

AGREEMENT

BETWEEN

BOROUGH OF TINTON FALLS
MONMOUTH COUNTY, NEW JERSEY

AND

TEAMSTER LOCAL 177
(Clerical Employees)

January 1, 2022 through December 31, 2026

TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE	iii
ARTICLE 1 RECOGNITION	1
ARTICLE 2 UNION SECURITY	2
ARTICLE 3 DISCHARGE PROBATIONARY PERIOD	4
ARTICLE 4 HOURS OF WORK AND OVERTIME	6
ARTICLE 5 WAGES AND CLASSIFICATIONS	9
ARTICLE 6 MANAGEMENT RIGHTS	11
ARTICLE 7 SENIORITY	13
ARTICLE 8 BULLETIN BOARD	15
ARTICLE 9 SAFETY PROVISIONS AND LOST TIME PAY	16
ARTICLE 10 MILITARY SERVICE	19
ARTICLE 11 DISCRIMINATION	20
ARTICLE 12 FUNERAL LEAVE	21
ARTICLE 13 UNION REPRESENTATIVES	22
ARTICLE 14 SHOP STEWARD	23
ARTICLE 15 CHECK-OFF OF UNION DUES	24
ARTICLE 16 GRIEVANCE PROCEDURE	25
ARTICLE 17 NO STRIKE; NO LOCKOUT	29
ARTICLE 18 MODIFICATION OF AGREEMENT	30
ARTICLE 19 LIFE INSURANCE BENEFITS	31
ARTICLE 20 MEDICAL EXAMINATIONS UPON REQUEST OF BOROUGH	32
ARTICLE 21 LONGEVITY	33
ARTICLE 22 INSURANCE	34

ARTICLE 23 HOLIDAYS 36

ARTICLE 24 JURY LEAVE 38

ARTICLE 25 PERSONAL LEAVE DAYS 39

ARTICLE 26 VACATIONS 40

ARTICLE 27 SICK LEAVE 41

ARTICLE 28 TEMPORARY DISABILITY 43

ARTICLE 29 GENERAL SAVINGS 45

PREAMBLE

THIS AGREEMENT made this 1st day of January in the year Two Thousand Twenty Two, by and between BOROUGH OF TINTON FALLS, NEW JERSEY, hereinafter referred to as the "EMPLOYER" and INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL 177, hereinafter referred to as the "UNION",

WITNESSETH;

WHEREAS, it is the desire of both of the parties hereto to promote and secure harmonious relations between the above-named Employer on the one hand and the Union representing the Clerical Workers on the other hand; and

WHEREAS, the parties have negotiated and have reached an agreement with respect to wages, hours and other terms and conditions of employment under which the employees work for the Employer; and.

WHEREAS, the parties desire to reduce said agreement to writing;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

ARTICLE 1

RECOGNITION

A. The Employer herewith recognizes the Union as the sole and exclusive bargaining agent in regard to wages, hours and all other terms and conditions of employment for the Clerical Workers, but excluding the Borough Clerk, Tax Assessor, Department Directors, Division Directors, Fire Officials, various Sub-Code Officials, Code Inspectors or Trainees, sworn Police Officers, Special Police Officers, School Crossing Guards, non-clerical (blue collar) employees of the Department of Public Works, seasonal and part-time employees of the Department of Health, Welfare and Recreation, and all Confidential Employees.

B. Notices required to be given under this agreement shall be made by mail to Local 177, International Brotherhood of Teamsters, 282 Hillside Avenue, Hillside, NJ 07205.

ARTICLE 2

UNION SECURITY

A. All present employees who are members of the Local Union on the effective date of this Agreement, or on the date of execution of this Agreement, whichever is the latter, shall remain members of the Local Union in good standing. This membership shall not be a condition of employment.

B. The Employer agrees to deduct eighty-five percent (85%) of the dues, initiation fee, and assessments assessed to each Union member from the wages of each employee who is not a member of the Union, pursuant to provisions of Assembly Bill #688, known as Chapter 477 of the Public Laws of 1979. This deduction shall begin in the second month of continuous employment for Clerical bargaining unit employees and in the fourth month of continuous employment for temporary, seasonal employment. This deduction shall apply also to present members who terminate their membership in the Union.

C. Union membership shall be available to new employees on the same terms and conditions generally available to other members.

D. In the event the Employer finds it necessary to employ additional employees, it may or may not, as it sees fit, call the Union. In the event the Union is unable to supply the employees within 24 hours after said request is made by the Employer, the Employer may hire any employee.

E. Union agrees to indemnify and hold the Borough of Tinton Falls harmless from any claims that may be made by an individual employee against the Borough in the event it is determined that the dues are reimbursable to the employee. The Union agrees to defend all claims, pay all legal fees incurred by the Borough and to insure a return of the funds to the Borough in the event a Court should so order.

F. Notwithstanding any other provision of this contract, the Borough of Tinton Falls may employ a maximum of two part-time, temporary employees who will not be considered part of the bargaining unit. These employees may be retained in excess of the specified probationary period providing they do not exceed the equivalent of three (3) months of full-time work during any one calendar year. Said employees may be retained not to exceed the equivalent of six (6) months of full-time work during any one calendar year by mutual agreement of the Union and Borough.

G. In the event that work study, work release, community service, job training, or senior citizen employment programs are available which are specifically funded by agencies of the federal, state, or county government, individual may be employed by the Borough for the length of the specified program and not be considered part of the bargaining unit. Individuals so employed by the Borough after the termination of said specified program shall be subject to the terms and conditions of this agreement.

ARTICLE 3

DISCHARGE PROBATIONARY PERIOD

A. The first six (6) months of employment of any newly hired employee shall be deemed to be a probationary period during which time the terms of this Contract shall not apply.

B. After the probationary period, the Employer shall have no right to discipline or discharge any employee except for just cause.

C. Immediately upon discharge, the Employer shall notify the Union by telephone and in writing, by mail, the reason for the discharge. Should the Union dispute the discharge and the matter cannot be adjusted between the parties within forty-eight (48) hours, it shall be settled as hereinafter provided. Should it be determined that the grounds for discharge or discipline were inadequate, employee shall be reinstated immediately with full back pay from the date of discharge.

D. Should the Employer have a grievance or complaint other than those set forth above, he shall notify the Union by telephone and in writing, of his complaint. If the parties cannot adjust the same within forty-eight (48) hours, it shall likewise be resolved in the same manner hereinafter provided.

E. Notwithstanding any other provision of this Contract to the contrary, it is understood and agreed that first echelon discipline may be imposed by the employee's immediate supervisor against any employee for violation of those matters which would cause a basis for discipline. Discipline imposed by the immediate supervisor may consist of private reprimand, public reprimand, or suspension without pay for a period not exceeding five (5) days. If the employee is dissatisfied with the punishment imposed, employee shall follow the grievance procedure (Article

XVI). All other discipline shall only be imposed by officials of the Borough authorized to undertake such by state statutes.

F. Any employee who fails to report to work for five (5) consecutive working days without notice and/or approval shall constitute automatic termination with no recourse under this Agreement.

ARTICLE 4
HOURS OF WORK AND OVERTIME

A. No overtime pay shall be paid to any Employee who shall work in excess of eight (8) hours in any one day or forty (40) hours in any week without approval of immediate supervisor. It is understood that all employee's schedules are intended to be at or less than this maximum work period. However, the Borough and Union recognize that extraordinary occasions arise which require the employee to provide additional services to the Borough which shall be coordinated with and approved by the Director of each Department and shall be compensated by the equivalent compensatory time off provided to the employee in conformance with the Federal Fair Labor Standards Act.

Compensatory time earned above forty (40) hours per week to be earned at 1½ times base salary and longevity. Employee to choose at their option either payment or compensatory time off if employee is carrying less than thirty-five (35) hours of compensatory time at straight time or equivalent.

Compensatory time for hours worked between thirty-five (35) and forty (40) on a straight time basis.

Pay at the rate of double time of the regular rate shall be paid to any DPW clerical employee who performs duties on a holiday or Sunday when the duties have been authorized by the employee's immediate supervisor. All Saturday overtime is at time and one-half.

No payment to be made for excess accrual in place at contract ratification.

B. The Borough and Union recognize that due to the present size of the Borough, each employee has a specific and unique function within the Borough so that there is no present need to prepare a schedule for prescribing overtime benefits on a rotating basis within an employee's respective work category. In the future, if there shall be more persons employed by the Borough

with identical work categories, overtime shall be afforded to the employees on a rotating basis within the work category, with the first employee selected being the one with the most seniority, the employer reserves the right to assign employees with specialized skills specific overtime.

C. Directors of Departments and Divisions shall be those individuals appointed to such positions pursuant to the Administrative Code of the Borough of Tinton Falls.

D. In the event that the Director set forth in Paragraph "C" above is not available because of accident, illness, vacation, or vacancy in position, the person designated by the Employer in an acting capacity shall be the Director.

E. All full-time employees of the Division of Municipal Court shall be granted a lunch break during days in which Municipal Court is in session.

F. Deputy Court Administrators shall receive thirty-six (\$36.00) per callout for all after hours calls.

G. After the initial issue of uniforms has been supplied to dispatchers, replacement shall be supplied annually on as-needed basis. The above shall also include shoes.

H. Public works clerical employees will be supplied with shoes/boots and foul weather gear adequate for walking in snow/rain.

I. A meal allowance of up to \$90.00 per day for employees attending overnight or all-day (minimum of 5 hours inclusive of travel time) training or educational seminars/conferences necessary to obtain or maintain a job-related license/certification. Meal allowances shall not exceed \$450.00 per calendar year. The meal allowance must be requested by the employee and authorized by the employee's immediate supervisor prior to being utilized. The meal allowance is intended as an accommodation to reimburse employees for reasonable cost of all three meals (breakfast, lunch, and dinner) while attending such training out of the office. The meal allowance

shall cover the employee only and shall not include any costs for alcohol or excessive tips (over 20% of the total bill). Reimbursement requests for meal allowances must be made by the employee within 30 days of the expenditure. Employees shall provide itemized receipts for all meal reimbursements, and it is the employee's responsibility to acquire the meal receipt details from the dining establishment. If supporting documentation is not provided, there will be no reimbursement. Any unauthorized expense or expense exceeding the meal allowance shall be the responsibility of the employee.

J. ARTICLE 5

WAGES AND CLASSIFICATIONS

A. Salaries to be paid to the employees shall be authorized by Executive Order pursuant to statute.

B. New hires are to be paid on the basis of a one week delay as established by the Borough.

C. Existing employees may be transferred to one week delay at discretion of Borough providing there is no loss of money to employee.

D. 1. Notwithstanding the salary adjustments provided by Paragraph (D)(2) below, the salary guide shall remain unchanged for the duration of this Agreement.

2. The following off-guide salary adjustments shall be provided to individuals completing Step E (top step):

- a. 2.5 % retroactive to January 1, 2022 (those on Step E on 12/31/21);
- b. 2.5 % retroactive to January 1, 2023 (those on Step E on 12/31/22 or earlier);
- c. 2.5 % retroactive to January 1, 2024 (those on Step E on 12/31/23 or earlier);
- d. 2.5 % effective to January 1, 2025 (those on Step E on 12/31/24 or earlier)
- e. 2.5 % effective to January 1, 2026 (those on Step E on 12/31/25 or earlier)

January 1, 2022 – December 31, 2026

<u>GRADE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
1	39,028.00	41,217.00	43,853.00	46,479.00	49,268.00
2	40,981.00	43,432.00	46,045.00	48,806.00	51,733.00
3	42,665.00	45,605.00	48,348.00	51,248.00	54,318.00
4	45,177.00	47,886.00	50,767.00	53,804.00	57,035.00
5	47,437.00	50,280.00	53,298.00	56,494.00	59,894.00
6	49,811.00	52,799.00	55,966.00	59,322.00	62,877.00
7	52,290.00	55,442.00	58,712.00	62,287.00	66,030.00

8	54,918.00	58,203.00	61,706.00	65,404.00	69,331.00
9	57,654.00	61,112.00	64,779.00	68,669.00	72,793.00
10	60,549.00	64,184.00	68,033.00	72,115.00	76,448.00

<u>GRADE</u>	<u>CLASSIFICATION TITLE</u>
1	Clerk Typist, Clerk
2	Senior Clerk, Senior Clerk Typist, Data Entry Clerk
3	Records Clerk, Recreation Superintendent Assistant (35 hours), Assistant Bookkeeper (1/03)
4	Secretary Stenographer, Bookkeeper Clerk, Recording Secretary
5	Senior Secretary, Records/Relief Dispatcher (40 hours), Violations Clerk, Senior Recording Secretary (10/01)
6	Bookkeeper Computer Operator, Bookkeeping Secretary
7	Purchasing Assistant, Corresponding Secretary, Senior Account Clerk, Payroll Clerk, Deputy Court Administrator Planning Board Assistant and Zoning Board Assistant 11/04, IT Manager, Assistant to the Borough Clerk
8	Administrative Officer, Administrative Secretary Stenographer, Assessing Assistant
9	Deputy Tax Collector, Sr. Assessing Assistant (1/05)
10	Administrative Assistant, Assistant Treasurer

E. The Borough may at its discretion, create additional titles and assign grades to them should such other job classifications be necessary.

F. Employees on Steps A through D shall have regular guide movement on their anniversary date. Anniversary date means the date they commenced their current step.

ARTICLE 6

MANAGEMENT RIGHTS

A. The Borough of Tinton Falls hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and constitution of the State of New Jersey and of the United States; including, but without limiting the generality of the foregoing, the following rights:

1. The executive management and administrative control of the Employer and its properties and facilities and activities of its employees utilizing personnel methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the Borough.

2. To make rules of procedure and conduct, to use improved methods, and equipment, to determine, work schedules and shifts, as well as duties, to decide the number of employees needed for any particular time and to be in sole charge of the quality and quantity of the work required.

3. The right of management to make such reasonable rules and regulations as it may from time to time deem best for the purpose of maintaining order, safety and/or the effective operation of the various Departments after advance notice thereof to the Union and the employees to require compliance by the employee is recognized.

4. To hire all employees, whether permanent, temporary or seasonal, to promote, transfer, assign, or retain employees in positions within the Borough.

5. To set rates of pay for temporary seasonal employees.

6. To suspend, demote, discharge or take any other appropriate disciplinary actions against any employee for good and just cause, according to law in accordance with any procedure not set forth in this agreement disciplinary action to be taken by management supervisory person outside of bargaining unit.

7. Nothing contained herein shall prohibit the Borough from contracting out any work.

8. To lay off employees in the event of lack of funds or under conditions where continuation of such work would be inefficient and non-productive.

9. The Borough reserves the right with regard to all other conditions of employment not reserved to make such changes as it deems desirable and necessary for the efficient and effective operation of the Borough.

B. In the exercise of the foregoing powers, rights, authority, duties and responsibilities of the Borough, the adoption of policies, rules, regulations, code of conduct and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.

C. Nothing contained herein shall be construed to deny or restrict the Borough of its rights, responsibilities and authority under R.S. 40A:1-1 et seq. or any national, state or local ordinances.

D. The parties recognize that the exercise of managerial rights is a responsibility of the Borough on behalf of taxpayers and that the Borough cannot bargain away or eliminate any of its managerial rights. No grievance may be filed under this Agreement which in any way interferes with, undermines, or restricts the exercise of any managerial right by the Borough or any of its authorized managerial executives or supervisory personnel.

ARTICLE 7

SENIORITY

A. Seniority shall be defined as total length of continuous service during which the employee has been employed by the Borough of Tinton Falls in the employee's department.

B. In the event of a layoff, there shall be a presumption that seniority shall prevail. The employee with the least seniority shall be the first laid off. Upon any rehiring, the laid-off employee with the greatest seniority shall be the first rehired providing the laid off employee has the ability to perform the job functions.

C. If the Borough determines that the procedure for laying off persons first with the least seniority and rehiring persons with the greatest seniority cannot be honored in the case of a particular employee because of the needs of the Municipality, and the skills, or lack of skills, of the persons being laid off or rehired, the Borough shall notify the Union of its intentions and the reasons therefor. If the Union disagrees with the intended action of the Borough, it shall have the right to file a grievance pursuant to Article XVI within five (5) days from the mailing of the Borough's Notice of Intended Action. Failure of the Union to file a grievance shall be determined a waiver thereof and the acceptance of the position of the Borough.

D. Seniority shall prevail, all skills being equal, as to promotions, the assignment of vacation, leave and overtime.

E. A Seniority List by classification will be given to the Union upon the execution of this Contract.

F. The Union shall be advised of the names of all new hires.

G. Allocation of overtime has been previously defined in Article IV-B. If all employees refuse overtime, the Employer may order overtime performance by the employee with the least seniority.

H. In the event of a layoff, those employees terminated by the Borough shall be entitled to two (2) weeks of base salary and longevity as severance pay.

ARTICLE 8

BULLETIN BOARD

The employer agrees to furnish a bulletin board for the use and benefit of the Union. The bulletin board shall be placed in a conspicuous place at the Municipal Building and may consist of either a bulletin board solely for the Union purposes or may be a portion of the existing bulletin board which shall be separately designated and used solely for Union purposes. No salacious or defamatory materials not related to Union business to be placed on bulletin board.

The Employer further agrees to post all job openings on one designated bulletin board at Borough Hall.

ARTICLE 9

SAFETY PROVISIONS AND LOST TIME PAY

A. The Employer will make reasonable, provisions for the safety and health of his employees and shall comply with all Federal, State and local requirements for occupational safety and health. Should an employee be injured at work and is unable to continue working as a result of the injury, employee shall be paid for the entire day. If employee is physically able to perform employee's job after employee has recovered from the injury, employee shall be entitled to resume the job. If an employee is able to work and a job opening exists that the employee is qualified to fill, the employee shall be offered such position. Whatever safety equipment shall be made necessary either by Statute or regulation or in such cases as the Employer shall deem to adopt it at the suggestion of its insurance carrier, such equipment shall be provided, at no cost to the employee, but without further negotiation.

B. In order to be eligible for benefits under this Agreement, the employee must report the injury within forty-eight (48) hours of the injury.

C. All employees of the Borough who shall sustain a disabling injury, which shall mean an injury arising out of an accident that occurred out of and in the course of employment with the Borough, the nature of which entitles the employee to receive compensation pursuant to the New Jersey Workers' Compensation Act, N.J.S.A. 34:15-1 et seq., shall receive such benefits as are prescribed in Paragraph D.

D. The disabled employee shall receive from the Borough, during the period of disability, in addition to the benefits paid directly to employee from the workers' compensation insurance carrier, an amount which, when combined with the insurance payments, shall be equal

to said employee's basic weekly wage based upon length of service according to the following schedule:

<u>Length of Service</u>	<u>Weeks of Benefits at Full Pay</u>
Less than 6 months	None
6 months to 1 year	2
1 to 5 years	4
6 to 10 years	12
11 to 15 years	16
16 to 20 years	20
21 or more years	26

E. The schedule set forth in Subsection D above shall not be cumulative, so that if not exhausted in a calendar year, it shall lapse. However, if a disabling injury shall occur in one calendar year which carries into the next succeeding calendar year, the employee shall have the salary continuation benefits in each year. It is specifically intended that the number of weeks of salary continuation shall be on a calendar basis and shall be the total sum which an employee may receive in that year, irrespective of the number of disabling injuries the employee may have incurred.

F. The rejection by the workers' compensation insurance carrier of the employee's claim for temporary disability benefits shall be a conclusive presumption that the employee is not entitled to the salary continuation benefits under this section.

G. The salary continuation benefits under Subsection D of this section shall only apply to that period when the employee is entitled to temporary disability benefits under N.J.S.A. 34:15-1 et seq. It is not intended that the qualification of the employee for permanent benefits under said statute shall also qualify the employee for salary continuation benefits.

H. If an employees one-hundred-percent totally and permanently disabled as determined by the insurance carrier rendering workers' compensation benefits as the result of one (1) accident while employed by the Borough, or if the employee qualifies for benefits under the Second Injury Fund as being one-hundred-percent totally and permanently disabled pursuant to N.J.S.A. 34:15-1 et seq., or if the employee is determined to be one-hundred-percent totally and permanently disabled as a result of the odd lot doctrine as defined by the case law of the State of New Jersey under N.J.S.A. 34:15-1 et seq., the employee's maximum salary continuation benefits shall be that prescribed under Subsection B of this section for the year in which the accident occurred. It is not intended that salary continuation benefits shall apply to said employee for any succeeding year.

I. All payments by the Borough to the disabled employee shall cease upon termination of payment of temporary disability benefits by the workers' compensation insurance carrier or the termination of period of salary continuation benefits permitted by this chapter under Subsection D of this section, whichever occurs first.

ARTICLE 10

MILITARY SERVICE

All military leave shall be as provided by law. In any event, employees, upon returning from military service shall be restored to their former positions at the prevailing rate of pay on the basis of seniority.

ARTICLE 11

DISCRIMINATION

The employer agrees that he will not discriminate in the hiring of employees or in their training, upgrading, promotion, transfer, layoffs, discipline, discharge or otherwise, because of race, creed, color, age, national origin, political affiliation, sex, marital status, sexual orientation, or physical condition.

In the event an employee believes that they are being discriminated against because of their sex, religion, race, age, political preference, sexual orientation, or any other reason, said employee shall have the right to file a grievance directly with the Borough's Affirmative Action Officer rather than follow the normal steps of the grievance procedure. The decision whether to file a grievance pursuant to the normal step of the grievance procedure or directly to the Borough's Affirmative Action Officer shall be at the sole discretion of the employee.

ARTICLE 12

FUNERAL LEAVE

A. In the event of death in the employee's immediate family, or of any relative who resides with the employee, the employee shall be granted time off without loss of pay from the day of death up to and including day of the funeral. The employee shall be granted five (5) paid days for immediate family and three (3) paid days for in-laws. The days shall be taken consecutively and shall be in connection with the funeral and/or memorial services.

B. The "immediate family" shall include only husband, wife, civil union partner, or child, parent, step-parents, grandparent, brother, sister, grandchild. In-laws shall include any parent, grandparent, brother and sister.

C. Reasonable verification of the event may be required by the Borough.

D. Such bereavement leave is not in addition to any holiday, day off, vacation leave or compensatory time off failing within the time of the bereavement.

E. An employee may make a request of the Department Head or his designated representative for time off to attend a funeral separate and distinct from bereavement leave.

F. In the event of death in the employee's immediate family or In-laws while on vacation the employee shall be granted funeral leave and be allowed to reschedule the vacation and/or the remaining vacation time at a later date, provided the employee returns from vacation for the purpose of funeral leave.

ARTICLE 13

UNION REPRESENTATIVES

A. Only duly authorized representatives of the Union shall have access during working hours to the premises of the Employer or any other place of work to which bargaining unit employees are assigned, and shall be permitted to make inspection of membership cards of all employees and the Employer's payroll records of the unit covered by this Agreement for the purpose of ascertaining whether the provisions of this Agreement are being duly complied with the Employer in good faith, or in regard to any matter connected with the terms of this Agreement. Notice of inspection by authorized representative to make the inspections provided herein must first be announced to the Director of the department who may then determine an adequate and convenient time for the exercise of these functions.

B. The president, secretary-treasurer, or their duly authorized representatives so designated in writing, shall be the representatives of the Union, and no other person or persons.

C. The Employer agrees to grant up to 3 days in state events and 5 days out of state events, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or serve in any capacity on other official Union business, provided 48 hours written notice is given to the Employer by the Union, specifying length of time off. The Union agrees that, in making its request for time off for Union activities, due consideration shall be given to the number of employees affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

ARTICLE 14

SHOP STEWARD

A. There shall be at all times one (1) shop steward designated by the Union and an alternate shop steward designated by the Union authorized to act in the absence of the shop steward. All references herein to responsibilities and duties of the shop steward shall apply to the alternate shop steward in the absence of the shop steward.

B. Shop stewards shall suffer no loss of pay for time spent during working hours in the performance of their duties, providing the supervisor has approved employee's deviation from employee's work in advance. The supervisor shall not withhold such permission unreasonably when it does not interfere with the normal routine of work. The Employer shall recognize an employee as shop steward only after having received written notice of this selection or designated by the Union. The shop steward shall be the last to be laid off by the Employer in case of insufficient work and the first one rehired. Under no circumstances shall the shop steward be discriminated against by the Employer.

C. Neither the shop steward nor any shop committee or group of employees covered by this Agreement is authorized to cause or engage in any strike, slow-down or stoppage in the place of business of the Employer nor order the discharge of any employee.

D. The shop steward shall be authorized to discuss grievances with the Employer or his representative and to transmit messages from the Union to the Employer and the Employer to the Union. No settlement of a grievance shall become final and binding upon the Union unless an officer thereof has approved same.

ARTICLE 15

CHECK-OFF OF UNION DUES

A. The Employer will accept a signed authorization from any employee covered by this Agreement directing the Employer to deduct from the wages of said employee the regular monthly membership dues and initiation fee of each new member. Written notice must be sent by the Union Secretary-Treasurer to the Employer advising the Employer of the amount of the monthly union dues and initiation fees.

B. The said deductions shall be made on a bi-monthly basis in accordance with the payroll schedule of the Borough. All monies so deducted shall be remitted to the Union, together with a duplicate list of the employees whose dues and initiation fees have been deducted no later than fifteen (15) days after receipt of Union check-off billing statement.

C. The provisions of A and B above shall be subject, subordinate and limited by the language of Assembly Bill #668, known as Chapter 477 of the laws of 1979 upon submission by the employee of written authorization to deduct such fees on a form provided by the Union.

D. Article II, Paragraph E is applicable to this article.

ARTICLE 16

GRIEVANCE PROCEDURE

A. Definition: A grievance is defined as a conflict or complaint by an individual employee or the union on behalf of an individual employee, or group of employee concerning the interpretation, application, or violation of policies, agreements, and administrative decisions affecting working conditions.

B. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to the grievance which may arise. Both parties agree that these proceedings will be kept confidential as may be appropriate at any level of the procedure.

C. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration, and having the grievance adjusted without intervention of the union representatives provided the union is notified by the Borough of the status of grievance and provided further that the adjustment is not inconsistent with this agreement. The union shall be given the opportunity to be present at such informal meetings if any of the parties involved request such.

D. The following procedure is mutually agreed upon for the settlement of grievance. Failure to initiate a grievance within limits specified shall deem it abandoned. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. Failure at any step of this procedure to appeal a grievance within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

1. Step 1: (a) Whenever an employee or the union has a grievance, the employee should first present same verbally to their immediate supervisor (or in the absence of the

supervisor or an appropriate representative) within five (5) working days from occurrence of the event which precipitated the grievance. It is the responsibility of the immediate supervisor to arrange a mutually satisfactory settlement of the grievance within five (5) working days of the time when it was presented to the supervisor, or, failing in that, the supervisor must within that time advise the employee of his inability to do so.

(b) When an employee is informed by their immediate supervisor that the supervisor is unable, within the discretion permitted, to arrange a mutually satisfactory solution to the grievance, the employee must, if they wish to present the grievance to a higher authority, do so in writing in accordance with Step 2 herein. If the grievance is unanswered by the supervisor within the time limits, it is assumed that the grievance is denied and the Union has the absolute right to proceed to the next Step.

2. Step 2: (a) If no agreement can be reached orally, the employee of union shall prepare the grievance in writing within five (5) working days of report from the immediate supervisor that oral grievance has not been resolved. The written grievance will state the section of this agreement being grieved, the relevant facts, and a summary of their preceding oral discussion, the relief sought by the grievant and/or union, names of witnesses, and any additional information that may assist in the prompt settlement of the grievance. A copy of the grievance shall go to the immediate supervisor and a copy to the union. The supervisor or a designated representative shall answer the grievance in writing, within five (5) working days of receipt of the written grievance.

(b) If the supervisor is unable to resolve the grievance to the satisfaction of the aggrieved employee, the supervisor shall so stipulate in writing to the employee within five (5) working days of receipt of the written grievance. If the grievance is unanswered by the supervisor within the time limits, it is assumed that the grievance is denied and the Union has the absolute right to proceed to the next step.

3. Step 3. (a) If the aggrieved person is not satisfied with the decision under Step 2, or no decision has been rendered by the immediate supervisor within five (5) working days after presentation to the immediate supervisor, the aggrieved person may within five (5) working days thereafter, present the grievance in writing to the Borough Administrator. The presentation shall include copies of all previous correspondence relating to the matter in dispute. The Borough Administrator shall respond in writing to the grievance within thirty (30) working days of the submission. If the grievance is unanswered by the supervisor within the time limits, it is assumed that the grievance is denied and the Union has the absolute right to proceed to the next step.
4. Step 4. (a) If the aggrieved person is not satisfied with the decision under Step 3 or if no decision has been rendered by the Borough Administrator within thirty (30) working days after presentation to the Borough Administrator, the aggrieved person may within five (5) working days thereafter present the grievance in writing to the Mayor. The presentation shall include copies of all previous correspondence relating to the matter in dispute. The Mayor, shall respond in writing to the grievance within fifteen (15) working days of the submission. Such decision shall

be final and binding on the parties except as noted elsewhere in this agreement. Notwithstanding the foregoing, in the event of cases involving employee's termination, such decisions may proceed to binding arbitration pursuant to the rules of the Public Employment Relations Commission.

5. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits for processing the grievance at any step in the grievance procedure.

ARTICLE 17

NO STRIKE; NO LOCKOUT

A. During the life of this Agreement, the Union agrees that it will not authorize any strike of any kind, slow-down, sit-down, stay-in, boycott, picketing, work stoppage, or any other type of organized interference, coercive or otherwise, with the Borough's operation, and further that the Union will do everything in its power to prevent its members from participating in any unauthorized strike, work stoppage, slow-down or other activity aforementioned, including, but limited to, publicly disavowing this activity and setting forth, in writing on Union stationery, at the request of the Employer, such disapproval of any of the aforementioned unauthorized activity and ordering all such members who participate in such unauthorized activity to cease and desist from same immediately and to return to work along with such other steps as may be necessary under the circumstances to bring about compliance with its order. The Union must furnish such written disapproval of such activity after twenty-four (24) hours written notice from the Employer, except that if such activity occurs on a weekend, forty-eight (48) hours notice will be required. In case of unauthorized activity described herein, the Employer may impose disciplinary measures or discharge the employee directly or indirectly involved. In consideration of the foregoing, the Employer agrees not to lockout or cause to be locked out any employees covered under the provision of this Agreement.

B. The Employer agrees, in consideration of the performance by the Union of the aforesaid undertakings, to absolve the Union or its officers from any liability by suit for damages for breach of contract, of any kind or character for any unauthorized strikes, individual acts or actions of any employee or group of employees.

ARTICLE 18

MODIFICATION OF AGREEMENT

A. Neither the Employer nor any individual employee or group, of employees shall have the right to modify or waive any of the provisions of this Agreement. The Employer will not enter into any individual agreement or arrangements with any of his employees covered by this Agreement.

B. Any modification of this Agreement must be in writing duly executed by an authorized agent of the Employer and by the President or Secretary/Treasurer of the Union. The Union may request that all negotiations for modifications be held in the presence of a Union negotiating committee, such committee not to exceed three (3) in number.

ARTICLE 19

LIFE INSURANCE BENEFITS

The Employer shall provide a \$20,000.00 term life insurance policy for the benefit of each employee, cost of which to be included in Insurance Cap, Article XXII.

ARTICLE 20

MEDICAL EXAMINATIONS UPON REQUEST OF BOROUGH

Upon request of the Borough, an employee applying for sick leave benefits, temporary disability benefits or workers' compensation benefits on an annual basis shall be required to submit to an examination by a physician or physicians designated by the Borough, the cost of said examinations to be borne by the Borough.

ARTICLE 21

LONGEVITY

A. In addition to salaries, members shall receive longevity as follows:

- | | |
|--|----|
| 1. Less than five (5) years of continuous service | 0% |
| 2. From six (6) years through ten (10) years of continuous service | 3% |
| 3. From eleven (11) years through fifteen (15) years of continuous service | 5% |
| 4. From sixteen (16) years through twenty (20) years of continuous service | 7% |
| 5. Twenty-one (21) or more years continuous service | 9% |

The present longevity program shall remain in effect for all bargaining unit employees hired before January 1, 1992.

Effective January 2, 1992, the following longevity program shall be implemented:

		<u>Cumulative</u>
Less than 5 years	0	0
6 years through 10 years	\$750.00	\$ 750.00
11 years through 15 years	\$750.00	\$1,500.00
16 years through 20 years	\$750.00	\$2,250.00
21 years through 25 years	\$750.00	\$3,000.00
26 years or more	\$750.00	\$3,750.00

Longevity shall be eliminated for all employees who commence employment on or after January 1, 2015.

ARTICLE 22

INSURANCE

A. The Borough retains the right to change insurance carriers so long as substantially similar benefits are provided.

B. The Borough will provide hospitalization and major medical coverage for all employees who have retired on a disability pension or after twenty-five (25) years or more credited to the pension system.

C. All employees shall be placed in the New Jersey State Health Benefits Plan.

D. Effective January 1, 2014, employees shall contribute for medical benefits, through payroll deductions, the greater of 2.5% of the employee's salary or an amount equal to that required by P.L. 2011, c. 78. Any Clerical Workers member retiring on or after the date of execution of this Agreement, shall contribute 3.0% of yearly pension or an amount required by Tier II (Year 2) of P.L. 2011, c. 78, whichever the employee chooses at the time of retirement (which selection cannot be changed at a later date), except any Public Works member who has 20 or more years of creditable service in one or more State (including PERS) or locally administered retirement systems as of June 28, 2011 shall contribute 1.5% of yearly pension or an amount required by Tier II (Year 2) of P.L. 2011, c. 78, whichever the employee chooses at the time of retirement (which selection cannot be changed at a later date). There shall be no reimbursement for any additional contribution payments made prior to the execution of this agreement.

E. Co-pays for prescriptions shall follow the New Jersey State Health Benefits Prescription Plan.

F. All employees and their dependents that are on any "maintenance drugs" are required to use the mail order plan.

G. The Borough shall retain the right to withdraw from the State Health Benefits Program.

ARTICLE 23

HOLIDAYS

A. All employees shall receive credit for a day off for the following thirteen (13) holidays:

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Good Friday
5. Memorial Day
6. Juneteenth National Independence Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veteran's Day
11. Thanksgiving Day
12. Day after Thanksgiving
13. Christmas Eve
14. Christmas Day

B. Employees shall be entitled to two (2) floating days off. A new employee must have a minimum of six (6) months service credit within the calendar year before the employee is eligible for this benefit in the calendar year. Temporary employees and part-time employees are not eligible for this benefit.

C. If a holiday falls on a Sunday, it is ordinarily observed on the following Monday. If

a holiday falls on a Saturday, it is ordinarily observed on the previous Friday.

D. Any clerical employee(s) working in the offices of the Department of Public Works will observe those holidays by the Public Works unit.

ARTICLE 24

JURY LEAVE

A regular full-time employee who loses time from his job because of jury duty as certified by the Clerk of the Court shall be paid by the Borough the difference between his daily base rate of pay (up to a maximum of eight (8) hours) and the daily jury fee, subject to the following conditions:

1. The employee must notify the department head immediately upon receipt of a summons for jury service.
2. The employee has not voluntarily sought jury service.
3. The employee is attending jury duty during other time off from Borough employment.
4. The employee submits adequate proof of the time served on the duty and the amount received for such service.

ARTICLE 25

PERSONAL LEAVE DAYS

A. Each employee shall be entitled to two (2) personal leave days annually, without loss of pay.

B. Personal leave days may not be accumulated or carried from year to year. The parties shall make every effort to cooperate in order that these days will be scheduled during the course of the year.

C. Personal leave days shall be requested in writing five (5) days in advance of the day except in case of an emergency. A reply to the request shall be provided two (2) days after the request, in writing.

D. In the event that two (2) or more employees request the same personal leave day, that employee, with the greater seniority shall have first priority to the day requested.

E. A new employee must have a minimum of six (6) months service credit within the calendar year before the employee is eligible for this benefit in the calendar year.

F. Temporary employees and part-time employees are not eligible for this benefit.

ARTICLE 26

VACATIONS

A. The following vacation schedule shall be followed:

Less than one year	0
1 - completion of 5 years	2 weeks
6 - completion of 12 years	3 Weeks
13-completion of 20 years	4 weeks
21 st year of service	4 weeks + 1 day
22 nd year of service	4 weeks + 2 days
23 rd year of service	4 weeks + 3 days
24 th year of service	4 weeks + 4 days
25 th year of service	5 weeks

B. The vacation shall be taken in the year earned. Vacation time may not be accrued without the prior written approval of the Borough. Scheduling of the date of vacation shall be coordinated by the employee's department head.

C. Compensation shall not be allowed in lieu of unused vacation without the prior consent of the Borough. It is desired that each employee take advantage of the annual vacation period for health, rest, relaxation, and pleasure.

ARTICLE 27

SICK LEAVE

"Sick leave" shall mean paid leave that may be granted to each employee who, through sickness or injury that is non-job-related, has become incapacitated to a degree that makes it impossible for them to perform the duties of the position or who is quarantined by a physician because of exposure to a contagious disease. Sick leave may also be used to care for a sick member of the immediate family or a relative residing in the household.

A. To be eligible to receive regular compensation during any such period of sick leave, the employee shall provide the following:

1. Notify their immediate superior at or before the time they would normally begin their work. The notice shall state the nature of the illness or injury, the inability to report to work and the probable duration of the illness or injury.

2. A certificate from a licensed practicing physician or dentist may be required when absence caused by an illness or injury exceeds three (3) consecutive working days in duration, but shall be required when absence caused by illness or injury exceeds five (5) consecutive working days in duration. If the employee has had three (3) absences in a calendar year due to illness or injury which may not be verifiable, the employer may, after notice to said employee, require said certification for the first day of all absences due to illness or injury.

3. The employee shall not be eligible to receive their usual compensation unless the employee files with their immediate supervisor the certification required by Subsection A(2) hereof, setting forth precisely the nature of the illness or injury, the inability to work and the probable duration of the disability.

B. Each full-time regular and part-time regular employee shall earn sick leave of one (1) day per month of service in each calendar year. If the employee did not qualify as a full-time regular or part-time regular employee until sometime after January 1 of the calendar year, they shall earn one (1) day of sick leave for every thirty (30) calendar days of that year, commencing with the date that they received the required employment status. Until the completion of one full calendar year (January 1- December 31) of employment, the employee shall earn twelve (12) sick days based on accrual one every thirty (30) calendar days of that year or portion thereof. Thereafter, in each successive year, the employee shall earn the full twelve (12) sick days on January 1.

B.1. When no sick time issued in a six (6) month period, the employee may elect to convert one (1) accrued sick day to a non-compensable Emergency Day. This conversation is not accruable and not compensable above the base pay for a one (1) day leave. Option must be exercised in the succeeding six (6) month period.

C. If an employee does not use all of their sick days in a calendar year, they shall be permitted to accumulate the unused days. For buy out purposes, the maximum accumulation is one hundred ten (110) days.

Unless the employee is terminated for cause or is terminated due to failure to continue employment, an employee terminating employment shall be entitled to payment of one (1) sick day for every four (4) days of unused accumulated sick leave, not to exceed seven thousand five hundred (\$7,500.00) dollars, if said employee is eligible for transfer or retirement through the Public Employees Retirement System for Service, Early, Deferred, Ordinary Disability, or Accidental Disability Retirement.

ARTICLE 28

TEMPORARY DISABILITY

A. A group policy for temporary disability for non-job-related injuries or illnesses is provided at all full-time and part-time regular employees. The cost is paid in full by the Borough.

B. In addition to the benefits payable under the group policy for temporary disability, the Borough shall pay to the employee the difference between their regular salary and that which they received under the group policy for a period of time dependent upon their length of service as set forth in the following schedule:

Length of Service	Weeks of Benefits at Full Pay
Less than 6 months	None
6 months to 1 year	2
2 to 5 years	4
6 to 10 years	12
11 to 15 years	16
16 to 20 years	20
21 or more years	26

C. For an employee to receive the benefits of this section, they must complete the necessary application and be approved for payment under the group policy maintained by the Borough. If payment is rejected by the insurance carrier, it shall be conclusively presumed that the employee is not entitled to the benefits set forth in Subsection B above.

D. The schedule set forth in Subsection B above shall not be cumulative, so that if not exhausted in a calendar year, it shall lapse. However, if a disabling, injury shall occur in one calendar year which carries into the next succeeding calendar year, the employee shall have the

salary continuation benefits in each year. It is specifically intended that the number of weeks of salary continuation shall be on a calendar basis and shall be the total sum which an employee may receive in that year, irrespective of the number of disabling injuries he may have incurred.

E. When the employee is receiving temporary disability benefits, they shall be responsible for payment of contributions toward the pension system and life insurance. For convenience, the Borough will handle the payments through payroll deductions. However, if the salary is discontinued due to temporary disability, a leave of absence must be requested and approved to maintain coverage under the life insurance and membership in the pension system.

F. All usual employee benefits will continue in effect while an employee is receiving temporary disability benefits under this chapter.

G. The "weeks of benefits" shall be the maximum benefits that the employee may receive for a single accident or illness regardless of the duration, of the accident or illness and shall be the maximum benefits regardless of the number of accidents or illnesses occurring in each year. The benefits shall not be cumulative to the next year and shall lapse at the end of each calendar year.

ARTICLE 29

GENERAL SAVINGS

A. If any article or section of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement of the application of such Article or Section to persons of circumstances, other than those as to which it has been held invalid or as to which compliance's with or enforcement of has been restrained, shall not be affected thereby.

B. In the event that any Article or Section is held invalid, or enforcement of or compliance with which has been retained as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations, upon the request of the Union, for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

ATTEST:

BOROUGH OF TINTON FALLS

[Faint signature]
4/7/2022

Charles J. [unclear]
Borough Administrator

ATTEST:

INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL 177

Paul Saliano

[Signature]

ATTEST:

INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL 177

Paul Saliano

[Signature]

ATTEST:

INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL 177

Paul Saliano

Chris [unclear]

Attest:

Paul Saliano

Robert [unclear]

Sworn to and subscribed
before me this
13th day of April, 2022

PAUL SALIANI JR.
NOTARY PUBLIC OF NEW JERSEY
Commission # 2402276
My Commission Expires 11/18/2025