

**AGREEMENT**

**BETWEEN**

**THE GLOUCESTER COUNTY  
IMPROVEMENT AUTHORITY**

**AND**

**THE UNITED STEEL, PAPER & FORESTRY,  
RUBBER, MANUFACTURING, ENERGY, ALLIED  
INDUSTRIAL & SERVICE WORKERS  
INTERNATIONAL UNION (USW)**

**LOCAL 4-149**

**(DREAM Park Unit)**

**January 1, 2011 – December 31, 2013**

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# AGREEMENT

**GLOUCESTER COUNTY IMPROVEMENT AUTHORITY AND  
LOCAL 4-149 UNITED STEEL, PAPER & FORESTRY, RUBBER,  
MANUFACTURING, ENERGY, ALLIED INDUSTRIAL & SERVICE WORKERS  
INTERNATIONAL UNION (USW)**

**THIS AGREEMENT** is effective \_\_\_\_\_ 2011, by and between the Gloucester County Improvement Authority, hereinafter referred to as the "Authority" and Local 4-149 USW International Union, hereinafter referred to as the "Union".

## WITNESSETH:

**WHEREAS** the parties have carried on collective bargaining for the purpose of developing a contract covering wages, hours and other conditions of employment for employees of the Authority's Equestrian DREAM Park facility;

**NOW, THEREFORE,** in consideration of the promises and mutual agreements herein contained, the parties agree with each other as follows:

**ARTICLE 1**

**UNION RECOGNITION**

The Authority recognizes Local 4-149 of the USW International Union as the exclusive representative for the purposes of negotiations as defined in Chapter 123 New Jersey Public Law of 1974 (the "Act") for the full-time and regularly employed part-time non-supervisory maintenance operators and laborers employed by the Gloucester County Improvement Authority at its Equestrian DREAM Park facility.

Excluded from this unit are all managerial executives, confidential employees and supervisors within the meaning of the Act, casual employees, professional employees, police employees, craft employees, and employees represented in other negotiations units and all other employees employed by the Gloucester County Improvement Authority.

Proposed new rules or modifications of existing rules governing the Union employees working conditions shall be negotiated with the Union majority representative before they are established, in accordance with New Jersey Statute 34:13A-5.3. Any rules enacted as a result of OSHA requirements or other laws shall be excluded from this negotiation requirement.

## ARTICLE 2

### MANAGEMENT RIGHTS AND RESPONSIBILITIES

The management of the Authority retains, subject only to such limitations as are specifically provided in this contract, the exclusive right to manage the Authority and to make any decisions affecting the Authority. This right includes the location of operations, types of equipment to be used or materials purchased or sold. It also includes what activities shall be performed and any additions, modifications or eliminations to said activities. Management has the right to hire, to determine the number of employees in any particular job category or the Authority as a whole to change, add or eliminate job classifications, job content and qualifications. Establishment and scheduling of working hours, wage rates, overtime schedules, performance levels and work pace, and standard of safety are also part of Management rights. Management retains the right to discipline, suspend and/or discharge for just cause, transfer cross-train, lay-off, or promote employees of the Authority. The rights mentioned above are not all-inclusive but serve to indicate the types of matters within the jurisdiction of Management and shall not be construed to exclude other Management rights not specifically named herein.

### ARTICLE 3

#### UNION SECURITY AND DUES CHECKOFF

- A. Dues Checkoff. The Employer shall deduct regular Union dues from an employee's pay when so authorized in writing by the employee. The amount of such deductions will be certified to the Employer by the Union. The Employer shall remit the dues to the Union on a monthly basis, no later than 14 days following the month in which the deductions were made, accompanied by a list of employees from whose pay such deductions were made. The list shall include each employee's Social Security number, base weekly pay, and the amount of dues deducted for the month. A copy of such list shall also be forwarded to the Local President. Dues deductions for bargaining unit employees shall not be made for any other employee organization.
- B. Withdrawal of Dues Checkoff. In the event an employee withdraws his or her authorization for dues deduction by written notice to the Employer, deductions shall be halted as of July 1 next following the date on which notice of withdrawal was filed, pursuant to N.J.S.A. 52:14-15.9e.
- C. Representation Fees. For all employees in the bargaining unit who do not pay dues in accordance with Paragraph A above, the Employer shall instead deduct a representation fee equal to a percentage of the regular dues as certified by the Union, which shall be remitted to the Union in the same manner as dues. In the case of newly hired employees, deduction of representation fees will begin with the next paycheck following 30 days of employment, unless the employee has submitted a dues check-off card.

- D. Compliance with Law. The Union shall maintain a demand-and-return system and shall comply with all other requirements of N.J.S.A. 34:13A-5.5 et seq. with respect to the use of representation fees and the accounting thereof .
- E. Hold Harmless. The Union will indemnify and hold the Employer harmless with respect to any claims or legal actions arising out of compliance with this Article.



**ARTICLE 4**

**PLANT VISITATION**

A duly authorized representative of the Union, designated in writing, after notice to the Executive Director or Supervisor in charge, during reasonable business hours, shall be admitted to the Administrative office and meeting area of the DREAM Park facility for the purpose of ascertaining whether or not this Agreement is being enforced, assisting in the adjustment of grievances and for investigation of complaints that the contract is being breached. Upon request, the Union representative shall state the purpose of his visit. In the event the visit requires the Union representative to enter the operating areas of the DREAM Park facility, the Union representative shall be accompanied by a representative of management. Such visits shall not interfere with, hamper or obstruct normal operations.

**ARTICLE 5**

**UNION REPRESENTATION**

- A. Upon proper notice, the Authority shall not unreasonably deny the Union the right to have one employee to absent himself from his employment to attend to out of plant union meetings or conventions. The employees shall not receive any salary during this period of absence, nor shall the Authority be responsible for any expenses related to registration at the convention or for expenses of the employee incidental thereto.
  
- B. Upon prior notification to his supervisor, the steward shall have the privilege of leaving his worksite for a reasonable period of time during working hours without loss of pay. Such periods of time devoted to union business must take place on premises and the frequency and extent of the time extended must be reasonable and devoted solely to the proper handling of legitimate union business.
  
- C. The Union shall reimburse the Authority for any long distance telephone charges incurred by the Authority as a result of union business calls made by the steward.

## ARTICLE 6

### HOURS OF WORK

- A. Hours of Work. Employees shall work shifts of eight and one half (8.5) hours, inclusive of a one half (1/2) hour unpaid lunch.
- B. Schedules
1. Maintenance Operators: The Administrator shall be responsible for setting weekly maintenance operator shift schedules, which shall vary based on the facility event schedule.
  2. Barn Laborers: The Administrator shall have authority to develop, set and modify rotating shift schedules, after consultation with the Union. The rotating shift shall, to the extent reasonably practicable, provide that each covered employees shall work at least two late shifts each work week and weekend work shall be equitably divided as required as to the number of horses boarded and staffing. Barn laborers shall be permitted to voluntarily swap shifts upon written request to management so long as appropriate coverage is maintained and no overtime is generated as a result.
- C. Overtime. All time worked in excess of forty (40) hours in a given week shall be compensated through overtime pay at a rate of one and one half (1 ½) times the regular hourly rate of the employee.
- D. Procedures
1. Overtime will be kept to a minimum and must be authorized, in advance, by the Supervisor in completing an Overtime/Comp Time Approval form. The form should be copied to the Executive Director.
  2. All non-exempt employees shall be eligible for overtime compensation.

3. Any non-exempt employee may agree to accept compensatory time off in lieu of paid overtime if there is sufficient manpower to allow this and it is approved by the Administrator and/or the Executive Director. Such a request should be executed by completing a "Waiver of Overtime Monetary Payment" form available from the payroll administrator. Such waiver must be completed and submitted with the bi-weekly time sheet for each incidence, or at the beginning of each calendar year to apply to the entire year.

4. Compensation for overtime will be paid on the first pay date following receipt of the time records.

5. A Department Head or Supervisor who anticipates the need for considerable extra hours of work should ordinarily give employees advance notice of required overtime work pending.

6. For emergency situations where short notice is given, employees will be expected to work overtime. Refusal to work overtime without valid reason may be cause for disciplinary action.

7. A rotation system of overtime assignments should be in effect when more than one person in the organization is capable of performing the work to be done.

8. Unauthorized use of overtime may be cause for disciplinary action.

E. Stage Delivery/Pickup – Call-In Minimum

1 When an employee is required to deliver or pick up a stage commencing during non-scheduled work time, the employee will be compensated for a minimum of two (2) hours at straight time. This time includes time worked from clock in to clock out. Management may require

the employee to work the full two hours. Management retains the discretion to schedule delivery and pick up. An employee cannot be paid more than once for the same two hour period.

## ARTICLE 7

### PROBATIONARY PERIOD

A. All new employees will serve a probationary period of ninety (90) calendar days. This probationary period may be extended by mutual agreement of the Authority and the Union for an additional ninety (90) days.

1. Each new employee will serve a probationary period of ninety (90) calendar days. Probationary employees may be suspended or dismissed at any time during the probationary period if the Executive Director feels it is in the best interest of the Authority. Vacation, Sick and Administrative Days will be earned, but cannot be used during the probationary period.

2. The purpose of the probationary period is to evaluate the employee's work performance and conduct, and to determine whether the employee merits permanent status. Prior to the completion of the probationary period, an employee performance evaluation shall be conducted by the appropriate Supervisor in accordance with the provisions in this manual. An unsatisfactory performance evaluation may result in separation.

3. A promoted or voluntarily transferred employee will be on probation for a period of sixty (60) days. Near the end of the probationary period, a performance evaluation will be completed by the Supervisor. If the promotion or transfer proves unsatisfactory, staff adjustments will be made.

4. When an employee is placed on probation as a result of disciplinary action or following demotion or involuntary transfer, a probationary period shall begin on the date of the disciplinary action. The length of the period will be determined at that time and

will be of sufficient duration to provide the employee an opportunity to correct the outlined shortcomings or problems. During this period, the employee's performance will be closely monitored. Prior to completion of the probationary period, a performance evaluation shall be conducted. Unsatisfactory performance during the probationary period shall constitute grounds for separation from the Authority service.

## ARTICLE 8

### DISCIPLINE AND DISCHARGE

- A. It is agreed that nothing herein shall in any way prohibit the Authority from discharge or otherwise disciplining any Authority employee, regardless of seniority, for just cause. Management has the right to invoke immediate oral reprimand to an employee in areas of violation of health, safety or other just cause. This reprimand can also take the form of immediate suspension with written notice of action. In a case of discharge or discipline involving written notice, an employee has the right to have a union steward present. Written notice of discharge or discipline shall be served upon the Union and the employee involved. In a case of private oral reprimand between employee and supervisor where the supervisor conducts no interview and places no written record in the employee's personnel file, a union steward need not be present.
- B. A written warning can be removed from an employee's personnel file after one year if no further warnings are incurred by that employee for one year. A written disciplinary action can be removed from an employee's personnel file after two years if no further disciplinary actions are incurred by that employee for two years.
- C. In the event that a discharged employee feels that he has been discharged or disciplined unjustly, said employee or the Union, with permission of the employee, shall have the right to file a grievance, which must be in writing, with the Employer within five (5) working days from the time of the discharge or discipline. Said grievance shall be initiated at the second step of the grievance procedure as herein provided. If no grievance is filed within the time period specified, then said discharge or discipline should be



deemed to be absolute unless such time period is extended by mutual agreement of the parties.

- D. Probationary employees shall not have the right to have a Union steward present upon discharge or discipline; nor shall a probationary employee have the right to grieve discharge or discipline

ARTICLE 9

GRIEVANCE PROCEDURE AND MEDIATION

A. In the event that any difference arises between the Authority and the Union, or between the Authority and any of its employees affected by this Agreement and concerning the interpretation, application or compliance with the provisions of this Agreement, such difference shall be deemed to be a grievance.

B. The procedure for the settlement of grievance shall be as follows:

1. **Step I.** The employee or the employee and the Union's grievance representative shall present the grievance orally to the employee's immediate supervisor within five (5) calendar days after the employee becomes aware, or should have been aware, of the grievance; however, the time limit for filing of a grievance involving discharge or suspension of five (5) days or more shall be three (3) calendar days from the date of discharge or suspension. Grievances involving discharge or suspension of five (5) days or more shall start on **Step II** as provided in Article 10 hereof.

The immediate supervisor shall meet with the parties involved to make every reasonable effort towards a proper disposition and settlement of the grievance. If no satisfactory settlement is reached within two (2) working days from the time the grievance was discussed with the supervisor, then the grievance shall be reduced to writing by the Union on a grievance form supplied by the Authority within five (5) days of the date it was discussed with the supervisor. The written agreement shall be presented to the supervisor who will return his answer to the Union within three (3) working days.

2. **Step II.** In the event the grievance is not resolved under **Step I** hereof, the Union's grievance representative (who shall be the President of the Union) shall present the written grievance within five (5) days of receipt of the supervisor's written answer to the Executive Director of the Authority and arrange for a meeting for the purpose of reviewing the grievance. Should no mutually satisfactory settlement be reached within five (5) working days of the receipt of the written grievance, either party may refer the grievance to the Authority Board under **Step III.**

3. **Step III.** In the event the grievance has not been satisfactorily resolved in **Step II** hereof, the Union or the Authority may, within five (5) calendar days following the expiration of the five-day period under **Step II** notify the Personnel Committee of the Authority in writing that the grievance has not been resolved. The Personnel Committee of the Authority shall then hear the grievance within thirty (30) working days with all parties being invited to attend. The employee is entitled to be represented at this hearing by the Union or at his choosing, by counsel, at his own cost.

The Personnel Committee shall render a decision in writing within twenty (20) working days of the hearing.

4. **Step IV.** In the event the grievance has not been satisfactorily resolved in **Step III** hereof, the Union may within five (5) calendar days following the expiration of the twenty (20) day period under **Step III** request binding mediation.

- (a.) A request for mediation shall be initiated by the Union serving upon the Authority notice in writing of its intent to proceed to mediation.

- (b.) Said notice shall identify the provisions of the Agreement involved, the employee involved and a statement of the grievance or grievances which were made the subject of the previous steps.
- (c.) The party requesting mediation shall make application to the Public Employment Relations Commission (PERC) and request that PERC submit a list of possible mediators from which the parties may select a mediator by mutual agreement.
- (d.) All fees and expenses or administrative charges for the mediator shall be divided equally between the parties. Each party shall bear the cost of preparing and presenting its own case, including the expense pertaining to their respective witness from outside the bargaining unit.
- (e.) If the mediator is unable to arrive at a mediated settlement that is acceptable to both parties, the parties shall request that he or she issue a written "Mediator's Recommendation" within thirty (30) days of the close of the hearing. This "Mediator's Recommendation" shall be final and binding on both parties, but shall have no precedential effect and shall not be admitted for any purpose in any future cases.

C. All of the time limits contained in this Agreement may be extended by mutual agreement. Unless such time is extended by mutual agreement, the failure to observe the time limits herein for the presentation of a grievance shall constitute an abandonment of a grievance and settlement thereof.

**ARTICLE 10**

**SENIORITY**

- A. Seniority is defined to include two meanings: 1) For purposes of seniority for daily jobs the definition would be total accumulated length of continuous services in that particular classification; 2) For purposes of seniority for total length of employment and layoffs the definition would be total accumulated length of continuous services in any classification for the GCIA, computed from the last date of hire. An employee's length of service shall not be reduced by time lost due to authorized leaves of absence or absence for a bona fide illness or injury certified by a physician not in excess of two (2) years. Seniority shall be lost and employment terminated if any of the following occur:
1. Discharge for just cause.
  2. Resignation.
  3. Failure to return promptly upon expiration of authorized personal leave.
  4. Absences for three (3) consecutive working days without leave or notice.
  5. Engaging in any other employment during a period of leave.
  6. Absence for illness or injury of more than two (2) continuous years or any extension thereof agreed to by the Authority.
  7. Layoff for longer than twelve (12) consecutive months.
- B. It is hereby agreed that the parties hereto recognize and accept the principle of seniority in all cases of transfers, promotions, layoffs and recalls. In all cases, however, ability to perform the work in a satisfactory manner and qualifications will be a factor in designating the employee to be affected.

- C. If a newly created job or open job exists which represents a promotion or upgrading for employees within the bargaining unit, such job will be posted on the bulletin board and in the Barn and the Maintenance Shop for three (3) working days. Such posting is to set forth job classification, description and rate of pay (minimum and maximum). At the end of the posting period, if no employee's have bid for the job, the Authority has the right to go outside. Employees wishing to bid for said posted jobs shall sign their names to such posting.
- D. After the above-prescribed period, the Authority shall make every effort to award the posted job to the most senior employee who signed the posting, and who is capable of doing the job. Whenever a vacancy occurs in the unit, present employees may request a transfer to said opening prior to the hiring of any new employee for said position. A transferred employee will have a trial period of up to sixty (60) days and, if he shall fail to qualify, shall return to his former position. The Authority shall determine this. Such action is subject to the grievance procedure of this Agreement.

**ARTICLE 11**

**VACATION**

A. The vacation leave policy shall be the following:

1. Employees employed by the GCIA on or prior to \_\_\_\_\_ (Note: this shall be the date of the final ratification of the 2011 – 2013 version of this contract.)

1-4 years continual service            10 days

5-9 years continual service            15 days

10-14 years of continual service      18 days

15 or more years continual service   20 days

2. Employees employed by the GCIA after \_\_\_\_\_ (Note: this shall be the date of the final ratification of the 2011 – 2013 version of this contract.)

1-4 years continual service            10 days

5-9 years continual service            12 days

10-14 years of continual service      15 days

15 or more years continual service   20 days

B. Vacation is earned utilizing the anniversary date of a permanent full-time or permanent part-time employee's initial employment date. For example, three (3) weeks vacation is available upon the completion of four (4) years which is the fourth anniversary of the employee's initial employment date.

C. For purpose of calculating vacation available for employees in their first year of employment or upon the termination of the services of an employee in mid-year, vacation will be earned as follows:

1. Employees employed by the GCIA on or prior to \_\_\_\_\_ (Note: this shall be the date of the final ratification of the 2011 – 2013 version of this contract.)

1-4 years continual service	.83 day/month
5-9 years continual service	1.25 days/month
10-14 years of continual service	1.5 days/month
15 or more years continual service	1.66 days/month

2. Employees employed by the GCIA after \_\_\_\_\_ (Note: this shall be the date of the final ratification of the 2011 – 2013 version of this contract.)

1-4 years continual service	.83 day/month
5-9 years continual service	1 day/month
10-14 years continual service	1.25 days/month
15 or more continual years service	1.66 days/month

The fifteenth day of each month will be used as the cut off date of whether an employee earns the vacation credit for that month.

- D. A new employee begins earning vacation immediately upon the beginning of employment based upon the schedules and hourly rate outlined above. He or she is eligible to use earned vacation after completion of his or her probationary period.
- E. Carry over vacation beyond the employee's anniversary date is limited to ten days. Vacation beyond ten days not utilized by the employee is lost and not reimbursable through payroll.
- F. An employee who is separating from Authority service, except for cause or to quit without proper notice, shall be entitled to the vacation allowance for the current year pro-



rated upon the number of months worked in the fiscal year. If the employee has taken vacation not yet earned, he or she will owe the authority for paid vacation not earned.

- G. All vacations must be scheduled and approved by the appropriate Supervisor.
- H. Employees with seniority will be given first preference in assignment of vacations when the request is made in the month of January. Thereafter, vacation is granted on a first come first serve basis.
- I. Temporary employees are not entitled to vacation benefits.
- J. Periods of time on Leave of Absence without pay, except for military leave, shall be deducted from the employee's total continuous service for purposes of determining the earned service credit for vacation leave.
- K. In the event of duplication of requested vacation time by employees, requests of the senior employee would prevail.

**ARTICLE 12**

**HOLIDAYS**

A. The following days will be recognized as holidays (premium or floating holidays as indicated):

New Year's Day

Labor Day (floating holiday)

Martin Luther King Day (floating holiday)

Columbus Day (floating holiday)

Election Day (floating holiday)

President's Day (floating holiday)

Good Friday (floating holiday)

Veterans Day (floating holiday)

Easter

Thanksgiving Day

Memorial Day (floating holiday)

Day after Thanksgiving (floating holiday)

Independence Day (floating holiday)

Half-day Christmas Eve (floating holiday)

Christmas Day

- "Premium" holidays underlined.

The DREAM Park facility is open every day of the year.

B. Employees who must work on any of the holidays specified as floating holidays (all non-premium holidays) shall be paid straight time for their work and shall also receive a comp day which must be taken as a whole day and scheduled in advance with the supervisor.

The comp day must be utilized in the same year that it is earned.

C. Employees who work on any of the four designated premium holidays will be compensated at the rate of time and one-half for all hours worked on such holiday in addition to receiving 8 hours of straight time holiday pay.

- D. Recognized holidays falling on Saturday will be observed on the preceding Friday, and recognized holidays falling on Sunday will be observed on the following Monday.
- E. Personnel who report out sick prior to or subsequent to a holiday shall submit a doctor's note in order to be paid for the sick day. Personnel who report out for any other unscheduled absence on the day before or day after a holiday shall not be eligible to be paid for the holiday.

**ARTICLE 13**

**RETIREMENT REIMBURSEMENT**

- A. Eligibility for Retirement Payment. Upon retiring on a service pension with the Public Employees Retirement Act of the State of New Jersey (PERS), an employee shall be eligible for a bonus payment based on the number of unused sick days remaining to the employee's credit.
- B. Calculation of Payment. Upon retiring on pension, an employee shall be eligible for a one-time payment based on the number of unused sick days remaining to the employee's credit. The payment to retirees will be calculated as follows:
1. The number of unused sick days will be divided in half;
  2. The result in (a) will be multiplied by the value of a day's pay for the employee at retirement;
- C. The resulting figure will constitute the payment, except that in no case shall the payment exceed \$10,000.

**ARTICLE 14**

**SICK DAYS**

- A. It is the policy of the Authority to grant sick leave to an employee for an occasional absence due to illness, injury, or exposure to a contagious disease.
- B. For all full-time permanent employees, sick leave shall be credited at the rate of one (1) day per month from the date of employment and unused sick leave shall be cumulative. Seasonal/temporary employees are not entitled to paid sick leave. For permanent part-time employees, sick time is credited on a pro-rated basis.
- C. No credit shall be granted to personnel leaving GCIA employment except as set forth above regarding retirement.
- D. After three (3) consecutive sick days, an employee shall submit a doctor's note upon returning to work in order to receive compensation for those days.
- E. If unable to report to work due to illness, the Operators shall be required to notify his or her immediate Supervisor at least one (1) hour prior to his or her starting time. Barn Workers shall be required to notify his or her immediate Supervisor at least three (3) hours prior to his or her starting time. In addition, the employee needs to leave a voice mail message for the DREAM Park Administrator notifying him/her of the absence.
- F. DREAM Park employees are responsible to notify his or her supervisor by 6:00 p.m. on a sick day if they will be absent again on the following day.
- G. An employee will not be paid for sick time utilized either on the immediate working day before or immediate working day following a scheduled holiday unless a doctor's note is presented upon returning to work

- H. Sick leave for a pre-arranged medical or dental examination should be applied for in advance.
- I. Sick leave is available only if an employee is ill or as a supplement to worker's compensation or state disability. A sick day cannot be utilized as a vacation or an administrative day.
- J. Excessive use or abuse of sick leave will not be tolerated and will result in disciplinary action. Documented time out for a work-related injury will not be included in determining excessive use of sick time.
- K. A "pattern" of excessive sick leave will not be tolerated and will result in disciplinary action. A "pattern" can take many forms, such as: (1) Same day illness (sick days utilized on Mondays, Tuesdays, etc.); (2) Excessive one or two day sick leave occurrences; and/or (3) excessive sick leave, which may be defined as ten (10) or more days in a calendar year, regardless of number of occurrences or duration. This will be considered on a case-by-case basis.
- L. The Authority may require an employee who has been absent because of personal illness, as a condition to return to duty, to be examined at the expense of the Authority, by a physician designated by the Authority. Such examination will establish whether the employee is capable of performing his/her normal duties and that his/her return will not jeopardize the health of other employees. Decisions will be made on a case-by-case basis.
- M. Employees may use sick leave benefits for an absence due to their own illness or injury or for care of a seriously ill member of an employee's immediate family. For purposes of this policy, immediate family shall include an employee's father or step-father, mother or

step-mother, spouse, child or foster child, brother, sister and any relatives of the employee residing in the employee's household.

- N. Sick days cannot be utilized during an employee's probationary period.
- O. Sick time will not be earned during any unpaid leave of absence, worker's comp leave, disability leave, FMLA or NJFLA leave which exceeds two weeks.
- P. The Authority may adopt sick leave verification procedures after discussion with the Union from time to time to control sick leave abuse as it may determine to be necessary.

**ARTICLE 15**

**PERSONAL DAYS**

- A. A total of two (2) administrative leave days for permanent full-time and permanent part-time employees will be given on an annual basis (i.e. January 1 through December 31). Employees hired after July 1 will be eligible for one (1) day for the balance of the year. Administrative leave cannot be used until employee completes his/her probationary period.
- B. Administrative leave days are not cumulative from year to year nor shall they be paid out upon termination of employment.
- C. Administrative leave days must be scheduled and approved in advance by the appropriate Supervisor and/or Executive Director.



**ARTICLE 16**

**BREAKS AND WASH UP TIME**

Employees shall be entitled to a fifteen (15) minute break in the morning, a fifteen (15) minute break in the afternoon.

## ARTICLE 17

### HEALTH AND SAFETY

- A. The Authority shall institute and maintain all necessary precautions for safeguarding the health and safety of its employees. Both the Authority and the Union recognize their mutual obligation to assist in the prevention, correction, and elimination of all unhealthy and unsafe working conditions and practices. Employees assigned to the DREAM Park facility must also comply with all safety policies and procedures outlined in the DREAM Park facility safety manual.
- B. No employee shall knowingly be permitted to work on a job that is detrimental to his health. The Authority shall give such individual suitable work, if available, provided a doctor's certificate is presented to the Authority stating that the employee may continue to work at a different job. In the event no other job is available, "bumping" shall apply.
- C. Employees working in areas with potential health hazards shall receive an annual physical exam, with such physical exam to include a test for drugs. Each employee is required to complete his physical exam each year before his employment anniversary date.

Management will provide the employee with sixty (60) days prior notice of such date and will permit up to two (2) hours off from work with pay to have such physical exam completed. Employees shall not be permitted to continue employment if not in compliance with this requirement. The Authority will provide to the Union unedited copies of any reports or medical records pertaining to health and safety.

- D. There will also be another test for drugs performed randomly on employees covered by this agreement.

**ARTICLE 18**

**NON-DISCRIMINATION**

The Authority will not discriminate in regard to hire or tenure of employment or any term or condition of employment to encourage or discourage employees in the exercise of the rights guaranteed to them by the New Jersey Employer-Employee Relations Act (N.J.S.A. 34:13A-5.4). Further, the Authority will not discharge or otherwise discriminate against any employee because he has signed or filed an affidavit, petition or complaint or given any information or testimony under the Employer-Employee Relations Act.

**ARTICLE 19**

**JURY DUTY**

- A. An employee called to jury duty will be granted paid time off as the court requires. Absence from work will not be counted against any regular leave. The employee will be excused from work providing that said employee presents a summons copy to the Supervisor prior to the date summoned for jury duty.
- B. Jury duty leave is provided to employees so that they will be able to fulfill their civil obligation.
- C. Written evidence of employee's attendance at jury duty must be submitted for employee to receive his pay for the jury duty time.
- D. Any payments for jury duty received by the employee except money received for mileage and expenses must be endorsed to the Authority; failure to turn over such payments will result in the amount earned being withheld from the employee's pay.
- E. If an employee is excused early from jury duty, prior to the end of the workday, he must report to work for the remainder of that day as long as he/she is released with enough time to be able to work at least half of his or her shift. If an employee's jury duty is not scheduled to begin until the afternoon, he must report to work and he will be excused from work one hour prior to the time his jury duty is scheduled to begin.

**ARTICLE 20**

**BEREAVEMENT LEAVE**

- A. In the event of a death in the immediate family, an employee, when scheduled to work, will be granted up to three (3) days off with pay for the purposes of making funeral or memorial service arrangements or to attend the funeral or memorial services for any death in the employee's immediate family and, with respect to extended family, one (1) day off, to be used for the same purpose. No paid time off will be granted under this Article for use for any purpose not set forth herein.
- B. The term immediate family is defined as employee's spouse, civil union partner, child (natural or adopted), parent, sibling, or any other relative residing in the employee's household.
- C. The term extended family for purposes of this Article is defined as an employee's grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece, or nephew.
- D. If additional bereavement time is needed, it may be taken, with the prior approval of the Executive Director, as vacation, sick, or administrative leave or unpaid leave, if all other leaves have been exhausted.
- E. Confirmation of the death and the familial relationship may be required to be submitted (obituary, funeral card, etc.).

## ARTICLE 21

### DISABILITY AND WORKERS COMPENSATION LEAVE

- A. When an employee is injured on the job, he should immediately report this fact to his immediate Supervisor or Department Head. If the accident is of a serious nature, necessary emergency care should be procured and the Benefits Administrator should be notified. An Accident Report will be forwarded to the Executive Director. The Department Head shall notify the Executive Director of each injured employee who does not return to work within seven (7) calendar days. All medical bills should be turned into the Administrative Office.
- B. Whenever any employee is absent as a result of a personal injury caused by an accident arising out of and in the course of his employment, the employee shall be paid one-hundred percent (100%) of the employee's salary or wages for the period of two weeks, then eighty-five percent (85%) for up to twenty-six (26) weeks, then receives pay only through workers comp for up to one (1) calendar year without having such absence charged to his sick leave. Salary or wage payments provided in this Paragraph shall be made for absence during the waiting period and during the period the employee received or was eligible to receive a temporary disability benefit under Chapter 15 of Title 34 of the New Jersey Statutes entitled Labor and Workers Compensation.
- C. Any amount of salary or wages paid or payable to the employee pursuant to this paragraph shall be reduced by the amount of any workers compensation award made for temporary disability. Prior to receiving any pay, pursuant to this Paragraph, the employee will execute an assignment of benefits authorizing the workers compensation carrier to pay directly to the Authority the checks for temporary disability. In the event

the employee fails to execute such an assignment or appropriates any workers compensation check for temporary disability to his own use, then in that event, salary payments will not be due under this Paragraph until such time as the assignment is executed and/or workers compensation payments for temporary disability received by the employee are remitted to the Authority.

**ARTICLE 22**

**MILITARY LEAVE**

Employees in the military service, including the New Jersey National Guard or United States Armed Forces Reserves, shall be entitled to such leave provisions as may be required by law. A copy of orders must be submitted to the DREAM Park Administrator immediately upon receipt by the involved employee. Such leave will be in addition to regular vacation leave.



**ARTICLE 23**

**WORK CLOTHES, SAFETY SHOES AND TOOLS**

- A. Employee will be provided with uniforms and safety equipment.
- B. Employees will be reimbursed up to a total of \$150(One Hundred Fifty Dollars) annually, for the purchase of safety shoes upon presentation of a receipt(s). Safety boots must be of good quality construction that protect feet from crushing, compression or puncture by falling, moving, or sharp objects. The boots should provide good traction. Safety shoes shall be worn at all times while at the facility.

ARTICLE 24

INSURANCE AND BENEFITS

- A. The Authority will provide employee benefits, medical insurance, life insurance, and a vision program.
- B. The Authority provides to its permanent full-time and permanent part-time employees, a comprehensive employee benefits program covering the following areas:

- Administrative/Personal Days
- Bereavement Leave
- Credit Union
- Deferred Compensation Plans
- Disability Insurance
- Holidays
- Jury Duty
- Leave of Absence
- Life Insurance
- Medical Insurance Programs\*
- Military Leave
- Retirement Plan
- Salary Adjustments
- Sick Leave\*\*
- Training and Continuing Education
- Vacation\*\*
- Workers Compensation

\* not available to permanent part-time employees

\*\* based on a pro-rated basis of amount of hours worked by permanent part-time employee (34 hours or less per week)

- C. Medical insurance is available to full-time permanent employees, subject to the premium share provision set forth in Paragraph D below. The Authority shall provide four plan options for coverage, which shall be termed the Platinum, Gold, Silver and Bronze plans. Each plan offers a different level of benefits, with the premium set according to the plan level benefits, with the Platinum plan being the highest cost plan. Employees seeking to reduce the amount of their premium share amount may elect from a lower cost plan.

Additional information on the plans, including a schedule of benefits for each plan, are available from any employee in the Health Benefits Department.

D. The Authority shall provide dental and vision coverage as follows:

Dental	<p>I. Subject to a \$1,500 per person calendar year maximum:</p> <p>A. Preventative – 100% (cleaning, scaling &amp; polishing)</p> <p>B. Restorative – 80% (simple extractions, surgical removal of teeth, repairs to broken partial or full removable dentures)</p> <p>C. Major – 50% (insertion of bridges, partial or full dentures, crowns)</p> <p>II. Orthodontics – 50% (lifetime maximum: \$1000 per person)</p> <p>III. Deductible - \$50 per family member per calendar year</p>
Vision	\$175 per family member/per calendar year (eye exams, glasses, contact lenses payable at 100% to max.)

E. In conjunction with the employee premium share as set forth herein, the Authority will pay the premium for the medical insurance outlined above for all full-time employees and eligible family members. Employees electing health benefits coverage shall be required to pay contributions based on a percentage of the cost of coverage as set forth in Section 39 of P.L. 2011, c. 78. Notwithstanding any expiration of Sections 39 to 44 four (4) years after the effective date of P.L. 2011, c. 78, the fully phased in applicable employee contribution rates set by Section 39 of P.L. 2011, c. 78 shall be considered part of this Agreement unless and until specifically modified by collective bargaining permitted by law. Any employee contribution shall be subject to any applicable contribution phase in periods set forth in Sections 40 to 44 of said public law.

F. The Authority may, from time to time, select policies which differ from those offered above, but coverage under each plan option shall be the equivalent to the plan designs in effect on December 1, 2011.

G. Health benefits will commence once the employee completes the waiting period of sixty (60) consecutive days as an active employee. The waiting period may be waived at the discretion of the Executive Director.

H. Waiving Medical/Prescription Coverage

1. GCIA employees are eligible to receive monthly payments in lieu of insurance, if they choose to waive their medical/prescription benefits. This choice should be made only if the employee does not expect these benefits to be needed. Also, employees who waive their medical coverage must produce proof that they have medical coverage through another source (such as a spouse who is also providing benefits).

2. Waivers will take effect on the first day of the month following the date the waiver has been approved, and will continue unless the employee subsequently re-enrolls. In addition, employees who lose their alternative coverage will be re-enrolled immediately after giving notice to the GCIA, so long as there was previous credible coverage.

3. Monthly payments will begin in the month following the acceptance of the waiver and will continue as long as the waiver remains in effect. The amount of the payments will depend upon the type of coverage the employee waives, using the following schedule:

Employee Only Medical/Prescription Coverage:	\$57.69 per pay
Family Medical/Prescription Coverage:	\$138.46 per pay

4. In order to qualify for the waiver program, employees must complete a waiver form and return it to the Health Benefits Administrator. Forms may be obtained from the Health Benefits Administrator.

I. Life Insurance

1. The Authority provides a term life insurance policy to employees. Please see the Benefits Department for more information.
2. As an active member of the Public Employees Retirement System (PERS) you may be covered by two types of group life insurance:
  - (a.) NON-CONTRIBUTORY GROUP LIFE INSURANCE is provided by your employer through the retirement system. This is equal to one and one-half your annual base income. There is no cost to you for this coverage.
  - (b.) CONTRIBUTORY GROUP LIFE INSURANCE is the insurance for which you pay the premium. The law requires that you must be covered by contributory insurance for the first 12 months of your membership. After the 12 months have elapsed, you may cancel this coverage, if you wish, by filing the proper form available through the payroll office. Once you have cancelled this coverage, you cannot be reinstated nor are your contributions refunded. The value of this policy is equal to one and one-half your annual base income. The cost of the insurance is determined by PERS.
3. Any information regarding PERS or Contributory Life, contact the Woodbury Administrative Office. The Authority provides the opportunity for all employees to voluntarily purchase coverage through payroll deductions for a life insurance policy thru Standard Insurance. This policy is for the employee and the employee's family members. Please see the Health Benefits Administrator for more information.

J. Long Term Disability Insurance (non-short-term State)

1. Disability insurance is available to employees after a ninety (90) day waiting period. Please see the Benefits Department for more information on enrolling.

2. New Jersey State Temporary Disability Insurance will cover employees who become disabled during the waiting period. Specific details of the disability insurance coverage are provided in the employee health benefits handbook.

K. Vision Program: Vision program is self-insured by the Authority that reimburses employee and family members up to \$175 per family member per calendar year.

L. Safety Glasses: For reimbursement of safety prescription glasses for those employees required to wear them, the following will be adhered to: One reimbursement allowed every two years. 2011 = \$250 reimbursement limit; 2012 = \$275 reimbursement limit; 2013 = \$300 reimbursement limit.

**ARTICLE 25**

**PENSION CLAUSE**

- A. PERS is a mandatory pension plan, administered by the State of New Jersey for all public employees. Employee contributions are a percentage of your annual base salary, as determined from time to time by PERS. Specific details are provided to employees from the Payroll Administrator in the Woodbury Administrative Office or from PERS.
- B. Also available are two voluntary Deferred Compensation contribution plans for all employees. The first plan is available through The Variable Annuities Life Insurance Company (VALIC). The second plan is available through AXA Advisors. See the Payroll Administrator in the Woodbury Administrative Office for more details.
- C. GCIA will provide continuing medical and prescription coverage for certain employees who retire under the Public Employees Retirement System or other state retirement system, together with their dependents, as follows:
1. Employees who have retired on a disability pension;
  2. Employees who are 65 years old and have retired after 25 years or more of service credit in a state or locally-administered retirement system at the time of retirement; or
  3. Employees who are 62 years old and have retired after 20 years or more of service credit in a state or locally-administered retirement system at the time of retirement.
- D. All permanent full-time employees are mandated to be enrolled in PERS per New Jersey law.

ARTICLE 26

WAGES

A. Retroactive to January 1, 2011, regular employees covered by this Agreement will receive a 2.0 percent increase over 2010 wages. Wages are as follows:

- |    |                      |              |
|----|----------------------|--------------|
| 1. | Maintenance Operator | \$18.68/hour |
| 2. | Maintenance Laborer  | \$16.68/hour |
| 3. | Barn Worker          | \$14.20/hour |

B. Effective January 1, 2012, regular employees covered by this Agreement will receive a 2.0 percent increase over 2011 wages. Wages are as follows:

- |    |                      |              |
|----|----------------------|--------------|
| 1. | Maintenance Operator | \$19.05/hour |
| 2. | Maintenance Laborer  | \$17.01/hour |
| 3. | Barn Worker          | \$14.49/hour |

C. Effective January 1, 2013, regular employees covered by this Agreement will receive a 2.0 percent increase over 2012 wages. Wages are as follows:

- |    |                      |                |
|----|----------------------|----------------|
| 1. | Maintenance Operator | \$19.43/hour   |
| 2. | Maintenance Laborer  | \$17.35/hour ✓ |
| 3. | Barn Worker          | \$14.77/hour   |

D. Employees who, at the time of the execution of this Agreement, are making more than the wage specified herein for their job classification shall be "red circled" whereby such employee shall remain at their wage until such time as the contractual wage reaches their current wage, at which time they shall be eligible for any increases to maintain their wages at the level specified this Agreement.



- E. Starting salaries for new employees hired during the term of the Agreement shall be a rate which is Two Dollars (\$2.00) less than the rate for their position paid to regular employees, as specified herein, as follows. After the completion of six months of service, new employees shall receive a raise of \$1.00. After the completion of one year of service, new employees shall become regular employees and shall be entitled to receive the regular employee rate for their position.
- F.           1.       The Authority will pay for any expenses to acquire a CDL license required by an employee's position. The Authority will reimburse expenses to maintain current status during employment with the GCIA. The employee must provide proof of payment.
2.       If the Authority offers training for the on the road portion of CDL test using Authority equipment to employees in positions for which a CDL license is NOT required, such training opportunities will be offered on an equitable basis among employees who have passed, on their own initiative and at their own expense, the written portion of the CDL test. Such training opportunities shall be voluntary and Employees (other than Employees engaged as the trainer) shall not be paid for any training time or for time taking the CDL test.
- G. Maintenance Operators must be able to demonstrate proficiency with all equipment necessary for the position. Maintenance Operators who are employed in that position on the date this Agreement becomes effective shall have one year from that date to demonstrate such proficiency. Training, pursuant to a schedule set by the Administrator, shall be provided to these employees.
- H. Maintenance Operators who enter the position after the effective date of this Agreement shall have six (6) months to demonstrate proficiency with all equipment necessary for the

equipment. Nothing herein shall preclude the Authority from requiring any employee or applicant who seeks to fill a Maintenance Operator position from being able to demonstrate such proficiency prior to entering the position.

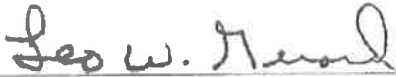
**SIGNATURE PAGE**

The foregoing Articles of this Agreement shall be in effect for covered employees at the DREAM Park for the period between the date of execution through December 31, 2013.

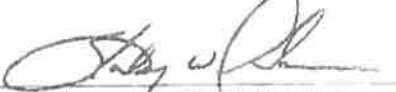
This Agreement shall be in full force and effect through December 31, 2013, unless notice in writing is given by either party to the other, three months prior to the aforementioned expiration date that such party desires a change in the terms and conditions as set forth herein.

This Agreement shall not, however, become effective until countersigned by a duly authorized representative of the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union, USW, AFL-CIO-CLC, on behalf of its Local 4-149, and the Gloucester County Improvement Authority.

**UNITED STEELWORKERS  
AFL-CIO-CLC**



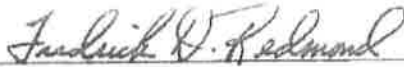
Leo W. Gerard, International President



Stan Johnson, Secretary/Treasurer



Thomas Conway, Vice-President Administration



Fred Redmond, Vice-President, Human Affairs



John E. Shinn, Director, District #4



Steve Green, Staff Representative



Ken Goley, President, Local #4-149

Joe Wilson, Shop Steward

**GLOUCESTER COUNTY  
IMPROVEMENT AUTHORITY**



Charles Fentress, Chairman



Paul W. Lenkowski, Secretary/Treasurer