

1 COLLECTIVE BARGAINING AGREEMENT

2 BETWEEN

3 TOWNSHIP OF MONROE

4 AND

5 UNITED SERVICE WORKERS UNION, IUJAT, LOCAL 255

6 EFFECTIVE JANUARY 1, 2015 THROUGH DECEMBER 31, 2017

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71 **ARTICLE 1 – PREAMBLE**

72 This agreement entered into this 1st day of January, 2015 between the Township of
73 Monroe, hereinafter referred to as the Township, and United Service Workers Union, IUJAT,
74 Local 255, located at 138-50 Queens Boulevard, Briarwood, NY 11435, hereinafter referred to as
75 the Union. This agreement shall be in effect from January 1, 2015 up to and including December
76 31, 2017.

77

78 **ARTICLE 2 – RECOGNITION**

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

85

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

87 a) The Township agrees to deduct union dues from the salaries of employee subject
88 to the terms of this agreement. Such deduction shall be made in compliance with NJSA 52:14-
89 15.9 (d) as amended. Said monies, together with records of any correction, shall be transmitted
90 to the Union office within fifteen (15) calendar days following the payroll period in which the
91 deductions were made. No employee shall be required to pay dues if they are out for a full
92 calendar month on disability, unpaid leave of absence, workers compensation or seasonal layoff.

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

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

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

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

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

117
118 **ARTICLE 4 – MANAGEMENT RIGHTS**

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

125
126 **ARTICLE 5 – NO STRIKE PLEDGE**

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

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

138

139 **ARTICLE 6 – NON-DISCRIMINATION**

140

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

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

149

150 **ARTICLE 7 – SENIORITY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

207
208 **ARTICLE 8 – PROBATION STATUS**

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

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

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

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

220 1. Union dues – 1st of the month following thirty (30) calendar days

221 2. Pension – sixty (60) calendar days

222 3. Health Insurance- 1st of the month in which employees has (or will)
223 complete ninety (90) calendar days.

224 4. Sick, vacation, personal or any other paid time off (excluding
225 Bereavement see 6 below) after sixty (60) calendar days.

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

228 6. Bereavement – employees are eligible for Bereavement upon date of hire.

229 **ARTICLE 9 – CALL BACK PAY**

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

234 called in for as opposed to staying and completing additional tasks to fill the four (4) hour period.
235 Supervisors shall have the right to require that employees invoking the four (4) hour minimum
236 compensation at time and one (1/2) half stay and perform services within their job classification
237 for that four (4) hour period. Animal Control Officers shall be entitled to a two (2) hour call back
238 at the appropriate overtime rate, except that Animal Control Officers shall be entitled to leave
239 work at the conclusion of the assignment.

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

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

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

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

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

259 The normal hours of work shall be:

260 Shift picks for all departments shall be determined by seniority.

261

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

265

266

267 **Crossing Guards** 25 hours weekly. Work a lunch hour

268 Post 16 ¼ hours weekly

269 Post 21 ¼ hours weekly

270

271

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

273 3:00 p.m. - 11:00 p.m.

274 11:00 p.m. - 7:00 a.m.

275

276 **Emergency Medical**

277 **Technicians**

278

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

286

286 **Library** 9:00 a.m. – 9:00 p.m. Monday - Thursday

287 9:00 a.m. – 5:00 p.m. Friday-Saturday

288 9:30 a.m. – 1:00 p.m. Sunday

289 Shift hours are 9:00 – 5:00, 9:30-5:30, 10:00-6:00; 1:00 -9:00.

290 When a Saturday is worked, a weekday is taken off.

291

292 **Office** Monday through Friday

293 9:00 a.m. – 5:00 p.m. (Recreation)

294 8:00 a.m. – 4:00 p.m. (police dept. clericals)

295 8:30 a.m. – 4:30 p.m. (Municipal Building)

296

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

298 Monday-Friday 3:00 p.m. - 11:00 p.m.

299

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

301 Utility Department Hours for the office staff only shall be from
302 8:00 am to 4:30 pm. The office staff hours shall consist of two (2)
303 shifts: 8:00 am – 4:00 pm and 8:30 am – 4:30 pm. These hours
304 shall be on a trial basis for one year from the date of
305 implementation for the six (6) clerical people affected. If the
306 Township determines that the change in hours results in a large
307 increase in the payment of overtime or severely negatively impacts
308 service to the public, the Township reserves the right to change the
309 hours of work back to the work hours in effect upon the signing of
310 this MOA. The parties agree that if the hours revert back to the
311 current hours the Township will provide sixty (60) calendar days'
312 notice and the parties will negotiate the impact (i.e. Wages) of the
313 increase in hours.
314
315

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

319 b) Work in excess of work week shall be considered overtime and shall be paid at
320 the rate of one and one half (1 1/2) times the regular hourly rate of the employee. However, for
321 overtime computation for which the employee received pay from the Township for approved
322 absence shall be credited to time worked when computing the work week.

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

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

	<u>2015</u>	<u>2016</u>	<u>2017</u>
328	\$12.75	\$12.75	\$12.75
329			
330			

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

334 e) All employees including those that work a schedule less than those hours
335 specified above shall be compensated at time and one half (1 ½) for work performed on the sixth
336 (6th) consecutive day and double time (2x) for the seventh (7th) consecutive day of any work
337 week, except Telecommunications Officers who shall be paid 1 ½ times on the fifth consecutive
338 day and double time for the sixth consecutive day.

339 f) Any permanent employee (part time and full time) required to work on a holiday
340 shall be compensated their regularly scheduled hours as holiday pay plus double time (2X). In
341 the case of full time employees their normal seven point five (7.5) or eight (8) hours per day, in
342 the case of permanent part timers, whatever their regularly scheduled hours of work would have
343 been for that day. For time over their regularly scheduled hours on a holiday the employee will
344 continue to be compensated at triple (3x) time on an hourly basis except Communications
345 Officers. Because Communication Operators are paid at the end of the year for holidays at
346 straight time pay whether they have worked these days or not the following applies: If a
347 Communication Operator works on a holiday, he or she is paid at time and one-half for the first
348 eight (8) hours they are working. If they are working more than eight (8) hours on a holiday they
349 are to be paid double time and one-half for the overtime hours.

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

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

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

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

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

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

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

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

380 k) Should the Township eliminate or reduce the amount of hours employees have to
381 work because of weather, emergency conditions or any Township office closing, those
382 employees who are required to remain or called in shall be compensated at double time plus their
383 regular day's pay during these emergency conditions.

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

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

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

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

394	1/1/2015	\$886.00
395	1/1/2016	\$886.00
396	1/1/2017	\$886.00

397
398
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400

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

403 1/1/2015 – \$217.00

404 1/1/2016 \$217.00

405 1/1/2017 \$217.00

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

408 1/1/2015 – \$58.00

409 1/1/2016 \$58.00

410 1/1/2017 \$58.00

411 Payments will be made during the month of December.

412 n) Telecommunicators may elect to take compensatory time in lieu of pay when
413 overtime is worked. Compensatory time, shall be paid/earned at time and one-half (CTO). CTO
414 may accumulate to a maximum of forty (40) hours.

415 o) Time spent by any Township employee testifying in court or any other legal
416 proceedings under subpoena, shall be compensated at the overtime rate of time and one-half if
417 the employees attendance at the proceeding is a direct result of the performance of the
418 employee's duties. The employee will be paid their regular rate of pay if the testimony is during
419 regular working hours.

420

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424 **ARTICLE 11 – HOLIDAYS**

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

426	New Year's Day	Labor Day
427	Martin Luther King Day	Columbus Day
428	Lincolns Birthday	General Election Day
429	Veteran's Day	Washington's Birthday
430	Good Friday	Thanksgiving Day
431	Memorial Day	Day after Thanksgiving
432	Fourth of July	Christmas Day
433	Day after Christmas (when it falls on Thursday)	

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

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

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

448 Effective January 1, 2017, all full time permanent members of the bargaining unit may
449 choose to have the day off with regular pay, or work a regularly scheduled day at premium pay.

450

- 451 c) For 24/7 operations, premium pay shall be paid on the actual day of the holiday.
- 452 d) Crossing Guards will only be paid for all holidays which fall within their ten (10)
- 453 month schedule (September to June).
- 454 e) Library Closing - If a holiday falls on a Saturday and is observed on Friday by the
- 455 Township and other members of the bargaining unit and when a holiday falls on Sunday and
- 456 observed on Monday by the Township and other members of the bargaining unit, the Library will
- 457 be closed. In addition, the Library will be closed Easter Sunday.

458
459 **ARTICLE 12 – VACATIONS**

<u>Months & Years of Service</u>	<u>Number of Days</u>
<u>Based on actual starting date</u>	<u>Vacation/Year</u>
460 1 year	10 days
461 2 to 4 years	15 days
462 5 to 8 years	18 days
463 9 to 14 years	20 days
464 15 to 20 years	24 days
465 21 to 24 years	26 days
466 25 years and over	28 days
467	
468	
469	

- 470 a) The past practice of crediting vacation allotments shall continue to be pro-rated.
- 471 Vacation shall be scheduled by the Department Head in keeping with considerations related to
- 472 seniority, work load and good staffing practices to insure efficient operation of their offices.
- 473 Vacation is pro-rated in the first year of employment. After the first year of employment
- 474 employees are credited on January 1st with their expected vacation allotment for the year. If an
- 475 employee is expected to receive an increase in their vacation, the vacation increase is credited on
- 476 January 1st preceding the employee's anniversary.
- 477 b) New employees shall not be eligible to take vacation or personal days during the
- 478 first sixty (60) calendar days of their employment.

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

484 Example: *Entitled to 12 vacation days – 1992*
485 *1993 – (1992 – 12 days carry over and 12 days for*
486 *1993 – must take the 12 days for 1992*

487
488 d) Vacation leave may be taken in no less than 3 hour increments.
489

490
491 **ARTICLE 13 – SICK LEAVE**

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

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

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

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

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

512 e) Full time employees shall accumulate sick leave on the basis of thirteen (13) days
513 of sick leave per year for the period of this contract. New employees will accrue sick leave time
514 on the basis of 1.08 day per month of actual service based on actual starting dates but will not be
515 entitled to sick leave benefits during their initial sixty (60) days of provisional employment.
516 There is no limit on the number of sick days, which may be carried forward from one year to the
517 next.

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

523 g) Employees are required to provide their Supervisors with as much notice as
524 possible concerning their plans to take sick leave. In some cases, taking of sick leave cannot be
525 scheduled or planned. In these instances, Supervisors shall be called as soon as practical and
526 informed of employee's need to takes a sick day. Unless more stringent notice requirements are
527 currently required by any of the operating departments, and unless extenuating circumstances are
528 involved, any employee who takes a sick day without notifying his or her Supervisor within one

529 (1) hour after the official starting time will not be paid for that day. Employees shall be available
530 by telephone at their place of residence or shall notify the offices of a location at which they can
531 be reached while they are on sick leave. Employees who cannot be contacted while on sick leave
532 may be subject to a loss of that day's pay.

533 h) Some sick leave, such as for minor surgery, can be planned far in advance.
534 Employees who plan to take sick leave for minor surgery, or other purposes which are known in
535 advance, must work out a schedule with their supervisor. Sick leave must be requested as far in
536 advance as possible and written authorization received from their supervisor. Both the request
537 and response must be in writing, with copies filed in the Personnel Office. Unless unusual or
538 extenuating circumstances are involved, planned sick leave shall not be taken during peak
539 operating periods.

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

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

548 If an employee earns his "bank", then requests to convert ten (10) of his anticipated
549 thirteen (13) days into compensatory days, he is left with his "bank" plus three (3) excess days.
550 Should the needs arise for this employee to utilize three (3) or more sick days during the balance
551 of that year, he will have violated his "bank" and will be required to earn back the days needed to

552 compliment the thirty (30) day "bank" before his is again eligible to convert days. Anticipated
553 sick days cannot be used to satisfy the thirty (30) days "bank" replacement.

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

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

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

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

569 **ARTICLE 15 – EXTENDED SICK LEAVE**

570 a) At the start of the employee's fifth (5th) year of employment the employee will
571 become eligible for extended sick leave. In the event of a debilitating sickness and/or injury on
572 or off the job, the Township will provide a program which will guarantee an employee (his or her
573 net pay for a period of ninety (90) calendar days, limited to one leave in a 12 month period.
574

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

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

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

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

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

601
602 **ARTICLE 16 – MATERNITY LEAVE**

603
604 a) Granted to full time employees with two (2) years or more of full time service.

605 b) Not later than the fourth (4) month, the staff member shall notify the Coordinator of
606 Personnel in writing of the condition of pregnancy. Upon notifying the Coordinator of
607 Personnel, the employee shall let it be known as to plans of continuing employment or taking a
608 leave of absence, not to exceed sixty (60) calendar days, unless prevented from so doing for
609 medical reasons. Notification of pregnancy shall be required from her employee’s physician
610 giving the state of condition of the pregnancy, the anticipated delivery date and her ability to
611 continue her normal duties. She shall give the Coordinator of Personnel a certificate from her
612 physician monthly, certifying her ability to continue working.

613 C 1) Paid Leave – Sixty (60) calendar days to include before and after delivery.

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

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

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

620

621

622

623 **ARTICLE 17 – BEREAVEMENT LEAVE**

624
625 a) In the event of death in the employee’s immediate family, the employee shall be
626 granted time off without loss of pay from the day of death or the day of the funeral, but in no
627 event shall said leave exceed five (5) consecutive working days, one of which shall be the day of
628 death or day of the funeral. Bereavement time shall be exclusive of scheduled days off and
629 holidays.

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

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

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

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

643 e) In the event of the death of any employee’s brother-in-law, sister-in-law, daughter-in-
644 law, son-in-law, niece, nephew, grandmother-in-law, or grandfather-in-law or any relative living
645 in the employee’s household, the employee shall be granted time off without loss of pay from the

646 day of the death or the day of the funeral, but in no event shall such leave exceed three (3)
647 working days.

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

650
651 **ARTICLE 18 – JURY LEAVE**

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

655
656 **ARTICLE 19 – MILITARY LEAVE**

657
658 a) Any full-time employee covered by this Agreement who is a member of the United
659 States Reserves, or a State National Guard, or any division of the Armed Services and is required
660 to engage in annual active duty training or is called to active duty shall be granted a leave of
661 absence in accordance with applicable State Law. The employee shall be entitled to be paid the
662 difference between his regular Township salary and his military pay if the military pay is less
663 than his regular gross Township pay for the period of military leave.

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

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

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

669 **ARTICLE 20 – CONVENTION LEAVES**

670

671 a) An employee if the Township who is a duly authorized delegate of the Local
672 Union may apply for a leave of absence to attend the International Convention, conferences and
673 educational classes. Said leave of absence shall not exceed five (5) days for any employee in any
674 calendar year, nor shall the number of people so authorized exceed two (2) in number. The
675 employee receiving leave of absence to attend Union conferences as above described, shall be
676 entitled to be paid his or her wages during said leave, except that he shall not be paid for more
677 than five (5) days per year.

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

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

682

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

684

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

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

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

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

695 **ARTICLE 22 – UNION REPRESENTATIVES**

696
697 a) The Township recognizes and shall deal with the accredited Union Shop Stewards or
698 Assistant Shop Steward in all matters relating to grievances and interpretation of this Agreement.

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

702 c) The Township agrees to recognize the Shop Stewards as determined by the Union (up
703 to one Steward and one alternate per department) selected by the Union. These individuals shall
704 be granted a reasonable amount of time during regular working hours, without loss of pay, to
705 present, discuss, and adjust grievances with the Township. Neither a Steward nor an Assistant
706 Shop Steward shall leave their work without first obtaining the permission of their division head,
707 which permission shall not be unreasonably withheld.

708 **ARTICLE 23 – BULLETIN BOARDS**

709
710 A section of each bulletin board shall be provided by the Township Administration for
711 Union information. Nothing shall be posted on the bulletin board without prior approval of the
712 Business Administrator and the Union agrees that it will not post anything of a derogatory nature
713 to the Employer or information which would incite or provoke a job action.

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

715
716 a) For 2015 the parties agree to accept 4 plan choices from Aetna in effect for 2015 that
717 are currently agreed upon and going into effect January 1, 2015 attached hereto. The Township
718 agrees to carry hospitalization, medical and major medical insurance for the full time employees
719 and their dependents as follows:

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

723 Health benefits eligibility shall begin the first of the month in which the 90th day of full-
724 time employment occurs. Coverage ceases at the end of the month in which employment
725 terminates.

726 Domestic Partners

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

730 2. Township of Monroe Dental Service Plan as follows:

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

733	Benefits:	Preventive & Diagnostic	100%
734		Remaining Basic Benefits	80/20
735		Crowns & Gold Restoration	50/50
736		Prosthodontic Services	50/50
737			

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

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

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

744

745 Orthodontic Co-Payment 50/50
746
747 Orthodontic Maximum- \$1,000 lifetime per eligible family member
748

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

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

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

763 b) Retirees and/or their dependents shall be reimbursed for Medicare Part B at the
764 standard Medicare premium as determined by the Federal government. The Township shall only
765 reimburse for the base premium per month for Medicare Part B.

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

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

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

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

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

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

785 9. The employees shall contribute towards the premium for health insurance as required
786 by applicable law.

787 **ARTICLE 25 – RULES AND REGULATIONS**

788
789 The Township shall establish a POLICY AND PROCEDURES MANUAL which shall
790 be equitably applied and enforced. Copies of the POLICY AND PROCEDURES MANUAL
791 shall be distributed to all employees covered by this Agreement and to the Union. Any changes
792 made in the POLICY AND PROCEDURES MANUAL shall be negotiated with the Union prior

793 to making such changes. If no agreement is reached between the parties the terms of this
794 Agreement shall continue to prevail.

795
796 **ARTICLE 26 – ACCESS TO PERSONNEL FOLDERS AND EVALUATIONS**

797
798 a) An employee shall within three (3) working days of a written request to the Personnel
799 Department, during the term of this Agreement, have an opportunity to review his personnel
800 folder, in the presence of an appropriate official of the Personnel Department, to examine any
801 criticism, commendation or evaluation of his work performance or conduct prepared by the
802 Township. He shall be allowed to place in such file a response of reasonable length to anything
803 contained therein.

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

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

812 **ARTICLE 27 – SAVINGS CLAUSE**

813
814 The Administration and the Union recognize and agree that all provisions of this
815 Agreement are subject to law. In the event that any provision of the Agreement is rendered
816 illegal or invalid under any applicable law or state or federal regulations, such illegality or
817 invalidity shall effect only the particular provision which shall be deemed invalid and

818 inoperative, but all other provisions of this Agreement shall continue in effect. The parties agree
819 to immediately negotiate a substitute provision for the invalidated portion thereof.

820
821 **ARTICLE 28 – PERSONAL DAYS**

822
823 a) The Township recognizes that the nature of a personal day is intended to be used
824 by employees to attend personal business. It is not intended to be used for leisure time or
825 recreational activities when less than forty-eight (48) hours of notice is provided, and may be
826 cause for denial.

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

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

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

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

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ARTICLE 29 – DISCIPLINE AND DISCHARGE

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

ARTICLE 30 – JOB POSTING

- a) Existing or planned job vacancies will be posted for fourteen (14) calendar days and shall be posted on the bulletin board. The posting will include:
 - 1. A description of the job.
 - 2. Qualifications required.
 - 3. Location of the vacancy.
 - 4. Procedures to be followed by employees interested in making application.

ARTICLE 31 – WORK OUT OF TITLE

- A. Employees temporarily assigned to higher titles will receive the pay of the higher title for all days so assigned when such assignment takes place over a period of days. Assignments to a higher title can only be made through the approval of the supervisor. This provision shall not be invoked when such coverage is required to provide staffing and services required to accommodate vacation periods.
- B. Department Head Fill In Pay-
 - 1. Sr. EMT or EMS Operations Coordinator will receive \$75 per day on weekends when approved to fill in for the Department Head when the Department Head is on away on vacation or unavailable.

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

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

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

881 During the term of this Agreement, the Township may contract or sub-contract any public
882 work performed by employees covered by this Agreement, but only when such work exceeds the
883 Township’s manpower, equipment and timely performance ability. In no case shall the
884 contracting or sub-contracting of any public work mean the displacement of any employee from
885 his scheduled hourly week’s work covered by this Agreement.
886

887 **ARTICLE 33 – SAFETY AND HEALTH**

888 The Employer and the Union shall each designate a Safety Committee member. It shall
889 be their joint responsibility to investigate and correct unsafe and unhealthful conditions. They
890 shall meet periodically as necessary to review conditions in general and to make
891 recommendation to either or both parties when appropriate. The Safety Committee member
892 representing the Union shall be permitted reasonable opportunity to visit work locations
893 throughout the Employer’s facilities for the purpose of investigating safety and health conditions
894 during working hours with no loss of pay.
895
896

897 **ARTICLE 34 – LABOR MANAGEMENT COMMITTEE**

898
899 The Employer and the Union have recognized that cooperation between management and
900 labor is indispensable to the accomplishment of sound and harmonious labor relations and shall
901 jointly maintain and support a Labor-Management Committee.

902 **ARTICLE 35 – FULLY BARGAINED PROVISION**

903
904 a) The parties agree that they have fully bargained and agreed upon all terms and
905 conditions of employment and that this Agreement represents and incorporated the complete and
906 final understanding and settlement by the parties of all bargainable issues which were or could
907 have been the subject of negotiations.

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

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

914
915 **ARTICLE 36 – SALARIES**

916
917 a) Salaries and wages for the job classifications outlined in Article 36 above for the year
918 1/1/2015- 2%, 1/1/2016 – 2%, 1/1/2017 – 1.5%, 7/1/2017 – 1% are attached as Exhibit “A”.

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

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

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

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

928 f) Animal Control Officers On Call - Animal Control Officers will be required to
929 alternately carry pagers. Animal Control Officers shall receive \$25 per day for each day on call.
930 On call pay shall be paid during the month of December. Animal Control Officers shall receive
931 \$30 per day effective January 1, 2012 for each day on call.

932 g) The parties agree upon the consolidation of titles in the Library along with the
933 establishment of the following new titles: Library Computer Support/Hold Assistant, Senior
934 Library Administrative Assistant, and Library Print Media Services Assistant. The salary guide
935 for the new titles is attached hereto and shall reflect the negotiated increases.

936
937 **ARTICLE 37 – WORK UNIFORM PROGRAM**

938
939 For all personnel required to wear a uniform, the Township will pay each member for the
940 purchase and maintenance of the uniforms as follows. This benefit shall be payable in two
941 installments. The installments shall be payable in March and in September.

942	<u>Category</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
943	Bus Drivers	\$1,000.00	\$1,000	\$1,000
944	Comm. Officers	\$1050.00	\$1,050	\$1,050
945	Animal Control Off.	\$1050.00	\$1,050	\$1,050
946	Crossing Guards	\$1050.00	\$1,050	\$1,050
947	EMT's	\$1150.00	\$1,150	\$1,150

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ARTICLE 38 – LONGEVITY

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

952 rate of:

953	Start of 5 Years	5.0%
954	Start of 10 Years	6.0%
955	Start of 15 Years	8.0%
956	Start of 20 Years	9.0%
957	Start of 25 Years	11%
958		

959 Upon the signing of this Agreement, each covered employee with twenty (20) or more
960 years of service with the Township of Monroe may, at his discretion, opt to have his longevity
961 included into his annual base salary. Employees with more than 10 years of service and over age
962 55 can opt to have his/her longevity included into his/her annual base salary (not to be used for
963 overtime calculation). Those employees wishing to exercise this option must submit a written
964 request to the Treasurer or designated authority no later than the first week in December prior to
965 January 1st of the year for which the request is written.

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

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

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

977 d) Longevity is eliminated for any full time employee hired by the Township on or after
978 January 1, 2015. Permanent part-time members of the bargaining unit employed prior to January
979 1, 2015 shall remain eligible for longevity upon becoming full time.

980
981 **ARTICLE 39 – GRIEVANCE PROCEDURE**

982
983 Definition – Any grievance or dispute which may arise between the parties involving the
984 application, meaning or interpretation of this Agreement.

985 **Step 1 – Informal Division Head**

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

991 **Step 2 – Formal Department Head**

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

998

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1000 **Step 3 – Formal Business Administrator**

1001 Within ten (10) business days of the written answer, if the grievance is not resolved, it
1002 shall be filed with the Business Administrator noting all exceptions to previous decisions.
1003 Within ten days of receipt, the Business Administrator will arrange a meeting at a mutually
1004 agreeable time and place (unless otherwise agreed to by both parties).

1005 The aggrieved party, the Shop Steward, and one Union Business Representative shall be
1006 entitled to be present at the meeting. The Business Administrator shall give a written answer to
1007 the grievance of the employee and the Union within ten (10) business days after the meeting, or
1008 within such additional period of time that may be mutually agreed upon.

1009 A group grievance, one that may affect a group of employees, may be presented by the
1010 Union at Step 3. Any grievance not processed to the next Step in Grievance Procedure within
1011 the time limits provided for such proceeding shall be deemed to have been waived and
1012 abandoned by the moving party unless the time limit has been mutually extended.

1013 **ARTICLE 40 – ARBITRATION**

1014
1015 If the grievance procedure set forth in Article 39 does not result in a satisfactory
1016 determination, arbitration may be requested upon completion of the procedures set forth under
1017 Article 39.

1018 The request for arbitration shall be by written notice to the New Jersey Public
1019 Employment Relations Commission (PERC) within twenty (20) business days of the denial of
1020 the grievance. The arbitrator shall be selected by the Employer and the Union from a list of
1021 arbitrators supplied by PERC according to established rules and procedures. The Employer and
1022 the Union shall agree to comply with the rules and regulations of PERC.

1023 The decision of the arbitrator shall be binding on the parties, and the arbitrator shall be
1024 requested to issue his decision within thirty (30) calendar days after the conclusion of testimony
1025 and argument. Expenses for the arbitrator's services and the proceedings shall be borne equally
1026 by the Employer and the Union. If either party desires a verbatim record of the proceedings, it
1027 may cause such a record to be made, provided it pays for the record and makes copies available,
1028 without charge, to the other party and to the arbitrator.

1029 The arbitrator's function is to interpret the provision of the Agreement and to decide
1030 cases of alleged violation of such provisions. The arbitrator shall not supplement, enlarge, or
1031 alter the scope or meaning of the Agreement or any provision therein, not entertain jurisdiction
1032 of any subject matter not covered by the Agreement.

1033 **ARTICLE 41 – PART-TIME EMPLOYEES**

1034 20-29 hours/week	Less than 20 hours/week
1035 Excluded from:	Excluded from:
1036 Health Benefits	Health Benefits
1037 Life Insurance	Life Insurance
1038	Personal Days
1039 Longevity	Longevity and any other benefits

1040	
1041 20 – 29 hours/week	School Crossing Guards
1042 Entitled to:	16 ¼ to 24 hours/week:
1043 Pro-rated Sick Leave	Pro-rated Sick Leave
1044 Pro-rated Holidays	Pro-rated Holidays
1045 Pro-rated Vacations	Pro-rated Vacation
1046 Pro-rated personal days	Pro-rated Longevity
1047	Pro-rated Personal Days
1048	\$20,000 Life Insurance Policy (2007)
1049	

1050 **ARTICLE 42 – EDUCATION BENEFITS**

1051

1052 a) The Township encourages the exploration of relevant training programs and will
1053 consider payment of reasonable costs for enrollment in seminars and training courses related to
1054 an employee's area of services to the Township. Consideration of payment by the Township will
1055 require that the employee explore available courses to be offered and discuss these programs and

1056 costs with their supervisor to insure that the appropriate budget considerations are made to allow
1057 for these expenses. No employee shall be entitled to consideration of payment for course costs
1058 unless they have received the written consent of their Division and Department Head.

1059 **ARTICLE 43 – TERMINATION/NEGOTIATIONS PROCEDURE**

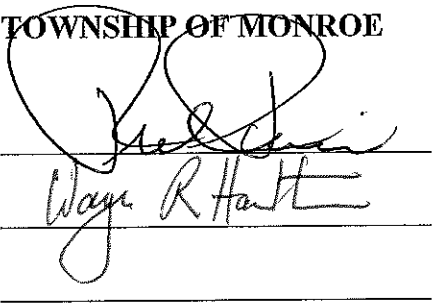
1060 a) This Agreement shall be effective as of January 1, 2015 and shall remain in full
1061 force and effective until December 31, 2017.

1062 The Union shall submit, in writing, its demand for collective negotiations with the
1063 Township no later than September 1st of the calendar year preceding the expiration period of the
1064 existing Agreement. The parties agree to commence negotiations at reasonable times thereafter
1065 to negotiate in accordance with Chapter 303 Public Laws of 1968 and its successors.

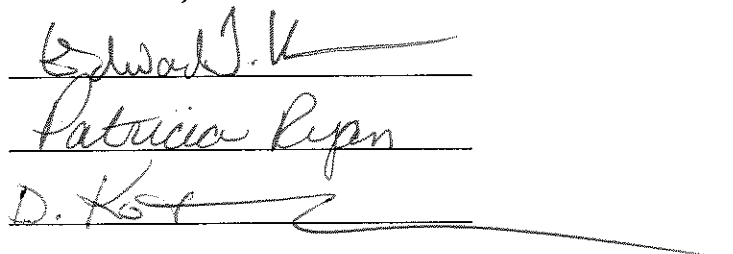
1066 No member of the union bargaining committee shall suffer any loss in pay to
1067 attend negotiating sessions.

1068 IN WITNESS WHEREOF, the parties have entered into this Agreement and
1069 caused same to be executed by its respective officers or agents this 9th day of
1070 June, 2015.

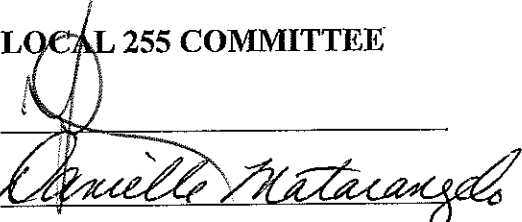
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1072 **TOWNSHIP OF MONROE**

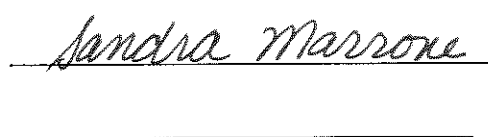
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**UNITED SERVICE WORKERS UNION,
LOCAL 255, IUJAT**

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1081 **LOCAL 255 COMMITTEE**

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Addendum A – Transportation

1. Bus Driver – CDL

<u>2015</u>	<u>2016</u>	<u>2017</u>
\$825.00	\$825.00	\$825.00

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

1108 Addendum B - Reclassification Committee

- 1109 a) Any employee seeking to be reclassified/upgraded shall first make the request in writing to
1110 their respective department head.
- 1111 b) In the event the request is denied the employee may bring the request to the union. The
1112 union shall convene a meeting between the Business Administrator, the union, and the
1113 **employees to discuss the request.**
- 1114 c) Requests for promotions shall remain a managerial prerogative. Requests involving working
1115 out of title allegations may be submitted to the grievance procedure subject to scope of
1116 negotiation petitions to the New Jersey Public Employment Relations Commission (PERC).
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Amendment Pertaining to Communications Officers Only

Section 1 – Overtime Procedure:

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

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

Section 2 – Holiday Pay

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

Section 3

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

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Appendix C

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

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The parties agree as follows:

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1. All full and part time employees working Sunday shall be paid a Sunday premium of double time or two times their hourly rate of pay for all hours.

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2. In the event of a Sunday closing, an employee scheduled to work shall receive their regular Sunday premium for all hours scheduled and not worked.

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3. When an employee is scheduled to work on Sunday as part of their regular work week they may utilize approved time off on Sunday but shall only receive their regular straight time hourly rate. If an employee is putting in additional hours over and above their regularly scheduled hours and do not show up for work, there is no pay and they do not utilize their time.

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4. Full time employees remaining on duty pursuant to Article 10, Paragraph H, shall receive the contractual overtime rate (double time). Part time library employees are not eligible for overtime under Article 10, par. H and shall continue to receive straight time pay for forced closings on days with the exception of 2 above.

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5. No other portion of the collective bargaining agreement is affected by this Agreement.

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Appendix D

AMENDMENTS FOR OPT OUT AMOUNTS

Benefit OPT Out Rates (these numbers represent 50% of the 2007 capped premiums)

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	Single	H/W	P/C	Family
Medical	4,816.26	9,874.98	8,127.66	14,433.54
Chiropractic	45.83	102.83	107.38	133.84
Dental	253.98	441.60	441.60	707.40
Total	5,116.07	10,419.41	8,676.64	15,274.78

WHITE COLLAR SALARY AND WAGES

WHITE COLLAR SALARY AND WAGES

	Step1	Step2	Step3	Step 4
POSITION	2015	2015	2015	2015
Account Clerk	37,464	39,037	40,689	42,417
Senior Account Clerk	43,636	45,606	47,782	50,163
Principal Account Clerk		51,708	53,217	54,815
Principal Account Clerk/Purchasing w/ Rpps	54,474	55,241	56,009	56,772
Accounts Payable/Budget Clerk	39,037	40,690	42,428	44,269
Senior Account Payable/Budget Clerk	57,156	60,010	62,528	68,013
Animal Control Officer	41,031	49,928	58,827	67,725
Assistant Ambulance Billing Coord.			56,874	63,449
Bus Driver	38,657	40,290	42,004	44,531
Senior Bus Driver	45,131	47,254	49,585	52,061
Violations Clerk	39,572	41,249	43,009	44,868
Chief Violations Clerk	42,784	44,673	46,752	49,042
Chief Violations Clerk/Certified				54,121
Clerk	32,617	33,948	35,341	36,808
Senior Clerk	38,347	39,962	41,657	43,441
Clerk Typist	33,625	35,007	36,450	37,975
Senior Clerk Typist	39,572	41,249	43,009	44,868
DPW Office Coordinator	56,286	59,099	61,913	64,728
Office Coordinator/Secy.	51,768	54,233	56,307	59,871
Emergency Medical Technician	40,030	52,285	55,224	57,984
Sr. Emergency Medical Technician			56,874	63,449
Operations Co-ord/ Sr. EMT	66,240	69,306	72,372	75,437
Evidence Custodian - Permanent P.T.	26.47			
Inter Library Loan/Hold Tech.	50,060	51,984	53,953	55,904
Library Computer Support/Hold Assistant	57,120	59,160	61,200	63,240
Library Print Media Services Assistant	57,120	59,160	61,200	63,240
Library Aide	12.56	13.08	13.58	14.10
Junior Library Assistant - P.T.	16.67	17.33	18.02	23.65
Library Assistant PT/Hourly	16.67	17.33	18.02	18.76
Library Assistant FT	37,889	38,784	41,161	42,922
Library Senior Assistant FT	41,595	43,302	45,119	46,969
Library Supervisory Assistant	50,060	51,984	53,953	55,904
Library Administrative Assistant	43,636	45,606	47,770	50,163
Library Senior Administrative Assistant	52,020	54,060	56,100	58,140
Outreach Coordinator	51,246	53,807	56,491	59,334
Payroll Clerk	40,444	42,169	43,977	47,333
Senior Payroll Clerk/Pensions & Benefits	56,286	59,099	61,913	67,433
Police Computer System Admin.	63,814	67,172	70,707	74,429
Records Clerk	36,312	37,832	39,423	41,088
Senior Records Clerk	42,244	44,077	46,103	48,335

	<u>Step1</u>	<u>Step2</u>	<u>Step3</u>	<u>Step 4</u>
<u>POSITION</u>	<u>2015</u>	<u>2015</u>	<u>2015</u>	<u>2015</u>
Police Records Coordinator	51,768	54,233	56,307	59,871
Public Relations Coordinator	45,270	47,407	49,754	50,704
School Crossing Guard	17.36	19.60	21.70	24.63
Secretary II	38,657	40,295	42,004	43,796
Secretary I	43,675	45,655	47,831	50,224
Tax Clerk *	34,139	35,544	37,023	38,576
Tax Clerk Certified *	39,139	40,544	42,023	43,576
Senior Tax Clerk *	40,199	41,908	43,701	45,779
Senior Tax Clerk Certified *	45,199	46,908	48,701	50,779
Principal Tax Clerk Certified *	51,061	52,081	53,101	54,121
Tech. Assistant to Construction Official	51,768	54,233	56,307	59,871
Telecommunications Officer	52,544	55,142	57,871	62,434
Transportation Coordinator	46,335	48,588	51,016	53,570
Utility Accounting Clerk	43,636	45,606	47,782	50,163
Utility Accountant (CMFO Cert. Required)		59,774	61,541	63,307
Utility Sr. Accounting Clerk		50,757	53,429	56,241
Utility Bookkeeper Accounting Assistant	50,757	53,429	56,241	59,052
Utility Administrative Asst.	38,657	40,295	42,004	43,796
Utility Senior Administrative Asst.		45,655	47,831	50,224
Utility Engineering Administrative Asst.	56,286	59,099	61,913	64,728
Utility AP/Payroll Clerk	41,338	43,403	45,574	47,852
Utility Customer Service Representative	43,631	45,929	48,345	50,890
Utility Technical Engineering Assistant	40,050	45,154	49,459	53,761
Utility Senior Technical Engineering Assistant	58,066	62,369	66,674	70,983
Utility I.S. Technician	41,443	44,985	48,529	52,070
Utility I.S. Specialist		54,101	59,132	64,529
Utility Senior I.S. Specialist	67,111	73,605	79,017	84,429

* Tax Clerks and Tax Assessing Clerks shall be combined in title to Tax Clerks. Upon receiving their notice of certification, employees shall receive a \$5,000 stipend until they complete Step 4 of their current title.

Principal Tax Clerk Certified includes the \$5,000 stipend and the stipend shall not be paid on top of the above salary.

Tax Clerk shall proceed to Senior Tax Clerk after completing Step 4.

Senior Tax Clerk Certified shall proceed to Principal Tax Clerk Certified after completing Step 4.

POSITION	Step1 2016	Step2 2016	Step3 2016	Step 4 2016
Account Clerk	38,213	39,818	41,503	43,265
Senior Account Clerk	44,509	46,518	48,738	51,166
Principal Account Clerk	-	52,742	54,281	55,911
Principal Account Clerk/Purchasing w/ Rpps	55,563	56,346	57,129	57,907
Accounts Payable/Budget Clerk	39,818	41,504	43,277	45,154
Senior Account Payable/Budget Clerk	58,299	61,210	63,779	69,373
Animal Control Officer	41,852	50,927	60,004	69,080
Assistant Ambulance Billing Coord.	-	-	58,011	64,718
Bus Driver	39,430	41,096	42,844	45,422
Senior Bus Driver	46,034	48,199	50,577	53,102
Violations Clerk	40,363	42,074	43,869	45,765
Chief Violations Clerk	43,640	45,566	47,687	50,023
Chief Violations Clerk/Certified	-	-	-	55,203
Clerk	33,269	34,627	36,048	37,544
Senior Clerk	39,114	40,761	42,490	44,310
Clerk Typist	34,298	35,707	37,179	38,735
Senior Clerk Typist	40,363	42,074	43,869	45,765
DPW Office Coordinator	57,412	60,281	63,151	66,023
Office Coordinator/Secy.	52,803	55,318	57,433	61,068
Emergency Medical Technician	40,831	53,331	56,328	59,144
Sr. Emergency Medical Technician	-	-	58,011	64,718
Operations Co-ord/ Sr. EMT	67,565	70,692	73,819	76,946
Evidence Custodian - Permanent P.T.	26.99	-	-	-
Inter Library Loan/Hold Tech.	51,061	53,024	55,032	57,022
Library Computer Support/Hold Assistant	58,262	60,343	62,424	64,505
Library Print Media Services Assistant	58,262	60,343	62,424	64,505
Library Aide	12.81	13.34	13.86	14.39
Junior Library Assistant - P.T.	17.00	17.68	18.38	24.12

POSITION	Step1 2016	Step2 2016	Step3 2016	Step 4 2016
Library Assistant PT/Hourly	17.00	17.68	18.38	19.14
Library Assistant FT	38,647	39,560	41,984	43,780
Library Senior Assistant FT	42,427	44,168	46,021	47,908
Library Supervisory Assistant	51,061	53,024	55,032	57,022
Library Administrative Assistant	44,509	46,518	48,725	51,166
Library Senior Administrative Assistant	53,060	55,141	57,222	59,303
Outreach Coordinator	52,271	54,883	57,621	60,521
Payroll Clerk	41,253	43,012	44,857	48,280
Senior Payroll Clerk/Pensions & Benefits	57,412	60,281	63,151	68,782
Police Computer System Admin.	65,090	68,515	72,121	75,918
Records Clerk	37,038	38,589	40,211	41,910
Senior Records Clerk	43,089	44,959	47,025	49,302
Police Records Coordinator	52,803	55,318	57,433	61,068
Public Relations Coordinator	46,175	48,355	50,749	51,718
School Crossing Guard	17.71	19.99	22.14	25.12
Secretary II	39,430	41,101	42,844	44,672
Secretary I	44,549	46,568	48,788	51,228
Tax Clerk *	34,822	36,255	37,763	39,348
Tax Clerk Certified *	39,922	41,355	42,863	44,448
Senior Tax Clerk *	41,003	42,746	44,575	46,695
Senior Tax Clerk Certified *	46,103	47,846	49,675	51,795
Principal Tax Clerk Certified *	52,082	53,123	54,163	55,203
Tech. Assistant to Construction Official	52,803	55,318	57,433	61,068
Telecommunications Officer	53,595	56,245	59,028	63,683
Transportation Coordinator	47,262	49,560	52,036	54,641
Utility Accounting Clerk	44,509	46,518	48,738	51,166
Utility Accountant (CMFO Cert. Required)	-	60,969	62,772	64,573
Utility Sr. Accounting Clerk	-	51,772	54,498	57,366

POSITION	Step1 2016	Step2 2016	Step3 2016	Step 4 2016
Utility Bookkeeper Accounting Assistant	51,772	54,498	57,366	60,233
Utility Administrative Asst.	39,430	41,101	42,844	44,672
Utility Senior Administrative Asst.	-	46,568	48,788	51,228
Utility Engineering Administrative Asst.	57,412	60,281	63,151	66,023
Utility AP/Payroll Clerk	42,165	44,271	46,485	48,809
Utility Customer Service Representative	44,504	46,848	49,312	51,908
Utility Technical Engineering Assistant	40,851	46,057	50,448	54,836
Utility Senior Technical Engineering Assistant	59,227	63,616	68,007	72,403
Utility I.S. Technician	42,272	45,885	49,500	53,111
Utility I.S. Specialist	-	55,183	60,315	65,820
Utility Senior I.S. Specialist	68,453	75,077	80,597	86,118

* Tax Clerks and Tax Assessing Clerks shall be combined in title to Tax Clerks. Upon receiving their notice of certification, employees shall receive a \$5,000 stipend until they complete Step 4 of their current title.

Principal Tax Clerk Certified includes the \$5,000 stipend and the stipend shall not be paid on top of the above salary.

Tax Clerk shall proceed to Senior Tax Clerk after completing Step 4.

Senior Tax Clerk Certified shall proceed to Principal Tax Clerk Certified after completing Step 4.

	Jan 1 - Jun 30	Jan 1 - Jun 30	Jan 1 - Jun 30	Jan 1 - Jun 30
	Step1	Step2	Step3	Step 4
POSITION	2017	2017	2017	2017
Account Clerk	38,786	40,415	42,125	43,914
Senior Account Clerk	45,176	47,216	49,469	51,934
Principal Account Clerk	-	53,533	55,096	56,750
Principal Account Clerk/Purchasing w/ Rpps	56,397	57,191	57,986	58,776
Accounts Payable/Budget Clerk	40,415	42,126	43,926	45,832
Senior Account Payable/Budget Clerk	59,174	62,128	64,735	70,414
Animal Control Officer	42,479	51,690	60,904	70,116
Assistant Ambulance Billing Coord.	-	-	58,882	65,689
Bus Driver	40,022	41,712	43,487	46,103
Senior Bus Driver	46,724	48,922	51,335	53,899
Violations Clerk	40,969	42,705	44,527	46,452
Chief Violations Clerk	44,294	46,250	48,402	50,773
Chief Violations Clerk/Certified	-	-	-	56,031
Clerk	33,768	35,146	36,589	38,107
Senior Clerk	39,701	41,373	43,127	44,974
Clerk Typist	34,812	36,243	37,737	39,316
Senior Clerk Typist	40,969	42,705	44,527	46,452
DPW Office Coordinator	58,273	61,185	64,099	67,013
Office Coordinator/Secy.	53,595	56,147	58,295	61,984
Emergency Medical Technician	41,443	54,131	57,173	60,031
Sr. Emergency Medical Technician	-	-	58,882	65,689
Operations Co-ord/ Sr. EMT	68,578	71,753	74,927	78,100
Evidence Custodian - Permanent P.T.	27.40	-	-	-
Inter Library Loan/Hold Tech.	51,827	53,819	55,858	57,877
Library Computer Support/Hold Assistant	59,136	61,248	63,360	65,472
Library Print Media Services Assistant	59,136	61,248	63,360	65,472
Library Aide	13.00	13.54	14.06	14.60

	Jan 1 - Jun 30	Jan 1 - Jun 30	Jan 1 - Jun 30	Jan 1 - Jun 30
	Step1	Step2	Step3	Step 4
POSITION	2017	2017	2017	2017
Junior Library Assistant - P.T.	17.26	17.94	18.66	24.49
Library Assistant PT/Hourly	17.26	17.94	18.66	19.42
Library Assistant FT	39,226	40,153	42,614	44,437
Library Senior Assistant FT	43,063	44,831	46,712	48,627
Library Supervisory Assistant	51,827	53,819	55,858	57,877
Library Administrative Assistant	45,176	47,216	49,456	51,934
Library Senior Administrative Assistant	53,856	55,968	58,080	60,192
Outreach Coordinator	53,055	55,706	58,485	61,428
Payroll Clerk	41,872	43,658	45,529	49,004
Senior Payroll Clerk/Pensions & Benefits	58,273	61,185	64,099	69,813
Police Computer System Admin.	66,067	69,543	73,203	77,056
Records Clerk	37,594	39,167	40,815	42,538
Senior Records Clerk	43,735	45,633	47,730	50,041
Police Records Coordinator	53,595	56,147	58,295	61,984
Public Relations Coordinator	46,868	49,080	51,510	52,494
School Crossing Guard	17.98	20.29	22.47	25.49
Secretary II	40,022	41,717	43,487	45,342
Secretary I	45,217	47,267	49,519	51,997
Tax Clerk *	35,344	36,799	38,330	39,938
Tax Clerk Certified *	40,521	41,975	43,506	45,114
Senior Tax Clerk *	41,618	43,387	45,244	47,395
Senior Tax Clerk Certified *	46,795	48,564	50,420	52,571
Principal Tax Clerk Certified *	52,863	53,919	54,975	56,031
Tech. Assistant to Construction Official	53,595	56,147	58,295	61,984
Telecommunications Officer	54,399	57,089	59,914	64,638
Transportation Coordinator	47,971	50,303	52,817	55,461
Utility Accounting Clerk	45,176	47,216	49,469	51,934

	Jan 1 - Jun 30	Jan 1 - Jun 30	Jan 1 - Jun 30	Jan 1 - Jun 30
	<u>Step1</u>	<u>Step2</u>	<u>Step3</u>	<u>Step 4</u>
<u>POSITION</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>
Utility Accountant (CMFO Cert. Required)	-	61,884	63,713	65,542
Utility Sr. Accounting Clerk	-	52,549	55,315	58,226
Utility Bookkeeper Accounting Assistant	52,549	55,315	58,226	61,137
Utility Administrative Asst.	40,022	41,717	43,487	45,342
Utility Senior Administrative Asst.	-	47,267	49,519	51,997
Utility Engineering Administrative Asst.	58,273	61,185	64,099	67,013
Utility AP/Payroll Clerk	42,797	44,935	47,183	49,541
Utility Customer Service Representative	45,171	47,550	50,052	52,686
Utility Technical Engineering Assistant	41,464	46,748	51,205	55,659
Utility Senior Technical Engineering Assistant	60,116	64,571	69,028	73,489
Utility I.S. Technician	42,906	46,573	50,242	53,908
Utility I.S. Specialist	-	56,011	61,219	66,807
Utility Senior I.S. Specialist	69,480	76,203	81,806	87,409

* Tax Clerks and Tax Assessing Clerks shall be combined in title to Tax Clerks. Upon receiving their notice of certification, employees shall receive a \$5,000 stipend until they complete Step 4 of their current title.

Principal Tax Clerk Certified includes the \$5,000 stipend and the stipend shall not be paid on top of the above salary.

Tax Clerk shall proceed to Senior Tax Clerk after completing Step 4.

Senior Tax Clerk Certified shall proceed to Principal Tax Clerk Certified after completing Step 4.

	Jul 1 - Dec 31	Jul 1 - Dec 31	Jul 1 - Dec 31	Jul 1 - Dec 31
	Step1	Step2	Step3	Step 4
POSITION	2017	2017	2017	2017
Account Clerk	39,174	40,819	42,547	44,353
Senior Account Clerk	45,628	47,688	49,963	52,453
Principal Account Clerk	-	54,069	55,647	57,317
Principal Account Clerk/Purchasing w/ Rpps	56,961	57,763	58,566	59,364
Accounts Payable/Budget Clerk	40,819	42,548	44,365	46,290
Senior Account Payable/Budget Clerk	59,765	62,750	65,383	71,118
Animal Control Officer	42,904	52,207	61,513	70,817
Assistant Ambulance Billing Coord.	-	-	59,470	66,346
Bus Driver	40,422	42,129	43,922	46,564
Senior Bus Driver	47,191	49,411	51,849	54,438
Violations Clerk	41,379	43,132	44,972	46,916
Chief Violations Clerk	44,737	46,712	48,886	51,281
Chief Violations Clerk/Certified	-	-	-	56,592
Clerk	34,106	35,498	36,954	38,488
Senior Clerk	40,098	41,786	43,559	45,424
Clerk Typist	35,160	36,605	38,114	39,709
Senior Clerk Typist	41,379	43,132	44,972	46,916
DPW Office Coordinator	58,856	61,797	64,740	67,683
Office Coordinator/Secy.	54,131	56,709	58,878	62,604
Emergency Medical Technician	41,857	54,672	57,745	60,631
Sr. Emergency Medical Technician	-	-	59,470	66,346
Operations Co-ord/ Sr. EMT	69,264	72,470	75,676	78,881
Evidence Custodian - Permanent P.T.	27.67	-	-	-
Inter Library Loan/Hold Tech.	52,345	54,357	56,416	58,456
Library Computer Support/Hold Assistant	59,728	61,861	63,994	66,127
Library Print Media Services Assistant	59,728	61,861	63,994	66,127
Library Aide	13.13	13.67	14.20	14.75

	Jul 1 - Dec 31	Jul 1 - Dec 31	Jul 1 - Dec 31	Jul 1 - Dec 31
	<u>Step1</u>	<u>Step2</u>	<u>Step3</u>	<u>Step 4</u>
POSITION	2017	2017	2017	2017
Junior Library Assistant - P.T.	17.43	18.12	18.85	24.73
Library Assistant PT/Hourly	17.43	18.12	18.84	19.62
Library Assistant FT	39,619	40,555	43,040	44,882
Library Senior Assistant FT	43,494	45,279	47,179	49,113
Library Supervisory Assistant	52,345	54,357	56,416	58,456
Library Administrative Assistant	45,628	47,688	49,951	52,453
Library Senior Administrative Assistant	54,395	56,528	58,661	60,794
Outreach Coordinator	53,586	56,263	59,070	62,043
Payroll Clerk	42,290	44,094	45,985	49,494
Senior Payroll Clerk/Pensions & Benefits	58,856	61,797	64,740	70,512
Police Computer System Admin.	66,727	70,239	73,935	77,827
Records Clerk	37,970	39,559	41,223	42,964
Senior Records Clerk	44,173	46,089	48,208	50,542
Police Records Coordinator	54,131	56,709	58,878	62,604
Public Relations Coordinator	47,337	49,571	52,025	53,019
School Crossing Guard	18.15	20.50	22.69	25.75
Secretary II	40,422	42,135	43,922	45,795
Secretary I	45,669	47,739	50,015	52,517
Tax Clerk *	35,698	37,167	38,713	40,337
Tax Clerk Certified *	40,926	42,395	43,941	45,565
Senior Tax Clerk *	42,034	43,821	45,696	47,869
Senior Tax Clerk Certified *	47,262	49,049	50,924	53,097
Principal Tax Clerk Certified *	53,392	54,459	55,525	56,592
Tech. Assistant to Construction Official	54,131	56,709	58,878	62,604
Telecommunications Officer	54,943	57,659	60,513	65,284
Transportation Coordinator	48,450	50,806	53,345	56,016
Utility Accounting Clerk	45,628	47,688	49,963	52,453

	Jul 1 - Dec 31	Jul 1 - Dec 31	Jul 1 - Dec 31	Jul 1 - Dec 31
	Step1	Step2	Step3	Step 4
POSITION	2017	2017	2017	2017
Utility Accountant (CMFO Cert. Required)	-	62,503	64,351	66,197
Utility Sr. Accounting Clerk	-	53,074	55,868	58,809
Utility Bookkeeper Accounting Assistant	53,074	55,868	58,809	61,748
Utility Administrative Asst.	40,422	42,135	43,922	45,795
Utility Senior Administrative Asst.	-	47,739	50,015	52,517
Utility Engineering Administrative Asst.	58,856	61,797	64,740	67,683
Utility AP/Payroll Clerk	43,225	45,384	47,655	50,037
Utility Customer Service Representative	45,623	48,026	50,552	53,213
Utility Technical Engineering Assistant	41,878	47,215	51,717	56,215
Utility Senior Technical Engineering Assistant	60,717	65,216	69,718	74,224
Utility I.S. Technician	43,335	47,039	50,744	54,447
Utility I.S. Specialist	-	56,571	61,832	67,475
Utility Senior I.S. Specialist	70,175	76,965	82,624	88,283

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Principal Tax Clerk Certified includes the \$5,000 stipend and the stipend shall not be paid on top of the above salary.

Tax Clerk shall proceed to Senior Tax Clerk after completing Step 4.

Senior Tax Clerk Certified shall proceed to Principal Tax Clerk Certified after completing Step 4.

**MONROE TOWNSHIP MEDICAL PLAN DESIGN OPTIONS
AETNA FULLY INSURED PLANS**

	Option 1 (Inforce)	Option 2	Option 3	Option 4
	Open Access	Open Access	QPOS (4) PCP Referral Required	High Deductible (1) Open Access
Medical Cost Sharing				
PCP Referral Required	No	No	Yes	No
Preventive Care	100%	100%	100%	100%
Primary Care Copayment	\$10	\$20	\$25	
Specialist Care Copayment	\$10	\$40	\$40	
Emergency Room Copayment	\$15	\$100	\$15	
Out Patient Surgical Copayment			\$100/procedure	
In Network Diagnostic X-Ray Copayment	\$10	\$0	\$40	
In Patient Hospital Copayment		\$250/Admission Copayment (then 100%)	\$250 Copayment/day (Max \$1,250/Admission)	
In Network Deductible				\$1,500/\$3,000 (2)
In-Network Coinsurance	100%	100%	100%	100%
In-Network Out-of-Pocket Maximum (Individual/Family)	\$1,500/\$3,000	\$2,500/\$5,000	\$1,500/\$3,000	\$2,000/\$4,000 (3)
Out-of-Network Deductible (Individual)	\$1,000/\$3,000	\$7,500/\$15,000	\$5,000/\$15,000	\$3,000/\$6,000 (2)
Out-of-Network Coinsurance (Individual)	30% After Deductible	50% After Deductible	50% After Deductible	30% After Deductible
Out-of-Network Out-of-Pocket Maximum (Individual)	\$10,000/\$30,000	\$30,000/\$60,000	\$20,000/\$60,000	\$3,500/\$7,000 (3)
Out-of-Network Inpatient Hospital Deductible				
Prescription Drug				
Retail: Generic Copayments	\$5.00	\$5.00	\$10.00	Subject to Deductible (then paid at 100% subject to \$5/\$15 copayment)
Retail: Preferred Copayments	\$15.00	\$15.00	\$25.00	
Retail: Non-Preferred Copayments	\$15.00	\$15.00	\$40.00	
Mall: Generic Copayments	\$10.00	\$10.00	\$20.00	
Mall: Preferred Copayments	\$30.00	\$30.00	\$50.00	
Mall: Non-Preferred Copayments	\$30.00	\$30.00	\$80.00	

Rates (January 1, 2015)

Single	\$988.79	\$954.18	\$870.14	\$830.58
Employee + Spouse	\$2,015.80	\$1,945.25	\$1,773.90	\$1,691.27
Employee + Children	\$1,798.41	\$1,735.47	\$1,582.60	\$1,510.66
Employee + Family	\$2,920.53	\$2,818.31	\$2,570.07	\$2,453.25

1. Health Savings Accounts can be used for qualified medical expenses without federal tax liability
2. All covered expenses accumulate separately toward the In-Network or Out-of-Network Deductible
3. All covered expenses accumulate separately toward the In-Network or Out-of-Network out of pocket maximum
4. The Aetna QPOS is similar to an HMO in that referrals from the Primary Care Physician (PCP) are required prior to receiving medical care from a Specialist. The Aetna QPOS plan (unlike an HMO) does provide a limited out of network benefit

5/14/2015