

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**TOWNSHIP OF MONROE**

**AND**

**UNITED SERVICE WORKERS UNION, IUJAT, LOCAL 255**

**EFFECTIVE JANUARY 1, 2011 THROUGH DECEMBER 31, 2014**

ARTICLE 1 – PREAMBLE .....	3
ARTICLE 2 – RECOGNITION .....	3
ARTICLE 3 – DUES CHECK OFF AND AGENCY SHOP .....	3
ARTICLE 4 – MANAGEMENT RIGHTS .....	5
ARTICLE 5 – NO STRIKE PLEDGE.....	5
ARTICLE 6 – NON-DISCRIMINATION .....	6
ARTICLE 7 – SENIORITY.....	6
ARTICLE 8 – PROBATION STATUS.....	8
ARTICLE 9 – CALL BACK PAY .....	9
ARTICLE 10 –HOURS OF WORK & OVERTIME.....	10
ARTICLE 11 – HOLIDAYS .....	15
ARTICLE 12 – VACATIONS.....	17
ARTICLE 13 – SICK LEAVE .....	18
ARTICLE 14 – PAYMENT OF ACCUMULATED SICK LEAVE .....	21
ARTICLE 15 – EXTENDED SICK LEAVE .....	21
ARTICLE 16 – MATERNITY LEAVE .....	22
ARTICLE 17 – BEREAVEMENT LEAVE.....	23
ARTICLE 18 – JURY LEAVE.....	25
ARTICLE 19 – MILITARY LEAVE .....	25
ARTICLE 20 – CONVENTION LEAVES .....	25
ARTICLE 21 – UNPAID LEAVES OF ABSENCE.....	26
ARTICLE 22 – UNION REPRESENTATIVES .....	26
ARTICLE 23 – BULLETIN BOARDS .....	27
ARTICLE 24 – HEALTH & WELFARE BENEFITS .....	27
ARTICLE 25 – RULES AND REGULATIONS .....	30
ARTICLE 26 – ACCESS TO PERSONNEL FOLDERS AND EVALUATIONS .....	31
ARTICLE 27 – SAVINGS CLAUSE.....	31
ARTICLE 28 – PERSONAL DAYS .....	32
ARTICLE 29 – DISCIPLINE AND DISCHARGE .....	33
ARTICLE 30 – JOB POSTING.....	33
ARTICLE 31 – WORK OUT OF TITLE.....	33
ARTICLE 32 – CONTRACTING AND SUB-CONTRACTING.....	34
ARTICLE 33 – SAFETY AND HEALTH.....	34
ARTICLE 34 – LABOR MANAGEMENT COMMITTEE .....	35

ARTICLE 35 – FULLY BARGAINED PROVISION.....	35
ARTICLE 36 – SALARIES.....	35
ARTICLE 37 – WORK UNIFORM PROGRAM.....	36
ARTICLE 38 – LONGEVITY.....	37
ARTICLE 39 – GRIEVANCE PROCEDURE.....	38
ARTICLE 40- ARBITRATION.....	39
ARTICLE 41 – PART-TIME EMPLOYEES.....	40
ARTICLE 42 – EDUCATION BENEFITS.....	40
ARTICLE 43 – TERMINATION/NEGOTIATIONS PROCEDURE.....	41
ADDENDUM A – TRANSPORTATION.....	42
ADDENDUM B – RECLASSIFICATION COMMITTEE.....	43
AMENDMENT PERTAINING TO COMMUNICATIONS OFFICERS ONLY.....	44
APPENDIX B.....	45
AMENDMENTS FOR OPT OUT AMOUNTS.....	46
SALARY & WAGES.....	47
GRANDFATHERED VACATION.....	55
AETNA CHOICE POS PLAN SUMMARY.....	56

## **ARTICLE 1 – PREAMBLE**

This agreement entered into this 1<sup>st</sup> day of January, 2011 between the Township of Monroe, hereinafter referred to as the Township, and United Service Workers Union, IUJAT, Local 255, located at 138-50 Queens Boulevard, Briarwood, NY 11435, hereinafter referred to as the Union. This agreement shall be in effect from January 1, 2011 up to and including December 31, 2014.

## **ARTICLE 2 – RECOGNITION**

The Employer recognizes the union as the sole and exclusive collective bargaining agent with regard to rates of pay, hours of work and other conditions of employment for all white collar employees, including Police Communications Officers, Emergency Medical Technicians, and Animal Control Officers and all white collar Utility Department employees employed by the Employer, but excluding all Supervisors, Managerial Executives and Confidential employees, and for such additional or deleted classifications as the parties may later agree to add or delete.

## **ARTICLE 3 – DUES CHECK OFF AND AGENCY SHOP**

a) The Township agrees to deduct union dues from the salaries of employee subject to the terms of this agreement. Such deduction shall be made in compliance with NJSA 52:14-15.9 (d) as amended. Said monies, together with records of any correction, shall be transmitted to the Union office within fifteen (15) calendar days following the payroll period in which the deductions were made. No employee shall be required to pay dues if they are out for a full calendar month on disability, unpaid leave of absence, workers compensation or seasonal layoff.

b) If there shall be any change in the rate of membership dues during the life of this agreement, the union shall furnish, to the Township, written notice prior to the effective date of such change.

c) The Union will provide the necessary check-off authorization forms and the union will secure the signatures of its members on the forms to the designated Township officials, as provided in NJSA 52:14-15.9 (e) as amended. The Union shall indemnify, defend, and save the Township harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken by the Township in reliance upon the salary deduction authorization cards submitted by the Union to the Township.

d) Any employee in the bargaining unit on the effective date of this Agreement who does not join the Union within thirty (30) days thereafter, any new employee who does not join within thirty (30) days of initial employment within the unit, and any employee previously employed within the unit who does not join, within ten (10) days of re-entry into employment within the unit shall, as a condition of employment, pay a Representation Fee to the Union by automatic deduction up to eighty five percent (85%) of the regular union membership dues, fees, and assessments as certified to the employer by the Union. The Union may revise its certification of the amount of the representation fee at any time to reflect changes in the regular union membership dues.

The Union's entitlement to the Representation Fee shall continue beyond the termination date of this agreement so long as the Union remains the majority representative of the employees in the Unit, provided that no modification is made in this provision by a successor agreement between the Union and the Employer. For the purpose of this provision, employees employed on

a ten (10) month basis or who are reappointed from year to year shall be considered to be in continuous employment.

#### **ARTICLE 4 – MANAGEMENT RIGHTS**

United Service Workers Union, IUJAT, Local 255, recognizes the administration of rights, duties and authority to manage and control the employees of the administration pursuant to the authority conferred on it by the State of New Jersey, and all applicable local, State and Federal Laws. The administration retains and reserves all rights of management and control of the employees of the administration except those as specifically modified by the terms of this agreement.

#### **ARTICLE 5 – NO STRIKE PLEDGE**

a) The Union covenants and agrees that during the terms of this Agreement, neither the Union nor any person acting on its behalf, will cause, authorize or support or condone, nor will any of its members take part in any strike (i.e. the concerted failure to report for duty, or willful absence of any employee from his position or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other job action against the Township. The Union agrees that such action would constitute a material breach of this Agreement. In return the Township agrees not to lock out its employees.

b) The union will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Township.

## **ARTICLE 6 – NON-DISCRIMINATION**

a) There shall be no discrimination by the Township or the Union against any employee on account of race, color, creed, age, sex, national origin, or political affiliation.

b) There shall be no discrimination, interference, or restraint or coercion by the Township or any of its representatives against any of the employees covered under this Agreement because of their membership or non-membership in the Union, or because of any lawful activities by such employee on behalf of the Union. The Union, its members and agents, shall not discriminate against, interfere with, restrain or coerce any employees covered under this Agreement, who are not members of the local union.

## **ARTICLE 7 – SENIORITY**

a) Seniority shall be defined as an employee's length of service (original date of hire) with the Township administration beginning with the employee's date of permanent assignment. Upon completion of the probationary period, seniority shall accumulate until there is a break in service.

b) A newly hired employee shall be considered to have job classification seniority with in the department in which he or she is working upon successful completion of the six (6) month probationary period for that job. Job classification seniority shall accumulate until there is a break in service.

c) A break in continuous job classification service occurs when an employee resigns, is discharged for cause, or retires. Seniority in a new job classification status shall not accrue following promotion until the individual has successfully completed a **sixty (60)** day probationary period in the new job classification. Promoted employees shall continue to accrue seniority in their previous job classification during the **sixty (60)** day probationary period in the

new job classification. Upon completion of the probationary period the employee shall receive seniority from the original date of assignment.

d) Absence without leave for two (2) work days or failure to return from any leave of absence shall be considered a resignation.

e) An employee who is reinstated after a period of layoff shall continue to accumulate seniority exclusive of the period of layoff. No new employee is to be engaged while qualified employees are laid off, and have not had an opportunity to return to work.

f) When an employee is promoted but does not successfully complete a sixty (60) day probationary period, the employee may return to the previous job classification.

g) Existing or anticipated job vacancies will be posted on bulletin boards in accordance with ARTICLE 30 – JOB POSTING of this contract. Where a situation exists in which an existing Township employee applies for a given position and has qualifications equal to the application of a non-Township employee or another Township employee, seniority shall be the determining factor in the selection of the applicant. All current employees shall have the right to apply for any vacant or new positions.

When a vacancy occurs within the Utility Department it shall be first posted and filled within that department. If no qualified applicant exists the vacancy may be filled from the rest of the bargaining unit. If no existing employee posts for the job or has the required qualifications, the vacancy may be filled from outside the bargaining unit.

h) The salary for any new position must be negotiated with the Union prior to posting.

i) When an employee is to be laid off he shall have the right to exercise his Township seniority over employees with less Township seniority within their respective

departments. Employees who are laid off shall have the right of first refusal for new positions or vacancies for which they have the required skill and ability. An employee who is recalled from layoff shall be recalled in accordance with seniority preference.

j) Employees shall be entitled to sixty (60) calendar days' notice, before any layoff becomes effective, unless emergent conditions necessitate otherwise.

k) Job Transfers: In the event of an anticipated job vacancy or opening, an employee may submit in writing a letter to the Business Administrator requesting a job transfer to fill that position. That letter shall be kept on file and when the opening becomes available it shall be reviewed.

l) **Crossing Guards** - Crossing Guards shall retain their assigned post from the previous year. All current Crossing Guards shall have the right to apply for any vacant post with the most senior Crossing Guard being assigned to the applied for vacancy.

m) For the purposes of this Agreement, the Utility Department shall operate as its own departmental entity and the current collective bargaining unit (the unit) shall continue operating consistent with the current rules and practices.

n) In the event of a layoff in the Utility Department, departmental seniority will prevail unless knowledge, experience and/or licensing is required. If there is a reduction in force in the utility department, the layoff will be from the Utility Department. If there is a layoff in the other departments, the reduction in force will be from the department. There shall be no bumping between departments.

#### **ARTICLE 8 – PROBATION STATUS**

a) All newly hired employees shall be subject to a six (6) month period of Probationary Employment. The purpose of said period of Probationary Employment is to enable



the Township to evaluate the employee's work performance and conduct in order to determine whether the employee merits permanent employment status and also for the opportunity for the Township to review its needs for the staffing and to review its final situation. If, at any time during or at the end of the Probationary Employment period, the conduct and/or performance of the employee is found to be unsatisfactory by the Township, or the Township deems it does not need or can afford the position, the Township may terminate the employee.

An employee terminated or disciplined during their probationary period shall have no recourse to the binding arbitration provisions of this Agreement.

b) Probationary employees are entitled to all other contractual rights listed below.

1. Union dues – 1<sup>st</sup> of the month following thirty (30) calendar days

2. Pension – sixty (60) calendar days

3. Health Insurance- 1<sup>st</sup> of the month in which employees has (or will) complete ninety (90) calendar days.

4. Sick, vacation, personal or any other paid time off – sixty (60) calendar days.

5. After an employee successfully completes their probationary period the employee's seniority date shall be the original date of hire.

#### **ARTICLE 9 – CALL BACK PAY**

a) Any full time employee who is called back to work after completing the regular shift after having left his place of work shall be guaranteed a minimum of four (4) hours work at time and one half (1 ½ times). The employee may opt to waive his four (4) hour compensation at time and one (1/2) half if he elects to leave work at the completion of the specific task he was called in for as opposed to staying and completing additional tasks to fill the four (4) hour period.

Supervisors shall have the right to require that employees invoking the four (4) hour minimum compensation at time and one (1/2) half stay and perform services within their job classification for that four (4) hour period. Animal Control Officers shall be entitled to a two (2) hour call back at the appropriate overtime rate, except that Animal Control Officers shall be entitled to leave work at the conclusion of the assignment.

b) Employees shall be required to work all hours, in addition to the four (4) hour minimum guarantee, which are required by the employee's supervisor.

c) When an employee is required to work more than two (2) hours past the normal work day, the employee shall be entitled to one half (1/2) hour dinner period at no loss of pay.

d) If an employee is recalled to work during his/her vacation, employee shall receive compensation at time and one (1/2) half. In addition, the employee shall have the entire vacation day credited to his/her available vacation time for the applicable year. Employees should review the vacation clause of this contract as it pertains to time frames during which vacations must be taken.

e) If a bi-lingual telecommunicator is called for assistance while off duty, the person shall receive minimum of two hours straight time call in pay. Bi-lingual telecommunicators shall receive two (2) hours straight time in addition to overtime if required to come in for assistance.

#### **ARTICLE 10 – HOURS OF WORK & OVERTIME**

The normal hours of work shall be:

**Bus Drivers**

7 ½ hours per day – 37 ½ hours per week, between the hours of 8:30 a.m. & 4:30 p.m. Flexible hours according to early or late bus trips.

**Crossing Guards** 25 hours weekly. Work a lunch hour  
Post 16 ¼ hours weekly  
Post 21 ¼ hours weekly

**Communications Officers** 7:00 a.m. - 3:00 p.m.  
3:00 p.m. - 11:00 p.m.  
11:00 p.m. - 7:00 a.m.

**Emergency Medical Technicians**

The current practice regarding EMT scheduling shall continue for the term of this Agreement, and can be modified at the discretion of the Director and approval of the Business Administrator. If the Director and the Business Administrator modify the current work schedule the Township shall give the union 30 days notice, except in an emergency. Any new schedule shall be posted and employees shall select their shift based upon their seniority.

**Library** 9:00 a.m. – 9:00 p.m. Monday - Thursday  
9:00 a.m. – 5:00 p.m. Friday-Saturday  
9:30 a.m. – 1:00 p.m. Sunday  
Shift hours are 9:00 – 5:00, 9:30-5:30, 10:00-6:00; 1:00 -9:00.  
When a Saturday is worked, a weekday is taken off.

**Office** Monday through Friday  
9:00 a.m. – 5:00 p.m. (Recreation)  
8:00 a.m. – 4:00 p.m. (police dept. clericals)  
8:30 a.m. – 4:30 p.m. (Municipal Building)

**Animal Control** Monday- Friday 7:00 a.m. - 3:00 p.m.  
Monday-Friday 3:00 p.m. - 11:00 p.m.

**Utility Department** 8:00 am – 4:30 pm

Shift pick shall be determined by seniority.

a) Work week is divided as thirty seven and one-half (37 ½) hours except for Animal Control Officers, Communications Officers, Emergency Medical Technicians, and Crossing Guards whose work schedules are listed above.

b) Work in excess of work week shall be considered overtime and shall be paid at the rate of one and one half (1 1/2) times the regular hourly rate of the employee. However, for

overtime computation for which the employee received pay from the Township for approved absence shall be credited to time worked when computing the work week.

c) Appendix B (attached hereto) represents the full agreement regarding the implementation of regularly scheduled Sunday hours and forced closings for Library employees.

d) Employees working overtime for periods in excess of the initial two (2) hours shall be entitled to a meal allowance seven (7) days a week as follows:

<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>\$12.50</u>	<u>\$12.50</u>	<u>\$12.50</u>	<u>\$12.50</u>

Meal allowance shall be payable every four (4) hours thereafter after the initial 2 hour period. Employees shall provide receipts for direct reimbursement or shall otherwise be paid through the employee's regular paycheck.

e) All employees including those that work a schedule less than those hours specified above shall be compensated at time and one half (1 ½) for work performed on the sixth (6<sup>th</sup>) consecutive day and double time (2x) for the seventh (7<sup>th</sup>) consecutive day of any work week, except Telecommunications Officers who shall be paid 1 ½ times on the fifth consecutive day and double time for the sixth consecutive day.

f) Any full-time employee required to work on a holiday shall be compensated his or her normal seven point five (7.5) or eight (8) hours as holiday pay plus double time (2x) time. For time over seven point five (7.5) or eight (8) hours on a holiday, the employee shall be compensated at triple (3x) time on an hourly basis except Communications Officers. Because Communication Operators are paid at the end of the year for holidays at straight time pay whether they have worked these days or not the following applies: If a Communication Operator works on a holiday, he or she is paid at time and one-half for the first eight (8) hours they are

working. If they are working more than eight (8) hours on a holiday they are to be paid double time and one-half for the overtime hours.

g) Permanent part-timers in the bargaining unit who work twenty (20) or more hours per week shall be paid their regular rate of pay when a holiday falls on their regular scheduled workday and are not required to report for duty.

h) Double time will be paid to any employee performing emergency work on a Sunday with the exception of those individuals hired to provide those types of service working in shift circumstances that would make the subject Sunday one of their normal days of work.

i) The approval of the Department Head must be obtained prior to working overtime.

j) 1. Overtime in each Department shall be rotated to insure that both senior, middle range and new employees share equally in available overtime hours in keeping with their qualifications to perform the assigned task. Each Department Head shall maintain and post a list of employees by seniority. Initial distribution of available overtime hours shall begin with the most senior personnel qualified to perform the assigned task and shall be rotated down the list for all subsequent assignments. The Department Head and Supervisor shall also maintain a log of his overtime assignments including the employees he has requested to work overtime and their refusal of same, if that is the case. The intent of rotation of overtime assignments is to insure that all employees, regardless of seniority, have ample opportunity to benefit from available overtime income.

2. EMS- The overtime policy as agreed to, after review by the parties, is incorporated herein.

Emergency Hours are hours that are not scheduled hours of work and are to be rotated, paid at the appropriate overtime rate.

Scheduled Hours are hours that are to be changed, with at least one week's advance notice and should be offered on a senior basis, except for 24/7 operations, which shall require 30 days' notice.

Scheduled hours/Crossing Guards - The Traffic Supervisor shall maintain a list of employees by seniority. Initial distribution of scheduled hours shall begin with the most Senior Crossing Guard and shall be rotated down the list for all subsequent assignments. Scheduled hours are paid for at the regular rate of pay. The overtime list shall include substitutes. Crossing Guards already on a five (5) hour post shall be canvassed for scheduled hours.

k) Should the Township eliminate or reduce the amount of hours employees have to work because of weather, emergency conditions or any Township office closing those employees who are required to remain shall be compensated at double (2x) time during these emergency conditions.

l) Rest Periods: Employees within this bargaining unit may take a rest period of not more than fifteen (15) minutes for each half day at time scheduled by the immediate supervisor. A rest period may not be used to cover an employee's late arrival to work or early departure, nor may it be regarded as cumulative if not taken.

Rest periods must be provided by the Employer during the course of the periods specified by the employee's supervisor in the morning and afternoon of the work day.

Employees may take a one (1) hour lunch break, ½ paid and ½ not paid in addition to their two (2) fifteen (15) minute breaks.

m) 1. Telecommunicators working a normal rotation of 3-11 pm and 11-7 am will receive the following shift differential compensation:

1/1/2011	\$835.00
1/1/2012-	\$852.00
1/1/2013 –	\$869.00
1/1/2014 –	\$886.00

2. Dispatchers who work a normal rotation of 7-3 pm will receive shift differential compensation for weekends and overtime as follows:

1/1/2011	\$205.00
1/1/2012	\$209.00
1/1/2013 –	\$213.00
1/1/2014 –	\$217.00

3. Dispatchers who work administrative hours of Monday through Friday 7-3 pm will receive shift differential compensation as follows:

1/1/2011	\$55.00
1/1/2012	\$56.00
1/1/2013 –	\$57.00
1/1/2014 –	\$58.00

Payments will be made during the month of December.

#### **ARTICLE 11 – HOLIDAYS**

a) The Township will designate fourteen (14) paid holidays as follows:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day

Lincolns Birthday	General Election Day
Veteran's Day	Washington's Birthday
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Day
Day after Christmas (when it falls on Thursday)	

In addition to the above listed paid holidays, employees will receive an additional "Floating Holiday" to be used at the Employee's discretion, for religious holiday, employee's birthday, vacation etc.

b) Effective January 1, 2006, Lincoln's Birthday and Washington's Birthday shall be combined and replaced with Presidents Day. In exchange for the above, employees shall be eligible for an additional floating holiday (2 total).

For EMT's and Telecommunicators the floating holiday listed above (b) shall be treated as through a regular specified Holiday for premium pay provisions. Employees may choose to have the day off with regular pay, or work a regularly scheduled day at premium pay. For example, if an employee chooses February 14<sup>th</sup>, as their Floating Holiday and works that day, they shall be entitled to holiday premium pay for that day. The floating holiday shall be utilized at the employee's discretion. However the selection of the day off is subject to the approval of the EMS Director or Chief of Police with at least 48 hours of notice. Approval shall not be reasonably withheld.

c) For 24/7 operations, premium pay shall be paid on the actual day of the holiday (not including Communication Operators).



## ARTICLE 12 – VACATIONS

### Months & Years of Service Based on actual starting date

### Number of Days Vacation/Year 2005-2007

1 year	10 days
2 to 4 years	15 days
5 to 8 years	18 days
9 to 14 years	20 days
15 to 20 years	24 days
21 to 24 years	26 days
25 years and over	28 days

a) The past practice of crediting vacation allotments shall continue to be pro-rated (see Gail Feist memo dated October 17, 2001 and attached hereto). Vacation shall be scheduled by the Department Head in keeping with considerations related to seniority, work load and good staffing practices to insure efficient operation of their offices.

b) New employees shall not be eligible to take vacation or personal days during the first sixty (60) calendar days of their employment.

c) Employees may carry over the number of vacation days entitled for that particular year as needed to the following year only at which time they must use the amount carried, unless an employee is on extended sick leave between July 1 and December 31 of any calendar year and is unable to use the carry-over vacation. In the event vacation leave is carried over it must be used in the subsequent calendar year.

Example: *Entitled to 12 vacation days – 1992*  
*1993 – (1992 – 12 days carry over and 12 days for*  
*1993 – must take the 12 days for 1992*

d) Vacation leave may be taken in no less than 3 hour increments.

### ARTICLE 13 – SICK LEAVE

a) Township employees are entitled to thirteen (13) sick days per year. New employees will accrue sick leave time in accordance with the contract formula but will not be entitled to sick leave benefits during their initial sixty (60) days of provisional employment. There is no limit on the number of sick days, which may be accumulated from one year to the next.

b) “Sick Leave” means paid leave that may be granted to each full time Township employee who, through bona fide sickness or injury, becomes incapacitated to a degree that makes it impossible for him to perform the duties of his position or who is quarantined by a physician because he has been exposed to a contagious disease.

Part-time, permanent employees are eligible for sick leave on a pro-rated basis. Part-time, temporary employees are not eligible for sick leave.

c) A part-time employee is one who works less than thirty (30) hours per week. A temporary employee is one who fills a vacancy for which the termination date is part of the employment agreement.

d) A certificate from a physician designated by the Township, or the employee’s may be required as sufficient proof of the need for sick leave. Failure of the employee to provide such proof, when required shall result in no payment for his absence from work, any employee who is on sick leave for three (3) or more consecutive days must present to the Administration, upon request, a certificate from his physician, or one designated by the Township, substantiating the employee’s claim for said sick time.

e) Full time employees shall accumulate sick leave on the basis of thirteen (13) days of sick leave per year for the period of this contract. New employees will accrue sick leave time

on the basis of 1.08 day per month of actual service based on actual starting dates but will not be entitled to sick leave benefits during their initial sixty (60) days of provisional employment. There is no limit on the number of sick days, which may be carried forward from one year to the next.

f) Sick days may be taken when necessary for illness; illness herein includes employee's immediate family, or a resident of the employee's home who requires his/her care. In the event of sickness being a member of employee's immediate family, the physician's certification provision of this Article shall apply as if the illness were that of the Township employee.

g) Employees are required to provide their Supervisors with as much notice as possible concerning their plans to take sick leave. In some cases, taking of sick leave cannot be scheduled or planned. In these instances, Supervisors shall be called as soon as practical and informed of employee's need to take a sick day. Unless more stringent notice requirements are currently required by any of the operating departments, and unless extenuating circumstances are involved, any employee who takes a sick day without notifying his or her Supervisor within one (1) hour after the official starting time will not be paid for that day. Employees shall be available by telephone at their place of residence or shall notify the offices of a location at which they can be reached while they are on sick leave. Employees who cannot be contacted while on sick leave may be subject to a loss of that day's pay.

h) Some sick leave, such as for minor surgery, can be planned far in advance. Employees who plan to take sick leave for minor surgery, or other purposes which are known in advance, must work out a schedule with their supervisor. Sick leave must be requested as far in advance as possible and written authorization received from their supervisor. Both the request

and response must be in writing, with copies filed in the Personnel Office. Unless unusual or extenuating circumstances are involved, planned sick leave shall not be taken during peak operating periods.

i) Sick Time Incentive Program for Communications Officers Only: Employees earn sick time at a rate of 1.08 day per month or thirteen (13) days per year. Once an employee has earned and accumulated a "bank" of thirty (30) days, that employee may choose to utilize the sick time incentive program.

Under this program, the employee may convert sick days, earned or anticipated which are in excess of his "bank", into compensatory days. The maximum number of days an employee may convert in a calendar year is ten (10). Days which are converted must be utilized in the year they are requested, as compensatory time secured under this program is not cumulative.

If an employee earns his "bank", then requests to convert ten (10) of his anticipated thirteen (13) days into compensatory days, he is left with his "bank" plus three (3) excess days. Should the needs arise for this employee to utilize three (3) or more sick days during the balance of that year, he will have violated his "bank" and will be required to earn back the days needed to compliment the thirty (30) day "bank" before his is again eligible to convert days. Anticipated sick days cannot be used to satisfy the thirty (30) days "bank" replacement.

j) Sick leave may be used in one (1) hour increments. Communications Officers may use sick leave in 2 hour increments when the leave is contiguous to the beginning or the end of an employee's shift.

k) An employee may donate his/her unused banked sick days from one employee to another.

#### **ARTICLE 14 – PAYMENT OF ACCUMULATED SICK LEAVE**

a) At retirement, an employee will be paid fifty percent (50%) of his/her accumulated sick leave up to a maximum of \$15,000.00. Payment will be made at the rate of pay during the year in which the employee retires. Any benefits conferred under the provision of this paragraph apply prospectively only, and accrue as of January 1, 1977. In order to reap the benefits of this paragraph, an employee must provide his Employer with six (6) months prior notice of his intention to retire, unless otherwise dictated by statute. The rules and regulations regarding retirement shall be consistent with those established by the Public Employee Retirement System.

#### **ARTICLE 15 – EXTENDED SICK LEAVE**

a) At the start of the employee's fifth (5<sup>th</sup>) year of employment the employee will become eligible for extended sick leave. In the event of a debilitating sickness and/or injury on or off the job, the Township will provide a program which will guarantee an employee (his or her net pay for a period of ninety (90) calendar days, limited to one leave in a 12 month period.

b) At the start of an employee's 9<sup>th</sup> year there will be no limit on the number of leaves in a 12 month period.

c) After ninety (90) days an employee may request, through Administration representation to Council, up to an additional ninety (90) days of extended sick leave. During the period that an individual is out on sick leave, that person will accumulate sick days in accordance with the contract formula. Prior to using the extended sick leave provision of this Contract, an employee must use all of his or her previously accumulated sick time and any sick time acquired to date under the contract formula. Subject to statutory requirements of the Family Medical Leave Act (FMLA).

d) Extended sick leave benefits under this paragraph will commence upon presentation to the appropriate Municipal Official of certification from his or her physician of the debilitation. Further, the employee shall render himself available for examination by a physician selected by the Township. Both physicians must certify the employee's inability to return to work. In the event that it is determined that an employee would not be able to return to work on a permanent basis, the extended sick leave provisions herein will apply.

e) It shall be the responsibility of any employee receiving consideration under the extended sick leave benefits of this contract to explore and determine whether he is entitled to any compensation related to disability, workers compensation or Social Security benefits in connection with his injury and/or sickness. If the employee is entitled to these benefits, he shall pursue them accordingly. Any benefits or awards received for the period that the employee is under the extended sick leave portion of this contract, shall be returned to the Township Treasurer to the extent the employee has received extended sick leave payments from the Township.

f) If an employee is injured while working for another Employer, the provisions of this Article shall not apply. However, an employee not eligible for extended sick leave may apply for Leave without Pay after exhausting all paid leave and FMLA.

#### **ARTICLE 16 – MATERNITY LEAVE**

- a) Granted to full time employees with two (2) years or more of full time service.
- b) Not later than the fourth (4) month, the staff member shall notify the Coordinator of Personnel in writing of the condition of pregnancy. Upon notifying the Coordinator of Personnel, the employee shall let it be known as to plans of continuing employment or taking a leave of absence, not to exceed one hundred twenty (120) calendar days, unless prevented from

so doing for medical reasons. Notification of pregnancy shall be required from her employee's physician giving the state of condition of the pregnancy, the anticipated delivery date and her ability to continue her normal duties. She shall give the Coordinator of Personnel a certificate from her physician monthly, certifying her ability to continue working.

C 1) Paid Leave – One hundred twenty (120) calendar days to include before and after delivery.

C 2) It will not be required for employees to use their sick time first when on maternity leave, providing they have been employed for two (2) years.. While on maternity leave employees shall accumulate sick days in accordance with contract formula.

d) Job to be held open for six (6) months.

The individuals shall be placed at the same position on the salary schedule that she would have attained had she been employed by the Township during such period.

e) Reimbursement up to seven hundred (\$700.00) dollars for medical expenses not covered by employees or spouses medical plan.

f) All new hires (hired after May 1, 2011) shall be entitled to the rights under this Article but shall receive no more than sixty (60) calendar days at full pay.

#### **ARTICLE 17 – BEREAVEMENT LEAVE**

a) In the event of death in the employee's immediate family, the employee shall be granted time off without loss of pay from the day of death or the day of the funeral, but in no event shall said leave exceed five (5) consecutive working days, one of which shall be the day of death or day of the funeral. Bereavement time shall be exclusive of scheduled days off and holidays.

For purposes of the Library, the bereavement leave must be taken within a seven calendar day maximum period, one of which must be the funeral, in accordance with the employee's work schedule. In no event will an employee be granted bereavement leave in excess of the number of days an employee is scheduled to work per week.

b) The "immediate family" shall include husband, wife, parents, stepparents, stepsiblings, stepchildren, brother, sister, grandparents, grandchildren and child, father-in-law and mother-in-law, domestic partner and children of domestic partner.

c) Reasonable verification of the event may be required by the Township.

d) An employee may make a request of the Department Head or his designated representative for time off to attend a funeral separate and distinct from bereavement leave. Such request, if granted by the Department Head or his designated representative shall be charged at the option of the employee, either as a personal day or vacation day against accumulated compensatory time off.

e) In the event of the death of any employee's brother-in-law, sister-in-law, daughter-in-law, son-in-law, niece, nephew, grandmother-in-law, or grandfather-in-law or any relative living in the employee's household, the employee shall be granted time off without loss of pay from the day of the death or the day of the funeral, but in no event shall such leave exceed three (3) working days.

f) In the event of death of employee's aunt, uncle, or first cousin, the employee shall receive the day of the funeral only.



## **ARTICLE 18 – JURY LEAVE**

Any employee covered by this Agreement who is required to serve on a jury, shall be granted a leave of absence with pay to serve on said jury. During the time that he is serving on said jury, the employee shall receive his full pay from the Township.

## **ARTICLE 19 – MILITARY LEAVE**

a) Any full-time employee covered by this Agreement who is a member of the United States Reserves, or a State National Guard, or any division of the Armed Services and is required to engage in annual active duty training or is called to active duty shall be granted a leave of absence in accordance with applicable State Law. The employee shall be entitled to be paid the difference between his regular Township salary and his military pay if the military pay is less than his regular gross Township pay for the period of military leave.

Taking of military leave shall not reduce any other leave earned by the employee.

b) Employee's family shall continue to be covered under the Township's medical plan while the employee is on approved military leave.

c) This shall not apply to any employee who voluntarily leaves the Township's employment to sign up for military service.

## **ARTICLE 20 – CONVENTION LEAVES**

a) An employee of the Township who is a duly authorized delegate of the Local Union may apply for a leave of absence to attend the International Convention, conferences and educational classes. Said leave of absence shall not exceed five (5) days for any employee in any calendar year, nor shall the number of people so authorized exceed two (2) in number. The employee receiving leave of absence to attend Union conferences as above described, shall be

entitled to be paid his or her wages during said leave, except that he shall not be paid for more than five (5) days per year.

b) The Township shall approve the application for leave of absence submitted by the duly authorized delegate, so long as the efficient operation of the Township permits.

c) The total number of working days to be used shall not exceed ten (10) in any calendar year.

#### **ARTICLE 21 – UNPAID LEAVES OF ABSENCE**

a) The Township will grant an unpaid leave of absence to not more than one (1) employee from any Department, and for periods not to exceed ninety (90) calendar days.

b) Employees are not entitled to receive a unpaid leave of absence to procure new employment elsewhere.

c) Employees returning from authorized leaves of absence as set forth will be restored to their original classification at the then appropriate rate of pay, with no loss of seniority, or other employee rights, privileges, or benefits, provided however, that sick leave and vacation leave and longevity credits shall not accrue with exception of those on military leave.

d) An employee on a non-health related unpaid leave of absence shall be informed that they will be responsible to pay health benefits in accordance with FMLA.

#### **ARTICLE 22 – UNION REPRESENTATIVES**

a) The Township recognizes and shall deal with the accredited Union Shop Stewards or Assistant Shop Steward in all matters relating to grievances and interpretation of this Agreement.

b) A written list of Shop Stewards and Assistant Shop Stewards shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer promptly of any changes of such Union Stewards.

c) The Township agrees to recognize a maximum of one (1) Shop Steward and one (1) Assistant Shop Steward selected by the Union. These individuals shall be granted a reasonable amount of time during regular working hours, without loss of pay, to present, discuss, and adjust grievances with the Township. Neither a Steward nor an Assistant Shop Steward shall leave their work without first obtaining the permission of their division head, which permission shall not be unreasonably withheld.

#### **ARTICLE 23 – BULLETIN BOARDS**

A section of each bulletin board shall be provided by the Township Administration for Union information. Nothing shall be posted on the bulletin board without prior approval of the Business Administrator and the Union agrees that it will not post anything of a derogatory nature to the Employer or information which would incite or provoke a job action.

#### **ARTICLE 24 – HEALTH & WELFARE BENEFITS**

a) The Township agrees to carry hospitalization, medical and major medical insurance for the full time employees and their dependents as follows:

Effective May 1, 2011 employees are afforded the option of Aetna Choice POS Plan in addition to the current optional chiropractic benefit. The Summary Plan Description (“SPD”) is attached hereto and the full SPD is incorporated by reference. .

Health benefits eligibility shall begin the first of the month in which the 90<sup>th</sup> day of full-time employment occurs. Coverage ceases at the end of the month in which employment terminates.

The parties agree to reopen this provision for evaluation purposes at such time the Middlesex County Joint Health Insurance Fund offers enrollment eligibility to the Township.

Domestic Partners

The Township will offer health benefits coverage for those domestic partners and dependent children of employees, providing they have a valid Certificate of Domestic Partnership.

2. Township of Monroe Dental Service Plan as follows:

The following Dental Program is based upon the usual Customary and Reasonable Fee concept.

Benefits:	Preventive & Diagnostic	100%
	Remaining Basic Benefits	80/20
	Crowns & Gold Restoration	50/50
	Prosthodontic Services	50/50

The maximum amount payable by Delta for the above dental services, provided to an eligible patient in any calendar year is fifteen hundred (\$1500.00) dollars.

A fifty (\$50.00) dollar deductible per patient per calendar year, (which is not applicable to the Preventive & Diagnostic Benefits).

One hundred fifty (\$150.00) dollar Family Maximum Aggregate Deductible, (which is not applicable to Preventive and Diagnostic Benefits).

Orthodontic Co-Payment      50/50

Orthodontic Maximum-      \$1,000 lifetime per eligible family member

3. The Township shall have the right to change insurance carriers so long as substantially similar benefits are provided. The Township shall provide the Shop Steward and the Union of United Service Workers Union, IUJAT, Local 255, with thirty (30) days written notice of such proposed change. A copy of such proposed policy shall be provided to the Union by the Insurance Carrier.

4. Health benefits as they apply to Prescription Drug and or accomplished by other recognized bargaining units under the direct jurisdiction of the Municipal Government during the term of this contract shall automatically be provided to employees covered by this contract.

5. a).. Effective January 1, 1993 retirees with twenty five (25) years or more of service and spouse will be covered by hospitalization/prescription. Retirees, spouse and dependent children up to age twenty six (26) will also be covered. Also employees, spouses and dependent children up to the age of twenty six (26) who must retire on disability will also be covered. Dependent coverage up to age twenty-six (26) will be extended to retirees (if insurer mandates college student exemption, then this restriction would apply).

b) Retirees and/or their dependents shall be reimbursed for Medicare Part B at the standard Medicare premium as determined by the Federal government.

c) Effective January 1, 2008, the terms of Paragraph A shall be applied prospectively for active employees. Future retirees shall be maintained at the coverage levels and benefits in effect at the time of his/her retirement.

d). Employees and retirees, if legally permissible, with twenty five (25) years or more of service will be covered by Hospitalization/Prescription and also employees who must retire on disability. Coverage for spouse and children up to the age of twenty six (26) will also be covered.

6. Survivor Benefits - Upon the demise of a covered participant who had twenty-five or more years of service, the surviving spouse and dependent children up to the age of twenty six (26) are covered for the duration of their lifetime (spouse or domestic partner) or age 26 (dependent children) respectively.

7. a) Opt out for new employees and for current employees who did not have a waiver filed prior to May 22, 2010 shall be twenty-five (25%) of the cost of coverage or \$5,000, whichever is less.

b) An employee opting out of the employer's Major Medical (including prescriptions), Chiropractic and Dental plans shall receive the "opt out" payments in lieu of benefits during the month of November. Said opt out dollar amounts for eligible employees shall not exceed those amounts in effect January 1, 2011 and attached hereto.

8. Effective January 1, 2007 the township will provide all active full time employees with a \$20,000.00 life insurance policy.

9. Effective January 1, 2011 employees shall contribute no more than 1.5% of their base salary towards the cost of their health benefits.

#### **ARTICLE 25 – RULES AND REGULATIONS**

The Township shall establish a POLICY AND PROCEDURES MANUAL which shall be equitably applied and enforced. Copies of the POLICY AND PROCEDURES MANUAL shall be distributed to all employees covered by this Agreement and to the Union. Any changes made in the POLICY AND PROCEDURES MANUAL shall be negotiated with the Union prior to making such changes. If no agreement is reached between the parties the terms of this Agreement shall continue to prevail.

## **ARTICLE 26 – ACCESS TO PERSONNEL FOLDERS AND EVALUATIONS**

a) An employee shall within three (3) working days of a written request to the Personnel Department, during the term of this Agreement, have an opportunity to review his personnel folder, in the presence of an appropriate official of the Personnel Department, to examine any criticism, commendation or evaluation of his work performance or conduct prepared by the Township. He shall be allowed to place in such file a response of reasonable length to anything contained therein.

b) All Employees: Each regular written evaluation of work performance shall be reviewed with the employees and evidence of this review shall be the required signature of the employee on the evaluation form. Such signature not to be construed to mean agreement with the content of the evaluation unless such agreement is stated thereon.

c) Management and Supervisory personnel shall not use the prospect of issuing a poor evaluation to intimidate an employee during the course of his daily job performance. This paragraph shall not be construed to mean that a manager or supervisor cannot complete a poor evaluation for an employee whose performance is found less than satisfactory.

## **ARTICLE 27 – SAVINGS CLAUSE**

The Administration and the Union recognize and agree that all provisions of this Agreement are subject to law. In the event that any provision of the Agreement is rendered illegal or invalid under any applicable law or state or federal regulations, such illegality or invalidity shall effect only the particular provision which shall be deemed invalid and inoperative, but all other provisions of this Agreement shall continue in effect. The parties agree to immediately negotiate a substitute provision for the invalidated portion thereof.

## **ARTICLE 28 – PERSONAL DAYS**

a) The Township recognizes that the nature of a personal day is intended to be used by employees to attend personal business. It is not intended to be used for leisure time or recreational activities when less than forty-eight (48) hours of notice is provided, and may be cause for denial.

b) Employees covered by the provisions of this Agreement shall be entitled to four (4) days per year, of absence with pay for personal business. Said leave shall not be taken unless forty-eight (48) hours notice thereof has been given to the employee's supervisor. In the event that less than forty-eight (48) hours notice is given, said leave may be taken only upon authorization by said supervisor which can be denied for cause (i.e. manpower scheduling difficulty). Should an employee personal day request be denied by a supervisor, the employee may appeal the decision to the Director and/or Business Administrator, and, if necessary, to the grievance procedure.

c) The Township reserves the right to deny requests with at least forty-eight (48) hours notice as conditions warrant, but authorization shall not be unreasonably withheld.

d) Personal days not used cannot be carried over for the next calendar year, unless an employee is on extended sick leave and is unable to use carry-over personal time and at the discretion of the Business Administrator.

e) Employees may take personal leave in one (1) hour increments. Communications Officers may take personal leave in two (2) hour increments when the leave is contiguous to the beginning or the end of an employee's shifts.



## **ARTICLE 29 – DISCIPLINE AND DISCHARGE**

- a) An employee may be disciplined, suspended or discharged only for a just cause.
- b) Discharge cases may be processed at the third step of the grievance procedure.
- c) Verbal reprimands older than twelve (12) months shall be removed from the employee's file and shall not be used in any further disciplinary actions provided no similar violations have occurred within the twelve (12) month period.

## **ARTICLE 30 – JOB POSTING**

- a) Existing or planned job vacancies will be posted for fourteen (14) calendar days and shall be posted on the bulletin board. The posting will include:

1. A description of the job.
2. Qualifications required.
3. Location of the vacancy.
4. Procedures to be followed by employees interested in making application.

## **ARTICLE 31 – WORK OUT OF TITLE**

- A. Employees temporarily assigned to higher titles will receive the pay of the higher title for all days so assigned when such assignment takes place over a period of days. Assignments to a higher title can only be made through the approval of the supervisor. This provision shall not be invoked when such coverage is required to provide staffing and services required to accommodate vacation periods.

- B. Department Head Fill In Pay-

1. Sr. EMT or EMS Operations Coordinator will receive \$75 per day on weekends when approved to fill in for the Department Head when the Department Head is on away on vacation or unavailable.

2. A Transportation Division Operation Coordinator will be paid \$25 per weekend day when buses are in operation. If a Transportation department employee physically reports for duty they shall be paid "call-in" pay in addition to the fill in pay.

C. When a Senior EMT will be absent for a period of greater than 30 days, the Department Head shall temporarily fill that employee's schedule with an acting Sr. EMT. Only one Sr. EMT schedule will be filled by a temporary assignment at any one time. The employee being temporarily assigned will be paid at the higher rate of Senior EMT for all such time assigned as per above.

#### **ARTICLE 32 – CONTRACTING AND SUB-CONTRACTING**

During the term of this Agreement, the Township may contract or sub-contract any public work performed by employees covered by this Agreement, but only when such work exceeds the Township's manpower, equipment and timely performance ability. In no case shall the contracting or sub-contracting of any public work mean the displacement of any employee from his scheduled hourly week's work covered by this Agreement.

#### **ARTICLE 33 – SAFETY AND HEALTH**

The Employer and the Union shall each designate a Safety Committee member. It shall be their joint responsibility to investigate and correct unsafe and unhealthful conditions. They shall meet periodically as necessary to review conditions in general and to make recommendation to either or both parties when appropriate. The Safety Committee member representing the Union shall be permitted reasonable opportunity to visit work locations throughout the Employer's facilities for the purpose of investigating safety and health conditions during working hours with no loss of pay.

### **ARTICLE 34 – LABOR MANAGEMENT COMMITTEE**

The Employer and the Union have recognized that cooperation between management and labor is indispensable to the accomplishment of sound and harmonious labor relations and shall jointly maintain and support a Labor-Management Committee.

### **ARTICLE 35 – FULLY BARGAINED PROVISION**

a) The parties agree that they have fully bargained and agreed upon all terms and conditions of employment and that this Agreement represents and incorporated the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

b) Language Re-opener – At any time during the term of this Agreement either the Township or the Union may initiate meetings for the purpose of clarifying, modifying, or interpreting any portion of this Agreement that the initiating party feels may be unclear, inadequate, unnecessary, ambiguous, etc.

There will be no change in any existing language unless both parties agree and sign off on any proposed change or changes.

### **ARTICLE 36 – SALARIES**

a) Salaries and wages for the job classifications outlined in Article 36 above for the year 2011- 2%, 2012 – 2%, 2013 – 2%, 2014 – 2% are attached as Exhibit “A”.

b) A three thousand (\$3,000) dollar stipend per year for two (2) or more dispatchers on call for computer system emergencies.

c) Effective January 1, 2005, all new hires and promotions with steps shall be consistent with the anniversary date of hire or promotion.

d) Temporary part time employees will remain at Step 1 only to receive percent increase per year.

e) Permanent part time employees will progress through Step system, and if hired on a full time basis shall remain at the Step he/she are in when moving to full time status and progress from there on as full time employee.

f) Animal Control Officers On Call - Animal Control Officers will be required to alternately carry pagers. Animal Control Officers shall receive \$25 per day for each day on call. On call pay shall be paid during the month of December. Animal Control Officers shall receive \$30 per day effective January 1, 2012 for each day on call.

**ARTICLE 37 – WORK UNIFORM PROGRAM**

For all personnel required to wear a uniform, the Township will pay each member for the purchase and maintenance of the uniforms as follows. This benefit shall be payable in two installments. The installments shall be payable in March and in September.

<u>Category</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Bus Drivers	\$900	\$925	\$950	\$975
Comm. Officers	\$950	\$975	\$1000	\$1025
Animal Control Off.	\$950	\$975	\$1000	\$1025
Crossing Guards	\$950	\$975	\$1000	\$1025
EMT's	\$1,050	\$1075	\$1100	\$1125

**ARTICLE 38 – LONGEVITY**

a) Effective January 1, 2005 the Township will provide longevity compensation at the rate of:

Start of 5 Years	5.0%
Start of 10 Years	6.0%
Start of 15 Years	8.0%
Start of 20 Years	9.0%
Start of 25 Years	11%

Upon the signing of this Agreement, each covered employee with twenty (20) or more years of service with the Township of Monroe may, at his discretion, opt to have his longevity included into his annual base salary. Employees with more than 10 years of service and over age 55 can opt to have his/her longevity included into his/her annual base salary (not to be used for overtime calculation). Those employees wishing to exercise this option must submit a written request to the Treasurer or designated authority no later than the first week in December prior to January 1<sup>st</sup> of the year for which the request is written.

If no request for change of longevity status is received by the Treasurer or designated authority, your longevity will be paid to you in the same manner as the preceding year. Those employees not interested or eligible to have their longevity incorporated into their base salaries will continue to receive their annual longevity paid in one check during the month of November for the subject year of service.

b) For computation purposes, beginning of service shall be considered as January 1<sup>st</sup> of the subject year for all permanent full time employees beginning service between January 1<sup>st</sup> of the subject year and June 30<sup>th</sup> of that year; or July 1<sup>st</sup> of the subject year for all employees beginning service between July 1<sup>st</sup> of the subject year and December 31<sup>st</sup> of that year.

c) Part-time employees (ie. Crossing Guards) who currently receive pro-rated longevity benefits shall receive pro-rated service credit upon assuming full time employment.

### **ARTICLE 39 – GRIEVANCE PROCEDURE**

Definition – Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement.

#### **Step 1 – Informal Division Head**

Within five (5) business days of the time a grievance arises or within five (5) days of the date when the grievant shall know of its occurrence, the employee either directly or accompanied by a steward will present the grievance in writing to the Division Head. Within three (3) working days after presentation of the grievance, the Division Head will render a written decision to the employee and the steward.

#### **Step 2 – Formal Department Head**

Within five (5) business days of the written answer from the Division Head, if the grievance is not resolved, the employee shall file a written grievance to the Department Head outlining the employee's exceptions to the Division Head's decision. The Department Head will arrange a meeting with the employee and the Local Union Shop Steward not later than five (5) working days towards the end of attempting to resolve the grievance. The Department Head shall give written answer to the employee and Shop Steward not later than five (5) working days.

#### **Step 3 – Formal Business Administrator**

Within ten (10) business days of the written answer, if the grievance is not resolved, it shall be filed with the Business Administrator noting all exceptions to previous decisions. Within ten days of receipt, the Business Administrator will arrange a meeting at a mutually agreeable time and place (unless otherwise agreed to by both parties).

The aggrieved party, the Shop Steward, and one Union Business Representative shall be entitled to be present at the meeting. The Business Administrator shall give a written answer to the grievance of the employee and the Union within ten (10) business days after the meeting, or within such additional period of time that may be mutually agreed upon.

A group grievance, one that may affect a group of employees, may be presented by the Union at Step 3. Any grievance not processed to the next Step in Grievance Procedure within the time limits provided for such proceeding shall be deemed to have been waived and abandoned by the moving party unless the time limit has been mutually extended.

#### **ARTICLE 40 – ARBITRATION**

If the grievance procedure set forth in Article 39 does not result in a satisfactory determination, arbitration may be requested upon completion of the procedures set forth under Article 39.

The request for arbitration shall be by written notice to the New Jersey Public Employment Relations Commission (PERC) within twenty (20) business days of the denial of the grievance. The arbitrator shall be selected by the Employer and the Union from a list of arbitrators supplied by PERC according to established rules and procedures. The Employer and the Union shall agree to comply with the rules and regulations of PERC.

The decision of the arbitrator shall be binding on the parties, and the arbitrator shall be requested to issue his decision within thirty (30) calendar days after the conclusion of testimony and argument. Expenses for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for the record and makes copies available, without charge, to the other party and to the arbitrator.

The arbitrator's function is to interpret the provision of the Agreement and to decide cases of alleged violation of such provisions. The arbitrator shall not supplement, enlarge, or alter the scope or meaning of the Agreement or any provision therein, not entertain jurisdiction of any subject matter not covered by the Agreement.

**ARTICLE 41 – PART-TIME EMPLOYEES**

**20-29 hours/week**

**Excluded from:**

Health Benefits

Life Insurance

Longevity

**20 – 29 hours/week**

**Entitled to:**

Pro-rated Sick Leave

Pro-rated Holidays

Pro-rated Vacations

Pro-rated personal days

**Less than 20 hours/week**

**Excluded from:**

Health Benefits

Life Insurance

Personal Days

Longevity and any other benefits

**School Crossing Guards**

**16 ¼ to 24 hours/week:**

Pro-rated Sick Leave

Pro-rated Holidays

Pro-rated Vacation

Pro-rated Longevity

Pro-rated Personal Days

\$20,000 Life Insurance Policy (2007)

**ARTICLE 42 – EDUCATION BENEFITS**

a) The Township encourages the exploration of relevant training programs and will consider payment of reasonable costs for enrollment in seminars and training courses related to an employee's area of services to the Township. Consideration of payment by the Township will require that the employee explore available courses to be offered and discuss these programs and costs with their supervisor to insure that the appropriate budget considerations are made to allow for these expenses. No employee shall be entitled to consideration of payment for course costs unless they have received the written consent of their Division and Department Head.



**ARTICLE 43 – TERMINATION/NEGOTIATIONS PROCEDURE**

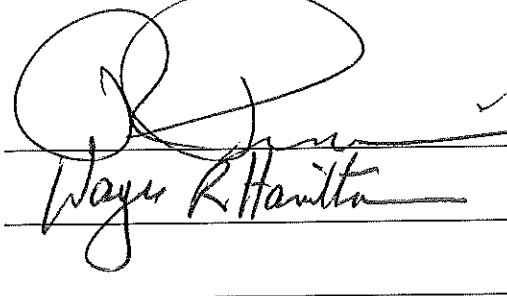
a) This Agreement shall be effective as of January 1, 2011 and shall remain in full force and effective until December 31, 2014.

The Union shall submit, in writing, its demand for collective negotiations with the Township no later than September 1<sup>st</sup> of the calendar year preceding the expiration period of the existing Agreement. The parties agree to commence negotiations at reasonable times thereafter to negotiate in accordance with Chapter 303 Public Laws of 1968 and its successors.

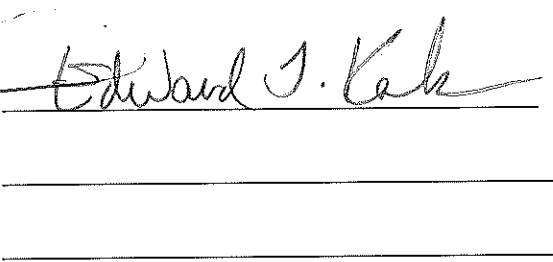
No member of the union bargaining committee shall suffer any loss in pay to attend negotiating sessions.

IN WITNESS WHEREOF, the parties have entered into this Agreement and caused same to be executed by its respective officers or agents this 7 day of JUNE 2011.



**FOR TOWNSHIP OF MONROE**

  
Wayne R. Hamilton

**FOR UNITED SERVICE WORKERS, IUJAT,  
LOCAL 255**

  
Edward J. Cah

**LOCAL 255 UNION COMMITTEE**

  
Patricia Ryan  
  
Suzanne Resnik

**Addendum A – Transportation**

1. Bus Driver – CDL

<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
\$750.00	\$ 775.00	\$ 800.00	\$825.00

2. No supervisor shall do bargaining unit work which results in the loss of any economic benefit to the Bus Drivers. Overtime shall first be offered to bargaining unit members. In the event no bargaining unit member is available for overtime management may perform bargaining unit work.
3. The Township shall reimburse employees for the cost of CDL license renewal.
4. CDL stipend shall also be extended to the bookmobile driver, providing that employee has a CDL license.
5. Payment shall be made in two equal installments. The first payment shall be made In July. The second payment shall be made in December.

**Addendum B - Reclassification Committee**

- a) Any employee seeking to be reclassified/upgraded shall first make the request in writing to their respective department head.
- b) In the event the request is denied the employee may bring the request to the union. The union shall convene a meeting between the Business Administrator, the union, and the **employees to discuss the request.**
- c) Requests for promotions shall remain a managerial prerogative. Requests involving working out of title allegations may be submitted to the grievance procedure subject to scope of negotiation petitions to the New Jersey Public Employment Relations Commission (PERC).

## **Amendment Pertaining to Communications Officers Only**

### **Section 1 – Overtime Procedure:**

Overtime shall be defined as work in excess of eight (8) hours in a day or on a regular day off. When a shift does not have a Dispatcher for any reason (ie: sick, vacation, etc.) that shift will be covered by the outgoing Dispatcher (hang four (4) hours) and the incoming Dispatcher (early four (4) hours). When there are more than one Dispatcher on a shift they will alternate the overtime. An overtime log book will be kept to record this.

If for any reason the shift cannot be covered by the outgoing or the incoming Dispatcher an off duty Dispatcher will be called in on a rotating basis, which will be kept in a log book. If a Dispatcher cannot come in for whatever reason he or she will lose their turn and the next Dispatcher will be called. All attempts will be made by the Dispatcher on duty to contact a Dispatcher prior to offering the overtime to any other police personnel.

### **Section 2 – Holiday Pay**

Employees shall receive straight time pay for all fourteen (14) paid holidays for the particular calendar year with the payment of holiday pay to be made in the month of December in said calendar year.

### **Section 3**

Holiday pay shall be incurred on the actual holiday versus the day observed by the Administration in accordance with the PBA contract.

## Appendix B

The Memorandum of Agreement is by and between United Service Workers, Local 255, IUJAT (the Union) and the Township of Monroe (Township). This Memorandum represents the full agreement regarding the implementation of regularly scheduled Sunday hours and the application of Article 10 Paragraph H (forced closings) regarding full and part time employees in the Library.

The parties agree as follows:

1. All full and part time employees working Sunday shall be paid a Sunday premium of double time or two times their hourly rate of pay for all hours.
2. In the event of a Sunday closing, an employee scheduled to work shall receive their regular Sunday premium for all hours scheduled and not worked.
3. When an employee is scheduled to work on Sunday as part of their regular work week they may utilize approved time off on Sunday but shall only receive their regular straight time hourly rate. If an employee is putting in additional hours over and above their regularly scheduled hours and do not show up for work, there is no pay and they do not utilize their time.
4. Full time employees remaining on duty pursuant to Article 10, Paragraph H, shall receive the contractual overtime rate (double time). Part time library employees are not eligible for overtime under Article 10, par. H and shall continue to receive straight time pay for forced closings on days with the exception of 2 above.
5. No other portion of the collective bargaining agreement is affected by this Agreement.

## Amendments for OPT Out Amounts

### APPENDIX C

BENEFIT OPT OUT RATES (THESE NUMBERS REPRESENT 50% OF THE 2007 CAPPED PREMIUMS)

	SINGLE	HUSBAND/WIFE	PARENT/CHILD	FAMILY
MEDICAL	4,816.26	9,874.98	8,127.66	14,433.54
CHIROPRACTIC	45.83	102.83	107.38	133.84
DENTAL	253.98	441.60	441.60	707.40
TOTAL	5,116.07	10,419.41	8,676.64	15,274.78

**WHITE COLLAR SALARY AND WAGES**

<b>POSITION</b>	<b>Step1 2011</b>	<b>Step2 2011</b>	<b>Step3 2011</b>	<b>Step 4 2011</b>
Account Clerk	34,611	36,065	37,590	39,187
Assessing Clerk	31,541	32,841	34,203	35,638
Assistant Ambulance Billing Coord.			52,543	58,617
Accounts Payable/Budget Clerk	36,065	37,591	39,196	40,898
Animal Control Officer	37,906	46,125	54,347	62,568
Bus Driver	35,713	37,222	38,805	41,140
Chief Violations Clerk	39,526	41,271	43,191	45,307
Chief Violations Clerk/Certified				50,000
Clerk	30,132	31,362	32,650	34,004
Clerk Typist	31,065	32,341	33,674	35,082
DPW Office Coordinator	51,999	54,598	57,198	59,799
Emergency Medical Technician	36,981	48,304	51,018	53,568
Evidence Custodian - Permanent P.T.	24.45			
Office Coordinator/Secy.	47,825	50,103	52,020	55,312
Inter Library Loan/Hold Tech.	46,248	48,025	49,844	51,646
Junior Library Assistant - P.T.	15.40	16.01	16.65	21.85
Library Aide	11.60	12.08	12.55	13.03
Library Administrative Assistant	40,313	42,132	44,132	46,343
Library Circulation Assistant PT	15.40	16.01	16.65	17.33
Library Technical Services Asst. PT	15.40	16.01	16.65	17.33
Library Youth Services Asst. PT	15.40	16.01	16.65	17.33
Library Reference Asst. PT	15.40	16.01	16.65	17.33
Library Circulation Assistant Full	35,004	35,830	38,026	39,653
Library Technical Services Asst.	35,004	35,830	38,026	39,653
Library Youth Services Asst.	35,004	35,830	38,026	39,653
Library Reference Asst.	35,004	35,830	38,026	39,653
Operations Co-ord/ Sr. EMT	61,196	64,028	66,861	69,692
Outreach Coordinator	47,343	49,710	52,188	54,816
Payroll Clerk	37,365	38,957	40,628	43,728
Police Computer System Admin.	58,954	62,057	65,323	68,761
Police Records Coordinator	47,825	50,103	52,020	55,312
Principal Account Clerk/Purchasing w/ Rpps	50,325	51,034	51,743	52,449
Principal Account Clerk		47,770	49,165	50,640
Public Relations Coordinator	41,823	43,797	45,965	46,842
Records Clerk	33,547	34,951	36,421	37,959
School Crossing Guard	16.04	18.11	20.05	22.75
Secretary I	40,349	42,178	44,189	46,399
Secretary II	35,713	37,226	38,805	40,461
Senior Account Clerk	40,313	42,132	44,142	46,343
Senior Account Payable/Budget Clerk	52,803	55,439	57,767	62,833
Senior Assessing Clerk	37,137	38,716	40,373	42,292
Senior Bus Driver	41,693	43,655	45,809	48,096
Senior Clerk	35,426	36,919	38,484	40,132
Senior Clerk Typist	36,558	38,108	39,733	41,450
Sr. Emergency Medical Technician			52,543	58,617
Senior Library Circulation Asst.	38,426	40,005	41,683	43,392
Senior Library Technical Ser. Asst.	38,426	40,005	41,683	43,392
Senior Library Youth Services Asst.	38,426	40,005	41,683	43,392
Senior Library Reference Asst.	38,426	40,005	41,683	43,392
Senior Payroll Clerk/Pensions & Benefits	51,999	54,598	57,198	62,298
Senior Records Clerk	39,027	40,721	42,592	44,654
Senior Tax Clerk	37,137	38,716	40,373	42,292

**WHITE COLLAR SALARY AND WAGES**

<b>POSITION</b>	<b>Step1 2011</b>	<b>Step2 2011</b>	<b>Step3 2011</b>	<b>Step 4 2011</b>
Supervisory Library Circulation Asst.	46,248	48,025	49,844	51,646
Supervisory Library Tech. Ser. Asst.	46,248	48,025	49,844	51,646
Supervisory Library Youth Ser. Asst.	46,248	48,025	49,844	51,646
Supervisory Library Reference Asst.	46,248	48,025	49,844	51,646
Tax Clerk	31,540	32,837	34,203	35,638
Tech. Assistant to Construction Official	47,825	50,103	52,020	55,312
Telecommunications Officer	48,543	50,943	53,464	57,679
Transportation Coordinator	42,806	44,887	47,131	49,490
Violations Clerk	36,558	38,108	39,733	41,450
Utility Accounting Clerk	40,313	42,132	44,142	46,343
Utility Sr. Accounting Clerk		46,891	49,360	51,958
Utility Bookkeeper Accounting Assistant	46,891	49,360	51,958	54,555
Utility Accountant (CMFO Cert. Required)		55,222	56,854	58,486
Utility Administrative Asst.	35,713	37,226	38,805	40,461
Utility Senior Administrative Asst.		42,178	44,189	46,399
Utility Engineering Administrative Asst.	51,999	54,598	57,198	59,799
Utility AP/Payroll Clerk	38,189	40,098	42,103	44,208
Utility Customer Service Representative	40,308	42,430	44,664	47,015
Utility Technical Engineering Assistant	37,000	41,716	45,692	49,668
Utility Senior Technical Engineering Assistant	53,644	57,620	61,596	65,576
Utility I.S. Technician	38,286	41,559	44,832	48,105
Utility I.S. Specialist		49,980	54,629	59,616
Utility Senior I.S. Specialist	62,000	68,000	73,000	78,000



**WHITE COLLAR SALARY AND WAGES**

<b>POSITION</b>	<b>Step1 2012</b>	<b>Step2 2012</b>	<b>Step3 2012</b>	<b>Step 4 2012</b>
Account Clerk	35,303	36,786	38,342	39,971
Assessing Clerk	32,172	33,498	34,887	36,351
Assistant Ambulance Billing Coord.			53,594	59,789
Accounts Payable/Budget Clerk	36,786	38,343	39,980	41,716
Animal Control Officer	38,664	47,048	55,434	63,819
Bus Driver	36,427	37,966	39,581	41,963
Chief Violations Clerk	40,317	42,096	44,055	46,213
Chief Violations Clerk/Certified Clerk				51,000
Clerk	30,735	31,989	33,303	34,684
Clerk Typist	31,686	32,988	34,347	35,784
DPW Office Coordinator	53,039	55,690	58,342	60,995
Emergency Medical Technician	37,721	49,270	52,038	54,639
Evidence Custodian - Permanent P.T.	24.94			
Office Coordinator/Secy.	48,782	51,105	53,060	56,418
Inter Library Loan/Hold Tech.	47,173	48,986	50,841	52,679
Junior Library Assistant - P.T.	15.71	16.33	16.98	22.29
Library Aide	11.83	12.32	12.80	13.29
Library Administrative Assistant	41,119	42,975	45,015	47,270
Library Circulation Assistant PT	15.71	16.33	16.98	17.68
Library Technical Services Asst. PT	15.71	16.33	16.98	17.68
Library Youth Services Asst. PT	15.71	16.33	16.98	17.68
Library Reference Asst. PT	15.71	16.33	16.98	17.68
Library Circulation Assistant Full	35,704	36,547	38,787	40,446
Library Technical Services Asst.	35,704	36,547	38,787	40,446
Library Youth Services Asst.	35,704	36,547	38,787	40,446
Library Reference Asst.	35,704	36,547	38,787	40,446
Operations Co-ord/ Sr. EMT	62,420	65,309	68,198	71,086
Outreach Coordinator	48,290	50,704	53,232	55,912
Payroll Clerk	38,112	39,736	41,441	44,603
Police Computer System Admin.	60,133	63,298	66,629	70,136
Police Records Coordinator	48,782	51,105	53,060	56,418
Principal Account Clerk/Purchasing w/ Rpps	51,332	52,055	52,778	53,498
Principal Account Clerk		48,725	50,148	51,653
Public Relations Coordinator	42,659	44,673	46,884	47,779
Records Clerk	34,218	35,650	37,149	38,718
School Crossing Guard	16.36	18.47	20.45	23.21
Secretary I	41,156	43,022	45,073	47,327
Secretary II	36,427	37,971	39,581	41,270
Senior Account Clerk	41,119	42,975	45,025	47,270
Senior Account Payable/Budget Clerk	53,859	56,548	58,922	64,090
Senior Assessing Clerk	37,880	39,490	41,180	43,138
Senior Bus Driver	42,527	44,528	46,725	49,058
Senior Clerk	36,135	37,657	39,254	40,935
Senior Clerk Typist	37,289	38,870	40,528	42,279
Sr. Emergency Medical Technician			53,594	59,789
Senior Library Circulation Asst.	39,195	40,805	42,517	44,260
Senior Library Technical Ser. Asst.	39,195	40,805	42,517	44,260
Senior Library Youth Services Asst.	39,195	40,805	42,517	44,260
Senior Library Reference Asst.	39,195	40,805	42,517	44,260
Senior Payroll Clerk/Pensions & Benefits	53,039	55,690	58,342	63,544
Senior Records Clerk	39,808	41,535	43,444	45,547
Senior Tax Clerk	37,880	39,490	41,180	43,138

**WHITE COLLAR SALARY AND WAGES**

<b>POSITION</b>	<b>Step1 2012</b>	<b>Step2 2012</b>	<b>Step3 2012</b>	<b>Step 4 2012</b>
Supervisory Library Circulation Asst.	47,173	48,986	50,841	52,679
Supervisory Library Tech. Ser. Asst.	47,173	48,986	50,841	52,679
Supervisory Library Youth Ser. Asst.	47,173	48,986	50,841	52,679
Supervisory Library Reference Asst.	47,173	48,986	50,841	52,679
Tax Clerk	32,171	33,494	34,887	36,351
Tech. Assistant to Construction Official	48,782	51,105	53,060	56,418
Telecommunications Officer	49,514	51,962	54,533	58,833
Transportation Coordinator	43,662	45,785	48,074	50,480
Violations Clerk	37,289	38,870	40,528	42,279
Utility Accounting Clerk	41,119	42,975	45,025	47,270
Utility Sr. Accounting Clerk	0	47,829	50,347	52,997
Utility Bookkeeper Accounting Assistant	47,829	50,347	52,997	55,646
Utility Accountant (CMFO Cert. Required)	0	56,326	57,991	59,656
Utility Administrative Asst.	36,427	37,971	39,581	41,270
Utility Senior Administrative Asst.	0	43,022	45,073	47,327
Utility Engineering Administrative Asst.	53,039	55,690	58,342	60,995
Utility AP/Payroll Clerk	38,953	40,900	42,945	45,092
Utility Customer Service Representative	41,114	43,279	45,557	47,955
Utility Technical Engineering Assistant	37,740	42,550	46,606	50,661
Utility Senior Technical Engineering Assistant	54,717	58,772	62,828	66,888
Utility I.S. Technician	39,052	42,390	45,729	49,067
Utility I.S. Specialist	0	50,980	55,722	60,808
Utility Senior I.S. Specialist	63,240	69,360	74,460	79,560

**WHITE COLLAR SALARY AND WAGES**

<b>POSITION</b>	<b>Step1 2013</b>	<b>Step2 2013</b>	<b>Step3 2013</b>	<b>Step 4 2013</b>
Account Clerk	36,009	37,522	39,109	40,770
Assessing Clerk	32,815	34,168	35,585	37,078
Assistant Ambulance Billing Coord.			54,666	60,985
Accounts Payable/Budget Clerk	37,522	39,110	40,780	42,550
Animal Control Officer	39,437	47,989	56,543	65,095
Bus Driver	37,156	38,725	40,373	42,802
Chief Violations Clerk	41,123	42,938	44,936	47,137
Chief Violations Clerk/Certified Clerk	31,350	32,629	33,969	35,378
Clerk Typist	32,320	33,648	35,034	36,500
DPW Office Coordinator	54,100	56,804	59,509	62,215
Emergency Medical Technician	38,475	50,255	53,079	55,732
Evidence Custodian - Permanent P.T.	25.44			
Office Coordinator/Secy.	49,758	52,127	54,121	57,546
Inter Library Loan/Hold Tech.	48,116	49,966	51,858	53,733
Junior Library Assistant - P.T.	16.02	16.66	17.32	22.73
Library Aide	12.07	12.57	13.06	13.56
Library Administrative Assistant	41,941	43,835	45,915	48,215
Library Circulation Assistant PT	16.02	16.66	17.32	18.03
Library Technical Services Asst. PT	16.02	16.66	17.32	18.03
Library Youth Services Asst. PT	16.02	16.66	17.32	18.03
Library Reference Asst. PT	16.02	16.66	17.32	18.03
Library Circulation Assistant Full	36,418	37,278	39,563	41,255
Library Technical Services Asst.	36,418	37,278	39,563	41,255
Library Youth Services Asst.	36,418	37,278	39,563	41,255
Library Reference Asst.	36,418	37,278	39,563	41,255
Operations Co-ord/ Sr. EMT	63,668	66,615	69,562	72,508
Outreach Coordinator	49,256	51,718	54,297	57,030
Payroll Clerk	38,874	40,531	42,270	45,495
Police Computer System Admin.	61,336	64,564	67,962	71,539
Police Records Coordinator	49,758	52,127	54,121	57,546
Principal Account Clerk/Purchasing w/ Rpps	52,359	53,096	53,834	54,568
Principal Account Clerk		49,700	51,151	52,686
Public Relations Coordinator	43,512	45,566	47,822	48,735
Records Clerk	34,902	36,363	37,892	39,492
School Crossing Guard	16.69	18.84	20.86	23.67
Secretary I	41,979	43,882	45,974	48,274
Secretary II	37,156	38,730	40,373	42,095
Senior Account Clerk	41,941	43,835	45,926	48,215
Senior Account Payable/Budget Clerk	54,936	57,679	60,100	65,372
Senior Assessing Clerk	38,638	40,280	42,004	44,001
Senior Bus Driver	43,378	45,419	47,660	50,039
Senior Clerk	36,858	38,410	40,039	41,754
Senior Clerk Typist	38,035	39,647	41,339	43,125
Sr. Emergency Medical Technician			54,666	60,985
Senior Library Circulation Asst.	39,979	41,621	43,367	45,145
Senior Library Technical Ser. Asst.	39,979	41,621	43,367	45,145
Senior Library Youth Services Asst.	39,979	41,621	43,367	45,145
Senior Library Reference Asst.	39,979	41,621	43,367	45,145
Senior Payroll Clerk/Pensions & Benefits	54,100	56,804	59,509	64,815
Senior Records Clerk	40,604	42,366	44,313	46,458
Senior Tax Clerk	38,638	40,280	42,004	44,001

**WHITE COLLAR SALARY AND WAGES**

<b>POSITION</b>	<b>Step1 2013</b>	<b>Step2 2013</b>	<b>Step3 2013</b>	<b>Step 4 2013</b>
Supervisory Library Circulation Asst.	48,116	49,966	51,858	53,733
Supervisory Library Tech. Ser. Asst.	48,116	49,966	51,858	53,733
Supervisory Library Youth Ser. Asst.	48,116	49,966	51,858	53,733
Supervisory Library Reference Asst.	48,116	49,966	51,858	53,733
Tax Clerk	32,814	34,164	35,585	37,078
Tech. Assistant to Construction Official	49,758	52,127	54,121	57,546
Telecommunications Officer	50,504	53,001	55,624	60,010
Transportation Coordinator	44,535	46,701	49,035	51,490
Violations Clerk	38,035	39,647	41,339	43,125
Utility Accounting Clerk	41,941	43,835	45,926	48,215
Utility Sr. Accounting Clerk	0	48,786	51,354	54,057
Utility Bookkeeper Accounting Assistant	48,786	51,354	54,057	56,759
Utility Accountant (CMFO Cert. Required)	0	57,453	59,151	60,849
Utility Administrative Asst.	37,156	38,730	40,373	42,095
Utility Senior Administrative Asst.	0	43,882	45,974	48,274
Utility Engineering Administrative Asst.	54,100	56,804	59,509	62,215
Utility AP/Payroll Clerk	39,732	41,718	43,804	45,994
Utility Customer Service Representative	41,936	44,145	46,468	48,914
Utility Technical Engineering Assistant	38,495	43,401	47,538	51,674
Utility Senior Technical Engineering Assistant	55,811	59,947	64,085	68,226
Utility I.S. Technician	39,833	43,238	46,644	50,048
Utility I.S. Specialist	0	52,000	56,836	62,024
Utility Senior I.S. Specialist	64,505	70,747	75,949	81,151

**WHITE COLLAR SALARY AND WAGES**

<b>POSITION</b>	<b>Step1 2014</b>	<b>Step2 2014</b>	<b>Step3 2014</b>	<b>Step 4 2014</b>
Account Clerk	36,729	38,272	39,891	41,585
Assessing Clerk	33,471	34,851	36,297	37,820
Assistant Ambulance Billing Coord.			55,759	62,205
Accounts Payable/Budget Clerk	38,272	39,892	41,596	43,401
Animal Control Officer	40,226	48,949	57,674	66,397
Bus Driver	37,899	39,500	41,180	43,658
Chief Violations Clerk	41,945	43,797	45,835	48,080
Chief Violations Clerk/Certified Clerk	31,977	33,282	34,648	36,086
Clerk Typist	32,966	34,321	35,735	37,230
DPW Office Coordinator	55,182	57,940	60,699	63,459
Emergency Medical Technician	39,245	51,260	54,141	56,847
Evidence Custodian - Permanent P.T.	25.95			
Office Coordinator/Secy.	50,753	53,170	55,203	58,697
Inter Library Loan/Hold Tech.	49,078	50,965	52,895	54,808
Junior Library Assistant - P.T.	16.34	16.99	17.67	23.19
Library Aide	12.31	12.82	13.32	13.83
Library Administrative Assistant	42,780	44,712	46,833	49,179
Library Circulation Assistant PT	16.34	16.99	17.67	18.39
Library Technical Services Asst. PT	16.34	16.99	17.67	18.39
Library Youth Services Asst. PT	16.34	16.99	17.67	18.39
Library Reference Asst. PT	16.34	16.99	17.67	18.39
Library Circulation Assistant Full	37,146	38,024	40,354	42,080
Library Technical Services Asst.	37,146	38,024	40,354	42,080
Library Youth Services Asst.	37,146	38,024	40,354	42,080
Library Reference Asst.	37,146	38,024	40,354	42,080
Operations Co-ord/ Sr. EMT	64,941	67,947	70,953	73,958
Outreach Coordinator	50,241	52,752	55,383	58,171
Payroll Clerk	39,651	41,342	43,115	46,405
Police Computer System Admin.	62,563	65,855	69,321	72,970
Police Records Coordinator	50,753	53,170	55,203	58,697
Principal Account Clerk/Purchasing w/ Rpps	53,406	54,158	54,911	55,659
Principal Account Clerk		50,694	52,174	53,740
Public Relations Coordinator	44,382	46,477	48,778	49,710
Records Clerk	35,600	37,090	38,650	40,282
School Crossing Guard	17.02	19.22	21.28	24.14
Secretary I	42,819	44,760	46,893	49,239
Secretary II	37,899	39,505	41,180	42,937
Senior Account Clerk	42,780	44,712	46,845	49,179
Senior Account Payable/Budget Clerk	56,035	58,833	61,302	66,679
Senior Assessing Clerk	39,411	41,086	42,844	44,881
Senior Bus Driver	44,246	46,327	48,613	51,040
Senior Clerk	37,595	39,178	40,840	42,589
Senior Clerk Typist	38,796	40,440	42,166	43,988
Sr. Emergency Medical Technician			55,759	62,205
Senior Library Circulation Asst.	40,779	42,453	44,234	46,048
Senior Library Technical Ser. Asst.	40,779	42,453	44,234	46,048
Senior Library Youth Services Asst.	40,779	42,453	44,234	46,048
Senior Library Reference Asst.	40,779	42,453	44,234	46,048
Senior Payroll Clerk/Pensions & Benefits	55,182	57,940	60,699	66,111
Senior Records Clerk	41,416	43,213	45,199	47,387
Senior Tax Clerk	39,411	41,086	42,844	44,881

**WHITE COLLAR SALARY AND WAGES**

<b>POSITION</b>	<b>Step1 2014</b>	<b>Step2 2014</b>	<b>Step3 2014</b>	<b>Step 4 2014</b>
Supervisory Library Circulation Asst.	49,078	50,965	52,895	54,808
Supervisory Library Tech. Ser. Asst.	49,078	50,965	52,895	54,808
Supervisory Library Youth Ser. Asst.	49,078	50,965	52,895	54,808
Supervisory Library Reference Asst.	49,078	50,965	52,895	54,808
Tax Clerk	33,470	34,847	36,297	37,820
Tech. Assistant to Construction Official	50,753	53,170	55,203	58,697
Telecommunications Officer	51,514	54,061	56,736	61,210
Transportation Coordinator	45,426	47,635	50,016	52,520
Violations Clerk	38,796	40,440	42,166	43,988
Utility Accounting Clerk	42,780	44,712	46,845	49,179
Utility Sr. Accounting Clerk	0	49,762	52,381	55,138
Utility Bookkeeper Accounting Assistant	49,762	52,381	55,138	57,894
Utility Accountant (CMFO Cert. Required)	0	58,602	60,334	62,066
Utility Administrative Asst.	37,899	39,505	41,180	42,937
Utility Senior Administrative Asst.	0	44,760	46,893	49,239
Utility Engineering Administrative Asst.	55,182	57,940	60,699	63,459
Utility AP/Payroll Clerk	40,527	42,552	44,680	46,914
Utility Customer Service Representative	42,775	45,028	47,397	49,892
Utility Technical Engineering Assistant	39,265	44,269	48,489	52,707
Utility Senior Technical Engineering Assistant	56,927	61,146	65,367	69,591
Utility I.S. Technician	40,630	44,103	47,577	51,049
Utility I.S. Specialist	0	53,040	57,973	63,264
Utility Senior I.S. Specialist	65,795	72,162	77,468	82,774

To: Lillian Issacs

From: Gail Feist *G. Feist*

Date: October 17, 2001

Re: Vacation Time

The Department of Treasury will no longer pro-rate vacation time based on actual starting date after the 1<sup>st</sup> year of employment.

As of 2001 when the pro-rating took effect I have reformulated the vacation time for those affected. Please adjust your records accordingly.

<u>Department</u>		<u>1/1/01</u> <u>2001</u>	<u>10/17</u> <u>2001</u>
Library	Kristine Baylis	12.5 days	15 days
	Marlene Cohen	11.26	15
	Betty Lou Selby	17.66	18
Police	Frank Andreanszky	23.11	26
	Dianne Bhundell		20
	James Byrne	22.36	24
	Joseph Chervenyak	17.78	20
	Donald Collins	17.78	20
	Joan Gottschalk	22.35	24
	Kenneth Gross	23.11	26
	Christian Hays	16	18
	Raymond Helge	21.33	24
	John Kurczeski	23.11	26
	Lawrence Linke	22.36	24
	Michael Lloyd	17.78	20
	Christian Mariano	17.78	20
	Christopher Mullen	16	18
	John Painter	17.78	20
	Thomas Rudolph	21.33	24
	Keith Saloom	10.72	15
	Brian Sanchez	17.78	20
	John Strych	15.11	18
	John Zupan	13.33	15
Diane Kotlarchick	17.5	18	
Camille Laviola	13.75	15	
Saiyette Martinez	21.33	20 18	

*Time taken back*



**PLAN DESIGN AND BENEFITS**  
**PROVIDED BY AETNA HEALTH INC. AND AETNA HEALTH INSURANCE COMPANY- FULL RISK**

PLAN FEATURES	PARTICIPATING PROVIDERS	NON-PARTICIPATING PROVIDERS
---------------	-------------------------	-----------------------------

<b>Deductible (per calendar year)</b>	None Individual None Family	\$1,000 Individual \$3,000 Family
---------------------------------------	--------------------------------	--------------------------------------

Unless otherwise indicated, the Deductible must be met prior to benefits being payable. Member cost sharing for certain services including member cost sharing for prescription drugs, as indicated in the plan, are excluded from charges to meet the Deductible. Once Family Deductible is met, all family members will be considered as having met their Deductible for the remainder of the calendar year.

<b>Out-of-Pocket Maximum (per calendar year)</b>	\$1,500 Individual \$3,000 Family	\$10,000 Individual \$30,000 Family
--	--------------------------------------	--

Member cost sharing for certain services may not apply toward the Out-of-Pocket Maximum. Only those participating providers and non-participating providers out of pocket expenses resulting from the application of coinsurance percentage and copays (except any penalty amounts and pharmacy cost sharing) may be used to satisfy the Out-of-Pocket Maximum. Once Family Out-of-Pocket Maximum is met, all family members will be considered as having met their Out-of-Pocket Maximum for the remainder of the calendar year.

<b>Lifetime Maximum</b>	Unlimited unless otherwise indicated.	Unlimited unless otherwise indicated.
-------------------------	---------------------------------------	---------------------------------------

<b>Primary Care Physician Selection</b>	Not Required	Not Applicable
---	--------------	----------------

**Precertification Requirement** Certain non-participating providers/participating provider self referred services require precertification or benefits will be reduced. Refer to your plan documents for a complete list of services that require precertification.

<b>Referral Requirements</b>	None	None
------------------------------	------	------

PREVENTIVE CARE	PARTICIPATING PROVIDERS	NON-PARTICIPATING PROVIDERS
-----------------	-------------------------	-----------------------------

<b>Routine Adult Physical Exams / Immunizations</b> (Age and frequency schedules apply)	Covered 100%	Not Covered
--	--------------	-------------

<b>Well Child Exams / Immunizations</b> (Age and frequency schedules apply) Includes coverage for blood level screenings. Includes coverage for blood level screenings.	Covered 100%	Not Covered
--	--------------	-------------

<b>Routine Gynecological Care Exams</b> Includes Pap smear and related lab fees. One exam per calendar year.	Covered 100%	Not Covered
--	--------------	-------------

<b>Routine Mammograms</b> One baseline mammogram for females age 35-39; and one annual mammogram for females age 40 and over	Covered 100%	30% after deductible
---	--------------	----------------------

<b>Routine Digital Rectal Exams / Prostate Specific Antigen Test</b>	Covered 100%.	Member cost sharing is based on the type of service performed and the place of service where it is rendered.
--	---------------	--

<b>For males age 40 and over</b> <b>Colorectal Cancer Screening</b>	Covered 100%.	Member cost sharing is based on the type of service performed and the place of service where it is rendered.
--	---------------	--

Coverage includes Sigmoidoscopy every 5 years for all covered members age 45 and over.

56





**PLAN DESIGN AND BENEFITS**  
**PROVIDED BY AETNA HEALTH INC. AND AETNA HEALTH INSURANCE COMPANY- FULL RISK**

<b>Routine Eye Exam</b> Age/Frequency Schedule may apply.	Covered 100%	Not Covered
<b>Routine Hearing Screening</b>	Subject to Routine Physical Exam cost sharing	Subject to Routine Physical Exam benefit
<b>Newborn Hearing Testing and Monitoring</b>	Subject to Routine Physical Exam cost sharing	30%; deductible waived
<b>Hearing Aids</b> Coverage for all persons age 15 or younger. One hearing aid for each impaired ear limited to \$1,000 per hearing aid every 24 months.	\$10 Copay	30%; after deductible

PHYSICIAN SERVICES	PARTICIPATING PROVIDERS	NON-PARTICIPATING PROVIDERS
<b>Office Visits to member's selected Primary Care Physician</b>	Office Hours: \$10 Copay and After Office Hours/Home: \$10 copay	30% after deductible
<b>Specialist Office Visits</b> Includes services of an internist, general physician, family practitioner or pediatrician if the physician is not the member's selected PCP.	\$10 copay	30% after deductible
<b>Maternity OB Visits</b>	\$10 copay for Initial visit only, thereafter covered 100%	30% after deductible
<b>Allergy Treatment</b>	Same as applicable participating provider office visit member cost sharing	30% after deductible
<b>Allergy Testing</b>	Same as applicable participating provider office visit member cost sharing	30% after deductible

DIAGNOSTIC PROCEDURES	PARTICIPATING PROVIDERS	NON-PARTICIPATING PROVIDERS
<b>Diagnostic Laboratory</b> If performed as a part of a physician's office visit and billed by the physician, expenses are covered subject to the applicable physician's office visit cost sharing.	Covered 100%	30% after deductible
<b>Diagnostic X-ray</b> Outpatient hospital or other Outpatient facility except for Complex Imaging Services)	\$10 copay	30% after deductible
<b>Diagnostic X-ray for Complex Imaging Services</b>	Covered 100%	30% after deductible

EMERGENCY MEDICAL CARE	PARTICIPATING PROVIDERS	NON-PARTICIPATING PROVIDERS
<b>Emergency Room</b>	\$15 copay	Refer to participating provider benefit.
<b>Non-Emergency Care in an Emergency Room</b>	Not Covered	Not Covered
<b>Emergency Use of Ambulance</b>	Covered 100%	Refer to participating provider benefit.
<b>Non-Emergency Use of Ambulance</b>	Not Covered	Not Covered

HOSPITAL CARE	PARTICIPATING PROVIDERS	NON-PARTICIPATING PROVIDERS
<b>Inpatient Coverage</b>	Covered 100% per admission	30% per admission; after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.		
<b>Inpatient Maternity Coverage</b>	Covered 100% per admission	30% per admission; after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.		



PLAN DESIGN AND BENEFITS

PROVIDED BY AETNA HEALTH INC. AND AETNA HEALTH INSURANCE COMPANY- FULL RISK

Outpatient Surgery	Covered 100% per visit	30% per admission; after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.		
<b>MENTAL HEALTH SERVICES</b>		
	<b>PARTICIPATING PROVIDERS</b>	<b>NON-PARTICIPATING PROVIDERS</b>
Outpatient Biologically Based Mental Illness	Covered 100% per admission; deductible waived	30% per admission; after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.		
Outpatient Non-Biologically Based Mental Illness	Covered 100% per admission; deductible waived	30% per admission; after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.		
Outpatient Biologically Based Mental Illness	\$10 copay per visit	30% per visit; after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.		
Outpatient Non-Biologically Based Mental Illness	\$10 copay per visit	30% per visit; after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.		
<b>ALCOHOL/DRUG ABUSE SERVICES</b>		
	<b>PARTICIPATING PROVIDERS</b>	<b>NON-PARTICIPATING PROVIDERS</b>
Outpatient Detoxification- Alcohol Abuse	Covered 100% per admission; deductible waived	30% per admission; after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.		
Outpatient Detoxification-Alcohol Abuse	\$10 copay	30%; after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.		
Outpatient Detoxification-Drug Abuse	\$10 copay	30%; after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.		
Outpatient Rehabilitation - Alcohol Abuse	Covered 100% per admission; deductible waived	30% per admission; after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.		
Outpatient Rehabilitation - Drug Abuse	Covered 100% per admission; deductible waived	30% per admission; after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.		
Residential Treatment Facility	Covered 100%	30%
Outpatient Rehabilitation - Alcohol Abuse	\$10 Copay	30%; after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.		
Outpatient Rehabilitation - Drug Abuse	\$10 Copay	30%; after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.		
<b>OTHER SERVICES</b>		
	<b>PARTICIPATING PROVIDERS</b>	<b>NON-PARTICIPATING PROVIDERS</b>
Skilled Nursing Facility	Covered 100% per admission	30% per visit; after deductible Limited to 240 days per calendar year
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.		
Home Health Care	\$10 copay Limited to 60 visits per calendar year	30% per visit; after deductible Limited to 60 visits per calendar year
Limited to 3 Intermittent visit per day by a participating home health care agency; 1 visit equals a period of 4 hrs or less.		
Hospice Care - Inpatient	Covered 100% per admission	30% per admission; after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.		



**PLAN DESIGN AND BENEFITS**  
**PROVIDED BY AETNA HEALTH INC. AND AETNA HEALTH INSURANCE COMPANY- FULL RISK**

Hospice Care - Outpatient	\$10 copay	30% per admission; after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit.		
Private Duty Nursing	Not Covered	Not Covered
Outpatient Rehabilitation Therapy (Includes speech, physical and occupational therapy)	\$10 copay	30% per admission; after deductible
	Limited to 60 visits per calendar year.	Limited to 60 visits per calendar year.
Subluxation	\$10 copay	30% after deductible
	Limited to 20 visits per calendar year	\$1,000 calendar year maximum.
Autism	Member cost sharing is based on the type of service performed and the place of service where it is rendered	Member cost sharing is based on the type of service performed and the place of service where it is rendered
ABA is covered the same as any other expense for eligible individuals who are 21 years of age or younger. Also, unlimited coverage for Habilitative care is provided to children under age 21 who are diagnosed with autism or another developmental disability.		
Durable Medical Equipment	<u>50%</u>	30%; after deductible (must precertify if over \$1,500)
	Limited to \$2,500 per calendar year	
Prosthetics	\$10 Copay; after deductible	Covered according to standard claim practice
Orthotics	\$10 Copay; after deductible	Covered according to standard claim practice
Diabetic Supplies	Pharmacy cost sharing applies if Pharmacy coverage is included; otherwise PCP office visit cost sharing applies.	30%
Dental	Not Covered	Not Covered
Vision Eyewear	<u>\$35</u> once per 24 month period	Covered same as participating provider benefit
Transplants	Covered 100% per admission	30% per admission; after deductible
	Coverage is provided at an IOE contracted facility only	Coverage is provided at an Non-IOE contracted facility only
Bariatric Surgery	Covered 100% per admission	Not Covered
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.		
<b>FAMILY PLANNING</b>		
<b>PARTICIPATING PROVIDERS</b>		
<b>NON-PARTICIPATING PROVIDERS</b>		
Infertility Treatment	Member cost sharing is based on the type of service performed and the place of service where it is rendered.	Member cost sharing is based on the type of service performed and the place of service where it is rendered; after deductible.
Diagnosis and treatment of the underlying medical condition.		
Comprehensive Infertility Services	Applicable copay applies	30%
Coverage includes Artificial Insemination and Ovulation Induction.		
Advanced Reproductive Technology (ART)	Covered 100%	30%
ART coverage includes In-Vitro Fertilization (IVF), Zygote Intra-Fallopian Transfer (ZIFT), Gamete Intra-Fallopian Transfer (GIFT), cryopreserved embryo transfers, Intra-Cytoplasmic Sperm Injection (ICSI) or ovum microsurgery, limited to 4 complete egg retrievals per lifetime.		



**PLAN DESIGN AND BENEFITS**  
**PROVIDED BY AETNA HEALTH INC. AND AETNA HEALTH INSURANCE COMPANY- FULL RISK**

<b>Voluntary Sterilization</b>	Subject to applicable service type member cost sharing	Subject to applicable service type member cost sharing
--------------------------------	--	--

including tubal ligation and vasectomy.

PHARMACY PRESCRIPTION DRUG BENEFITS	PARTICIPATING PROVIDERS	NONPARTICIPATING PROVIDERS
-------------------------------------	-------------------------	----------------------------

<b>Retail</b> 2 times retail copay for 31-90 day supply at participating pharmacies. Percentage copays will not be doubled)	\$5. copay for generic and \$15 brand-name drugs up to a 30 day supply at participating pharmacies.	Not Covered
--	---	-------------

<b>Retail Order</b>	\$10 copay for generic drugs and \$30 brand-name drugs up to a 31-90 day supply from Aetna Rx Home Delivery®.	Not Covered
---------------------	---	-------------

**no Mandatory Generic (NO MG)** - Member is responsible to pay the applicable copay only.  
 Plan Includes : Contraceptive drugs and devices obtainable from a pharmacy.  
 recent included

**dependents Eligibility** Spouse, children from birth to age 26.

For any service or supply that is subject to a maximum visit, day, or dollar limitation, such maximums will be reduced by any services or supplies which are covered as participating providers and non-participating providers benefits under this plan.

**Exclusions and Limitations**

Plans are provided by Aetna Health Inc. and Aetna Health Insurance Company. While this material is believed to be accurate as of the production date, it is subject to change.

Health benefits and health insurance plans contain exclusions and limitations. Not all health services are covered.

See plan documents for a complete description of benefits, exclusions, limitations and conditions of coverage. Plan features and availability may vary by location and are subject to change. You may be responsible for the health care provider's full charges for any non-covered services, including circumstances where you have exceeded a benefit limit contained in the plan. Providers are independent contractors and are not agents of Aetna. Provider participation may change without notice. Aetna does not provide care or guarantee access to health services.

The following is a list of services and supplies that are generally *not covered*. However, your plan documents may contain exceptions to this list based on state mandates or the plan design or rider(s) purchased by your employer.

60



**PLAN DESIGN AND BENEFITS**  
**PROVIDED BY AETNA HEALTH INC. AND AETNA HEALTH INSURANCE COMPANY- FULL RISK**

All medical and hospital services not specifically covered in, or which are limited or excluded by your plan documents.

Cosmetic surgery, including breast reduction.

Custodial care.

Dental care and dental X-rays.

Donor egg retrieval.

Durable medical Equipment

Experimental and Investigational procedures, except for coverage for medically necessary routine patient care costs or members participating in a cancer clinical trial.

Hearing aids

Home births

Immunizations for travel or work, except where medically necessary or indicated.

Implantable drugs and certain injectable drugs including injectable infertility drugs.

Infertility services, including artificial insemination and advanced reproductive technologies such as IVF, ZIFT, GIFT,

CSI and other related services, unless specifically listed as covered in your plan documents.

Long-term rehabilitation therapy.

Non-medically necessary services or supplies.

Orthotics except diabetic orthotics.

Outpatient prescription drugs (except for treatment of diabetes), unless covered by a prescription plan rider and over-the-counter medications (except as provided in a hospital) and supplies.

Radial keratotomy or related procedures.

Reversal of sterilization.

Services for the treatment of sexual dysfunction or inadequacies, including therapy, supplies or counseling or prescription drugs.

Special duty nursing.

Therapy or rehabilitation other than those listed as covered.

Treatment of behavioral disorders.

Weight control services including surgical procedures, medical treatments, weight control/loss programs, dietary regimens and supplements, appetite suppressants and other medications; food or food supplements, exercise programs, exercise or other equipment; and other services and supplies that are primarily intended to control weight or treat obesity, including Morbid Obesity, or for the purpose of weight reduction, regardless of the existence of comorbid conditions.

Aetna receives rebates from drug manufacturers that may be taken into account in determining Aetna's Preferred Drug List. Rebates do not reduce the amount a member pays the pharmacy for covered prescriptions. Aetna Rx Home Delivery refers to Aetna Rx Home Delivery, LLC, a licensed pharmacy subsidiary of Aetna Inc., that operates through mail order. The charges that Aetna negotiates with Aetna Rx Home Delivery may be higher than the cost they pay for the drugs and the cost of the mail order pharmacy services they provide. For these purposes, the pharmacy's cost of purchasing drugs takes into account discounts, credits and other amounts that they may receive from wholesalers, manufacturers, suppliers and distributors.

In case of emergency, call 911 or your local emergency hotline, or go directly to an emergency care facility.

If you require language assistance from an Aetna representative, please call Member Services' multilingual hotline at 1-888-982-3862 (140 languages are available. You must ask for an Interpreter). TDD 1-800-628-3323 (hearing impaired only).

Si necesita asistencia lingüística de un representante de Aetna, contamos con una línea directa de Servicios a Miembros disponible en varios idiomas. Comuníquese al 1-888-982-3862 (140 idiomas disponibles. Debe solicitar un intérprete). TDD 1-800-628-3323 (para personas con problemas de audición únicamente).

Plan features and availability may vary by location and group size.

For more information about Aetna plans, refer to [www.aetna.com](http://www.aetna.com).

61



TOWNSHIP OF MONROE-COUNTY OF MIDDLESEX  
Proposed effective date: 01-01-2011  
AETNA CHOICE™ POS - New Jersey

**PLAN DESIGN AND BENEFITS**  
**PROVIDED BY AETNA HEALTH INC. AND AETNA HEALTH INSURANCE COMPANY- FULL RISK**

©2010 Aetna Inc.

62