

# **AGREEMENT**

**Between**

**BOROUGH OF PARAMUS  
BERGEN COUNTY, NJ**

**and**

**PARAMUS EMPLOYEES ASSOCIATION**

**January 1, 2017 through December 31, 2019**

## TABLE OF CONTENTS

PREAMBLE		4
ARTICLE I	RECOGNITION	5
ARTICLE II	PROBATIONARY PERIOD	6
ARTICLE III	MISCELLANEOUS	7
ARTICLE IV	OPEN DOOR POLICY	8
ARTICLE V	MANAGEMENT RIGHTS	9
ARTICLE VI	NO STRIKES	10
ARTICLE VII	CONTINUED WORK OPERATIONS	11
ARTICLE VIII	DUES CHECKOFF AND INDEMNIFICATION	12
ARTICLE IX	REPRESENTATION FEE	13
ARTICLE X	GRIEVANCE PROCEDURE	16
ARTICLE XI	HOURS OF WORK AND OVERTIME	21
ARTICLE XII	TRANSFERS / NEW POSITIONS	24
ARTICLE XIII	STAND-BY PAY	25
ARTICLE XIV	WAGES	26
ARTICLE XV	HOLIDAYS	27
ARTICLE XVI	VACATIONS	29
ARTICLE XVII	INSURANCE BENEFITS	32
ARTICLE XVIII	SICK LEAVE, SERVICE CONNECTED INJURIES, AND TERMINAL LEAVE	33
ARTICLE XIX	BEREAVEMENT LEAVE	37
ARTICLE XX	PERSONAL DAYS	38

ARTICLE XXI	MILITARY LEAVE . . . . .	39
ARTICLE XXII	JURY DUTY . . . . .	40
ARTICLE XXIII	MATERNITY AND PATERNITY LEAVE . . . . .	41
ARTICLE XXIV	UNPAID LEAVES OF ABSENCE . . . . .	42
ARTICLE XXV	SAFETY COMMITTEE . . . . .	43
ARTICLE XXVI	NON-DISCRIMINATION . . . . .	44
ARTICLE XXVII	BULLETIN BOARD . . . . .	45
ARTICLE XXVIII	UNION BUSINESS . . . . .	46
ARTICLE XXIX	SEPARABILITY AND SAVINGS . . . . .	48
ARTICLE XXX	SHOE ALLOWANCE . . . . .	49
ARTICLE XXXI	LONGEVITY . . . . .	51
ARTICLE XXXII	UNIFORMS . . . . .	52
ARTICLE XXXIII	DISCIPLINE . . . . .	53
ARTICLE XXXIV	DIVISION OF WORK . . . . .	54
ARTICLE XXXV	TIME CLOCKS . . . . .	55
ARTICLE XXXVI	COURSE REIMBURSEMENT . . . . .	56
ARTICLE XXXVII	CALL BACK TIME . . . . .	57
ARTICLE XXXVIII	HOURS OF WORK & OVERTIME – TELECOMMUNICATORS . . . . .	59
ARTICLE XXXIX	ROTATION ALLOWANCE – TELECOMMUNICATORS . . . . .	61
ARTICLE XL	TERMS OF AGREEMENT . . . . .	62

**PREAMBLE**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the **BOROUGH OF PARAMUS**, in the County of Bergen, State of New Jersey, a public employer of the State of New Jersey (“Borough”), and the **PARAMUS EMPLOYEES ASSOCIATION** (“Association”). The effective date of the Agreement is January 1, 2017.

**ARTICLE I**  
**RECOGNITION**

The Borough recognizes the Association as the exclusive representative for the purpose of collective negotiations with respect to the terms and conditions of employment of all regular Foremen/Assistants, non-supervisory professional and nonprofessional employees employed by the Borough in accordance with PERC certification #RO-81-257 and #RO-97-2, excluding managerial executives, confidential employees, employees covered by other collective negotiation agreements, police, craft employees and all other employees of the Borough.

## ARTICLE II

### PROBATIONARY PERIOD

Following an appointment to a position of employment, employees shall be probationary employees for a three (3) month period. The Borough, upon written notice to the Association may, in its discretion, extend the probationary period for an additional three (3) months when, in its judgment, such extension is required. However, it shall not be the policy of the Borough to routinely extend the probationary period. An employee may be dismissed by the Borough during the probationary period without recourse to any grievance or arbitration procedure under this Agreement.

**ARTICLE III**

**MISCELLANEOUS**

A. In all references to any parties, persons, entities or corporations, the use of any particular gender or the plural or singular number shall be deemed to refer to and include the appropriate gender or number, as the text may require.

B. All pay and benefits due the employee shall, upon the employee's death, be paid to his estate.

## ARTICLE IV

### OPEN DOOR POLICY

A. Nothing in this Agreement shall prohibit any employee from discussing any matters of interest with Borough representatives at meetings mutually set up for the purpose of fostering communications between employees and management.

B. The Association and the Borough hereby acknowledge that such meetings as described in Paragraph A above are not meant to circumscribe the grievance procedure herein, nor are they meant as a substitute for collective bargaining.

C. Advance notice of such meetings shall be provided to the Association.



## ARTICLE V

### MANAGEMENT RIGHTS

A. The Borough 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 by the Laws and Constitutions of the State of New Jersey and of the United States include, but without limiting, the generality of the foregoing, the following rights:

1. The executive management and administrative control of the Borough and its properties and facilities and the 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 for good cause.
4. To establish a code of rules and regulations of the Borough for the operation of the Borough.

B. Nothing contained herein shall be construed to deny or restrict the Borough in its exclusive right to administer the Borough and control the work of its personnel, nor to deny or restrict the Borough in any of its rights, responsibilities, and authority under N.J.S.A. 40, 40A, 11, or any other national, state, or other laws or ordinances.

**ARTICLE VI**

**NO STRIKES**

A. It is recognized that the need for continued and uninterrupted operation of the Borough's departments and agencies is of paramount importance to the citizens of the community and that there should be no interference with such operation.

B. Adequate procedures having been provided for the equitable settlement of grievances arising out of this Agreement, parties hereto agree that there will not be and that the Association, its officers, members, agencies or principals will not engage in, encourage, sanction or suggest strikes, slow-downs, lock-outs, mass resignations, mass absenteeism or other actions which would interfere with the normal operation of the Borough.

## ARTICLE VII

### CONTINUED WORK OPERATIONS

A. Neither the Association nor any of its members shall engage in any job action, strike, work stoppage, sit-down, slow-down, sick call action, boycott or any other interference with the operations of the Borough during the term of this Agreement. The Association agrees that it will use its best efforts to prevent actions forbidden herein on the part of the employees or group of employees and, in the event any such acts by an employee take place, the Association agrees to use its best efforts to cause immediate cessation thereof.

B. The Borough will not engage in any lockout of employees covered by this Agreement.

## ARTICLE VIII

### DUES CHECKOFF AND INDEMNIFICATION

A. Upon receipt of proper written authorization, the Borough shall deduct Association dues on a pro rata basis and shall remit monies collected to the Association once each quarter.

B. The Association agrees to indemnify, defend, and hold and save the Borough harmless from any causes of action, demand, claim, suit, loss, damages, or any other liability that shall arise out of or by reason of action taken under this clause.

C. If the rate of dues should change, the Association shall provide the Borough with ninety (90) days' advance notice of such change.

D. All deductions under this Article shall be subject to Chapter 233, N.J. Public Laws of 1969, N.J.S.A. (R.S.) 52:14-15.9(e).

E. Assignees shall have no right or interest whatsoever in any money authorized withheld until such money is actually paid over to them. The Borough or any of its officers and employees shall not be liable for any delay in carrying out such deductions by mail to the assignees' last known address. The Borough and its officers and employees shall be released from all liability to the employee-assignors and to the assignees under such assignments.

## ARTICLE IX

### REPRESENTATION FEE

A. This Article shall not apply to any employees hired prior to or on August 12, 1982. With respect to said employees, they are covered herein under paragraph B.

B. Any employee currently employed or hired in the future shall have the right to join the Association at his option.

C. If any covered employee does not become a member of the Association during any membership year which is covered in whole or in part of this Agreement, said employee will be required to pay a representation fee to the Association for that membership year of eighty-five (85%) of the regular membership fee.

D. Prior to the beginning of each membership year, the Association will notify the Borough in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year.

E. 1. Once during each year covered in whole or in part by this Agreement, the Association will submit to the Borough a list of those employees who have chosen not to become members of the Association for that year except for those new employees who are on probation. The Borough will deduct from the salaries of such employees, in accordance with Sub-Paragraph 2 below, eighty-five percent (85%) of the representation fee and will transmit the amount so deducted to the Association along with the full membership fee of Association members.

2. The Borough will deduct all representation fees, in equal installments as nearly as possible, from the paychecks paid to each employee during the membership year. The deductions will begin with the first paycheck paid:

a. Within thirty (30) days after receipt of the aforesaid list by the Borough or;

b. Thirty (30) days after the employee begins his regular full-time employment in a bargaining unit position.

3. The mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly possible, be the same for members and non-members of the Association.

4. The Association will notify the Borough in writing of any change in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deduction made more than thirty (30) days after the Borough received said notice.

5. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13-5.5(c) and 5.6, and membership in the Association shall be available to all employees in the Association on an equal basis at all times. In the event the Association fails to maintain such a system or if membership is not so available, the Borough may immediately cease making such deductions.

6. The Association shall make a copy of the demand and return systems and revisions available to the Borough.

7. The Association shall indemnify, defend, and save the Borough harmless from any claims raised against it by an employee as the result of fulfilling its obligations under this Article including, but not limited to, paying actual attorney fees and/or legal damages.

## ARTICLE X

### GRIEVANCE PROCEDURE

#### **A. DEFINITIONS**

The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of policies or administrative decisions affecting terms and conditions of employment or the express terms of this Agreement, and may be raised by an individual unit employee, a group of unit employees, or the Association, at the request of any such individual or group (hereafter referred to as the "grieving").

#### **B. PURPOSE**

The purpose of this grievance procedure is to secure an equitable solution to grievances 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 grieving from prosecuting his grievance in any forum thereafter. The instant 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 – Immediate Supervisor and/or Department Head**



a. A Grieving must file his grievance in writing with his immediate supervisor or department head within thirty (30) days of the occurrence of the matter complained of. A copy shall be provided to the Association's Grievance Committee. In the case of Police Dispatchers, they may grieve to the Patrol Captain.

b. The written grievance must identify the grieving by name and be signed by him and the Grievance Committee representative. It must set forth a statement of the facts constituting the grievance, the approximate time and place of occurrence of the facts leading to the grievance, the names of all Borough representatives whose action or failure to act forms the basis of the grievance, the specific contract provision, if any, forming the basis of the grievance and must set forth the remedy sought by the grieving.

c. The immediate supervisor or department head shall investigate and render a written response, which shall be given to the grieving within five (5) days from the receipt of the grievance.

**2. Step Two – Human Resource Director or Council Chairperson of the Labor Negotiating Committee**

In the event the grievance is not resolved to the grieving's satisfaction at Step One or, in the event the immediate supervisor or department head has not served a timely written response at Step One, then within five (5) working days after the response date set forth in Step One, the grieving may present the written grievance to the Human Resource Director or Council Chairperson of the Labor Negotiating

Committee. Upon receipt of the grievance, the procedures set forth in Step One shall be followed, except that in Step Two the parties shall meet within ten (10) days of the presentation of the grievance and the Human Resource Director or Council Chairperson of the Labor Negotiating Committee shall have ten (10) days thereafter to respond. In the case of Police Dispatchers, they are to grieve in Step Two to the Chief of Police.

**3. Step Three – Mayor and Council**

In the event the grievance is not resolved to the grieving's satisfaction at Step Two or, in the event the Human Resource Director or the Council Chairperson of Labor Negotiations has not served a timely written response at Step Two, then within five (5) days after the response date set forth in Step Two the grieving may present the written grievance and any written response(s) received at Step Two to the Mayor and Council. Upon receipt of the grievance by the Mayor and Council, the procedure in Step Two shall be followed, except that the meeting shall take place within thirty (30) days and the response shall be given within twenty (20) days thereafter.

**4. Step Four – NJ PERC**

The parties agree that, in the event the last step of this procedure is not satisfactorily resolved, the Association may, within twenty (20) days, request that binding arbitration be instituted by serving said request upon the Borough and upon the New Jersey Public Employment Relations Commission. The parties agree

to be bound by the Rules and Regulations of the Commission regarding grievance arbitration.

a. The decision of the arbitrator shall be in writing and shall set forth reasons for such decision.

b. The arbitrator shall decide only the single grievance submitted to him unless the parties, by mutual consent, have agreed to submit multiple grievances to the same arbitrator.

c. The arbitrator's decision shall be final and binding upon all parties.

d. The costs of the arbitrator shall be borne equally by both parties. Any other costs shall be borne by the party incurring the same.

e. Should either party request a transcript of the hearing, the cost of same shall be borne by the requesting party. Should both parties agree to receive a copy of the transcript, then the cost shall be borne equally by the parties.

f. The time limits express herein shall be strictly adhered to. Any grievance which is not forwarded to the next step by the Association or individual within the specified time period shall be deemed abandoned. Any grievance which is not answered by the Borough or its agents within the specified time period shall be deemed denied and may proceed to the next step. Nothing contained herein shall prevent the parties from mutually agreeing to extend the time limits for processing the grievance at any step in the procedure.

g. Nothing contained herein shall prevent an employee from filing his own grievance and representing himself at all internal steps within the grievance procedures. The Association must, however, be informed by the Borough of any such meeting and shall have the right to be present at said meeting in order to present the Association's position. At no time, however, shall any individual be permitted to process his own grievance to arbitration. This may be done by the Association.

## ARTICLE XI

### HOURS OF WORK AND OVERTIME

#### A. Borough Employees

The normal work week for Borough employees shall be thirty-five (35) hours, consisting of Monday through Friday, 8:30AM to 4:30PM. A one (1) hour unpaid lunch period is provided each day. Employees working evening hours from 7PM to 9PM may leave at 4PM.

#### B. Golf Course Personnel

Golf Course personnel shall work the following normally scheduled hours:

- April 1 to October 31: Monday through Friday, 6AM -2:30PM  
Saturday and Sunday, 5AM – 8AM
- November 1 to March 31: Monday through Friday, 7AM – 2:30PM

#### C. All Other Employees

All employees, other than employees in paragraph A and B of this Article, shall work a forty (40) hour work week, to be assigned by the Borough. A thirty (30) minute unpaid lunch period is provided each day.

#### D. Overtime

Work in excess of forty (40) hours per week shall be considered overtime and shall be paid by an equivalent amount of compensatory time at the time and one-half rate, or a payment at time and one-half, at the employee's discretion. However, this paragraph shall not apply to Golf Course personnel during the forty-three (43) hour work week period. Employees scheduled to work thirty-five (35) hours shall be

compensated at straight time for all work up to and including forty (40) hours, then at the time and one-half rate over (40) hours in cash or compensatory time at their discretion.

E. Any compensatory time granted pursuant to Paragraph D above shall be taken at mutually acceptable times between the Borough and the employee, preferably within two (2) months from the date earned.

F. Overtime must be authorized in advance by the Department Head with the consent of the Mayor and Council.

G. Any time not properly recorded shall be considered time not worked.

H. All employees shall work a reasonable amount of overtime if requested by the Borough.

I. There shall be no pyramiding of overtime pay or compensatory time.

J. Employees required to work during their nonscheduled work time shall be given compensatory time off or payment on an hour-for-hour basis at the employee's discretion if they have worked less than a forty (40) hour week, or at the time and one-half rate if they have worked more than a forty (40) hour week.

K. Golf Course – Seasonal Hours: All Greensmen employed at the Golf Course who have worked more than forty (40) hours a week in season shall be compensated for such time at the rate of time and one-half. Said overtime shall be used first as compensatory time against their shorter working hours in the winter months. A cash payment for additional overtime hours worked will be paid after all the compensatory time has been used.

L. Assignment of overtime shall be based upon seniority within the job classification on a rational basis. The allocation of overtime and the administration of this provision shall be subject to the grievance procedure, but in no event shall a dispute over this provision be subject to arbitration by the parties.

## ARTICLE XII

### TRANSFERS / NEW POSITIONS

A. Employees may be temporarily reassigned, without loss of pay or benefits, by the Borough to alternate positions to meet emergency situations.

B. In the event a new position is created by the Mayor and Council, salaries shall be negotiated with the Association.

C. All new and vacant positions in the Borough shall be given to the Association for posting on the union bulletin board. Employees who wish to apply for posted vacancies shall make a request in writing to the Human Resource Director for consideration. A change of title (e.g., from Sanitarian to "Registered Environmental Health Specialist") does not require a posting.



**ARTICLE XIII**

**STAND-BY PAY**

A. Certain PEA employees covered by this Agreement (Animal Control, Shade Tree, DPW, Traffic Maintenance, Mechanical Maintenance, and Golf Course) are required on occasion to be available for stand-by duty when the Borough deems it necessary. These employees will provide the Borough with telephone, cell phone and/or beeper numbers so that they can be reached if it is found necessary to call them into work. The Borough will prepare a schedule of stand-by work.

B. The Borough will compensate individuals who are assigned to stand-by duty at the rate of \$97/\$123/\$150 for the years 2017, 2018 and 2019 respectively.

C. If the employees assigned to stand-by duty are called to work, they will be compensated as per the current PEA contract and will be guaranteed a minimum of three (3) hours pay.

D. An employee called into work while on stand-by will complete a form, the contents of which will be agreed upon the Borough and the PEA.

E. If any employee on stand-by fails to report to work within ninety (90) minutes of being contacted, that employee will forfeit fifty percent (50%) of the week's stand-by pay. If the same employee fails to report to work within ninety (90) minutes of being contacted a second time during the same stand-by period, that employee will forfeit the other fifty percent (50%) of the week's stand-by pay.

## ARTICLE XIV

### WAGES

A. Base Wages for Employees covered by this Agreement shall be as set forth on Appendix A1 attached hereto.

B. All members covered by this Agreement will continue to move through the salary guide after expiration of the Collective Negotiation Agreement.

C. Any employee earning less than a new starting salary shall be given an increase in pay to equal that starting salary.

D. As of January 1, 2014, no Employee shall receive any stipend associated with a "slash title," but shall be entitled to overtime, where applicable, for working additional hours, such as for board or commission meetings.

## ARTICLE XV

### HOLIDAYS

A. For each year of this Agreement, employees shall be entitled to the following paid holidays:

New Year's Day  
Martin Luther King  
President's Day  
Good Friday  
Memorial Day \*  
Independence Day \*  
Labor Day \*  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

B. An additional one-half (1/2) day will be provided on Christmas Eve and New Year's Eve if those days fall on the employee's regularly scheduled work day.

C. Holidays falling on Saturday shall be celebrated on the preceding Friday and holidays falling on Sunday shall be celebrated on the following Monday, In the case of those employees regularly working other than Monday through Friday, holidays falling on their regular day off shall be celebrated on their next following regular work day.

D. If an employee is required to work on a holiday, he should be paid for the holiday and receive compensatory time off or pay at time and one-half, at the employee's discretion, for the actual hours worked.

E. Holidays marked with an asterisk shall not be granted to Golf Course personnel on these specific days. Having reported to work and completed all assigned grounds keeping work, such employees shall be permitted to leave and will be credited with a full day's work. Such employees shall also, in lieu of holidays, be granted an equal number of personal holidays which may be scheduled subject to departmental approval.

**ARTICLE XVI**

**VACATIONS**

A. For members of the bargaining unit hired prior to January 1, 2014, vacations shall be provided in accordance with the following schedule:

During the first year, if hired before March 31<sup>st</sup> – one week

During the first year, if hired after March 31<sup>st</sup> – one day for each two months of service

After completion of one year of continuous employment – two weeks

After completion of five (5) years of continuous employment (following the fifth December 31<sup>st</sup> of employment) – three weeks

After completion of each employee shall receive:

7 years	3 weeks + 1 day
9 years	3 weeks + 2 days
11 years	3 weeks + 3 days
13 years	3 weeks + 4 days
15 years	4 weeks
17 years	4 weeks + 1 day
19 years	4 weeks + 2 days
21 years	4 weeks + 3 days
23 years	4 weeks + 4 days
25 years	5 weeks

Employees shall receive six weeks of vacation after the completion of 30 years of employment.

B. For members of the bargaining unit hired on or after January 1, 2014, vacations shall be provided in accordance with the following schedule, with a maximum of four (4) weeks' vacation in a calendar year:

During the first year, if hired before March 31<sup>st</sup> – one week

During the first year, if hired after March 31<sup>st</sup> – one day for each two months of service

After completion of one year of continuous employment – two weeks

After completion of five (5) years of continuous employment (following the fifth December 31<sup>st</sup> of employment) – three weeks

After completion of each employee shall receive:

7 years	3 weeks + 1 day
9 years	3 weeks + 2 days
11 years	3 weeks + 3 days
13 years	3 weeks + 4 days
15 years	4 weeks

C. Vacation entitlement shall be calculated on a calendar year basis and shall be based upon the portion of the previous year which the employee was actively employed by the Borough.

D. The Borough has agreed with the Association that it will agree that vacation time must be taken no later than January 31<sup>st</sup> of the following year with the following clarification:

The Borough has proposed and the Association has agreed that no vacation shall be carried over after January 31<sup>st</sup> of the following year with the addition of the language that states “in the event, it may be deferred to the next succeeding December 31 only, upon the approval of the Mayor and Council. The request must be made to Mayor and Council in writing no later than November 30<sup>th</sup>.”

In the case of full-time Golf Course personnel, the time within which vacations may be taken may be extended to February of the following year.

E. Scheduling of all vacation shall be at the discretion of the Department Head.

F. Pay for vacation periods consist of regular base pay only, excluding overtime and any other compensation.

G. Procedural aspects of vacations scheduling shall be determined by the Borough.

H. Employees hired prior to October 1, 1981, who are receiving more vacation time than provided in Paragraph A above, shall not have their vacations reduced by virtue of this Article but shall receive no more than the maximum vacation time provided therein of six (6) weeks).

I. Employees with less than ten (10) years of service and who separate from employment shall be entitled to a prorated amount of vacation as of the date of their separation. Employees with less than ten (10) years of service who utilize all of the vacation allotment during a year in which they separate from employment shall be charged a prorated portion of the vacation that was not accrued but used at the time of separation.

J. Employees with ten (10) or more years of service and who use their entire allotment of vacation during the year in which they separate from employment with the Borough shall not be charged back the prorated portion of the vacation that was not accrued as of the date of separation.

## ARTICLE XVII

### INSURANCE BENEFITS

A. The Borough reserves the right to change carriers at its option, provided that equivalent benefits are maintained, and with previous consultation with the Association and the Borough Administration.

B. The Borough shall continue to pay for full family hospitalization insurance for employees who work twenty-four (24) hours plus, except for temporary, part-time employees.

C. Pursuant to N.J.S.A. 40A:10-23, employees having worked for the Borough for at least twenty-five (25) years shall, upon retirement, receive full family hospitalization insurance paid in full by the Borough.

D. The Borough agrees to provide, at no cost to the employee, a family dental plan, namely Delta Dental Plan II-B with child orthodontic coverage.

E. The Borough agrees to furnish to each employee, spouse and family, the Borough Vision Plan. Said plan provides for selection of a doctor of their own choice subject, however, to reimbursement in accordance with a schedule made a part of the plan. The maximum coverage payment for an examination, eyeglasses, and frames per person, per year, shall be \$205.00.

F. The Borough shall furnish to each employee a Prescription Plan.



## ARTICLE XVIII

### SICK LEAVE, SERVICE CONNECTED INJURIES, AND TERMINAL LEAVE

A. Employees who are temporarily unable to work by reason of injury or illness which does not result or arise from their employment with the Borough shall nevertheless be entitled to receive compensation in the form of full paid sick leave to the extent set forth hereinafter during the period of their disability. Employees shall notify their supervisors as soon as practicable.

B. Each permanent employee hired prior to the execution of the Collective Bargaining Agreement for the period January 1, 1998 through December 31, 2001, Page 2 reflects a date of May 26, 1999, shall be allowed sick leave with full pay at the rate of one and one-fourth (1-1/4) days per month of employment retroactive to his date of appointment. All unused sick leave shall accumulate to the employee's credit from month to month and from year to year and each employee shall be entitled to such accumulated sick leave if and when needed. Employees hired after the execution of this Agreement shall be allowed sick leave with pay at the rate of ten (10) days per calendar year (accumulated at a rate of .83 day per month). Such employees are entitled to all other benefits afforded in this Article.

C. As a condition of sick leave entitlement, the Borough may require the employee to submit a certificate from the attending physician evidencing the employee's incapacity for duty. The Borough may require the employee to submit to an examination by a physician appointed by the Borough and, whenever such

physician reports in writing that the employee is fit for duty, such sick leave shall terminate.

D. On the date of retirement under provisions of the New Jersey Division of Pensions Program for public employees, providing such retirement is in good standing or in the event of a death, an employee or his legal representatives shall be entitled to receive severance pay in an amount equal to one-half (1/2) of his accumulated unused sick leave retroactive to his date of employee.

E. An unwarranted claim by an employee of sick leave privileges shall be grounds for disciplinary action against such employee.

F. The Department Head may, in his discretion, require a doctor's note when the employee is out for three (3) or more consecutive days or where there is a pattern of abuse.

G. If an injury is suffered by an employee which is determined to be compensable under the Workers' Compensation Law of the State of New Jersey, the Borough shall continue such employee's full pay as the employee continues to receive temporary disability benefits for a period not exceeding one (1) year. Payment made to any employee of Workers' Compensation as temporary disability benefits shall be deducted from any salary payments by the Borough under such full salary payments. Prior to receipt of the temporary disability benefit payment by the employee, the employee shall assign or pay said benefit payment to the Borough when they are received. It is understood that the intent of this paragraph is that no employee shall receive less than full pay while suffering from a compensable

temporary disability, but that no such employee shall receive more than full pay for such a period of time lost excluding the employee's personal insurance programs.

1. If an employee injures himself in the course of employment by the Borough in which he is entitled to receive temporary disability benefits under the New Jersey Workers' Compensation Act, the Borough shall pay the injured employee his full and usual pay while the employee is receiving temporary disability benefits.

2. The employee agrees to pay to the Borough the full amount of all temporary disability benefits received from the Workers' Compensation Insurance Company carrier, representing temporary disability payments for all weeks during which the Borough has paid the employee full pay while said employee has been unable to work as a result of a compensable injury incurred in the course of employment.

3. Said employee shall further cooperate fully with the Workers' Compensation Insurance carrier in order to avoid any suspension or delay in receipt of any temporary Workers' Compensation disability benefits.

4. Any suspension or delay in the receipt of the temporary disability benefits caused by the employee shall be reason for the Borough to discontinue the payment of his full salary under this Agreement.

5. The employee hereby authorizes the Borough's Workers' Compensation Insurance carrier to forward all payments of temporary disability benefits directly

to the Borough so that the check or draft may be endorsed over to the Borough by the employee immediately.

**ARTICLE XIX**

**BEREAVEMENT LEAVE**

A. Employees shall receive up to five (5) working days leave with no loss of straight time pay, which may be taken in the event of the death of a member of the immediate family and which must be taken upon the date of death.

B. A “member of the immediate family”, is defined in Chapter 99, Section 99-9, of the New Jersey Statutes, under Paragraph A, as parents, grandparents, parents-in-law, spouse, children, brothers, sisters, brothers-in-law, sisters-in-law, grandchildren or other persons residing in the employee’s home other than a tenant.

ARTICLE XX

PERSONAL DAYS

A. Two (2) days per calendar year, which will not accumulate if unused, may be taken by employees for personal reasons to conduct business or tend to affairs which cannot be accomplished during non-working hours.

B. One (1) week's advance notice shall be provided to the Department Head, except in cases of emergency where such notice is not possible. In that event, as much notice as possible will be provided.

C. Personal days shall be granted only if the normal work operation will not be affected thereby.

**ARTICLE XXI**

**MILITARY LEAVE**

Military leave shall be provided in accordance with applicable law.

## ARTICLE XXII

### JURY DUTY

A. Employees called for jury duty shall be granted leave with straight time pay less any compensation they may receive for attending required jury duty.

B. If an employee is required to serve on jury duty, such employee shall be required to notify the Department Head 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 the end of the work day, the employee shall report for work for the duration of the work day, unless executed by the Department Head.

C. If there is a change in the originally established jury duty leave, the employee must notify the Department Head to make the necessary arrangements to return to work, otherwise, the employee shall receive no pay from the Borough.

D. Employees are expected to cooperate with the Borough and report to work when possible. The Department Head must be notified in advance of any day that they are not required to report for jury duty.

E. Jury duty on an unscheduled work day shall not be paid by the Borough.



## ARTICLE XXIII

### MATERNITY AND PATERNITY LEAVE

A. An employee with one (1) year or more of service shall be granted, upon thirty (30) days' notice, maternity or paternity leave, without pay, for up to twelve (12) months duration, and shall be returned to work without loss of seniority and longevity provided she or he notifies the Department Head or Director of Human Resources no later than after six (6) months of leave that she or he intends to return. Longevity and seniority, however, shall not accrue during such leave.

B. The employee, at his/her discretion, may use vacation time or personal days before being taken off the payroll. Such time shall be part of the twelve (12) months. Upon return from such maternity or paternity leave, the employee shall be returned to work at a comparable position at the same rate of pay.

C. Payment of insurance coverage during such leave shall comply with the Family Leave Act.

D. The Borough and the Association have agreed that employees eligible for maternity or paternity leave may utilize previously accrued sick time regarding any disability component of said maternity or paternity leave.

## ARTICLE XXIV

### UNPAID LEAVES OF ABSENCE

A. An employee may be granted a leave of absence without pay upon his request, at the discretion of the Borough.

B. An employee on a leave of absence without pay (except military leave), does not accrue vacation leave, sick leave, or any other benefits, including seniority. No payment will be made to the pension system during the leave of absence, however, unless the employee agrees to reimburse the Borough's costs.

C. A leave of absence shall not exceed three (3) months in length, after which it may be reconsidered.

D. Employees are required to notify the Borough of the anticipated date of return, as soon as such date is known to the employee. Failure to return on such date without notice may be considered a voluntary resignation.

E. The Borough shall have the sole discretion in matters of leaves of absence and each decision made shall be on its own merits.

F. Payment of insurance coverage during the leave shall comply with the Family Leave Act and be subject to prevailing State statute and Federal regulations.

**ARTICLE XXV**

**SAFETY COMMITTEE**

The Association may appoint a committee, not to exceed two (2) persons, to meet with the Borough's representatives as needs arise to discuss and make recommendations relating to the safety of the employees and the public.

**ARTICLE XXVI**

**NON-DISCRIMINATION**

Neither the Borough nor the Association shall discriminate against any employee because of race, creed, religion, color, age, sex, or national origin.

**ARTICLE XXVII**

**BULLETIN BOARD**

The Borough will allow for the use of bulletin boards in non-public areas of Borough buildings for Association notices. These bulletin boards shall be used only for notices pertaining to Association business. It shall be the responsibility of Association representatives to supervise the posting of notices, which shall not include any political endorsements or political material.

## ARTICLE XXVIII

### UNION BUSINESS

A. The Borough and the Association agree that the Association shall designate three (3) representatives (one each from the Golf Course, Borough Hall, and remaining employees). In addition, the Association may designate one (1) alternate Association representative.

B. The alternate shall act in the absence of the Association representative. The term "absence" is defined to mean not present on the job on a specific day.

C. The designated Association representative shall have the right to receive and present grievances in accordance with the provisions of this Agreement.

D. The designated Association representative shall suffer no loss of pay for time taken during working hours to settle grievances.

E. The Association negotiating team will be given full pay for the time spent in contract negotiations with Borough officials or designated representatives during regular working hours. No more than five (5) employees of the Borough shall be eligible for pay at any one time. It is agreed that the parties need not negotiate during regular working hours and that they will negotiate at such times and places that are mutually convenient. This Article shall not limit employee participation in negotiations during non-working hours.

F. The Association will give the Borough a written list of Association representatives and alternates and notify the Borough of any changes within two (2) working days.

G. Collective negotiations shall be conducted by the duly authorized bargaining agents of each party.

H. The Borough shall notify the President of the Association of the name, address, job classification and pay rate of any employee hired or terminated.

## ARTICLE XXIX

### SEPARABILITY AND SAVINGS

If any provision of this Agreement or any application of this Agreement to any employee, member, or group of employees or members is held to be invalid by operation of law by any Court, administrative body or other tribunal of competent jurisdiction, then the parties agree to reopen negotiations with respect to said invalid provision only.



**ARTICLE XXX**

**SHOE ALLOWANCE**

A. The Borough shall reimburse each employee in the following section for work shoes. The reimbursement shall be made by January 30<sup>th</sup> and July 30<sup>th</sup>, respectively, for those employees receiving reimbursements for two (2) pairs of shoes per annum, and no later than January 30<sup>th</sup> for those employees being reimbursed for only one (1) pair of shoes per annum. Said reimbursement shall be one hundred and twenty-five dollars (\$125) per pair of safety tipped shoes.

B. The following job categories shall be reimbursed for two (2) pairs of shoes per annum at the rate of one hundred and twenty-five dollars (\$125) per pair:

- Traffic Maintenance
- Animal Control
- Plumbing Inspector
- Sanitation Foreman
- Shade Tree Foreman
- Golf Course Personnel
- Building Department Inspectors
- Health Inspectors
- Road Foreman
- Mechanical Foreman
- Sewer Foreman

C. The following job categories shall be reimbursed for one (1) pair of shoes per annum at the rate of one hundred and twenty-five dollars (\$125) per pair:

- Radio Dispatchers
- BCI Civilian Employees
- Chief Mechanic for Building Maintenance
- Custodians
- IT Desktop Support Tech (the IT Desktop Support Tech must actually utilize such shoes in his employment in order to be reimbursed)

D. Effective January 1, 2003, the Borough has agreed to increase the shoe allowance from \$75.00 per pair to \$125.00 per pair with the understanding that the number of pairs of shoes per year provided to unit personnel shall be based upon the number of pairs of shoes individuals in the relevant classification are entitled to pursuant to the Collective Bargaining Agreement that expired December 31, 2001. (Article XXX, Subsections (B) and (C) above.)

Effective January 1, 2003 employees eligible for the shoe allowance shall only be entitled to the \$125.00 allowance provided for in this Article if purchases are made through the Shoe Van Program. Effective January 1, 2003, if eligible employees purchase their shoes outside the Shoe Van Program they shall only be eligible for reimbursement up to \$125.00 per pair. The Shoe Van Program shall be administered by the Borough.

E. Uniform allowance and shoe allowance will be paid approximately forty-five (45) days after budget adoption, or sooner if possible.

**ARTICLE XXXI**

**LONGEVITY**

A. Effective on January 1<sup>st</sup> following completion of the designated year of service, longevity shall be computed upon the following schedule to a maximum of ten percent (10%):

<b><u>Years of Service</u></b>	<b><u>Percentage of Base Pay</u></b>
5	2.0%
6	2.4%
7	2.8%
8	3.2%
9	3.6%
10	4.0%
11	4.4%
12	4.8%
13	5.2%
14	5.6%
15	6.0%
16	6.4%
17	6.8%
18	7.2%
19	7.6%
20	8.0%
21	8.4%
22	8.8%
23	9.2%
24	9.6%
25	10.0%

B. Longevity benefits shall not be granted to any person hired on and after January 1, 1990.

**ARTICLE XXXII**

**UNIFORMS**

A. Uniforms are to be supplied as per the present status quo.

B. Fire Prevention Officers are to receive a Five Hundred Dollar (\$500.)

clothing allowance.

## ARTICLE XXXIII

### DISCIPLINE

Any discharge, suspension or other discipline which results in a loss of pay shall not be without just cause and shall be subject to the parties' grievance procedure, including arbitration. Letters of reprimand or verbal warnings shall be subject to the parties' grievance procedure, but shall not be subject to arbitration by the parties. An employee must be advised whenever written correspondence is placed in that employee's permanent file for the purpose of having the employee sign that they have read such a document (not that they agreed with the contents of said documents).

**ARTICLE XXXIV**

**DIVISION OF WORK**

**Service in Higher Position:**

Effective January 1, 2010, anyone who serves temporarily in a position as a supervisor/foreman for more than three (3) consecutive days shall receive an additional seven and one-half percent (7.5%) compensation retroactive to the first day they began serving in the position. Employees who do not work more than three (3) consecutive days under this article shall receive no additional compensation.

**ARTICLE XXXV**

**TIME CLOCKS**

Employees covered by the terms of this Agreement will not be required to punch time clocks. Time clocks currently being used by members of the Association shall no longer be used and shall be removed from their locations by the Borough.

## ARTICLE XXXVI

### COURSE REIMBURSEMENT

A. Effective January 1, 2014, each employee shall be eligible for a maximum of One Thousand (\$1,000.00) Dollars tuition reimbursement annually for course work or educational programs to maintain or improve a current skill. Such course work shall be subject to the prior approval of the Mayor and Council as being in the Borough's best interests and such approval shall not be unreasonably denied.

B. Upon completion of such course work, an employee shall provide the Borough with a receipt or cancelled check for the course(s) taken and evidence of having received a passing grade for the course.

C. Courses where attendance by the employee is required by the Borough or by State statute shall be at the expense of the Borough and shall not be charged against the One Thousand (\$1,000.00) Dollars described herein.

D. Any employee who has taken courses relative to his position, and for which courses tuition reimbursement has been paid by the Borough, shall remain in the employ of the Borough for at least two (2) years following the date of the completion of said courses. In the event of a failure on the part of such employee to remain with the Borough, then said employee or employees shall reimburse the Borough for the tuition paid.

E. The ASE Tier Program as recommended by the Association shall be instituted to provide that a \$250.00 stipend shall be provided to the affected employees for each ASE test that is passed (currently there are eight (8) automotive



tests available and eight (8) truck tests available). It is furthermore agreed that this stipend shall not be included in any employee's base salary. Participation in the ASE Tier Program is strictly voluntary. This program shall be reviewed by the Borough annually to determine whether this program shall continue.

**ARTICLE XXXVII**

**CALL BACK TIME**

A. An employee who is asked to work overtime or is called in for duties by reason of emergencies or special situations (i.e. Shade Tree and Road Foremen, Fire and Health Inspectors, Traffic Maintenance, Buildings and Grounds, and Building Department) shall receive a minimum of three (3) hours. When the employee has exceeded forty (40) hours in a work week, the time shall be at the one and one-half rate of pay or time off at the discretion of the employee.

B. In the event an employee is required to work on a Sunday or Borough holiday, that person shall receive double time off or pay at the rate of double his regular rate of pay. This does not apply to Dispatchers or Animal Control personnel, unless they are asked to work extra or special duties.

## ARTICLE XXXVIII

### HOURS OF WORK & OVERTIME – TELECOMMUNICATORS

A. The normal work week for Telecommunicators shall consist of forty (40) hours per week.

B. Work in excess of forty (40) hours per week shall be considered overtime and shall be paid by an equivalent amount of compensatory time at the time and one-half rate or a payment at time and one-half at the employee's discretion.

C. Any compensatory time granted pursuant to Paragraph B above shall be taken at mutually acceptable times between the Borough and the employee, preferably within two (2) months from the date earned.

D. Overtime must be authorized in advance by the Department Head with the consent of the Mayor and Council.

E. Any time not properly recorded shall be considered time not worked.

F. All employees shall work a reasonable amount of overtime if requested by the Borough.

G. There shall be no pyramiding of overtime pay or compensatory time.

H. Employees required to work during their nonscheduled work time shall be given compensatory time off or payment on an hour-for-hour basis at the employee's discretion if they have worked less than a forty (40) hour week, or at the time and one-half rate if they have worked more than a forty (40) hour week.

I. Assignment of overtime shall be based upon seniority within the job classification on a rational basis. The allocation of overtime and the administration of this provision shall be subject to the grievance procedure, but in no event shall a dispute over this provision be subject to arbitration by the parties.

**ARTICLE XXXIX**

**ROTATION ALLOWANCE – TELECOMMUNICATORS**

A. Effective January 1, 2002, all members of the bargaining unit who rotate their work schedule through three (3) shifts shall receive an additional Five Hundred (\$500) Dollars per year as an annual rotation allowance.

**ARTICLE XL**

**TERMS OF AGREEMENT**

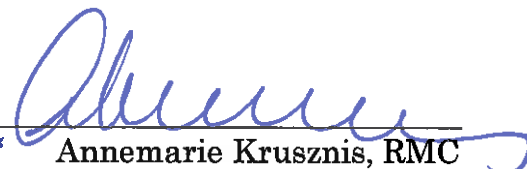
A. This Agreement shall be effective January 1, 2017 and shall have a term through December 31, 2019. The parties shall meet to negotiate a successor agreement pursuant to the rules of the Public Employment Relations Commission.

B. If a successor agreement is not executed by December 31, 2017, then this Agreement shall continue in full force and effect until a successor agreement is executed.

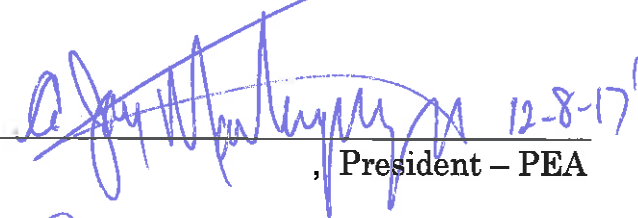
BOROUGH OF PARAMUS

By:   
RICHARD LaBARBIERA  
Mayor

ATTEST:

By:   
Annemarie Krusznis, RMC  
Borough Clerk

PARAMUS EMPLOYEES ASSOCIATION

 12-8-17  
President - PEA

 12/8/17  
Vice President - PEA

PEA	2017 10 STEP GUIDE WITH 2% INCREASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Account Clerk	RANGE	\$36,081.07	\$38,203.49	\$40,325.90	\$42,448.32	\$44,570.74	\$46,693.15	\$48,815.57	\$50,937.98	\$53,060.40	\$55,182.82
Associate Tax Assessor		\$36,081.07	\$38,203.49	\$40,325.90	\$42,448.32	\$44,570.74	\$46,693.15	\$48,815.57	\$50,937.98	\$53,060.40	\$55,182.82
Building Electric Inspector (HHS)		\$53,060.40	\$54,829.08	\$56,597.76	\$58,366.44	\$60,135.12	\$61,903.80	\$63,672.48	\$65,441.16	\$67,209.84	\$68,978.52
Building Electric Subcode (HHS)		\$53,060.40	\$54,829.08	\$56,597.76	\$58,366.44	\$60,135.12	\$61,903.80	\$63,672.48	\$65,441.16	\$67,209.84	\$68,978.52
Building Inspector (HHS)		\$53,060.40	\$54,829.08	\$56,597.76	\$58,366.44	\$60,135.12	\$61,903.80	\$63,672.48	\$65,441.16	\$67,209.84	\$68,978.52
Building Plumbing Inspector (HHS)		\$48,815.57	\$50,466.34	\$52,117.10	\$53,767.87	\$55,418.64	\$57,069.41	\$58,720.18	\$60,370.94	\$62,021.71	\$63,672.48
Building Plumbing Subcode		\$48,815.57	\$50,466.34	\$52,117.10	\$53,767.87	\$55,418.64	\$57,069.41	\$58,720.18	\$60,370.94	\$62,021.71	\$63,672.48
Building Plumbing Subcode Official(HHS)		\$53,060.40	\$54,829.08	\$56,597.76	\$58,366.44	\$60,135.12	\$61,903.80	\$63,672.48	\$65,441.16	\$67,209.84	\$68,978.52
Building Residential Zoning		\$47,754.36	\$49,405.13	\$51,055.90	\$52,706.66	\$54,357.43	\$56,008.20	\$57,658.97	\$59,309.74	\$60,960.50	\$62,611.27
Clerical Clerk Typist		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82
Clerical Control Person		\$33,958.66	\$37,260.19	\$40,561.73	\$43,863.26	\$47,164.80	\$50,466.34	\$53,767.87	\$57,069.41	\$60,370.94	\$63,672.48
Clerical Secretary		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82
Clerical Secretary BD of Ad/Plngng Bd		\$33,958.66	\$37,260.19	\$40,561.73	\$43,863.26	\$47,164.80	\$50,466.34	\$53,767.87	\$57,069.41	\$60,370.94	\$63,672.48
Clerical Secretary/Stenographer		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82
Clerical Senior Office Clerk		\$35,019.86	\$38,439.31	\$41,858.76	\$45,278.21	\$48,697.66	\$52,117.10	\$55,536.55	\$58,956.00	\$62,375.45	\$65,794.90
Clerical Secretary/Deputy Registrar		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82
Court Deputy Administrator		\$37,142.28	\$40,679.64	\$44,217.00	\$47,754.36	\$51,291.72	\$54,829.08	\$58,366.44	\$61,903.80	\$65,441.16	\$68,978.52
Court Violations Clerk		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82
Custodian		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82
Finance Bookkeeper		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82
Finance Payroll Coordinator		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82
Finance Senior Account Clerk		\$33,958.66	\$37,260.19	\$40,561.73	\$43,863.26	\$47,164.80	\$50,466.34	\$53,767.87	\$57,069.41	\$60,370.94	\$63,672.48
Finance Inspector Prevention		\$48,815.57	\$54,829.08	\$56,597.76	\$58,366.44	\$60,135.12	\$61,903.80	\$63,672.48	\$65,441.16	\$67,209.84	\$68,978.52
Fire Inspector Specialist (HHS)		\$67,275.28	\$68,643.65	\$70,012.02	\$71,380.39	\$72,748.76	\$74,117.13	\$75,485.50	\$76,853.86	\$78,222.23	\$79,590.60
Foreman		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82
Golf Greensman		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82
Golf Pro Manager/Cashier		\$38,086.76	\$41,165.44	\$44,244.12	\$47,322.80	\$50,401.48	\$53,480.17	\$56,558.85	\$59,637.53	\$62,716.21	\$65,794.90
Golf Spray Technician		\$48,929.11	\$51,038.91	\$53,148.71	\$55,258.52	\$57,368.32	\$59,478.12	\$61,587.92	\$63,697.71	\$65,807.51	\$67,917.31
Health Public Health Nurse		\$49,671.96	\$51,817.13	\$53,962.30	\$56,107.49	\$58,252.66	\$60,397.83	\$62,543.00	\$64,688.18	\$66,833.35	\$68,978.52
Health Public Health Supervisor		\$58,366.44	\$59,899.30	\$61,432.15	\$62,965.01	\$64,497.86	\$66,030.72	\$67,563.58	\$69,096.43	\$70,629.29	\$72,162.14
Health Registered Environmental Spec.		\$47,754.36	\$50,112.60	\$52,470.84	\$54,829.08	\$57,187.32	\$59,545.56	\$61,903.80	\$64,262.04	\$66,620.28	\$68,978.52
Health Sr Registered Environmental Spec.		\$57,305.23	\$58,956.00	\$60,606.77	\$62,257.54	\$63,908.30	\$65,559.07	\$67,209.84	\$68,860.61	\$70,511.38	\$72,162.14
IT Desk Top Support		\$34,339.63	\$36,655.54	\$38,971.45	\$41,287.36	\$43,603.27	\$45,919.18	\$48,235.09	\$50,551.00	\$52,866.91	\$55,182.82
Police Communications Coordinator		\$58,366.44	\$60,724.68	\$63,082.92	\$65,441.16	\$67,799.40	\$70,157.64	\$72,515.88	\$74,874.12	\$77,232.36	\$79,590.60
Police Senior Shift Supervisor		\$44,040.13	\$46,811.06	\$49,582.00	\$52,352.93	\$55,123.86	\$57,894.79	\$60,665.72	\$63,436.66	\$66,207.59	\$68,978.52
Police Tele-Communicator		\$37,142.28	\$39,146.78	\$41,151.29	\$43,155.79	\$45,160.30	\$47,164.80	\$49,169.30	\$51,173.81	\$53,178.31	\$55,182.82
Traffic Maintainer		\$31,836.24	\$34,430.30	\$37,024.37	\$39,618.43	\$42,212.50	\$44,806.56	\$47,400.62	\$49,994.69	\$52,588.75	\$55,182.82





PEA	2019 10 STEP GUIDE WITH 2% INCREASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Account Clerk		\$37,538.75	\$39,746.91	\$41,955.07	\$44,163.23	\$46,371.39	\$48,579.56	\$50,787.72	\$52,995.88	\$55,204.04	\$57,412.20
Associate Tax Assessor		\$37,538.75	\$39,746.91	\$41,955.07	\$44,163.23	\$46,371.39	\$48,579.56	\$50,787.72	\$52,995.88	\$55,204.04	\$57,412.20
Building Electric Inspector (HHS)		\$55,204.04	\$57,044.17	\$58,884.31	\$60,724.44	\$62,564.58	\$64,404.71	\$66,244.85	\$68,084.98	\$69,925.12	\$71,765.25
Building Electric Subcode (HHS)		\$55,204.04	\$57,044.17	\$58,884.31	\$60,724.44	\$62,564.58	\$64,404.71	\$66,244.85	\$68,084.98	\$69,925.12	\$71,765.25
Building Inspector (HHS)		\$55,204.04	\$57,044.17	\$58,884.31	\$60,724.44	\$62,564.58	\$64,404.71	\$66,244.85	\$68,084.98	\$69,925.12	\$71,765.25
Building Plumbing Inspector (HHS)		\$55,204.04	\$57,044.17	\$58,884.31	\$60,724.44	\$62,564.58	\$64,404.71	\$66,244.85	\$68,084.98	\$69,925.12	\$71,765.25
Building Plumbing Subcode		\$50,787.72	\$52,505.18	\$54,222.64	\$55,940.09	\$57,657.55	\$59,375.01	\$61,092.47	\$62,809.93	\$64,527.39	\$66,244.85
Building Plumbing Subcode Official(HHS)		\$55,204.04	\$57,044.17	\$58,884.31	\$60,724.44	\$62,564.58	\$64,404.71	\$66,244.85	\$68,084.98	\$69,925.12	\$71,765.25
Building Residential Zoning		\$49,683.64	\$51,401.10	\$53,118.55	\$54,836.01	\$56,553.47	\$58,270.93	\$59,988.39	\$61,705.85	\$63,423.31	\$65,140.77
Clerical Clerk Typist		\$33,122.42	\$35,821.29	\$38,520.15	\$41,219.02	\$43,917.88	\$46,616.75	\$49,315.61	\$52,014.47	\$54,713.34	\$57,412.20
Clerical Control Person		\$35,390.59	\$38,765.50	\$42,200.42	\$45,635.34	\$49,070.26	\$52,505.18	\$55,940.09	\$59,375.01	\$62,809.93	\$66,244.85
Clerical Secretary		\$33,122.42	\$35,821.29	\$38,520.15	\$41,219.02	\$43,917.88	\$46,616.75	\$49,315.61	\$52,014.47	\$54,713.34	\$57,412.20
Clerical Secretary BD of Ad/Plng BD		\$35,390.59	\$38,765.50	\$42,200.42	\$45,635.34	\$49,070.26	\$52,505.18	\$55,940.09	\$59,375.01	\$62,809.93	\$66,244.85
Clerical Secretary/Stenographer		\$33,122.42	\$35,821.29	\$38,520.15	\$41,219.02	\$43,917.88	\$46,616.75	\$49,315.61	\$52,014.47	\$54,713.34	\$57,412.20
Clerical Senior Office Clerk		\$36,434.67	\$39,992.26	\$43,549.85	\$47,107.45	\$50,665.04	\$54,222.64	\$57,780.23	\$61,337.82	\$64,895.42	\$68,453.01
Clerical Secretary/Deputy Registrar		\$33,122.42	\$35,821.29	\$38,520.15	\$41,219.02	\$43,917.88	\$46,616.75	\$49,315.61	\$52,014.47	\$54,713.34	\$57,412.20
Court Deputy Administrator		\$38,642.83	\$42,323.10	\$46,003.37	\$49,683.64	\$53,363.91	\$57,044.17	\$60,724.44	\$64,404.71	\$68,084.98	\$71,765.25
Court Violations Clerk		\$33,122.42	\$35,821.29	\$38,520.15	\$41,219.02	\$43,917.88	\$46,616.75	\$49,315.61	\$52,014.47	\$54,713.34	\$57,412.20
Custodian		\$33,122.42	\$35,821.29	\$38,520.15	\$41,219.02	\$43,917.88	\$46,616.75	\$49,315.61	\$52,014.47	\$54,713.34	\$57,412.20
Finance Bookkeeper		\$33,122.42	\$35,821.29	\$38,520.15	\$41,219.02	\$43,917.88	\$46,616.75	\$49,315.61	\$52,014.47	\$54,713.34	\$57,412.20
Finance Payroll Coordinator		\$33,122.42	\$35,821.29	\$38,520.15	\$41,219.02	\$43,917.88	\$46,616.75	\$49,315.61	\$52,014.47	\$54,713.34	\$57,412.20
Finance Senior Account Clerk		\$35,390.59	\$38,765.50	\$42,200.42	\$45,635.34	\$49,070.26	\$52,505.18	\$55,940.09	\$59,375.01	\$62,809.93	\$66,244.85
Fire Inspector Prevention		\$50,787.72	\$52,505.18	\$54,222.64	\$55,940.09	\$57,657.55	\$59,375.01	\$61,092.47	\$62,809.93	\$64,527.39	\$66,244.85
Fire Inspector Specialist (HHS)		\$55,204.04	\$57,044.17	\$58,884.31	\$60,724.44	\$62,564.58	\$64,404.71	\$66,244.85	\$68,084.98	\$69,925.12	\$71,765.25
Fireman		\$69,993.20	\$71,416.86	\$72,840.50	\$74,264.15	\$75,687.81	\$77,111.46	\$78,535.11	\$79,958.75	\$81,382.41	\$82,806.06
Golf Greensman		\$33,122.42	\$35,821.29	\$38,520.15	\$41,219.02	\$43,917.88	\$46,616.75	\$49,315.61	\$52,014.47	\$54,713.34	\$57,412.20
Golf Pro Manager/Cashier		\$39,625.46	\$42,828.52	\$46,031.58	\$49,234.64	\$52,437.70	\$55,640.77	\$58,843.82	\$62,046.89	\$65,249.94	\$68,453.01
Golf Spray Technician		\$50,905.85	\$53,100.89	\$55,295.92	\$57,490.96	\$59,686.00	\$61,881.03	\$64,076.07	\$66,271.10	\$68,466.14	\$70,661.17
Health Public Health Technician		\$51,678.71	\$53,910.54	\$56,142.38	\$58,374.23	\$60,606.07	\$62,837.90	\$65,069.74	\$67,301.58	\$69,533.42	\$71,765.25
Health Public Health Supervisor		\$60,724.44	\$62,319.23	\$63,914.01	\$65,508.79	\$67,103.58	\$68,698.36	\$70,293.14	\$71,887.93	\$73,482.71	\$75,077.49
Health Registered Environmental Spec		\$49,683.64	\$52,137.15	\$54,590.66	\$57,044.17	\$59,497.69	\$61,951.20	\$64,404.71	\$66,858.23	\$69,311.74	\$71,765.25
Health Sr Registered Environmental Spec		\$59,620.36	\$61,337.82	\$63,055.28	\$64,772.74	\$66,490.20	\$68,207.66	\$69,925.12	\$71,642.58	\$73,360.04	\$75,077.49
IT Desk Top Support		\$35,726.95	\$38,136.42	\$40,545.89	\$42,955.37	\$45,364.84	\$47,774.31	\$50,183.78	\$52,593.26	\$55,002.73	\$57,412.20
Police Communications Coordinator		\$60,724.44	\$63,177.96	\$65,631.47	\$68,084.98	\$70,538.50	\$72,992.01	\$75,445.52	\$77,899.03	\$80,352.55	\$82,806.06
Police Senior Shift Supervisor		\$45,819.35	\$48,702.23	\$51,585.11	\$54,467.99	\$57,350.86	\$60,233.74	\$63,116.62	\$65,999.50	\$68,882.37	\$71,765.25
Police Tele-Communicator		\$38,642.83	\$40,728.31	\$42,813.80	\$44,899.29	\$46,984.77	\$49,070.26	\$51,155.74	\$53,241.23	\$55,326.72	\$57,412.20
Traffic Maintainer		\$33,122.42	\$35,821.29	\$38,520.15	\$41,219.02	\$43,917.88	\$46,616.75	\$49,315.61	\$52,014.47	\$54,713.34	\$57,412.20