

CONTRACT BETWEEN
TOWNSHIP OF MOUNT HOLLY

AND

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

AND

LOCAL 1036

WHITE COLLAR UNIT

JANUARY 1, 2013 - DECEMBER 31, 2016

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ARTICLE I - RECOGNITION

The Township of Mount Holly, ("Township") hereby recognizes the Employees of Mount Holly Township, Communications Workers of America, AFL-CIO, hereinafter referred to as "Union" as the exclusive collective negotiations agent for all White Collar employees of the Township excluding all managerial executives, confidential employees, supervisors within the meaning of the Act, professional and craft employees, police and non permanent part time employees. A statement of the Officers of the Union shall be filed with the township, shall be maintained in a current condition and shall be updated annually.

ARTICLE II – MANAGEMENT RIGHTS

1. The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the State of New Jersey and of the United States, including but without limiting the generality of the foregoing, the following rights:

a. To the executive management and administrative control of the Township Government and its properties and facilities and the activities of its employees;

b. To hire all employees subject to the provision of Civil Service Law, to determine their qualifications and conditions for continued employment or assignment and to promote and transfer employees;

c. To suspend, demote, discharge or take disciplinary action for good and just cause according to Civil Service Law.

2. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Township, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith, shall be limited only by applicable law and the specific and express terms of this Agreement.

ARTICLE III – UNION RIGHTS

1. Pursuant to Chapter 123, Public Laws 1974, the Township hereby agrees that all employees' of the White Collar bargaining unit shall have the right to freely organize, join and support Communications Workers of America AFL CIO for the purpose of engaging in collective negotiations. As a municipal corporation exercising governmental authority under the laws of the State of New Jersey, the Township undertakes and agrees that it shall not

discourage or deprive or coerce any Employee of the Bargaining unit in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974, or by other laws of the State of New Jersey, or shall not discriminate against any Employee of the Bargaining unit with respect to hours, wages, or any other terms and conditions of employment by reason of his or her membership in the Communications Workers of America, AFL-CIO, his or her participation in any union activities of the said union, collective negotiations, or his or her institution of any grievance, complaint or proceeding under this agreement on behalf of the Union.

2. Officers of the Union, as identified on the official statement, shall be permitted a reasonable amount of time to transact joint union-township business such as grievance procedures on the premises as long as it does not interfere with the assigned duties of the officers or the employees. No more than two officers of the union may be absent from their regular duties at any one time to conduct this business and the supervisor of these officers must be notified of their absence from assigned duties prior to this absence.

3. The Union may have use of meeting room facilities in the Township building after hours when appropriately scheduled through the proper authority.

4. The Township shall grant the union shop stewards, five days off with pay for union business. These are non-cumulative.

Article IV – Fully Bargained Provision

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 negotiations. During the term of this agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by the Agreement, and whether or not within the contemplation of either or both parties at the time they negotiated or signed the Agreement.

ARTICLE V - EMPLOYMENT RESPONSIBILITIES

1. Employees of the bargaining unit agree that employment with the Township of Mount Holly is their primary employment responsibility and agree to devote their full efforts and energies to their duties and responsibilities as municipal employees.

2. No Employee of the Bargaining Unit will accept secondary employment which impairs their official duties and responsibilities or which impairs their efficiency or effectiveness in performing those duties.

3. In order to insure that the standard as expressed above in subparagraph 1 is adhered to, the Township Manager may require an Employee of the Bargaining Unit to file a statement providing information as to the duties and responsibilities of said secondary

employment and the average number of hours worked per week therein. The Township Manager shall review the statement and will approve only those secondary employment positions which do not conflict with official duties and responsibilities or which do not impair the Employees' efficiency or effectiveness in performing those duties. The decisions of the Manager in this respect are subject to the grievance procedure.

ARTICLE VI – NO STRIKE PLEDGE

1. The Union covenants and agrees that during the term of this Agreement no Employee of the Bargaining Unit will cause, authorize, or support 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 abstinence 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 similar action against the Township.

2. Participation in a strike, slowdown or walkout by any employee covered under the terms of this Agreement shall be deemed grounds for disciplinary action against such employee or employees' in accordance with the procedures established by law.

3. The Union will actively discourage and will take affirmative steps to prevent or terminate any strike, work stoppage, slowdown, walkout or other similar actions by bargaining unit Employees' against the Township.

4. Nothing contained in this Agreement shall be construed to limit or restrict the Township or the Union in its right to seek and obtain such judicial relief as it may be entitled to have in the event of such breach.

ARTICLE VII – GRIEVANCE PROCEDURE

1. Definition: A grievance is: (1) a complaint that there has been an improper application, interpretation or violation of the specific terms and conditions of this agreement; (2) an improper application, interpretation, or violation of any rules, regulations, codes, policies or administrative decisions applicable to an Employee of the Bargaining Unit as defined in Article I; or (3) a disciplinary action that is not subject to a Civil Service hearing and appeal procedures for an Employee of the bargaining unit.

2. Grievants: Grievances may be filed by an individual Employee of the Bargaining Unit, or by the Union itself.

3. The aggrieved Employee shall continue on his/her assigned duties pending the resolution of the grievance.

4. Procedure: The grievant shall invoke the grievance procedure within ten (10) working days after occurrence of the event complained of.

a. The grievant must first discuss the grievance with his immediate Supervisor. Said discussion must take place within ten (10) working days of the filing of the grievance. The filing of a grievance shall take place by the grievant setting forth his/her grievance in writing, on the grievance form, (see Attachment "C") specifying the nature of the complaint and the remedy desired which shall

be filed with the Union, the immediate Supervisor and the Township Manager. The immediate Supervisor must communicate his decision to the grievant and the Union within ten (10) working days of the filing of the grievance.

b. The Union, within ten (10) working days after receipt of the decision of the immediate Supervisor, may appeal the decision to the Township Manager, or in his absence, the individual responsible for the management of the Township. A meeting must be held within ten (10) working days of the receipt of the appeal. The Appeal must be made in writing and must provide all relevant information in regard to the grievance, including, but not limited to the reasons for dissatisfaction and the remedy sought. The Township Manager, or his designee, must issue a written decision to the Union within ten (10) working days of the meeting stating findings and a decision.

c. The appeal to the Township Manager shall be the final step in the grievance Procedure with regard to grievances for minor disciplinary action of verbal and/or written reprimands or a disciplinary action in which the employee has the right to the hearing and appeal procedures through Civil Service. All other adverse determinations of the Township Manager or his designee shall proceed to Step 5.

d. A failure to schedule, hear and determine the grievance at any step by the person designated to do so shall cause the matter to proceed immediately to the next step in the grievance procedure. Said grievance shall be deemed pending in the next step without the necessity of a formal written appeal. At all steps in the grievance procedure the grievant shall have the right to be represented by the Union and only the Union. Extensions of time limits may be mutually agreed to between the Union and the Township.

5. Binding Arbitration: Notice of intent to proceed to binding arbitration must be given by the Union to the Township within thirty (30) calendar days of receipt of the decision of the Township Manager or the expiration of the time for the Township Manager to respond. The parties agree to be bound by the rules, regulations and procedures of the New Jersey State Public Employees Relations Commission concerning the method of choosing an arbitrator. The costs of the arbitrator are to be borne by both sides, (Union and Township) on an equal basis. Any other costs are to be borne by the parties incurring the costs. The decision of the arbitrator shall be final and binding on all parties, and a written decision rendered within thirty (30) days of the hearing date. The arbitrator's decision shall be limited to the specific terms of this contract.

6. Right of Representation: All grievants shall have the right to be accompanied by a Representative of the Union at all levels of the grievance procedure. The Union Shop Steward or his designee shall be granted reasonable time, with pay, to investigate grievances.

7. Disciplinary Matters: The negotiated grievance procedure shall not be used for disciplinary actions of verbal and/or written reprimands or a disciplinary action in which the employee has the right to the hearing and appeal procedures through Civil Service. In those instances, when discipline action is not verbal and/or written reprimands and the employee does not have the absolute right of appeal to Civil Service, he or she may utilize the grievance procedure.

8. Personnel File: All employees' shall have the right to see all documents in their Personnel File. An employee shall be permitted to have copies of any documents in his/her Personnel File at no cost to the employee. Employees' shall be given copies of all disciplinary matters or work documents placed in their file at the time the document is so placed. Prior to placement of a document the employee shall first be given the opportunity to initial same. Such initialing shall not indicate anything other than the employee's review of the document. Upon written release from an employee, a Union Representative may see and copy documents in the employee's Personnel File at no cost to the Union. Employees' shall have the right to respond in writing to anything placed in their Personnel File. The Employer shall acknowledge receipt and placement of such responses as being placed in the employee's Personnel File. The employee may, upon request, have detrimental correspondence or reports removed from the Personnel File and returned to the employee based on the following schedule:

1. Uninvestigated citizens letter - 6 months
2. Official letter of reprimand - 12 months provided there is no reoccurrence.
3. Matters subject to Civil Service action shall, in accordance with Civil Service regulations, not be removed from Personnel File.

ARTICLE VIII-EXTERMINATING SERVICE

The exterminating service shall be provided at the last stop of the day, specifically around 4:30 p.m. or 5:00 p.m.

ARTICLE IX – LEAVE – PERMANENT PART TIME EMPLOYEES

1. Section XVI of this Agreement, "Leaves of Absence" shall apply to permanent full-time employees unless specifically amended by the following terms and conditions of this contract.

2. Permanent part-time employees shall receive a pro-rata share of these leave benefits. Employees serving in such a position will receive a pro-rated share of vacation and sick time as per Civil Service regulations. They shall receive Holiday pay as per Article XVIII calculated by their regular work hours (example: their regular work day is for four (4) hours, holiday pay will be for four (4) hours. They shall receive Personal Days as per Article X calculated the same as Holiday pay. They shall receive Medical Benefits as per Article XIII if they are eligible under the State Health Benefits Plan and in accordance with P.L.2011c78 (referred to as Chapter 78). Permanent part time employees shall receive all other benefits of the contract and are included as being represented by the Union under Article I – Recognition.

ARTICLE X – PERSONAL DAYS

1. Each permanent full time employee shall be allowed up to four (4) days paid leave which may be used for personal business. This leave may be taken in hourly increments.

2. Each employee desiring to take a personal leave day shall notify his/her supervisor at least 24 hours in advance of his or her intent to do so. The Supervisor may waive this 24 hour notice in emergency circumstances.

3. Personal days are to be used only to conduct business that cannot normally be accomplished after working hours or on weekends. Examples of such personal business are litigation and court appearances, financial settlements and consultation with lawyers, graduations, emergency breakdowns at home, conferences at school, religious services, etc., but not necessarily held to these examples.

4. No employee shall take a personal leave day on the business day immediately preceding or following a paid holiday or vacation day, except in the case of an emergency.

5. Personal leave days must be used during the calendar year and cannot be accumulated.

ARTICLE XI HEALTH & SAFETY

1. The Employer shall at all times maintain safe and healthful working conditions.

(a) All safety problems shall be reported to the Employer, who shall investigate the Problem and render a response in writing to the employee with a copy to the Union within 20 calendar days. Upon receipt of a negative decision by the Employer, the Union may, at its discretion, utilize the grievance procedure. The time frame for filing the grievance shall begin upon receipt of the Employers' negative decision, even if the occurrence is outside the ten (10) working days listed in Article VII, #4 – Procedure.

ARTICLE XII – SENIORITY

1. In vacation scheduling, employees with the greatest amount of seniority shall be given preference provided that the assigned work schedule permits this preference.

2. An employee's length of service shall not be reduced by time lost due to the authorized leave of absence.

3. If a question arises concerning two or more employees' who were hired on the same date, seniority preference shall be determined according to the date that their permanent Civil Service status was established. If this date is the same, preference shall be given in alphabetical order of the employee's last name.

4. The employer shall maintain an accurate, up-to-date employee record showing the date of temporary, provisional and permanent employment classification and pay rate. The Union and Employees shall be furnished copies of these upon request.

5. Seniority is defined as an employees' total length of service with the Employer, commencing with his or her permanent date of employment.

ARTICLE XIII – MEDICAL BENEFITS, INSURANCE BUY-BACK, RETIREMENT AND EYE CARE

1. Medical Plan: The Township shall provide the following medical insurance for each permanent full time employee, spouse and child: State Health Benefits Plan (SHBP) or its equivalent. Employees may choose any plan within the State Health Benefits Plan (SHBP) with no cost being paid by the employee except for the following employee contributions listed herein;

a. Beginning on January 1, 2013 employee contribution for Medical and prescription drug benefits for employee and any eligible dependent shall be set in accordance with P.L.2011c78. Upon expiration of P.L.2011c78 the Township and the Union agree to meet and negotiate terms of employee contribution rates; all provisions and employee contribution rates shall remain in effect until a new settlement agreement has been reached.

b. It is understood by the Union that the Township may change this health care plan during the course of this contract provided the plan's benefits are equal to or better than the New Jersey State Health Benefits plan and the Union is notified at least one hundred and twenty (120) calendar days prior to the implementation of plan change.

Medical Benefit Health Insurance Buy-Back:

Any permanent full time employee who participates in the State Health Benefits Plan (SHBP) or another group plan as a dependent may waive coverage under the Township Plan. As an incentive to waive coverage the Township will reimburse the employee 25% (twenty-five) percent of the cost of the plan up to \$5,000 as provided by law. The employee may resume' coverage upon their request according to the SHBP Plan. Payment for each calendar year shall be made during the first pay in June and the first pay in November for the prior waived periods.

Health Insurance On Retirement:

Employees who are eligible for a qualified retirement under PERS rules and regulations and retire there under, may participate at Township's expense in the medical insurance program, at the applicable levels of coverage at the time of retirement (coverage for themselves, spouse and child, if applicable), less any contribution requirement under P.L.2011c78, for four (4) years from the date of retirement.

Eye Care:

Beginning on January 1, 2016, the Employer shall reimburse full time employees' up to one hundred dollars (\$100.00) every two (2) years, for eye care costs.

ARTICLE XIV HOURS OF WORK AND OVERTIME:

1. The regular work week shall consist of 35 hours worked, Monday – Friday, with a minimum of seven consecutive hours worked for each work day. The Township may adopt a work week consisting of 4 or 5 consecutive days worked.

2. The four day work week shall consist of one long day equal to 11 hours worked and 3 shorter days equal to 8 hours worked for a total of 35 hours. The start time for the 3 shorter days shall be no earlier than 7:30 a.m. and the end time no later than 5:00 p.m. at the employee's option. The start time for the long day shall be no earlier than 7:30 a.m. and the end time no later than 8 p.m., at the employee's option. However, once a selection is made it shall not be varied from and shall become the employee's regular schedule. This shall not preclude a change being requested and made for personal reasons.

3. The five day work week shall consist of 5, 7 hour days starting no earlier than 7:30 a.m. and ending no later than 5 p.m. at the employee's option; however, once a selection is made it shall not be varied from and shall become the employee's regular schedule. This shall not preclude a change being requested and made for personal reasons.

4. The long day shall not fall on a Friday. Currently, the long day is a Monday, except for court employees whose long day is a Thursday.

5. Consistent with the above parameters, the Township may vary the start and end time of a work day in an individual department to reflect the work assignments of the Township.

6. All employees working the long day shall receive one additional break. Lunch time shall not be paid, and shall be either ½ hour or 1 hour, depending upon the schedule selected by the employee.

7. The Township shall be permitted to make a change in the schedule consistent with the parameters described herein, provided that it gives at least 60 days notice of any change in the schedule to employees and the Union to allow for employees to handle any child care, personal or family issues that would be caused by such a change.

8. All overtime in excess of 35 hours in the workweek shall be paid at the rate of time and one-half times the regular straight time rate. The payment will be in either cash or compensatory time at the Township's discretion. Any work that is in addition to the designated work day for the long day of the four day work week shall be compensated with hour for hour comp time in the event that the employee does not exceed the 35 hours in that workweek; if the employee exceeds the 35 hours, the additional time will be overtime.

9. Employees called into work from home on an emergency call-in outside their regular work day shall be guaranteed a minimum of two hours pay at time and one-half.

10. Overtime shall be distributed equally insofar as practical among the employees who are qualified and able to perform the required work.

11. Overtime for Municipal Court employees (excluding managerial) shall be capped at \$10,000 total for the department annually. All time after the exhaustion of overtime for the court must be taken in comp time at the one and half time rate.

ARTICLE XV PAY PLAN AND EVALUATION:

- a. Salary Increases – Contract term – January 1, 2013 through December 31, 2016. All increases are retro to 1/1 of each calendar year:

2013	2% Increase Effective 1/1/13
2014	1% Increase Effective 1/1/14
2015	2% Increase Effective 1/1/15
2016	2% Increase Effective 1/1/16

The Titles for ranges 1 through 6A, salaries, minimums and maximums for each grade and stipends are listed in Attachment "B". Employee Title, date of hire, senior employee differential adjustment date, percentage amount and lump sum amounts are listed in Attachment "C".

- b. Prior to implementation of any evaluation systems, the Township shall consult with the union in regard to the process, form, substance and content.

c. Whenever an employee is promoted, his/her salary shall be increased to the entry level of the new position or by the amount of the increment stated in #2 above, whichever is greater, provided that their salary cannot exceed maximum salary of the new position. At no time shall an employee being promoted receive less than his/her total salary (base plus senior employee differential adjustment) he/she previously received or would have received in the year he/she was promoted.

TITLE INCREASES:

d. Any employee who has received a Senior or Principal Title due to a Desk Audit conducted by Civil Service that is not under appeal by the parties shall receive the monies listed below in each year of the four year agreement. These lump sum payments shall not be entered into the base salary and shall be paid on or before November 15th of each year in the agreement. Employee's who receive Senior or Principal titles shall receive said monies pro-rated and retro to the date of the Desk Audit determination. If any employee moves from Senior to Principal title they shall receive the lump sum pro-rated for the time spent in the Senior title and pro-rated for the time spent in the Principal title.

LUMP SUM PAYMENT – SENIOR TITLE:

2013-2016 - \$800 (Eight Hundred Dollars)

LUMP SUM PAYMENT – PRINCIPAL TITLE:

2013-2016 - \$900 (Nine Hundred Dollars)

e. SENIOR EMPLOYEE DIFFERENTIAL ADJUSTMENTS

In order that employees' who have remained at the maximum pay rate of a grade for a number of years without a salary adjustment, may receive some compensation beyond that fixed for the pay grade, the following senior employee differential adjustments are agreed to. The Township will provide the dates for each employee as to when their particular senior employee differential adjustment will be applied.

1. For employees hired prior to January 1, 1989:

- a. When an employee has remained at the maximum pay rate of one or more grades for 48 months of service, an adjustment equal to 5% of the maximum pay for their grade shall be added to the employee's base salary, which adjustment shall be in addition to the maximum established for their grade.
- b. When an employee has remained at the maximum pay rate of one or more grades for 108 months of service, an additional adjustment equal to another 5% (for a total of 10%) shall be added to the employee's base salary, which adjustment shall be in addition to the maximum pay for their grade.
- c. When an employee has remained at the maximum pay rate of one or more grades for 168 months of service, an additional adjustment equal to another 5% (for a total of 15%) shall be added to the employee's base salary, which adjustment shall be in addition to the maximum pay for their grade.

2. For employees hired on or after January 1, 1989:

- a. When an employee has remained at the maximum pay rate of one or more grades for 48 months of service, an adjustment equal to \$500 shall be added to the employee's base salary, which adjustment shall be in addition to the maximum established for their grade.

b. When an employee has remained at the maximum pay rate of one or more grades for 108 months of service, an additional adjustment equal to \$500 (for a total of \$1000) shall be added to the employee's base salary, which adjustment shall be in addition to the maximum pay for their grade.

c. When an employee has remained at the maximum pay rate of one or more grades for 168 months of service, an additional adjustment equal to \$500 (for a total of \$1,500) shall be added to the employee's base salary, which adjustment shall be in addition to the maximum pay for their grade.

3. During the life of this contract, there shall be no reclassifications of any employee's position, unless so ordered by Civil Service.

4. If an employee is demoted or reclassified to a lower grade, his/her pay will be adjusted downward in accordance with Civil Service procedures. Senior employee differential adjustment payments will be included into the base pay for pension purposes.

5. If an individual retires during the year, he/she will receive the remaining portion of the senior employee differential adjustment in a lump sum payment.

ARTICLE XVI LEAVES OF ABSENCE

1. Definitions:

a. The term "year", as used herein, shall be deemed to be a calendar year from January 1 to December 31.

b. The term "day" shall be a normal tour of duty and shall be calculated in terms of the hours worked by the employee. All leave shall be credited and utilized in hourly increments.

2. Leave Calculations:

Each employee will receive full leave credit at the commencement of the calendar year in which the employee's employment anniversary occurs. If the employee terminates during the year, the leave will be recalculated according to the actual time served. The employee will be paid for the unused vacation leave. The employee will reimburse the Township for all leave advanced to him that was not earned prior to his termination.

3. Holidays: All full time personnel who work a five-day workweek will receive the following holidays with pay provided the Department Head determines that absence of the particular employee or employees on the designated holiday will not interfere with the efficient operation of the department. An employee not receiving time off on the designated holiday shall receive time off with pay on such day as the department head determines will not interfere with the department's efficient operation.

New Year's Day	Columbus Day
Martin Luther King's Day	Veteran's Day
Presidents' Day	Thanksgiving Day and day after
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	The Employee's Birthday
Labor Day	Election Day

If the holiday should fall on a Sunday, the following Monday will be recognized as the holiday; if the holiday should fall on a Saturday, the preceding Friday will be observed.

Holidays For Employees on a Four-Day Workweek:

Employees shall receive at least 98 hours of holiday pay for the 14 designated holidays above plus an additional day off for the employee's birthday. The holiday pay shall reflect the hours worked each day, namely 11 hours holiday pay on the longer day worked in the 4 day workweek and 8 hours holiday pay on the three shorter days during the 4 day workweek.

Effective June 11, 2015, an employee shall receive 8 hours of birthday holiday time to utilize either on a short day or on a long day during his/her regular workweek. If the employee selects to schedule his/her birthday holiday on a long day, he/she must supplement the 8 hours holiday with 3 hours of vacation, personal or comp time to fulfill the 11 hour day. Notwithstanding the foregoing, an employee shall receive 11 hours of holiday time if his/her natural birthday falls on a long day in their regular work week and they select to schedule that day as their holiday.

There will be no holiday pay for a holiday that falls on a Friday unless the total paid for the 14 designated holidays would be less than 98 hours, in which case the employee shall receive paid time off so that the total holiday hours are at least 98 in the calendar year.

If the holiday should fall on a Sunday, the following Monday will be recognized as the holiday; if the holiday should fall on a Saturday, the preceding Thursday will be observed.

Provisions Applicable to Employees on the 4 day and 5 day workweek:

a. If a holiday should occur when an employee is on a paid leave of absence, he will be paid for the holiday and it will not be charged to his leave. Any new days granted by the Federal Government as national holidays or days proclaimed by the State Government will be included as paid holidays and included above.

b. If an employee is on a leave of absence without pay on the days before and after a holiday, he will receive no pay credit for that holiday. However, should he return to his employment the day before, or the day following a holiday, he will receive pay credit for the holiday.

4. Annual Leave (Vacation Leave):

a. Permanent full time personnel will receive vacations with pay at such times as the Department Head determines will not interfere with the efficient operation of the department:

Years of Employment	Days Vacation
0 through 1	1 day per month of employment
After 1 through 5	17 days per year
6 through 10	20 days per year
After 10	25 days per year
21 and over	30 days per year

b. The above vacation schedule applies to all employees hired before January 1, 1999 and have ten (10) or more years with the Township as of December 31, 1997. Employees who have less than 10 years of employment as of 1/1/98 shall be capped at 25 paid vacation days for 10 years and thereafter.

c. For all employees hired on or after January 1, 1999 the following vacation schedule shall apply:

Years of Employment	Days Vacation
0 through 1 year	1 day per month of employment
After 1 year up through 5 years	17 days per year
6 years through 10 years and over	20 days per year

d. Unused vacation may be accumulated beyond the calendar year in which it is earned but must "be used in the next calendar year". Leave taken is automatically charged against the earliest leave available to the employee.

e. Annual leave not taken within these time limits shall be eliminated except when an employee is prevented from using his leave due to the work load and/or assignment of the Township. In this instance, the employee shall be reimbursed for this leave rather than its elimination. An employee who is unable to utilize his accumulated vacation leave must notify the Township Manager at least three (3) months prior to the end of the year.

5. Sick Leave:

a. Full time employees shall be entitled to one day of sick leave credit for each month worked during the remainder of the calendar year following full time appointment, and fifteen (15) sick leave credit in each year thereafter.

b. Sick leave, for the purpose of this paragraph, is defined as absence from work because of illness, accident, exposure to contagious disease, attendance to a member of the immediate family who is seriously ill and requires the employee's care or attendance.

c. A certificate from the employee's physician may be required; or, if the absence is because of the need for attending to a member of the immediate family, a certificate from a physician in attendance may be required by the Township Manager whenever such requirement appears reasonable. In addition, a certificate from the employee's physician will be, in any event, required if the employee is absent due to illness for more than three (3) consecutive days.

d. In case of an illness of a chronic or recurring nature causing an employee's periodic or repeated absence from duty for one day or less, only one medical certificate shall be required for every six month period as a sufficient proof of need of leave of absence of the employee; provided, however, the certificate must specify the nature of the illness, identify its adverse symptoms and state that the chronic or recurring nature of the illness is likely to cause subsequent absences from employment.

e. Unused sick leave will accumulate to the credit of the employee from year to year to be used when needed.

f. In order to recognize those employees who use a minimum of sick leave and encourage work attendance, the Township shall reimburse employees upon retirement for one-half of their accumulated sick leave in an amount not to exceed 65 days pay. Retirement in this context means the receipt of retirement benefits in accordance with the Public Employees' Retirement System (PERS).

6. Bereavement Leave:

Five paid days bereavement leave will be granted when death occurs in the immediate family, namely, the death of a spouse, child, step child, parent, step mother, step father, mother or father-in-law, brother, sister, grandparents or grandchild, including spousal relationship or significant other of the employee, Domestic Partner and Civil Union Partner. If an employee must travel out of State one extra paid day will be allowed for travel. If bereavement leave occurs during vacation, that vacation will stop and bereavement leave will begin. The vacation log will be adjusted to correct the time if necessary.

7. Military Leave:

a. In accordance with the provisions of Statute, employees who are members of the National Guard required to undergo annual field training shall be entitled to leave of absence with pay for the duration of the field training. Such employees will be paid during periods of local emergency when ordered to active duty for a period not exceeding two (2) weeks.

b. Employees who volunteer or are ordered into the armed forces during time of war may be granted military leave without pay for the period of actual military service with the right to return to the employees position upon release from active duty.

8. Maternity Leave:

a. Maternity leave of absence must be requested in writing and may be taken for a period of only three (3) calendar months from the date of birth of the infant. Accumulated sick leave may be utilized during pregnancy, prior to the birth of the child and after maternity leave, when a physician's certificate is furnished indicating that the employee is unable to work for reasons of health.

b. The Township cannot guarantee to hold the employee's position open beyond the expiration date of the maternity leave of absence. The Township shall comply with all rules and regulations of the Family and Medical Leave Act (FMLA) for (a) and (b) of this Article.

9. Jury Duty:

Employees who are summoned for service as jurors will be excused on days they are required to be present in court. If the employee is not required to be present for jury duty for the entire work day, he must return to work immediately upon dismissal. All employees shall receive full pay for time served during jury duty less any juror's allowance.

10. Leave Of Absence Without Pay:

An appointing authority may grant permanent employees a leave of absence without pay for a period not to exceed one year. A leave may be extended beyond one year for exceptional circumstances upon request of the appointing authority and written approval of the Civil Service Commission.

11. Injury Leave:

Employees who are injured in the line of duty and must be absent from work and supply a medical certificate substantiating that the injury precludes their performing any work shall be given injury leave with pay.

12. Family And Medical Leave:

The Township shall comply with all rules and regulations of the Family and Medical Leave Act (FMLA). The Township agrees that an employee's seniority with the Township shall not be affected if they use Family or Medical Leave. No employee shall have any loss of benefits, salary increases, bonus payments or other negotiated benefits while on unpaid or paid family medical leave. If an employee believes their FMLA rights are being violated they shall use the grievance and arbitration procedure of the contract for relief if they chose to.

ARTICLE XVII – UNION DUES

1. The Township agrees to deduct twice monthly from the base salary of each employee, who furnishes a written authorization for such deduction in a form acceptable to the employer, the amount of monthly union dues. Dues shall be per month or such amount as may be certified by the Union to the Township at least thirty (30) days prior to the month in which the deduction of union dues is to be made. Deduction of union dues made pursuant hereto shall be remitted by the Township to the Union, c/o Secretary-Treasurer, Communications Workers of America, AFL-CIO Local 1036, 1 Lower Ferry Road, West Trenton, NJ 08628 by the tenth (10) day of the month following the calendar month in which such deductions are made, together with a list of employees from whose pay such deductions were made.

2. The Union agrees to indemnify and hold the Township harmless against any, and all claims, suits, orders of judgments brought or issued against the Township with regard to the dues check-off except for any claims that result from negligent or improper acts of employer or its agent or servants.

3. Dues deduction may only be stopped if the employee so requests. Any such request must be in writing and submitted to the Township prior to December 15 of any given year. Dues shall be halted beginning with the first pay period of each calendar year.

4. The Township will immediately supply the Union a copy of any request to halt dues.

5. If, during the life of this agreement, there shall be any change in the rate of membership dues, the Union shall furnish to the Township written notice prior to the effective date of such change and shall furnish the Township a certified copy of the Resolution, indicating dues changes and the effective date of such changes.

ARTICLE XVIII – AGENCY SHOP:

1. Purposes of Fee: All eligible non-member employees in this Bargaining Unit will be required to pay to the majority representative a representation fee in lieu of dues for services rendered by the majority representative. Nothing herein shall be deemed to require any employee to become a member of the majority representative.

2. Amount of Fee:

a. Prior to the beginning of each contract year, the Union will notify the employer in writing of the amount of regular membership dues; initiation fees and assessments charged by the Union to its own members for that contract year, and the amount of the representation fee for that contract year.

b. The representation fee in lieu of dues shall be in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the majority representative to its own members less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members, but in no event shall such fee exceed 85% of the regular membership dues, fees and assessments.

3. Deduction and Transmission of Fee:

a. After verification by the Township that an employee must pay the representation fee, the Township will deduct the fee for all eligible employees in accordance with this Article.

b. The mechanics of the deduction for representation fees and the transmission of such fees to the Union will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Union.

c. The Township shall deduct the representation fee as soon as possible, after the tenth day following reentry into this unit for employees who previously served in a position identified as excluded or confidential, for individuals reemployed in this negotiating unit from a re-employment list, for employees returning from leave without pay, and for previous employee members who become eligible for the representation fee because of non-member status.

d. The Township shall deduct the representation from a new employee as soon as possible after thirty (30) days from the beginning date of employment in a position in this Bargaining Unit.

4. Demand and Return System:

a. The representation fee in lieu of dues only shall be available to the Union if the procedures hereafter are maintained by the Union.

b. The burden of proof under this system is on the Union. The Union shall return any part of the representation fee paid by the employee which represents the employees additional pro-rata share of expenditures by the Union that is either in aid of activities or causes of a partisan political or ideological nature only incidentally related to the terms and conditions of employment, or applied toward the cost of any other benefits available only to members of the majority representative.

c. The employee shall be entitled to a review of the amount of the representation Fee by requesting the Union to substantiate the amount charged for the representation fee. This review shall be accorded in conformance with the internal steps and procedures established by the Union.

d. The Union shall submit a copy of the Union review system to the Township. The deduction of the representation fee shall be available only if the Union establishes and maintains this review system. If the employee is dissatisfied with the Union's decision he may appeal to a three member board established by the Governor.

ARTICLE XIX – EDUCATION BENEFITS:

1. The Township finds that continuing education for its employees is a worthwhile pursuit. To this end, the Township is prepared to assist in helping its employees defray the costs of work-related educational courses.

2. The Township may pay for the credit fees charged by an approved educational institute. Courses and costs must be presented in a written memo, to the Department Head and Township Manager prior to enrollment for their approval. No payments will be made without the Township Manager's written approval. Courses must be directly related to an individual's job. There must be adequate money in the budget for course work. Payments are one time only.

ARTICLE XX – EMERGENCY WORK PROCEDURES:

Emergency day procedure request will be as follows: It shall be the Township Manager's responsibility to make decisions as to the necessity of employees to report to work. She/he shall contact all Department Heads to notify them of any decision. If she/he decides an employee need not report to work, that employee shall not have his pay docked.

ARTICLE XXI – PERSONNEL CHANGES:

Provided they are qualified present employees shall have the first option on any opening in the Township. Appointment to a new position shall be consistent with applicable Civil Service rules and regulations and the Township's salary classifications.

ARTICLE XXII– LABOR/MANAGEMENT COMMITTEE:

The Township and the Union shall implement a labor management committee. The committee shall consist of two (2) members from the Township and two (2) from the Union. The Labor/Management committee shall meet four (4) times per year, unless an emergency occurs, at which time they shall immediately set a date for a meeting within five (5) days or less, to discuss a variety of matters that will not include health and safety issues but will include such items that relate to conditions of employment such as equipment, upgrades, computer, programs, etc.

ARTICLE XXIII – LIFE INSURANCE:

The Township provides life insurance for its employees who are insured under the Township's health coverage. The insurance company is Life Insurance Company of North America, but may be changed at the discretion of the Township provided that the level of benefit is equal to or greater than that currently provided.

ARTICLE XXIV – P.E.R.S. (PUBLIC EMPLOYMENT RETIREMENT SYSTEM):

The employees of the township are enrolled in the Public Employment Retirement System. The Township and the employees shall abide by all rules and regulations of the P.E.R.S. system.

ARTICLE XXV – EQUAL TREATMENT/NON DISCRIMINATION:

The Township agrees that there will be no discrimination or favoritism practiced upon or shown employees for any reason of sex, age, nationality, race, religion, marital status, political origin, color, handicap, association membership, association activities, Union membership and Union activities, or the exercise of any concerted rights or activities.

ARTICLE XXVI – CIVIL SERVICE OPT OUT:

The Employer shall advise the Union if it is considering opting out of Civil Service. The parties agree to negotiate the impact of opting out of Civil Service prior to the opt out taking effect.

LAYOFF, RECALL AND FURLOUGH:

The Township agrees to notify the Union of consideration of layoffs or furloughs of any bargaining unit employees. The Township and Union shall meet to discuss alternatives to any layoff or furlough plan. Such meeting shall include a copy of the proposed layoff plan to Civil Service Commission.

ARTICLE XXVII – SEPARABILITY PROVISION:

1. The Township and Union recognize the authority of the Federal and State Governments dealing with economic controls. Therefore, salary or wage increases or other economic changes will be implemented to the extent that such implementation is not prohibited by law.

2. If any provision of this Agreement or any application is held to be invalid by legislative changes or by a court of competent jurisdiction, such provision shall be inoperative, and the Union and the Employer will immediately meet and negotiate any such change to the agreement, but all such other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XXVIII – TERMS OF AGREEMENT:

1. This Agreement shall govern all employees in the Bargaining Unit employed by the Township on the date of execution of this agreement and thereafter. Employees who have retired, resigned or been terminated prior to the execution of this Agreement shall not be entitled to the benefits of the Agreement to any new or increased level, such as any retroactive salary payment.

2. The term of the Agreement shall be from January 1, 2013 through December 31, 2016

SIGNATURE SHEET

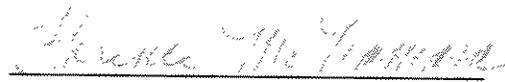
IN WITNESS WHEREOF, this Agreement has been executed as of the 3rd day
of July 2015.

FOR THE UNION COMMUNICATIONS WORKERS
OF AMERICA, AFL-CIO


ADAM LIEBTAG, PRESIDENT

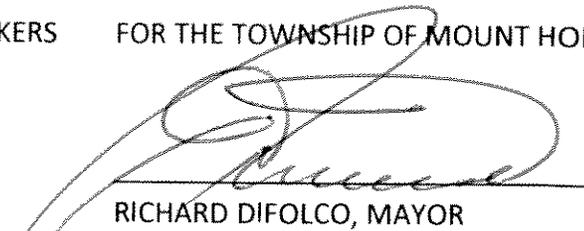

CWA INTERNATIONAL REPRESENTATIVE

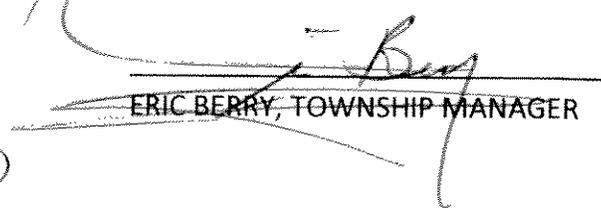

ANTHONY TALLARICO, ASSISTANT
TO THE PRESIDENT


FLORENCE MCNAMARA
STAFF REPRESENTATIVE


JILL TORPEY
SHOP STEWARD/NEGOTIATOR

FOR THE TOWNSHIP OF MOUNT HOLLY


RICHARD DIFOLCO, MAYOR


ERIC BERRY, TOWNSHIP MANAGER

ATTACHMENT "A" GRIEVANCE FORM
CWA LOCAL 1036
MOUNT HOLLY CLERICAL UNIT
26 HIGH STREET, MT. HOLLY, NEW JERSEY 08060 PH:609 267-1640 FAX 609 267-0483

GRIEVANCE FORM

NAME OF GRIEVANT: _____ STEWARD: _____

ADDRESS: _____ DEPT: _____

_____ GRIEVANT SIGN: _____

HOME PHONE: _____ WORK PHONE: _____

DESCRIBE GRIEVANCE: _____

_____ DATE GRIEVANCE OCCURRED: _____

CONTRACT ARTICLES(S) VIOLATED: _____

_____ AND ANY OTHERS THAT MAY APPLY

REMEDY SOUGHT: _____

DATE GRIEVANCE WAS PRESENTED ORALLY TO SUPERVISOR: _____

DATE GRIEVANCE WAS PRESENTED IN WRITING TO SUPERVISOR: _____

DATE GRIEVANCE WAS HEARD BY SUPERVISOR: _____

SUPERVISORS DECISION: _____

DATE GRIEVANCE WAS PRESENTED TO TOWNSHIP MANAGER: _____

DATE GRIEVANCE WAS HEARD BY TOWNSHIP MANAGER: _____

TOWNSHIP MANAGER DECISION: _____

DATE ARBITRATION FILED: _____

ATTACHMENT "C"
 EMPLOYEE NAME, TITLE AND HIRE DATE
 WHITE COLLAR EMPLOYEE CHART

<u>EMPLOYEE NAME</u>	<u>DATE HIRED</u>	<u>S.E.D. DATE</u>	<u>SR EMP DIFF</u>	<u>RESIGNED</u>	<u>TERMINATED</u>	<u>JOB TITLE</u>
Aldrich, Dana	1*	April 7, 2014	2024			Acting Court Administrator
Bryant, Lina	2*	June 15, 1993	**	\$		Clerk Typist
Hardifer, Paul	3*	May 26, 2009	2019			Housing Inspector
Lind, Michelle	4*	September 5, 2006(P/T) October 23, 2006(F/T)	2016			Clerk
Knaub, Kathy	5*	June 23, 2015	2025			Clerk
Penny, Mary	6*	April 2, 2014	2024			Clerk
Torpey, Jill	7*	July 10, 2006	2016			Technical Assistant to the Construction Official

TOTAL MEMBERS 7

**Hired after 1/1/89 – 10 years continuous service- Senior Employee Differential (SED) @ \$500 for 5 years, \$1,000 for 5 years and \$1,500 thereafter.

***Hired prior 1/1/89 – 10 Years continuous service – Senior Employee Differential (SED) @5% for 5 years, 10% for 5 years and 15% thereafter