



VOORHEES FIRE DISTRICT

Providing Fire and EMS Services to Voorhees Township

VOORHEES FIRE DISTRICT

423 Cooper Road, Voorhees New Jersey

Agreement Between

Board of Fire Commissioners Fire District #3

Voorhees Township, New Jersey

And

Camden County Uniformed Fire Fighters Association

International Association of Fire Fighters Local #3249

A.F.L. C.I.O.C.L.C.

January 1, 2013 through December 31, 2015

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Preamble

This Agreement is entered into this January 1, day of, 2010 by and between the Board of Fire Commissioners, Fire District #3, Township of Voorhees, in the County of Camden, New Jersey, a municipal body of the State of New Jersey, hereinafter called the "Board", and Camden County Uniformed Fire Fighters Association, I.A.F.F. Local #3249, A.F.L.-C.I.O./C.L.C., hereinafter called the "Association", represents the complete and final understanding on all bargaining issues between the Board and the Association.

Purpose

This Agreement is entered into between the Board and the Association, to promote and ensure harmonious relations, cooperation, and understanding between the Board and its Association represented employees; to provide for the resolution of legitimate grievances; all in order that the public service shall be expedited and effectuated in the best interests of the residents of Fire District #3, the Township of Voorhees, the Board and its employees.

Article I - Recognition

- A. In accordance with voluntary recognition pursuant to a "card check", the Board recognizes the Association as the exclusive collective negotiations agent for all paid full time employees engaged in fire suppression duties, "Firefighters". Also included within the above defined negotiating unit are those employees of the Board whose job titles currently are or may be maintenance, security or other co-designated classifications provided their job duties include fire suppression.
- B. Unless otherwise indicated, the terms "Firefighter", "Firefighters", "Fire Inspector" and "employee" or "employees", when used in this Agreement, refer to persons, male or female, represented by the Association in the above defined negotiating unit.
- C. This Agreement excludes employees not engaged in fire fighting duties, the Fire Chief, Superior Officers and managerial executives within the meaning of the New Jersey Public Employer-Employee Relations Act, N.J.S.A, 34:13A-1 et. Seq. (hereinafter "the Act").

Article II - Non-Discrimination

- A. The Board and the Association agree that there shall be no discrimination against any employee because of race, creed, color, religion, sex, national origin or political affiliation.
- B. The Board and the Association agree that all employees covered under this Agreement have the right without fear of penalty or reprisal to form, join, and assist any employee organization or to refrain from any such activity. There shall be no discrimination by the Board or the Association against any employee because of the employees' membership or non-membership or activity or non-activity in the Association.

Article III – Association Rights and Responsibilities

- A. Officials representatives of the Association, pursuant to State Law, will be granted administrative leave with pay in accordance with the provisions of N.J.S.A. 40A: 14 177.
- B. Three (3) authorized Association Representatives shall be excused without loss of pay from their normal duties to participate in negotiations for the renewal of this Agreement or the executive of a new agreement for this District. Upon the request of the Association President, such representatives will also be reasonably excused without loss of pay to participate in other meetings related to collective bargaining. Such representatives shall attend negotiations, and other meeting sessions, if on duty, in the appropriate uniform and be available for duty in the event the need arises.
- C. Copies of disciplinary charges, or other notices relating to disciplinary action, shall be furnished to the Association upon written authorization to the Board by the employee within a reasonable period of time thereafter. The Board shall maintain a file of written refusals by the employees to authorize the Board to forward such documents to the Association. Copies of all disciplinary charges or notices relating to disciplinary action against any member or non-member shall be furnished to the President or Shop Steward of the Association within seventy-two (72) hours of the presentation of charges.
- D. The Association will be responsible for acquainting its members with the provisions of this Agreement, and shall be responsible insofar as possible for the adherence to the terms of this Agreement by such members, and the Association recognizes that the conditions set forth in this article shall be subject to the mission of the Board.
- E. Whenever an employee is to be questioned and (he/she) is being considered a "target" for possible disciplinary action, the employee shall have the right to request a representative of the Association be present at all stages of questioning. If an employee requests and is denied representation at any stage of the questioning, any statements made by the employee or "fruits" derived there from cannot be used against said employee to support disciplinary action.
- F. Authorized representatives of the Association, whose names shall be filed in writing with the Board, or their designee, shall be permitted to visit any fire facility within Voorhees Township for the purpose of processing or investigating grievances, provided that prior approval has been secured from the Fire Chief, or such other individuals designated by the Board in writing to perform such task, on condition that such prior approval shall not be unreasonably withheld. Only one (1) authorized Association representative shall be granted such permission. The Association representative shall not interfere with the normal conduct of work within the fire facility.
- G. In addition to the foregoing, one (1) representative delegate of the Association shall be granted administrative leave, once per annum, to attend a labor convention (State or International) for a period inclusive of the duration of the convention with a reasonable time allowed for travel. Request for administrative leave shall be given to the Fire Chief within thirty (30) calendar days prior to the effective date of such leave.

- H. In addition to the foregoing, if the State Delegate is elected from this bargaining unit, the Delegate will receive a maximum of nine (9) days annually without loss of pay to attend the monthly State meeting. In order to receive said leave, the Delegate must give the Fire Chief a minimum of two (2) weeks prior written notice and must be scheduled to work on the day and time of the State monthly meeting.
- I. Upon the request of the Association President, on duty employees shall be reasonably permitted to attend and participate in bargaining unit meetings without loss of pay when such bargaining unit meetings are held at a location mutually agreed upon by the Association and the Board. All on duty employees shall attend and participate in the appropriate uniform and be available for duty in the event the need arises.
- J. In addition to the foregoing, union representatives will receive relief from duty with full pay for the purpose of attending to contract administration, grievance processing or other union business relating to the Voorhees Township Bargaining units on an as needed basis. The member requesting relief must make application to the Fire Chief or his designee as soon as reasonably possible. Such request will not be unreasonably denied.

Article IV - Management Rights and Responsibilities

- A. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey and the United States, including, but not limiting, the generality of the foregoing, the following rights:
1. To the executive management and administrative control of the District and its properties and facilities and the activities of its employees by utilizing personnel, methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the Board.
 2. To make rules and procedure and conduct, to use improved methods and equipment, to determine work schedules and shifts, to decide the number of the employees needed for any particular time and to be in sole charge of the quality and quantity of work required.
 3. The right of management to make such reasonable rules and regulations as it may from time to time deem best for the purposes of maintaining order, safety and/or the effective operation of the Department after advance notice thereof to the employees is recognized.
 4. To hire all employees, to promote, transfer, assign or retain employees in positions with the District.
 5. To suspend, demote, discharge, or take any other appropriate disciplinary action against any employee for good, and just cause according to the law, and subject to the grievance procedure.
 6. To lay off employees in the event of lack of work or funds or other conditions where continuation of such work would be inefficient and non-productive, so long as such lack of work or funds is bona fide.
- B. Pursuant to the laws of the State of New Jersey and of the United States, the exercise of the foregoing powers, rights, authority, duties or responsibilities of the Board, the adoption of policies, rules, regulations and practices in the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the terms of this Agreement, and then only to the extent such terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.

Article V – Grievance Procedure

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement.
2. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the District staff.
3. Nothing herein shall be deemed to deny the employees of their statutory or other legal rights concerning discipline. Nothing herein shall be deemed to deny employees their rights to pursue any other statutory or legal remedies in lieu of resorting to the grievance procedure.

B. Definition

The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of policies, procedures, contractual agreements, and administrative decisions affecting the terms and conditions of employment, and shall be raised by the Association on behalf of an individual or group of individuals.

C. Steps of the Grievance Procedure

In order to resolve grievances covered by this Agreement between the parties, this procedure shall be followed unless any step is waived by mutual consent:

Step one:

An aggrieved employee or employees shall institute action under the provision hereof within fifteen (15) calendar days of the occurrence of the event-giving rise to the grievance. Action is instituted by filing a grievance with the Association Grievance Committee. Failure to act within said fifteen (15) calendar days shall be deemed to constitute an abandonment of the grievance. Within fifteen (15) calendar days after the grievance has been filed and before an effort is made to settle the matter, the Association Grievance Committee shall screen and study the grievance to determine whether it has or lacks merit. Such processing of grievances shall take place without discrimination and irrespective of membership or affiliation with the Association. Upon finding of merit or non-merit, the Association Grievance Committee shall present written confirmation of such determination to the Fire Chief with request that the Fire Chief investigate and resolve same, if required. If the resolution of the grievance has not been reached within five (5) working days of the submission to the Fire Chief, the grievance may proceed to Step Two.

Step two:

1. In the event a satisfactory settlement has not been reached at Step One, the Association may, within ten (10) calendar days of the Fire Chiefs' or a designees' decision, file his written grievance with the Board. This presentation shall include copies of all previous correspondence relating to the matter in dispute.
2. The Board or its designee shall review the decision of the Fire Chief, and, within ten (10) calendar days from receipt of the grievance, make a written determination.

Step three:

1. In the event the grievance has not been resolved in Step Two the Association may, within thirty (30) calendar days of the Boards' decision, request arbitration. The arbitrator shall be chosen in accordance with the rules of Public Employment Relations Commission (PERC).
2. However no arbitration hearing shall be scheduled sooner than thirty (30) calendar days after the final decision by the Board. In the event that the aggrieved elects to pursue other remedies, the arbitration hearing shall be cancelled and the matter withdrawn from arbitration. The Association shall pay whatever costs it may incur in processing the case to arbitration.

D. Arbitration

1. The arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to them involved in the grievance. In formulating their decision, the Arbitrator shall adhere to the statutory and case law of New Jersey and the United States where applicable. The arbitrator shall not have the authority to add to, modify, subtract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto. The decision of the arbitrator shall be final and binding.
2. The costs for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred, including but not limited to the presentation of witnesses shall be paid by the party incurring the same.
3. The arbitrator shall set forth his findings of fact and reasons for making the award within thirty (30) days after the conclusion of the arbitrator hearing unless agreed to otherwise by the parties.

E. Group Grievances

1. Which shall be defined as those affecting "substantially" all of the members of the Association shall be filed by the Association and the Association only, at Step Two.

F. Time limitations and conditions

1. Nothing herein shall prevent the parties from mutually agreeing to extend or shorten the time limits for processing the grievance at any step in the grievance procedure.
2. The time limits expressed herein shall be strictly adhere to. If any grievance has not been initiated within the time limits specified, any rights and/or claims regarding the grievance shall be deemed to be waived by the Association, unless the Association and Fire District mutually agree to extend the time limitation for filing of the grievance.
3. If any grievance is not processed to the next succeeding Step in the grievance procedure within the time limits prescribed there under, then the disposition of the grievance at the last Step shall be deemed conclusive.

Article VI – Maintenance of Operations

- A. It is recognized that the need for continued and uninterrupted operation of the Board of Fire Commissioner's Departments and Agencies is of paramount importance to the citizens of the community, and that there should be no interference with such operations.
- B. Neither the Association nor any person acting on its behalf will cause, authorize, engage in, sanction, assist or support, nor will any of its members take part in, any strike (i.e., the concerted failure to report for duty, or stoppage of work, in whole or in part, from the full, faithful and proper performance of the employees' duties of employment), work stoppage, slowdown, sick out, walk out or other illegal job action against the Board.
- C. The Association agrees that it will do everything in its power to prevent its members from participating in any strike, work stoppage, slowdown or other activities aforementioned, or support any action by any other employee or group of employees of the Board.
- D. Nothing contained in this Agreement shall be construed to limit or restrict the Board in its right to seek and obtain such judicial relief as it may be entitled to have in law or equity for injunction or damages, or both, in the event of such breach by the Association or its members.
- E. The Fire Chief and all officers shall exercise their supervisory duties faithfully, irrespective of the fact that the employees are covered by this Agreement, and they shall be objective in their dealings with all personnel subordinate to them, irrespective of their affiliation with the Association.

Article VII - Dues, Deductions, and Agency Shop

- A. The Board agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Association. Such deduction shall be made in compliance with Chapter 123, Public Laws of 1974, N.J.S.A. (R.S.) 52:14-15.9e, as amended.
- B. A check-off shall commence for each employee that signs a properly dated authorization card, supplied by the Association and verified by the Board Administrator during the month following the filing of such card with the Board.
- C. If during the life of this Agreement there shall be any change in the rate of membership dues, the Association shall furnish the Board written notice thirty (30) days prior to the effective date of such change and shall furnish the Board either new authorizations from its members showing the authorized deductions of each employee, or an official notification on the letterhead of the Association and signed by the President of the Association advising of such changed deduction.
- D. The Association will provide the necessary "check-off authorization" form and the Association will secure the signatures of its members on the forms and deliver the signed forms to the Board Administrator.
- E. Any such written authorization may only be withdrawn between the period of the 1st of April and the 30th of June by filing a withdrawal notice with the Board Administrator. The filing of notice of withdrawal shall be effective to halt deductions in accordance with N.J.S.A. 52:14-15.9e, as amended.
- F. The Board agrees to deduct the fair share fee from the earnings of those employees who elect not to become a member of the Association and transmit the fee to the majority representative.
 - 1. The deduction shall commence for each employee who elects not to become a member of the Association during the month following written notice from the Association of the amount of the fair share assessment. A copy of the written notice of the amount of the fair share assessment must also be furnished to the New Jersey Public Employment Relations Commission.
 - 2. The fair share fee for services rendered by the Association shall be in the amount equal to the regular membership dues, initiation fees and assessments of the Association, less the costs of benefits financed through the dues and available only to the members of the Association, but in no event shall the fee exceed eighty-five (85%) percent of the regular membership dues, fees and assessments.

3. The sum representing the fair share fee shall not reflect the costs of financial support of political causes or candidates, except to the extent that is necessary for the Association to engage in lobbying activity designed to foster its policy goals in collective negotiations and contract administration, and to secure for the employees it represents advances and wages, hours and other conditions of employment which ordinarily cannot be secured through collective negotiations with the Board.
 4. Prior to January 1st and July 31st of each year, the Association, if there is a change in the cost of membership, shall provide advance written notice to the Board and any non-member of such increase. Upon written request, any information necessary to compute or validate the fair share fee for services enumerated above will be forwarded to the Board or employee requesting same.
 5. The Association shall establish and maintain a procedure whereby any employee can challenge the assessment as computed by the Association, This appeal procedure shall in no way involve the Board or require the Board to take any action other than to hold the fee in escrow pending resolution of the appeal.
- G. The Association shall indemnify, defend and save the Board 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 Board in reliance upon salary deduction authorization cards or the fair share assessment information as furnished by the Association to the Board, or in reliance upon the official notification on the letterhead of the Association and signed by the President of the Association, advising of such changed deduction.

Article VIII – Employee Rights and Privileges

- A. Nothing contained herein shall be construed to deny or restrict any employee such rights as they may have under New Jersey laws or other applicable laws and regulations, the rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- B. No employee shall be disciplined, reduced in rank or compensation without just cause. Any such action asserted by the Board or any agent or representative thereof shall not be made public and shall be subject to the grievance procedure herein set forth.
- C. Whenever an employee is required to appear before any Supervisor, Fire Chief, Board of Fire Commissioners or Board Representative concerning any matter which could adversely affect the continuation of that employee in their position, employment, or the salary or any increments pertaining thereto, then they shall be given prior written notice of the reasons of such meeting or interview and shall be entitled to have a representative of the Local present to advise them and represent them during such meeting or interview.
- D. Any employee whose action may give rise to charges by the Board or any agent or representative thereof, either discipline or criminal, shall be advised prior to any hearing or meeting with any agent or agents of the Board or Department. The affected employee shall be afforded all rights pursuant to U.S.S.C. decisions under Weingarten. No statement shall be given without first advising the affected employee of the matter or matters for which they are under investigation. The employee shall have full access to counsel in any hearing or internal investigation scheduled by the Board.
- E. Proposed new rules or modifications of existing rules, policies or memorandums.
 - 1. Proposed new rules or modifications of existing rules covering negotiable working conditions shall be negotiated with the Association before they are established.
 - 2. All written rules and regulations shall be provided to the employees immediately upon promulgation.

Article IX - Hours, Overtime and Compensatory Time

- A. The normal work week will be forty-four (44) hours, Monday through Sunday, inclusive of a thirty (30) minute lunch break per day, with the normal work day understood as consisting of eleven (11) consecutive hours. The scheduled hours of work will vary from time to time to meet the needs of the District. Nothing in this Agreement shall be construed as providing a guaranteed work day or work week.
- B. Except in emergencies, the scheduled hours of work shall be posted at least seventy-two (72) hours in advance. (This provision shall not be construed to restrict the Districts' right to scheduled compensatory time.)
- C. There shall be a lunch break of thirty (30) minutes in duration per day. It is understood that the employee must remain on the firehouse premises during the lunch break, and can only leave the premises with the advance approval of their direct supervisor. These breaks are ~~subject to the emergency requirements~~ of the District.
- D. Overtime will be paid in accordance with the Fair Labor Standards Act requirements for public agencies engaged in fire protection. Overtime will be calculated at time and ½ based upon an 80hr. pay period.
- E. When an employee is recalled for duty, they shall be entitled to compensation at their overtime rate for all hours worked, with a minimum compensation of two (2) hours at their overtime rate, so long as the recall is not contiguous with their regularly scheduled shift.
- F. Whenever the District determines overtime is necessary, overtime will be offered in accordance with the following procedure:
 - 1. Career uniformed employees of equal rank will first be offered the opportunity for overtime.
 - 2. Career full time E.M.T.'s will be offered the opportunity for overtime second.
 - 3. Part time E.M.T.'s will be offered the opportunity for overtime third.
- G. Overtime will be distributed as equitably as possible in accordance with the above procedure.
- H. Firefighters working voluntary overtime and assigned BLS unit duty during regular E.M.T. Bargaining Unit work periods will be compensated at 6th year/step overtime rate of E.M.T. salary guide.
- I. Firefighters working mandatory overtime will be compensated at one and one half times their normal salary rate regardless of their assignment.

- J. Firefighters will have first option to work overtime when the District determines coverage to be necessary during work periods that occur on the holidays listed in Article XIII, Paragraph A and bargaining unit employees would otherwise be scheduled to work.
- K. Employees working voluntary overtime as outlined in Paragraph J, and assigned BLS unit duty will be compensated at a rate of one and one half times their regular hourly rate. Employees working shall be subject to all regular duty assignments.
- L. Employees working mandatory overtime on a holiday outlined in Article XIII, Paragraph A will be compensated at a rate of one and one half times their normal salary rate plus compensatory time equal to that time worked, regardless of their duty assignment.
- M. Other Conditions:
 - 1. Except as provided for in paragraph M-5 of this article, a maximum of three (3) firefighters shall be permitted to be off on vacation, personal, holiday, compensatory or other scheduled leave at one time.
 - 2. Except as provided for in paragraph M-5 of this article, a maximum of three (3) firefighters shall be permitted off on vacation, personal, holiday, compensatory or other scheduled leave at one time.
 - 3. The above shall not be impacted in any way by other bargaining unit members temporarily assigned to training, union and/or other administrative leave, light duty/extended sick leave or other temporary assignments so long as the minimum roll call established pursuant to the public employer's managerial prerogative is met.
 - 4. Any bargaining unit members making application for vacation, personal, holiday, compensatory or other scheduled leave, over and above that in Paragraphs M-1 through M-3, shall be conditionally approved, subject to roll call and the manpower needs of the fire district. Any bargaining unit member conditionally approved for leave must contact the on duty officer in charge at his/her work station between 0600 and 0615 hours on the conditionally approved day off in order to confirm approval of his/her leave.
 - 5. If roll call and manpower falls below that determined to be necessary by the fire district, any conditional approval of leave may be rescinded. Any bargaining unit member ordered to work as result of conditional leave being rescinded shall report to his/her duty station no later than 0700 hours. Leave time to cover the period of absence shall be charged to the members leave balance as appropriate.
 - 6. Approval for time off applications whether it is for a week, a day, or an hour shall be returned approved, denied, or conditional from the District or its designee within (3) consecutive work days, unless an extraordinary circumstance exists.

N. Compensatory Time – Upon filling out a compensation request form for overtime earned at time and one half, the employee will have the option to request compensatory time equal to time and one half in lieu of premium pay. The Districts designee will keep track of this time, as well it will be the employee's responsibility to keep track also.

1. The employee may use this time at the employee's discretion however, it will be approved as if it were vacation or personal time.
2. Employees will have one(1) calendar year from the date of accrual to use compensatory time.

Article X - Exchange of Hours of Duty

- A. The request for exchange of hours of duty by an employee may be granted by the Fire Chief or his designee, at his discretion, provided such request has been made through channels and in conformance with the needs of the District. Such discretion shall not be unreasonably denied.
- B. In exercising the provisions of this Article, no fire fighter shall work more than two (2) shifts, and the provisions of Article IX shall not apply to the second shift unless the employee is ordered to work hours in excess of the first shift, in which case Article IX shall be applicable to those excess hours.
- C. Exchanges can be performed by any bargaining unit member employed by the Fire District holding the same certification(s).
- D. Employee's making application or accepting a request for exchange of shift/hours, may take the exchanged shift/hours off so long as all time off conditions covered within this Agreement have been met.

Article XI - Salaries

A. Salaries 2013

1 Effective January 1, 2013, 2014, &2015 the salaries for all firefighters hired after January 1, 2013 will be as follows:

| | 2013 | 2014 | 2015 |
|-----------------------|--------|--------|--------|
| Probationary/Academy | 37,441 | 38,190 | 38,954 |
| Firefighter 1 Only | 39,313 | 40,099 | 40,901 |
| Firefighter 1 w/1cert | 42,897 | 43,755 | 44,630 |
| New Hire w/all certs | 45,525 | 46,435 | 47,364 |
| | | | |
| Step 1 | 48,293 | 49,259 | 50,244 |
| Step 2 | 55,691 | 56,805 | 57,941 |
| Step 3 | 63,095 | 64,357 | 65,644 |
| Step 4 | 70,490 | 71,900 | 73,338 |
| Step 5 | 78,039 | 79,600 | 81,192 |
| Step 6 | 82,910 | 84,568 | 86,259 |
| Step 7 | 87,778 | 89,534 | 91,324 |

B. Effective January 1, 2013, 2014, & 2015 the salaries are for firefighters hired prior to January 1, 2103 shall be as follows:

| | 2013 | 2014 | 2015 |
|-----------------------|--------|--------|--------|
| Probationary/Academy | 37,441 | 38,190 | 38,954 |
| Firefighter 1 Only | 39,313 | 40,099 | 40,901 |
| Firefighter 1 w/1cert | 42,897 | 43,755 | 44,630 |
| New Hire w/all certs | 45,525 | 46,435 | 47,364 |
| Step 1 | 48,293 | 49,259 | 50,244 |
| Step 2 | 55,691 | 56,805 | 57,941 |
| Step 3 | 63,095 | 64,357 | 65,644 |
| Step 4 | 70,490 | 71,900 | 73,338 |
| Step 5 | 78,039 | 79,600 | 81,192 |
| Step 6 | 82,910 | 84,568 | 86,259 |
| Step 7 | 87,778 | 89,534 | 91,324 |

C. Beginning in the 5th year of employment, all firefighters hired prior to January 1, 2013 will be considered "Senior Firefighters" and will receive compensation in accordance with the following pay scale:

| | 2013 | 2014 | 2015 |
|----------------------------|--------|--------|--------|
| Senior Firefighter Grade 1 | | | |
| Step 5 | 78,820 | 80,396 | 82,004 |
| Senior Firefighter Grade 1 | | | |
| Step 6 | 83,739 | 85,414 | 87,122 |

Senior Firefighter Grade 1

| | 2013 | 2014 | 2015 |
|--------|--------|--------|--------|
| Step 7 | 88,656 | 90,429 | 92,238 |

- D. Beginning in the 10th year of employment, all firefighters hired prior to January 1, 2013 will be considered "Senior Firefighters Grade 2" and will receive compensation in accordance with the following pay scale:

| 2013 | 2014 | 2015 |
|--------|--------|--------|
| 89,095 | 90,877 | 92,694 |

- E. Beginning in the 15th year of employment, all firefighters hired prior to January 1, 2013 will be considered "Senior Firefighters Grade 3" and will receive compensation in accordance with the following pay scale:

| 2013 | 2014 | 2015 |
|--------|--------|--------|
| 89,534 | 91,234 | 93,151 |

- F. Beginning in the 20th year of employment, all firefighters hired prior to January 1, 2013 will be considered "Senior Firefighters Grade 4" and will receive compensation in accordance with the following pay scale:

| 2013 | 2014 | 2015 |
|--------|--------|--------|
| 89,973 | 91,772 | 93,607 |

- G. Beginning in the 25th year of employment and each year thereafter, all firefighters hired prior to January 1, 2013 will be considered “Senior Firefighters Grade 5” and will receive compensation in accordance with the following pay scale:

| 2013 | 2014 | 2015 |
|--------|--------|--------|
| 90,850 | 92,667 | 94,521 |

H. Conditions and Probations

1. Newly hired employees will begin at the New Hire step on their first day of work regardless of any EMT and/or Fire Inspector certifications maintained. Effective the date that this agreement is signed by the parties, newly hired employees will serve a ninety (90) calendar day EMT and Fire Inspector-training period at the New Hire step of the salary step guide. Upon completion of their ninety (90) calendar day training period, newly hired employees will move to their appropriate step on the salary step guide. Employees will then advance one step per year along the above salary step guide until reaching the top step.
 2. Upon completion of (1) required certificate EMT-B or Fire Inspector and ninety (90) day calendar training period the “Probationary Hire (With Fire I only)” will receive a salary increase of USD \$3,000.00.
 3. A “New Hire” holding required Fire I, EMT-B, and Fire Inspector certificates will continue to receive our current “New Hire” salary step for ninety (90) day calendar training period. The employee will then move to the appropriate step, step 1 of the current salary guide.
 4. Upon completion of EMT-B and Fire Inspector certificates the “Probationary Hire Firefighter” will move to the appropriate step in the step guide according to his years of employment from the date of hire to the date completing last certificate (for example: 2yrs = step 2). The District will reimburse for exams upon a passing grade. On the first day of the employees 3rd year of employment if required Fire I, EMT-B, and Fire Inspector certificates have not been received the District may begin termination procedures.
- I. Step increases shall take effect January 1st for those employee's whose anniversary date of hire falls between January 1st to June 31st, step increases shall take effect July 1st for those employee's whose anniversary date of hire falls between July 1st to December 31st.
- J. It is understood and agreed by all parties to this agreement that provisions with regard to salary and pay scales referred to in Article XI of this agreement will be retroactive to January 1st 2013 for base salary only.

Article XII - Education

- A. The Board will provide a stipend of \$10.00 per college credit obtained by the employee with a maximum payment of \$1200 per year. Stipends will be paid in a lump sum payment in the first pay period of December. It is the employee's responsibility to provide the Board with the employee's transcript from an accredited College or University to be kept in their personnel file. Payments will not begin until December 2014.

- B. The Board agrees to provide tuition reimbursement for classes related to the emergency services field that fall under the requirements for degree completion in the emergency services curriculum at an accredited College or University. The employee must notify the Board at least one year in advance of the employee's intention to enroll in a class or classes unless a shorter time period is agreed to by the Board and the employee. The Board agrees to provide reimbursement no later than 1 month after the employee provides documentation of course completion with attainment of a letter grade of at least a "C".

Article XIII - Holidays

- A. Bargaining unit employees shall be entitled to six (6) holidays as follows: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- B. In the occurrence that one of the above holidays falls on the members day off or a weekend, the member will receive an additional floating holiday as a personal day. In such occurrences, all days shall be available to the employee on January 1 of each calendar year.
- C. In addition to the designated holidays, all bargaining unit employees shall be entitled to eight (8) floating holidays designated as personal days.
- D. Other Conditions:
 - 1. Except as provided for in paragraph D-4 of this article, a maximum of three (3) firefighters shall be permitted to be off on vacation, personal, holiday, compensatory or other scheduled leave at one time.
 - 2. The above shall not be impacted in any way by other bargaining unit members temporarily assigned to training, union and/or other administrative leave, light duty/extended sick leave or other temporary assignments so long as the minimum roll call established pursuant to the public employer's managerial prerogative is met.
 - 3. Any bargaining unit members making application for vacation, personal, holiday, compensatory or other scheduled leave, over and above that in Paragraphs D-1 through D-3, shall be conditionally approved, subject to roll call and the manpower needs of the fire district. Any bargaining unit members conditionally approved for leave must contact the on duty officer in charge at his/her work station between 0600 and 0615 hours on the conditionally approved day off in order to confirm approval of his/her leave.
 - 4. If roll call and manpower falls below that determined to be necessary by the fire district, any conditional approval of leave may be rescinded. Any bargaining unit member ordered to work as result of conditional leave being rescinded shall report to his/her duty station no later than 0700 hours. Leave time to cover the period of absence shall be charged to the members leave balance as appropriate.
 - 5. Approval for time off applications whether it is for a week, a day, or an hour shall be returned approved, denied, or conditional from the District or its designee within (3) consecutive work days, unless an extraordinary circumstance exists.

Article XIV - Vacations

- A. Bargaining unit employees shall be entitled to annual vacation leave with pay in accordance with the following schedule:
 - 1. During the first calendar year of employment, employees shall be entitled to one (1) vacation day per month of employment.
 - 2. From the beginning of the 2nd year of employment through the 4th calendar year of employment, employees shall be entitled to twelve (12) vacation days per year.
 - 3. From the beginning of the 5th year of employment through the 9th calendar year of employment, employees shall be entitled to fifteen (15) vacation days per year.
 - 4. From the beginning of the 10th year of employment through the 20th year of employment, employees shall be entitled to twenty (20) vacation days per year.
 - 5. During the 21st year of employment, employees shall be entitled to twenty-two (22) vacation days per year.
 - 6. During the 22nd year of employment, employees shall be entitled to twenty-three (23) vacation days per year.
 - 7. During the 23rd year of employment, employees shall be entitled to twenty-four (24) vacation days per year.
 - 8. From the 24th year until the end of employment, - employees shall be entitled to twenty-five (25) vacation days per year.
 - 9. Years of Service vacation changes will be based upon time employed by the Voorhees Fire District only.

- B. The vacation year is January 1st through December 31st.

- C. Up to one (1) years earned vacation hours may be carried over into the following year.

- D. An annual vacation schedule shall be prepared by the Chief or his designee in accordance with present practice.

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

F. Other Conditions:

1. Except as provided for in paragraph F-4 of this article, a maximum of three (3) firefighters shall be permitted to be off on vacation, personal, holiday, compensatory or other scheduled leave at one time.
2. The above shall not be impacted in any way by other bargaining unit members temporarily assigned to training, union and/or other administrative leave, light duty/extended sick leave or other temporary assignments so long as the minimum roll call established pursuant to the public employer's managerial prerogative is met.
3. Any bargaining unit members making application for vacation, personal, holiday, compensatory or other scheduled leave, over and above that in Paragraphs M-1 through M-3, shall be conditionally approved, subject to roll call and the manpower needs of the fire district. Any bargaining unit members conditionally approved for leave must contact the on duty officer in charge at his/her work station between 0600 and 0615 hours on the conditionally approved day off in order to confirm approval of his/her leave.
4. If roll call and manpower falls below that determined to be necessary by the fire district, any conditional approval of leave may be rescinded. Any bargaining unit member ordered to work as result of conditional leave being rescinded shall report to his/her duty station no later than 0700 hours. Leave time to cover the period of absence shall be charged to the members leave balance as appropriate.
5. Approval for time off applications whether it is for a week, a day, or an hour shall be returned approved, denied, or conditional from the District or its designee within (3) consecutive work days, unless an extraordinary circumstance exists.

Article XV - Separation, Death and Retirement

- A. Employees shall retain all pension rights as firefighters as provided by all applicable laws.
- B. Employees retiring either after twenty-five (25) years of service pursuant to N.J.S.A. 43:16A-5 or a result of a disability pension, whether work-connected or not, shall be paid for all accumulated holidays, vacation and other comp time as provided in this Agreement. Said payments shall be computed at the rate at the time of retirement based upon the base annual compensation.
- C. Employees intending to retire on other than disability pension shall accordingly notify the Board by September 1st of the previous year in which said retirement is to become effective.
- D. In the event of an employee's death, their estate or legal representative shall be paid for all accumulated holidays, vacation or other comp time as provided in this Agreement. Payments shall be made at the employee's rate of pay at the time of their death.
- E. In the event of an employee's separation from service for any reason not set forth in Section B or D above, all accumulated comp time shall be paid at the rate of pay at the time of separation to the employee.
- F. For benefits payable in the current year in all cases of separation, death while not in the line of duty or retirement, all vacation, holiday, and other compensatory time shall be pro-rated as of the first of the month if the resignation, death or retirement is effective after the fifteenth (15th) of the month. Benefits shall be pro-rated on the calendar year from January 1st through December 31st.
- G. For benefits payable in the then current year in all cases where the employee died while in the line of duty, all vacation, holidays, sick leave days, and other comp time which would have accrued for the entire calendar year (in the year of the employee's death), shall be payable to the employee's estate or legal representative.
- II. Separation shall be defined as any permanent cessation of employment, but shall not be deemed to include temporary leaves of absence, vacation, layoffs, or other temporary leaves.
- I. Employees retiring after twenty-five (25) years of service shall be paid for one-hundred percent (100%) of all accumulated sick days up to six-hundred and fifty (650) hours as provided in this Agreement. Said payments shall be computed at the rate of pay at the time of retirement based upon the base annual compensation.

Article XVI - Sick Leave

- A. Sick leave with pay shall be earned at the rate of one (1) day per month during the first calendar year of employment, and fifteen (15) days per year for each year of employment thereafter. Unused sick leave shall be cumulative from year to year. Employees who utilize less than the aforementioned amounts will be entitled to the following sick incentive on an annual basis. This incentive will run from the first pay period in January to the last pay period in December. The incentive will be paid in the last pay period in December.
 - 1. If the employee uses "0" sick days for the current year the employee will receive an incentive of USD \$1,300.00
 - 2. If the employee uses "up to 2" sick days for the current year the employee will receive an incentive of USD \$1,000.00
- B. Sick leave is hereby defined to mean absence by an employee by reason of personal illness, illness within the immediate family, observance of quarantine, or as a result of a disabling injury not compensated under Article XVII.
- C. Sick leave terms and conditions.
 - 1. Employees may, at the Board's sole discretion, be required to furnish a doctor's certificate to substantiate a request for approval of sick leave when sick leave exceeds three (3) consecutive work days.
 - 2. Employees may, at the Board's sole discretion, be required to furnish a doctor's certificate to substantiate a request for approval of sick leave when said time is used for Family Leave that exceeds three (3) consecutive work days.
- D. The Board may, at the Board's sole discretion, require the employee to submit acceptable medical evidence of proof of illness whenever such a requirement appears reasonable to the Board.
- E. Sick leave terms and conditions.
 - 1. The Board may, at the Board's sole discretion, require an employee to be examined by a physician designated and compensated by the Board as a condition of the employee's continuation of sick leave or return to work.
 - 2. The Board may require, at its sole discretion and subject to HIPPA and/or any other law or regulation, an employee to provide copies of all medical records relevant to the illness or injury at issue, at the Board's expense, to a doctor mutually agreed upon by the Board and Association. Any requested information shall be provided to the mutually agreed upon doctor prior to the examination.

3. Any information provided will be protected subject to the employee's expectation of privacy. The Board shall not unreasonably exercise its managerial prerogative regarding this subject.
 - 4 . Any report issued by a doctor regarding this subject shall be limited to "Fit for Work" or "Unfit for Work".
 - 5 . In the event that the employer requires an employee to be examined by a physician as a condition of the employee's return to work, the employee who, in accordance with the Temporary Light Duty provisions of this agreement, is capable of performing alternative duty assignments, shall be placed on temporary light duty from the time the employee returns to work until examined and determined fit for duty.
- F. In order to receive compensation while absent on sick leave, an employee shall report their absence to the Fire Chief or his designee at least one (1) hour prior to the start of their shift, if possible.
- G. In case of sick leave due to contagious disease or to care for a seriously ill member of the employee's immediate family, reasonable proof may, at the Board's sole discretion, be required.
- H. An employee who has exhausted their accumulated sick leave may, with the Board's approval, charge additional days of absence to vacation or personal days, or compensatory time, if available.

Article XVII - Injury Leave

- A. In the event an employee becomes disabled by reason of service-connected injury or illness and is unable to perform their duties, then, in addition to any sick leave benefits otherwise provided herein, he may be entitled to full pay for a period of up to one (1) year. In the event an employee is granted said injury leave, the Board's sole obligation shall be to pay the employee the difference between his regular pay and any compensation, disability, or other payments received from other sources provided by the Board. At the employee's option, the employee shall either surrender and deliver any compensation, disability, or other benefits to the Board and receive from the Board his entire salary payment, or in the alternative, the employee may retain the compensation, disability or other benefits and receive from the Board only the difference of pay.
1. If an employee returns to work from injury leave for less than one (1) year, he may return to injury leave for the same injury for an additional period of time which, when added to the initial period of injury leave, totals no more than one (1) year.
 2. When an employee returns from injury leave, he shall be entitled to a new period of injury leave for a period of up to one (1) year if the employee submits a new injury claim due to an independent event causing re-injury or a new injury.
- B. When a employee requests injury leave, he or she shall be placed on "conditional injury leave" until a determination of whether or not an injury or illness is work related and the employee is entitled to injury leave is initially made by the Board's Workmen's Compensation carrier, with the final determination, if necessary, to be made by the Workmen's Compensation Bureau or Court. When and if it is finally determined that the injury or illness is not work related and that the employee is not entitled to job injury compensation, the employee shall be denied injury leave and shall have all time off charged against his or her accumulated sick time and if necessary, against any other accumulated leave time. If the employee leaves the employ of the Board prior to reimbursing the Board for such advanced time, the employee shall be required to reimburse the Board for such advanced time.
- C. Any employee who is injured whether slight or severe, while working, must make an injury report to the Fire Chief or officer in charge prior to the end of the employee's shift, or, if that is not medically possible, as soon thereafter as is possible.
- D. It is understood that the employee must file an injury report with the Board Administrator so that the Board may file the appropriate Worker's Compensation Claim. Failure to so report said injury may result in the failure of the employee to receive compensation under this Article.

- E. The employee shall be required to present evidence by a certificate of a physician designated by the insurance carrier that he is unable to work, and the Board may reasonably require the employee to present such certificate from time to time.
 - 1. If the Board does not accept the certificate of the physician designated by the insurance carrier, the Board shall have the right, at its own cost, to require the employee to obtain a physical examination and certification of fitness by a physician appointed by the Board.
 - a. The Board may require, at its sole discretion and subject to HIPPA and/or any other law or regulation, an employee to provide copies of all medical records relevant to the illness or injury at issue, at the Board's expense, to the designated physician. Any requested information shall be provided to the designated physician prior to the examination.
 - b. Any information provided will be protected subject to the employee's expectation of privacy.
 - c. The Board shall not unreasonably exercise its prerogative regarding this subject.
 - 2. Any report issued by the designated physician regarding this subject shall be limited to "Fit for Work" or "Unfit for Work".
- F. In the event the Board appointed physician certifies the employee fit to return to duty, injury leave benefits granted under this Article shall be terminated, unless the employee's physician disputes the determination of the Board's appointed physician. Then the Board and the employee shall mutually agree upon a third physician who shall examine the employee. The cost of the third physician shall be borne equally by the Board and the employee. The determination of the third physician as to the employee's fitness to return to duty shall be final and binding upon the parties. In the event the third physician also certifies the employee fit to return to duty, injury leave benefits granted under this Article shall be terminated.

Article XVIII - Bereavement Leave

Bereavement Leave

- A. In the event of death of the employee's parents, spouse, children, brothers or sisters, the employee shall be granted time off without loss of pay commencing between the day of death and the day after interment, but in no event to be more than four (4) consecutive tours of duty.
- B. In the event of death of the employee's domestic partner, the employee shall be granted time off without loss of pay commencing between the day of death and the day after interment, but in no event to be more than four (4) consecutive tours of duty. The following criteria must be met to classify domestic partner
 - 1. Reside together
 - 2. Share a close relationship and are responsible for each others common welfare.
 - 3. Are jointly financial responsible for living expenses
 - 4. Share a joint mortgage or lease
 - 5. Beneficiary on life insurance of pension benefits
 - 6. Children together
- C. Leave with pay for four (4) tours of duty shall be granted in the case of the death of the employees' mother-in-law or father-in-law.
- D. Leave with pay for three (3) tours of duty shall be granted in the case of the death of grandparents or grandchildren.
- E. The Fire Chief may grant leave without pay for anyone else not included.
- F. If additional time is required, an employee may use accumulated compensatory or vacation time upon approval of the Fire Chief.
- G. An employee will request bereavement leave from the Fire Chief at the earliest practical time.
- H. Proof of death may be required at the Fire Chief's discretion.

Article XIX – Military Leave

- A. Military leave shall be granted pursuant to State and Federal Statutes and Regulations, upon Department of Personnel regulations.

Article XX - Leave of Absence

- A. Leave of absence without any pay is at the discretion of the Board, and may be granted for good cause to any employee who has completed their probationary period.
- B. Leave of absence can be any specified time period up to a maximum of one (1) year.
- C. During a leave of absence, the Board will not be responsible to provide the employee with the benefits provided within Article XXV. However, if the employee wishes that coverage is extended to him during that leave, the Board will provide it but it must be paid by the employee prior to the Board being billed.

Article XXI - Pensions

- A. All employees shall retain all pension rights afforded to them under the Public Employees Retirement System and/or the Police and Firefighters Retirement System.

Article XXII - Job Description and Duties

- A. The job descriptions and duties for all members of this bargaining unit shall be accordance with each employee's job title as set forth by the New Jersey State Department of Personnel, N.J.S.A. Titles 11 and 11-A.
- B. The Board will maintain on file in the Board office a complete and current Department of Personnel job description for all required positions.
- C. The Board will supply a copy of the most current job description to an employee when hired and at any time thereafter, if the job description should change.

Article XXIII - Clothing Allowance

- A. The Board will issue to all newly hired employees all uniforms and turnout gear according to the clothing allowance as set forth. All clothing shall meet N.F.P.A. and O.S.H.A. requirements.
- B. Each successive year, each employee shall receive replacement items upon employee request, if in the opinion of the Fire Chief or his designee, an item requires replacement. Replacement items will be ordered quarterly (January, April, July, October) unless immediate replacement is necessary. Replacement items will be ordered and/or received by the employee within five working days or as soon as reasonably possible.
- C. The Board will be responsible for the cost of changes in uniform and turnout gear damaged or contaminated in the line of duty.
- D. Uniforms shall be worn on all duty hours except during physical fitness time. When working in and around stations and grounds, the uniform shirt may be removed (but employee must wear, undershirt). The Fire Chief shall determine the proper uniform for the work being performed.
- E. The Board will provide its employees with all turnout gear and equipment that meet or exceed the requirements of N.F.P.A. and O.S.H.A.
- F. Clothing Allowance List:
 - Quantity Type/Article
 - (1) Complete Class A uniform
 - (6) Short sleeve shirts (class B)
 - (6) Long sleeve shirts (class B)
 - (6) Cotton tee shirts
 - (5) Cotton turtlenecks
 - (5) Collared cotton staff shirts
 - (5) Pair of pants (class B)
 - (2) Badges
 - (1) Belt
 - (1) Winter/spring coat
 - (1) EMS insulated raincoat
 - (2) Collared sweat shirt (Job shirt)
 - (* Station footwear: At the employee's option (either/or - not both)
Two (2) USD \$125.00/pair maximum expenditure.
One (1) USD \$250.00 expenditure by the Board.
- G. The designated Fire District Uniform will be mutually agreed upon by the Board and the Association.

Article XXIV - Travel Expenses

- A. Employees shall be reimbursed at the Internal Revenue Service rate for reimbursement for using their personal automobile when so ordered and required by the Board, and shall be reimbursed for all non-vehicular expenses in connection with their official duties. Any such expenses must be appropriately documented as a condition of reimbursement.

Article XXV - Hospitalization and Medical Benefits

- A. All existing hospital and medical benefits provided to employees and their families shall be retained and continued in full force and effect.
 - 1. The fire district will provide hospitalization and medical benefits under the New Jersey State Health Benefits Program or equivalent. This will include the New Jersey State Health Benefits Program Free Standing Prescription Drug Program or equivalent. Dental coverage will remain separate from New Jersey State Health Benefits Program and will be covered under Met-Life Dental or equivalent.
- B. Any other changes to the current plans and/or provider must be negotiated with and approved by the Association. The employees shall not have any reduction in its current coverage.
- C. Upon retirement of an employee with 25yrs of service in PFRS and/or PERS, medical insurance coverage will be continued at the current benefit level for the retiree and all family members covered at the time of the employee's retirement. Coverage will be continued up to the age when Medicare takes over for the retiree. The cost of this coverage will be at the Fire Districts expense, providing those eligible annually certify that they have no other medical insurance coverage, or as SHBP law mandates.
- D. In the event of an employee's separation from the District Hospitalization and Medical Benefits shall be continued for a period of one (1) month at the District's expense.
- E. Retirees receiving health care benefits from other employment or their spouse's employment shall not be eligible to receive benefits pursuant to Paragraph C of this article.
- F. Any employee retiring prior to January 1st 2006, with 20yrs. of service, shall continue to receive a benefit in the dollar amount of USD \$3,500.00 which will be increased annually according to the Consumer Price Index (CPI). This benefit will be continued until the death of the retiree.
- G. For those who wish to option out of health care benefits, compensation will be \$ 4600.00 and shall be paid to the employee in 2 installments, July and December of the year for which coverage was waived for. The waiver must be completed in accordance with the SHBP Waiver Agreement. The employee must meet state requirements to receive said stipend.

Article XXVI - Communicable Diseases

- A. The Fire Chief or designee shall maintain a separate file to be known as the "Communicable Disease File" in which employees responding to fire rescue alarms in which contact and/or working in close proximity to the victims with communicable diseases and their body fluids shall be recorded in the C.D.F. at the completion of each alarm. It shall be the employee's responsibility to notify the officer in charge and initial the completed C.D.F. form.
- B. If the employee is diagnosed with the AIDS Virus or any other communicable disease, the C.D.F. form shall establish a rebuttable presumption that the employee is eligible for injury leave pursuant to Article XVII.

Article XXVII - Safety Clause

- A. There: will be a committee appointed by the President of the Association which will be permitted to offer in writing any information approved by the Association to the Fire Chief for the purchase of equipment, turnout gear, uniform, and apparatus. This is also to include refurbishing equipment or apparatus, and altering or constructing new fire stations, and other matters relating to safety.
- B. The Association will supply the Fire Chief with a copy of the minutes of the Safety Committee meetings.

Article XXVIII - Promotions

- A. When the Board determines to create a promotional position(s), a notice will be posted, with a copy provided to the Association, advising of the nature of the position and the qualifications required therefore. All promotions will be made in accordance with N.J.S.A. 11 and 11-A, State of New Jersey, Department of Personnel.

Article XXIX - Bulletin Board

- A. The Association shall have the sole use of the designated Association bulletin board or portion of a bulletin board in each station for the sole purpose of posting notices relating only to matters of official business of all fire organizations and other employee related matters.
- B. Only material authorized by the signature of the Association Representative, President, or Shop Steward shall be permitted to be posted on said bulletin board.
- C. The Board may require the Association to remove, from the bulletin board, any material that does not conform to the intent of the above provisions of this Article. Said material will be kept on file with the Association.

Article XXX - Service Records

- A. A personnel file shall be established and maintained for each employee covered by this Agreement. Such files are confidential records and shall be maintained by the Board, and may be used for evaluation purposes by the Fire Chief, Administrator or Board only.
- B. Upon advanced written notice and at reasonable times, any employee may review his or her personnel file. However, this appointment for review must be made through the Fire Chief.
- C. Whenever a written complaint concerning an employee or his or her actions is to be placed in this personnel file, a copy shall be made available to the employee and he or she shall be given the opportunity to rebut it if he or she so desires. The employee shall be permitted to place said rebuttal in his or her file.
- D. When an employee rebuts and is found innocent of said complaint, the written complaint must be removed from the employees file, and any and all other files within five (5) working days.
- E. All personnel files will be carefully maintained and safeguard permanently and nothing placed in any files shall be removed there from except as provided in Section D above or by mutual agreement.
- F. Maintenance of the personnel files will be accordance with the Archives Laws of the State of New Jersey.

Article XXXI - Printing and Supplying Agreement

- A. This Agreement and any future agreement shall be copied and supplied to each employee by the Board within forty-five (45) calendar days of execution at no cost to the employee.

Article XXXII - Statutory and Legal Rights

- A. Nothing contained herein shall be construed to deny or restrict the Board or the employee from the exercise of its or their rights under R.S. 34:13A, R.S. 40, 40A or any other national, state, county or local laws or ordinances pertaining to the employee covered by this Agreement.

Article XXXIII - Separability and Savings

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of the law or by court or other tribunal of competent jurisdiction following the valid adoption of this Agreement, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

Article XXXIV – Maintenance of Benefits

- A. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement shall continue to be so applicable during the terms of this Agreement.
- B. All rights, privileges, and working conditions enjoyed by the employees, beginning on the effective date of this Agreement, which are not included in this Agreement, shall remain in full force, unchanged and unaffected in any manner during the term of this Agreement, unless changed by mutual consent.

Article XXXV - Emergency Medical Services

- A. If, in the future, it is discovered that engaging in BLS unit work precludes employees from binding interest arbitration, then BLS unit work will cease. Employees ceasing to perform BLS unit work will no longer be entitled to any compensation received for performing such work.
- B. If, in the future, it is discovered that engaging in BLS unit work precludes employees from participating in the Police and Firemen's Retirement System, then BLS unit work will cease. Employees ceasing to perform BLS unit work will no longer be entitled to any compensation received for performing such work.
- C. In the event of such discovery, any discontinuation of such work will be held in abeyance pending any appeal process initiated by the Board provided such stay is approved by the Police and Fire Retirement System Board of Trustees.
- D. As of January 1, 2006 the Voorhees Fire District will require all new employees to have and maintain a minimum N.J. Division of Health and Senior Services Emergency Medical Technician – B Certification (EMT-B).
 - 1. As of January 1, 2006, employees as a condition of continued employment will be required to maintain a N.J. Division of Health and Senior Services EMT – B Certification.
 - 2. As of January 1, 2006, assignment as an EMT - B shall be on an equitable rotational basis, the procedure to be mutually agreed upon by the District and Local. BLS Ambulance duty will not be assigned simultaneously with Fire Inspection duty.
 - 3. Those employees not certified will be given the opportunity to become certified. Such opportunity will be scheduled by the District and the cost will be covered by the District. Employees will be compensated (hour for hour), with an adjusted work schedule for attending classes on off-duty time. Classes scheduled, while an employee is on-duty, will be attended by the employee, as part of their regularly scheduled time on-duty. The District may, pursuant to the applicable provisions of the current collective bargaining agreement, reassign employees from their regular duty assignment to training. The District and Union agree that study time will also be provided for employees enrolled in classes.
 - 4. The current practice of certification maintenance via continuing education will continue.
 - 5. The appropriate District and Local representatives will meet to formulate the assignment procedure, as well as determine the timetable for scheduling the upcoming certification courses.

Article XXXVI – Fire Inspections

- A. All Firefighter's shall maintain a Fire Inspectors license.
- B. If, in the future, it is discovered that engaging in Fire Inspection work precludes employees from Binding Interest Arbitration, then fire inspection work will cease. Employees ceasing to perform fire inspection work will no longer be entitled to any compensation received for performing such work.
- C. If, in the future, it is discovered that engaging in Fire Inspection work precludes employees from participating in the Police and Fireman's Retirement System, then Fire Inspection work will cease. Employees ceasing to perform Fire Inspection work will no longer be entitled to any compensation received for performing such work.
- D. In the event of such discovery, any discontinuation of such work will be held in abeyance pending any appeal process initiated by the Board provided that such stay is approved by the Police and Fire Pension System Board of Trustees.
- E. As of January 1, 1999, the Voorhees Fire District will require all new employees to have and maintain a minimum N.J. Division of Fire Safety Fire Inspector Certification.
 - 1. As of January 1, 1999, the Voorhees Fire District will require all present employees who are' not N.J. Division of Fire Safety certified to immediately enroll in the appropriate and necessary classes to obtain said certification.
 - 2. All employees, as a condition of continued employment, will be required to maintain a N.J. Division of Fire Safety Inspector Certification.
 - 3. Assignment as a Fire Inspector shall be on an equitable rotational basis, the procedure to be mutually agreed upon by the District and Local. Fire Inspections will not be assigned simultaneously with BLS ambulance duty.
 - 4. Those employees not certified will be given the opportunity to become certified. Such opportunity will be scheduled by the District and the cost will be covered by the District. Employees will be compensated (hour for hour), with an adjusted work schedule for attending classes on off-duty time. Classes scheduled, while an employee is on-duty, will be attended by the employee, as part of their regularly scheduled time on-duty. The District may, pursuant to the applicable provisions of the current collective bargaining agreement, reassign employees from their regular duty assignment to training. The District and Union agree that study time will also be provided for employees enrolled in classes.
 - 5. The current practice of certification maintenance via continuing education will continue.
 - 6. The appropriate District and Local representatives will meet to formulate the assignment procedure, as well as determine the timetable for scheduling the upcoming certification courses.

Article XXXVII – Jury Duty

- A. All employees shall be granted time off without loss of pay, vacation time or other compensatory time for jury duty. The employee must be scheduled to work in order to receive administrative leave for jury duty.

Article XXXVIII – Acting Out of Title

- A. Firefighters acting in the place of a supervisor shall be compensated at the hourly rate of Fire Lieutenant for all hours worked in the acting capacity. Designation of replacements will be from a combination of the current Department of Personnel promotional list for Captain and Lieutenant.

Article XXXIX - Emergency Leave

- A. Employees shall be granted emergency leave for a bona fide emergency situation that requires their release or absence from work. All emergency leave will be charged, at the employee's option, against the employee's vacation, personal or compensatory time balance.

Article XXXX - Fully Bargained Agreement

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargain able issues that 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 agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.
- C. This Agreement shall not be modified in whole or in part by the parties except only by an instrument, in writing, executed by both parties.
- D. It is the intent of the parties that the provisions of this Agreement will supersede all agreements and understandings, oral or written, expressed or implied, between the parties and shall govern their entire relationship and shall be the sole source of any and all rights or claims which may be asserted in arbitration hereunder or otherwise. The Board and the Association, for the life of this Agreement, hereby waive any rights to request to negotiate or bargain with respect to any matters contained in this Agreement. It is mutually understood that this clause is a clear waiver as to any right or claim not expressed in this Agreement.

Article XXXXI - Superseding Clause

- A. This Agreement supersedes any and all other agreements, ordinances, resolutions and/or directives dealing with working conditions and terms and conditions of employment which are inconsistent with the terms of this Agreement.

Article XXXXII - New Jersey State Disability Benefits Program

- A. The Board of Fire Commissioners, by approval of this agreement, shall elect voluntary temporary disability insurance coverage under the State Plan effective January 1, 2003 by filing written notice of such election with the State of New Jersey, Department of Labor, Division of Employer Accounts. This coverage shall be applicable to all employees of the Board who are deemed under law to be covered by the New Jersey Unemployment Law.
- B. The cost of obtaining this coverage is by law, divided between the employer and the employee. For example, for the period January 1, 2002 through June 30, 2002, the employer contribution rate was one half of one percent of the taxable wages paid (subject to a taxable wage base).
- C. All employees subject to this agreement and all other district employees must agree to make contribution toward financing to ensure the Board's inclusion in the Temporary Disability Benefits program.
- D. All employees subject to this agreement consent to the contribution to the program and do hereby authorize the Board to take deductions from their salary as provided by law to ensure participation in the program.

Article XXXXIII - Spousal Maternity Leave

- A. Four (4) consecutive work days sick leave may be utilized for spousal maternity leave. Additional time may be obtained as emergency leave if needed. Any emergency leave taken will be applied to the employee's vacation, personal or compensatory time balance.

Article XXXXIV - Labor Management Committee

- A. Authorized representatives of the District and Association shall meet at mutually agreeable times on an as needed basis to discuss matters of mutual concern.

Article XXXXV – Light Duty

- A. The purpose of this agreement shall be to establish the District's authority to assign employees to temporary light duty assignments and establish procedures for granting temporary light duty to eligible employees.
- B. Temporary light duty assignments, when available, are for employees who, because of injury, illness or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative duty assignments. The use of temporary light duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, eligible employees will be given a reasonable opportunity to work in temporary light duty assignments where available and consistent with this agreement.
- C. Upon request of an employee through the Chief, upon the request of the Chief for any employee on sick leave, or at the direction of the Chief for any employee absent due to a work connected injury eligible for Workers' Compensation, a physician appointed or approved by the District shall examine the employee and render a written opinion as to the employee's ability to perform light duty assignments as described by the Chief. The District shall bear the entire cost of the examination except in the case where an employee requests a light duty assignment. An employee's request for such an examination will be honored only if the District, in its sole discretion, determines that the employee is otherwise eligible for a light duty assignment and such an assignment is available. The physician's opinion shall consider the likelihood of exacerbation of the existing condition during performance of said light duty assignment, as well as the employer's ability to perform.
- D. The decision as to whether a light duty assignment is available and the length of such an assignment shall be at the sole discretion of the Chief. Employees absent due to a work-connected injury eligible for Worker's Compensation shall have priority for all light duty assignment. Other employees working light duty assignments may have such assignments terminated by the District to give light duty assignments to employees absent due to a work-connected injury eligible for Worker's Compensation. Such decisions shall be at the sole discretion of the District.
- E. The decision of the District as to the availability of light duty assignments and/or the length of such assignments shall be final and at the District's sole discretion.
- F. In the event a female employee becomes pregnant, she shall be permitted to perform light duty assignments as described by the District upon written documentation from her physician and only if the District, in its sole discretion, determines that the employee is otherwise eligible for a light duty assignment and such an assignment is available. Said light duty shall be performed until her physician requires that she stop work, until the District determines, in its sole discretion that she is no longer eligible for light duty assignments, such light duty assignments are no longer available and/or another employee is given priority for such light duty assignments.

Article XXXXVI - Duration, Term and Renewal

This Agreement shall be effective January 1, 2013 and shall remain in full force and effect through December 31, 2015. It shall automatically be renewed from year to year thereafter, unless either party shall notify the other, in writing, before one hundred twenty (120) calendar days prior to the termination date that it desires to modify this Agreement. In the event such notice is given, negotiations shall begin no later than ninety (90) calendar days prior to the termination date. This Agreement shall remain in full force and effect during the period of negotiations.

In Witness Where of, the parties here to have here unto set their hands and seals the date first set forth above.

VOORHEES FIRE DISTRICT
Board of Fire Commissioners Fire District #3
Voorhees Township, New Jersey

Camden County Uniformed Fire Fighters Association
International Association of Fire Fighters Local #3249
A.F.L. C.I.O.C.L.C.
