

**AGREEMENT**  
**BETWEEN**  
**BOROUGH OF SEA GIRT**  
**and**  
**TEAMSTER LOCAL 97**

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**JANUARY 1, 2011 through DECEMBER 31,**  
**2013**

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**PREAMBLE**

A. THIS AGREEMENT, entered into this 12<sup>th</sup> day of June, 2013, by and between the BOROUGH OF SEA GIRT in the County of Monmouth, a Municipal Corporation of the State of New Jersey (hereafter referred to as the "Borough or "Employer"), and the TEAMSTER LOCAL 97 (hereafter referred to as the "Union"), represents the complete and final understanding on all bargainable issues between the Borough and the Union.

## **ARTICLE I**

### **RECOGNITION**

A. The Borough hereby recognizes the Union as the exclusive representative for collective negotiations for all Department of Public Works ("DPW") employees, including road repairman, sanitation men, and truck drivers, employed in the Borough, excluding all beach personnel and seasonal employees, the Foreman, Assistant Superintendent and Superintendent of Public Works, and all other Borough employees, managerial executives and supervisors within the meaning of the Act.

## **ARTICLE II**

### **MANAGEMENT RIGHTS**

A. The Borough 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 Constitutions of the State of New Jersey and of the United States including, but without limiting the generality of or foregoing the following rights:

1. The executive management and administrative control of the Borough government 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 reasonable 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 Department after advance notice thereof to the employees to require

compliance by the employees in recognized, except as such rules and regulations contradict the collective bargaining agreement.

4. To hire all employees, whether permanent, temporary or seasonal; and 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 action against any employee for good and just cause according to law.

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

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

9. The employer reserves the right to implement a furlough program within thirty (30) days notice to the employees.

B. In the exercise of the foregoing powers, rights, authority, duties and responsibilities of the Borough, the adoption of policies, rules, regulations, codes of conduct and practices in the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent

such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and 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, county or local laws or regulations.

D. The parties recognize that the exercise of managerial rights is a responsibility of the Borough on behalf of the 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 III**

#### **UNION BUSINESS**

A. No Union member or officer or job steward shall conduct any Union business on Borough time except as specified in this Agreement.

B. No Union meetings shall be held on Borough time unless specifically authorized by the Borough.

C. A representative designated by the Union shall be permitted to discuss Union business after authorization is given by the Borough, which authorization shall not be unreasonably withheld, provided that discussion will not interfere with the conduct of the Borough business, or with the duties of any of its employees.

D. Upon request, shop stewards shall be granted a reasonable amount of time to process grievances provided there is no interference with the conduct of Borough business or with the duties of any of its employees.

## **ARTICLE IV**

### **DISCRIMINATION**

The Employer and the Union agree that there shall be no discrimination against any employee because of race, creed, color, religion, sex, national origin or political affiliation.

## **ARTICLE V**

### **MAINTENANCE OF WORK OPERATIONS**

The Union hereby covenants and agrees that during the term of this Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty or willful absence of any employee from his position, or stoppage of work, or absence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slow-down, walk-out or other illegal job against the Borough. The Union agrees that such action would constitute a material breach of this Agreement.

A. The Union agrees that it will make every reasonable effort to prevent its members from participating in any strike, work stoppage, slow-down, or other activity aforementioned or supporting any such activity by any other employee or group of employees of the Borough and that the Union will publicly disavow each action and order all such members who participate in such activities to cease and desist from same immediately and to return to work, and to take such other steps as may be necessary under the circumstances to bring out compliance with the Union order.

B. Nothing contained in this Agreement shall be construed to limit or restrict the Borough in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach of the Union or its members.

## **ARTICLE VI**

### **OVERTIME**

A. Overtime shall be paid for all work performed in excess of the standard work day except call-out, which shall be administered as per past practice at the rate of one and one-half (1-1/2) times the computed hourly rate, including comp time, on an hour-for-hour basis should overtime money be exhausted prior to the end of the year.

B. Overtime work will be kept to a minimum, except in cases of emergency, and must be authorized in advance by the Department Head. The reasons for the granting of overtime shall be noted on the time report and certified by the Department Head.

C. Working hours and daily schedules of employees will be arranged to fit the needs of the Borough. There is no guarantee of hours employees will be required to work overtime and during non-scheduled periods when the necessities of the Borough demand such work. In administering the requirement to work overtime, the Borough will make a reasonable effort to excuse employees who have personal commitments. This will not reduce the employee's obligation to work overtime when assigned.

D. It is recognized that the needs of the Borough may require overtime work beyond the employee's standard daily or weekly schedule

and that the jobs involved must be adequately staffed by qualified employees working on an overtime basis.

E. The amount of overtime and the schedule for working such overtime shall be established by the Borough and employees shall work such overtime as scheduled unless excused by the Borough. Failure to report for overtime when assigned shall subject the employee to immediate disciplinary action.

F. The opportunity to work overtime will be distributed as evenly as practicable among employees normally engaged in the work involved with reference to the seniority list. Wherever practicable and possible, employees will be given a reasonable amount of notice when they are required to work regular overtime. Refusal to work overtime shall count as overtime for determining equalization of overtime.

G. In the event of an "emergency" as defined solely by the Borough Superintendent, the Borough may first utilize employees residing in the Borough of close proximity to the Borough.

H. In the event of an overtime assignment where no one volunteers to do the work, the Borough agrees to start at the bottom of the seniority list and work up to the most senior employee.

I. The Borough retains the right in its discretion to call out employees with special skills to perform overtime tasks.

J. Once employees with special skills are identified, the Borough shall call out on a seniority basis amongst said employees. Once an employee is called for overtime he will move to the bottom of the list.

K. Any employee who is called out shall be paid at a time and one-half rate for all time in excess of the assigned hours with a minimum pay of three (3) hours commencing from the time entered as start of work on time card. Water Department employees required to perform State mandated water tests will be considered callout employees within the meaning of this section.

L. Any employee who is called out on a Sunday or a holiday shall be paid at a time and one-half rate for all time in excess of the assigned hours with a minimum pay of four (4) hours commencing from the time entered as start of work on time card. Water Department employees required to perform State mandated tests will be considered call-out employees within the meaning of this section.

## ARTICLE VII

### VACATIONS

A. Vacation Schedule – Employees hired prior to 1/1/00:

- |    |   |                   |
|----|---|-------------------|
| 1. | Six (6) months to one year  | 1 week            |
| 2. | Completion of one (1) year through completion of five (5) years   | 2 weeks<br>2 days |
| 3. | Completion of five (5) years through completion of ten (10) years | 3 weeks           |
| 4. | Completion of ten (10) years forward                              | 4 weeks           |
| 5. | Completion of twenty-five (25) years +                            | 5 weeks           |

B. Employees hired after January 1, 2000 shall receive the following vacation schedule:

- |    |                                      |         |
|----|--------------------------------------|---------|
| 1. | Six (6) months to one (1) year       | 1 week  |
| 2. | One (1) year to five (5) years       | 2 weeks |
| 3. | Five (5) years to fifteen (15) years | 3 weeks |
| 4. | Completion of fifteen (15) years     | 4 weeks |

C. All vacation time shall be used in the current year. The employee may carry over 1 week vacation only because scheduling needs with written approval of the Business Administrator.

D. It is the policy of the Borough that each employee take advantage of the authorized vacation periods for reasons of health, rest, relaxation and pleasure and, thus, extra compensation in lieu of vacation



shall not be allowed unless prior authorization is obtained from the Borough.

E. When an employee requests permission to use an individual vacation day or part thereof, such requests shall be granted at the discretion of the Department Head.

F. A vacation period of one work week must be taken at one time. Vacation periods of more than one week may be taken in consecutive weeks upon approval by the Supervisor or, in the case of a Supervisor, upon the approval of the Councilman in charge of the Department. However, vacation periods of two, three, or four work week periods may, at the option of the employee, be divided into weekly periods.

G. The time of the year of the vacation shall be determined by the Department Head with due regard for the wishes of the employee and with particular regard for the needs of the Department. Insofar as possible, the employee with the longest continuous service shall have preference in the assignment of vacation periods.

H. Vacations shall be so scheduled as to obviate the need for temporary increases in personnel. Schedules shall be subject to any adjustments necessary for the best interest of the Department. No changes in vacation schedules shall be permitted by the employees, except by permission of the head of the Department. All requests shall be submitted

in writing by April 1<sup>st</sup> of the calendar year in which the vacation is to be taken.

I. No refund of vacation time shall be allowed for illness incurred while on vacation leave.

J. Any employee who is on an unpaid leave of absence shall have his vacation leave for the year pro-rated for the time absent.

## **ARTICLE VIII**

### **SICK LEAVE**

A. Sick leave is hereby defined to mean absence from post or duty because of illness, accident or exposure to a contagious disease requiring isolation.

B. All employees with more than one year of service shall be eligible for twelve sick days per year. Employees hired after January 1, 2000 shall receive ten (10) sick days after one year of service. If an employee separates from employment and has taken more sick time than earned the overage shall be deducted from his/her last week pay check. For absence on a day immediately preceding or following regular days off or a holiday, a doctor's note may be required upon returning to work.

i. All employees hired on or after January 1, 2012 shall receive eight (8) sick days per year. In the first year of service, these days shall accumulate at the rate of .67 days per month. If an employee separates from employment and has taken more sick time than earned, the overage shall be deducted from his/her last pay check.

ii. In the second year of service and so on, all sick days shall be granted as of January 1. Sick days may be taken in advance of being earned.

C. An employee who has been absent on sick leave for two or more consecutive work days will be required to submit acceptable medical evidence substantiating the illness. The appointing authority may require proof of illness of an employee on sick leave, whenever such requirement

appears reasonable. Abuse of sick leave shall be cause for disciplinary action.

1. In all cases of reported illness or disability suffered by an employee, the Borough reserves the right to send a medical physician to examine the report on the condition of the patient to the Department Head.

D. During protracted periods of illness or disability of an employee, the Department Head may require interim reports on the condition of the patient at weekly or bi-weekly periods from the attending physician and/or a Borough medical physician. When under medical care, employees are expected to conform to the instructions of the attending physician if they wish to qualify for salary payment during such period of illness or disability.

E. The rules which follow apply to the payment of salaries during periods of illness or disability of regular, permanent full-time employees. Permanent part-time, temporary and seasonal employees are not entitled to compensation for such absences.

F. No employee shall be allowed to work and endanger the health and well-being of other employees. If the employee's condition warrants, the employee may be directed to take sick leave. The supervisor may direct the employee to the Borough medical physician for an opinion as to the eligibility of the employee to be absent from work.

G. Sick leave with pay shall not be allowed under the following conditions:

1. When the employee, under medical care, fails to carry out the orders of the attending physician.

2. When, in the opinion of the Borough medical physician, the employee is ill or disabled because of self-imposed contributory causes or action contrary to the code of conduct.

3. When, in the opinion of the Borough medical physician, the disability or illness is not of sufficient severity to justify the employee's absence from duty.

4. When an employee does not report to the Borough medical physician.

5. When the supervisor is unable to contact the employee.

H. The recommendation of the Borough medical physician, as well as that of the attending physician, as to the justification for the absence from duty on account of disability or illness or of the fitness of the employee to return to duty shall be considered by the DPW Council person. The DPW Council person reserves the right, in such cases where there is a difference of professional opinion between the Borough medical physician and the personal physician, to require the employee to submit to an examination by a third doctor.

I. In charging an employee with sick leave, the smallest unit to be considered is one-half of a working day.

J. Sick leave shall not be allowed for such things as ordinary dental care or for any other professional services that may be normally scheduled within the employee's regular off time. The utilization of sick leave for elective medical procedures will not be considered without sufficient medical evidence to substantiate the necessity of scheduling the medical or dental services during the work day.

K. If an employee is absent from work for reasons that entitle him to sick leave, the Superintendent or designee shall be notified as early as possible, but no later than one hour prior to the start of the scheduled work shift from which he is absent. Failure to so notify the Department Head or designee may be cause for disciplinary action. An employee who is absent for two consecutive days or more and does not notify his Department Head or some other responsible representative of the Borough on any of the first two days will be subject to disciplinary action.

L. Habitual absenteeism or tardiness may be cause for discipline up to and including discharge subject to the grievance procedure.

## **ARTICLE IX**

### **INSURANCE**

- A. All employees shall be entitled to full family coverage.
- B. The Borough has the right to change insurance carriers or institute a self-insurance program as long as the same or substantially similar benefits are provided.
- C. The Borough will provide dental insurance coverage which will cover the employee and his immediate family under the existing Delta Dental Plan of New Jersey Inc. policy.
- D. The Borough shall deduct medical insurance premiums from employees pursuant to Chapter 78 P.L. 2011.
- E. Pursuant to Chapter 2.P.L. 2011 employees who waive insurance coverage will receive 25% of the amount saved or \$5,000.00 whichever is less. The amount saved by the employer would be the premium due minus the contribution the employee would have made if the employee did not waive coverage.

## **ARTICLE X**

### **PERSONAL BUSINESS DAYS**

A. Employees covered under this Agreement shall be allowed five personal days annually, with the approval of the Superintendent. These days may only be carried over to the following year if denied time off for scheduling reasons.

B. A personal day application shall, except in cases of emergency, be made at least three (3) work days prior to the personal days to be taken.

C. A new employee must have a minimum of two years' service credit within the calendar year before he is eligible for this benefit for the same calendar year.

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

E. Employees hired after January 1, 2000 shall receive four (4) personal days annually with the approval of the Superintendent. These days may only be carried over to following year if denied time off for scheduling reasons.



## ARTICLE XI

### HOLIDAYS

A. All employees called into work shall receive pay at a time and one-half rate for all time in excess of the assigned hours with a minimum pay of four (4) hours commencing from the time entered as start of work on time card. These monies are in addition to Holiday pay treatment. (This would equate to 2.5 times the hourly rate for all hours worked.)

- |                          |                                |
|--------------------------|--------------------------------|
| 1. New Year's Day        | 7. Labor Day                   |
| 2. Lincoln's Birthday    | 8. Columbus Day                |
| 3. Washington's Birthday | 9. Veteran's Day               |
| 4. Good Friday           | 10. Thanksgiving Day           |
| 5. Memorial Day          | 11. Day after Thanksgiving     |
| 6. Independence Day      | 12. Christmas Day              |
|                          | 13. Martin Luther King Jr. Day |

B. If a holiday falls on a Sunday, it is ordinarily observed on the following Monday. If the holiday falls on a Saturday, it is ordinarily observed on the previous Friday.

C. If an employee is on a leave of absence or has an unexcused absence the day before or after the holiday, the employee is not eligible to receive holiday pay. With the approval of the DPW Council person, any holidays which occur during a vacation will be added to the vacation

period. The employee must work the day before and the day after in order to be paid.

D. Any employee who is on a leave of absence (i.e., injury leave or Workers' Compensation) shall not be eligible for paid holidays which fall during the employee's leave of absence.

E. If the task day is eliminated for sanitation employees, such employees shall receive overtime for holidays worked provided they work and/or do not take a leave day the day before or the day after the holiday.

## **ARTICLE XII**

### **JURY LEAVE**

A. 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 the daily rate of base pay (up to a maximum of eight hours) and the daily jury fee, subject to the following conditions:

1. The employee must notify his DPW Council person 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 vacation and/or 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 XIII**

### **LEAVE OF ABSENCE**

A. Any employee may request a leave of absence without pay, not to exceed thirty continuous calendar days, by submitting in writing all facts bearing on the request to his supervisor, who will append his recommendations and forward the request to the Borough Council. The Council will consider each such case on its own merits, and a decision in one case shall in no event be deemed to have established a precedent in another. Any request for an extension of time shall be at the discretion of the Council. Such leave of absence shall not be deemed to be part of the term of employment. Holidays occurring within the period of an excused absence or leave of absence are part of the absence. Holidays occurring at the beginning or at the end of any excused leave of absence are part of the absence if the employee is not available for work.

B. If leave is granted, an employee will be entitled to his old position provided he is capable of performing the work.

C. While on such leave, an employee shall not accumulate additional seniority but will not forfeit existing seniority.

## **ARTICLE XIV**

### **WORK INCURRED INJURY**

A. Employees who are injured, whether slightly or severely, while working must make an immediate report within eight hours thereof to the Department Head or supervisor, absent extenuating circumstances. If no supervisor is available, the employee shall contact the Police Department.

B. An employee while on injury leave may not be engaged in any outside employment. Such conduct shall lead to disciplinary action.

C. Where an employee suffers a work connected injury or disability, the Borough shall continue such employee with full pay during the continuance of such employee's inability to work for a period of up to a maximum of eight months. During this period of time, all temporary weekly disability benefits accruing under the provisions of the Workers' Compensation Act shall be paid over to the Borough.

D. The employee may be reasonably required, from time to time, to present evidence by a certificate of a physician that he is unable to work.

**ARTICLE XV**

**MILITARY LEAVE**

A. The Borough agrees to provide all employees with military leave in accordance with federal and statute statutes as outlined within the Borough policy manual.

## **ARTICLE XVI**

### **DEATH IN THE IMMEDIATE FAMILY**

A. Permanent employees shall be granted time off without loss of regular straight time pay not to exceed three calendar days in the event of death in their immediate family from the day of death or day of funeral. Notice of such absence shall be given to the Department Head as soon as possible, preferably before the employee's starting time of the first intended absence.

B. The term "immediate family" as used in this Article shall mean father, mother, husband, wife, brother, sister, children, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents and grandchildren.

C. The Borough may require reasonable proof of such death.

D. The Department Head may grant more than three calendar days if in his sole discretion it is warranted (i.e. death out of State). Employee must receive prior approval before taking this additional time off.

## **ARTICLE XVII**

### **SENIORITY**

A. Newly hired employees shall be considered probationary employees for a period of one year from date of hire. During the probationary period, employees may be terminated at any time without any recourse whatsoever. Any continuous service as a full-time temporary employee shall be credited as probationary status when an employee is transferred to a permanent position.

B. Upon completion of the probationary period, the employee's seniority shall be effective as of the original date of employment.

C. Seniority is defined for purposes of this Agreement as the length of continuous service with the Borough from date of last hire.

D. Seniority will be utilized in determining layoffs and recalls provided the employee has the ability to perform the remaining work. Any employee, except the employee(s) with the least seniority, who is laid off by the Borough, based upon its evaluation of skills and abilities or otherwise, shall receive one week of severance for each year or partial year of employment up to a maximum of \$10,000.00.

E. Work assignments will be based upon seniority, skills, and ability. Management reserves the right based on the needs to make all assignments.



## **ARTICLE XVIII**

### **BULLETIN BOARD**

A. One bulletin board shall be made available by the Borough at each department location.

B. This bulletin board may be utilized by the Union for the purpose of posting Union announcements and other information of a non-controversial nature. The Department Head or designee may have removed from the bulletin board any material which does not conform with the intent and provisions of this Article.

C. All bargaining unit promotional opportunities and vacancies will be posted on the aforementioned bulletin board. Bargaining unit personnel will be given the opportunity to apply for such promotional opportunities and vacancies.

## ARTICLE XIX

### GRIEVANCE PROCEDURE

A. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the term and conditions of employment under this Agreement.

B. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the Department.

C. With regard to employees, the term "grievance" as used herein means an appeal by an individual employee or group of employees from the interpretation, application or violation of the terms and conditions of this Agreement only. With regard to the Borough, the term "grievance" as used herein means a complaint or controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement only.

D. The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement, and shall be followed in its entirety unless any step is waived by mutual consent:

Step One: The aggrieved or the Union shall institute action under the provisions hereof within five calendar days after the event giving rise to the grievance has occurred. An earnest effort shall be made to settle

the differences between the aggrieved employee and the immediate supervisor for the purpose of resolving the matter informally. Failure to act within said five calendar days shall be deemed to constitute an abandonment of the grievance.

Step Two: If no agreement can be reached orally within five calendar days of the initial discussion with the immediate supervisor, the employee or the Union may present the grievance in writing within five calendar days thereafter to the immediate supervisor or designee. The written grievance at this step shall contain the relevant facts and a summary of the preceding oral discussion, the applicable section of this Agreement violated, and the remedy requested the grievant. The immediate supervisor or designee will answer the grievance in writing within five calendar days of receipt of the within grievance.

Step Three: If the aggrieved wishes to appeal the decision of the DPW Council person, such appeal shall be presented in writing to the Borough Council within five calendar days thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Borough Council shall respond in writing within thirty days of the submission.

Step Four: Within five calendar days of the Borough's Council decision, the Union may apply to the Public Employment Relations Commission ("PERC") for final and binding arbitration. The selection of

an arbitrator and the arbitration shall be in accordance with the rules and procedures of PERC. Simultaneously with application of PERC, the Union shall send notice to the Employer of its application for arbitration.

1. The decision of the arbitrator shall be in writing and shall include the reasons for such decision.

2. The decision of the arbitrator shall be final and binding upon the Employer, the Union and the employee.

3. The parties direct the arbitrator to decide, as a preliminary question, whether he has jurisdiction to hear and decide the matter in dispute.

4. The cost for the services of the arbitrator shall be borne equally by the Borough and the Union. Any other expenses, including, but not limited to the presentation of witnesses, shall be paid by the parties incurring same.

5. The arbitrator shall be bound by the provisions of this Agreement and the constitution and the Laws of the State of New Jersey, and be restricted to the application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendments or supplement thereto.

E. Upon prior notice and with the authorization of the DPW Council person, one designated Union representative shall be permitted as

a member of the Grievance Committee to confer with employees and the Borough on specific grievances in accordance with the grievance procedure set forth herein during work hours of employees, without loss of pay, provided the conduct of said business does not diminish the effectiveness of the Borough of Sea Girt or require the recall of off-duty employees.

F. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, then the grievance shall be deemed to have been abandoned. If the grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed there under, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for a decision at any step in the grievance procedure, then the grievance shall be deemed to have been denied. 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 XX**

### **PENSIONS**

In accordance with the New Jersey Statutes and Borough Ordinances, the present pension plan, the Public Employees Retirement System, will be continued for the life of this Agreement.

## **ARTICLE XXI**

### **DISCIPLINE AND DISCHARGE**

A. The Borough retains its rights and responsibilities to discharge, suspend or discipline any employee for just cause.

B. Employees who are discharged or suspended shall be notified in writing of such action and the reason therefore, with a copy mailed to the local Union office within five days from the time of discharge.

C. Employees who are discharged shall be paid in full for all wages due them by the Borough.

D. A discharged, suspended or otherwise disciplined employee may appeal such action by the Borough through the Union in accordance with the grievance procedure.

E. The time for the processing of a grievance concerning the subject matter noted in this Article shall commence upon receipt of the notice provided for in Section B above by either the grievant or the Union.

**ARTICLE XXII**

**WAGES AND CLOTHING**

A. 1. Salary Guide for everyone but mechanics

	<b>2011 - 1.5%</b>		<b>2012 - 2%</b>		<b>2013 - 1%</b>	
S-1	32,894.98	15.81	33,552.88	16.13	33,888.41	16.29
2	35,439.42	17.04	36,148.21	17.38	36,509.69	17.55
3	37,983.83	18.27	38,743.51	18.64	39,130.95	18.83
4	40,528.26	19.48	41,338.83	19.87	41,752.22	20.07
5	43,072.68	20.71	43,934.13	21.12	44,373.47	21.33
6	45,617.10	21.93	46,529.44	22.37	46,994.73	22.59
7	48,161.53	23.16	49,124.76	23.62	49,616.01	23.86
8	50,705.95	23.35	51,720.07	23.82	52,237.27	24.06
9	53,250.37	25.60	54,315.38	26.11	54,858.53	26.37
10	55,794.80	26.83	56,910.70	27.37	57,479.81	27.64
11	58,339.22	28.04	59,506.00	28.60	60,101.06	28.89
12	60,883.65	29.27	62,101.32	29.86	62,722.33	30.16

2. Mechanic Salary Guide

	<b>2011 - 1.5%</b>		<b>2012 - 2%</b>		<b>2013 - 1%</b>	
S-1	38,253.80	18.39	39,018.88	18.76	39,409.07	18.95
2	42,625.67	20.49	43,478.18	20.90	43,912.96	21.11
3	46,997.52	22.59	47,937.47	23.04	48,416.84	23.27
4	51,369.38	24.69	52,396.77	25.18	52,920.74	25.43
5	55,741.25	26.80	56,856.08	27.34	57,424.64	27.61
6	60,113.11	28.90	61,315.37	29.48	61,928.52	29.77

3. Employees hired after January 1, 2013 shall work under the following guide:

Steps

S-1	\$33,888.41
2	\$35,405.98
3.	\$36,923.55
4.	\$38,441.12
5.	\$39,958.69
6.	\$41,476.26
7.	\$42,993.83



8.	\$44,511.40
9.	\$46,028.97
10.	\$47,546.54
11.	\$49,064.11
12.	\$50,581.68
13.	\$52,099.25
14.	\$53,616.82
15.	\$55,134.39
16.	\$56,651.96
17.	\$58,169.53
18.	\$59,687.10
19.	\$61,204.67
20.	\$62,722.33

B. Effective January 1, 2011 all members of the Union on Borough payroll as of January 14, 2013 shall receive 1.5% wage increase.

C. Effective January 1, 2012, all members of the union on Borough payroll as of January 14, 2013 shall receive a 2% wage increase.

D. Effective January 1, 2013, all members of the Union on Borough payroll as of January 14, 2013 shall receive a 1% wage increase.

E. During the life of this contract no employees shall receive a step increment. Effective December 31, 2013, employees shall receive incremental steps for the next calendar year, effective each January 1, based upon a positive evaluation. Denial or withholding of an increment shall be subject to the grievance procedure but not arbitration.

F. All employees shall receive \$900.00 per year by voucher to purchase work clothes required by the Borough. Work shoes and Foul Weather Gear and rain boots are included in this allowance. Shirts and

outerwear shall have a method of identifying wearer as a Sea Girt Employee.

G. Employees must report to work each day wearing such shoes or they will be sent home without pay.

H. An employee who leaves employment prior to completing one (1) year of service shall reimburse the Borough for the uniform allowance.

I. The Borough retains the right to give a new employee additional salary guide credit to reflect other work experience. Existing employees will receive additional compensation for job related certifications at a rate of \$1,200.00 per certification. This will be added to employee's base rate of pay. The Union and the Borough agree to meet yearly to review certification titles for this Article. The following certifications will receive the additional compensation: Collection Sewer Systems, Water Distribution, Water Treatment, Certified Public Works Manager, NJ Certified Recycling Professionals, NJ Certified Pesticide applicator 3A/3B, ASE mechanic Certification, AWS Welding Certification and NJ CDL Class A license. (See Letter of Intent re: Certifications). Certifications must be approved by the employer in order to receive payment.

J. It is specifically understood by the parties that no summer stipend is to be paid to sanitation employees.

K. The employer will pay necessary fees for renewal of CDL. All newly hired employees must have or obtain a CDL B within their probationary period. Existing employees who do not have CDL will receive payment for cost of obtaining CDL. Existing employees with 25 years or less of service will obtain a CDL B. The written portion is to be completed within four (4) months of contract ratification and road test within one (1) year of contract ratification. The Borough will allow on the job training for CDL test preparation.

**ARTICLE XXIII**

**LONGEVITY**

A. Effective January 1, 2003 longevity shall no longer exist and be merged into base salaries as specified in Article XXII.

## ARTICLE XXIV

### JOB ASSIGNMENTS

#### **Snow Removal/Road Salting**

A. The Borough shall not summon or hire outside employees for snow removal/road salting until all trained unit members are working, or reasonable attempts have been made by the Borough to notify trained unit members that such work is available, and if so notified work refused.

B. Supervisor or management shall not be precluded from operating trucks or other equipment in the event that their services are required, provided that the steps in Section A have been met.

C. In the event of predicted snow fall/road salting, the Superintendent may adjust hours of operation so employees may go home to rest and respond back to Borough one (1) hour before snow fall to prepare needed vehicles and equipment.

D. In the event of unpredicted snow fall/road salting, every effort will be made by the Borough to give employees as much notice as they need for snow removal/road salting.

E. Employees who accept the extra work and are not scheduled to work on the following holidays, Thanksgiving, Christmas Day and New Year's Day will be compensated at a rate of time and one-half for all hours worked plus receive additional day(s) off for working Holiday(s).

## **Sanitation Task**

1. Twice weekly pickup of trash north and south ends of town.
2. Once weekly pickup of recycling.
3. Weekly cleaning of vehicles, weather permitting.
4. Routine preventative maintenance i.e.: Check and fill fluids, change bulbs, check air in tires, and daily inspection sheets.  
NO MAJOR REPAIRS.
5. All permanent employees assigned to sanitation shall have a CDL (B) with air brake endorsement within the guidelines of contract, only exceptions as outlined in contract.
6. Sanitation shall work the following holidays as part of work week: Memorial Day, Fourth of July, Labor Day, Friday and Saturday after Thanksgiving.
7. Fourth man granted after following holidays: Thanksgiving Friday, Saturday, Monday and Tuesday, the week of Christmas and the week after New Year's Day, and from week of Memorial Day to the week after Labor Day.
8. Hours of work for sanitation will be determined by management.
9. The sanitation employees are required to check and empty the beach cans and town cans on Saturday and Sunday mornings. This includes con-mingle, newspaper and dump pavilion recycling container during the summer months when there are four (4) working men.
10. During times of extreme weather conditions, continuous rain or snow, sanitation employees will be permitted to leave upon completion of task and with approval of superintendent.
11. If streets and driveways are covered with snow and ice, sanitation may have a delayed start and stay until completion of task.

12. Reversed seniority will be used to fill in for vacancy due to injury, illness and vacations. Employees assigned to tasks will receive same benefits of regular task employees and, unless requested otherwise assigned employees will remain on task for duration of vacancy. Employees with 25 years of service or 50 years old are exempt from this duty, if so desired.
13. Summer vacation will be limited to five (5) continuous days during summer months (July through September) and superintendent must be notified by April 1<sup>st</sup> to receive time off approval.
14. Sanitation employees will not enter any garage or shed to retrieve household refuse. Household refuse must be in plain sight in back yard or on side of house. If a can or bag weighs more than forty pounds, sanitation employees will not be required to pick up those items. Superintendent must be notified if any problems with above.

## **ARTICLE XXV**

### **SEPARABILITY AND SAVINGS**

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and substituting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.



## **ARTICLE XXVI**

### **DEDUCTIONS FROM SALARY**

A. The Borough agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Union. Such deductions shall be made in compliance with Chapter 123 Public Law of 1974, N.J.S.A. (R.S.) 52:14-15.9e, as amended.

B. A check-off shall commence for each employee who signs a properly dated authorization card supplied by the Union and verified by the Borough during the month following the filing of such card with the Borough.

C. If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish to the Borough written notice within thirty (30) days prior to the effective date of such change and shall furnish to the Borough either new authorizations from its members showing the authorized deduction for each employee or an official notification on the letterhead of the Union and signed by the President of the Union advising of such changed deduction.

D. The Union will provide the necessary "check-off authorization" forms and the Union will secure the signatures of its members on the forms and deliver the signed forms to the Borough.

E. Any such written authorization may be withdrawn at any time by the filing of notice of such withdrawal with the Borough. The filing of a

notice of withdrawal shall be effective to halt deductions in accordance with N.J.S.A. 52:14-15.9e, as amended.

F. The Union shall indemnify, defend, and save the Borough harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Borough in reliance upon salary deduction authorization cards as furnished by the Union to the Borough, or in reliance upon the official notification on the letterhead of the Union and signed by the President of the Union advising of such changed deduction.

G. All employees will be required to pay a statutory agency shop fee of eighty-five (85%) percent if they do not join the Union.

## **ARTICLE XXVII**

### **FULLY BARGAINED AGREEMENT**

This Agreement represents and incorporates the full and final understandings and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

**ARTICLE XXVIII**

**DURATION**

This Agreement shall be in full force and effect from January 1, 2011 And shall remain in effect to and including December 31, 2013 without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter, until one party or the other gives notice, in writing, no sooner than one hundred fifty and no later than one hundred twenty days prior to the expiration of this agreement.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals in the Borough of Sea Girt, State of New Jersey, on this 12<sup>th</sup> day of June, 2013.

Teamsters Local 97

Borough of Sea Girt

\_\_\_\_\_  
JOHN GEROW, PRESIDENT

  
\_\_\_\_\_  
GEORGE BURR, JR.  
BUSINESS AGENT

  
\_\_\_\_\_  
MICHAEL McARTHUR  
SHOP STEWARD

\_\_\_\_\_  
GARY RICE

  
\_\_\_\_\_  
KEN FARRELL, MAYOR

  
\_\_\_\_\_  
FREDRIC BUONOCORE  
COUNCILMAN

  
\_\_\_\_\_  
DONALD FETZER  
COUNCILMAN

Jeffery C Bird  
JEFFERY BIRD

ATTEST:

\_\_\_\_\_

ATTEST:

Lorraine P. Carafa  
LORRAINE P. CARAFA, RMC  
Municipal Clerk