

#2542

AGREEMENT
BETWEEN
CITY OF PERTH AMBOY, N.J.
AND
LOCAL 2633
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO
JANUARY 1, 1994 - DECEMBER 31, 1996
BLUE COLLAR

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PREAMBLE

This Agreement, entered into this _____ day of _____, 1995, between the City of Perth Amboy, in the County of Middlesex, a municipal corporation of the State of New Jersey, hereinafter referred to as the "City", and Local 2633 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union", represents the complete and final understanding on all bargainable issues between the City and the Union and is designed to maintain and promote a harmonious relationship between the City and such of its employees who are covered by Article 1 - Recognition, in order that more efficient and progressive public service may be rendered.

ARTICLE 1

RECOGNITION

In accordance with the "Certification of Representative" of the Public Employment Relations Commission, Docket Nos. RO-501 and RO-598, the City recognizes the Union as the exclusive collective negotiations agent for all Blue Collar employees employed by the Department of Municipal Utilities and Department of Public Works, Environmental Protection Department, including the following titles, but excluding all others:

Building Maintenance Worker	Building Service Worker
Electrician	Equipment Operator
Equipment Operator (tractor-trailer)	Filter Operator
Groundskeeper	Senior Water Repairer
Hydrant & Valve Inspector	Senior Water Treatment Plant Repairer
Laboratory Technician & Sewerage Plant Operator	Sewage Plant Operator Stock Clerk

Maintenance Repairer (Light Equipment)	Street Sweeper
Tree Climber	Mechanic Helper
Sanitation Driver	Truck Driver II
Sanitation Inspector	Water Meter Repairer
Sanitation Worker	Water Reservoir Attendant
Senior Maintenance Repairer	Water Treatment Plant Repairer
Senior Water Treatment Plant Operator	Mason
Sewer Plant Repairer	Plumber
Sewer Equipment Operator	Carpenter
Storekeeper	Motor Broom Operator
Traffic Maintenance Repairer	Plumbing Station Repairer
Tree Climber	Animal Control Officer
Truck Driver I	Mechanic
Water Meter Reader	Equipment Operator/Water Repairer
Water Treatment Plant Operator	
Senior Electrician	
Laborer	
Maintenance Repairer	
Senior Mechanic	
Park Guard	
Senior Groundskeeper	

Nothing herein shall preclude the parties from mutually agreeing to make adjustments in the above list of titles, as is appropriate.

ARTICLE 2

MANAGEMENT RIGHTS

The American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) recognizes the administration rights, duties and authority to manage and control the employees of the administration pursuant to the authority conferred on it by the State of New Jersey, and all applicable local, state and federal laws. The administration retains and reserves all rights of management and control of the employees of the administration not limited by this Agreement.

ARTICLE 3

NO STRIKE PLEDGE

A. The Union 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, or condone, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty, or willful absence of an 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, slowdown, walkout or other job action against the City. The Union agrees that such action would constitute a material breach of this Agreement. The City agrees not to lock out.

B. The Union will actively discourage and will take whatever affirmative steps necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the City.

C. Nothing contained in this Agreement shall be construed to limit or restrict the City 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 by the Union or its members.

ARTICLE 4

NON-DISCRIMINATION

A. There shall be no discrimination by the City or the Union against any employee on account of race, color, creed, sex, national origin, or political affiliation.

B. There shall be no discrimination, interference, or restraint or coercion by the City or any of its representatives against any of the employees covered under this Agreement because of their membership or non-membership in the Union, or because of any lawful activities by such employees on behalf of the Union. The Union, its members, and agents, shall not discriminate against, interfere with, restrain or coerce any employees covered under this Agreement, who are not members of the local Union.

ARTICLE 5

DUES CHECK-OFF

A. The City agrees to deduct from the salaries of its employees subject to this Agreement dues for the Union. Such deduction shall be made in compliance with N.J.S.A. 52:14-15.9(e), as amended. Said monies, together with records of any corrections, shall be transmitted to the Union office by the end of the next month, following the monthly pay period in which deductions were made.

B. If there shall be any change in the rate of membership dues during the life of this Agreement, the Union shall furnish to the City written notice prior to the effective date of such change. 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 designated City Officials, as provided in N.J.S.A. 52:14-15.9(e), as amended. The Union shall indemnify, defend, and save the City harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken by

the City in reliance upon the salary deduction authorization cards submitted by the Union to the City.

AGENCY SHOP PROVISION - Any employee in the Bargaining Unit on the effective date of this Agreement who does not join the Union within thirty (30) days thereafter, any new employee who does not join within ninety (90) days of initial employment within the Unit, and any employee previously employed within the Unit who does not join within ten (10) days of re-entry into employment within the Unit shall, as a condition of employment, pay a representation fee to the Union by automatic payroll deduction. The representation fee shall be in an amount equal to eighty-five percent (85%) of the regular Union membership dues, fees, and assessments as certified to the Employer by the Union. The Union may revise its certification of the amount of representation fee at any time to reflect changes in the regular Union membership dues, fees, and assessments. The Union's entitlement to the representation fee shall continue beyond the termination date of this Agreement so long as the Union remains the majority representative of the employees in the Unit, provided that no modification is made in this provision by a successor agreement between the Union and the Employer. For the purpose of this provision, employees employed on a ten (10) month basis or who are reappointed from year to year shall be considered to be in continuous employment.

The Union shall indemnify and hold the Employer harmless against any and all claims, demand, suits and other forms of liability that may arise out of, or by reasons of any action

taken or not taken by the Employer in conformance with this provision. The Union shall intervene in, and defend any administrative or court litigation concerning this provision.

ARTICLE 6

HOURS OF WORK

A. The work week for the Department of Public Works, Parks, Building and Grounds, Equipment and Maintenance, Department of Code Enforcement and Electrical Bureau shall consist of five (5) consecutive days, Monday through Friday, a total of thirty-five (35) hours per week for all employee who are in the above departments with the exception of sanitation employees. Traffic maintenance workers, animal control workers and police maintenance workers shall also be assigned the same work week. The finish-and-go-home schedule, as presently maintained and implemented, shall be continued for sanitation employees.

B. The work week for Department of Water and Sewerage shall consist of thirty-five (35) hours per week, except Hydrant & Valve Inspectors, who will work thirty-seven and one-half (37-1/2) hours per week and shift operators who shall work a rotating forty (40) hour week.

C. Present lunch periods will continue during the life of this Agreement.

ARTICLE 7

SENIORITY

A newly appointed employee shall be considered probationary and without seniority. Seniority is defined as an employee's length of service with the City Administration beginning with the

employee's date of hire. Upon completion of probationary period, seniority shall revert to date of hire and accumulate until there is a break in service.

An employee shall be considered to have job classification seniority upon successful completion of probationary period for that job. Job classification seniority shall accumulate until there is a break in service. A break in continuous service occurs when an employee resigns, is discharged for cause, retires or is laid off. Absence without leave for five (5) days or failure to return from any leave of absence shall be considered a resignation. A laid off employee who is reinstated within a two (2) year period shall have the previous seniority reinstated from the date of original hire.

In the case where an employee is promoted but does not successfully complete a thirty (30) day probationary period, the employee may return to the previous job classification. The employee's seniority and job classification seniority will continue to accumulate during such period.

ARTICLE 8

OVERTIME

Time and one-half (1-1/2) the employee's regular rate of pay shall be paid for work under any of the following conditions effective January 1:

- A. Weekly - all work performed in excess of the daily work week.
- B. All work performed on the sixth (6th) workday of any work week. Sick time and vacation will be construed as days worked.
- C. All work performed on a holiday shall be paid at time

and one half (1-1/2) plus the holiday pay.

- D. For employees in continuous operations, all work performed on days scheduled as non-working days on the work schedule.
- E. In the event that any holiday shall fall on a regular workday and employees are not required to work on said holiday, such holiday shall be considered as a day worked for the purpose of computing overtime.
- F. All work performed on the seventh (7th) consecutive workday shall be paid at the rate of time and one half (1-1/2). Employees absent due to excused sick, vacation or a holiday will have this time credited as time worked.
- G. Time and one half (1-1/2) will be paid for all work performed on Sunday for the purpose of emergency snow removal or any other emergency declared by the Mayor.

An employee who is working on a recognized holiday pursuant to this Agreement, who is sent home and is then recalled, shall be paid at the double time rate for the time worked after having been recalled, which time falls on a recognized holiday.

Overtime shall be computed based on the hourly rate of the employee's classification or at the rate he is being paid at the time of the overtime computation.

Separate overtime checks shall be issued by the City to employees who have worked twenty (20) or more hours of overtime in a pay period.

Overtime opportunities will be distributed as equally as possible on a rotating basis among employees in the same job classification, department and shift. It is understood that nothing in this clause shall require payment for overtime hours not worked.

Overtime lists according to seniority shall be placed in each department and a system distribution shall be worked out

with each Supervisor in charge. A separate overtime list for snow duty shall similarly be maintained and implemented.

When an employee works four (4) accumulated hours of scheduled or unscheduled overtime in all Departments, meal money shall be provided in the amount of six and 50/100 (\$6.50).

Road employees who are required to work in place of a sanitation employee who is working on a finish-and-go-home schedule shall also work a finish-and-go-home schedule. If the road employee is required to return to work in the Road Department after he is finished working in the Sanitation Department, he shall be paid overtime at the rate of time and one-half (1-1/2).

ARTICLE 9

CALL BACK PAY

Any employee who is requested and returns to work during periods other than their regularly scheduled shift, shall be guaranteed three (3) hours pay which will be paid at time and one half (1-1/2) their regular rate of pay regardless of the number of hours actually worked; provided, however, if the employee elects to leave upon completion of assignment and such assignment requires two (2) hours or less, said employee will be paid a minimum of three (3) hours at the overtime rate.

Call in prior to scheduled work periods shall be considered "call back" time regardless of whether the work assignment overlaps with regularly scheduled shift.

ARTICLE 10

HOLIDAYS

The following days are designated as paid holidays by the City:

New Year's Day	Labor Day
Washington's Birthday	Columbus Day
Lincoln's Birthday	General Election Day
Martin Luther King Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
July Fourth	Christmas Day
Employees Birthday	

When a holiday falls on a Saturday the Friday before shall be observed as the holiday. When a holiday falls on a Sunday the following Monday shall be observed as the holiday.

It is understood and agreed that any day designated by the Mayor as a holiday for City employees, in addition to those provided above, shall be given to the employees covered by this Agreement.

If an individual is scheduled for work on a holiday and fails to report, not having given three (3) days notice in advance of the holiday, he shall receive no holiday pay. When holidays are celebrated on either a Friday or Saturday, the employee must work his scheduled shift before such holidays. When holidays are celebrated on Monday, the employee must work his first scheduled shift following such holidays. When holidays are celebrated on other days, the employee must work his last scheduled shift before and his first scheduled shift following such holidays.

An employee who fails to meet the above stated qualifications shall receive no holiday pay. If a man absent

because of illness, he must provide a doctor's certificate. Other reasonable causes for absenteeism or incomplete shifts on the aforementioned qualifying days will be considered on the basis of written excuses presented on return to work to the Director.

ARTICLE 11

VACATIONS

A. Employees covered by this Agreement shall be entitled to an annual paid vacation to be taken in accordance with Department regulations, in accordance with the following schedule:

YEARS OF FULL TIME EMPLOYMENT WITH THE CITY	VACATION DAYS
1st year of employment	One (1) working day per month
After 1st year through five (5)	Fourteen (14) working days
After five (5) years through ten (10) years	Seventeen (17) working days
After ten (10) years through twenty (20) years	Twenty-three (23) working days
After twenty (20) years	Twenty-seven (27) working days

B. All permanent employees on full-time or full-time provisional employees shall be entitled to vacation leave based on their years of continuous service. Periods of leave of absence without pay, except military leave, shall be deducted from the employee's total continuous service for purposes of determining the earned service credit for vacation leave. Permanent part-time employees shall receive vacation credit allowance on a proportionate or pro-rated basis.

C. The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's vacation pay. Vacation pay can be granted if requested at time of taking of vacation.

D. Vacation allowance should be taken during the calendar year at such time as requested unless the appointing authority determines that it cannot be taken because of pressure of work. For those employees with less than ten (10) continuous full years of service with the City, vacation leave may be accumulated up to a maximum of thirty (30) days. For those employees with more than ten (10) years of continuous full time service with the City, vacation time may be accumulated up to forty (40) days. Any unused vacation may be carried forward into the next succeeding year only.

E. Any employee who is retiring or who has otherwise separated shall be entitled to the vacation allowance for the current year pro-rated upon the number of months worked in the calendar year in which the separation or retirement becomes effective and any vacation leave which may have been carried over from the preceding calendar year, except any employee who retires after July 1 of calendar year shall be granted full vacation coverage.

F. Whenever a permanent employee dies, having earned annual vacation leave, there shall be calculated and paid to his estate a sum of money equal to the compensation figured on his salary rate at the time of the death.

G. Employees called back to work while on vacation shall receive time and one-half (1-1/2) for that time.

H. Request to management for use of vacation days by all Runyon employees will be:

1. 48 hours notice for a request of 1 to 2 vacation days.
2. 20 days notice for a request of 3 or more vacation days.

ARTICLE 12

GRIEVANCE PROCEDURE

A. To provide for the expeditious and mutually satisfactory settlement of grievances as hereinafter defined, the City and the Union establish this Grievance Procedure. The term "grievance" as used herein means any alleged complaint with respect to the interpretation, application or violation of any term of this Agreement. A grievance must be instituted within ten (10) working days of occurrence of the event being grieved. Failure to act within the ten (10) working days from the occurrence of the alleged grievance shall be deemed a waiver of the grievance.

B. STEP ONE: An employee with a grievance shall first discuss it with his immediate supervisor or foreman, with the purpose in mind of resolving the matter informally.

C. STEP TWO: If the grievant is not satisfied with the disposition of the grievance at STEP ONE or if no decision has been rendered within two (2) working days thereafter, the grievance shall be reduced in writing and submitted to the Department Superintendent who will arrange a meeting with the employee and the Local Union Steward not later than five (5) working days to attempt to resolve the grievance. If no decision is rendered or no meetings is called by the Department Superintendent within five (5) days, then the Grievance shall be deemed to be waived to the next step.

D. STEP THREE: If the grievant is not satisfied with the disposition of the grievance at STEP TWO or if no decision has been rendered within five (5) working days after the time limit allowed for STEP TWO, then the grievance shall be submitted to the Department Head who will arrange a meeting with the employee, the Local Union Steward, and the Chief Steward not later than five (5) working days to attempt to resolve the grievance. If no decision is rendered or no meeting is called by the Department Head then the grievance shall be waived to the next step.

E. STEP FOUR: The Business Administrator shall arrange a meeting at a mutually agreeable time and place not later than ten (10) working days after receipt of written grievance. The aggrieved party, the Chief Steward, the Local Union President, and Council #73 Staff Representative shall be entitled to be present at the meeting. The Business Administrator will give a written answer to the grievance of the employee and the Union within ten (10) working days after the meeting, or within such additional period of time that may be mutually agreed upon.

F. STEP FIVE: If the grievance is still unsettled, the Union may within fifteen (15) days after the reply of the Business Administrator is due, by written notice to the Business Administrator, request arbitration.

ARBITRATION - The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer and the Union within seven (7) days after notice has been given. If the parties fail to select an arbitrator, the State Mediation and Conciliation Service or the Public Employment Relations Commission shall be requested by either or both parties to provide a panel of five (5) arbitrators. Both the Employer and the Union shall have the right to strike two (2) names from the panel. The Union shall strike the first name; the other party shall then strike one (1) name. The process will be repeated and the remaining person shall be the arbitrator.

The decision of the arbitrator shall be final and binding on the parties and the arbitrator shall be requested to issue his decision within thirty (30) days after the conclusion of testimony and argument.

Expenses for the arbitrator's service and the proceedings shall be borne equally by the Employer and the Union. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and to the arbitrator.

The arbitrators shall have no power to add to, or subtract from, or modify any of the terms of this Agreement.

When the binding arbitration has been made public, it shall be presented to the City Council.

ARTICLE 13

WORK UNIFORMS AND ALLOWANCES

Each employee covered by this Agreement shall receive a five hundred dollar (\$500.00) clothing allowance per year. If the employee's service is less than full year the monies will be on a pro-rated basis.

New employees will not have to wear uniforms until their probationary period is over. At that time, new employees will be given their total clothing allowance.

The style and color of the uniforms will not be changed during the life of this contract.

FOUL WEATHER - The City agrees to provide one (1) set of foul weather gear at the time of initial employment. Not more than one (1) replacement foul weather gear shall be given to an employee within a reasonable period of time after he delivers the damaged foul weather gear to the Department Superintendent. This paragraph shall be interpreted to allow for more than one replacement of foul weather gear per year, as appears reasonable, and said interpretation shall not be abused by representatives of the City or of the Union. Replacement shall be allowed in cases of reasonable wear and tear but not in cases of neglect or abuse.

Uniforms must be worn. Failure to wear the uniform may result in disciplinary action.

ARTICLE 14

UNION REPRESENTATIVES

Representatives of the Union, who are not employees of the City, shall be permitted to visit with employees during working hours at their work stations for the purposes of discussing Union representation matters. Such representatives shall also be recognized between the parties regarding employee representation. The City recognizes and shall deal with the accredited Union Steward and/or Union President or his designee in all matters relating to grievances and interpretation of this Agreement.

A written list of the Union officials and Stewards shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer promptly of any changes of such Union Steward or officials.

The City agrees to recognize a maximum of seven (7) stewards selected by the Union. A steward shall be granted a reasonable amount of time during regular working hours, without loss of pay, to interview an employee who has a grievance and to discuss the grievance with the employee's immediate supervisor. The Union President shall be granted a reasonable amount of time during regular working hours, without loss of pay, to present, discuss and adjust grievances with the City. Neither a steward nor a Union officer shall leave their work without first obtaining the permission of their Department Head, which permission shall not be unreasonable withheld.

During Management's orientation meeting with each new employee, the appropriate shop steward shall be allowed ten (10)

minutes to answer any questions the employee may have about this employment or about the Union.

ARTICLE 15

BULLETIN BOARDS

A section of each bulletin board for Union information shall be provided by the City Administrator at work unit locations.

ARTICLE 16

SICK LEAVE

A. Sick leave is defined to mean any absence of an employee because of illness, exposure to contagious disease, attendance upon a member of his immediate family who is seriously ill and requires the care or attention of such employee, or quarantine mandated by a Local Board of Health.

B. During the remainder of the calendar year in which an employee first becomes employed, that employee will accumulate sick leave privileges as earned on the basis of one (1) day per month of service or major fraction thereof. Employees beginning with their second calendar year of employment shall be entitled to fifteen (15) days sick leave each calendar year on a cumulative basis. This leave is credited in advance at the beginning of the year.

C. An employee shall notify his immediate supervisor before the start of his regularly scheduled shift that the employee is going on sick leave. Failure to report absences on the part of any employee may be cause for disciplinary action. A physician's certificate must be submitted when an employee is absent four (4) or more consecutive sick leave days. The City may require

medical proof of illness at any time where there appears to be an abuse of sick leave.

D. Sick leave may be taken in less than full day periods, it being understood and agreed that an absence from work for four (4) hours or less shall be considered one-half (1/2) day, and an absence from work for four (4) hours or more shall be considered as one (1) full day.

E. Sick days are credited in advance of expectation of continued employment. Reimbursement must be made in cases where the amount of employment does not equal the amount of such time taken within the calendar year.

F. In the event of the death of an employee, his accrued sick time shall be paid to the estate of said employee at the rate consistent with current City Policy.

G. The past practice of not allowing an employee to charge sick days until they have worked at least one day in a new year, regardless of the number of days the employee has accrued, shall hereby be discontinued. This clause shall in no way modify the existing policy expressed in paragraph E above which requires reimbursement in those cases where more time has been charged than has been earned.

ARTICLE 17

LEAVE OF ABSENCE

Any employee covered by this Agreement may take a leave of absence without pay from City duties, if recommendation is given by the Department Head, and approval is granted by the Business Administrator. The leave of absence shall not exceed six (6)

months within one (1) calendar year, and during the period of said leave, the City shall be under no obligation to pay for the benefits provided for in this Agreement. An employee may be given a leave of absence without pay when requested without using accumulated sick and vacation time first. The date by which time the employee shall be eligible to earn an increment shall be adjusted by the number of days of the leave.

ARTICLE 18

INJURY LEAVE

Any employee who is disabled because of occupational injury shall be granted a leave of absence with full pay for a period not to exceed ninety (90) calendar days. Any payments received by the employee attributable to Workmen's Compensation during the period of said injury leave shall be deducted from the employee's salary payable to the City. After ninety (90) calendar days, the City will no longer be obligated to pay out any supplement to Workmen's Compensation.

For so long a period as the employee continues to collect Workmen's Compensation Insurance, the employee shall remain on injury leave status, and during said period no charge shall be made against other leave to which employee would otherwise be entitled.

ARTICLE 19

MATERNITY LEAVE

All pregnant employees may apply for leave of absence without pay.

A. Such pregnant employees shall notify the Business Administrator of the fact of their pregnancy as soon as said fact becomes medically confirmed, but in no event later than the end of the fourth (4th) month of pregnancy. The employee shall also notify the Business Administrator of the anticipated date of delivery.

B. On the request for pregnancy leave, the employee shall set forth the date she wishes to commence said leave. The City expects that said pregnancy leave shall commence no later than the start of the eighth (8th) month of pregnancy, unless the employee presents an option from her physician in attendance stating that she is capable of continuing her employment until such time as may be certified by her physician to be safe. If the City should question the option rendered by the employee's physician, then the employee may be required to submit to an examination by a physician designated by the City. In the event that a difference of opinion develops between the aforementioned two (2) physicians, then those two (2) physicians shall designate a third (3rd) physician to make an examination of the employee regarding her physical capacity to continue employment.

C. A pregnancy leave shall be terminated no later than ten (10) days following the date of delivery of the child, unless the physician of the employee shall certify that a further period of recuperation is required by the employee, in which event the pregnancy leave shall be continued for such additional period of time as shall be deemed necessary by the physician in attendance of the employee, but not beyond one (1) calendar year of the

delivery of the child. In no event shall an employee be permitted to return to full-time duty following a pregnancy leave, unless she produces a statement from her physician in attendance that she is physically able to return to full-time duty.

ARTICLE 20

BEREAVEMENT LEAVE

A. All employees covered by this Agreement shall be entitled to five (5) working days leave without loss of pay when a death occurs in the employee's immediate family. For the purpose of this Article, the term "immediate family" is defined to mean husband, wife, child, parent, brother or sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild, or any other relative living in the household of the employee.

B. All employees covered by this Agreement shall be entitled to one (1) day leave without loss in pay to attend the funeral of anyone in the non-immediate family. For the purposes of this Article, the term "non-immediate family" is defined to mean aunt, uncle, niece or nephew, brother-in-law or sister-in-law.

C. Any leave taken in excess of the allowances provided above shall be charged to the employee's vacation leave.

ARTICLE 21

JURY LEAVE

Any employee covered by this Agreement who is required to serve on a jury shall be paid their regular City salary and the payments received as a juror. It is understood that the above clause shall not apply to jury leave which is undertaken on a voluntary basis by an employee, it being understood that acceptance by an employee or REQUIRED jury duty shall not be deemed as voluntary. It is further understood that his clause shall apply to the usual two (2) week petit jury term and the usual grand jury term. If, however, an employee is required to remain after the prescribed period of service, he shall be paid therefor in accordance with the other term hereof.

ARTICLE 22

MILITARY LEAVE

Any full-time employee covered by this Agreement who is a member of the United States Reserves or a State National Guard, and is required to engage in annual active duty training, shall be granted a leave of absence in accordance with applicable State law. The employee shall be paid the difference between his regular City salary and his military pay, if the military pay is less than his regular gross City pay for the period of military leave. Taking of military leave shall not reduce any other leave earned by the employee.

The provisions of this Article shall not apply to any employee who is drafted into or volunteers for service in the Armed Services of the United States.

ARTICLE 23

CONVENTION LEAVE

Any employee of the City who is a duly authorized delegate of the local Union may apply for a leave of absence with pay to attend the Education Conferences, Council Assembly, or International Convention. Said leave of absence shall not exceed five (5) days for any employee, nor shall the number of people so authorized exceed three (3) in number. The City shall approve the application for leave of absence submitted by said duly authorized delegate, so long as the efficient operation of the City permits. Proof of attendance by the employee at the convention shall, upon request, be submitted by the employee to the City.

ARTICLE 24

LONGEVITY

Employees covered by this Agreement shall receive, in addition to the salary provided in Appendix A attached hereto and in accordance with the following schedule, longevity as follows:

YEARS OF SERVICE	LONGEVITY AMOUNT
Five (5) years of service	Two percent (2%) of salary
Ten (10) years of service	Three and three-fourth percent (3-3/4%) of salary
Fifteen (15) years of service	Five and one-half percent (5-1/2%) of salary
Twenty (20) years of service	Seven and one-fourth percent (7-1/4%) of salary
Twenty-five (25) years of service	Nine percent (9%) of salary
Thirty (30) years of service	Fourteen and one-fourth percent (14-1/4%) of salary

For the purpose of determining longevity, an employee covered by this Agreement shall be eligible for a longevity payment commencing with the first full pay period following their anniversary date of their first five (5) years of employment and for the completion of each additional five (5) years. Years of service for purpose of longevity pay shall be computed to original date of employment, need not be continuous or consecutive, but calculated on total years in full pay status. Years of service will be computed on the basis of full time employment only.

ARTICLE 25
PERSONAL DAYS

All employees covered under this Agreement shall be entitled to two (2) days a year leave of absence with pay for personal business.

No personal days can be accumulated.

Personal days shall not be taken in conjunction with vacation or sick leave and notification and request for personal days must be made forty-eight (48) hours in advance of taking them.

ARTICLE 26

SALARIES

All employees covered by this collective bargaining Agreement shall receive no salary increase on January 1, 1994.

All employees covered by this collective bargaining Agreement shall have their salaries increased by four percent (4%), effective July 1, 1995. This salary increase shall be retroactive to January 1, 1995 based on the employee's December 31, 1994 base salary.

All employees covered by this collective bargaining Agreement shall have their salaries increased by four percent (4%), effective January 1, 1996. This increase shall be computed on their December 31, 1995 base salaries.

Adjustment in pay due to promotion shall not be used in any way to reduce the amount of the across-the-board salary increase.

ARTICLE 27

HEALTH AND LIFE INSURANCE BENEFITS

The City will provide Life Insurance on the life of each employee covered by this Agreement in the amount of \$5,000.00 for those employees under 65, \$2,000.00 for those employees over 65, and \$1,000.00 for retired employees. In addition, the City will provide accidental death and dismemberment insurance in the amount of at least \$2,000.00 on the life of each employee covered by this Agreement.

The Group Insurance Policy presently maintained with Life Insurance Company will be continued, but the City reserves the right to change insurance carriers so long as substantially similar or better benefits are provided by the new carrier.

Each employee has Health Insurance Major Medical benefits up to \$250,000.00 per year and \$500,000.00 maximum per life. Effective January 1, 1991 or as soon thereafter as coverage can be effectuated, hospital coverage shall be increased to \$2,500.00 and lifetime coverage shall be increased to \$1,000,000.00.

The current Dental Plan shall be changed to pay 100% of usual and customary rates (UCR) for preventative care, 70% (UCR) for basic dental work, and 50% (UCR) for major dental work, up to \$1,000.00 allowable expenses each year. Effective January 1, 1991 or as soon thereafter as coverage can be effectuated, payments shall be based on a 1990 rate schedule.

ARTICLE 28

RETIREMENT BENEFITS

The City agrees to continue to provide retirement benefits in accordance with the applicable law under the Public Employees Retirement System.

Upon retirement, an employee will be paid for one (1) of every two (2) sick days that he/she has accumulated with a ceiling of 250 sick days paid for upon retirement during 1983 and a ceiling of 200 sick days paid for upon retirement during 1994.

ARTICLE 29

SAFETY AND HEALTH COMMITTEE

The Employer shall at all times maintain safe and healthful working conditions, and will provide employees with wearing apparel, tools, or devices deemed necessary in order to insure their safety and health. When such materials are issued, they shall be used.

The Employer and the Union shall appoint a Safety Committee of five (5) persons. No more than two (2) members of the local Union shall be members of the Safety Committee. It shall be the joint responsibility of the members to investigate and correct unsafe and unhealthful conditions. The members shall meet periodically as necessary to review conditions in general and to make recommendations to either or both parties when appropriate. The Safety Committee members representing the Union, with the approval of the Employer, shall be allowed reasonable opportunity to visit work locations throughout the Employer's facilities for the purpose of investigating safety and health conditions during working hours with no loss of pay.

If an emergency meeting is necessary said meeting shall be held within seven (7) calendar days from time requested by either party. Any investigation of accidents or proposals to prevent accidents shall be coordinated between the Safety and Health Committee and the Accident Review Board.

ARTICLE 30

PROBATION

All new hired employees shall be subject to a three (3) month probationary period. The purpose of said probationary period is to enable the City to evaluate the employee's work performance and conduct in order to determine whether the employee merits permanent employment status. The decision of the City regarding the termination of probationary employees shall not be subject to the Grievance Procedure.

ARTICLE 31

RULES AND REGULATIONS

The City may establish reasonable and necessary rules of work and conduct for employees. Such rules shall be equitably applied and enforced. Copies of all such rules shall be distributed to the Union President.

Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Union before they are established (N.J.S.A. 34:13A-5.3).

ARTICLE 32

OUT OF TITLE WORK

Any employee who, when authorized by his/her immediate supervisor, performs work in a higher paid classification other than his/her own for at least four hours (4) or more shall be paid at the rate of the higher classification.

ARTICLE 33

STAND-BY-PAY

Employees of the Smith Street Water Department and the Environmental Protection Department (Electrician and Linemen) shall be paid \$2.75 an hour when on stand-by. If an employee on stand-by calls in sick, he shall not be paid for stand-by from the time he calls in sick through the end of the stand-by shift. Stand-by pay shall, however, be paid until the time he calls in sick.

ARTICLE 34

REST PERIODS

Employees within this bargaining unit may take a rest period of not more than fifteen (15) minutes for each one-half (1/2) day of work at times scheduled by the immediate supervisor. A REST PERIOD MAY NOT BE USED TO COVER AN EMPLOYEE'S LATE ARRIVAL TO WORK OR EARLY DEPARTURE, NOR MAY IT BE REGARDED AS ACCUMULATIVE, IF NOT TAKEN.

ARTICLE 35

ACCESS TO PERSONNEL FILES

An employee shall, within five (5) working days of a written request to the Personnel Department, have an opportunity to review his or her personal folder in the presence of an appropriate official of the Personnel Department to examine any criticism, commendation, or any evaluation of his or her work performance or conduct prepared by the City during the term of this Agreement. The personnel files maintained in the City Personnel office in City Hall shall be the official personnel file.

They shall be allowed to place in such file a response of reasonable length to anything contained therein.

Each regular written evaluation of work shall be reviewed with the employee and evidence of this review shall be the required signature of the employee on the evaluation form. Such signature shall not be construed to mean agreement with the content of the evaluation unless such agreement is stated thereon.

ARTICLE 36

LABOR-MANAGEMENT COMMITTEE

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

The Labor-Management Committee shall consider and recommend to the administration changes in the working conditions. The Committee shall not consider items being grieved.

The Labor-Management Committee shall consist of eight (8) members. The Union representative shall be the four (4) ranking officers of the local Union. The administration shall designate four (4) members.

The Committee shall meet at the request of any of the parties within ten (10) days of notification of such meeting. An agenda of the meeting shall be submitted by the party calling for the meeting to the other party no later than five (5) days before scheduled meeting.

ARTICLE 37

DISCIPLINE AND DISCHARGE

An employee may be disciplined or discharged for just cause. Employees shall have the opportunity to be represented by the Union when such employee is advised of disciplinary or discharge action being taken against him/her.

A copy of all disciplinary actions shall be sent to the Union President.

ARTICLE 38

JOB POSTING

Existing or planned job vacancies will be posted on the bulletin boards. The posting will include a description of the job, any required qualifications, the location of the vacancies and the procedure to be followed by employees interested in making application and said application must be made within five (5) working days of posting. A copy of the posting will be given to the Union President.

Members of the bargaining unit who are applicants for openings, shall be notified of the disposition of their application prior to the publication of the name of the successful applicant.

If two (2) or more equally qualified employees apply for the position, seniority shall be the determining factor.

ARTICLE 39

FULL BARGAINED PROVISIONS

This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiation. During the terms 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 of the parties at the time they negotiated or signed this Agreement.

ARTICLE 40

SAVINGS CLAUSE

Should any Article, Section or portion thereof of this Agreement be held unlawful and unenforceable by a court of competent jurisdiction, such decision of the court shall only apply to the specific Article, Section, or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 41

PAY PERIOD

Employees covered by this Agreement shall be paid every two (2) weeks.

ARTICLE 42

GASOLINE ALLOWANCE

Employees covered by this Agreement working at Runyon shall receive ten (10) gallons of gasoline per week. Said allocations shall continue to be based on existing policy, except that the allocation shall be calculated on the basis of an allowance of two (2) gallons per day worked during the week. For purposes of this Article, a week shall begin at 12.01 a.m. Monday morning and shall end at 11:59 p.m. the succeeding Sunday night, prevailing time.

ARTICLE 43

PRESCRIPTION EYE GLASSES ALLOWANCE

Every person shall be entitled to an annual \$50.00 prescription eyeglass allowance upon receipt of proof of payment

of a new or replacement set of prescription eyeglasses (not sunglasses) for the employee during the year in question.

ARTICLE 44

VOLUNTARY SUBSTANCE ABUSE TREATMENT

An employee who has no remaining sick, personal or vacation time may request payment for future vacation time instead of time off, upon successfully completing a prescribed course of treatment at a recognized substance abuse treatment facility, and providing evidence of such satisfactory completion by submitting a note from said facility which is signed by the treating physician to the Personnel Office.

An employee may only request this one time.

Upon receipt of this request, the employee's work record will be reviewed and evaluated. The employer shall decide whether or not to grant said request and, if granted, how much vacation time the City shall purchase.

The decision shall be within the sole discretion of the employer and shall not be subject to any grievance or arbitration procedure.

ARTICLE 45

TERMINATION

This Agreement shall be effective from January 1, 1994 until December 31, 1996.

It can be automatically renewed thereafter unless either party shall notify the other in writing ninety (90) days prior to December 31, 1996, that it desires to modify this Agreement. In

the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to December 31, 1996.

ATTEST:

Elaine M. Kiczula

/s/ Elaine M. Kiczula
City Clerk

CITY OF PERTH AMBOY

Joseph Vas

/s/ Joseph Vas
Mayor

AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES
COUNCIL 73, AFL-CIO

Frank Hoffman
By: /s/ Frank Hoffman
President, Local 2633

Jeffrey E. Tarantino
By: /s/ Jeffrey E. Tarantino
Vice Pres., Local 2633