

2007 - 2009

AGREEMENT

BETWEEN

**THE BLUE COLLAR WORKERS UNIT
COMMUNICATION-WORKERS OF AMERICA, AFL-CIO**

AND

THE BOROUGH OF PRINCETON

EXHIBIT A

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Article A – General Provisions

A – 1: Preamble

This agreement entered into by and between the Borough of Princeton in the County of Mercer, a Municipal Corporation of the State of New Jersey, hereinafter called the "Borough" or Employer and Communications Workers of America, AFL-CIO, Local 1032, hereinafter called the "Union" represents the complete and final understanding of all bargainable issues between the Borough and the Union.

A – 2: Recognition

The Borough recognizes the Union for the purpose of collective negotiations as the exclusive representative of full-time non-supervisory blue collar employees in the negotiations unit, as delineated by job titles and listed in the salary schedule section of this agreement.

A - 3: Equal Opportunity

To seek and obtain for each position the best qualified person available without regard to age, color, creed, disability, ancestry, marital status, race, sex, sexual affectation or orientation, national origin, liability for service in the Armed Forces of the United States, nationality, genetic information or because of the refusal to submit to a genetic test or make available the results of a genetic test to the Borough, or atypical hereditary cellular or blood trait of any individual, religion, political status, domestic partnership status and / or any other characteristic protected by law. The Borough of Princeton is an Equal Opportunity Employer. In accordance with this fact, the Mayor and Council have adopted its Affirmative Action Program, which is included as part of the Personnel Policies & Practices Manual. The Mayor and Council of the Borough of Princeton recognizes the need for equal employment opportunity and affirmative action as provided by Title VII of the Civil Rights Act of 1964, as amended, the Equal Employment Opportunity Act of 1972 and the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. It is the policy of the Borough of Princeton to ensure equal employment opportunity through affirmative action without regard to age, color, creed, ancestry, marital status, sexual affectation or orientation, disability (including AIDS or HIV infection), race, sex, national origin, liability for service in the Armed Forces of the United States, nationality, genetic information, atypical hereditary cellular or blood trait of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test to the Borough, religion, political status, domestic partnership status and / or any other characteristic protected by law.

To provide all employees with proper supervision, instruction and working conditions, so that they may render the best possible service.

To treat every employee with respect and consideration.

To make the best possible use of employee skills and abilities.

To base promotion and job security on ability, performance, experience, character and job attitudes.

To pay fair and adequate salaries or wages for each position.

To expect each employee consistently to perform to the best of his or her ability, to be conscientious in work, to conduct himself or herself appropriately, to treat others with respect and courtesy and to recognize that they are serving the citizens of the community.

To promote in each employee a sense of pride in service to the Borough of Princeton. To stimulate each to seek all possible means to increase his or her value to the community.

The Borough and the Union agree that all employees covered under this Agreement have the right without fear of penalty or reprisal to join the Union or to refrain from so doing.

A – 4: Management Rights

- A. The Borough hereby retains and reserves unto itself, with out limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States including, but without limiting the generality of the foregoing the following rights:
1. The executive management and administrative control of the Borough Government and its properties and facilities, and the activities of its employees.
 2. To hire all employees and to determine their qualifications and conditions for continued employment, or assignment and to promote and transfer employees.
 3. To suspend, demote, discharge, or take other disciplinary action for cause.
- B. In the exercise of the powers, rights, authority, duties or responsibilities of the Borough, the adoption of policies, rules, regulations and practices and the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.
- C. Nothing contained herein shall be construed to deny or restrict the Borough of its rights, responsibilities and authority under R.S. 40 and 40A or any other national, state, county or local laws or ordinances.

A-5: No Lock-Out. No Job-Action

- A. The Borough agrees that there will be no lock-out, and the Union agrees that there will be no job-action by the Union, by any person acting on its behalf, or by any employee covered by this Agreement.
- B. Job-action includes a strike, walk-out, work stoppage, sick-out, slowdown, and any other action or inaction which interferes with the orderly progress of the work.
- C. Should job-action occur the Union will immediately order the person or persons involved to cease such action.
- D. Employees who engage in job-action are subject to discipline up to and including discharge. Such disciplinary action, like any other disciplinary action, is subject to the grievance procedure including arbitration.

A - 6: Access to Personnel Files

Upon request and with reasonable notice, an employee shall have an opportunity to review and examine his / her personnel file. The employer has the right to have such review and examination in the presence of the designated Borough Official. The employer shall honor the request of an employee for copies at the employee's expense of pertinent documents in the file.

An employee may be allowed to have placed in the file a brief written response to any adverse or derogatory document pertaining to that employee which is in the personnel file.

A - 7: Shop Stewards

The Union has the sole right and discretion to designate shop stewards and to specify their representative responsibilities and authority to act for the Union. The Union and Borough agree to accept one steward and one alternate for each ten (10) employees with a minimum of two (2) stewards and two (2) alternates.

A - 8: Bulletin Boards

The Borough will provide a bulletin board at the public works garage, parking garage and sewer administration building. Prior to posting by the Borough, Union materials shall be submitted to the Borough, and will be limited to the following materials:

- 1. Union elections and results.
- 2. Union appointments, meetings, social and recreational activities.

3. Union reports of official business and achievements.

A - 9: Representation Lists

The Union agrees to furnish the Borough with written lists of officials and shop stewards, including the latter's appropriate and mutually agreed upon grievance districts. Such lists shall be kept current and the Union shall provide in writing to the Borough any change in the representation list. This list is to be provided to the Borough annually by January first.

A - 10: Access to Premises

After approval by the Borough, Union Representatives will be admitted to Borough premises for consultation with employees covered by this Agreement. Consultation will be prior to the start of the work period, during the lunch period, or following termination of the work period and at no other times.

Approval will be limited to three (3) Union Representatives. Requests for such Union visits shall be directed to the Borough with one week's advance notice and shall include the names and titles of the representatives, the purpose of the proposed visit, the proposed time, date and specific work area involved.

The Borough will designate facilities for such meetings.

A - 11: Union Training

If the work load permits, and provided twenty-one (21) calendar days advance notice is given by the Union to the Borough, each of three (3) shop stewards will be granted five (5) days leave of absence without pay for Union training during an Agreement year.

The Borough agrees to provide up to four (4) paid days of leave per year for Union training purposes for stewards, provided the work load permits, and twenty-one (21) calendar days advance notice is given. Documentation of attendance at such events will be provided by the Union to the Borough upon request.

A - 12: Vacancy Notice

Whenever a permanent vacancy exists for which the Borough of Princeton is the hiring authority, the Borough shall post notice of the vacancy at Borough work sites in order that those interested may apply for the position. The application for employment form must be completed by each applicant and returned to the Borough by the deadline date specified in the announcement.

Qualified bargaining unit members who apply for job vacancies shall be selected before the Borough hires from outside the unit. All things being equal then seniority will be used to determine the promotion.

The standards and procedures used to fill vacant position shall be the same for all applicants.

In-house training will be jointly developed by a Labor / Management Committee appointed by the Union and the Borough Administrator. The Committee will convene 30 days after implementation of this agreement.

A - 13: Safety and Health

The Borough will make a reasonable effort to provide for the safety and health of its employees during the hours of their employment. Where apparel, tools, and devices are provided to facilitate employees' safety and health, it is the employees' obligation to use them. There will be no work performed during the designated break and lunch periods.

Health and safety issues shall be brought to the attention of the immediate supervisor. As soon as feasible, but in any case within one week, he / she shall then discuss with the union steward how the expressed concerns can be dealt with and over what time frame solutions can be implemented. Those issues needing further review or discussion can be referred to the Safety Committee constituted below. Such referral can be made either by the supervisor or any member of the Union.

The Safety Committee shall consist of the designated supervisors from the Garage and S.O.C., union steward from the garage and union steward for the S.O.C., and the Borough Public Works Director or his / her designee. It shall be the responsibility of the Committee to review any and all health and safety issues arising in the Public Works Department and Sewer Operating Committee, and specifically to investigate specific conditions which are brought to its attention.

Every effort will be made by the Committee to resolve these concerns promptly.

The Borough will provide the Union with the minutes of the meetings of the Borough Safety Committee. Also, when appropriate, members of the bargaining unit may attend these Safety Committee meetings to discuss specific issues.

A - 14: General Rules, Regulations and Safety Codes

The Borough may establish such reasonable general rules, regulations and safety codes as it deems necessary for the ongoing operation of Borough functions. The Borough and the Union agree that the employees covered by this agreement shall receive fifteen (15) days advance notice of the contents and effective date of the Borough's General Rules, Regulations and Safety Codes and amendments and revisions thereto and that said employees and their supervisors shall abide by the provisions thereof. It is also established that each employee shall receive a copy of the rules and regulations and document proof of their receipt of said document.

A - 15: Reporting Accidents

The following procedures shall be followed in cases of injuries and accidents occurring in the work place, involving Borough employees. The procedures shall apply to all employees. In addition to these procedures, there may be special directives which shall apply to police and fire personnel. Any questions not covered herein should be referred to the Administrator or the Department Head.

A. Job Related Illness or Injury.

1. The supervisor or Department Head should get emergency help immediately.
2. During normal business hours, if the injury is not severe, the supervisor should call Administration to report the injury prior to seeking medical attention. For severe cases or after normal business hours, proceed to a medical emergency room.
3. After the injured employee receives emergency medical care, the employee and the supervisor must fill out the employee accident report and immediately notify the Department Head. The employee accident report, in any case, must be completed within twenty-four (24) hours. If the accident report is not filled out within twenty-four (24) hours, the supervisor and employee are subject to disciplinary action.
4. In cases of non-severe injuries, where the employee is treated by a Borough recommended physician, the employee must follow all recommendations from the physician with respect to time off and reporting back to work. A Borough recommended physician shall also notify the Department Head as to recommendations. The Department Head is to provide an updated status to the Borough Administrator.
5. In cases of severe injury, where the employee is treated by a medical emergency room, the treating physician shall be requested to submit a medical report to a Borough recommended physician. A Borough recommended physician shall review the diagnosis of the treating physician and shall monitor the time-off treatment and referrals made, if necessary.
6. In all cases, a Borough recommended physician shall keep the Administrator and Department Head informed as to the injured employee's progress and consult with the Administrator and Department Head with regard to recommendations on time off, light duty or return to full duty options.

A - 16: Discipline and Discharge

Disciplinary Actions

A. Purpose

The disciplinary procedures listed below are recommended measures only. They are not absolute. Because every offense is unique, the Borough should take whatever action it feels is appropriate.

B. Authority

The Administrator shall have overall authority and responsibility for personnel disciplinary actions. Department Heads shall have the authority and responsibility for taking written disciplinary actions and reporting infractions to the administrator. Supervisors may discipline employees orally if necessary to reprimand incidents of misconduct.

C. Severity of Offense

For every action taken, consideration must be given to the severity of the offense, the cost involved, the time interval between violations and the length and quality of an employee's service record.

D. Groups of Severity

	Number of Offenses	Disciplinary Action
*Group I	1	Counseling/Oral Reprimand
	2	Written Reprimand
	3	Suspension without pay (Not to exceed 30 days)
	4	Discharge
Group II	1	Written Reprimand
	2	Suspension
	3	Discharge
Group III	1	Suspension
	2	Discharge
Group IV	1	Discharge

*Borough may issue written reprimand on first offense in Group with just cause.

Group I

1. Productivity or workmanship not up to required standards of performance.
2. Accidents due to carelessness.
3. Performing other than assigned work

4. Operating, using or possessing tools, equipment or machines to which the employee has not been assigned.
5. Excessive tardiness.
6. Failure to work overtime, special hours, or special shifts, after being scheduled according to overtime and standby duty policies.
7. Wasting time, loitering or leaving assigned work area during working hours without permission.
8. Where the operations are continuous, an employee shall not leave his post at the end of his scheduled shift until he is relieved by his supervisor or his relieving employee on the incoming shift.
9. Taking more than specified time for meals or break periods.
10. Disregarding job duties by loafing or neglecting work during work hours.
11. Creating or contributing to unsafe and unsanitary conditions or poor housekeeping.
12. Failure to report an accident or personal injury in which the employee was involved while on the job.
13. Failure to keep the Department Head notified of proper address or telephone number.
14. Mistakes due to carelessness which cause material, parts or equipment to be damaged.
15. Violating a personnel rule or a specific department rule.
16. Making false malicious statements concerning any employee, supervisor, the Borough or its operation.

Group II

1. Reporting for work or working while unfit for duty---either physically or mentally.
2. Excessive absenteeism.
3. Mistakes due to carelessness which affect the safety of Borough personnel, equipment, tools or property.
4. Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, catcalls or similar types of disorderly conduct.
5. Violating a safety rule or safety practice.
6. Using or possessing another employee's tools or equipment without the employee's consent.
7. Behaving in a way that interferes with the proper cooperation of employees and impairs the efficiency of Borough service.
8. Posting or removing any matter on bulletin boards or Borough property at any time unless authorized.
9. Failure to report a request for information or receipt of a subpoena from a law firm or any attorney.
10. Failure to report medical conditions which may hamper the employee's performance of duties.
11. Operating Borough-owned vehicles for other than Borough business.

12. Incompetence or inefficiency in the performance of assigned duties in an employee's position.
13. Wanton or willful neglect in the performance of assigned duties.
14. Discourtesy to persons with whom the employee comes in contact with while in the performance of his / her duties.

Group III

1. Insubordination by the refusal to perform work assigned, or to comply with written or verbal instructions of the supervisory force; or discourtesy to persons with whom the employee comes in contact with while in the performance of his duties.
2. Having a driver's license suspended or revoked in the performance of one's duties when the employee's position requires the operation of a motor vehicle.
3. Sleeping during working hours.
4. Operating a Borough-owned, or other vehicle used in the service of the Borough, in wanton disregard for the safety of others.
5. Knowingly punching the time card of another employee, having one's time card punched by another employee, or any unauthorized altering of a time card.
6. Making false claims or misrepresentation in an attempt to obtain sickness or accident benefits, workman's compensation or special leave time.
7. Refusal to give testimony in accident investigations involving Borough.
8. Leaving the job during regular working hours without permission.
9. Provoking or instigating a fight, or fighting at any time on Borough property
10. Receipt from any person, or participants in any fee, gift or other valuable item in the course of work, when such is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.

Group IV

1. Deliberately misusing, destroying, or damaging any Borough property or property of any employee.
2. Theft or removal of any property belonging to the Borough or any employee, without proper authorization.
3. Unauthorized possession of firearms, explosives, or weapons on Borough property.
4. Engaging during duty hours in any other employment activity.
5. Conviction or guilt of a Third, Second, or First Degree Crime as defined in New Jersey statutes, while either on or off duty.
6. Being absent from duty for a period of three (3) consecutive work days without proper authorization.
7. Failure to return from an authorized leave of absence.
8. Misappropriating Borough funds, appropriating Borough property for personal use or illegally disposing of Borough property.

9. Falsifying personal or Borough records, including employment applications, accident records, work records, purchase orders, time sheets or any other record or application.
10. Operating a Borough vehicle without having the required operator's license, while under the influence of drugs or alcohol, or when driving privileges have been suspended or revoked.
11. Any action as noted in the Borough's Personnel Policies and Practices Manual Appendix A Substance Abuse Policies.

Article B - Pay Provisions

B - 1: Rates Of Pay

A. The basic pay rates for 2007, 2008 and 2009 shall be as set forth in the Appendix Exhibit A attached hereto and made a part hereof.

B. Change in Salary:

1. Salary Schedule:

See attached Appendix Exhibit A for salary schedule.

2. Steps Within Schedules

(a) Rates of pay shall be established based on minimum experience as follows:

- | | | |
|--------------------|---|--|
| 0 years experience | - | Minimum salary for the position. |
| 1 year experience | - | Minimum salary plus 1/10 the difference between the minimum and maximum salary for the position. |
| 2 years experience | - | Minimum salary plus 2/10 the difference between the minimum and maximum salary for the position. |
| 3 years experience | - | Minimum salary plus 3/10 the difference between the minimum and maximum salary for the position. |
| 4 years experience | - | Minimum salary plus 4/10 the difference between the minimum and maximum salary for the position. |
| 5 years experience | - | Minimum salary plus 5/10 the difference |

between the minimum and maximum salary for the position.

- 6 years experience - Minimum salary plus 6/10 the difference between the minimum and maximum salary for the position.
- 7 years experience - Minimum salary plus 7/10 the difference between the minimum and maximum salary for the position.
- 8 years experience - Minimum salary plus 8/10 the difference between the minimum and maximum salary for the position.
- 9 years experience - Minimum salary plus 9/10 the difference between the minimum and maximum salary for the position.
- 10 years experience - Maximum salary for the position.

3. All employees whose job description requires the possession of a commercial driver's license will be demoted to Maintenance Person I or Sewer Maintenance Person I if they have not acquired a commercial driver's license. If during the term of the contract an employee loses his / her commercial driver's license, he / she will be demoted to the position of Maintenance Person I or Sewer Maintenance Person I.

Any employee who obtains his commercial driver's license within 90 days of being demoted will be reinstated to his / her former position. Demoted employees, who obtain their commercial driver's license more than 90 days after being demoted, will be promoted to Maintenance Person II or Sewer Maintenance Person II or a higher position at the discretion of the Borough if a higher position is vacant. The promotion will be effective within two weeks of the employee providing the Borough with a copy of his / her commercial driver's license.

The Borough will assist the employees in obtaining the commercial driver's license. The Borough will require the employee to use personal time if the test is scheduled during normal working hours.

Should an employee in the position of Maintenance Person I or Sewer Maintenance Person I receive his / her Commercial Driver's License, Class B, he / she shall be promoted to the position of Maintenance Person II or Sewer Maintenance Person II at the same salary step he / she occupied in the earlier

position. The promotion shall take effect on the date the employee provides a copy of their Commercial Driver's License, Class B, to the Borough.

All employees in the Parking Operations will be trained in meters as well as the operational issues related to the garage.

C. Changes in Rates of Pay

1. Annual Salary Increases

- (a.) Effective January 1, 2007 and January 1, 2008, employees will receive an increase of 3.5%. Effective January 1, 2009, employees will receive an increase of 3.75%.
- (b.) Effective July 1, 2007, employees not at maximum will receive a salary step in the amount of \$616 if the employee receives a performance evaluation of 70% or higher for the previous 12-month period and not failed a drug or alcohol screening..
- (c.) Effective July 1, 2007, employees at maximum with 20 years or more of service may elect to receive a lump sum payment equal to the salary step of \$616 if the employee receives a performance evaluation of 70% or higher for the previous 12- month period and not failed a drug or alcohol screening. The payment will be made in December of the year earned. The employee may elect to receive the merit day off in lieu of this payment.
- (d.) Effective July 1, 2007, employees at maximum with less than 20 years of service who receive a performance evaluation of 70% or higher for the previous 12-month period and not failed a drug or alcohol screening, shall receive a merit compensation day. The day off shall be taken at a time mutually agreed to by the Borough and the employee.
- (e.) Effective July 1, 2008, employees not at maximum will receive a salary step in the amount of \$638 if the employee receives a performance evaluation of 70% or higher for the previous 12-month period and not failed a drug or alcohol screening..
- (f.) Effective July 1, 2008 employees at maximum with 20 years or more of service may elect to receive a lump sum payment equal to the salary step of \$638 if the employee receives a performance evaluation of 70% or higher for the previous 12- month period and not failed a drug or alcohol screening. The payment will be made in December of the year earned. The employee may elect to receive the merit day off in lieu of this payment.

- (g.) Effective July 1, 2008, employees at maximum with less than 20 years of service who receive a performance evaluation of 70% or higher for the previous 12-month period and not failed a drug or alcohol screening, shall receive a merit compensation day. The day off shall be taken at a time mutually agreed to by the Borough and the employee.
 - (h.) Effective July 1, 2009, employees not at maximum will receive a salary step in the amount of \$662 if the employee receives a performance evaluation of 70% or higher for the previous 12-month period and not failed a drug or alcohol screening..
 - (i.) Effective July 1, 2009 employees at maximum with 20 years or more of service may elect to receive a lump sum payment equal to the salary step of \$662 if the employee receives a performance evaluation of 70% or higher for the previous 12- month period and not failed a drug or alcohol screening. The payment will be made in December of the year earned. The employee may elect to receive the merit day off in lieu of this payment.
 - (j.) Effective July 1, 2009, employees at maximum with less than 20 years of service who receive a performance evaluation of 70% or higher for the previous 12-month period and not failed a drug or alcohol screening, shall receive a merit compensation day. The day off shall be taken at a time mutually agreed to by the Borough and the employee.
- D. Upon employment, the Borough may recognize prior comparable experience in amounts not to exceed one year of credit for each two years of prior outside equivalent experience.
 - E. Upon promotion from one salary range to another, the employee shall be granted one year of experience credit on the new schedule for each two years of experience credit on the previous schedule. In any case, however, an employee, upon promotion, shall advance to the next step on the new schedule that is above his / her current salary.
 - F. Employees will receive a one step adjustment when they obtain a new level of Sewer Department Collection System license, up to and including level four they present a copy of their certificate to the Borough.
 - G. Meter Department employees will receive a one step increase for recognition of a shift change required for their positions. [A historic notation is being made in this section that this was done effective January 1, 2001.] In addition, if at anytime there is a major change in the hours worked by the meter employees, there will be specific discussion between the Union and the Borough regarding this section.*

* Note: This was added into the salary of the employee effective 01/01/01.

An additional \$1.00 per hour for 2007 and 2008 and \$1.25 for 2009, will be added to the employees hourly rate for hours associated with working the latest shift that completes their shift at 2:30 am. This applies to parking operations and snow plowing.

- H. All new employees hired after the implementation date of this agreement will not be eligible for merit increases (salary steps) for the first 12 months of employment, at which time they will be eligible in the next full round of evaluations.

B - 2: Incentive Bonus

The value of this bonus pool will be \$15,000

The Borough will split into 3 prorated groups for Parking, Public Works and Sewer based on a per capita count of the employees of each unit on December 1st of the calendar year.

The distribution will be made as follows:

1. Not more than 45% of each bonus pool will be distributed to the employees whose ratings fall in the highest quarter of their group.
2. Not more than 30% of each bonus pool will be distributed to the employees whose ratings fall in the second highest quarter of their group.
3. 25% of each bonus pool will be distributed to the employees whose ratings fall in the third highest quarter of their group.
4. The Borough, at its discretion, may opt to pay bonus money to individuals in the lowest quarter.

The selection of recipients of this distribution and the amount of each individual's bonus will be solely a Borough management decision. This decision will be based upon quality and quantity of work, attendance, creativity, punctuality, interaction with others, housekeeping, job knowledge, drive and dependability as evidenced by reviews prepared and reviewed with the employee on a quarterly basis. The incentive bonus is a one-time payment and will not be part of any further salary calculations.

To receive this bonus, paid in December, employees must receive a performance evaluation of at least 70%

The Borough will provide a copy of the disbursement annually to the CWA.

Any employee who fails a drug or alcohol screening, shall not be eligible for the award in the period immediately following the failure.

B – 3: Hours and Overtime

- A. All members of the unit are required to work an average of forty (40) hours per week on a schedule approved by the Borough Public Works Director, PSOC Manager or their designees. The normal workday shall consist of an eight (8) hour day, which is typically 7:30 – 4:00 with a ½ hour for lunch. For payroll purposes, the workweek commences on Saturday, 12:01 a.m., and extends to Friday, 12:00 Midnight, with the exception of the street sweeper operator and meter person. Employees will be paid on a bi-weekly basis.

- B. Employees who work overtime that has been approved in advance by the Borough Public Works Director, PSOC Manager or their designees, will be compensated for such overtime work. Overtime compensation shall be computed at one-and-one half times the normal hourly equivalent and shall take effect only after the employee has been credited with forty (40) hours of straight-time pay in that work week. For time worked on Sundays and Holidays, overtime compensation shall be computed at two times the normal hourly equivalent. The forty (40) hours of straight-time pay shall include those paid hours due to hours of work, holiday, vacation, sick leave, bereavement leave, personal days and jury duty.
 - 1. Overtime opportunities will be distributed by the Borough to members of the unit initially on a voluntary basis; if, however, insufficient volunteers from this unit are available, then overtime will be assigned by the Borough. Assigned overtime will be on a rotational basis provided the employee is qualified to do the work.
 - 2. The Borough shall attempt to give the employee as much advance notice as possible for overtime work.
 - 3. In computing overtime compensation, the nearest one half (1/2) hour shall be the smallest fraction of an hour to be reported, and the employee shall work to complete the one-half (1/2) hour.
 - 4. The work schedule shall also provide for a fifteen (15) minute rest period during the morning and a fifteen (15) minute rest period during the afternoon as determined by the Borough.

- C. Employees required to carry a telephone for possible emergency call-ins shall be eligible to receive six hours pay at the straight time rate or may have access to a Borough vehicle and receive 5 hours of pay of compensatory time during the week they are on call. These employees must notify their supervisor as to their individual preference at the time they are assigned.

B – 4: Longevity

The longevity increment will be based on continuous full-time service and will become effective on the employee's anniversary date in accordance with the following table:

<u>Year's of Continuous Service</u>	<u>Longevity Increment</u>
10 – 14 years	\$ 900.00
15 – 19 years	\$1,200.00
20 – 25 years	\$1,700.00
Over 25 years	\$1,850.00

Employees eligible for longevity at an amount higher than the revised amount are grandfathered in at the 2004 CWA longevity schedule starting in year 2007 only for employees over 25 years.

The above longevity increments are not accumulative. Longevity pay shall be added to the employee's base pay, to be paid throughout the year, and shall be used in calculations to determine over-time pay, pension payments, etc.

B – 5: Out of Title Work

An employee assigned to out-of-title work for which the maximum pay scale is higher than that of the employee's regular title will be paid an out-of-title increment of one (\$1.00) dollar an hour in addition to his / her regular rate, starting with the first full day of work.

In all other cases, the employees will receive his / her regular rate of pay for out-of-title work.

In order to dispel any perception of impropriety, the Borough management will act to avoid the manipulation of employees' work assignments that would deny an employee the valid opportunity to receive out-of-title wages. Such practice of manipulation will not be condoned, and any documented allegation of such practice will be investigated via the grievance procedure established, herein. If an allegation can be determined to be true, corrective action will be taken immediately, which would include retroactive payment of denied wages, if appropriate.

B – 6: Crew Leader

Employees that are asked to assume the role of a supervisor on a temporary basis shall be responsible for the following general duties:

- Oversee and manage the activities of the employees that you are assigned to supervise.

- Have the ability to inspect, instruct, counsel control and discipline those persons under your supervision.
- Have the knowledge, skill and ability to perform all of the duties that you are assigned to complete with the employees you are supervising.
- Direct and supervise all the activities necessary to complete the assigned tasks.

To be selected as a temporary supervisor an employee must:

- Have the knowledge, skill and ability to perform all of the duties that you are assigned to complete with the employees you will be supervising.
- Have an acceptable performance review in accordance with the minimum standards of the CWA contract for a period of two years prior to the assignment.

If two or more candidates are judged equal for the position the individual with the most seniority shall be given the assignment.

A crew leader will receive one dollar and sixty-five (\$1.65) an hour more than his / her regular rate of pay while performing his / her duty.

B – 7: Lateness

1. All employees are to start work at their scheduled reporting location at their scheduled starting time and are to be prepared to commence work at their regular starting time.
2. In the event of unavoidable lateness, the following will govern:
 - a. An employee who reports for work within the first fifteen (15) minutes of his / her scheduled starting time shall start work immediately upon reporting, but shall not be paid for any time worked during the period.
 - b. An employee who reports for work within the second fifteen (15) minutes of his / her scheduled starting time shall, if deemed practicable by the Borough, start work immediately, but shall not be paid for the first fifteen (15) minute period and for any work performed during the second fifteen (15) minute period.
3. The lateness provision does not exclude other methods deemed necessary by the Borough to ensure compliance with Section 1 above.
4. When it becomes evident to an employee that he / she will be late in reporting for work, the employee shall call his / her supervisor prior to the scheduled reporting time, to report the reason for tardiness and the expected time of arrival.
5. A record shall be maintained by the Borough indicating the time and method of notification of lateness along with the stated reason.

B – 8: Dues Deduction

The Borough will deduct Union dues from the employee's pay within thirty (30) days following receipt of written authorization from the individual who is a member of the Union. Union dues shall be two (2) hours base pay per month calculated on a forty (40) hour work week.

The Borough will discontinue dues upon receiving written authorization from the employee. The effective date of such discontinuance will be the next succeeding January 1st or July 1st.

Dues deducted will be forwarded each month to the:

President of Local 1032, CWA
67 Scotch Road
Ewing, NJ 08628

together with the names and amounts deducted.

B – 9: Agency Shop (Representation Fee)

All eligible non-member employees in this unit will be required to pay to the Union a representation fee in lieu of dues for services rendered by the Union. Nothing herein shall be deemed to require any employee to become a member of the Union.

The representation fee in lieu of dues shall be in the amount of 85% of the regular membership dues. The mechanics of deduction of representation fee and the transmission to the Union will be the same as those used for the deduction and transmission of regular membership dues. Representation fee deduction for a new employee shall begin the first pay period after the employee's six months probationary period.

B – 10: Paid Rest Period During Declared Emergencies or Snow Days and Call in Minimum

In the event that an employee is required to remain at work following the end of his / her regular shift as a result of a declared emergency or snow day, he / she shall be entitled to a paid fifteen (15) minute rest period prior to starting such emergency or snow removal service. Employees shall be entitled to a one-half (1/2) hour paid rest period upon the completion of each four hours of emergency or snow removal service.

Any employee who is called in and arrives at work in a declared emergency or snow storm within one (1) hour from the time called to report shall receive one (1) hour pay in addition to any other earnings. (However, it should be noted that this is only if the employee is called in to report from home. If the overtime is scheduled even in a storm, the employee is expected to arrive at the scheduled time.)

Any employee called into work will be guaranteed three hours, with a fourth hour paid if the employee is on the job site within one hour of receiving the call in accordance with receiving a call as outlined in the above paragraph.

Emergency

An emergency is hereby defined as that period of time when health, safety and the general welfare of the public is in jeopardy. The determination as to what conditions constitute an emergency will be at the sole discretion of the Department Head or his / her designee, and will not be a subject for the grievance procedure.

When an employee is required to work overtime as a result of a declared emergency or as a continuation of a full regular eight (8) hour scheduled work day and has worked a minimum of four (4) hours overtime, the Borough will make provisions for the payment of a meal allowance. Payment will be made within seven (7) days upon receipt of a paid bill for the actual amount spent, not to exceed the specified meal allowance schedule listed below.

Breakfast:	\$6.00
Lunch:	\$7.00
Dinner:	\$10.00

A signed slip must be turned in within one week of storm or other occurrence for reimbursement.

The Borough reserves the right to arrange for meals at a local restaurant in lieu of this reimbursement.

Article C – Time Off Provisions

C – 1: Vacation

- A. All permanent full-time employees of the Borough shall be granted annual vacation leave with pay. Vacation shall be earned at the rate of 3/4 of a day vacation for each full month worked during the remainder of the calendar year following the date of appointment. Employees hired before the 15th of the month are credited for the full month; employees hired on or after the 15th of the month are not credited vacation for that partial month.

Probationary employees are not entitled to vacation until after completion of three (3) months of employment; thereafter, credit will be granted for each month of continuous employment retroactive to the date of employment.

Vacation credit as of January 1st following the partial year of employment

1 st through 5 th years	12 working days
6 th through 10 th years	15 working day
11 th through 20 th years	21 working days
21 st and thereafter	28 working days

- B. The amount of vacation leave earned each year depends on the amount of continuous service with the Borough.
- C. All vacation must be scheduled and approved by the Borough. The Borough may, with due consideration of the need of the Borough's work requirement, permit the employee to take his / her annual vacation leave at the times so requested provided that no more than two employees, each in the Public Works Department, Parking Garage, Meter Department and Sewer Operating Committee, are off at the same time. No more than five (5) days of vacation leave shall be broken into increments smaller than one week. Exceptions may be granted to this requirement in exceptional circumstances upon prior approval by the Department Head. The Department Head is to be notified by April 1st of each calendar year of the desired vacation dates. Any request made after April 1st will be assigned whatever dates are available. In cases of conflict of scheduling, the Borough may consider length of employment as one of the factors in assignment of vacation.
- D. All vacations must be taken during the current calendar year (January 1st to December 31st). Employees will be allowed to carryover five days of vacation time into the succeeding year. Employee must notify the Borough Administrator, in writing, by December 7th of each year. The five days carried over must be used in the succeeding year. Under no condition will vacation be allowed to accumulate over the five days without written approval of the Borough Administrator.
- E. A permanent employee, who returns from active military service, is entitled to prorated vacation allowance for the calendar year of return.
- F. An employee, who is retiring or who has otherwise separated from employment, shall be entitled to the unused vacation allowance for the current year prorated upon the number of months worked in which separation or retirement becomes effective. Whenever a permanent employee dies having to his / her credit any annual vacation leave prorated on the number of months worked in the calendar year, there shall be calculated and paid to his / her estate a sum of money equal to the compensation figured to his / her salary at the time of death. The Borough shall recover any prorated portion of unearned vacation time already taken by the employee separated for any reason from Borough service during the calendar year.

C – 2: Holidays

- A. Employees will be provided with thirteen paid holidays. The following holidays will be recognized as holidays for all employees, and shall be paid at regular hourly rates:
1. New Year's Day (January 1st)
 2. Martin Luther King's Birthday (3rd Monday in January)
 3. Washington's Birthday
 4. Good Friday
 5. Memorial Day (last Monday in May)
 6. Independence Day (July 4th)
 7. Labor Day (first Monday in September)
 8. Veteran's Day (November 11th)
 9. Thanksgiving Day
 10. Friday following Thanksgiving day
 11. Christmas Eve Day (December 24th)
 12. Christmas Day (December 25th)
- B. The thirteenth holiday is selected annually by the Borough as included within the Holiday Resolution.
- C. In order to eligible for holiday pay, an employee must be on the active payroll of the Borough and must have worked or been credited by the Borough for the fully regularly scheduled work day before and after each holiday.
- D. When one of the preceding holidays falls on a Sunday, it shall be observed the following Monday; when one of the preceding holidays falls on a Saturday, it shall be observed on the previous Friday.
- E. After an employee has been credited by the Borough for forty (40) hours pay during the regular work week, then the employee who is required to work on a holiday shall be paid at one and one-half (1-1/2) times the regular rate.

C – 3: Personal Days

Three (3) personal days business leave with pay can be granted per employee per year upon prior approval of the employee's Department Head, provided that a written request is made at least twenty-four (24) hours prior to the date that the employee seeks to have off. Personal time may not be taken in increments smaller than one half (1/2) day. This leave will not be subject to accumulation, nor will payment be made for unused time upon retirement, separation or resignation, nor can personal business leave be taken in conjunction with vacations. There must be a good and sufficient reason for granting the day from work and it must involve an emergency or equally compelling necessity.

In the case of an emergency, the employee shall be required to call his / her Supervisor prior to the scheduled reporting time to report the reason.

C – 4: Jury Duty

A full-time employee will be granted necessary time off to perform jury duty as required by law. The employee shall notify the Borough immediately of the requirement for this leave.

Such employees, upon presentation of proper evidence of attendance, will be paid the difference between regular pay and jury duty pay for the hours of jury duty required. In the event that the employee is excused from Jury duty prior to having had lunch on any day, he / she shall return to work without undue delay.

C – 5: Witness Leave

When an employee is summoned to appear as a witness in a court of law, he / she shall be paid for the regular hours lost for such appearance only under the following conditions, provided he / she presents proper evidence of attendance:

1. As a witness for the Borough, and
2. As a witness to an event which he / she observes while at work for the Borough.
3. As a witness in a criminal court of law to a maximum of five (5) work days.

In the event the employee excused from witness duty prior to having had lunch on any day, he / she shall return to work without undue delay.

C – 6: Death in Family

1. In the case of death of an employee's father, mother, grandparent, spouse, children, grandchildren, brother, sister, father-in-law, mother-in-law, son-in-law or daughter-in-law the employee shall be granted time off with pay from the day of death until the day of burial inclusive, to a maximum of five (5) working days with pay. One (1) day of the five (5) days may be used within a three (3) month period from the date of death to conduct any type of business pertaining to the deceased.
2. In the case of death of an employee's uncle, aunt, nephew, niece, brother-in-law, sister-in-law, cousins of the first degree, niece or nephew of employee's spouse and aunt or uncle of employee's spouse, the employee shall be granted time off with pay, a maximum of two days, provided the employee attends the funeral. One (1) day of the two (2) days may be used within a three (3) month period from the date of death to conduct any type of business pertaining to the deceased.
3. In the case of death of a bargaining unit employee, an employee shall be granted time off to attend the funeral. The time shall be taken against the employee's allotted personal time as defined herein.

4. When the death and / or the relationship of the employee to the deceased is not common knowledge, proof must be submitted for the purpose of receiving payment under this provision.

C – 7: Sick Leave

- A. Sick Leave Earned - Permanent employees of the Borough shall be entitled to accrue sick leave with full pay. The number of days credited to an employee will be determined, as follows:
 1. Each employee will be credited, on January 1st of each year with 12 days of sick leave for the ensuing calendar year.
 2. Probationary employees shall earn sick days at the rate of three-quarters (3/4) of a day per month through their probationary period.
 3. Sick leave may be accumulated up to a maximum of 250 days credit.
 4. Each day of sick leave shall be charged to the amount credited.
 5. After a minimum of five years of service with the Borough, an employee, upon retirement, termination or resignation, in good standing, will receive terminal leave or pay based upon unused sick leave, up to a maximum of 250 days of such credit up to a maximum amount of \$12,500.00, in accordance with the following schedule:
 - (a). Upon Retirement or resignation due to disability, which is medically confirmed: 50% of the employees then current normal rate of pay.
 - (b) Other: 25% of the employees then current normal rate of pay.

B. Sick Leave Buy Back

Employees must have a minimum of 44 days in the bank for use in the long-term illness provision. Any balance remaining in the bank remains in the bank for the employees future utilization or for retirement purposes. Employees can only cash in the days if they use less than five days of their annual allocation. The buy back will be at the rate of 40% of the value of the remaining days.

C. Procedures for Reporting

All employees shall use the following procedures in reporting their absence from work due to illness.

1. Each day of absence due to illness shall be reported to the supervisor prior to the employee's scheduled starting time. If unable to reach the Department Head or supervisor, the Administrator should be notified. Failure to report an

absence, or falsification of an absence may lead to disciplinary action, which may include dismissal. Abuse of sick leave shall be cause for disciplinary action, which may include dismissal.

2. The Borough may require proof of illness of an employee absent from work because of personal illness or injury for more than one day. However, all absences which exceed three (3) working days or longer due to illness must be certified by a written statement from the attending physician; this requirement may be waived at the sole discretion of the Borough. Such discretion shall not be discriminatory. The Borough may, thereafter, require such additional written statements from the attending physician as may be appropriate, in the sole discretion of the Administrator, depending upon the nature of the illness or injury. The Borough may require the employee who has been absent because of personal illness to be examined by a physician, designated by the Borough, to determine and certify fitness for duty before returning to work.
3. Absence without notice for three consecutive days shall be considered a resignation and that the employee has abandoned his position, unless the employee is hospitalized from an accident or injury that prevents notification. Written proof of being incapacitated would need to be provided to the Borough to be exempt from this requirement.
4. An employee who calls in sick to engage in outside employment shall be subject to immediate disciplinary action.
5. Whenever an employee reports in sick, it is understood that he / she will be home. If for some reason, the employee must leave their home during absences due to sickness, they must submit, to their supervisor, a telephone number where they may be reached.
6. Accumulated sick leave may be used by an employee, with a maximum of three days, for illness to his / her immediate family which requires his attendance upon the ill person. The term "immediate family" for the purpose of this subsection, shall be defined as the employee's spouse, child, parent, brother, sister, grandparents, spouse's parents and spouse's grandparents.

C-8: Family Leave:

1. In accordance with the 1990 Family Leave Act, N.J.S.A. 34:11B-1 et seq., and the Family and Medical Leave Act, 29 U.S.C. 2611 et seq., an employee may be entitled to an unpaid leave of absence from work made necessary by:
 - (a.) the birth of a child of the employee; or
 - (b.) the adoption of a child by the employee; or

(c.) the serious health condition of a family member, or

(d.) a serious health condition that makes the employee unable to perform the functions of the position of such employee.

2. Eligibility.

Employees are eligible for leave under the New Jersey Family Leave Act if the individual has worked for at least 12 months with a minimum of 1,000 base hours during the immediately preceding 12 months.

Employees are eligible for leave under the Federal Family Leave Act if the individual has worked for at least 12 months with a minimum of 1,250 base hours during the immediately preceding 12 months. If an employee may be considered a “key employee” under the Family and Medical Leave Act, or a “highly compensated employee” under the New Jersey Family Leave Act, that employee’s entitlement to leave and reinstatement may be affected. Upon inquiry by an employee, the Borough will confirm whether the employee holds the status of a key employee or a highly compensated employee. The Family and Medical Leave Act define a “key employee” as a salaried employee who is among the highest paid 10% of employees. As such, under the Family and Medical Leave Act, a key employee is entitled to leave, but may be denied reinstatement if reinstatement will cause substantial and grievous economic injury to the operations of the Borough. The New Jersey Family Leave Act define a “highly compensated employee” as one who is among the 5% highest paid employees or one of the 7 highest employees, whichever number is greater. Such an employee may be denied leave under the New Jersey Family Leave, as well as reinstatement rights, if the employee’s absence will cause substantial and grievous economic injury to the Borough’s operations.

3. Amount of Leave

Employees are eligible pursuant to the Family and Medical Leave Act or the New Jersey Family Leave Act for up to 12 weeks of unpaid leave during a 12-month period.

4. Definitions

“Family Member” is defined as a child (including step-child, adopted-child, foster child), parent (including foster parent, step-parent, parent-in-law and legal guardian) or spouse of employee.

A “serious health condition” means an illness, injury, impairment or physical or mental condition which requires:

(a.) In-patient care in hospital, hospice, or residential medical care facility; or

- (b.) Continuing supervision by a health care provider.
- (c.) A period of incapacity (i.e., inability to work or perform other regular daily activities due to the serious health condition, treatment therefor or recovery therefrom) of no more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment two (2) or more times by a health care provider, or treatment by health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- (d.) Any period of incapacity due to pregnancy or for prenatal care.
- (e.) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than continuing period of incapacity (such as asthma, epilepsy, etc.). Treatment by health care provider is not intended to include routine physical examinations, eye examinations or dental examinations. Furthermore, continuing treatment by a health care provider is not intended to include treatment which can be initiated without visit to a health care provider such as the taking of over-the-counter medications, bed rest, drinking fluids, exercise, etc.

5. Other Employment

An employee on family leave may not take another full-time job during the term of the leave. An employee on family leave may work part-time (less than 20 hours per week in an outside job) during the term of the leave provided:

- (a.) The employee has advised the Borough that he or she is not available due to the health condition of their family member to work full-time, but is available to work part-time hours at their Borough job during normal business hours; and
- (b.) The Borough has determined that such part-time work during normal business hours would not be desirable due to scheduling problems it might create in the operations of the Borough.

Any employment commenced prior to the leave and not otherwise prohibited by law may be maintained during the term of the leave.

6. Family Leave for the Birth of a Child

Family Leave may be taken for up to six (6) months for the birth or adoption of a child. This period of time includes that allowed by the Family Leave Act. Therefore, time used in conjunction with the Family Leave Act may be paid (through accumulated vacation or compensatory time), unpaid, or a combination of paid and unpaid leave.

The employee is required to notify the Borough at the beginning of Family Leave as to whether he / she will be using accumulated vacation time or earned compensatory time. The employee shall provide the Borough with prior notice of the expected birth or placement of the child for adoption in a manner which is reasonable and practicable. The employee shall make a reasonable effort to schedule the leave so as to not disrupt unduly the operation of the Borough. Such leave may be taken intermittently only if agreed to both by the employee and the Borough. Leave for the birth or adoption of a child must commence at any time within one (1) year of the birth or adoption.

Sick leave may be taken by a woman in connection with her family leave upon written verification from a physician. Such sick leave may be normally used in connection with the pregnancy for up to four (4) weeks immediately prior to delivery and / or six (6) weeks immediately following delivery. Additional sick leave may be authorized due to complications arising out of the pregnancy provided that written verification has been submitted by a physician that the employee is unable to work due to such medical complications.

An employee may stay out on family leave for the birth or adoption of a child no longer than the six (6) month period, regardless of whether time used in conjunction with the family leave is paid through accumulated vacation, compensatory time or long-term sick leave.

7. Denial of Family Leave

The Borough may deny family leave to an employee if:

- (a.) The employee is a salaried employee who is among the highest five (5) percent of the Borough's employees or the seven (7) highest paid employees of the Borough, whichever is greater;
- (b.) Such denial is necessary to prevent substantial and grievous economic injury to the Borough's operations; and,
- (c.) The Borough notifies the employee of its intent to deny the leave at the time the Borough determined that the denial is necessary.

Where family leave has already commenced at the time of notification by the Borough that leave has been denied, the employee will return to work within ten (10) working days of the date of notification.

8. Restoration of Position on Expiration of Leave

- (a.) An employee who exercises the right to family leave as set forth herein shall, upon the expiration of leave, be entitled to be restored by the Borough to the position held by the employee when the leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other terms and conditions of employment. If, during family leave, the Borough experiences a reduction in force or layoff and the employee would have lost his or her position had the employee not been on leave, as a result in the reduction in force and pursuant to the good faith operation of a bona-fide layoff and recall system, including a system under collective bargaining agreement where applicable, the employee shall not be entitled to reinstatement to the former or an equivalent position.

9. Request for Leave

Employees must provide 30 days written notice for a request to take leave because of birth or adoption and 15 days written notice for serious health conditions. Where such leave is not foreseeable, notice is to be given within two (2) business days whenever possible. In the event of unforeseeable condition or emergencies, oral notice may be given to the employee's Department Head.

10. Intermittent Leave

Intermittent leave is permitted for serious health conditions when medically necessary. Intermittent leave may not be taken for birth or adoption without the agreement of the Borough. In requesting intermittent leave, employees must make reasonable efforts not to disrupt the Borough's operations.

11. Certification by Health Care Provider

The Borough requires that any period of family leave be supported by a certification issued by a duly licensed health care provider. Where the certification is for the serious health condition of a family member, the employee, certification must state: (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; and (c) the medical facts within the provider's knowledge regarding the condition. Where the certification is for the birth or placement of a child, the certification must state the date of birth or date of placement, whichever is appropriate.

12. Personal – a leave of absence without pay may be requested by any employee of the Borough by submitting in writing to his / her Department Head the reasons for the requested leave and the length of time desired. Such requests will require the approval of the Administrator and will usually not exceed a six-month period.

13. Effect of Unpaid Leaves of Absence on Calculation of Benefits

Time taken on any unpaid leave of absence shall not be credited toward the calculation of seniority, sick leave, vacation and pension benefits.

C – 9: Leave Without Pay

An employee who has no remaining vacation, personal days, sick leave, or other credit for time off may for good and sufficient reason be granted leave without pay. All requests for such leave must be done in writing and in advance. Such time off without pay, if requested in advance and not disruptive of established work schedules, may be granted at the discretion of the Borough Administrator upon the recommendation of the Borough Public Works Director, the PSOC Manager, or their designees. No compensation will be paid for time taken off without prior notification and authorization. Should an employee fail to be approved in advance and then takes the unpaid leave, the employee shall be subject to disciplinary action as per a failure to report to work. Abuse of this provision shall be cause for disciplinary action, including possible termination of employment.

C – 10: Long Term Sick Leave

An employee who has become seriously injured or has contracted a serious illness and who has expended all of his / her sick leave is eligible and may request long term sick leave. In order to be eligible for this long-term illness provision, employees must be employed with the Borough for a minimum of five years to qualify. The employee must exhaust the leave time (sick, vacation, personal and compensatory) that they have on the books up to 44 days. An unpaid leave is not permitted to cover the 44 day requirement unless the employee has exhausted all benefit time. The Borough will then cover the employee at 100% salary for the ensuing six months at which time long term sick leave would terminate.

Article D – Benefit Provisions

D –1: Hospitalization, Prescription and Dental Insurance

A. Enrollment is in the State Health Benefits Plan (SHBP) for medical insurance and prescription insurance for employees and their eligible dependents as defined by the SHBP. Eligibility is effective sixty days after the date of hire.

1. Employees may enroll in any of the following plans offered by the SHBP.

Traditional
NJ Plus
AETNA
CIGNA Healthcare
Oxford

AmeriHealth
Health Net

2. The Borough may substitute for the above specified health benefit programs such alternative carriers or programs as may continue to provide comparable benefits, subject to negotiations with the Union.
 3. The co-payments for the medical plan and prescription drugs will be in accordance with the rates set by the SHBP.
- B. Any member of the bargaining unit who elects to obtain health insurance coverage through his / her spouse, and not through the Borough, shall be paid the maximum allowed by law. Such payment is to be made no later than the first pay period in December of each year for the period January 1 – December 31 and shall be issued in accordance with all laws governing its issuance. In addition, in order to participate in the program, an employee must show proof of insurance prior to the issuance of the payment. This proof of insurance must be done on a yearly basis. Any employee who waives coverage shall be permitted to immediately resume coverage within the parameters set by the health benefit carriers if the employee ceases to be covered through the employee's spouse for any reason, including but not limited to, the retirement or death of the spouse or divorce. An employee who resumes coverage shall repay, on a pro rata basis, any amount received from the Borough which represents an advance payment for a period of time during which coverage is resumed. Proof of coverage must be provided.
- C. The Borough will continue to provide dental coverage for the employees and their eligible dependents as defined by the insurance carrier.
- D. The Borough has authorized Resolution #2004-166 & #2004-167 which recognizes same-sex domestic partners as eligible dependents for pension purposes only under the Domestic Partnership Act, Chapter 246, P.L. 2003 and to authorize participation in the New Jersey State Health Benefits Program Act of the State of New Jersey for Domestic Partnership Coverage in accordance with Chapter 246, P.L. 2003. This also applies to NJ Certified Civil Unions.
- E. Employees who retire from the Borough, and who have been enrolled for 25 years in the pension system will be provided medical insurance and prescription coverage for themselves and their eligible dependents who are covered by the Plan at the time of retirement.
1. Coverage is limited to the same persons who are covered at the time of retirement, and only to the extent that the retiree and those same dependents are eligible under the rules of the SHBP for the type of coverage in effect at the time of retirement.

2. No coverage will be provided during the period when medical coverage is furnished the retiree from another source. The retiree is responsible for notifying the Borough at the start of such coverage and at its termination.
3. A retired employee and spouse and / or dependent eligible for Medicare coverage by reason of age or disability must be enrolled in both Part A (Hospital Insurance) and Part B (Medical Insurance). Both parts of Medicare are available from the Social Security Administration. Upon enrollment in Medicare, the Borough's health benefit plan becomes the secondary provider to Medicare. Proof of that enrollment, a photocopy of the Medicare cards(s), must be submitted to the Borough in order to remain enrolled in any of the Borough's health benefit plans. In addition, evidence of enrollment must be provided to the SHBP. Failure to enroll in both parts of Medicare when eligible will result in the retiree's and / or dependents coverage being terminated. If coverage is terminated because of non-enrollment in Medicare Parts A and B, coverage may be reinstated upon the Borough receiving proof of full Medicare enrollment. Coverage will be reinstated effective the month following receipt, not retroactively.

D – 2: Workmen's Compensation

An employee who is injured while performing Borough work shall report the injury, no matter how insignificant, immediately to his / her supervisor.

An employee who is injured to the extent that he or she cannot work shall receive Workman's Compensation at the statutorily established rate of 70% of the employee's weekly wages at the time of injury. This compensation shall be paid during the period of such disability in accordance with the time frame established in the Workmen's Compensation Statute. The Borough shall pay to the employee his / her full salary for up to seven days for on the job injuries / illnesses.

In the event the monies received from Workmen's Compensation are less than the employee's regular net weekly wages, the Borough shall reimburse the employee for the difference. The Borough shall calculate the net weekly wages according to standard Internal Revenue Service exemption, based upon the number of IRS deductions to which the employee is entitled.

The period covered by workmen's compensation shall not be charged against sick leave.

D – 3: Pension Plan

The Borough shall continue, for lifetime of the Agreement, to pay the Borough's portion of the pension costs under the Public Employee Retirement System of New Jersey in effect at the signing of this Agreement.

D – 4: Coveralls, Rain Gear and Clothing

The Borough will provide pants, long-sleeve shirts, pocket t-shirts, one (1) pair of rubber rain boots, one (1) rain-gear set (raincoat / with hood and pants), two (2) sets of coveralls for mechanics and one (1) set of coveralls for equipment operators, two (2) pairs of safety work shoes (if requested, may be insulated winter shoes), with a maximum of \$200.00 per year one (1) winter jacket or winter coverall, and, as needed, work gloves and / or rubber gloves and a hooded lime green sweatshirt. The Borough will also provide a spring jacket and will see to it that one (1) is available at all times. These appropriate clothing items are to be worn by employees at all times during working hours. Failure to observe this rule will result in disciplinary action.

If there is a balance remaining between the value of the safety work shoes and the \$200.00 annual allowance, the employees could utilize the balance for “other” work related wear. This is only to be done through the vendor that the Borough has the contract with. This is not to be on a reimbursable basis.

The pants and shirts will be provided through a rental service that will launder the uniforms weekly.

The employee is responsible for the proper care of all the above clothing. Replacement of all of the above clothing except coveralls which will not be replaced by the Borough will be as follows:

1. The Borough will replace, if worn out and returned to Borough.
2. The employee will replace, if lost.
3. For all other cases, replacement at Borough expense or employee expense will be at the sole discretion of the Borough.

D – 5: Eye Care Program

The Borough will provide an eye care program. This program will provide for employees or their dependents to receive up to one hundred fifty dollars (\$150.00) reimbursement towards the cost of eye examinations and / or the purchase of regular prescription eyeglasses, bifocal prescription eyeglasses, safety glasses or contact lenses every year. The employee must file paid receipts for the examinations, eyeglasses or contact lenses with the Borough Administrator prior to receiving reimbursement provided for herein above.

D – 6: Tuition Reimbursement

Reimbursement up to the sum of \$1,800 per calendar year will be paid for tuition expenses, provided a grade B or better is attained, to employees who continue their education in subjects related to their current work for the Borough if such course or sources have been previously approved by their Department Head and if they are not otherwise compensated. If the reimbursed employee leaves employment with the

Borough within a year of receiving said amount, the employee must reimburse the Borough for the amount received.

D - 7: Credit Union

Borough employees, as well as any member of the employee's family, living in the same household, can join the Princeton University Credit Union. The credit union offers savings accounts, checking accounts, loan, individual retirement accounts, ATM cards, travelers checks and money orders. To join the credit union, a membership application must be completed.

D - 8: Direct Deposit

Borough employees are eligible to setup direct deposit to their bank institution and / or credit union. Direct deposit is limited to one checking account, one savings account and one credit union. Direct deposit is started based on a signed direct deposit authorization form from an employee to the Payroll Office.

D - 9: Deferred Compensation

Borough employees are eligible to join the ICMA Retirement Corporation Section 457 plan. The plan offers to Borough employees the advantage of investing pre-tax dollars in their program. There are numerous types of funds with various levels of risk involved.

D - 10: Confidential Advisory Program

The Confidential Advisory Program is available to Borough employees and their family members. It is designed to assist employees and their families who are experiencing personal, family or work related problems.

D - 11: Cafeteria Plan

The Borough offers to its employees a flexible spending plan where employees may elect to put part of their pay into personalized accounts, for both health care and dependent care expenses, before, federal, state and social security taxes.

D - 12: Disability / Life Insurance

The Borough offers to its employees, at the employees cost, the option of purchasing disability insurance and / or life insurance.

D - 13: College Savings Fund

The Borough offers to its employees a college savings fund where employees may elect to put part of their pay into a higher education fund for family members.

Article E – Seniority Provisions

E – 1: Seniority

Seniority is defined as an employee's continuous length of service with the Borough retroactive to the latest date of hire as a full-time employee.

- A. A new hired full-time employee shall be considered without seniority until becoming permanent, following successful completion of a six (6) month probationary period.
- B. Seniority shall be given preference, qualifications being reasonably equal, in any transfer, layoff or recall. Employees who are laid-off shall retain their priority seniority provided that re-employment occurs within six (6) months of layoff.

E – 2: Probationary Employees

An employee is probationary during the first six (6) full months following most recent date of employment. Employees may be terminated at anytime during this probationary period. Such termination is not subject to any of the grievance provisions of this Agreement.

E – 3: Promotion

Promotion shall mean the advancement of an employee to a job classification within the unit which has a higher maximum salary. A full-time employee shall not lose any fringe benefits due to a promotion. Prior to promotion, an employee shall be informed of the new wage rate. When an employee is given an opportunity on a trial or temporary basis to qualify for promotion by serving in a new position, his / her permanency in his / her former position shall be continued during such trial or temporary period and the employee shall have the opportunity to return to the former position in the event the promotional opportunity does not become permanent, provided there is no discharge for cause.

Promotions will be based on a formula which included 40% on performance evaluation, 30% on longevity and 30% on disciplinary record. All things being equal in promotional opportunities, then seniority / longevity will be the determining factor.

E – 4: Transfer

Transfer is the assignment of a qualified employee to a full time position which requires a permanent change in the employee's regular reporting location. In the event no qualified employee wants to be transferred, the Borough will make the assignment in the inverse order of seniority from among the employees whom it considers qualified, giving consideration to hardship.

The Borough will make the final determination regarding transfer.

E – 5: Layoff

- A. When the Borough determines that a reduction in the number of employees covered by this Agreement is to occur, the following principles will govern:
 - 1. In determining the order in which employees are to be laid off, seniority will prevail as long as the more senior employee has the qualifications, skills and abilities to perform the required work.
 - 2. The effective date of separation from the payroll will be no sooner than thirty (30) calendar days following written notification to the employee.
- B. Laid-off employees retain recall rights for eighteen (18) months following the actual date of separation.
- C. Laid-off employees who wish to be recalled must keep the Borough informed in writing of any change in their address of record.

E – 6: Recall

When the Borough determines that a vacancy for a full-time permanent position exists in the job titles covered by this Agreement, the following principles will govern:

- A. The most recently laid off employee still holding recall rights and who has the necessary qualifications, skills and abilities to perform the work for which the vacancy exists, will be sent a recall notice by certified mail, return receipt requested, addressed to the employee's most recent address as shown on Borough records.
- B. After such notice has been sent, the Borough may hire temporarily pending return of the recalled employee. The temporary employee will be terminated from the recalled employee's position following the recalled employee's return to work.
- C. An employee recalled to a position with a lower salary rate than that held at time of layoff will retain recall rights by notifying the Borough that he / she does not wish to be recalled for that position, will not lose his / her recall rights.
- D. An employee recalled to a position at the same or higher salary rate than that held at time of layoff, who notifies the Borough that he / she does not wish to be recalled for that position, loses his / her recall rights.
- E. Unless the Borough receives written notification by the 15th calendar day following sending of the recall notice, the recalled employee loses recall rights.

- F. A recalled employee who accepts the position for which recalled, but who does not report for work by the sixth (6th) working day following written acceptance, loses recall rights.
- G. A laid-off employee upon returning to employment by exercise of his / her recall rights retains the seniority held on date of separation, and begins accumulation of additional seniority starting with the return.

Article F – Equipment Operator Title and Training

F-1: Equipment Operator Title and Training

The Borough will conduct training and create one additional Equipment Operator title for 2007 only.

Training for this title will commence as soon as practicable after signing the contract, and will conclude within six months.

The candidate for initial training will be selected on the basis of experience, longevity with the Borough and relevant and recent discipline history.

The trainee will not be paid the Equipment Operator rate for training, however, they will be paid said rate for more than ten hours per month of actual work production as an Equipment Operator.

Article G – Grievance Procedure

G – 1: Grievance Procedure

- A. Definition: A grievance is a claim that a specific provision of the Agreement has been violated. Disciplinary appeals also will be handled by the grievance procedure.
- B. General Rules
 - 1. A grievance must be filed within the time limit set. Failure to do so shall constitute abandonment of the grievance and it may not be carried further.
 - 2. Should a grievance not be resolved to the satisfaction of the grievant or should there be no response within the specified time limit, the grievance may be carried to the next step.
 - 3. If the answer to a grievance at any step is not appealed within the prescribed time, the grievance is considered settled on the basis of the Borough's last answer, and there shall be no further appeal for review.

4. Time limits may be extended by mutual agreement. However, no extension will be made if the request is received beyond the time limit.
- C. The grievance procedure shall be as follows unless any step or steps are waived by mutual written consent.

1. **INFORMAL:** Informal discussion between the employee and his / her immediate supervisor. An employee may orally present and discuss his / her grievance with the immediate supervisor on an informal basis:

- (a) If the nature of the grievance is such that it affects the work being done, the supervisor will make the preliminary decision immediately, and the work will proceed on the basis of this decision.

- (b) If the grievance is not the type which requires an immediate answer, the supervisor will give his / her answer within three (3) working days.

2. Step 1: Between the Union and the Borough Public Works Director, PSOC Manager or their designees

If the grievance is not resolved at the informal discussion level above, a written grievance may be filed which states:

- (a) The date of the occurrence, and

- (b) The clause of the Agreement which is claimed to be violated, and

- (c) Such other information as will aid in resolution of the grievance.

The written grievance must be received by the Borough within ten (10) calendar days after the occurrence which is being grieved.

The Borough will set a time and place for the Step 1 hearing to be held within seven (7) calendar days after receiving the written grievance, or at a mutually agreeable later date. The Borough will give a written answer to the Union within seven (7) calendar days after the conclusion of the hearing.

3. Step 2: Between the Union and the Borough Administrator or his Designee

If the grievance is not resolved at Step 1, the Union may move the grievance to Step 2 by notifying the Borough in writing in ten (10) calendar days after the date of Borough's reply.

The Borough will set a time and place for the Step 2 hearing within seven (7) calendar days after receiving the notification, or at a mutually agreeable later date.

The Borough will give a written answer to the Union within seven (7) calendar days after conclusion of the hearing.

4. Step 3: Arbitration

If the grievance is not settled through Steps 1 and 2, the Union shall have the right, within thirty (30) working days, to submit the dispute to arbitration pursuant to the rules and regulations of the Public Employment Relations Commission. The costs for the services of the arbitrator shall be borne equally by the Borough and the Union. Any other expenses, including but not limited to the presentation of witnesses, shall be paid by the parties incurring same.

- (a) The parties direct the arbitrator to decide, as to the preliminary question, whether he / she has jurisdiction to hear and decide the matter in dispute.
- (b) The arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and be restricted to the application of the facts presented to him / her involved in the grievance. The arbitrator shall, not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement, thereto. The decision of the arbitrator shall be in writing with reasons therefore and shall be binding on the parties. The arbitrator shall be required to issue his / her decision within thirty (30) days after the conclusion of testimony and argument.

Article H – Performance Review

H – 1: Performance Review

- A. The performance of each employee shall be rated twice a year based on an established Performance Review Criteria (see Appendix B) and distributed to the employee within four weeks of the end of such period. The Borough shall review the evaluation with an employee within two weeks after a request is made by the employee.
- B. An average annual rating score of 70% shall be considered to be "satisfactory performance" for determining eligibility for salary adjustments as provided in Article B, Section B – 1 and B - 2.
- C. Determination of the annual average performance rating score shall be subject to the Grievance Procedure (Article F).

Article I – Separability and Savings

I – 1: Separability and Savings

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.
- B. If any such provision is declared invalid by operation of law, parties to this Agreement will enter in renegotiations on the invalid provisions.

Article J – Term and Renewal

J – 1: Term and Renewal

This Agreement shall be in full force and effect as of January 1, 2007 and shall remain in effect to and including December 31, 2009 without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter, unless one party or the other give notice, in writing, at least one hundred twenty (120) days prior to the expiration date of this Agreement of a desire to change, modify or terminate this Agreement. The Union shall submit a copy of its entire proposal to the Borough by September 1, 2009.

The economic terms of this Agreement, including salaries, benefits, increases and fringe benefit changes shall apply only to employees on the Borough's payroll on or after the date of the signing of this Agreement.

Article K – Fully Bargained Provisions

K – 1: Fully Bargained Provisions

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the terms of this Agreement, neither party will be required to negotiate with respect to any such issue whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing only executed by both parties.

In witness thereof, the Borough and the Union have caused this Agreement to be signed by their duly authorized representatives as of this 31 day of July 2007.

For the Borough of Princeton

For the Blue Collar Municipal
Employees Affiliated with
CWA / AFL - CIO

By Mildred T. Trotman
Mildred T. Trotman, Mayor

Keith Blawie
Robert Van Meter
Ben Miller
Ruth L. Barrett
CWA Representative

Attested Andrea L. Quinty
Andrea L. Quinty
Borough Clerk
Date: July 31 2007

APPENDIX A

**Custodian I
Sewer Maintenance I
Maintenance Person I
Parking Attendant
Range 31,050 - 46,886**

	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007
	1	2	3	4	5	6	7	8	9	10					
1	31,050	32,194	33,337	34,481	35,625	36,768	37,912	39,056	40,199	41,343					
2	31,666	32,810	33,953	35,097	36,241	37,384	38,528	39,672	40,815	41,959					
3	32,282	33,425	34,569	35,713	36,856	38,000	39,144	40,287	41,431	42,575					
4	32,897	34,041	35,185	36,329	37,472	38,616	39,760	40,903	42,047	43,191					
5	33,513	34,657	35,801	36,944	38,088	39,232	40,375	41,519	42,663	43,806					
6	34,129	35,273	36,416	37,560	38,704	39,848	40,991	42,135	43,279	44,422					
7	34,745	35,889	37,032	38,176	39,320	40,463	41,607	42,751	43,894	45,038					
8	35,361	36,504	37,648	38,792	39,935	41,079	42,223	43,367	44,510	45,654					
9	35,977	37,120	38,264	39,408	40,551	41,695	42,839	43,982	45,126	46,270					
10	36,592	37,736	38,880	40,023	41,167	42,311	43,454	44,598	45,742	46,886					

**Custodian I
Sewer Maintenance I
Maintenance Person I
Parking Attendant
Range 31,050 - 47,343**

	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008
	1	2	3	4	5	6	7	8	9	10		
1	31,050	32,137	33,320	34,504	35,688	36,872	38,055	39,239	40,423	41,606		
2	31,666	32,774	33,958	35,142	36,325	37,509	38,693	39,876	41,060	42,244		
3	32,282	33,412	34,595	35,779	36,963	38,146	39,330	40,514	41,697	42,881		
4	32,897	34,049	35,233	36,416	37,600	38,784	39,967	41,151	42,335	43,519		
5	33,513	34,686	35,870	37,054	38,237	39,421	40,605	41,788	42,972	44,156		
6	34,129	35,324	36,507	37,691	38,875	40,058	41,242	42,426	43,610	44,793		
7	34,745	35,961	37,145	38,328	39,512	40,696	41,880	43,063	44,247	45,431		
8	35,361	36,598	37,782	38,966	40,150	41,333	42,517	43,701	44,884	46,068		
9	35,977	37,236	38,419	39,603	40,787	41,971	43,154	44,338	45,522	46,705		
10	36,592	37,873	39,057	40,241	41,424	42,608	43,792	44,975	46,159	47,343		

**Custodian I
Sewer Maintenance I
Maintenance Person I
Parking Attendant
Range 31,050 - 47,890**

	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009
	1	2	3	4	5	6	7	8	9	10			
1	31,050	32,214	33,342	34,570	35,798	37,026	38,254	39,482	40,710	41,939			
2	31,666	32,853	34,003	35,231	36,459	37,687	38,916	40,144	41,372	42,600			
3	32,282	33,492	34,664	35,893	37,121	38,349	39,577	40,805	42,033	43,261			
4	32,897	34,131	35,326	36,554	37,782	39,010	40,238	41,466	42,694	43,922			
5	33,513	34,770	35,987	37,215	38,443	39,671	40,899	42,127	43,356	44,584			
6	34,129	35,409	36,648	37,876	39,104	40,333	41,561	42,789	44,017	45,245			
7	34,745	36,048	37,310	38,538	39,766	40,994	42,222	43,450	44,678	45,906			
8	35,361	36,687	37,971	39,199	40,427	41,655	42,883	44,111	45,339	46,567			
9	35,977	37,326	38,632	39,860	41,088	42,316	43,544	44,773	46,001	47,229			
10	36,592	37,965	39,293	40,521	41,750	42,978	44,206	45,434	46,662	47,890			

**Maintenance Person II
Custodian II**

Range 36,225 - 52,061

	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007
	1	2	3	4	5	6	7	8	9	10					
1	36,225	37,369	38,512	39,656	40,800	41,943	43,087	44,231	45,374	46,518					
2	36,841	37,985	39,128	40,272	41,416	42,559	43,703	44,847	45,990	47,134					
3	37,457	38,600	39,744	40,888	42,031	43,175	44,319	45,462	46,606	47,750					
4	38,072	39,216	40,360	41,504	42,647	43,791	44,935	46,078	47,222	48,366					
5	38,688	39,832	40,976	42,119	43,263	44,407	45,550	46,694	47,838	48,981					
6	39,304	40,448	41,591	42,735	43,879	45,023	46,166	47,310	48,454	49,597					
7	39,920	41,064	42,207	43,351	44,495	45,638	46,782	47,926	49,069	50,213					
8	40,536	41,679	42,823	43,967	45,110	46,254	47,398	48,542	49,685	50,829					
9	41,152	42,295	43,439	44,583	45,726	46,870	48,014	49,157	50,301	51,445					
10	41,767	42,911	44,055	45,198	46,342	47,486	48,629	49,773	50,917	52,061					

**Maintenance Person II
Custodian II
Range 36,225 - 52,699**

	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008
	1	2	3	4	5	6	7	8	9	10		
1	36,225	37,493	38,677	39,860	41,044	42,228	43,411	44,595	45,779	46,963		
2	36,841	38,130	39,314	40,498	41,681	42,865	44,049	45,232	46,416	47,600		
3	37,457	38,768	39,951	41,135	42,319	43,502	44,686	45,870	47,054	48,237		
4	38,072	39,405	40,589	41,772	42,956	44,140	45,324	46,507	47,691	48,875		
5	38,688	40,042	41,226	42,410	43,594	44,777	45,961	47,145	48,328	49,512		
6	39,304	40,680	41,863	43,047	44,231	45,415	46,598	47,782	48,966	50,149		
7	39,920	41,317	42,501	43,685	44,868	46,052	47,236	48,419	49,603	50,787		
8	40,536	41,955	43,138	44,322	45,506	46,689	47,873	49,057	50,240	51,424		
9	41,152	42,592	43,776	44,959	46,143	47,327	48,510	49,694	50,878	52,062		
10	41,767	43,229	44,413	45,597	46,780	47,964	49,148	50,332	51,515	52,699		

**Maintenance Person II
Custodian II
Range 36,225 - 53,447**

	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009
	1	2	3	4	5	6	7	8	9	10
1	36,225	37,583	38,899	40,127	41,355	42,583	43,811	45,039	46,267	47,496
2	36,841	38,222	39,560	40,788	42,016	43,244	44,473	45,701	46,929	48,157
3	37,457	38,861	40,221	41,450	42,678	43,906	45,134	46,362	47,590	48,818
4	38,072	39,500	40,883	42,111	43,339	44,567	45,795	47,023	48,251	49,479
5	38,688	40,139	41,544	42,772	44,000	45,228	46,456	47,684	48,913	50,141
6	39,304	40,778	42,205	43,433	44,661	45,890	47,118	48,346	49,574	50,802
7	39,920	41,417	42,867	44,095	45,323	46,551	47,779	49,007	50,235	51,463
8	40,536	42,056	43,528	44,756	45,984	47,212	48,440	49,668	50,896	52,124
9	41,152	42,695	44,189	45,417	46,645	47,873	49,101	50,330	51,558	52,786
10	41,767	43,334	44,850	46,078	47,307	48,535	49,763	50,991	52,219	53,447

**Senior Maintenance Person
Mechanic
Tree Person
Equipment Operator
Range 39,330 - 55,166**

	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007
	1	2	3	4	5	6	7	8	9	10			
1	39,330	40,474	41,617	42,761	43,905	45,048	46,192	47,336	48,479	49,623			
2	39,946	41,090	42,233	43,377	44,521	45,664	46,808	47,952	49,095	50,239			
3	40,562	41,705	42,849	43,993	45,136	46,280	47,424	48,567	49,711	50,855			
4	41,177	42,321	43,465	44,609	45,752	46,896	48,040	49,183	50,327	51,471			
5	41,793	42,937	44,081	45,224	46,368	47,512	48,655	49,799	50,943	52,086			
6	42,409	43,553	44,696	45,840	46,984	48,128	49,271	50,415	51,559	52,702			
7	43,025	44,169	45,312	46,456	47,600	48,743	49,887	51,031	52,174	53,318			
8	43,641	44,784	45,928	47,072	48,215	49,359	50,503	51,647	52,790	53,934			
9	44,257	45,400	46,544	47,688	48,831	49,975	51,119	52,262	53,406	54,550			
10	44,872	46,016	47,160	48,303	49,447	50,591	51,734	52,878	54,022	55,166			

**Senior Maintenance Person
Mechanic
Tree Person
Equipment Operator
Range 39,330 - 55,913**

	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008
	1	2	3	4	5	6	7	8	9	10		
1	39,330	40,707	41,890	43,074	44,258	45,441	46,625	47,809	48,992	50,176		
2	39,946	41,344	42,528	43,711	44,895	46,079	47,262	48,446	49,630	50,814		
3	40,562	41,981	43,165	44,349	45,532	46,716	47,900	49,084	50,267	51,451		
4	41,177	42,619	43,802	44,986	46,170	47,354	48,537	49,721	50,905	52,088		
5	41,793	43,256	44,440	45,623	46,807	47,991	49,175	50,358	51,542	52,726		
6	42,409	43,893	45,077	46,261	47,445	48,628	49,812	50,996	52,179	53,363		
7	43,025	44,531	45,715	46,898	48,082	49,266	50,449	51,633	52,817	54,000		
8	43,641	45,168	46,352	47,536	48,719	49,903	51,087	52,270	53,454	54,638		
9	44,257	45,806	46,989	48,173	49,357	50,540	51,724	52,908	54,092	55,275		
10	44,872	46,443	47,627	48,810	49,994	51,178	52,361	53,545	54,729	55,913		

**Senior Maintenance Person
Mechanic
Tree Person
Equipment Operator
Range 39,330 - 56,781**

	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009
1	39,330	40,805	42,233	43,461	44,689	45,917	47,145	48,374	49,602	50,830	52,058
2	39,946	41,444	42,894	44,122	45,351	46,579	47,807	49,035	50,263	51,491	52,719
3	40,562	42,083	43,556	44,784	46,012	47,240	48,468	49,696	50,924	52,152	53,380
4	41,177	42,722	44,217	45,445	46,673	47,901	49,129	50,357	51,585	52,814	54,042
5	41,793	43,361	44,878	46,106	47,334	48,562	49,791	51,019	52,247	53,475	54,703
6	42,409	43,999	45,539	46,768	47,996	49,224	50,452	51,680	52,908	54,136	55,364
7	43,025	44,638	46,201	47,429	48,657	49,885	51,113	52,341	53,569	54,797	56,025
8	43,641	45,277	46,862	48,090	49,318	50,546	51,774	53,002	54,231	55,459	56,687
9	44,257	45,916	47,523	48,751	49,979	51,208	52,436	53,664	54,892	56,120	57,348
10	44,872	46,555	48,185	49,413	50,641	51,869	53,097	54,325	55,553	56,781	58,009

Senior Meter Maintenance
Senior Sewer Maintenance
Range 41,141 - 56,977

	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007
	1	2	3	4	5	6	7	8	9	10										
1	41,141	42,285	43,429	44,572	45,716	46,860	48,003	49,147	50,291	51,434										
2	41,757	42,901	44,044	45,188	46,332	47,475	48,619	49,763	50,906	52,050										
3	42,373	43,517	44,660	45,804	46,948	48,091	49,235	50,379	51,522	52,666										
4	42,989	44,132	45,276	46,420	47,563	48,707	49,851	50,994	52,138	53,282										
5	43,605	44,748	45,892	47,036	48,179	49,323	50,467	51,610	52,754	53,898										
6	44,220	45,364	46,508	47,651	48,795	49,939	51,082	52,226	53,370	54,513										
7	44,836	45,980	47,124	48,267	49,411	50,555	51,698	52,842	53,986	55,129										
8	45,452	46,596	47,739	48,883	50,027	51,170	52,314	53,458	54,601	55,745										
9	46,068	47,212	48,355	49,499	50,643	51,786	52,930	54,074	55,217	56,361										
10	46,684	47,827	48,971	50,115	51,258	52,402	53,546	54,689	55,833	56,977										

**Senior Meter Maintenance
Senior Sewer Maintenance
Range 41,141 - 57,787**

	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008
	1	2	3	4	5	6	7	8	9	10			
1	41,141	42,581	43,765	44,949	46,132	47,316	48,500	49,683	50,867	52,051			
2	41,757	43,219	44,402	45,586	46,770	47,953	49,137	50,321	51,504	52,688			
3	42,373	43,856	45,040	46,223	47,407	48,591	49,774	50,958	52,142	53,326			
4	42,989	44,493	45,677	46,861	48,044	49,228	50,412	51,596	52,779	53,963			
5	43,605	45,131	46,314	47,498	48,682	49,866	51,049	52,233	53,417	54,600			
6	44,220	45,768	46,952	48,135	49,319	50,503	51,687	52,870	54,054	55,238			
7	44,836	46,405	47,589	48,773	49,957	51,140	52,324	53,508	54,691	55,875			
8	45,452	47,043	48,227	49,410	50,594	51,778	52,961	54,145	55,329	56,512			
9	46,068	47,680	48,864	50,048	51,231	52,415	53,599	54,782	55,966	57,150			
10	46,684	48,318	49,501	50,685	51,869	53,052	54,236	55,420	56,604	57,787			

**Senior Meter Maintenance
Senior Sewer Maintenance
Range 41,141 - 58,726**

	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009
	1	2	3	4	5	6	7	8	9	10		
1	41,141	42,684	44,178	45,406	46,634	47,862	49,090	50,318	51,547	52,775		
2	41,757	43,323	44,839	46,067	47,295	48,524	49,752	50,980	52,208	53,436		
3	42,373	43,962	45,501	46,729	47,957	49,185	50,413	51,641	52,869	54,097		
4	42,989	44,601	46,162	47,390	48,618	49,846	51,074	52,302	53,530	54,758		
5	43,605	45,240	46,823	48,051	49,279	50,507	51,735	52,964	54,192	55,420		
6	44,220	45,879	47,484	48,712	49,941	51,169	52,397	53,625	54,853	56,081		
7	44,836	46,518	48,146	49,374	50,602	51,830	53,058	54,286	55,514	56,742		
8	45,452	47,156	48,807	50,035	51,263	52,491	53,719	54,947	56,176	57,404		
9	46,068	47,795	49,468	50,696	51,924	53,153	54,381	55,609	56,837	58,065		
10	46,684	48,434	50,130	51,358	52,586	53,814	55,042	56,270	57,498	58,726		

**Meter Maintenance I
Sewer Maintenance II
Range 38,295 - 54,131**

	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007	2007
	1	2	3	4	5	6	7	8	9	10										
1	38,295	39,439	40,582	41,726	42,870	44,013	45,157	46,301	47,444	48,588										
2	38,911	40,055	41,198	42,342	43,486	44,629	45,773	46,917	48,060	49,204										
3	39,527	40,670	41,814	42,958	44,101	45,245	46,389	47,532	48,676	49,820										
4	40,142	41,286	42,430	43,574	44,717	45,861	47,005	48,148	49,292	50,436										
5	40,758	41,902	43,046	44,189	45,333	46,477	47,620	48,764	49,908	51,051										
6	41,374	42,518	43,661	44,805	45,949	47,093	48,236	49,380	50,524	51,667										
7	41,990	43,134	44,277	45,421	46,565	47,708	48,852	49,996	51,139	52,283										
8	42,606	43,749	44,893	46,037	47,180	48,324	49,468	50,612	51,755	52,899										
9	43,222	44,365	45,509	46,653	47,796	48,940	50,084	51,227	52,371	53,515										
10	43,837	44,981	46,125	47,268	48,412	49,556	50,699	51,843	52,987	54,131										

**Meter Maintenance I
Sewer Maintenance II
Range 38,295 - 54,841**

	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008	2008
	1	2	3	4	5	6	7	8	9	10		
1	38,295	39,635	40,819	42,003	43,186	44,370	45,554	46,738	47,921	49,105		
2	38,911	40,273	41,456	42,640	43,824	45,008	46,191	47,375	48,559	49,742		
3	39,527	40,910	42,094	43,277	44,461	45,645	46,829	48,012	49,196	50,380		
4	40,142	41,547	42,731	43,915	45,099	46,282	47,466	48,650	49,833	51,017		
5	40,758	42,185	43,369	44,552	45,736	46,920	48,103	49,287	50,471	51,654		
6	41,374	42,822	44,006	45,190	46,373	47,557	48,741	49,924	51,108	52,292		
7	41,990	43,460	44,643	45,827	47,011	48,194	49,378	50,562	51,746	52,929		
8	42,606	44,097	45,281	46,464	47,648	48,832	50,015	51,199	52,383	53,567		
9	43,222	44,734	45,918	47,102	48,285	49,469	50,653	51,837	53,020	54,204		
10	43,837	45,372	46,555	47,739	48,923	50,107	51,290	52,474	53,658	54,841		

**Meter Maintenance I
Sewer Maintenance II
Range 38,295 - 55,670**

	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009	2009
	1	2	3	4	5	6	7	8	9	10		
1	38,295	39,731	41,122	42,350	43,578	44,806	46,034	47,262	48,490	49,718		
2	38,911	40,370	41,783	43,011	44,239	45,467	46,695	47,923	49,151	50,380		
3	39,527	41,009	42,444	43,672	44,900	46,128	47,357	48,585	49,813	51,041		
4	40,142	41,648	43,105	44,334	45,562	46,790	48,018	49,246	50,474	51,702		
5	40,758	42,287	43,767	44,995	46,223	47,451	48,679	49,907	51,135	52,363		
6	41,374	42,926	44,428	45,656	46,884	48,112	49,340	50,569	51,797	53,025		
7	41,990	43,565	45,089	46,317	47,546	48,774	50,002	51,230	52,458	53,686		
8	42,606	44,203	45,751	46,979	48,207	49,435	50,663	51,891	53,119	54,347		
9	43,222	44,842	46,412	47,640	48,868	50,096	51,324	52,552	53,780	55,009		
10	43,837	45,481	47,073	48,301	49,529	50,757	51,986	53,214	54,442	55,670		

Appendix B

Performance Review Criteria

All criteria are to be evaluated on a scale of between 1-10 unless otherwise noted.

1. Attendance
Faithfulness in coming to work.
 - Subtract 1.5 points for every day missed, except for absences due to injuries resulting in a workers compensation, vacation, personal, funeral, jury or witness duty and or up to 3 family illness. For employees on administratively approved leaves (long-term illness or Family Leave Act) there will be one 7-point deduction for each long term leave. Subtractions for attendance will be in this category only.

2. Punctuality
Coming to work on time and during the work day, reporting to assigned location and returning to base promptly.
 - Subtract 1 points for every day late to work.
 - Subtract extra points according to employee's promptness in reporting to and from work assignments. (Illustrative examples to be provided by the supervisor)

3. Job knowledge
Possession of information concerning work duties which an individual should know.
 - Rate the employee comparatively. Subtract points for employees who need consistent repetition of job description. The employee should be rated between 1 and 10 with the baseline for average performance being 7.

4. Quantity of work
Amount of work an individual does in a workday.
 - The employee should be rated between 1 and 10 with the baseline for average performance being 7.

5. Quality of Work
Correctness and attention to detail exhibited by an individual in performing his/her duties.

- The employee should be rated between 1 and 10 with the baseline for average performance being 7.
6. Safety
- Individuals will be rated on accident prevention and training. Further the rating will take into consideration attendance at training classes and consistently use of appropriate protective equipment and taking safety seriously.
- The employee should be rated between 1 and 10 with the baseline for average performance being 7.
7. Initiative
- Ability to make good sound decisions why participating in the general job. Taking the extra step to do the job well not just complete it.
- The employee should be rated between 1 and 10 with the baseline for average performance being 7.
8. Working independently
- Ability to perform the required job well and with a minimum of supervision.
- The employee should be rated between 1 and 10 with the baseline for average performance being 7.
9. Interaction
- Being polite to respectful for coworkers, supervisors, and the general public.
- The employee should be rated between 1 and 10 with the baseline for average performance being 7.
10. Housekeeping
- Orderliness and cleanliness with which an individual keeps work area, puts away tools and in general cares for Borough property.
- The employee should be rated between 1 and 10 with the baseline for average performance being 7.
- Extra--Creative Incentive
- Employees can earn up to 5 bonus points towards their evaluation total by making a suggestion for an idea that when implemented saves time, money, other resources and or increase efficiency.

Appendix C – Job Descriptions

Preamble to Job Descriptions

The job descriptions which follow list some of the general work to be done by employees in the affected job classifications. They are not, in any sense, a complete listing of all the work which is properly assignable to the classification involved.

The job descriptions are to be used for two purposes only:

1. To give the employee a general picture of some of the work which is expected of him / her.
2. To determine when an employee performs out-of-title work for the purpose of Article B - 5.

New duties required to meet the changing needs of the Borough will be included in the job description which is most nearly related to such duties.

The parties agree that the regular activities and work of those who are not represented shall continue in accordance with the practice which existed prior to the original requirement.

Each of the job descriptions contains a requirement "must have a valid New Jersey or Pennsylvania Driver's License." Some positions require that an employee must have a commercial driver's license. In the event an employee loses his / her license temporarily, the Borough will determine whether the loss adversely affects the work before deciding upon retention or release of the employee.

Maintenance Person I & II and Senior Maintenance Person

The following is a listing of some of the types of work performed by employees in the above classification. It is not, in any sense, a complete listing of all work which is properly assignable to this classification:

1. Construct, install and repair all properties within the municipal right - of - way. This includes, but is not limited to curbs, sidewalks, roadways, trees, meters, signs, trash cans, posts, street furniture and storm drainage systems.
2. Maintain and clean all properties within the municipal right-of-way. This includes, but is not limited to, curbs, sidewalks, roadways, meters, signs, cans, posts, trees, street furniture and storm drainage systems.
3. Construct, install, maintain, clean, and repair all public buildings, grounds and property. This includes, but is not limited to trees, shrubbery, lawns, pavement, buildings, structures and appurtenance.
4. Use, operate and maintain tools and equipment for accomplishing the work.
5. Perform tasks associated with the municipality's operation. This includes, but is not limited to, pick - up, delivery and transport.
6. Maintain records and make reports.
7. Assist the Mechanic and Tree Person in manual and semiskilled duties are required.
8. Senior Maintenance Persons are also expected to supervise one other employee, without additional compensation.

Requirements

1. Must be in good health and be free from physical and mental defects which would impair the proper performance of the required duties or which might endanger the health of oneself or others.
3. Must have a valid New Jersey or Pennsylvania Driver's License. Maintenance Person II and Senior Maintenance Person must also hold a valid Commercial Driver's License.
4. To achieve a Senior Maintenance person title, an existing employee must have two (2) years continuous service in the classification of Maintenance Person, must have shown substantial continuous improvement in the quantity and quality of related job skills, must have performed duties in a dependable, reliable and mature manner, and must have displayed an aptitude for the supervision of other workers.

Employees completing ten years of continuous service in a previous title will attain Senior Maintenance Person promotion. Any other promotion to the title of Senior Maintenance Person is to be at the sole discretion of Borough management or (for Senior Maintenance Person) a newly hired employee must have a minimum of (5) years experience in public works maintenance or the construction trades, with a proven track record of skilled, dependable, reliable performance and supervisory abilities.

Sewer Maintenance Person Sanitary Facilities I & II and Senior Sewer Maintenance Person

The following is a listing of some of the types of work performed by employees in the above classification. It is not, in any sense, a complete listing of all work which is properly assignable to this classification.

1. Construct, install, and repair all properties of the municipal sanitation systems. This includes, but is not limited to, sanitary sewers, curbs, sidewalks, roadways, trees, signs, posts and storm drains associated with the sanitation systems.
2. Maintain and clean all properties within the municipal right-of-way. This includes, but is not limited to, sanitary sewer systems, curbs, sidewalks, roadways, trees, signs, posts and storm drain systems associated with the sanitation systems.
3. Construct, install, maintain, clean and repair all public buildings, grounds and property. This includes, but is not limited to, trees, shrubbery, lawns, pavement, landfill, buildings, structures and appurtenances associated with the sanitation system.
4. Use, operate and maintain tools and equipment for accomplishing the work.
5. Perform tasks associated with the municipality's operations. This includes, but is not limited to, inspection, pick - up, delivery and transport.
6. Maintain records and make reports.
7. Senior Maintenance Persons are also expected to supervise one other employee, without additional compensation.

Requirements

1. Must be in good health and be free from physical and mental defects which would impair the proper performance of the required duties or which might endanger the health of oneself or others.
2. Must have a valid New Jersey or Pennsylvania Driver's License. Sewer Maintenance Person II and Senior Sewer Maintenance Person must also have a valid commercial driver's license.
3. To achieve a Senior Sewer Maintenance Person title, an existing employee must have two (2) years continuous service in the classification of Sewer Maintenance Person, must have shown substantial continuous improvement in the quantity and quality of related job skills, must have performed duties in a dependable, reliable and mature manner, and must have displayed an aptitude for the supervision of

other workers. Employees completing ten years of continuous service in a previous title will attain Senior Sewer Maintenance Person promotion. Any other promotion to the title of Senior Sewer Maintenance Person is to be at the sole discretion of Borough management or (for Senior Sewer Maintenance Person) and mature manner, and must have displayed an aptitude for the supervision of other workers. Promotion to the title of Senior Sewer Maintenance Person is to be at the sole discretion of Borough management or (for Senior Sewer Maintenance Person) a newly hired employee must have a minimum of five (5) years experience in sanitary sewer construction and maintenance with a proven track record of skilled, dependable, reliable performance and supervisory abilities.

Equipment Operator

The above title is reserved for employees whose year round assignment entails operation of equipment in 1. below for more than seventy percent (70%) of their regular schedule.

1. Operate tractor-trailer, street sweeper, front-end loader, Jet-Vac truck, backhoe, or bulldozer.
2. Clean, service and perform field maintenance on the equipment.
3. Perform all duties of Maintenance Person.

Requirements

1. Must be in good health and be free from physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.
2. Must have a valid New Jersey Commercial Driver's License.
3. To become an Equipment Operator an individual must have a minimum of three (3) years experience as an Equipment Operator, for a contractor or public works organization and must be able to demonstrate an ability to operate the equipment owned by the Borough of Princeton at the time of employment. For an existing employee to become an Equipment Operator, he / she must satisfy the above requirements, or complete a six (6) month intern program as provisional Equipment Operator at no differential in salary from his / her current position and exhibit an ability to skillfully operate the Borough owned equipment at the end of this period.

Meter Maintenance Person and Senior Meter Maintenance Person

The following is a listing of some of the types of work performed by employees in the above classification. It is not, in any sense, a complete listing of all work which is properly assignable to this classification.

1. Construct, maintain, clean and repair municipal property which includes, but is not limited to, parking meters, signs and appurtenances.
2. Maintain and clean municipal property which includes, but is not limited to, snow clearance of sidewalks and roadways.
3. Install, maintain, clean, repair and operate parking facilities, grounds, property and appurtenances.
4. Use, operate and maintain tools and equipment for accomplishing the work.
5. Perform tasks associated with the municipality's operations. This includes but is not limited to, pick - up, delivery and transport.
6. Maintain records and make reports.
7. Senior Meter Maintenance are also expected to supervise more than one (1) employee without additional compensation.

Requirements

1. Must be in good health and be free from physical and mental defects which would impair the proper performance of the required duties or which might endanger the health of oneself or others.
2. Must have a valid New Jersey or Pennsylvania Driver's License.
3. To achieve a Senior Meter Maintenance Person title, an existing employee must have two (2) years continuous service in the classification of Meter Maintenance Person, must have shown substantial continuous improvement in the quality and quantity of related job skills, must have performed duties in a dependable reliable and mature manner, and must have displayed an aptitude for the supervision of other workers. Employees completing ten years of continuous service in a previous title will attain Senior Meter Maintenance Person promotion. Any other promotion to the title of Senior Meter Maintenance Person is to be at the sole discretion of Borough management or (for Senior Meter Maintenance Person) a newly hired employee must have a minimum five (5) years experience in Meter Maintenance with a proven track record of skilled, dependable, reliable performance and supervisory abilities.

Mechanic

The following is a listing of some of the types of work performed by employees in the above classification. It is not, in any sense, a complete listing of all the work which is properly assignable to this classification.

1. Construct, maintain, clean, and repair all motorized and non - motorized equipment, tools and other items.
2. Maintain and clean all municipal property, which includes but is not limited to, snow clearance of sidewalks and roadways.
3. Construct, maintain, clean and repair all public property. This includes, but is not limited to, motorized and non - motorized equipment, tools and other equipment items in building and structures.
4. Use, operate, and maintain tools and equipment for accomplishing the work.
5. Perform tasks associated with the municipality's operations. This includes, but is not limited to, pick - up, delivery, and transport.
6. Maintain records and make reports.

Requirements

1. Must be in good health and be free from physical and mental defects which would impair the proper performance of the required duties or which might endanger the health of oneself or others.
2. Must have a valid New Jersey Commercial Driver's License.

Custodian

The following is a listing of some of the types of work performed by employees in the above classification. It is not, in any sense, a complete listing of all work which is properly assignable to this classification.

1. Maintain, clean and repair all public buildings, grounds and property. This includes, but is not limited to, trees, plants, shrubbery, lawns, pavement, sidewalks, roadways, buildings, structures and appurtenances.
2. Use, operate and maintain tools and equipment for accomplishing the work.
3. Perform tasks associated with the municipality's operations. This includes, but is not limited to pick - up, delivery and transport.
4. Maintain records and make records.

Requirements

1. Must be in good health and be free from physical and mental defects which would impair the proper performance of the required duties or which might endanger the health of oneself or others.
2. Must have a valid New Jersey or Pennsylvania Driver's License.

Tree Person

The following is a listing of some of the types of work performed by employees in the above classification. It is not, in any sense, a complete listing of all work which is properly assignable to this classification.

1. Construct, install, maintain, clean and repair all properties within the municipal right-of-way. This includes, but is not limited to, trees and shrubbery.
2. Maintain and clean municipal property which includes but is not limited to sidewalks and roadways.
3. Construct, install maintain, clean and repair all public buildings, grounds and property. This includes, but is not limited to, trees, shrubbery, lawns, pavements, structures and appurtenances.
4. Use, operate and maintain tools and equipment for accomplishing the work
5. Perform tasks associated with the municipality's operations. This includes, but is not limited to, pick - up, delivery and transport.
6. Maintain records and make reports.

Requirements

1. Must be in good health and be free from physical and mental defects which would impair the proper performance of the required duties or which might endanger the health of oneself or others.
2. Must have a valid New Jersey Commercial Driver's License.

Parking Attendant

The following is a listing of some of the types of work performed by employees in the above classification. It is not, in any sense, a complete listing of all work which is properly assignable to this classification.

1. Performs the routine work involved in the operations of a parking garage.
2. Monitor security system.
3. Monitor parking software, including ticket levels, car counts, equipment problems, and fill / empty ticket machines.
4. Keep parking garage clean, including equipment, signs, elevator, stairwells, pay-on-foot stations and office area. Shovels snow from parking area and sidewalk.
5. Assist customers with pay-on-foot machines, ticket machines, smart card machines and directions.
6. Physically monitor the garage.
7. Use, operate and maintain tools and equipment for accomplishing the work.
8. Maintain records and make reports.
9. All duties as assigned by the Director of Public Works, Superintendent of Parking Operations, and Assistant Superintendent of Parking Operations.

Requirements

1. Must be in good health and be free from physical and mental defects which would impair the proper performance of the required duties or which might endanger the health of oneself or others.
2. Must have a valid New Jersey or Pennsylvania Driver's License.