

AGREEMENT  
BETWEEN  
TOWNSHIP OF COLTS NECK  
AND  
TEAMSTERS UNION NO. 11  
WHITE COLLAR UNIT

JANUARY 1, 2000 THROUGH DECEMBER 31, 2002

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PREAMBLE

- A. This AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2000 by and between the Township of Colts Neck, located at Cedar Drive in the County of Monmouth, State of New Jersey, (hereinafter referred to as the “Employer”) and Teamsters Union No. 11, located at 830 Belmont Ave., North Haledon, New Jersey 07508 (hereinafter referred to as the “Union”).
- B. Throughout this AGREEMENT, references to either gender shall be deemed to mean reference to both genders.

WITNESSETH

WHEREAS, the Employer recognize the Union as the collective bargaining representative for the Employee covered by this Agreement as hereinafter provided, and

WHEREAS, it is the intent and purpose of the parties hereto that this Agreement promote and improve the mutual interests of the Employer as well as of its Employees and to avoid interruptions and interference with services and to set forth herein their agreement covering rates of pay, hours of work and conditions of employment,

NOW, THEREFORE, in consideration of mutual covenants herein considered, the parties hereto agree as follows:

ARTICLE I

RECOGNITION

- A. The employer hereby recognizes the Union as the exclusive bargaining agent for the Purpose of collective negotiations of all regularly employed full-time employees and permanent part-time employees as defined in Paragraph C of this Article, employed by the Employer, in the following classifications only: all Police Dispatchers and Clerical Employees, including the Deputy Tax Collector/Deputy Treasurer, Police Clerk, Tax Clerk/Bookkeeper, Technical Assistant to the Construction Official, regularly employed by the Township of Colts Neck. Specifically excluded are: Secretary to the Administrator and Township Committee, Deputy Municipal Clerk, Zoning Officer, Assistant Zoning Officer, Managerial Executives, Confidential Employees, Police, Supervisory Employees within the meaning of the Act, Professional Employees, Craft Employees, Part-time or Seasonal Employees, and all other personnel not specifically included above employed by the Township of Colts Neck.
- B. Whenever the work "Employee" is used in this Agreement, it shall be deemed to mean the Employees in the bargaining unit covered by this Agreement, as defined in Article I, Section A hereof.
- C. All benefits in this Agreement shall apply to full-time employees and permanent part-time employees working 20 hours or more per week. In the case of part-time employees as herein defined, all benefits, except health benefits, shall be prorated in accordance with the number of hours worked per week.

## ARTICLE II

### DUES CHECK-OFF

- A. The Employer agrees to deduct from the salaries of its employees covered by this Agreement, dues which said employees individually and voluntarily authorize the Employer to deduct.
- B. If, during the life of this Agreement, there should be any change in the rate of membership dues, the Union shall furnish to the Employer written notice forty-five (45) days prior to the effective date of such change.
- C. The Union will provide the necessary "check-off" authorization form and will assure the signatures of its members on the forms and deliver the signed forms to the Employer. The Union shall indemnify, defend and save the Employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Employer in reliance upon the salary deduction authorization forms submitted by the Union to the Employer. It is specifically agreed that the Employer assumes no obligation, financial or otherwise, arising out of the provisions of the Article. Once the funds are remitted to the Union, their dispositions shall be the sole and exclusive obligation and responsibility of the Union.
- D. Payroll deductions of Union dues under the properly executed authorization for payroll deduction of Union dues forms, shall become effective within thirty (30) days from the time the form is signed by the employee, and shall be deducted and paid to the Union on a monthly basis.

- E. The Employer shall be relieved from making such “check-off” deduction upon
- (a) termination of employment, or (b) transfer to a job other than one covered by the bargaining unit, or (c) layoff from work, or (d) an agreed leave of absence, or (e) revocation of the check-off authorization in accordance with its terms or with applicable law. Notwithstanding the foregoing, upon the return of an Employee to work from any of the foregoing enumerated absences, the Employer will resume the obligation of making said deduction in accordance with Paragraph D hereof.
- F. The Employer shall not be obligated to make dues deduction of any kind from Any Employee who, during any dues month involved, shall have failed to receive sufficient wages to equal the dues deduction.
- G. The Employer agrees that each employee covered by this Agreement shall, as a condition of employment, be required to pay a representation fee equal to eighty-five (85) percent of the normal initiation fee and annual dues payable to the Union by members, pursuant to all applicable law.

### ARTICLE III

#### GRIEVANCE PROCEDURE

##### A. DEFINITIONS

The term “grievance” as used herein means any controversy arising over the interpretation, application or alleged violation of the express terms of this Agreement, and may be raised by an individual unit employee, a group of unit employees or the Union.

##### B. PURPOSE

The purpose of this grievance procedure is to secure an equitable solution to grievance as herein defined. The parties agree that grievances should be resolved at the lowest possible administrative level. Therefore, no grievance shall bypass any step of the grievance procedure except as expressly provided herein and any failure to prosecute a grievance within the time periods provided shall constitute an absolute bar to relief and shall stop the grievant from prosecuting his grievance in any forum thereafter. This grievance procedure constitutes the sole and exclusive methods for raising and disposing of controversies within the definition of the term.

##### C. PROCEDURE

###### 1. Step One – Department Head

- (a) A grievant must file his/her grievances in writing with his/her Department Head within five (5) days of the occurrence of the matter complained of.



(b) The written grievance must identify the grievant by name(s) and be signed by him/her (them). It must set forth a statement of the facts constituting the grievance, the approximate date of the occurrence(s) leading to the grievance, the names of all Employer representatives whose action or failure to act forms the basis of the grievance and the specific contract provisions(s), if any, forming the basis of the grievance, and must set forth the remedy sought by the grievant. Any written grievance failing to comport with the foregoing requirements shall be null and void, need not be processed by the Employer and shall constitute an abandonment of the grievance.

(c) Once a grievance comporting with all the foregoing requirements is timely filed, the Department Head shall investigate the grievance and render a written response, which shall be given to the grievant within five (5) working days from receipt of the grievance.

2. Step Two – Township Administrator

In the event the grievance is not received to the grievant's satisfaction at Step One, or in the event the Immediate Supervisor or designees has not served a timely written response to Step One, then within five (5) working days after the response date set forth in Step One, the grievant may present the written grievance and any written response(s) received at Step One to the Township Administrator. Upon receipt of the grievance by the Township Administrator, the Township Administrator shall meet within ten (10) working days with the grievant, the grievant's supervisor to informally discuss the issues. The grievant shall suffer no loss of pay or benefits to attend this meeting. Within ten (10) working days after this meeting, the Township Administrator shall render a written decision relative to said grievance to the grievant.

3. Step Three – Arbitration

(a) If the grievance remains unsettled, the Union may, within five (5) working days after the reply of the Township Administrator by written notice to the Township Mayor and Administrator, proceed to binding arbitration. A request for arbitration shall be made no later than such five (5) day period and a failure to file within said time period shall constitute a bar to such arbitration unless the Union and the Employer shall mutually agree upon a longer time period within which to file such a demand.

- (b) The arbitration proceedings shall be conducted by an arbitrator to be selected through the auspices of the New Jersey State Public Employment Relations Commission only. The arbitrator shall restrict his inquiry to the standards established by the Agreement and the arbitrator shall be requested to issue his decision within thirty (30) days.
  - (c) The cost of the arbitrator shall be split equally between the parties.
  - (d) The cost of the arbitrator shall have no authority to add to, subtract from, or in any manner modify the terms of this Agreement. He/She shall issue a written award containing his/her findings of fact and conclusions of law, within the thirty (30) day period aforesaid, unless additional time is required by the arbitrator.
- D. Time limits may only be extended by mutual agreement of the parties in writing.
- E. It is expressly understood by both parties that arbitration can be used for grievances only.

ARTICLE IV

SENIORITY

- A. "Seniority" shall be defined as an employee's total length of continuous service with the Employer.
- B. Twenty (20) days notice of layoff shall be provided to affected employees.
- C. For the purpose of layoff and recall, the last person placed in a job title shall be the first one to be laid off, and the last to be laid off shall be the first to be recalled. Employees shall have "bumping" rights into lower-rated job titles, only for which they meet the established qualifications.
- D. Laid off employees shall remain on a recall list for twelve (12) months. Notice of recall shall be sent to the employee by certified mail or telegram to the employee's last address of Employer record. Recall notice shall not require return to work earlier than two (2) weeks from the date of notice.
- E. Seniority of employees hired or placed into a job title on the same date shall be established by impartial lottery; the procedures for such a lottery shall be mutually agreed upon by the Union and the Employer.
- F. When promotions are made, employees shall serve a probationary period of six (6) months in the new position, during which the Employer shall have the right to return the employee to their former position. Employees will be paid at the rate of pay established for the higher job title period after 20 continuous working days.

- G. Once per year, the Employer shall prepare and forward to the Union, a seniority list of employees indicating job title and effective dates of employment with the Employer.
- H. Seniority shall terminate: when the employee quits or resigns; when the employee is discharged; when the employee is laid off for a period in excess of six (6) months; upon absence without leave in excess of five (5) working days; upon failure on an employee to accept recall from the Employer; and upon failure to return from an approved leave of absence.
- I. Employees on authorized leave of absences unpaid shall not lose seniority rights.
- J. The employer shall utilize experience, ability, skills, attitude, aptitude, qualifications, attendance and general suitability as the criteria for promotions of employees to job titles within the bargaining unit having a higher rate of pay and for layoff purposes. When two (2) or more employees are equally qualified in accordance with the above, in the opinion of the Employer, the "seniority" shall be the deciding factor.
- K. Employees temporarily working in a higher job title shall receive the minimum pay for the title after working in said title for twenty (20) continuous work days.
- L. Job vacancies and promotional opportunities will be posted by the Employer on the employee bulletin board. Said job vacancies and promotional opportunities shall be posted for a minimum of five (5) working days.

ARTICLE V

PROBATIONARY PERIOD

- A. During the first one hundred twenty (120) days of continuous employment an employee shall be considered a probationary employee and the Employer may terminate his or her employment within that time without challenge, by either the employee or the Union, and without resorting to any grievance procedures or any other hearing procedure.

## ARTICLE VI

### HOURS OF WORK AND OVERTIME

- A. The normal work week for all Unit employees shall be thirty five (35) hours, Monday through Friday, from 8:30 AM to 4:30 PM with a one hour lunch period. Exception to these hours can be made by the Department Head, with the approval of the Township Administrator. The Secretary of the Road Superintendent shall work a forty (40) hour week, Monday through Friday. The normal work schedule for the Police Dispatchers shall be determined by the Chief of Police. The Township retains the right to change the normal work week provided thirty (30) days notice is given to the Shop Steward. When such changes are implemented, previously authorized vacation or time off for unit employees shall not be effected.
- B. Except for dispatchers, overtime at time and one-half times ( $1\frac{1}{2}x$ ) the base rate shall be provided for authorized work in excess of 35 hours worked per week, Monday through Friday. The Secretary for the Road Superintendent shall be paid overtime for authorized work in excess of forty (40) hours per week, Monday through Friday. Overtime for Police Dispatchers shall be paid for any time worked in excess of their normally scheduled tour of duty.
- C. Except for the Police Dispatchers, overtime at time and one-half ( $1\frac{1}{2}$ ) the rate shall be provided for authorized work on Saturday.

- D. Except for Police Dispatchers, overtime at two times (2x) the base rate shall be provided for authorized work on Sunday or any Holiday as set forth in this settlement.
- E. All Employees shall work a reasonable amount of overtime when requested by the Employee.
- F. Any time not properly recorded shall be considered as time not worked.
- G. All lunch breaks are taken on the employee's own time, as scheduled by the by the Employee.
- H. Nothing herein shall guarantee employees any minimum work day or work week.
- I. The Employer will attempt to schedule overtime assignments by seniority to extent possible.
- J. All overtime for Police Dispatchers shall be scheduled on a seniority basis to the extent possible. The scheduling of said overtime shall be at the sole discretion of the Chief of Police.
- K. Employees called back to work for emergency reasons, shall receive a minimum of two (2) hours pay at time and one half (1½x) their base rate of pay.



## ARTICLE VII

### HOLIDAYS

- A. For each year of this Agreement, the following holidays shall be observed:
1. New Year's Day
  2. Martin Luther King, Jr. Day
  3. President's Day
  4. Good Friday
  5. Memorial Day
  6. Independence Day
  7. Labor Day
  8. Columbus Day
  9. Veteran's Day
  10. Thanksgiving Day
  11. Day After Thanksgiving
  12. Christmas Day
  13. Floating Holiday
- B. If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation period shall be extended by one (1) additional day, utilizing the employee's allotment for that year and with the approval of the Department Head.
- C. The Employer shall have the option, if a holiday falls on a Saturday for Sunday, to celebrate such holiday on the Saturday or the Sunday, the previous Friday, or the following Monday.
- D. In order to receive holiday compensation, the employees must work the day before and the day after the holiday. If an employee is scheduled to work on a holiday, failure to do so shall be grounds for disciplinary action.

- E. Police Dispatchers working on a holiday shall receive pay at the rate of time and one half (1½) in addition to their regular salary. Said time earned may be taken as pay or compensatory time.
- F. Police Dispatchers scheduled off on a holiday shall receive pay at straight time in addition to their regular pay. Said time may be taken as pay or compensatory time.
- G. A Police Dispatcher working a holiday, who requests and is granted the day off, shall not be entitled to additional pay.
- H. Upon approval of the Department Head, one (1) Floating Holiday each year may be taken by each member of the bargaining unit after two (2) weeks advance written notice. The Township retains the right to approve or deny said request based on the work needs to the Township. Said requests will not be unreasonably denied by the Employer. In the event of denial, the employee may request an alternative Floating Holiday. The Floating Holiday must be used each year or it is lost forever.

ARTICLE VIII

VACATIONS

A. Annual vacations shall be provided to members of the bargaining unit with the following schedule:

After one (1) years of continuous service . . . . .	5 days
After two (2) years of continuous service . . . . .	10 days
After five (5) years of continuous service . . . . .	15 days
After fifteen (15) years of continuous service . . . . .	17 days
After twenty (20) years of continuous service . . . . .	20 days
After twenty-five (25) years of continuous service . . . . .	22 days

B. Vacation entitlement shall be prorated for any service less than a full year.

C. Vacation allowance must be taken during the current calendar year at the time permitted unless, with the approval of the Township Administrator, it is deferred to the following year. A maximum of ten (10) days can be deferred for the following year. Unused time after this one year period is lost forever, unless so authorized by the Township Administrator.

D. Scheduling of all vacations shall be at the discretion of the Employer. Employee preference and/or seniority rights will be honored to the extent that they do not interfere with the administration and/or operations of the Employer.

E. Pay for vacation period consists of regular base pay only, excluding overtime and premium pay of any type.

- F. Procedural aspects of vacation scheduling shall be as determined by the Employer.
- G. The Employer may, in its discretion, allow an employee to take vacation time prior to its being earned. In such event, it may be withheld from the employee's final paycheck(s), should the employee not earn the time.
- H. Vacation entitlements and accruals for existing employees shall be calculated from January 1<sup>st</sup> of the year of their employment. Employees hired after January 1, 1991 shall have said entitlements calculated from their actual date of hire.

- E. In the event of the absence of an employee, such employee shall notify the Department Head at least one half (½) hour prior to their scheduled shift. Such employee shall call prior to his/her scheduled shift for any day during which a sick day will be taken.
- F. Failure to report absences properly shall be deemed grounds for refusal to grant sick leave and/or for disciplinary action.
- G. If an employee resigns, or is dismissed or laid off and has exceeded his/her allowable sick leave, the excess sick leave paid, shall be deducted from any monies due him/her from the Employer at the time of resignation, layoff, or dismissal.
- H. Sick leave entitlements and accruals for existing employees shall be calculated from January 1<sup>st</sup> of the year of their employment. Employees hired after January 1, 1991, shall have said entitlements calculated from their actual date of hire.
- I. A total of two (2) sick days per year may be used for personal or business emergencies in order to attend to matters that necessitate the absence from work. Two (2) weeks advance notice to the Department Head is required except in case of emergencies. In the event of an emergency, employees shall provide notice to the Department Head as soon as possible prior to taking the time. Approval of all such leave is in the sole discretion of the Department Head. Days not used in the year eligible are lost forever as said personal days.

## ARTICLE X

### UNPAID LEAVE OR ABSENCE – GENERAL

INTENT: This Article covers all leaves not expressly covered by Article XI of this Agreement.

- A. At the discretion and approval of the Colts Neck Township Committee, any employee may be granted a leave of absence without pay, for periods of over five (5) days. The Township Administrator may grant leaves of absences without pay for periods of five (5) days or less, on a case to case basis.
- B. An employee on leave of absence without pay, except military leave, does not accrue vacation leave, sick leave, or any other benefits. No payments will be made to any pension plan or health plan during this leave of absence, however, unless the employee agrees to bear the costs.
- C. A leave of absence shall not exceed ninety (90) days in length, after which is may be reconsidered and any requested extension may either be granted or denied.
- D. Employees are required to notify the Employer of the anticipated date of return, as soon as such date is known to the employee, but in no event less than thirty (30) days prior to such date. Failure to return on such date without notice shall be considered a voluntary resignation.
- E. The Employer shall have the sole discretion in matters of leave of absence and each decision made shall be on its own merits. In no event shall the decision whether or not to grant a leave be presidential as to any other decision regarding a leave, nor shall denial be the subject of a grievance.

## ARTICLE XI

### UNPAID FAMILY OR MEDICAL LEAVES OR ABSENCE

- A. Full time employees who completed one full year of employment, and eligible part-time employees who completed one full year of employment and who worked for at least 1,000 hours in the prior twelve (12) month period, may be entitled to an unpaid leave of absence in accordance with the terms of the federal Family Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA). Such leaves shall be taken and governed by the terms of those laws and any regulations thereto.
- B. In addition to the rights and limitations pertaining to leaves of absence covered under FMLA and the NJFLA, the following specific provisions shall apply to such leaves:
  - 1. Employees must utilized all earned but unused vacation days and personal days starting with the first day of any leave of absence taken under this Article, and also must use all available sick days in connection with an FMLA leave due the employee's own medical condition. After all paid time off is extinguished, the remainder of the leave shall be unpaid. All paid time taken during a leave of absence shall be counted as part of the total twelve (12) weeks of leave provided under state and federal law.
  - 2. Employees do not earn any seniority or fringe benefits during the term of their leave of absence, except while they are on paid leave time under subparagraph (1) above, and shall receive only those benefits during a leave which are required under the FMLA, NJFLA, or this Article.

3. Employees may take up to twelve (12) weeks of medical leave in any twelve (12) month period due to their own serious medical condition. An Employee may take up to twelve (12) weeks of family leave under federal law in any twelve (12) month period within one year of the birth or adoption of a child or if the employee's immediate family member (parent, child, or spouse) has a serious medical condition, and may be taken for up to twelve (12) weeks in any twenty-four (24) month period. The twelve (12) month period shall be defined as a following twelve (12) month period measured backward from the date an employee uses any FMLA leave. The twenty-four (24) month period shall be defined as a following twenty-four (24) month period measured backwards from the date an employee used any NJFLA leave. Any family leave taken will run concurrently under both the FMLA and the NJFLA.
4. The Employer may require medical certification of the employee or his or her immediate family member's serious medical condition, in compliance with regulatory standards. Further, the Employer may require "re-certification" of such medical conditions, but not more frequently than every thirty (30) days.
5. The Employer may establish requirements that the employee periodically report on his/her serious medical conditions or the immediate family member's condition, and the employee's intention to return to work.
6. Notwithstanding any other language of this Agreement, the Employer may transfer an employee taking intermittent or reduced leave to any other bargaining unit position or work shift which better accommodates the recurrent leave, provided the employee still receives equal pay and benefits.



7. The employee will be eligible to receive continued health insurance coverage during a medical or family leave, in accordance with the requirements of the FMLA and the NJFLA. All health care coverage shall be subject to any changes mandated by this Agreement, which becomes effective during the period of leave.
8. The Employer may require the employee who is on medical leave to provide a Fitness for Duty Certificate prior to returning to work, in accordance with the requirements and regulations under the FMLA.
9. Employees requesting leave must comply with the minimum notice requirements and the procedures specified under the law, or the employer's guidelines which are consistent with the law.
10. It is specifically recognized that leave under the FMLA and the NJFLA may be coextensive. Nothing in this Article shall be interpreted as granting any right, privilege or benefit not provided under the FMLA or the NJFLA.
11. Employees may utilize intermittent or reduced leave only for their own serious medical conditions or the serious medical conditions of an immediate family member, provided:
  - (i) it is deemed necessary by a medical practitioner; and
  - (ii) the employee gives reasonable advance notice of need for such leave.

C. The Employer shall have the right to promulgate, distribute to employees, periodically modify and enforce Family/Medical Leave Guidelines which it may use for administration of family/medical leave of absence, provided such guidelines are consistent with applicable law and the provisions of this Agreement. The Employer shall provide a copy of the Guidelines and subsequent modifications thereto, to the Union, and will discuss such guidelines with the Union upon its request.

## ARTICLE XII

### BEREAVEMENT LEAVE

- A. All members of the bargaining unit shall be entitled to three (3) consecutive calendar days of bereavement leave at no loss in regular pay in case of the death of a member of their immediate family. Such leave is to be taken within a reasonable time of the day of death or day of the funeral, and may not be split or postponed.
- B. Immediate family shall be defined as follows:  
Employee's father, mother, spouse, child, sister, brother, grandchildren, grandparents, mother and father in-laws, step-parents, step-children, step-sister or step-brother.
- C. All members of the bargaining unit shall be entitled to one day of bereavement leave at no loss of pay to attend the funeral of Aunts, Uncles, Aunt-in-laws and Uncle-in-laws. Said day can be used for the day of the funeral only and can not be postponed or used on any day other than the actual funeral day.
- D. The Employer reserves the right to require reasonable proof of death and/or relationship.

## ARTICLE XIII

### JURY DUTY

- A. Employees called for Jury Duty as certified by the Clerk of the Court shall be granted leave with straight time pay, less any compensation they may receive for attending required Jury Duty for a maximum of two (2) weeks per year.
- B. If an employee is required to serve on Jury Duty, such employee shall be required to notify the Township Administrator at least two (2) weeks in advance and report for their regularly assigned work on the calendar day immediately following their final discharge from Jury Duty. If discharged from Jury Duty prior to end of a work day, employees shall report for work for the duration of the work day.
- C. If there is a change in the originally established Jury Duty leave, the employee must notify the Township Administrator to make necessary arrangements to return to work; otherwise, the employee shall receive no pay from the Employer.
- D. Employees shall cooperate with the Employer and report to work at all times possible during Jury Duty. The Township Administrator must be notified in advance any day that employees are not required to report for Jury Duty, and employees shall report to work on those days:
- E. Jury Duty on an unscheduled work day shall not be paid by the Employer.
- F. Employees shall receive no pay from the Employer if they volunteer for Jury Duty.
- G. Proof of Jury Service may be required by the Employer.
- H. Employees shall sign over any checks received for Jury Duty assignments to the Township of Colts Neck.

ARTICLE XIV

MILITARY LEAVE

- A. Military Leave shall be provided in accordance with applicable State and/or Federal Law.

ARTICLE XV

INSURANCE BENEFITS

- A. The Employer shall retain all medical and dental coverage in effect as of January 1, 1997, except as modified by paragraph "G" of this Article.
- B. The Employer retains the right to change to other carriers for said coverage, provided equal or better benefits are maintained.
- C. The Employer retains the right to enter into a full or partial self-insurance program for said benefits, provided equal or better coverage is maintained.
- D. The Employer retains the right to offer Health Maintenance Organizations options to the employees, provided equal or better benefits are maintained.
- E. The Employer agrees that the Union will be consulted when changes of medical benefits are contemplated by the Township.
- F. Any employee hired by the Township within this bargaining unit, on or after July 1, 1997 shall have the following amount of pay deducted from their base rate of pay, every year, to off-set the cost of insurance.
  - 1) Co-pay as of January 1, 2000 ..... \$325. per year
  - 2) Co-pay as of January 1, 2001 ..... \$350. per year
  - 3) Co-pay as of January 1, 2002 ..... \$375. per year

G. Effective no later than thirty (30) days after signing of this contract, the following changes will be made to the existing dental program:

- 1) Increase payment for Preventive and Diagnostic Services from 50% to 80%, with a zero deductible.
- 2) Increase remaining Basic Coverage payment from 50% to 60%.
- 3) Increase deductibles, except for Preventive and Diagnostic, to \$50.00 per patient per calendar year and \$150.00 maximum aggregate family deductible.
- 4) Remaining coverages remains unchanged.

ARTICLE XVI

NONDISCRIMINATION

- A. Neither the Employer nor the Union shall discriminate against any employee because of race, creed, religion, color, age, sex, or national origin.



ARTICLE XVII

BULLETIN BOARD PRIVILEGES

- A. The Employer shall supply one bulletin board to be located in a non-public area of the premises for the use of the Union to post announcements. All notices are to be signed by the Shop Steward or other duly authorized representative, and there will be not posting of any notices which would be considered controversial.

ARTICLE XVIII

WAGES

- A. All Bargaining Unit Employees shall receive increases to their base annual salaries as follows:
  - 1. An increase of three and one-half percent (3.50%) effective January 1, 2000.
  - 2. An increase of three and three-quarter percent (3.75%) effective January 1, 2001.
  - 3. An increase of three and three-quarter percent (3.75%) effective January 1, 2002.
- B. The Employer agrees to maintain a bi-weekly method of pay for the duration of this Agreement.

ARTICLE XIX

EFFECT OF LEGISLATION – SEPARABILITY

It is understood and agreed that all agreements herein are subject to all applicable laws now ore hereafter in effect, and to the lawful regulations, rulings and orders or regulatory commissions for agencies having jurisdiction. If any provision of this Agreement is in contravention of the laws or regulations of the United States or of the State of New Jersey, such provisions shall be superseded by the appropriate provision of such law or regulation, so long as same is in force and effect; but all other provisions of this Agreement shall continue in full force and effect.

ARTICLE XX

RESIGNATION

- A. An employee who resigns shall give the Employer a minimum of two (2) weeks advance notice in writing.
  
- B. An employee who gives proper notice of resignation and resigns in good standing, or whose employment is terminated, shall be entitled to receive payment for unused vacation and sick time accrued on the effective date of the resignation or termination, provided the employee would otherwise be eligible for such benefits under the specific requirements of either Article VIII in the case of vacation, and Article IX in the case of sick time.

## ARTICLE XXI

### MANAGEMENT RIGHTS

- A. The Employer hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to and after the signing of this Agreement, including but without limiting the generality of the foregoing, the following rights:
1. The executive management and administrative control of the Employer and its properties and facilities, and the on-the-job activities of its employees;
  2. To hire all employees and to determine their qualifications and conditions of continued employment or assignment, and to promote and transfer employees;
  3. To suspend, demote, discharge or take other disciplinary action as necessary;
  4. To establish a code of rules and regulations of the Employer for its own operation;
  5. To make all decisions relating to the performance of the Employer's operations and maintenance activities, including but not limited to the methods, means processes, materials, procedures and employees to be utilized;
  6. To establish any new job qualifications, classifications and content and to change same without prior negotiations thereof;
  7. To establish, change or combine and schedule the working hours of employees without prior negotiations thereof;
  8. To change the job descriptions, assignments and duties of any classification;

9. To determine the work performance levels and standards of performance of the Employees;
  10. To take any actions considered necessary to establish and maintain efficiency and cost effective operations and maintenance;
  11. To change, modify or promulgate reasonable rules and regulations;
  12. To assign work as it determines will benefit the Employer and/or the clients it serves;
  13. To utilize the services of a contractor when, in the sole judgement of the Employer, such services would be more efficient; and
  14. To establish or change any term or condition of employment which is not specifically covered within this Agreement.
- B. The exercise of the foregoing powers, rights, authority, duties or other responsibilities of the Employer, the adoption of policies, rules, regulations and practices in furtherance thereof, the establishment or change in any term or condition of employment, and the use of judgement and discretion in connection therein, shall be limited only by the express terms of this Agreement.
- C. Nothing contained herein shall be construed to deny or restrict the Employer in its exclusive right to administer itself and control the work of its personnel, nor to deny or restrict the Employer in any of its rights, responsibilities and authority under any national or state laws or local ordinances.

- D. The failure to exercise any of the foregoing rights, or any right deemed to be a management right by tradition, by agreement, by mutual acceptance, or by practice, shall not be deemed to be a waiver thereof, all management rights ever granted or exercised theretofore are specifically incorporated herein. Any act taken by the Employer not specifically prohibited by this Agreement shall be deemed a management right, and shall be considered such as if fully set forth herein.
- E. The Union, on behalf of the employees, agrees to cooperate with the Employer to attain and maintain full efficiency and the Employer agrees to receive and consider constructive suggestions submitted by the Union towards these objectives.

## ARTICLE XXII

### FULLY BARGAINED PROVISIONS

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.
- B. The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.
- C. The Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waive all bargaining rights, and each agrees that the other shall not be obligated to bargain or negotiate with respect to any subject or matter referred to or covered in this Agreement, or with respect to any matter or subject not specifically referred to or covered in this Agreement even though each subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.
- D. This Agreement shall no be modified in whole or in part by the parties except by an instrument in writing only executed by both parties.



ARTICLE XXIII

NO-STRIKE PLEDGE

- A. The Union conveniences and agrees that during the term of this Agreement and during negotiations of a Successor Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e. the concerted failure to report for duty or willful absence of an employee from his position, or stoppage of work, or abstinence in whole or in part from full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other job action (including picketing and/or lobbying) against the Employer or any of its employees. The Union agrees that such action would constitute a material breach of this contract.
- B. The Union agrees that it will take all reasonable actions to prevent its members from participating in a strike, work stoppage, slowdown or other activity aforementioned, including within twenty-four (24) hours of the actions publicly disavowing the action, and advising the Employer, in writing, that the Union did not call for or sanction the action. The Union shall also notify the employees of its disapproval of the action and advise them to immediately cease and return to work immediately.
- C. In the event of a strike, slowdown, walkout or any other job action, it is expressly understood that the Employer reserves the right to discipline all participating employees, including termination of employment of such employee or employees

- D. Nothing contained in this Agreement shall be construed to limit or restrict the Employer in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for an injunction or damages, or both, in the event of such breach by the Union or any of its members.
- E. It is expressly understood that the Employer shall not be required to negotiate with the Union under any conditions so long as any of the employees are engaged in any form of job action.
- F. In the event of activity aforementioned, the Employer shall cease making deductions under the “dues deductions” clause herein.

ARTICLE XXIV

UNION BUSINESS

- A. The Employer's sole responsibility in the administration of all Union matters shall be with the Shop Steward. Whenever notice is required to the Union, and whenever official dealings with the Union are required, the Shop Steward shall be the designated representative of the Union for such matters which take place at the work place.
- B. In accordance with Paragraphs C and D below, the Shop Steward shall be given an opportunity to engage in the adjustment of the grievances are provided for under the Grievance Procedure herein with the Employer's representatives.
- C. During work hours, the Shop Steward shall not leave his/her job without the permission of his/her Supervisor, and shall not contact another employee on Union business without permission of that employee's Supervisor and their own.
- D. Under no conditions shall the Shop Steward interfere with the performance of the work of others.
- E. The Shop Steward has no authority to give orders regarding work to any person employed by the Employer, by virtue of his/her position as Shop Steward.
- F. The Union shall notify the Employer immediately following the selection or replacement of its Shop Steward.
- G. The Employer agrees that the Shop Steward will not be discriminated against for the performance of his/her faithful duties on behalf of the Union pursuant to the parameters established herein.

ARTICLE XXV

EMERGENCY CLOSING

- A. All employees will be expected to report as scheduled unless notified that the Facility will be closed for any reason.
- B. It is expressly understood that should the Municipal Building or any individual Facility be closed due to any emergency, that members of this Bargaining Unit shall not receive any form of compensation due to such closing. Such emergencies include, but are not limited to, snowstorms, hurricanes, power failures, bomb threats, fires, etc. Those employees required to work in such circumstances shall not receive any loss of compensation for any reasonable delays in reporting to work.
- C. The Employer reserves the absolute right and sole discretion to determine whether the Municipal Building or any individual Facility shall be closed by reason of emergency.

ARTICLE XXVI

COMPENSATORY TIME

- A. Bargaining Unit employees will be eligible to accrue compensatory time off in lieu of overtime pay to a maximum of eighty (80) hours. Such compensatory time shall accrue at time and one half (1½). Compensatory time must be used in the calendar year that it is earned. Employees may, however, carry a maximum of forty (40) hours of compensatory time into the following calendar year, provided the eighty (80) hours limitation is not exceeded in that year. Employees who accrue over eighty (80) hours of compensatory time must use said time within ten (10) days, be paid for said time, or said time will be lost forever. The Employer retains the right to refuse such requests if deemed in the best interest of the Township.
- B. Bargaining Unit Employees required to work after normal work hours and prior to, on in preparation thereof, duly scheduled meetings of Township Boards, Commissions, or Committees, shall earn compensation time at time and one half (1½) and shall have the option to receive overtime pay for such time worked. The accrual and use of such compensatory time shall otherwise be in accord with paragraph "A" of this Article.

ARTICLE XXVII

UNIFORMS – POLICE DISPATCHERS

A. Police Dispatchers shall be provided appropriate uniforms as necessary at the expense of the Township. Police Dispatchers will be provided routine cleaning service for said uniforms for said uniforms at the expense of the Township. All decisions relative to the need and purchase of said uniforms will be at the sole discretion of the Chief of Police. All decisions relative to providing cleaning services for said uniforms will be at the sole discretion of the Chief of Police.

ARTICLE XXVIII

MATERNITY LEAVE

- A. Request from all Employees for leaves of absence on account of child bearing or Preparation for childbirth, or adoption shall be acted upon individually by the Township Administrator.
- B. Extended leaves for preparation for childbirth, child bearing or adoption shall run from their commencement date for a maximum of six (6) months.
- C. Any pregnant Employee may apply to the Township Administrator for a disability Leave of absence and shall be granted the leave. The leave dates shall be supported by a physician's certification and shall encompass that period of disability medically necessary.
- D. All accumulated sick days must be utilized prior to the beginning of the disability period. Unused vacation time may be utilized beyond the disability period.
- E. The approved disability leave shall be extended for unanticipated disability related to the childbirth upon provision of a physician's certificate.
- F. The Township retains the right to confirm the conclusion of any physician's certificate provided under this Article by having the employee examined by its own physician at the Employer's expense. If the two physicians disagree, they shall choose a third physician who shall examine the employee and whose decision shall be final and binding upon the parties.

- G. A pregnant employee may be placed on disability leave because her work performance has noticeably declined due to health reasons and she cannot obtain a physician's certificate that she is medically able to continue working, or for other reasons applicable to all employees under law. No pregnant employee will be placed on disability leave solely on the fact that she is pregnant or that her pregnancy has reached a specific number of months.
- H. The Township will continue to provide all health benefits provided by the Township at no expense to the employee for a maximum of five (5) months, for employees utilizing approved Maternity Leave. The employee must reimburse the Township the full cost of said health benefits for any leave after said five (5) months.



ARTICLE XXIX

EDUCATIONAL REIMBURSEMENT

- A. The Township agrees to reimburse unit members the full cost of tuition for specialized certification courses directly related to said unit members job and responsibilities. This would include State sponsored courses such as Tax Collector or Tax Assessor Certification, Special Police Officer training, secretarial skills and the like. Proof of successful completion of said courses with a grade of "C" or equivalent is required prior to reimbursement. Enrollment in any such course must have the prior approval of the Department Head.

ARTICLE XXX

LONGEVITY

A. Effective January 1, 2001, eligible unit employees shall receive longevity payments pursuant to the following schedule on a one time only basis for each yearly threshold reached:

- After 10 years of continuous service . . . . . \$ 750.00
- After 15 years of continuous service . . . . . \$ 1,000.00
- After 20 years of continuous service . . . . . \$ 1,250.00
- After 25 years of continuous service . . . . . \$ 1,500.00

B. Payments will be made on a lump sum basis utilizing an employee's date of hire to determine eligibility for this entitlement.

C. Employees hired on or before June 30<sup>th</sup> of their eligible year receive their lump sum payment in June of their eligible year. Employees hired on or before December 31<sup>st</sup> of their eligible year shall receive their lump sum payment in December of their eligible year. Said payment will be made with the first pay of the eligible month.

D. It is expressly understood the payments will be made on a one time only basis. For Instance, an employee completing ten years of continuous service to Colts Neck will receive a lump sum payment in that year only. Said employee would not receive any additional payments until completion of their fifteenth year of continuous service to Colts Neck. Payments shall not be compounded.

ARTICLE XXXI

SAFETY COMMITTEE

A. The Township agrees to establish a Safety Committee with representatives from the bargaining unit and the Township. This Committee shall meet as often as requested by the bargaining unit or the Township to discuss and review matters of mutual concern including employee safety matters related to employees of this bargaining unit.

ARTICLE XXXII

TERM AND RENEWAL

- A. This Agreement shall be in full force and effect as of the date hereof, and shall be in effect to and including December 31, 2002.
- B. The Employer and the Union agree to jointly enter into discussions relative to a renewal of this Agreement no later than the ninetieth (90) day immediately preceding the termination date of this Agreement.
- C. IN WITNESS WHEREOF, the parties hereto have set their hands and seals at Colts Neck, New Jersey, on this 12<sup>th</sup> day of April, 2000.

FOR THE UNION

FOR THE TOWNSHIP

BY: Colleen M. Schulster  
Colleen M. Schulster

BY: Peter McGourty  
Peter McGourty

BY: W. Michael Southcott  
W. Michael Southcott, Mayor

BY: Robert Bowden  
Robert Bowden  
Township Administrator