

**A G R E E M E N T**

**BETWEEN**

**TOWNSHIP OF ROCHELLE PARK**

**AND**

**POLICEMEN'S BENEVOLENT ASSOCIATION LOCAL 102  
ROCHELLE PARK POLICE DEPARTMENT**

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**JANUARY 1, 2015 THROUGH DECEMBER 31, 2018**

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**PREAMBLE**

**THIS AGREEMENT**, made this 17 day of February, 2015, by and between the Township of Rochelle Park, a municipal corporation of the State of New Jersey (hereinafter called "Township") and the Policemen's Benevolent Association, Local 102, representing the full time police personnel of the Rochelle Park Police Department (hereinafter called "Employees), excluding superior officers and the Chief of Police.

**WHEREAS**, both parties to this Agreement are desirous of reaching an amicable understanding with respect to the employer-employee relationship existing between them and wish to enter into an Agreement covering terms and conditions of employment; and

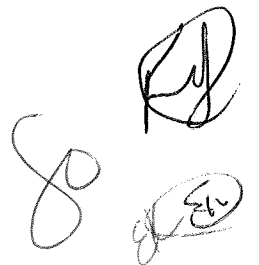
**WHEREAS**, the parties have, by good faith, collectively bargained and reached an agreement with respect to such terms and conditions of employment,

**NOW, THEREFORE**, in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows:

I. **RECOGNITION**

1.1 The Township recognizes the Employees as the sole and exclusive representative for all the full time law enforcement personnel of the Rochelle Park Police Department, excluding superior officers and the Chief of Police.

1.2 The parties recognize and affirm that their relationship is governed by the "New Jersey Employer-Employee Relations Act", the Laws of 1967, Chapter 303 (N.J.S.A. 34:33a, et seq.) as amended, and they agree in the conduct and procedure of their collective negotiations to be bound by the rules and regulations of the New Jersey Public Employment Relations Commission.

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II. RETENTION OF EXISTING BENEFITS & RIGHTS

2.1 Except as otherwise provided herein, all rights, privileges and benefits which all Employees have heretofore enjoyed and are presently enjoying, shall be maintained and continued by the Township during the term of this Agreement and the Employees shall retain civil rights, as provided under Federal and New Jersey State Laws.

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III. MANAGEMENT RIGHTS

3.1 The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of the 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:

A. To the executive management and administrative control of the Township Government and it's properties and facilities, and the activities of its employees;

B. To hire all employees and, subject to the provisions of law, to determine their qualifications and conditions for continued employment, or assignment and to promote and transfer employees;

C. To suspend, demote, discharge or take disciplinary action for good and just cause according to law.

3.2 Nothing contained herein shall be construed to deny or restrict the Township of it's rights, responsibilities and authority under R.R. 40 and R.S. 11, or any other national, state, county or local laws or ordinances.

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**IV. NEGOTIATION PROCEDURE**

4.1 The collective negotiations with respect to rates of pay, hours of work or conditions of employment shall be conducted by the duly authorized bargaining agent of each of the parties and such additional agents or persons as each of the parties shall designate as its negotiating team.

4.2 Collective negotiation meetings shall be held at times and places mutually convenient at the request of either the Township or the Employees.

4.3 Employees who may be designated to participate in the collective negotiations will be excused from police assignment, provided that their absence from duty will not interfere seriously with the operation of the Township Police Department in the opinion of the Chief of Police.

4.4 The duly authorized negotiating agent to either the Township or the Employees shall not be required to be an employee of the Township.

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V. MANAGEMENT OF THE TOWNSHIP'S AFFAIRS

5.1 The Employees recognize that areas of responsibility must be reserved to the Township if the governing body of the Township is to serve the public effectively. Therefore, the right to manage the affairs of the Township and to direct the working force and operation of the of the Township, subject only to the limitations of this Agreement and applicable State Laws is vested in and retained by the Township exclusively.

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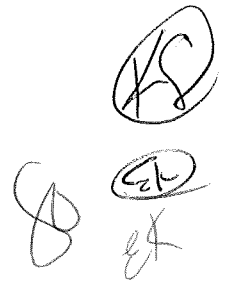
VI. CONTINUED WORK OPERATIONS

6.1 The parties agree that there shall be no action by either of them in violation of any State Law.

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**VII. NON-DISCRIMINATION**

7.1 There shall be no discrimination, interference, or coercion by the Township, or any of its agents, against the Employees, because of membership or activities of any member of the Police Department, by reason of appointment by the Employees to the negotiating committee. The Employees or any of its agents shall not intimidate or coerce employees into membership. Neither the Township nor the Employees shall discriminate against any Employees because of race, creed, color, age, sex or national origin.



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**VIII. MEDICAL, DENTAL, AND PRESCRIPTION INSURANCE**

8.1 The Township shall continue to provide all Employees and members of their immediate families with hospitalization and other insurance, at least equal to the nature and level of benefits currently in effect as of the execution of this Agreement. Said benefits shall be provided by the Township without interruption during the continuance of employment by the Township of each employee covered hereunder. In the event that there is any interruption in such insurance coverage, then, and in that event, the Township agrees to be responsible for any and all medical bills incurred during such period of interruption, to the extent as would have been paid under the insurance coverage, had the coverage remained uninterrupted in force.

8.2 Subject to applicable provisions of State and Federal Law, the Township agrees to continue to provide hospitalization and medical insurance as provided for in the previous section for employees who retire and become entitled to a police pension, either on the basis of regular time in service retirement after twenty-five (25) years of service, or disability retirement, until such time as the Employee becomes entitled to equal coverage under any other group plan subsequent to his retirement from employment by the Township, the obligation of the Township under this section shall cease.

8.3 The Township shall carry a life insurance policy for each Employee, the amount of insurance to be not less than Fifteen Thousand (\$15,000.00) Dollars.

8.4 The Township of Rochelle Park shall provide every Employee covered by this contract and their families with a full family dental insurance plan. The

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program of dental insurance shall be identified as that which is currently available and is identified as "The Delta Dental Plan-Intermediate program 11-A" including orthodontic benefits with no deductible amount. This plan is further identified as being available through the New Jersey Dental Service Plan, Inc. The Employer agrees to cover each Employee and each family member for One Thousand Five Hundred Dollars (\$1,500.00) under the dental insurance plan. The Township shall pay the entire cost of the dental plan. The Employer shall have the right to change insurance carriers provided the change results in equivalent or superior benefits being made available to covered Employees and their families.

8.5 The Township of Rochelle Park shall provide every employee covered by this contract and their families with a full family prescription drug plan. The Employer shall pay the entire cost of the prescription drug plan. This prescription drug plan shall remain the same as the existing prescription drug plan as specified in the preceding 2006 contract and will mirror those existing benefits with the specified following exceptions. Employees under this Agreement shall pay a co-payment for "generic" prescriptions in the amount of One Dollar Fifty Cents (\$1.50) and the co-payment for "brand name" prescriptions in the amount of Five Dollars (\$5.00). Prescriptions issued for a period of ninety (90) days shall only be subject to one co-payment, without exception. The purpose of the preceding sentence is so the Employee pays one co-payment of One Dollar and Fifty Cents (\$1.50) or Five Dollars (\$5.00) for a ninety (90) day supply of a single prescription. The "Starter Dose Program" provides for a ten (10) day trial for a maintenance drug when first prescribed to minimize waste in the event the patient has an adverse reaction to the medication. The co-payment would be waived for the ten (10) day trial dosage and would be charged only upon full refill.

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IX. SCHEDULE OF WORK

**A CHART (EIGHT (8) HOUR WORK DAY)**

9.1 The present police schedule of work is adopted herein by reference and made a part of this contract, as to hours of work, shifts and tour basis.

9.2 Except as set forth in 9.6 and 9.7 hereof, Employees covered by this agreement shall remain on a 5-2, 5-2, 5-3 schedule with the same rotation arrangement. The method of scheduling and compensation shall be unchanged.

9.3 Switching a member of the police department from one shift to another involuntarily shall occur for vacations, illness, injury or an emergency personal day of which six (6) shift changes per year can be utilized for these purposes only.

Switching a member of the Police Department from one shift to another involuntarily can occur for unscheduled rises in crime of which two (2) shift changes per year can be utilized for this purpose only. Shift changes for unscheduled rises in crime can only be used for the apprehension of criminals within the Township and shall only be used for documented patterns of criminal activity. These shift changes can not be used for details not related to the deterrent of criminal activities such as parades, carnivals, fire department wet downs, flea markets, scheduled public events etc. The intention of switching an employee for this purpose is to provide extra officers for documented criminal activities only and cannot be used to supplement understaffed shifts. An employee switched for the purpose of deterring criminal activity as defined in this section and utilizing one of these two (2) switches shall only be assigned to that named documented criminal activity. The employee is not to be

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considered additional manpower for the routine patrol on that regularly scheduled shift.

Involuntary switching of shifts shall not occur for personal days off except for emergency personal days. Involuntary switching of shifts shall not occur for vacation days falling on New Year's Eve, New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. There shall be no more than two (2) shift changes within a block of five (5) shifts or sixteen (16) consecutive working hours, or when it leaves a two man shift, or when it affects a member's normal hours off in the schedule of the police department. There shall be no shortening of member's normal off hours.

Involuntary switching of shifts shall and will occur fairly and equally for all members of the Police Department, irrespective of assignment, on a rotating basis from junior or senior members upon at least four (4) days written notice to the employee for vacation, illness, injury or for the purpose of unscheduled rises in crime. With respect to emergency personal days, an involuntary switching of shifts may be made upon at least eight (8) hours notice to the employee. Six (6) shift changes for vacations, illness, injury or an emergency personal day shall and will be the maximum for each member of the Police Department. Two (2) shift changes for unscheduled rises in crime shall and will be the maximum for each member of the Police Department. Any violation of the provision shall result in all altered working time for all persons affected being compensated at a rate two and one-half times the rate of compensation otherwise provided in the agreement.

9.4 Upon four (4) days prior notification to the Chief of Police, employees covered by this agreement shall be permitted to exchange shifts between themselves, without limitation. Upon less than four (4) days notice, employees

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covered by this agreement shall be permitted to exchange shifts between themselves except when the mutual switching of shifts by the employees would directly interfere with any of the following previously scheduled and posted events: the appearance of either employee at school, court or special details.

9.5 The prior practice of providing a stipend to certain members in lieu of overtime shall be discontinued and all members, irrespective of assignments, shall receive overtime pay at the time and one-half rate.

9.6 Any member who is voluntarily removed from the normal patrol rotation because of his assignment shall receive an additional scheduled day off during each rotational cycle so as to insure that the member has a 1990 hour annual calendar

**B WORK CHART (TWELVE (12) HOUR WORK DAY)**

9.7 Except as modified in the following paragraphs, the provisions above stated in the Article shall apply.

9.8 Officers will work 0700-1900 and 1900 – 0700 on the below listed schedule. The department will be divided into two (2) platoons with two (2) squads in each platoon. Officers will work a twenty-eight (28) day rotation (two (2) complete cycles), at the completion of the 28 days, squads in each platoon will rotate from 0700-1900 to 1900-0700 and from 1900-0700 to 0700-1900.

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One Complete cycle is fourteen (14) Calendar days starting on a Monday as follows. Platoon A will start on a Monday and will work two days, then off two days, then work three days then off two days, then work two days, and then off three days. Platoon B will start on a Monday in the PREVIOUS week and will work two days, then off two days, then work three days then off two days, then work two days, and then off three days.

The first shift of a scheduled day is 0700-1900, with second shift in a scheduled day being 1900-0700.

9.9 Officers may be involuntarily switched a maximum of three (3) times per calendar year for the purposes of training only. An Officer involuntarily switched for training must be switched in a block of two (2) or three (3) working days.

#### **9.10 PITMAN ADJUSTMENT HOURS**

Each officer will be granted eight (8) twelve (12) hour days (Pitman Days) and 30 hours (Pitman Time) of "Pitman Adjustment Hours". Pitman Adjustment Hours will be divided into two types, the first being "Pitman Days" which will be 8 whole shifts to be used one day per month excluding the months of June, July, August, and December. Requests to use Pitman Days will be submitted to the squad supervisor and forwarded to the Officer in Charge of Scheduling for final approval by the 25<sup>th</sup> of the month prior to the requested time off. Pitman Days shall be granted by seniority in accordance with the terms set forth in the "Requests for Time Off" section and may be denied if it is the request for Pitman Time off that will create overtime.

The remaining 30 hours may be used as compensatory time in the form of "Pitman Time" which shall be separate from Compensatory Time Off. Requests to use "Pitman Time" shall be submitted to the squad supervisor who shall submit the request to the Officer in Charge of Scheduling for final approval. "Pitman

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Time" requests shall be requested in four (4) hour increments. Pitman Day requests for whole shifts off will supersede requests for partial shifts off.

Pitman Time / Pitman Days may not be used on the following Holidays: Easter, Memorial Day, Labor Day, Independence Day, Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day. Officers will continue to accrue "Pitman" time while on vacation, sick leave, personal days, disability time, compensatory time and bereavement leave.

**9.11 TRAINING**

When an Officer is assigned for training from the 0700-1900 tour, that Officer shall be required to return to work upon the completion of the training class, unless the Officer has been given approval to be deemed complete at the conclusion of the training by the Chief, Captain, or their designee.

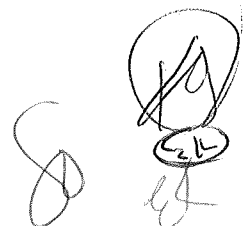
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X. HOLIDAYS

10.1 All Employees shall have a holiday benefit as set forth below. All holiday compensation shall be paid at time and one-half (1 ½) and shall continue to be added to the yearly salary for the purpose of computing the hourly rate.

10.2 The allocation of the holiday benefit shall be as follows:

- A. For the year 2011 there shall be monetary compensation as one hundred twenty (120) hours paid at the time and one-half rate (1 1/2) rate (one hundred eight (180) hours total compensation). In addition, there shall be sixty (60) compensatory time off hours.
- B. For the year 2012 there shall be monetary compensation in the amount of one hundred thirty-two (132) hours paid at the time and one-half rate (1 ½) rate (one hundred ninety-eight hours (198) hours). In addition, there shall be compensatory time off in 2012 in the amount of forty-eight (48) hours.
- C. For 2013 the monetary compensation shall be one hundred fifty-six (156) hours paid at the time and one-half (1 ½) rate (two hundred thirty-four (234) total hours). In addition, there shall be compensatory time off in the amount of twenty-four (24) hours.
- D. Effective January 1, 2014 and thereafter the holiday benefit shall be in monetary compensation in the amount of one hundred eighty (180) hours paid at the time and one)half (1 ½) rate (two hundred seventy (270) hours).
- E. All monetary compensation for holidays shall be folded-in and paid along with regular payroll for all Employees covered by this Agreement and utilized for all computation purposes.

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10.3 All Compensatory Time Off accrued pursuant to the terms of this Section shall be referred to as "Holiday Time Off" and will be separate and apart from "C.T.O. (Section 13.5)". "Holiday Time Off" may be requested after the third round of Vacation Picks has been completed on the squad requested off. Holiday Time Off shall be requested in writing to the squad supervisor and forwarded to the Chief, Captain, or the Officer in Charge of Scheduling for final approval at least (5) calendar days prior to the requested time off, and shall be granted by seniority in accordance with the terms set forth in the "Requests for Time Off" section.

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XI. WAGES

11.1 The base wages of the various Employees covered under this Agreement shall be as set forth on Schedule A annexed.

11.2 All retroactive monies due by virtue of this wage schedule shall be paid promptly upon execution of this Agreement.

11.3 The straight time hourly rate of pay for all members shall be computed by adding the member's base pay, holiday pay, college credit pay and longevity, and then dividing by 1990 hours.

11.4 The overtime-hourly rate of pay shall be computed by multiplying the straight time hourly rate of pay by one and one-half (150%).

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XII. CLOTHING

12.1 Uniforms, equipment or personal property worn while in the performance of duty, which become damaged as a result thereof, shall be repaired or replaced by or at the expense of the Township, provided that notice of such damage and the circumstances thereof are reported within a reasonable period of time after the damage occurred. Such payment shall not constitute a set-off or be charged to an Employee's annual clothing allowance. The Township shall not be required to pay an Employee any more than Two Hundred Dollars (\$200.00) for any damaged personal property under this section.

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XIII. OVERTIME

13.1 It is recognized that the needs of the Township may require overtime work, beyond the Employees' standard daily or weekly schedule, although it is the policy of the Township to avoid the necessity of overtime work, whenever possible.

13.2 Overtime shall be paid to any member of the Police Department, at the rate set forth in section 11.4 of this Agreement.

13.3 Overtime for regularly scheduled shifts and details will be offered to regular full time Employees of the Department first, in an order of preference based upon a rotating seniority roster. There may be certain situations in which the Department, because of special skills or other attributes of a particular officer, determines that it is in the best interests of the Township to bypass an employee(s) on the seniority list. While this Agreement contemplates such possibilities, it is agreed and understood that such bypassed employee(s) must become next on the list for the purposes of the overtime roster. This purpose shall not be defeated by the Township's selection of special persons for special details as set forth herein. Such overtime will be offered to persons other than full time employees only if it has first been refused by each member on the seniority roster aforementioned.

13.4 It is understood and agreed that the clauses relating to overtime will require an equalization of overtime among all full time employees of the Department.

13.5 Each employee shall have the individual option of receiving overtime compensation as either a cash payment (time and one-half) or as

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compensatory time off (C.T.O.) at the rate of time and one-half. When C.T.O. is elected by the employee then the C.T.O. shall accumulate in the C.T.O. Bank and shall be used at the employee's sole option, subject only to prior Police Department approval.

At no time shall any employee's C.T.O. Bank contain more than forty (40) hours. Once the maximum C.T.O. Bank amount is reached, then all additional overtime compensation shall be paid compensation (time and one-half).

CTO shall be granted by seniority in accordance with the terms set forth in the "Requests for Time Off" section. If a request to use CTO is received less than five (5) days prior to the requested time off, the Chief or Captain or their designee reserve the right to deny the request in order to effectively and efficiently maintain the work schedule. CTO will not be granted if requested more than thirty (30) calendar days prior to the requested time off.

**OVERTIME FOR EMPLOYEES ON THE B WORK CHART (TWELVE (12) HOURS)**

13.6 Overtime for Employees on the twelve (12) hour work schedule shall be defined a work beyond the normal twelve (12) hour workday or work on a regular day off (RDO) as defined by the annually posted Work Chart.

13.7 Hours worked beyond the scheduled tour of duty will count as overtime and be compensated at a rate of time and one half. The Employee will have the option of cash overtime or compensatory time. Extended shifts are not to exceed (4) four additional hours for a total of a (16) sixteen hour work day. Officers shall not be ordered to work more than one (1) consecutive sixteen (16) hour shift during any three (3) or two (2) day tour of duty under normal circumstances.

Officers must have a minimum of eight (8) hours off before their next shift. Overtime must be awarded on an equal rotational basis by seniority.

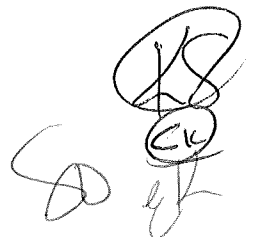
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**XIV. COURT TIME**

14.1 The appearance of any full time police officer at a criminal hearing in the County or Superior Court, or before the Grand Jury or Motor Vehicle Department, or Municipal Court, or any other Court, while such officer is off duty shall constitute overtime, and the employee shall be compensated at the overtime rate on an hour for hour basis with a minimum payment of four (4) hours for each scheduled court session. Any fraction of an hour worked shall be rounded up to the next (higher) half hour.

14.2 If an employee is subpoenaed to appear in Rochelle Park Municipal Court during his regularly scheduled day shift and that employee is required to appear in court past his regularly scheduled day shift, the employee shall be compensated at the overtime rate on an hour for hour basis for those hours the employee appears in court past his tour of duty. Any fraction of an hour worked shall be rounded up to the next (higher) half-hour.

14.3 Section 14.2 shall apply to employees who appear in Rochelle Park Municipal Court only. Any subpoena to appear in any other court, other than during an employees regularly scheduled day shift, shall be covered by section 14.1 of this contract and the employee shall be compensated with a minimum of four (4) hours overtime for each scheduled court session.

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**XV. LONGEVITY**

15.1 All full time employees of the police department hired on or before 12/31/97 shall be entitled to receive a longevity pay increment expressed in terms of a percentage of their annual salary in accordance with the following schedule:

Employees having completed four years of service	2%
Employees having completed eight years of service	4%
Employees having completed twelve years of service	8%
Employees having completed sixteen years of service	9%
Employees having completed twenty years of service	10%
Employees having completed twenty-four years of service	12%

15.2 All full time employees of the Police Department hired on or after 01/01/98 shall not be entitled to receive longevity pay as listed in section 15.1

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**XVI. VACATIONS**

16.1 The Township shall provide the following vacations:

- |    |  |                 |
|----|--|-----------------|
| A. | From six (6) months but less than two (2) years.   | 10 working days |
| B. | From two (2) years, but less than five (5) years.  | 15 working days |
| C. | From five (5) years, but less than ten (10) years. | 20 working days |
| D. | From ten (10) years.                               | 25 working days |

16.2 All working days shall be computed as twelve (12) hour days regardless of rank or assignment

16.3 The Chief shall post the annual work schedule on or before January 15, 2006 and each January 15<sup>th</sup> thereafter.

16.4 All rounds of vacation picks shall be completed by June 1<sup>st</sup> of each year. An event may encompass regular days off without constituting two (2) events.

16.5 Vacation picks not received on or before June 1<sup>st</sup> of each year shall be approved on a first come, first serve basis regardless of seniority, provided notice of such request is received at least four (4) working days in advance of the date or dates requested, whenever required by the Chief to accomplish an involuntary switching of shifts.



16.6 Except as specifically modified herein, the approval or disapproval of vacation days by the Chief of Police shall be in accordance with the past practice as set forth on the written department-wide vacation policy dated February 13, 1989, as amended as of the effective date of this agreement, a copy of which is annexed as Schedule C.

16.7 Officers may carry a total of six (6) days which may be a combination of Vacation Time, Holiday Time Off, Pitman Days, or Personal Days.

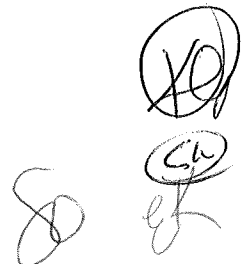
Carry-Over Days must be used as vacation by May 15<sup>th</sup>.

Carry-Over Days shall be chosen by seniority in accordance with the terms set forth in the "Requests for Time Off" section.

Patrol Officer's carry-over vacation days from the year 2010 will be converted to 12 hour vacation days for the year 2011, to be used as stipulated in the current collective bargaining agreement.

**TWELVE (12) HOUR WORK SCHEDULE (B WORK CHART)**

16.8 Two (2) Police Officers per squad per day will be granted vacation requests unless two (2) Officers on the same shift requested have already been granted a vacation day, holiday time off, compensatory time off, Pitman Day / Time off or a personal day.

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XVII. IN SERVICE SCHOOLS

17.1 The Township will pay to any member attending any police academy the sum of Four (\$4.00) Dollars for lunch.

17.2 Any member requesting to attend police related courses on his own time shall be granted permission to do so without any additional payment to the member. In order to encourage attendance, course schedules and all pertinent forms will be made readily available to the employees, and the use of Township equipment needed for said courses shall be permitted.

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XVIII. GRIEVANCE PROCEDURE

18.1 To provide for the expeditious and mutually satisfactory settlement of grievances arising under this Agreement, the following procedures shall be used. For the purpose of this Agreement, the term "grievance" includes any difference or dispute between the Township and any Employee or group of Employees covered under this Agreement, with respect to the interpretation, application or violation of any of the provisions of this Agreement, and with respect to terms and conditions of employment. Minor disciplinary matters (matters not involving loss of pay or time) shall also be included in the grievance procedure.

A. STEP ONE

In the event that any Employee covered by this Agreement has a grievance, within fifteen (15) working days of the occurrence of the event being grieved, the Employee shall discuss it informally with this PBA Grievance Committee.

B. STEP TWO

In the event the Grievance Committee is convinced of the merit of the grievance presented to it, then the said Grievance Committee shall, within ten (10) working days after having heard the grievance of the individual member, present the grievance in writing to the Chief of Police. The Chief shall render a decision within ten (10) working days after the grievance was first presented to him. In the absence of the Chief, grievance shall be presented to the designee of the chief in charge of the Department for a written determination.

C. STEP THREE

If no written decision is rendered by the Police Chief or his designee, within ten (10) days of receipt of a written grievance, or if the Association is dissatisfied with the decision of the Police Chief or his designee, then, the Association may, within ten (10) days of receipt of the Police Chief's decision, appeal said decision to the Township Committee by presenting to the Township Clerk a written notice of appeal and copies of all previous correspondence relating to the matter in dispute. The

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Township Committee may, but need not, provide an opportunity to the Association and the Chief to present further arguments but may consider the matter on the correspondence submitted. The Township Committee shall provide a written decision within thirty (30) days of receipt by the Township Clerk of the notice of appeal.

E. STEP FOUR Arbitration

(1) If no satisfactory resolution of the grievance is reached at Step Three, then within ten (10) working days the grievance shall be referred to the Public Employment Relations Commission for the selection of an Arbitrator, pursuant to the rules of said Commission. The decision of the Arbitrator shall be final and binding upon the parties. The expense of such arbitration shall be borne equally by the parties.

(2) The Arbitrator shall have no authority to add to or subtract from the Agreement.

(3) It is agreed between the parties that no arbitration hearing shall be held until after the expiration of at least thirty (30) days after the decision rendered by the Township Committee on the grievance.

(4) The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limit specified, then the grievance shall be deemed to have been abandoned. If any grievance is not processed to the next succeeding step in the Grievance Procedure within the time limit prescribed, then the disposition of the grievance shall be deemed to have been abandoned. If any grievance is not processed to the next succeeding step in the Grievance Procedure within the time limit prescribed, then the disposition of the grievance shall be deemed to have been abandoned. If any grievance is not processed to the next

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succeeding step in the Grievance Procedure within the time prescribed, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits provided for processing the grievance at any step in the Grievance Procedure.

Handwritten initials 'EJ' on the left, a rectangular stamp with illegible text in the center, and the initials 'EH' written below the stamp.

**XIX. ASSOCIATION REPRESENTATIVES**

19.1 The Township recognizes the right of the PBA to designate one (1) representative and one (1) alternative for the enforcement of this agreement. The PBA shall furnish the Township in writing the names of the representative and the alternate and notify the Township of any changes.

19.2 The authority of the representative and alternate so designated by the PBA shall be limited to, and shall not exceed, the following duties and activities:

(A) The investigation and presentation of grievances in accordance with the provisions of the collective bargaining agreement.

(B) The transmission of such messages and information which shall originate with, and are authorized by the PBA or its officers.

19.3 The designated PBA representative shall be granted time with pay during working hours to investigate and seek to settle grievances and to attend all meetings and conferences on contract negotiations with Township officials.

19.4 The Township agrees to grant the necessary time off without discrimination for the PBA representative from the Rochelle Park Police Department to attend the state and county convention, state or county PBA meetings not to exceed one per month and, in addition, for the hours necessary to attend one meeting per month of the Local PBA chapter provided twenty-four (24) hours notice is given in writing to the Chief of Police.

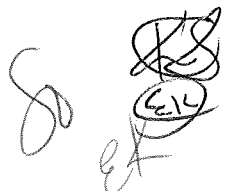
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**XX.                   AGENCY SHOP**

20.1     Any permanent employee in the bargaining unit on the effective date of this agreement who does not join the Union within thirty (30) days thereafter, any new permanent employee who does not join within thirty (30) days of initial employment within the unit, and any permanent employee previously employed within the unit who does not join within ten (10) days of re-entry into employment with the unit shall, as a condition of employment, pay a Representation Fee to the Union by automatic payroll deduction. The Representation Fee shall be in an amount equal to eighty-five (85%) percent of the regular Union membership dues, fees, and assessments as certification of the amount of the Representation Fee at any time to reflect changes in the regular Union membership dues, fees and assessments. The Union's entitlement to the Representation Fee shall continue beyond the termination date of this Agreement so long as the Union remains the majority representative of the Employees in the unit, provided that no modification is made in this provision by a successor agreement between the Union and the Township.

20.2     The Union agrees that it will indemnify and save harmless the Township against any and all actions, claims, demands, losses or expenses (including reasonable attorneys' fees) in any matter resulting from action taken by the Township at the request of the Union under the Article.

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XXI. TERMINAL LEAVE

21.1 The Township of Rochelle Park shall provide every person who is covered by this agreement with six (6) months of terminal leave as a retirement benefit, during the six (6) months of terminal leave the retiring officer shall receive full pay and benefits but shall not be required to perform any duties. Retirement, as used herein, shall be defined as that retirement which is recognized by the New Jersey State Police and Firemen pension laws. The level of compensation and benefits payable during the period of terminal leave shall be at the same level as the officer received on the commencement of the terminal leave.

21.2 Each employee qualifying for benefits under this Article shall have the option of converting the above terminal leave benefit to a cash payment.

21.2.1 An employee shall provide the Township with not less than ninety (90) days advance notice of the Employee's retirement and election of option.

21.2.2 Upon receipt of the cash payment set forth in paragraph 21.2 above, the Employee is no longer to be considered an active member and is entitled to only those benefits available to retirees as per Paragraph 8.2 herein.

21.2.3 Payment on a cash payment basis shall be made within two (2) weeks of termination, provided that the employee may elect to be paid in two separate checks, payable not more than one (1) year after retirement.

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XXII. EFFECTIVE DATE AND DURATION

22.1 This contract shall become effective upon signing and execution thereof by the parties. Salary increases shall be effective on January 1, 2015. Except as otherwise specifically provided herein, all other provisions shall take effect upon signing and execution hereof.

22.2 This agreement shall remain in full force and effect and may not be terminated without a writing signed by both parties, until midnight, December 31, 2018.

22.3 In the event the parties do not enter into a new agreement on or before midnight December 31, 2018, then this agreement shall continue in full force and effect from month to month, subject to being terminated upon written notice by either party, at least thirty (30) days prior to any intended expiration date.

22.4 All notices shall be served with either party on the other party, stating such intention to terminate or amend this agreement and shall be sent certified mail, return receipt requested, in the case of the Township, to the Township at the Municipal Building, and in the case of the employees to PBA Local 102, c/o Rochelle Park Police Department, Rochelle Park, New Jersey.

22.5 The parties agree that they will receive proposals for any proposed change in this agreement pursuant to the P.E.R.C. Rules, and that they will meet and negotiate thereafter in an effort to arrive at a new collective bargaining agreement within the shortest time possible.

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XXIII. EDUCATIONAL INCENTIVE

23.1 In addition to the salary ranges indicated in Schedule A, there shall be added to and made a part of the remuneration to each Employee, the sum of twenty (\$20.00) dollars per annum for each credit in courses where the subject matter is directly related to Police Science or towards a degree or associate degree in Police Science, subject to the following conditions and limitations.

23.2 Such credits must have been completed in and accepted by a recognized and accredited institution of higher learning.

23.3 Remuneration shall be paid on a credit basis until 64 credit hours have been completed. Thereafter, additional remuneration shall be paid only upon the completion of 90 credits. Thereafter, additional remuneration shall be paid only upon the conferring of a baccalaureate degree in Police Science and shall be paid on the basis of 120 credits.

23.4 Employees who become eligible for such additional remuneration prior to June 30<sup>th</sup> of any calendar year shall receive such additional remuneration pro rated, beginning with the first pay period on July of that calendar year.

23.5 Such additional remuneration shall be payable upon presentation to the Township Committee of a proper certification from the institution attended by such employee, setting forth the number of credit hours completed, the courses in which they were completed or the conferring of an association or baccalaureate degree in Police Science.

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**XXIV. BILL OF RIGHTS**

24.1 In an effort to insure that disciplinary investigations are conducted in a manner which is conducive to good order and discipline, the following rules are hereby adopted:

(A) The interrogation of a member of the force shall be at a reasonable hour, preferably when the member of the force is on duty, unless the exigencies of the investigation dictate otherwise.

(B) The interrogations shall take place at a location designated by the Chief of Police.

(C) The member of the force shall be informed of the nature of the investigation before any interrogation commences, including any basis for the complaint. If the interrogation is based upon rumor or any anonymous complaint, the employee shall be so advised. To the extent known, sufficient information to reasonably apprise the member of the allegations shall be provided. If it is known that the member of the force is being interrogated as a witness only, he shall be so informed at the initial contact.

(D) The questioning shall be reasonable in length. Reasonable respites shall be allowed. Time shall also be provided for such personal necessities, meals, telephone calls, and rest periods as are reasonably necessary.

(E) The member of the force shall not be subject to any offensive language. No promise of reward shall be made as an inducement to answering questions.

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(F) The complete interrogation of the member of the force shall be recorded mechanically or by a department stenographer. There will be no "off the record" questions. All recesses called during the questioning shall be recorded.

24.2 If a member of the force is under arrest or is likely to be, that is, if he is a suspect of the target of a criminal investigation, he shall be given his rights pursuant to the current decisions of the United States Supreme Court.

24.3 In all cases, and at every stage of the proceedings, in the interest of maintaining the usual high morale of the force, the Department shall afford an opportunity for a member of the force, if he so requests, to consult with counsel and/or his Association representative before being questioned concerning a violation of the Rules and Regulations of the Department during the interrogation of a member of the force.

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**XXV. PERSONNEL FILES**

25.1 Commencing upon the effective date of this agreement, all existing documents in the employee's personnel file shall be numbered consecutively and initialed by the employee, and any additional documents to be added to an employee's personnel file shall be initialed by the employee and numbered consecutively immediately prior to their insertion into the employee's personnel file. Only one file per employee may be maintained by the Township. Whenever a document is to be inserted into the employee's personnel file, the member shall, upon initialing, be provided with a copy of that document. If an employee refused to initial a document, the Chief shall note same on the document upon insertion in the personnel file.

25.2 Employees may schedule with the Chief of Police or his designee an appointment to review such employer's personnel file upon two (2) days advance notice, on Monday through Friday, except holidays, on not more than two (2) occasions per year.

25.3 At such appointed times, copies of documents within an employee's personnel file shall be provided upon the request of the employee.

25.4 Every employee shall have the right to rebut any derogatory or negative material remaining in the employee's file, and to have such rebuttal material attached to such derogatory or negative material and included in the employee's personnel file.

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25.5 An employee may request, in writing, the Township Committee to add or delete documents from the employee's personnel file. The addition or deletion of such documents shall be the sole discretion of the Township Committee.

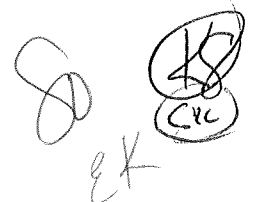
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**XXVI. BEREAVEMENT LEAVE**

26.1 Employees shall be entitled to take up to three (3) working days as bereavement days, without loss of pay, to attend funeral services for immediate family members occurring within New Jersey or within a radius of 100 miles of Rochelle Park or up to five (5) working days as bereavement days, without loss of pay, to attend funeral services for immediate family members occurring out of New Jersey and outside a radius of 100 miles of Rochelle Park.

26.2 For the purposes of this article, immediate family shall be defined to include a spouse, grandparent, parent, stepfather, stepmother, child, step-children, grandchild, brother, brother-in-law, step brother, sister, sister-in-law, step sister, aunt, uncle, niece or nephew or the grandparent, parent, child grandchild, brother, sister, aunt, uncle, niece or nephew of the employee's spouse.

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**XXVII. PERSONAL DAYS**

27.1 Employees shall be entitled to take up to two (2) personal days off with pay (twelve (12) hour personal days) per year, one on which shall be designated as an "emergency personal day". A normal personal day shall not be denied unreasonably or for the purpose of avoiding payment of overtime. An "emergency personal day" shall not be denied by the Township for any reason. No two (2) members shall be entitled to take a personal day on the same shift, unless one of the members utilizes and "emergency personal day".

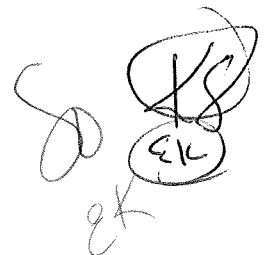
If the Chief of Police is provided with less than sixteen (16) hours notice of the taking of a personal day, then the personal days shall be deemed an "emergency personal day".

Personal days may not be used on the following holidays: Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

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**XXVIII. TOUR COMMANDER PAY**

28.1 A patrolman who performs as Tour Commander in the absence of a Superior Officer acting as Tour Commander shall receive an additional Eighty-Two Dollars and Fifty Cents (\$82.50) for a twelve (12) hour shift, Fifty-Five Dollars (\$55.00) for an eight (8) hour shift, Twenty-Seven Dollars and Fifty Cents (\$27.50) for a four (4) hour shift, and Thirteen Dollars and Seventy Five Cents (\$13.75) for a two (2) hour shift for each tour so worked. Tour Commander Pay shall apply to all shifts where a patrol supervisor assigned to the patrol division schedule delineated in Section 9.8 of this agreement is absent for a minimum of two consecutive hours. Such payment shall be made to the member at the next pay period after he receives his regular pay for the tour during which he served as Tour Commander.



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XXIX. PATROL SAFETY

29.1 The Township shall use its best efforts to provide a minimum of two (2) Police Officers on patrol at all times. The minimum patrol shall be constituted from the ranks of Police Officer, Sergeant, and Lieutenant.

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XXX. UNUSED VESTED TIME OFF

30.1 Upon separation from employment an Employee shall be compensated for all unused time accrued by the date of separation from employment including vacation time, personal days, accumulated compensatory time, and scheduled adjustment time. As of January 1 of each year, all annual benefit time shall be deemed vested and accrued without proration.

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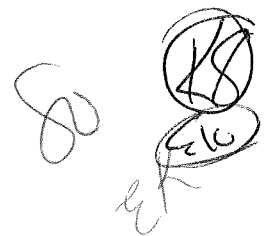
XXXI. CALL-OUT TIME

31.1 When an employee covered under this agreement is "called out" during scheduled time off then said employee shall be guaranteed a minimum of four (4) hours pay at the employee's overtime rate. Overtime hours required at the beginning or the end of an employee's regularly scheduled shift are paid on an hourly basis at a rate of time and one-half (1 ½)

SO  
EK  
48  
EK

XXXII. OUTSIDE CONTRACTOR – ROAD DETAILS

32.1 Any outside contractor detail conducted within the boundaries of Rochelle Park that require a Police Officer shall first be offered to full time Police Officer's employed by the Rochelle Park Police Department without exception. When an employee covered under this agreement is scheduled to work a road detail on his scheduled time off, then said employee shall be guaranteed a minimum of four (4) hours pay at the employee's overtime rate. Outside Contractor details may not interfere with the daily operations of the police department.

Handwritten initials 'SO' and a circled mark containing the number '18' with a checkmark, and the initials 'EK' written below.

XXXIII. REQUESTS FOR TIME OFF

33.1 Time Off requests shall be granted in accordance with the terms set forth by the Collective Bargaining Agreement respective to the type of leave requested. Requests for leave may be denied if two officers on the same shift have already been granted a Vacation Day, Holiday Time Off, Compensation Time Off, Pitman Time Off, Union Time, or a Personal Day only. The following leave types; Sick/Injured Time, Training, Special Assignment or Bereavement Leave, shall not prevent an officer from being granted a Vacation Day, Holiday Time Off, Compensation Time Off, or a Personal Day to avoid the payment of overtime.

33.1 All requests for Time Off shall be made on the appropriate form, which shall be prescribed by the Chief or Captain. The requesting officer shall be required to check with all officers senior on that squad prior to requesting the day, to ensure the day will not be requested by a senior officer. Officers will have 24 hours from the time they are notified by the requesting officer to respond. Any officer who will not release the day, must take the requested day off. Once the appropriate form is completed and signed by all affected officers it shall be submitted to the squad supervisor and forwarded to the Chief, Captain, or the Officer in Charge of Scheduling for final approval.

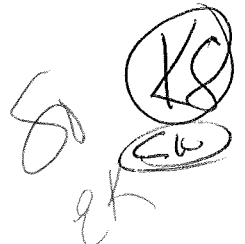
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XXXIV OFF DUTY POLICE ACTION

34.1 Any action taken by an officer within the State of New Jersey on his or her time off, which would have been taken by an officer on active duty if present or available, shall be considered police action and the officer shall have all of the rights and benefits concerning such action as if he or she were then on active duty

34.2 Recognizing that the Township and its residents benefit from the additional protection afforded by armed off-duty police officers and further recognizing the responsibilities and hazards confronting such armed off-duty police officers, the Township agrees to pay such employees the sum of one dollar (\$1.00) in lieu of any other regular or periodic payments for such off-duty performances.

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**XXXV. SAVINGS CLAUSE**

35.1 It is understood and agreed that if any portion of this Agreement or the application of the Agreement to any person or circumstances shall be invalidated by statute, federal or state judicial or administrative decision, the remainder of this Agreement or the application of such provision to other persons or circumstances shall not be affected thereby

35.2 If any such provisions are so invalidated by statute, the Township and the Patrol Officers will meet for the purpose of negotiating changes to the affected section made necessary by applicable law.

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**XXXII. MISCELLANEOUS**

29.1 (Deleted in exchange for deletion of Minimum Manning).

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


29.3 All the terms, covenants and conditions herein contained shall inure to the benefit of and shall be binding upon the respective parties hereto, their legal representatives, successors and assigns.

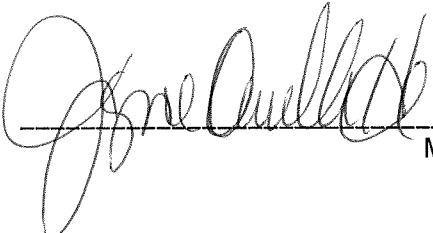
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IN WITNESS WHEREOF, the parties hereto have set their hands and seals or caused this agreement to be signed by their duly authorized officers or representatives on the day and year first above set forth.

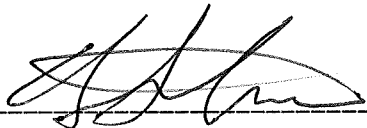
ATTEST:

TOWNSHIP OF ROCHELLE PARK:


  
\_\_\_\_\_  
Municipal Clerk

  
\_\_\_\_\_  
Mayor

POLICEMEN'S BENEVOLENT ASSOCIATION  
LOCAL 102, ROCHELLE PARK POLICE  
DEPARTMENT:

  
\_\_\_\_\_

\_\_\_\_\_

  
\_\_\_\_\_

\_\_\_\_\_

Schedule A  
Base Wage

Employees hired on or before 12/31/2014

Step	2015	2016	2017	2018	Years of Service Completed
P1	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	During 1 <sup>st</sup> Year
P2A	\$41,500.00	\$41,500.00	\$41,500.00	\$41,500.00	1 Year
P2B	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	1 Year 6 Months
P3A	\$48,500.00	\$48,500.00	\$48,500.00	\$48,500.00	2 Years
P3B	\$52,000.00	\$52,000.00	\$52,000.00	\$52,000.00	2 Years 6 Months
P4A	\$56,000.00	\$56,000.00	\$56,000.00	\$56,000.00	3 Years
P4B	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	3 Years 6 Months
P5A	\$64,500.00	\$64,500.00	\$64,500.00	\$64,500.00	4 Years
P5B	\$69,000.00	\$69,000.00	\$69,000.00	\$69,000.00	4 Years 6 Months
P6A	\$73,500.00	\$73,500.00	\$73,500.00	\$73,500.00	5 Years
P6B	\$78,000.00	\$78,000.00	\$78,000.00	\$78,000.00	5 Years 6 Months
P7A	\$82,750.00	\$82,750.00	\$82,750.00	\$82,750.00	6 Years
P7B	\$87,500.00	\$87,500.00	\$87,500.00	\$87,500.00	6 Years 6 Months
P8A	\$92,250.00	\$92,250.00	\$92,250.00	\$92,250.00	7 Years
P8B	\$97,000.00	\$97,000.00	\$97,000.00	\$97,000.00	7 Years 6 Months
P9A	\$101,750.00	\$101,750.00	\$101,750.00	\$101,750.00	8 Years
P9B	\$106,500.00	\$106,500.00	\$106,500.00	\$106,500.00	8 Years 6 Months
P10A	\$111,250.00	\$111,250.00	\$111,250.00	\$111,250.00	9 Years
P10B	\$116,000.00	\$116,000.00	\$116,000.00	\$116,000.00	9 Years 6 Months
P11A	\$119,350.00	\$121,438.63	\$123,563.80	\$125,726.17	10 Years

Employees must file notice on the form prescribed by the Chief of Police of a step increase one month prior to the effective date of the increase.

Schedule B  
Base Wage

Employees hired on or after 1/1/2015

Step	2015	2016	2017	2018	Years of Service Completed
BP1	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	During 1 <sup>st</sup> Year
BP2A	\$46,500.00	\$46,500.00	\$46,500.00	\$46,500.00	1 Year
BP2B	\$49,800.00	\$49,800.00	\$49,800.00	\$49,800.00	1 Year 6 Months
BP3A	\$53,100.00	\$53,100.00	\$53,100.00	\$53,100.00	2 Years
BP3B	\$56,400.00	\$56,400.00	\$56,400.00	\$56,400.00	2 Years 6 Months
BP4A	\$59,700.00	\$59,700.00	\$59,700.00	\$59,700.00	3 Years
BP4B	\$63,000.00	\$63,000.00	\$63,000.00	\$63,000.00	3 Years 6 Months
BP5A	\$66,300.00	\$66,300.00	\$66,300.00	\$66,300.00	4 Years
BP5B	\$69,600.00	\$69,600.00	\$69,600.00	\$69,600.00	4 Years 6 Months
BP6A	\$72,900.00	\$72,900.00	\$72,900.00	\$72,900.00	5 Years
BP6B	\$76,200.00	\$76,200.00	\$76,200.00	\$76,200.00	5 Years 6 Months
BP7A	\$79,500.00	\$79,500.00	\$79,500.00	\$79,500.00	6 Years
BP7B	\$82,800.00	\$82,800.00	\$82,800.00	\$82,800.00	6 Years 6 Months
BP8A	\$86,100.00	\$86,100.00	\$86,100.00	\$86,100.00	7 Years
BP8B	\$89,400.00	\$89,400.00	\$89,400.00	\$89,400.00	7 Years 6 Months
BP9A	\$92,700.00	\$92,700.00	\$92,700.00	\$92,700.00	8 Years
BP9B	\$96,000.00	\$96,000.00	\$96,000.00	\$96,000.00	8 Years 6 Months
BP10A	\$99,300.00	\$99,300.00	\$99,300.00	\$99,300.00	9 Years
BP10B	\$102,600.00	\$102,600.00	\$102,600.00	\$102,600.00	9 Years 6 Months
BP11A	\$105,900.00	\$105,900.00	\$105,900.00	\$105,900.00	10 Years
BP11B	\$109,200.00	\$109,200.00	\$109,200.00	\$109,200.00	10 Years 6 Months
BP12A	\$112,550.00	\$112,550.00	\$112,550.00	\$112,550.00	11 Years
BP12B	\$115,950.00	\$115,950.00	\$115,950.00	\$115,950.00	11Years 6 Months
BP13A	\$119,350.00	\$121,438.63	\$123,563.80	\$125,726.17	12 Years

Employees must file notice on the form prescribed by the Chief of Police of a step increase one month prior to the effective date of the increase.

SCHEDULE C  
VACATION SELECTION POLICY

**Department Guidelines**

1. Two (2) Officers are allowed on vacation per squad unless two (2) Officers on the same shift requested have already been granted a Vacation Day, Compensation Time Off, Pitman Time Off, or a Personal Day.
2. Officers will pick vacation days by seniority by squad regardless of rank.
3. The Chief, Captain, and officers assigned to the Detective Bureau shall not affect the vacation picks of members assigned to the Patrol Division.

**Restrictions**

1. The prime time period for picking vacations will begin on June 1 and will include the months of June, July, August, September, October, November, and December.
2. Non- priority or non-prime time vacations will begin on January 1, and will include the months of January, February, March, April, and May.
3. During the first round of vacation picks officers will be permitted to request up to seven (7) working days of vacation. Officers may choose two (2) blocks or events during the first round of vacation picks. Each event or block may cover a span of up to twelve (12) days. A request for a single day shall constitute a block or event.
4. During the second round of vacation picks up to five (5) days may be requested. The five (5) days may be chosen without restriction in a maximum of three (3) events.

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5. During the third round of vacation picks up to eight (8) days may be requested. The eight (8) days may be chosen without vacation policy restrictions.
6. During the fourth round of vacation picks, officers may request the remainder of the officer's vacations days without vacation policy restrictions.
7. Any officer who wishes to request vacation during non-prime time outside of the vacation selection process, shall receive approval from all senior officers on that Officer's squad and will complete and have signed the appropriate form prior to submitting the request to the Chief or Captain or their designee, except when the request is within five (5) calendar days and shall be granted by seniority in accordance with the "Requests for Time Off" section.
8. Officers may not cancel vacation picks that were picked during prime time periods once the selection was made and approved. In the event of an emergency and vacation must be cancelled, this request must be in writing and approved by the Chief or Captain.
9. Upon notification of an officer's turn to pick vacation, the officer will have seven (7) calendar days to complete the vacation pick. If an officer does not complete the request within seven (7) days, the pick for that round shall be forfeited and the next officer in seniority may commence with their pick for that round. If an officer requires additional time to complete a vacation pick, a request must be made in writing and will be subject to approval by the Chief or Captain.
10. The Vacation Selection process must be completed by June 1<sup>st</sup>. After June 1<sup>st</sup>, all requests for vacation will be granted by seniority in accordance with the "Requests for Time Off" section
11. Carry-over vacation days will be requested outside of the vacation selection procedure and shall be granted by seniority and by approval of the Chief or Captain.

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