

AGREEMENT

Between

HOLMDEL TOWNSHIP SENIOR OFFICERS

-And-

TOWNSHIP OF HOLMDEL

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**ARTICLE I
RECOGNITION**

The Township of Holmdel recognizes the Holmdel Township Senior Officers as the exclusive representative for all Lieutenants and Captains of the Holmdel Township Police Department, for the purpose of negotiations and representation for this contract.

**ARTICLE II
SALARIES**

1. The salary of all Lieutenants covered by this agreement shall be as follows:

Effective 01/01/2019	Effective 01/01/20	Effective 01/01/2021
\$152,042	\$155,843	\$160,518

2. The salary of all Captains covered by this agreement shall be as follows:

Effective 01/01/2019	Effective 01/01/2020	Effective 01/01/2021
\$165,945	\$170,094	\$175,197

3. The Senior Officers shall be entitled to overtime for all hours required to be worked beyond their regular shift or beyond forty(40) hours within a standard (7-day) workweek. Senior officers shall be entitled to be paid for all overtime worked at a rate of time and one-half (1^{1/2}) their regular rate of pay. The Senior Officers agree to be compensated on an hour-for-hour basis at their straight time rate for attendance before or after their regular shift and/or off-duty attendance at staff meetings, squad meetings, command staff meetings and/or other meetings for which they are directed to attend as part of their job duties and responsibilities, not to exceed three (3) hours in a standard work week.

It is agreed that for purposes of the Fair Labor Standards Act, the Senior officers shall have a work period of 28 days.

Overtime hours are subject to the approval of the Chief of Police before the work is performed.

4. Compensatory ("comp.") time shall continue to be an option of each employee in lieu of cash payment for overtime work. Said compensatory time shall be accrued at the rate of time and one-half (1.5). Each employee shall be entitled to accrue and accumulate the total amount of twelve and one half (12.5) work days or one hundred (100) hours' worth of comp. time into a bank. Once said twelve and one half (12.5) work days or one hundred (100) hours have been accrued, all further overtime compensation shall be in cash. Should an employee not utilize any or all of the comp. time within the bank, said bank shall be carried from year to year.

ARTICLE III HOLIDAY PAY

1. Lieutenants and Captains of the Holmdel Township Police Department shall receive fifteen (15) paid holidays. The following days are said holidays:

1. New Year's Day
2. Martin Luther King Day
3. Lincoln's Birthday
4. Washington's Birthday
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day

- 10. Veteran's Day (November 11)
- 11. Thanksgiving
- 12. Day after Thanksgiving
- 13. Christmas Eve
- 14. Christmas
- 15. Employee's birthday

2. If a Lieutenant or Captain does not work on a holiday, the Lieutenant or Captain will receive eight (8) hours extra pay for the holiday, or a total of forty-eight (48) hours pay for the forty (40) hour week containing a holiday. If a Lieutenant or Captain works on a holiday, the Lieutenant or Captain will receive regular time, plus time and one half for the holiday, or a total of fifty-two (52) hours pay for the forty (40) hour week. Only one day shall be considered the holiday when the holiday may fall on a weekend.

3. The fifteen days of holiday benefit referenced in Paragraph 2 of this Article shall be paid along with the regular payroll and folded into base pay for all calculation purposes.

4. Remaining holiday pay will be paid on the last pay period during the month of November.

**ARTICLE IV
VACATION TIME/PERSONAL TIME**

1. Lieutenants and Captains of the Holmdel Police Department shall accrue vacation time as follows:

YEARS OF SERVICE	# DAYS VACATION
1-5 YEARS	14 DAYS (112 HOURS)
6-10 YEARS	17 DAYS (136 HOURS)
11-15 YEARS	20 DAYS (160 HOURS)
16-20 YEARS	22 DAYS (176 HOURS)
21-25 YEARS	25 DAYS (200 HOURS)

26+ YEARS

27 DAYS (216 HOURS)

2. Lieutenants and Captains shall be entitled to three (3) personal days off with pay per year. These days shall be scheduled ahead of time in accordance with the rules and procedures established by the Chief of Police.

**ARTICLE V
CLOTHING**

1. Voucher System

A. Every Lieutenant and Captain of the Holmdel Township Police Department shall receive a clothing allowance of five hundred seventy-five dollars (\$575.00).

B. The clothing allowance shall be administered through a voucher system. Clothing purchases must conform to the Local Public Contracts Law. Articles of uniform apparel or any regulation equipment as determined by the Chief of Police, if not under contract in accordance with the Local Public Contracts Law, may be purchased from any vendor provided they meet the standards established by the Chief of Police. The Township shall process and pay vouchers for all uniforms so purchased upon proper submission, up to the amount of the Lieutenant's and Captain's clothing allowance for the calendar year.

2. Annual Allowance

A. Effective January 1, 2017, an annual uniform allowance of one thousand, five hundred dollars (\$1,500) will be given to the officer payable by check. This check shall replace the voucher system above.

3. Maintenance

A. Every Lieutenant and Captain employed by the Holmdel Township Police Department shall receive a clothing maintenance allowance of four hundred twenty-five dollars (\$425.00).

B. These amounts shall be paid each year beginning January 1st and ending December 31st, and shall be paid to the selected cleaning establishment upon submission of a voucher for the set amount by each and every Lieutenant and Captain in accordance with applicable Township ordinances and procedures.

ARTICLE VI

SICK LEAVE

1. Lieutenants and Captains of the Holmdel Township Police Department shall accrue sick leave at a rate of one and one-quarter (1.25) days per month.

2. Lieutenants and Captains, upon qualified retirement from the Police and Fire Retirement system, shall receive pay for all unused accrued sick leave, up to one hundred and twenty (120) days at the rate of one (1) day's pay for each two (2) days accrued with a monetary limit of \$15,000.00.

ARTICLE VII

INSURANCE

1. Life Insurance

The Township of Holmdel shall provide each Lieutenant and Captain with a \$20,000 group term life insurance policy that will be with an insurance company of the Township's selection.

2. Medical / Hospitalization Insurance:

A. The Township of Holmdel shall make available medical and hospitalization insurance for each and every Lieutenant and Captain employed by the Holmdel Township Police Department, and said Lieutenant's or Captain's eligible spouse and children.

B. Coverage shall be offered through Horizon Blue Cross Blue Shield of NJ and shall be subject to appropriate state and federal laws concerning health plans. The Township reserves the right to change carriers providing the level of benefits remains the same.

C. Effective January 1, 2017, the Township shall offer one health plan which shall be the Horizon High Deductible Health Savings Account (HSA) Plan.

- i. Prescriptions shall be paid at 80% after deductible
- ii. Mail order prescriptions shall be paid at 100% after deductible
- iii. The deductible amount of \$2,500 (single coverage) or \$5,000 (family, 2 adult or parent/child(ren)) will be placed into a Health Savings Account in the employee's name every calendar year. In the event the amount of either or both deductibles change, the new amount will be placed in the HSA

D. Each officer who elects coverage shall contribute to plan premium costs through payroll deductions as per the Pension and Health Benefit Reform Law (Chapter 78, P.L. 2011).

3. Dental Plan:

The Township will make available to each eligible member of the bargaining unit a Dental Plan offered through Delta Dental, or a similar plan, at the cost of \$15.00 per month per employee for the current plan with a total annual benefit of \$1,000.00 per enrolled family member. An optional plan with an annual benefit of \$1,500.00 per enrolled family member will be available at the cost of \$21.00 per employee per month.

4. Short-Term Disability Insurance

Holmdel Township provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

- ◆ Permanent/Provisional full-time employees
- ◆ Permanent/Provisional part-time employees (20 hours or more per week)

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between the Township and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from STD coverage.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Personnel Department for more information about STD benefits.

Employees unable to work who are receiving disability benefits will not continue to accrue sick leave, vacation leave and seniority during the period of their absence.

5. Long-Term Disability Insurance

Holmdel Township provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the Township and the insurance carrier. Eligible employees may begin LTD coverage on the day following the completion of 90-days of employment.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Personnel Office for more information about LTD benefits.

Employees unable to work who are receiving disability benefits will not continue to accrue sick leave, vacation leave and seniority during the period of their absence. Medical benefits will continue in anticipation of employee's return to work. If an employee is on a prolonged medical leave with no definitive date for their return to full duty from their treating physician, the continuance of medical benefits will be evaluated on a case-by-case basis.

ARTICLE VIII FUNERAL LEAVE

1. Lieutenants and Captains employed by the Holmdel Township Police Department shall be entitled to three (3) days off in the event of the death of a member of his immediate family, or the immediate family of his spouse.
2. The Lieutenant or Captain is entitled to these said three (3) days, but it is his option to take none, one, two, or three of the days.
3. The immediate family is spouse, mother, father, sister, brother, child, step- parents, step-children, and step-siblings of the Lieutenant or Captain or his spouse.
4. With the specific approval of the Chief of Police additional days leave, where needed, can be granted. Such additional days shall be charged against accumulated sick leave.

ARTICLE IX
COLLEGE CREDITS

1. In addition to the Lieutenant's or Captain's salary, the Township shall pay a bonus for degrees acquired prior to or while a Lieutenant or Captain is employed by the Holmdel Township Police Department. The degree shall be in a law enforcement related field, such as Criminal Justice, or other Social Science fields approved at the discretion of the Township Committee. It must be obtained through credits gained by attending classes at an accredited college and granted by a college that awards degrees in residence.

No external degrees, correspondence credits, or any non-attendance accreditation shall count in this determination.

2. The payments shall be:

Associates Degree: \$ 500.00

Bachelors Degree: \$ 1,000.00

Payment shall be made as a bonus in the year a degree is obtained. In succeeding years, for payroll purposes, it shall be paid over the pay periods for that calendar year and each year thereafter.

College Credit payments will be increased as follows effective January 1, 2020:

Associates Degree: \$500

Bachelors Degree - \$1500

Masters Degree - \$2,000

ARTICLE X
GRIEVANCE PROCEDURE

1. The purpose of this procedure is to secure fair and consistent interpretations in this contract and its administration. The parties agree that this procedure is applicable only to the interpretation and administration of this agreement.

2. A grievance is an appeal of an interpretation, application or violation of policies, agreements and administrative decisions affecting an individual officer or group of officers.

3. Any interpretation or application or question of violation of policies, agreements or administrative decisions, not involving statutory or regulatory provisions or interpretation or application of provisions of this agreement or compliance therewith are agreed to be management rights and may be brought directly by the officer or officers affected to the Chief of Police for review. The decision of the Chief of Police on these issues shall be final.

4. A grievance concerning the interpretation or application of provisions of this contract can be pursued by the individual or individuals directly affected or the Union. An individual or group of individuals shall retain the right to pursue the grievance on his own at any point.

5. A grievance concerning this agreement as defined in #4 above shall follow the following procedure:

A. Any Lieutenant or Captain who believes that the contract interpretation has been applied incorrectly to him may institute an action to resolve the matter within his next five (5) working days of the occurrence of the incident or interpretation, by discussing the matter with the Chief of Police, who may refer the matter directly to the Administrator or attempt to resolve it with the Lieutenant or Captain.

If the Chief of Police is not able to resolve the grievance, he shall refer it to the Administrator. The Administrator shall review the matter with the Lieutenant or Captain and the Chief of Police, and if the matter is not able to be resolved at that point, the informal procedure shall terminate.

B. If the grievance was filed timely and was not able to be resolved informally, the Lieutenant, Captain or his/her representative, if authorized as in 4. above, and the Administrator shall each forward to the Township Committee, through the Township Clerk, a written statement of the grievance and an explanation of the requested resolution.

Within seven (7) days of receipt of such written notice, the Township Committee shall schedule a hearing before the full committee or a selected subcommittee or individual. Both parties shall be authorized to have representation of their choosing at this hearing. The Committee, subcommittee, or individual shall within seven (7) days from the conclusion of the hearing, render a decision.

6. Minor Discipline - any discipline, including but not limited to a letter of reprimand, which is not appealable to Civil Service shall be considered minor discipline. At the option of the Lieutenant or Captain such minor discipline can be appealed under the provisions of the Grievance Procedure.

ARTICLE XI

SAVINGS & SEVERABILITY

In the event that any provisions of this Agreement shall at any time be declared invalid by legislative act or any court of competent jurisdiction, or through governmental regulations or decree, such decision shall not invalidate the entire agreement, it being the express intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

**ARTICLE XII
WORK CONTINUANCE**

Neither the Union, or its officers or agents, nor any of the Lieutenants or Captains covered by this agreement will engage in, encourage, sanction, or support or suggest any strikes, slowdowns, mass absenteeism, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment. In the event that any Lieutenant or Captain violates this article, the Union shall immediately notify that person in writing to cease such action and shall instruct them to immediately return to their normal duties. All employees who violate any of the provisions of this article may be discharged or otherwise disciplined.

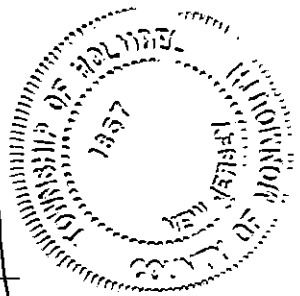
**ARTICLE XIII
MANAGEMENT RIGHTS**

It is recognized that, as expressly stated herein, the Township and its representatives shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the Department in all of its various aspects, including, but not limited to, the right to direct the working forces; to plan, direct and control all the operations and services of the Department; to determine the methods, means, organization and number or personnel by which such operations and services are to be conducted; to assign and transfer Lieutenants and/or Captains, to schedule working hours and to assign overtime; to determine whether goods or services should be made or purchased; to hire, promote, demote, suspend, discipline, discharge or relieve Lieutenants or Captains due to lack of work or other legitimate reasons; to make and enforce reasonable rules and regulations; and to change or eliminate existing methods, equipment or facilities.

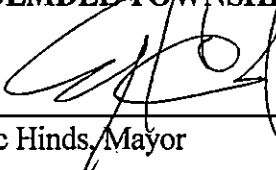
THIS AGREEMENT shall be effective as of January 1, 2019 and expire on December 31, 2021.

If a new Agreement has not be reached prior to the expiration date of this contract, the provisions of this contact shall continue in force until such new Agreement has been reached.

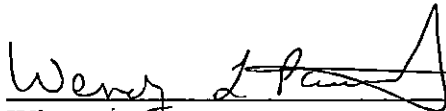
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and the Township Seal of Holmdel to be placed on this 23 ^{December} Day of 2019.



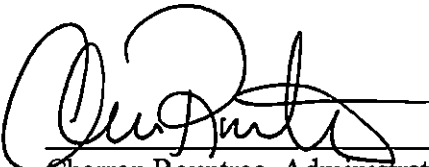
HOLMDEL TOWNSHIP:



Eric Hinds, Mayor



Witness




Cherron Rountree, Administrator



Witness

HOLMDEL TOWNSHIP SENIOR OFFICERS' ASSOCIATION



Michael Pigott, Lieutenant



Witness