ 22.89	\$ 23.35	\$ 23.81
Year 2	\$ 23.00	\$ 23.46	\$ 23.93	\$ 24.41	\$ 24.90
Year 3	\$ 24.00	\$ 24.48	\$ 24.97	\$ 25.47	\$ 25.98
Year 4	\$ 25.00	\$ 25.50	\$ 26.01	\$ 26.53	\$ 27.06
Year 5	\$ 26.00	\$ 26.52	\$ 27.05	\$ 27.59	\$ 28.14
Year 6	\$ 27.00	\$ 27.54	\$ 28.09	\$ 28.65	\$ 29.23
Year 7	\$ 28.00	\$ 28.56	\$ 29.13	\$ 29.71	\$ 30.31
<u>Bus Driver</u>					
<u>W/CDL</u>					
Year 1	\$ 22.00	\$ 22.44	\$ 22.89	\$ 23.35	\$ 23.81
Year 2	\$ 23.00	\$ 23.46	\$ 23.93	\$ 24.41	\$ 24.90
Year 3	\$ 24.00	\$ 24.48	\$ 24.97	\$ 25.47	\$ 25.98
Year 4	\$ 25.00	\$ 25.50	\$ 26.01	\$ 26.53	\$ 27.06
Year 5	\$ 26.00	\$ 26.52	\$ 27.05	\$ 27.59	\$ 28.14
Year 6	\$ 27.00	\$ 27.54	\$ 28.09	\$ 28.65	\$ 29.23
Year 7	\$ 28.00	\$ 28.56	\$ 29.13	\$ 29.71	\$ 30.31
<u>PT Bus Driver</u>					
<u>W/CDL</u>	\$ 22.00	\$ 22.44	\$ 22.89	\$ 23.35	\$ 23.81
<u>Electrician</u>	\$ 30.00	\$ 30.60	\$ 31.21	\$ 31.84	\$ 32.47
<u>W/CDL</u>	\$ 30.50	\$ 31.11	\$ 31.73	\$ 32.37	\$ 33.01
<u>Master Mechanic/Fabricator</u>	\$ 31.00	\$ 31.62	\$ 32.25	\$ 32.90	\$ 33.56
<u>Animal Control Officer</u>					
Step 1	\$ 22.29	\$ 22.74	\$ 23.19	\$ 23.65	\$ 24.13
Step 2	\$ 24.01	\$ 24.49	\$ 24.98	\$ 25.48	\$ 25.99
Step 3	\$ 24.48	\$ 24.97	\$ 25.47	\$ 25.98	\$ 26.50
Step 4	\$ 24.91	\$ 25.41	\$ 25.92	\$ 26.43	\$ 26.96
Step 5	\$ 25.34	\$ 25.85	\$ 26.36	\$ 26.89	\$ 27.43
Step 6	\$ 25.85	\$ 26.37	\$ 26.89	\$ 27.43	\$ 27.98

<u>Assistant Animal Control Officer</u>					
Step 1	\$ 13.71	\$ 13.98	\$ 14.26	\$ 14.55	\$ 14.84
Step 2	\$ 16.00	\$ 16.32	\$ 16.65	\$ 16.98	\$ 17.32
Step 3	\$ 17.49	\$ 17.84	\$ 18.20	\$ 18.56	\$ 18.93
Step 4	\$ 20.00	\$ 20.40	\$ 20.81	\$ 21.22	\$ 21.65
Step 5	\$ 20.40	\$ 20.81	\$ 21.22	\$ 21.65	\$ 22.08
Step 6	\$ 20.76	\$ 21.18	\$ 21.60	\$ 22.03	\$ 22.47
Step 7	\$ 21.13	\$ 21.55	\$ 21.98	\$ 22.42	\$ 22.87

A. Employees assigned to a pipe crew for capital projects will be entitled to a \$3 per hour rate increase for the duration of their assignment. This does not include standard pipe repair or installation.

The Township Administrator will determine what projects qualify.

B. The following annual stipends shall be paid effective January 1, 2009 and paid only to those individuals who are assigned to the specific tasks covered by the applicable license/certification:

- Diesel Emissions Spec. \$250.00
- Pesticide Applicator License \$500.00
- Playground Inspector Certif. \$500.00
- Road Scholar 1 \$250.00
- Road Scholar II \$250.00
- Black Seal License \$250.00
- Air Conditioning Spec. \$250.00
- GIS Certificate \$500.00
- Euthanasia \$1,000.00

C. Pay periods will be determined by the Employer for the duration of this contract. Employees will be paid no less frequently than on a bi-weekly basis. Any errors on an employee's pay check which substantially or significantly affects that employee's pay will be corrected within three (3) working days from the issuance of the check. A "significant or substantial" impact would be an error that would alter the employee's pay by ten (10%) percent or more. If the error is minor in nature, it would be corrected on the ensuing pay check that would be issued the next pay period.

D. The Township agrees that if employees obtain a CDL license, the Township will pay "driver" wages to individuals operating trucks excluding pick-up trucks if serving in that capacity

E. Effective January 1, 2005, the Township will agree to an additional stipend of .60 per hour for any Township mechanic that has earned the license of "Master Auto Technician" or "Master Truck Technician" from the Automotive Service National Institute (A.S.E.) which includes the following eight (8) "Master" certifications in Engine Repair, Auto Trans/Transaxle, Manual Drive Train, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating & Air Conditioning, Engine Performance.

F. Any employee in any other classification if currently working at a higher classification for 50% or more of their assigned work time on annual basis will be permanently adjusted to salary of higher classification, upon no less than ninety (90) days' notice of and approval by the Administrator and/or governing body.

G. Animal Control Officers shall be paid \$0.93 per hour for any hour that they are assigned to be "on-call" to handle animal control issues after regular business hours and on weekends.

H. On call will be rotated through the department to both full and part-time employees and will be paid only when the employee is scheduled.

I. A shift differential of \$1.00 per hour for animal control officers working 4:00 PM who are regularly scheduled to work past 4:00 PM.

## **ARTICLE 20**

### **JOB CLASSIFICATIONS**

A. An Employee promoted to fill a higher level position which is considered permanent shall not be reduced to the lower level position after ninety (90) days except for cause. This does not apply to seasonal employment or the filling of vacancies caused by leave of absence.

B. If an Employee is required to work on a lower job classification less than his regular job classification, he shall receive his regular rate of pay.

C. Any employee working out-of-title for sixty (60) consecutive days, exclusive of holidays, shall be promoted to that higher classification. No employee shall be promoted under this paragraph without providing thirty (30) days' notice to the Township Administrator.

#### **ARTICLE 21**

##### **VOLUNTARY EMPLOYEE CONTRIBUTIONS TO D.R.I.V.E.**

The employer agrees to deduct from the paycheck of all employees who submit authorization cards and are covered by this agreement voluntary contribution to D.R.I.V.E. D.R.I.V.E. shall notify the employer of the amount designated by each contributing employee that are to be deducted from his/her paycheck on a weekly basis for all weeks worked. The phrase "weeks worked" excludes any week other than a week in which the employee earned a wage. The employer shall transmit to D.R.I.V.E. National Headquarters on a monthly basis, in one check, the total amount deducted along with the name of each employee on whose behalf a deduction is made, the employee's Social Security Number and the amount deducted from the employee's paycheck. No such authorization shall be recognized if in violation of State and Federal Law. No deduction shall be made which is prohibited by applicable law. The union agrees to indemnify and hold the employer harmless against any and all claims relating to the deductions made hereunder and the remitting of those deducted amounts to D.R.I.V.E.

**ARTICLE 22**

**LONGEVITY**

A. Each Employee covered by the Agreement shall be paid, in addition to and together with his annual base salary as listed in this Article, additional compensation based upon the length of service with the Township, as fixed and determined according to the following schedule:

Commencing 1st day of 5th year	2%	of employee's base salary
Commencing 1st day of 9th year	4%	of Employee's base salary
Commencing 1st day of 13th year	6%	of Employee's base salary
Commencing 1st day of 17th year	8%	of Employee's base salary
Commencing 1st day of 21 <sup>st</sup> year	10%	of Employee's base salary
Commencing 1st day of 24 <sup>th</sup> year	12%	of Employee's base salary

B. New longevity schedule for new employees hired after January 1, 2002:

- 1<sup>st</sup> day of 5<sup>th</sup> year           \$500.00
- 1<sup>st</sup> day of 9<sup>th</sup> year           \$1,000.00
- 1<sup>st</sup> day of 13<sup>th</sup> year         \$1,275.00
- 1<sup>st</sup> day of 17<sup>th</sup> year         \$2,000.00
- 1<sup>st</sup> day of 20<sup>th</sup> year         \$2,500.00

C. Employees hired after January 1, 2014 will no longer be eligible for longevity.

D. Longevity pay shall be applied on the basis of the Employee's anniversary date of employment and shall commence at the adjusted rate in the pay period immediately following said anniversary date.

Longevity shall be paid together with an in addition to the Employee's base salary.

**ARTICLE 23**

**MEDICAL BENEFITS**

A. State of New Jersey Health Benefit Plan

1. The Medical plan paid for by Stafford Township covering individuals and dependents under this contract will be State Health Benefits Blue Cross/ Blue Shield Direct 15 or its equivalent.

2. If any employee selects a plan other than NJ Direct 15, as provided within this paragraph, any difference in premium or expense will be borne by the employee and will be in addition to that employee's cost of coverage contribution detailed below pursuant to Chapter 78. The applicable Chapter 78 Tier Schedule is attached hereto as Appendix A.
3. The Township has agreed that employees enrolled in NJ State Health Benefits in accordance with the provisions of this Agreement, will be reduced to a Tier III contribution rate on the effective date of the change to Direct 15.
4. Employees hired on or after January 1, 2021 shall contribute to the cost of coverage in accordance with the Tier IV contribution rate.

**B. Dental**

1. All Employees covered under this agreement shall be entitled to choose from either of the following two plans for dental insurance coverage:
  - a. Managed Dental Choice (MDC)
  - b. Dental Option Plan (Traditional Fee Schedule Plan)

**C. Vision**

1. The Township agrees to a vision plan dealing with eye care and eyeglasses known as Vision Service Plan of New Jersey or equivalent.

**D. Prescription Plan**

1. Prescription Care coverage shall be provided through the plan administered by the Township. The prescription plan shall match or exceed the benefits available under the State Health Benefit prescription plan.

2. The current co-pay amounts are \$3 for generic and \$10 for the name brand prescriptions. Employees hired after January 1, 2014 will have prescription co-pays of \$5 for generic and \$20 for name brand.

E. The Township will provide an opportunity for Employees, upon retirement, to continue in the benefit program listed in this Article, Section B and C, and at the Employee's expense with individual cost the same as the group rate.

F. Eligibility for Medical Benefits Upon Retirement

1. Employees shall be eligible to receive medical benefits upon retirement, subject to the following:
  - a. Employees hired prior to January 1, 2017 – minimum of twenty-five (25) years in PERS
  - b. Employees hired on or after January 1, 2017 – minimum of twenty-five (25) years in PERS and minimum of ten (10) years of service with the Township of Stafford
  - c. Employees retiring from PERS under disability retirement
2. Said medical benefits shall cover the employee, the employee's spouse, and eligible dependents.

G. Contribution for Medical Benefits Upon Retirement

1. Employees hired prior to January 1, 2021, and who are eligible for medical benefits upon retirement in Section F above, shall contribute to the cost of those benefits, in accordance with the following:
  - a. Employees who have twenty (20) years of service in PERS prior to June 28, 2011 – no cost
  - b. Employees who did not acquire twenty (20) years in PERS prior June 28, 2011, and have:
    - i. Twenty-five (25) years or more of service in Stafford Township – Tier II
    - ii. Less than twenty-five (25) years of service in Stafford Township – Tier III



2. Employees hired on or after January 1, 2021, and who are eligible for medical benefits upon retirement in Section F above, shall contribute to the cost of those benefits in accordance with Tier IV.

H. The Township agrees to pay 50% of the cost of providing Employees with a life insurance policy under the Public Employees Retirement System, entitling Employee to a death benefit of three (3) times his salary. The Employee's 50% contribution is at his option after one (1) year of employment with the Township.

I. The parties agree and acknowledge that prior continuous and uninterrupted service with the Stafford Municipal Utilities Authority is considered as work service credit with Stafford Township for purposes of qualifying for paid benefits upon retirement.

J. Employees may voluntarily choose to participate in a medical flexible spending account program to be implemented by the Township. The program permits employees to have a specified amount of pre-taxed salary to be deducted from their payroll check each pay period for the purpose of being reimbursed for eligible "out of pocket" medical expenses. Employees electing to participate in the program will be charged three (3) dollars per month and must comply with all aspects of the program. This program is strictly voluntary.

## **ARTICLE 24**

### **UNIFORMS**

A. Each Employee shall receive the following allotment of clothing in lieu of a monetary stipend:

Eleven (11) pair of dark blue pants.

Eleven (11) Light blue shirts.

Five (5) pair of shorts.

Five (5) tee shirts.

B. The shoe allowance shall be \$750.00 per employee per year. This amount shall be paid either directly to a Township-approved vendor or to the employee to reimburse him/her for the costs advanced as evidence by a paid receipt and as approved by the Township Administrator. The shoe allowance to cover all costs for shoes/boots, socks, and inclement weather gear, cold weather gear including gloves and hats and any other equipment or clothing that is not considered safety equipment. The Township will replace, at no cost to employee, uniforms, personal property or equipment destroyed in the line of duty. Said payment shall not be deducted from the clothing allowance, if approved by Township Administrator.

C. Any difficulty the employees have with their uniforms or equipment shall be reported directly to their foreman or the superintendent of public works.

#### **ARTICLE 25**

##### **BULLETIN BOARDS**

The Union will have access to a bulletin board in each work area. The Union may post notices of Union activities and information pertinent to its collective bargaining relationship on these bulletin boards. Copies of the information to be posted on the bulletin boards will be forwarded to the office of the Township Superintendent of Public Works. No material offensive in nature ("offensive" to mean anything contrary to existing social morals and values) shall be posted on said bulletin boards. Violation of this provision shall result in the loss of said boards to the Union.

#### **ARTICLE 26**

##### **COMPLETION OF AGREEMENT**

This Agreement constitutes the entire collective negotiation agreement between the parties and contains all the benefits to which employees covered by this Agreement are entitled.

**ARTICLE 27**

**NEGOTIATIONS**

It is hereby agreed between the parties to this Agreement that negotiations for the successor agreement shall be initiated on or before one-hundred and twenty (120) days prior to expiration of this Agreement, and that the parties hereto will schedule as soon thereafter as practicably possible a time and a place in order to discuss the terms and conditions of the successor agreement.

**ARTICLE 28**

**SAVINGS CLAUSE**

In the event that any Federal or State legislation, governmental regulation including Internal Revenue Service determinations or court decisions causes invalidation of any Article or Section of this Agreement, all other Articles and Sections not so invalidated shall remain in full force and effect, and the parties shall renegotiate any such invalidated provisions.

**ARTICLE 29**

**NO WAIVER**

Except as otherwise provided in this Agreement, the failure to enforce any provisions of this Agreement shall not be deemed a waiver thereof. This Agreement is not intended and shall not be construed as a waiver of any right or benefit to which Employees are entitled by law.

**ARTICLE 30**

**DURATION**

Retroactively to the first day of January, 2021 to and including the 31st day of December, 2024. In the event that a new written contract has not been entered into between the Employer and the Union on or before the first day of January, 2025, then all of the terms and conditions of this Contract shall be in full force and effect unless and until a Contract has been entered into subsequent to January 1, 2025.


IN WITNESS WHEREOF, the parties hereto set their hands and seals in Stafford Township, Manahawkin,


New Jersey on this 19<sup>th</sup> day of January, ~~2020~~ 2022.

**TEAMSTERS LOCAL 97 OF N.J.**

  
Patrick Guaschino, Vice President

  
John Gerow, President

  
Michael Stankus, Chief Steward

  
Michael Mandell, Steward

  
Ryan MacFarlan, Steward

  
Kelly Karch, Steward

**TOWNSHIP OF STAFFORD**

  
Gregory E. Myhre, Mayor

  
Matthew von der Hayden  
Township Administrator

  
Linda Martin, Municipal Clerk

Dated this 19<sup>th</sup> day of January, ~~2021~~ 2022.

**APPENDIX A**

**STATE HEALTH BENEFITS CONTRIBUTION CHART BELOW FOR REFERENCE ONLY**

**CHAPTER 78 TIER SCHEDULE**

	<b><u>Salary up to</u></b>	<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>	<b><u>Tier 4</u></b>
Single:	19,999.99	1.13%	2.25%	3.38%	4.50%
	24,999.99	1.38%	2.75%	4.13%	5.50%
	29,999.99	1.88%	3.75%	5.63%	7.50%
	34,999.99	2.50%	5.00%	7.50%	10.00%
	39,999.99	2.75%	5.50%	8.25%	11.00%
	44,999.99	3.00%	6.00%	9.00%	12.00%
	49,999.99	3.50%	7.00%	10.50%	14.00%
	54,999.99	5.00%	10.00%	15.00%	20.00%
	59,999.99	5.75%	11.50%	17.25%	23.00%
	64,999.99	6.75%	13.50%	20.25%	27.00%
	69,999.99	7.25%	14.50%	21.75%	29.00%
	74,999.99	8.00%	16.00%	24.00%	32.00%
	79,999.99	8.25%	16.50%	24.75%	33.00%
	94,999.99	8.50%	17.00%	25.50%	34.00%
	9,999,999.99	8.75%	17.50%	26.25%	35.00%

	<b><u>Salary up to</u></b>	<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>	<b><u>Tier 4</u></b>
Family:	24,999.99	0.75%	1.50%	2.25%	3.00%
	29,999.99	1.00%	2.00%	3.00%	4.00%
	34,999.99	1.25%	2.50%	3.75%	5.00%
	39,999.99	1.50%	3.00%	4.50%	6.00%
	44,999.99	1.75%	3.50%	5.25%	7.00%
	49,999.99	2.25%	4.50%	6.75%	9.00%
	54,999.99	3.00%	6.00%	9.00%	12.00%
	59,999.99	3.50%	7.00%	10.50%	14.00%
	64,999.99	4.25%	8.50%	12.75%	17.00%
	69,999.99	4.75%	9.50%	14.25%	19.00%
	74,999.99	5.50%	11.00%	16.50%	22.00%
	79,999.99	5.75%	11.50%	17.25%	23.00%
	84,999.99	6.00%	12.00%	18.00%	24.00%
	89,999.99	6.50%	13.00%	19.50%	26.00%
	94,999.99	7.00%	14.00%	21.00%	28.00%
	99,999.99	7.25%	14.50%	21.75%	29.00%
	109,999.99	8.00%	16.00%	24.00%	32.00%
	9,999,999.99	8.75%	17.50%	26.25%	35.00%

	<u>Salary up to</u>	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>	<u>Tier 4</u>
Parent/Child & Husband/Wife:	24,999.99	0.88%	1.75%	2.63%	3.50%
	29,999.99	1.13%	2.25%	3.38%	4.50%
	34,999.99	1.50%	3.00%	4.50%	6.00%
	39,999.99	1.75%	3.50%	5.25%	7.00%
	44,999.99	2.00%	4.00%	6.00%	8.00%
	49,999.99	2.50%	5.00%	7.50%	10.00%
	54,999.99	3.75%	7.50%	11.25%	15.00%
	59,999.99	4.25%	8.50%	12.75%	17.00%
	64,999.99	5.25%	10.50%	15.75%	21.00%
	69,999.99	5.75%	11.50%	17.25%	23.00%
	74,999.99	6.50%	13.00%	19.50%	26.00%
	79,999.99	6.75%	13.50%	20.25%	27.00%
	84,999.99	7.00%	14.00%	21.00%	28.00%
	99,999.99	7.50%	15.00%	22.50%	30.00%
	9,999,999.99	8.75%	17.50%	26.25%	35.00%

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