

Contract no. 1679

*Contract
performed*

LIBRARY
INSTITUTE OF MANAGEMENT
AND LABOR RELATIONS

OCT 28 1991

RUTGERS UNIVERSITY

AGREEMENT

BETWEEN

POMPTON LAKES BOROUGH

- and -

POMPTON LAKES BOROUGH EMPLOYEES' ASSOCIATION

JANUARY 1, 1991

through

DECEMBER 31, 1993

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P R E A M B L E

It is the intent and purpose of the parties hereto that this agreement covering rates of pay, hours of work and conditions of employment, will promote a spirit of cooperation between the **BOROUGH** and its employees represented by the **ASSOCIATION** and that the employees represented thereby will serve to maintain and increase individual efficiency and quality of service so as to avoid interruption and interference with the efficient operation of the **BOROUGH** and this contract will express the complete agreement on all negotiable terms and conditions of employment between the parties so that the **BOROUGH** will receive a fair day's work for a fair day's pay as provided for in this contract. The **ASSOCIATION** is in full agreement with the objective of employee performance and efficiency consistent with the safety, good health and sustained effort of such employees.

ARTICLE I
RECOGNITION

SECTION I

The BOROUGH hereby recognizes that the ASSOCIATION is the exclusive representative for collective negotiations and bargaining concerning the terms and conditions of employment of the employees in said bargaining unit. However, nothing herein shall be so construed as to prevent any official of the BOROUGH from meeting with any employee organization or individual employee for the purpose of hearing the views and requests of the members of said organization or of said individual so long as (a) the ASSOCIATION is informed of the meeting (b) any changes or modifications in the terms and conditions of employment provided for in this contract are to be made through negotiations and collective bargaining with the ASSOCIATION and (c) said individual or minority organization shall not represent or process grievances provided for in this contract.

SECTION II

Nothing shall be construed so as to deny any individual employee of his or her rights under Civil Service Laws or Rules or Regulations promulgated by the State of New Jersey.

SECTION III

The bargaining unit shall include all employees in the Public Works Department, excluding supervisory employees of the rank of foreman and above; all municipal office staff; and all police radio dispatchers; parking violations officer.

ARTICLE II

EFFECTIVE DATE OF AGREEMENT

SECTION I

This contract shall cover the period of time from January 1, 1991 to December 31, 1993, inclusive, and neither party shall abrogate the terms of the contract during its term of existence. All salaries and fringe benefits provided for in this contract shall be retroactive to January 1, 1991.

SECTION II

This contract shall become effective only when signed for the BOROUGH by the Mayor and Borough Clerk and by the authorized representatives of the ASSOCIATION.

ARTICLE III

SENIORITY

SECTION I

Seniority of a regular employee is to be determined by the length of service, computed in years, months and days from the date of his employment. Probationary period will be counted toward seniority. However, in no case will an employee be given permanent seniority status until after satisfactory completion of the 90 calendar day probationary period. All full-time permanent employees shall be given seniority status regardless of membership in any Union Association or other group. Permanent employee shall mean an employee who has received a permanent appointment in accordance with the Civil Service Regulations adopted thereunder.

SECTION II

The Superintendent of Public Works, Borough Clerk, Administrator, and/or Chief of Police shall post a notice of all job openings on bulletin boards as hereinafter provided. Such postings shall be made in the municipal building located at 25 Lenox Avenue, Pompton Lakes, New Jersey and at the Department of Public Works building, Mill Street, Pompton Lakes, New Jersey and shall state:

- a. the job classification
- b. wages
- c. job description and duties
- d. qualifications
- e. filing or qualification deadline

Employees on vacation or off duty or excused for valid and recognized reasons shall retain all filing or bidding rights during such absence. The ASSOCIATION'S designated representative may file or bid for such position by proxy for and on behalf of any employee on vacation or otherwise off duty or excused for valid or recognized absence; however, the BOROUGH shall not be responsible for the ASSOCIATION'S representative to designate such person or for the failure of the ASSOCIATION'S representative to bid or file for and on behalf of any such employee.

SECTION III

No substantial changes in working conditions or assignments shall be made without notification to employees affected. Notification shall consist of two weeks prior notice of the changes being made.

Nothing in this contract shall prevent or preclude supervision from assigning duties to any employee outside of his classification during an emergency. An emergency is to be determined solely by such supervision. Supervision shall make a reasonable attempt to secure employees in proper job classification for the performance of particular jobs whenever possible under the particular circumstances. Supervision in the Department of Public Works shall not replace any employee on his job for over a period of four (4) hours if that employee is available for work. Any employee placed in a higher classification job will be paid at the higher rate of pay for all hours worked in the higher classification for all departments.

SECTION IV - Probationary Employees

The discharge of any employee for any reason during a probationary period is not a matter for a greivance. Probationary Employees will not receive seniority during a probationary period.

ARTICLE IV
HOURS OF WORK

SECTION I

The basic work week for all regular employees shall be as follows:

a. Department of Public Works - 40 hours per week.

Starting time: 7:00 a.m. - Finishing time: 4:00 p.m. Eight (8) hours per day with one hour lunch. For payroll and other purposes, work week shall be considered as starting 12:01 a.m. Monday. Regular working time will not be considered to start until 7:00 a.m. With the consent of the **ASSOCIATION**, the Department of Public Works may schedule regular work hours during the days of longer daylight to 6:30 a.m. starting time and 3:30 p.m. finishing time.

b. Municipal Office - 8:30 a.m. to 4:30 p.m. weekdays with one hour for lunch, except for legal holidays.

c. Police Radio Dispatchers - as assigned by Superior Officer in charge of the Police Department.

SECTION II - OVERTIME

As set forth in Article XVIII of this Contract the **BOROUGH** has the right to schedule overtime work when it is required and in a manner most advantageous to the **BOROUGH** and consistent with the requirement of Municipal Employment and the public interest. Overtime shall be paid on the following basis:

Employees with the lowest amount of overtime shall be given first choice in his or her classification. If no employee in a classification can be found, the supervision will then choose

qualified employees with the least amount of overtime. However, nothing shall prevent the Superintendent of Public Works or his authorized assistant from reassigning men to work overtime on an emergency basis. An emergency shall be determined by such supervision.

SECTION III - D.P.W. EMERGENCY AND OVERTIME WORK

Employees called into work on an overtime basis shall be given four (4) hours pay at straight time or the premium pay if the same is called for, whichever is greater.

Emergency basis shall be any time not continuous with the regular working hours. A person called in on an emergency basis shall be on stand-by for the four (4) hour period in the event he or she does not work the same.

The snow plowing and removal schedule is as follows:

a. For every four hours of continuous plowing - one hour of rest or pay for one hour if rest is not permitted or allowed by supervision.

b. A ten (10) minute coffee break for every four (4) hours of work.

c. All hours over 16 continuous hours shall be paid double time with paid meals during snow plowing.

d. All work prior to 7:00 a.m. starting time - premium salary, except as provided in Article IV, Section I a.

SECTION IV - HOLIDAYS DURING VACATION

Holidays falling during vacation shall be paid at straight time, and an additional day shall be attached to the vacation schedule.

ARTICLE V
GRIEVANCE PROCEDURE

PURPOSE:

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

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

DEFINITION:

For purposes of this Agreement, the term "grievance" means any complaint, difference or dispute between the employer and any employee with respect to an interpretation, or application or violation of any of the provisions of this Agreement.

STEPS TO GRIEVANCE PROCEDURE:

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement, and shall be followed in its entirety. It is understood that any **BOROUGH** action which may constitute a violation of this Agreement may only be raised by way of this procedure, this being the sole and exclusive method of resolution.

FAILURE TO RESPOND:

Failure to respond to any step in this procedure by the **BOROUGH** or its agents, shall be deemed to be a negative response, and upon the termination of the applicable time limits the grievant may proceed to the next step.

Time limits may be extended to the parties by mutual written agreement, and all days refer to calendar days.

The BOROUGH reserves the right to file, in writing, a grievance on its behalf with the Executive Board of the P.L.B.E.A. which shall conduct a conference with the representatives of the BOROUGH within ten (10) days of filing of the grievance.

STEP ONE:

(a) An aggrieved employee, or the P.L.B.E.A. on behalf of the aggrieved employee or employees, or the BOROUGH shall institute action under the provisions hereof, within ten (10) calendar days of the occurrence of the grievance, and an earnest effort shall be made to settle the differences between the aggrieved employee and his immediate supervisor, for the purpose of resolving the matter informally. Failure to act within said ten (10) calendar days shall be deemed to constitute an abandonment of the grievance.

(b) The supervisor shall rendered a decision within five (5) calendar days after receipt of the grievance.

STEP TWO:

(a) In the event a satisfactory settlement has not been reached between the employee or the P.L.B.E.A. and their immediate supervisor, the employee may, in writing and signed, file their grievance with the next immediate supervisor, (Dispatchers and Parking Violations Officer with the Chief of Police) (Office workers with the Administrator) (Public Works employees with the Superintendent of Public Works).

(b) The supervisor shall render a written decision within five (5) working days from the receipt of the grievance.

STEP THREE:

(a) In the event the grievance has not been resolved at Step Two, then within five (5) working days following the determination, the matter may be referred to the Borough Administrator, who shall review the matter and make written determination within fifteen (15) calendar days from receipt of the grievance.

(b) In the event the grievance has not been resolved at Step Three, part (a), then within five (5) working days following the determination, the matter may be referred to the Mayor and Council, who shall review the matter and make written determination within fifteen (15) calendar days from receipt of the grievance.

STEP FOUR:

(a) In the event the grievance has not been resolved at Step Three, then within ten (10) calendar days, the matter may be referred to arbitration by the parties for resolution and disposition, and will be referred to the Public Employees Relations Commission pursuant to the rules of PERC.

(b) The arbitrator shall have no power to modify, alter, or amend the provisions of this contract; shall be bound and limited by the submission presented to the arbitrator by the parties, and shall set forth their findings of fact and conclusion of law; and shall be bound by the provisions of State and Federal Laws.

(c) The costs of the arbitrator shall be shared equally by the parties.

(d) The arbitrator's decision shall be in writing.

(e) The arbitrator's decision shall be final and binding.

(f) Only the P.L.B.E.A. and/or the BOROUGH shall have the right to submit a matter to arbitration.

MISCELLANEOUS:

The following items are specifically not subject matters for a grievance:

A. Failure or refusal of the BOROUGH to review th contract of a probationary or part-time departmental employee or matters in which the BOROUGH is without authority to act upon.

B. Where the grieved employee utilizes Civil Service Act, the Courts, or any other method of review.

C. Disputes or differences regarding classifications of positions, promotions of employees, pension and elimination of positions where such disputes and grievances are regulated by Civil Service Law, Rules and Regulations or by any other State Statute.

ARTICLE VI

DISCHARGES AND DISCIPLINE

SECTION I - CONFERENCE PRIOR TO DISCHARGE OR DISCIPLINE

The BOROUGH shall not discharge, discipline or suspend any employee without just cause. Before any employee shall be discharged, disciplined or suspended, there shall be a conference held between the ASSOCIATION'S representative and a duly authorized representative of the BOROUGH.

SECTION II - NOTICE REQUIREMENT

A grievance by any employee claiming that he or she has been unjustly disciplined or discharged must be submitted to the BOROUGH in writing within five (5) days of such discipline, suspension or discharge; otherwise, the same will be considered and agreed to have been made for just cause.

SECTION III - WARNINGS

All warnings to an employee shall be given in writing and a copy of any such warning shall be given to the ASSOCIATION'S representative. If no grievance is made in writing to the BOROUGH to dispute such warning within five (5) days of any such warning, it will be considered and agreed that the warning was justified.

ARTICLE VII

STRIKES AND LOCKOUTS

During the term of this Agreement the **ASSOCIATION** guarantees and assures the **BOROUGH**, on behalf of itself and each of its represented employees, that there will be no authorized strike, walkouts, job action or interference with the regular functioning of the **BOROUGH**.

ARTICLE VIII

DEATH IN FAMILY LEAVE

A. In the event of death in the employee's immediate family, the employee shall be granted time off without loss of pay from the day of death or the day of the funeral, but in no event shall said leave exceed five (5) calendar days.

B. The "immediate family" shall include only husband, wife, child, parents, grandparents, sister, brother or in-laws (mother, father, brother & sister) of the employee.

C. Reasonable verification of the event may be required by the **BOROUGH.**

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

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

ARTICLE IX

HOLIDAYS / PERSONAL DAYS

SECTION I - HOLIDAYS

A. Paid holidays shall be:

New Year's Day;
Martin Luther King Jr.'s Birthday;
Lincoln's Birthday;
Washington's Birthday;
Good Friday;
Easter (Police Dispatchers Only);
Memorial Day;
Independence Day;
Labor Day;
Columbus Day (D.P.W. and Dispatchers Only);
General Election Day;
Veteran's Day;
Thanksgiving Day;
Day after Thanksgiving (Municipal Office Staff Only);
Christmas Day;
One-half day Christmas Eve (Municipal Office & D.P.W. Only);
One-half day New Year's Eve (Municipal Office & D.P.W. Only);
Floating Holiday (Dispatchers Only).

or as set forth by the Borough Council's Resolution at its annual reorganization meeting.

B. Employees in the Municipal Office, the D.P.W. and the Police Dispatchers shall receive their birthday as a paid holiday.

C. If a paid holiday falls on Saturday, the proceeding Friday shall be considered a holiday. If the holiday falls on a Sunday, the following Monday shall be considered a holiday.

SECTION II - PERSONAL DAYS

A. Each employee shall receive in addition to holidays set forth herein, two (2) personal days which shall be determined by the employee and approved in advance by his/her supervisor.

ARTICLE X
ANNUAL VACATION

Each employee shall be entitled to one working day vacation for each month up to and including December 31, next following such date of appointment; 12 working days for each succeeding year up to and including five (5) years of service; 15 working days in each succeeding year up to and including 10 years; 18 working days in each succeeding year up to and including 15 years of service; 20 days in each succeeding year up to and including 20 years of service. In addition, there shall be paid one day for each year of service in excess of 20 years of service to a maximum of 25 days.

When, in any year, the annual vacation leave or any part thereof is not granted and taken by reason of the pressures of work, such annual vacation leave or part thereof not granted and taken shall accumulate to the credit of the individual employee, and shall be granted and may be taken during the next succeeding year only. When the employee's vacation entitlement based upon continuous service changes during the calendar year, the additional annual entitlement shall be granted at the beginning of the calendar year in which the change takes place.

ARTICLE XI

TERMINAL LEAVE

Upon application for retirement and if qualified therefor, each full-time employee shall receive fifteen (15) working days Terminal Leave after fifteen (15) years of employment with full wages and benefits, thirty (30) working days Terminal Leave after twenty (20) years of employment with full wages and benefits, and sixty (60) working days Terminal Leave after twenty-five (25) years of employment with full wages and benefits. Terminal Leave shall commence so that the effective date of a full-time employee's retirement shall coincide and be the same day as the last day of Terminal Leave, and the employee shall not be required to report for or perform any duties during such period of Terminal Leave.

ARTICLE XII
JOB CONDITIONS

SECTION I - TRANSFERS

Transfer within departments will be at the discretion of supervision, subject to bidding procedures, departmental policy and Civil Service Rules and Regulations.

SECTION II - CLOTHING ALLOWANCES

The BOROUGH will furnish uniforms for members of the Department of Public Works (coverall or pant and shirt and work gloves). Foul weather gear will consist of raincoat or pants and boots for protection against rain, and shall be furnished to those employees requiring the same; safety glasses or prescription work glasses and safety shoes will be provided by the BOROUGH conditioned upon the fact that they must be worn by such employees at all times. Employees are expected to furnish their own overshoes, winter clothing and gloves for warmth at their own expense. Safety shoes will be replaced when the worn pair is turned in to the Department. Safety cages will be constructed where required. Uniforms lost or destroyed by the negligence of the employee shall be replaced by the employee at his own expense.

The BOROUGH will provide the Police Radio Dispatchers a clothing allowance of \$325.00 per year for uniforms. Uniform allowances shall be payable before the first pay period after the budget is adopted.

SECTION III - JOB DESCRIPTION

A job description for every employee shall be prepared by the head of each department, and shall be approved by the BOROUGH COUNCIL.

SECTION IV - REPLACEMENT AND REASSIGNMENT

No employee shall be replaced on his or her job for more than four (4) hours at one time provided an employee in the proper classification is available. Nothing is to prevent supervision from placing an employee on the job for any length of time where there is no work in his or her classification in the Department of Public Works.

ARTICLE XIII

SICK LEAVE

A. Employees will be granted sick leave in accordance with the Rules and Regulations issued pursuant to the Civil Service Act. In addition, all full-time employees, upon retirement, death or voluntary separation from the employ of the BOROUGH shall receive one (1) day of terminal leave for each two (2) days of sick leave accumulated since 1969.

B. Sick days are not to be used for personal purposes or for personal business.

ARTICLE XIV

MANAGEMENT RIGHTS

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

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

2. To make rules of procedure and conduct, to use improved methods and equipment, to determine work schedules and shifts, as well as duties, to decide the number of employees needed for any particular time and to be in sole charge of the quality and quantity of work required. + p. 1

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

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

5. Nothing contained herein shall prohibit the **BOROUGH** from contracting out any work.

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

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

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

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

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

ARTICLE XV

LONGEVITY

Three (3) years of continuous service	1% of base pay
Four (4) years of continuous service	2% of base pay
Seven (7) years of continuous service	3% of base pay
Eight (8) years of continuous service	4% of base pay
Eleven (11) years of continuous service	5% of base pay
Twelve (12) years of continuous service	6% of base pay
Fifteen (15) years of continuous service	7% of base pay
Sixteen (16) years of continuous service	8% of base pay
Nineteen (19) years of continuous service	9% of base pay
Twenty (20) years of continuous service	10% of base pay

ARTICLE XVI
MEDICAL INSURANCE

A. Upon retirement from the BOROUGH, after twenty-five (25) years of service, each employee shall receive those medical insurance benefits that he or she would be receiving if he or she were an employee until he or she reaches the age to qualify for Medicare coverage. The benefits provided are:

BLUE CROSS

BLUE SHIELD

RIDER "J" COVERAGE

MAJOR MEDICAL

\$15,000.00 LIFE INSURANCE COVERAGE

B. The BOROUGH retains the right to change insurance carriers so long as compatible benefits are provided.

ARTICLE XVII
SALARIES

See Schedule A.

ARTICLE XVIII

OVERTIME

The BOROUGH agrees to enforce solely 29 U.S.C. 207 et seq. concerning overtime payments to bargaining unit members.

ARTICLE XIX

DISABILITY COMPENSATION

Effective January 1, 1993, employees covered by this Agreement shall be provided with a Disability Compensation program. The type of program and level of coverage shall be as presently defined in the New Jersey State Temporary Disability Insurance Program. The BOROUGH and each individual employee covered by this Contract shall each pay one-half of the cost of the plan for that employee upon its implementation and throughout the term of coverage. The individual employee's share shall be paid through a payroll deduction or by direct billing to the employee by the BOROUGH.

ARTICLE XX

DISCRIMINATION AND COERCION

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

B. The employer and the union agree that all employees covered under this Agreement have the right without fear of penalty or reprisal to form, join and assist any employee organization or to refrain from any such activity. There shall be no discrimination by the employer or the union against any employee because of the employee's membership or non-membership or activity or non-activity in the union.

ARTICLE XXI

SEPARABILITY AND SAVINGS

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

ARTICLE XXI
PERSONNEL FILES

A. A personnel file shall be established and maintained for each employee covered by this Agreement. Such files are confidential records and shall be maintained in the office of the Borough Administrator and/or Chief of Police, and may be reviewed by the Mayor and/or Governing Body.

B. Upon advance notice and at reasonable times, any employee may at any time review his personnel file only. However, this appointment for review must be made through the Chief of Police, Borough Administrator or his designated representative and the Chief of Police, Borough Administrator and/or designee shall be present during such review.

C. Whenever a written complaint concerning an officer or his actions is to be placed in his personnel file, a copy shall be made available to him and he shall be given the opportunity to rebut it if he so desires, and he shall be permitted to place said rebuttal in his file. When the employee is given a copy of the complaint the identification of the complaint shall be excised.

D. All personnel files will be carefully maintained and safeguarded permanently, and nothing placed in any file shall be removed therefrom unless the Chief of Police or Borough Administrator in his sole discretion decides to remove a past disciplinary action. Removal of any material from the personnel file by any member of the bargaining unit shall subject that employee to appropriate disciplinary action.

E. Only disciplinary citations arising out of Paragraph D shall be subject to the grievance procedure.

F. Each employee shall be supplied with a written certification from the **BOROUGH**, during the month of November of each year, which shall state the number of accumulated vacation days, holidays taken, sick days, personal days and any other time which is available to each employee.

ARTICLE XXIII

FULLY BARGAINED AGREEMENT

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

ARTICLE XXIV

DURATION

A. This Agreement shall be in full force and effect as of January 1, 1991 and shall remain in effect to and including December 31, 1993, without any reopening date.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals at the Borough of Pompton Lakes, New Jersey on this 15th day of June, 1991.

BOROUGH OF POMPTON LAKES

John J. Sinsimer, Jr.
By: JOHN J. SINSIMER, JR. MAYOR

ATTEST:

Ron Assante
RON ASSANTE BOROUGH CLERK

POMPTON LAKES BOROUGH EMPLOYEES ASSOCIATION, INC.

Robert J. Farrell
By: PRESIDENT

ATTEST:

Jean Lynch
SECRETARY

SCHEDULE A

SALARIES

DEPARTMENT OF PUBLIC WORKS:

<u>JOB TITLE / DESCRIPTION</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
Senior Mechanical Repairman			
6 months	\$34,969.	\$37,311.	\$39,817.
7 - 12 months	35,538.	37,880.	40,386.
2nd year	36,104.	38,446.	40,952.
3rd year	36,864.	39,206.	41,712.
Mechanical Repairman/Helper			
6 months	\$28,084.	\$30,426.	\$32,932.
7 - 12 months	29,596.	31,938.	34,444.
2nd year	31,483.	33,825.	36,331.
3rd year	34,135.	36,477.	38,983.
Truck Driver (including seasonal heavy equipment operator - loader and sweeper)			
6 months	\$33,840.	\$36,182.	\$38,688.
7 - 12 months	34,591.	36,933.	39,439.
2nd year	35,350.	37,692.	40,198.
3rd year	36,104.	38,446.	40,952.
Laborer/Building Maintenance Worker (hired prior to July 1, 1988)			
6 months	\$27,410.	\$29,752.	\$32,258.
7 - 12 months	28,921.	31,263.	33,769.
2nd year	30,805.	33,147.	35,653.
3rd year	33,459.	35,801.	38,307.
Laborer/Building Maintenance Worker (hired on or after July 1, 1988)			
6 months	\$22,765.	\$24,358.	\$26,063.
7 - 12 months	24,100.	25,787.	27,592.
2nd year	25,760.	27,563.	29,492.
3rd year	28,100.	30,067.	32,171.

SCHEDULE A

SALARIES (CONTINUED)

MUNICIPAL OFFICE STAFF:

<u>JOB TITLE / DESCRIPTION</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
Assistant Municipal Treasurer (hired prior to July 1, 1988) (hired after July 1, 1988)	\$29,163.	\$31,112.	\$33,198.
Principal Clerk Bookkeeper			
1st year	\$27,554.	\$29,493.	\$31,579.
2nd year	27,653.	29,602.	31,688.
3rd year	31,090.	33,039.	35,125.
Principal Assessing Clerk/Principal Account Clerk			
1st year	\$28,918.	\$30,867.	\$32,953.
2nd year	29,194.	31,143.	33,229.
3rd year	29,467.	31,416.	33,502.
Senior Assessing Clerk/Senior Clerk Typist/Senior Police Records Clerk			
1st year	\$28,117.	\$30,066.	\$32,152.
2nd year	28,381.	30,330.	32,416.
3rd year	28,647.	30,596.	32,682.
Clerk Typist/Assessing Clerk/Account Clerk/Municipal Court Clerk/Police Records Clerk (hired prior to July 1, 1988)	\$27,851.	\$29,800.	\$31,886.
Clerk Typist/Assessing Clerk/Account Clerk/Municipal Court Clerk/Police Records Clerk (hired on or after July 1, 1988)			
1st 6 months	\$18,619.	\$19,922.	\$21,316.
2nd 6 months	20,223.	21,638.	23,152.
2nd year	21,825.	23,352.	24,986.
3rd year	23,277.	24,914.	26,658.

SCHEDULE A
SALARIES (CONTINUED)

POLICE DEPARTMENT:

<u>JOB TITLE / DESCRIPTION</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
Police Radio Dispatcher (hired prior to July 1, 1985)			
1st year	\$28,040.	\$30,003.	\$32,103.
2nd year	30,085.	32,191.	34,444.
3rd year	32,159.	34,410.	36,819.
Police Radio Dispatcher (hired on or after July 1, 1985)			
1st year	\$19,541.	\$20,908.	\$22,371.
2nd year	21,323.	22,815.	24,412.
3rd year	23,103	24,720.	26,450.
Parking Violations Officer	\$19,541.	\$20,909.	\$22,373.
Part-time Dispatcher (hourly rate)	\$ 8.28	\$ 8.85	\$ 9.46