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AGREEMENT

BETWEEN

Vineland, City of  
CITY OF VINELAND

AND

LOCAL UNION NO. 210

INTERNATIONAL BROTHERHOOD

OF ELECTRICAL WORKERS

(UNIT NO. 2)

Effective

X January 1, 1989 through December 31, 1990



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## ARTICLE ONE

### PREAMBLE

This "Agreement," dated this 27th day of June, 1989, by and between the City of Vineland, a Municipal Corporation of the State of New Jersey, or its successors, together with such City properties as may be acquired, hereinafter referred to as the "City" and Local Union 210 of the International Brotherhood of Electrical Workers, affiliated with the American Federation of Labor, hereinafter referred to as the "Union".

This Agreement is entered into in order to promote and ensure harmonious relations, cooperation, and understanding between the City and its employees; to prescribe the rights and duties of the City and its employees; and to provide for the resolution of legitimate grievances; all in order that the public service shall be expedited and effectuated in the best interest of the people of the City of Vineland and its employees. It is the intent of the parties that this Agreement be construed in harmony with the laws of the State of New Jersey which govern public employment.

## ARTICLE TWO

### RECOGNITION

The City recognizes the Union as the sole and exclusive representative of all full-time employees of the City of Vineland as cer-

tified to the parties by the Public Employees' Relations Commission, by a Certification of Representation, Docket No. RO-81-181, dated March 27, 1981, as follows:

UNIT: All full-time white collar and blue collar non-professional employees and all professional employees, including Graduate Nurse-Public Health and Public Health Nurse employed by the City of Vineland, but excluding Police, employees of the Vineland Electric Utility currently represented by the I.B.E.W., confidential employees, firemen, part-time employees, managerial executives, and supervisors within the meaning of the Act.

The job classifications covered hereunder shall be those listed in EXHIBIT "C" attached hereto and made a part hereof.

### ARTICLE THREE

#### EMBODIMENT OF AGREEMENT

This document constitutes the sole and complete agreement between the parties, and embodies all of the terms and conditions governing the employment of employees in the Unit.

The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject, without prejudice, which is (or may be) subject to collective bargaining.

### ARTICLE FOUR

#### SEVERABILITY

In the event that any provision of this Agreement between the parties shall be held by operation of law and/or by a court or administrative agency of competent and final jurisdiction to be invalid or

unenforceable, the remainder of the provisions of such Agreement shall not be affected thereby but shall be continued in full force and effect. It is further agreed that in the event any provision is finally declared to be invalid or unenforceable, the parties shall meet within thirty (30) days of written notice, by either party to the other, to negotiate concerning the modification or revision of such provision.

## ARTICLE FIVE

### LOYALTY - EFFICIENCY - NO DISCRIMINATION

Section 1. Employees of the City agree that they will perform loyal and efficient work and service; that they will use their influence and best endeavors to protect the property of the City and its interest; that they will cooperate with the City in promoting and advancing the welfare and prosperity of same at all times.

Section 2. The provisions of this Agreement shall be applied equally to all employees without discrimination as to age, sex, marital status, race, color, creed, national origin, political affiliation or union affiliation. Both the City and the Union shall bear the responsibility for complying with this provision of this Agreement.

Section 3. All references to employees in this Agreement designate both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.

Section 4. The City agrees not to interfere with the rights of employees to become members of the Union. There shall be no discrimination, interference, restraint or coercion by the City or any City representative, against any employee because of union membership or because



of any employee activity permissible under the New Jersey Employer-Employee Relations Act of 1968, as amended, or this agreement.

Section 5. The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.

## ARTICLE SIX

### MAINTENANCE OF STANDARDS

Section 1. With respect to matters not covered by this Agreement, the City will not seek to diminish or impair during the term of this Agreement, any benefit or privilege provided by law, rule or regulation for employees without prior notice to the Union and, when appropriate, without negotiation with the Union, provided, however, that this Agreement shall be construed consistent with the free exercise of rights reserved to the City by the Management Rights Clause of this Agreement.

Section 2. Employees shall retain all civil rights under the New Jersey State and Federal Law.

## ARTICLE SEVEN

### ACCESS

Authorized representatives of the Union, whose names shall be filed in writing with the Business Administrator, shall be permitted to visit the City's facilities or the offices of the City for the purpose of processing grievances.

Any duly authorized representative of the Union designated in writing, after reporting to the office of the Department Head, shall be admitted to the premises for the purpose of assisting in the adjustment of grievances and for investigation of complaints that the contract is being breached. Upon request, the Union representative shall state the purpose of his visit. Except in any emergency, at least four (4) hours' advance notice must be given. Such visits shall not be permitted to interfere with, hamper or obstruct normal operations. The City will not be liable for any time lost by employees during such visits.

## ARTICLE EIGHT

### CHECK-OFF AND AGENCY SHOP

Section 1. If authorized voluntarily and in writing to the proper disbursing officer of the City, an employee subject to this Agreement, who is a member of the union, may indicate his desire to have deductions made from his compensation for the purpose of paying usual, customary and uniform dues to the Union.

Section 2. A check-off shall commence for each employee who signs a properly dated authorization card, supplied by the Union and approved by the City, during the month following the filing of such card with the City.

Section 3. In addition, pursuant to N.J.S.A. 34:13A-5.5, the City agrees to deduct from the salaries of its employees subject to this Agreement, but not members of the Union, a representation fee in lieu of dues for services rendered by the majority representative in an amount equal to 85% of the regular membership dues, fees and assessments paid

by members of the Union, less the cost of benefits financed through the dues and assessments and available to and benefiting only members of the Union. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 N.J.S.A. (R.S. 52:14-15.9(e)), as amended. Said monies, together with records of any corrections, shall be transmitted to the Union Office during the month following the monthly pay period in which deductions were made. Implementation of a payroll deduction for a representation fee for non-union members will commence as soon as practicable after the 60th day of an employee's employment in a position included in the bargaining unit.

Section 4. If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish to the City one month's written notice prior to the effective date of such change.

Section 5. The Union agrees to furnish the City with a copy of its "demand and return system" which must be established and maintained by the Union in accordance with the law.

Section 6. The Union shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability that shall arise out or by reason of any action taken in making deductions and remitting the same to the Union pursuant to this Article.

Section 7. Any written authorization required herein may be withdrawn at any time by the filing of a notice of such withdrawal with the above-mentioned disbursing officer, and deduction authorization cannot again be effected for a period of three (3) months.

Section 8. Dues or the representation fee in lieu thereof

collected shall be paid to the Financial Secretary of Local Union 210, I.B.E.W.

Section 9. The City agrees to cooperate with the Union in the implementation of a "Union Savings Plan". A weekly payroll deduction shall commence for each employee who signs a properly dated authorization card supplied by the Union and approved by the City during the month following the filing of such card with the City. The City will remit such savings plan deductions to the Union or its designated savings plan depository monthly. The Union shall indemnify and save the City harmless against all claims, demands, suits or other forms of liability which may arise by reason of any action taken in making deductions and remitting the same to the Union or its designated savings plan depository.

#### ARTICLE NINE

#### MANAGEMENT RIGHTS

Section 1. It is recognized that the management of the City, the control of its properties and the maintenance of order and efficiency, is a right and responsibility of the City of Vineland. Accordingly, the City of Vineland retains the rights, including but not limited, to select and direct the working forces, including the right to hire, suspend, demote or discharge for just cause, assign, promote, or transfer, to determine the amount of overtime to be worked, to relieve employees from duty because of lack of work or for other legitimate reasons; decide the number and location of its facilities, stations, etc., determine the work to be performed within the unit, maintenance

and repair, amount of supervision necessary, machinery, tool equipment, methods, schedules of work, together with selection, procurement, designing, engineering and control of equipment and materials; purchase of services of others, contract or otherwise, except as they may be otherwise specifically limited in this Agreement, and to make reasonable and binding rules which shall not be inconsistent with this Agreement and State Law.

(a) The City of Vineland shall have the right at all times to enforce rules, regulations, policies or other statements of procedure not inconsistent with this Agreement, notwithstanding the act, whether active or passive, of the City of Vineland in refraining from doing so at any time or times. The act of the City of Vineland at any time or times in refraining to enforce its rights under said rules, regulations, policies or other statements of procedures shall not be construed as having created a custom or practice contrary to said rules, regulations, policies or other statements of procedure or as having waived or modified said rules, regulations, policies or other statements of procedures.

Section 2. The City may suspend, discharge or demote an employee for sufficient and reasonable cause, but the employee or his representative shall, upon request, be entitled to an appeal and hearing, at which the reason for such action as taken shall be given. Discipline of employees in excess of five (5) days shall be covered by Civil Service procedure.

## ARTICLE TEN

### NO STRIKE OR LOCKOUT PLEDGE

Section 1. 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 any strike (e.g., the concerted failure to report for duty or willful absence of any employees from their positions 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 job action against the City. The Union agrees that such action would constitute a material breach of this Agreement.

Section 2. In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participation in any such activity by any employee covered under the terms of this Agreement shall be deemed grounds for termination of employment of such employee or employees, subject, however, to the application of the grievance procedure contained in this Agreement.

Section 3. The Union will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walk-out or other job action against the City.

Section 4. The City agrees that it will not engage in a lockout or other similar action because of any proposed changes in the Agreement or disputes over matters relating to this Agreement.

## ARTICLE ELEVEN

### GRIEVANCE PROCEDURE AND ARBITRATION

Section 1. In the event that any difference or dispute should arise between the City and the Union, or its members employed by the City, over the application and interpretation of the terms of this Agreement, an earnest effort shall be made to settle such differences immediately. The grievance must be presented in writing within five (5) working days of its occurrence or employee's reasonable knowledge thereof in quadruplicate to the Union Representative, who in turn shall forthwith file one (1) copy with the Business Administrator, one (1) copy with the Department Head, and one (1) copy with the Immediate Supervisor of the aggrieved employee.

- STEP I: Between the aggrieved employee, with or without his Steward, and his Supervisor. If no satisfactory agreement is reached within three (3) working days, the Union may submit the grievance, in writing, to the second step within five (5) working days from the verbal answer.
- STEP II: Between the aggrieved employee, Shop Steward and Supervisor. If no satisfactory agreement is reached within five (5) working days, the Union may submit the grievance, in writing, to the third step, within five (5) working days from the second step answer.
- STEP III: Between Union Officials, Shop Steward, Department Head of the respective division, and the Business Administrator and/or his designee. If no satisfactory agreement is reached within ten (10) working days, the Union may submit the grievance to the fourth step, in writing, within ten (10) working days from the third step answer.
- STEP IV: Between Union Officials, Shop Steward, Grievant and the Business Administrator, and/or his designee. At this step an International Representative may be present to assist only. If no satisfactory agreement is reached within ten (10) working days, the matter may be referred to arbitration by the City or the Union, within thirty (30) days of the fourth step answer.

Section 2. Either party may request the New Jersey Public Employment Relations Commission to submit a list of arbitrators from which the parties may select an arbitrator. The arbitrator shall be limited to the issues presented, and shall have no power to add to, subtract from or modify any of the terms of this Agreement, or to establish or change any wage rate except in the case of wage and fringe reopener. The decision shall be final and binding. Any fees or administrative charges for the arbitrator shall be borne equally by the parties.

The City and the Union specifically agree that grievance matters shall proceed to arbitration only if submitted by the City or Local Union 210.

Section 3. Unless extended by mutual agreement in writing, the failure to observe time limits herein shall constitute abandonment of the grievance, and settlement on the basis of the last City answer.

Section 4. It is specifically understood and agreed that arbitration shall not be obtainable as a matter of right if the grievance:

- (a) involves the existence of alleged violation of any agreement other than the present agreement between the parties;
- (b) would require an arbitrator to rule on, consider or change the appropriate hourly, salary or incentive rate set forth in Exhibit "C", by which an employee shall be paid, or the method by which his pay shall be determined;
- (c) would require an arbitrator to consider, rule on, or decide any of the following:
  - (i) the elements of a job assignment;
  - (ii) the level, title or other designation of an employee's job classification;



- (iii) the right of management to assign or reassign work;
- (iv) pertains in any way to the establishment or administration of insurance, pension, savings, or other benefit plans in which employees are eligible to participate;
- (v) the right of management to determine and assign shift hours, except as limited by this agreement;
- (vi) involves discipline or discharge of employees who have not satisfactorily completed the designated probationary period;
- (vii) involves violations of State laws and regulations.

## ARTICLE TWELVE

### CONFLICTING REGULATIONS

Any specific or general provision of this Agreement notwithstanding wherever a provision of this contract is determined to be in conflict with the Civil Service Law of the State of New Jersey, or with rules, regulations or procedures thereunder, the Civil Service Law, regulations, rules and procedures shall be controlling, subject to review by normal grievance or judicial process.

## ARTICLE THIRTEEN

### JOB POSTING

Section 1. If the Management determines to fill a permanent vacancy below the level of Supervisor within a specific department not caused by vacations, illness, leave or similar reason, written notice of the opening, indicating the position, rate, and necessary qualifications shall be posted on the Union bulletin board of that department for a period not to exceed six (6) working days. The posting of this notice

shall occur immediately following vacancy, and before any consideration of candidates for evaluation to this position. Any employee of the department may signify to the Management in writing during that period an interest in being considered for the opening. The Management shall make its selection from the bidders on the basis of its judgement of the qualifications, employment and absentee record, skill and ability of those bidding, giving preference to the senior bidder, considering the overall effect on operations. The bidder so selected shall fill the vacancy in a provisional status pending Civil Service testing for permanent status. Selection shall always be made on a basis consistent with State law. Should the successful bidder fail to qualify, or otherwise not be selected in accordance with State law, he will return to his former job. If no employee has bid or the management determines that no bidder had appropriate qualifications, the vacancy may be filled by outside hiring. The job vacated by a successful bidder shall be filled by Management from the work force, provided there is a senior qualified employee available for the job.

Section 2. If at any time, during the period an employee is considered to be serving in provisional status, Management determines that the job is not being satisfactorily performed, or an employee desires to return to his former classification, the employee shall be returned to his former job with full seniority and the position shall be filled from the work force, provided there is a senior qualified employee available for the job, at the discretion of the employer.

Section 3. If an employee successfully bids a position lower than his present position, an evaluation by Management will determine his starting rate based on past experience and qualification.

## ARTICLE FOURTEEN

### PROMOTIONS AND PROMOTIONAL PAY

Subject to the approval of the Business Administrator or his designee, an employee, when he is promoted so as to assume additional responsibilities or duties, from one class or title to another having a higher salary range, then his salary shall be increased to the minimum of the new range or by five (5%) percent of his then current base salary, whichever is higher.

The Business Administrator or his designee shall determine what is a promotion and whether the employee is entitled to the "Promotional Pay" provided for above. The Business Administrator shall base his determination upon the increased responsibilities and complexities of the additional duties. Neither an increase in the volume of the same type of work now being performed or length of service in a classification will be considered as a basis for promotion.

Furthermore, a change in job classification, per se, is not necessarily a promotion.

## ARTICLE FIFTEEN

### TRANSFERS

Transfers can be made from one position to another in the same job title in another organizational unit. Transfer will be made with the approval of the Department Heads involved and the Department of Administration.

ARTICLE SIXTEEN  
TEMPORARY ASSIGNMENTS

Any regular Blue Collar employee temporarily assigned to a classification having a higher wage scale for a period in excess of two (2) hours shall receive a wage equal to the minimum pay for such classification for a minimum of four (4) hours. Any employee assigned for a period in excess of four (4) hours shall receive eight (8) hours at said higher rate. Any employee temporarily assigned to a job paying lower scale of wages than his own shall suffer no reduction in said scale of wages, during such temporary assignments.

The temporary assignment pay provided for above shall not apply to the following circumstances:

(a) when employees are assigned to jobs having a higher rate of pay for training purposes.

ARTICLE SEVENTEEN  
HOURS AND WORKING CONDITIONS

Section 1. The work week shall consist of seven (7) consecutive days beginning at 12:01 a.m. Sunday and ending at 12:00 midnight Saturday. This shall not be construed, and nothing in this agreement shall be construed, as a guarantee or limitation of the number of hours to be worked per day, per week, or for any other period of time by employees covered hereunder. Work weeks shall normally be comprised of an eight (8) hour day and a forty (40) hour work week (seven and one-half (7½) hour work day for those with a thirty-seven and one-half (37½)

hour work week, seven (7) hour work day for those with a thirty-five (35) hour work week).

Section 2. As far as practicable, non-rotating employees shall normally work five (5) consecutive days, Monday through Friday. It is understood and mutually agreed that because of the operating needs of various City departments, other schedules of work weeks are also necessary outside of the normal work week defined above, and the City shall not be limited in determining such schedules by the foregoing language.

(a) Shift change for non-rotating employees.

(i) In the event that non-rotating employees normally working continuously on the day shift are required to work on a prearranged schedule which includes one or both of the other two shifts, he shall be paid the applicable overtime rate for all hours worked outside his normal work hours on the first day of the new shift.

(ii) This provision shall apply only to the first change of schedule away from his normal work week.

(iii) For such changes in schedule which involve more than one work week, the provisions applying to shift workers shall prevail.

Section 3. Overtime in the Road Department is to be allocated as equitably as possible in accordance with a rotation list to be developed.

Section 4. There shall be no pyramiding of shift and overtime payments.

Section 5. Days of Rest.

(a) For rotating shift personnel, the first day of rest will be the first day the employee is scheduled to be off during the week between Saturday midnight and the following Saturday midnight. The second day of rest will be the second day the employee is scheduled to be off during the same period.

(b) For all other employees, as far as practicable, Saturday will be considered the first day of rest, and Sunday the second day of rest.

#### Section 6. Rotating Shift Employees.

(a) Rotating shift employees, except dispatcher, shall work five (5) days of the seven (7) day work week according to their schedules.

(b) Rotating shift employees who are temporarily assigned from their regular shift to another shall be paid the applicable overtime rate for the first day of work on the new shift on which he works. This provision shall apply only to the first change of schedule and does not apply when returning to the original shift.

(c) A rotating shift employee who is assigned to another shift other than his normal rotation shift in sequence will be paid the applicable overtime rate for the first day on the new shift on which he works. A rotating shift employee who works a new shift in normal rotation shall not be entitled to any premium pay or overtime.

(d) Rotating shift employees on the night shift who lose one hour of work due to change from standard to daylight savings time shall be given the opportunity to make up that hour.

#### Section 7. All Communications Operators, Typing covered under

the terms and conditions of this Agreement shall work a forty (40) hour work week. For the purposes of this Agreement, work week shall be defined as the seven (7) day period commencing Sunday and ending Saturday. The forty (40) hour work week provision as negotiated and such schedule does not result in any claim for overtime unless work is performed beyond the normal schedule and as provided in Articles Seventeen and Eighteen.

#### ARTICLE EIGHTEEN

##### FAIR LABOR STANDARDS ACT (FLSA)

It is acknowledged that, commencing on April 15, 1986, the City may be required to comply with the provisions of the Fair Labor Standards Act and the regulations promulgated thereunder as they relate to certain employees covered by this Agreement. The City reserves the right to take appropriate action to ensure such compliance, including, but not limited to:

1. The exercising of any election or option available to it under the Fair Labor Standards Act or regulations;
2. The awarding of compensatory time in lieu of monetary compensation for overtime;
3. Establishing procedures to monitor and control hours worked and overtime;
4. The crediting of any overtime payments made pursuant to this Agreement against any overtime obligation incurred under FLSA;
5. Establishing such rules and regulations as may be necessary to ensure compliance with the provisions of FLSA.

## ARTICLE NINETEEN

### OVERTIME

All work performed in excess of eight (8) hours, seven and one-half (7½) hours, or seven (7) hours per day, as the case may be, or forty (40) hours per week shall be considered overtime and shall be paid for at the rate of time and one-half the regular hourly rate of pay. If an employee works on the second unscheduled day of the work week, the rate shall be at double time. However, no overtime shall be worked nor shall any overtime be payable unless said overtime has been specifically authorized by the Department Director or other appropriate managerial executive prior to its being worked. Overtime shall be compensated in one-quarter (1/4) hour units, fractional portions being counted as a full quarter (1/4) hour. No payment shall be made for an initial period of less than fifteen (15) minutes. Furthermore, the City may, at its discretion, allow or require an employee to take compensatory time at time and one-half in place of paid overtime. Employees may be required to work in excess of the hours designated as the normal work week for their class title. The City shall distribute overtime as equitably as possible and in the best interest of the City. When practicable, overtime shall be held to within classification.

Effective January 3, 1982, employees shall have the option of receiving payment in cash or compensatory time off. Compensatory time shall be utilized within the calendar year earned and can only be carried over to the next succeeding year with the approval of the Department Head and Business Administrator, in accordance with the Federal Fair Labor Standards Act.



ARTICLE TWENTY  
SHIFT DIFFERENTIAL

A shift differential shall be paid to any employee who is regularly scheduled for work on afternoon or night shifts as follows:

For hours worked on the afternoon shift, there will be paid a differential of \$0.41 per hour above his base hourly rate. For hours worked on the night shift, there shall be a differential of \$0.46 per hour above his base hourly rate.

For the purpose of applying shift differential, shifts are identified as follows:

THE AFTERNOON SHIFT is the normal 3:00 p.m. to 11:00 p.m. shift or second shift; and

THE NIGHT SHIFT is the normal 11:00 p.m. to 7:00 a.m. shift or the third shift.

ARTICLE TWENTY-ONE  
CALL IN PAY

Section 1. Any regular employee called in on a scheduled day off or from between work shifts shall be entitled to be paid a minimum of three (3) hours at the applicable rate. This guarantee does not apply to pre-arranged overtime during the employee's normal work week. Pre-arranged overtime means overtime planned and arranged in advance.

Section 2. Employees scheduled to work pre-arranged overtime on their scheduled day off will receive a minimum of two (2) hours pay at the applicable rate.

Section 3. Standby Duty - Nurses. Nurses who are assigned standby duty with a pager will receive \$1.00 per hour for standby duty Monday through Thursday. Nurses who are assigned standby duty with a pager will received \$1.25 per hour for standby time Friday, Saturday and Sunday. In addition to the above standby pay, the nurse when activated will be paid in accordance with Article Nineteen, entitled "Overtime," and Section 2 of this Article.

Section 4. Standby For Designated Water-Sewer Utility Employees. Standby Duty shall be defined as being available to all emergency notification by means of telephone or City pager continuously from the time designated by the department head or supervisor until return to work on the next scheduled workday. Normally, this will be from 5:00 p.m. Friday until 8:00 a.m. Monday.

Compensation for Standby Duty for the assigned Water-Sewer Utility personnel shall be \$1.25 per hour for standby time Friday, Saturday and Sunday.

## ARTICLE TWENTY-TWO

### MEAL ALLOWANCE

The City agrees to provide a meal allowance for all employees called-in for special emergency overtime, i.e. snow emergency and any other type of emergency as identified by the Director (not pre-arranged overtime worked in the ordinary course of the performance of an employee's duties) of six dollars (\$6.00) per meal reimbursed per standard City voucher system within thirty (30) days or use the City meal

ticket policy.

ARTICLE TWENTY-THREE  
HOLIDAYS AND PERSONAL LEAVE DAYS

Section 1.

(a) The legal paid holidays which are recognized for the purpose of this Agreement are as follows:

New Year's Day	Independence Day (4th of July)
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	General Election Day
Good Friday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Veteran's Day	Christmas Day

(b) When an employee is called upon to work on such designated holiday, he shall be paid, in addition to his regular straight time, one-and-one-half (1½) times his regular rate of pay for all hours worked on such holiday.

(c) Holiday pay shall not be allowed an employee unless he is working during the week in which the holiday falls, and is on the job and available for work his last full scheduled workday before and his first full scheduled workday after the holiday, even though in different work weeks, except in case of proven illness or injury substantiated by a medical certificate.

(d) Should a designated holiday be observed on one of the employee's regularly scheduled basic work days within his normal working period while he is on vacation, said holiday shall not be counted as a vacation day.

(e) Holidays which fall on a Saturday shall be celebrated on the preceding Friday; and holidays which fall on a Sunday shall be celebrated on the following Monday.

(f) Holiday pay shall apply to employees holding provisional appointment, pending examination for permanent employment, but shall not apply to employees holding temporary, emergency or seasonal positions.

(g) These provisions apply only to the above-listed holidays.

(h) Those employees covered by this Agreement with the title of Police Radio Dispatcher-Typing or Ambulance Driver will receive fourteen (14) paid holidays in the following manner in lieu of time off:

(i) Holiday pay shall be computed at the straight time hourly rate for Police Radio Dispatchers and Ambulance Driver based upon an eight (8) hour day.

(ii) Holiday payment shall be made in the last pay period of June and the first pay period in December.

(iii) Police Radio Dispatchers or Ambulance Driver who do not work a full year will have their holiday pay prorated based on the number of months worked. Police Radio Dispatchers terminating in the course

of a year will have their holiday pay prorated based on the number of months worked.

(iv) Any Police Radio Dispatcher or Ambulance Driver entitled to receive holiday pay may elect to take holiday time off in lieu of cash payment for his holiday, providing, however, that the employee shall request in writing such holiday time off from the Director of Public Safety or his designee, who, at his discretion, which shall be reasonably exercised, may grant the employee said holiday time off.

Section 2. Personal Leave Days.

(a) The City shall grant three (3) personal leave days annually for each employee, subject to the following conditions. Personal leave days shall be granted by the City upon three (3) days prior written request of the employee submitted to the Director of his Department, or his designee. Said request shall be granted, at the discretion of the Department's Director, or his designee, so long as the employee's absence can be granted without interference with the proper conduct of the Department. In the event special, extraordinary circumstances exist, the three (3) day written notice provisions hereof may be waived at the discretion of the Division Head, or his designee. Personal leave days shall not accumulate. If an emergency requires calling into work of an employee from a scheduled and approved personal leave day, or if the employee voluntarily makes himself available for

work during an emergency on a scheduled and approved personal leave day, then in that event, his personal leave day shall be rescheduled.

(b) Personal leave days are administered in the following manner:

- (1) Anyone on the payroll between January 1 and April 30, for 30 consecutive days, will earn one day;
- (2) Continued employment May 1 through August 31, will earn an additional day;
- (3) Continued employment September 1 through December 31, will earn another day.

Notwithstanding the above, any personal day allowed but not earned under the four-month criteria will be deducted from the employee's final pay check.

(c) The above applies to new employees, except that they may not use these earned days until the completion of ninety (90) days employment with the City. In the event that special extraordinary circumstances exist, the employee may use said personal days prior to the completion of said ninety (90) day employment upon approval of the Division Head or his designee. Should an employee be unable to take time off because of the ninety (90) day provision, said eligible time will be allowed to be carried over to the succeeding year.

## ARTICLE TWENTY-FOUR

### VACATIONS

Section 1. All employees hereunder shall receive the following annual leave for vacation purposes with pay in and for each calendar year, except as otherwise herein provided:

Up to one (1) year of service - one (1) working day's vacation for each month of service;

After one (1) year and to the completion of six (6) years of service - twelve (12) working days' vacation;

After six (6) years and to the completion of thirteen (13) years of service - fifteen (15) working days' vacation;

After thirteen (13) years of service and to the completion of nineteen (19) years of service - twenty (20) working days' vacation; and

After nineteen (19) years and to retirement - twenty-five (25) working days' vacation.

Notwithstanding the above, Police Radio Dispatchers shall receive vacation the same as that received by Police Officers of the City of Vineland Police Department. Administration of the vacation leave for Police Radio Dispatchers shall be in accordance with the procedures of the Vineland Police Department.

Section 2. Where in any calendar year the vacation or any part thereof is not granted and taken by reason of pressure of the City's business, as determined and approved by the Business Administrator or his designee, such vacation periods or parts thereof not granted shall accumulate and shall be granted and may be taken during the next succeeding calendar year only.

Section 3. An employee's rate of vacation pay shall be based on the employee's regular rate of pay.

Section 4. All vacations shall be granted, so far as practicable, in accordance with the desires of the employee. Employees shall submit vacation requests at least one (1) month in advance. Preference for vacation time shall be given in order of seniority.

Section 5. Vacation pay will be granted to employees terminating their employment. The number of vacation days to be granted will be the proportional number as accrued during the year of termination.

Section 6. An employee who commences employment during the first fifteen (15) days of the month, shall be credited with having worked a full month for the purposes of vacation computation. An employee who commences employment on the sixteenth (16th) day of the month or thereafter shall not be credited with working said month for the purpose of vacation computation.

Section 7. The above applies to new employees, except that they may not use these earned days until the completion of ninety (90) days employment with the City. In the event that special extraordinary circumstances exist, the employee may use earned and accrued days prior to the completion of said ninety (90) day employment upon approval of the Division Head or his designee. Should an employee be unable to take time off because of the ninety (90) day provision, said eligible time will be allowed to be carried over to the succeeding year.



ARTICLE TWENTY-FIVE  
TIME TO ATTEND MEETINGS

Members of the bargaining unit, who, by mutual agreement between I.B.E.W. and the City of Vineland, participate during working hours in conferences and meetings with the City which involve or derive from its collective bargaining agreement, shall suffer thereby no loss of pay. Members of the bargaining unit shall be allowed one-half (1/2) hour prior to and one-half (1/2) hour after the conference is over as excused time from their work assignment. They shall give their supervisor reasonable notice in advance of their desire to attend such meetings. It is understood, however, that, except for the foregoing, nothing shall be done which shall interfere with the work of any City employee and/or department.

Vacation days will be rescheduled if they coincide with City-authorized meetings. The Union agrees to take all steps necessary to insure that this time is within reasonable limits.

ARTICLE TWENTY-SIX  
LAYOFFS

When a layoff, for any reason, in the bargaining unit is imminent, the City will notify the Union and immediately arrange a meeting to determine the exact procedure to be followed.

## ARTICLE TWENTY-SEVEN

### MILITARY LEAVE

Section 1. A permanent employee who enters upon active duty with the military or naval services in time of war or emergency, as declared by the Congress of the United States, shall be granted a leave of absence for the period of such service and three (3) months thereafter. Reemployment of said permanent employee will be in accordance with the rules and regulations of the New Jersey Civil Service Commission at the time of the request for reemployment.

In case of service-connected illness or wound which prevents him from returning to his employment, such leave shall be extended until three (3) months after recovery, but not beyond the expiration of two (2) years after the date of discharge.

Section 2. An employee who voluntarily continues in the military service beyond the time when he may be released or who voluntarily reenters the Armed Forces or who accepts a regular commission shall be considered as having abandoned his employment and resigned.

(a) A permanent employee who enlists in a reserve component of the Armed Forces of the United States or is otherwise required to perform an initial period of active duty for training pursuant to the Reserve Forces Act of 1955 (Reserve Enlistment Program) shall be granted a leave of absence for such period of training. Such leave is not considered military leave.

(b) An employee with provisional or temporary status who enters upon active duty with the Armed Forces or who, pursuant to the Reserve Forces Act of 1955 (Reserve Enlistment Program) either enlists

in a reserve component of the Armed Forces of the United States or is otherwise required to perform an initial period of active duty for training, shall be recorded as having resigned.

(c) A permanent employee who is a member of the national guard or naval militia or of a reserve component of any of the Armed Forces of the United States who is required to undergo annual field training or annual active duty for training shall be granted a leave of absence with pay for such period as provided by regulation. Such leave shall be in addition to regular vacation leave.

(d) A provisional employee who is a member of the national guard or naval militia or of a reserve component of the Armed Forces of the United States who is required to undergo annual field training or annual active duty for training shall be granted a leave of absence with pay and will receive the difference in pay for work missed between his regular straight time pay and the pay received for such annual field training or annual active duty for training.

## ARTICLE TWENTY-EIGHT

### LEAVES OF ABSENCE

#### General Leave

Any permanent employee desiring leave without pay for personal reasons shall make a request in writing to the Director of the Department in which he is employed, not less than two (2) weeks in advance of the date for which such leave is desired, except in the event of an emergency, stating the reasons for the leave and the time requested. Leaves may be granted or denied at the discretion of the

City's Business Administrator who shall review all recommendations for leaves of absence as submitted by the Department Director.

Employees may not be gainfully employed during the period of such leave. Falsification of the reason for leave, or failure to return promptly at the expiration of the leave, shall be considered reason for summary discharge. Leaves shall be granted or denied in writing.

#### Maternity Leave

1. With Pay - Permanent employees shall be entitled to utilize any accumulated sick leave during the time prior to the expected date of childbirth and for one (1) month thereafter upon presentation of a doctor's certification and approval by the Department of Administration. The City may consider granting, in extenuating circumstances, additional use of sick leave not to exceed two (2) months, upon presentation of a doctor's statement setting forth the necessity therefor. Employees who have accumulated vacation leave and/or compensatory time may use such time for maternity purposes.

2. Without Pay - Permanent employees who have no earned or accumulated vacation leave, sick leave or compensatory time, may be granted a leave of absence for maternity purposes prior to the expected date of childbirth and for one (1) month thereafter upon presentation of a doctor's certification. Leaves may be granted or denied at the discretion of the City's Business Administrator who shall review all recommendations for leaves of absences as submitted by the Department Director.

Therefore, the leave of absence would require a certification from the employee's physician as to the length of time the

employee is required to be on said leave of absence without pay, which in no case will be granted for more than a one-month period after the expected date of childbirth. In extenuating circumstances, additional leave of absence without pay not to exceed two (2) months will be granted upon presentation of a doctor's statement setting forth the necessity therefor.

3. Employees may not be gainfully employed during the period of such leave. Falsification of the reason for leave, or failure to return promptly at the expiration of a leave shall be considered reason for summary discharge. Leaves shall be granted or denied in writing.

#### ARTICLE TWENTY-NINE

#### LEAVE OF ABSENCE - UNION

The City will consider a written request for the necessary and reasonable time off, up to a maximum of two (2) weeks annually, without discrimination or loss of seniority rights and without pay, to not more than one (1) employee annually designated by the Union to attend a labor convention or serve in any capacity on other official Union business. Length of time off and reason must be specified. During the period of absence, the employee shall not engage in gainful employment. Failure to comply with this provision shall result in the discharge of the employee involved.

## ARTICLE THIRTY

### JURY DUTY

A regular employee who loses time from his job because of jury duty, as certified by the Clerk of the Court, shall be paid by the City the difference between his job rate for eight (8) hours and the daily jury fee, subject to the following conditions:

(a) When jury service is completed prior to 1 p.m., the employee is required to telephone the management's office and report to work if requested.

(b) Time lost because of jury service will not be considered time worked for purposes of computing overtime.

(c) The employee must notify his supervisor immediately upon receipt of any communication regarding jury service.

(d) No reimbursement of wages will be made for jury services during holidays or vacations.

(e) At the management's request, adequate proof must be presented of time served on a jury and the amount received for such services.

(f) An employee who voluntarily seeks jury duty in any manner whatsoever shall not be eligible for payments from the City.

## ARTICLE THIRTY-ONE

### SAFETY

The City shall endeavor to provide conditions of work which are both safe and healthy in conformity with all federal, state and local laws. To that end, a Safety Committee composed of three (3) representatives each from Management and the Union shall be created which shall meet quarterly for the purpose of reviewing safety conditions and making recommendations for their improvement.

Failure by employees to abide by safety regulations will result in disciplinary action.

## ARTICLE THIRTY-TWO

### TRAVEL ALLOWANCES

Section 1. Per Diem Meal and Lodging Expenses. The City agrees to reimburse, on a per diem basis as established by the rules and regulations of the Business Administrator, employees who are eligible for travel expenses, for their actual and necessary expenses incurred while in travel status in the performance of their official duties, for hotel lodging, meals and incidental expenses related thereto, for a full day at rates not to exceed a total of \$50 per day.

Section 2. Mileage Allowance. The City agrees to provide, subject to rules and regulations of the Business Administrator, maximum mileage allowance rate for the use of personal vehicles for those persons eligible for such allowance in connection with official travel. The maximum mileage allowance rate will be twenty (20¢) cents per mile

or as otherwise modified or adjusted by the Business Administrator.

Section 3. Annual Car Allowance. Certain employees who are required to use their personal automobiles in the ordinary course of the performance of their City duties may be entitled to an annual car allowance as set forth in EXHIBIT "B" attached hereto. This allowance shall be for any and all expenses related to the operation of the employee's motor vehicle and no other allowance shall be paid by the City for mileage or usage except when such an employee travels outside the City of Vineland on authorized City business when mileage as specified in this Article Thirty-Two, Section 2, shall be paid. Any employee not working a full year shall be entitled to a pro-rated car allowance based on the actual number of days worked by said employee compared to working a full year. Payment of Annual Car Allowance shall be paid quarterly.

#### ARTICLE THIRTY-THREE

#### UNIFORM ALLOWANCE AND ADVANCED TRAINING

Section 1. The City agrees to pay each employee who is classified as a "Communications Operator, Typing", "Graduate Public Health Nurse", "Public Health Nurse", "Clinical Attendant", and "Home Service Aide", the sum of \$200.00 per annum as a uniform allowance. All such employees shall wear said uniforms while carrying out the duties of their position. If such employee works for less than one full year, then such amount shall be pro-rated for the period employed. Said uniform allowance shall be paid quarterly.



Section 2. College Courses. When the City requests an employee to take a course and designates the course to be taken, then the City shall pay the employee for any tuition fees, book costs or other direct out-of-pocket expenses incurred in the completion of said course.

Section 3. College Credits for Nurses. The City recognizes that the advanced training and education of those employees classified as "Graduate Nurses" and "Public Health Nurses" is beneficial to the citizens of the City of Vineland. Therefore, the City agrees to pay for any tuition fees, book costs, or other direct out-of-pocket expenses incurred in the completion of sixteen (16) college credits per year for such employees, provided the course is job-related and has been approved by the employee's department head in writing prior to the enrollment in said college course. In order to be entitled to receive the above-mentioned reimbursement expenses, the employee must submit a certificate of successful completion to the department head. Furthermore, the course must be taken other than during working hours, and said reimbursement for college credits shall not accumulate.

Section 4. Safety Shoes. Safety toe shoes meeting OSHA standards shall be worn by employees within the following departments as a condition of employment:

Department of Streets and Roads  
Sanitary Landfill  
Shade Tree

Department of Administration, Division of Engineering  
Street Marking and Traffic Signs  
Survey Crew

Parks  
Public Buildings and Grounds  
Recreation Commission

Electric Utility  
Water-Sewer Utility

The City shall reimburse employees within these departments at a flat rate of \$33 per person per year, upon the submission by the employee of a paid receipt for safety toe shoes meeting OSHA standards, as evidenced by attachment of the OSHA trademark which shall be attached to the receipt.

Section 5. Allowance for Coveralls. The City agrees to pay an allowance for coveralls to employees assigned to work in laboring classifications in the Road Department and the Water-Sewer Utility. The allowance is \$60.00 per annum per employee, pro-rated for the period of an employee's assignment to the laboring classification. Payment shall be made as follows: \$30.00 on or about June 30, and \$30.00 on or about December 30 of each year. The specific classifications are as follows:

Road Department

Laborer  
Tree Trimmer  
Truck Driver  
Equipment Operator  
Motor Broom Operator  
Maintenance Repairer  
Tree Climber  
Mechanic  
Heavy Equipment Operator

Water-Sewer Utility

Laborer  
Pumping Station Operator  
Water Repairer  
Water Service Repairer  
Senior Water-Sewer Repairer  
Senior Water-Sewer Repairer/  
Water Service Inspector  
Assistant Water and Sewer Foreman

Police

Senior Mechanic  
Mechanics Helper

Street Marking and Traffic Signs

Senior Traffic Maintenance Worker  
Laborer

(a) In addition to employees currently receiving reimbursement for galoshes, the City shall reimburse employees within the following work classifications an amount of up to \$30.00 per person per year as required upon submission by the employee of a paid receipt for protective footwear (galoshes). It is to be understood that after the initial reimbursement, this reimbursement is for replacement of galoshes, as required, and is not intended to be an annual reimbursement if galosh replacement is not required. This Article 33, Section 5(a), shall become effective January 1, 1990.

Building Inspector  
Plumbing Inspector  
Housing Inspector  
Housing Inspector, Bilingual  
Sanitary Inspector  
Plumbing Sub-Code Official

Principal Sanitary Inspector  
Safety Inspector  
Senior Sanitary Inspector  
Engineering Division - 9  
Environmental Specialist - 1  
Electric Sub-Code Official

ARTICLE THIRTY-FOUR

SICK LEAVE

Section 1. Service Credit for Sick Leave.

(1) All employees shall be entitled to sick leave with pay

as specified hereunder.

(2) Sick leave for purposes herein is defined to mean absence from work of an employee because of personal illness by reason of which such employee is unable to perform the usual duties of his position, exposure to contagious disease, a short period of emergency attendance upon a member of his immediate family critically ill and requiring the presence of such employee, or death in the immediate family. For the purpose of these rules, "member of immediate family" is interpreted as meaning father, mother, husband, wife, child, sister, brother or other near relative.

(3) Whenever an employee in the classified civil service is disabled through injury or illness as a result of or arising from his employment as evidenced by a certificate of a City-designated physician or physician acceptable to the City, he shall be granted, in addition to his annual sick leave with pay or any accumulation thereof, leave of absence with pay for a period of one hundred twenty (120) days or so much thereof as may be required, as evidenced by certificate of the City-designated physician or physician acceptable to the City, but not longer than a period of which worker's compensation payments are allowed. If at the end of such one hundred twenty (120) day period the employee is unable to return to work, a certificate from either the City-designated physician or physician acceptable to the City shall be presented, certifying to this fact, and the employee may elect, if he or she so desires, to use all or any part of the sick leave accumulated to supplement compensation payments so that the combined compensation payments and sick leave allowance will approximate the employee's regular basic wage or salary payment. During the period in which the full

salary or wages of any employee on disability leave is paid by the City of Vineland, any compensation payments made to or received by or on behalf of such employee shall be deducted from the amount carried on the payroll for such employee or shall be assigned to the City of Vineland by the insurance carrier or the employee.

Whenever the City-designated physician or physician acceptable to the City shall report in writing that the employee is fit for work, such disability leave shall terminate and such employee shall forthwith report for work.

Furthermore, if an employee during the period of his disability is fit to perform "other" light duties, the City may, at its discretion, allow or require such employee to perform these light duties. The employee's ability to perform such light duties shall be determined by the City-designated physician or other physician acceptable to the City.

(4) Employees absent on injury leave who are able to perform light work must notify the City of their ability to perform light work. In the event the City does not have light work available, then the employee may accept light work elsewhere.

(5) Any employee on injury leave, resulting from injury while on City work, shall continue to accrue sick leave credits while he remains on the payroll.

## Section 2. Amount of Sick Leave.

(1) The minimum sick leave with pay shall accrue to any full-time employee on the basis of one (1) working day per month during the remainder of the first calendar year of employment after initial

appointment; and fifteen (15) working days in every calendar year thereafter, said days accruing, as earned, at the rate of one and one-fourth (1¼) days per month.

(2) Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.

### Section 3. Reporting of Absence on Sick Leave.

(1) If an employee is absent for reasons that entitle him to sick leave, his Department Head or designee shall be notified prior to the employee's starting time.

(a) Failure to so notify his department head may be cause for denial of the use of sick leave for that absence and constitute cause for disciplinary action.

(b) Absence without notice for five (5) consecutive days shall constitute a resignation not in good standing.

### Section 4. Verification of Sick Leave.

(1) An employee who has been absent on sick leave for five (5) or more consecutive working days may be required to submit acceptable medical evidence substantiating the illness.

(a) An employee who has been absent on sick leave for periods totaling more than fifteen (15) days in one calendar year consisting of periods of less than five (5) days shall have his or her sick leave record reviewed by the City and thereafter may be required to submit acceptable medical evidence for any additional sick leave in that year. In cases where an illness is of a chronic or recurring nature

causing recurring absences of one day or less, only one submission of such proof shall be necessary for a period of six (6) months.

(b) The City may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action.

(2) In case of leave of absence due to exposure to contagious disease, a certification from the Department of Health shall be required.

(3) In the case of death in the immediate family, reasonable proof shall be required.

(4) The City may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined at the expense of the City by a physician designated by the City. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.

## ARTICLE THIRTY-FIVE

### PAYMENT FOR ACCRUED SICK LEAVE AT RETIREMENT

Section 1. At retirement, the City agrees to pay each employee an amount equal to fifty (50%) percent of all accrued and unused sick leave pay up to a maximum of \$15,000.

Section 2. This supplemental compensation payment to be paid hereunder shall be computed at the rate of one-half (1/2) of the eligible employee's daily rate of pay for each day of earned and unused accumulated sick leave based upon the average annual base compensation

received during the last year of his employment, prior to the effective date of his retirement; provided, however, that no such lump sum supplemental compensation payment shall exceed \$15,000.

Section 3. Payment shall be made promptly, if funds are available, but not later than one (1) month after the final adoption of the budget of the City of Vineland for the year succeeding the effective date of retirement of the employee.

## ARTICLE THIRTY-SIX

### HEALTH BENEFITS

Section 1. The City agrees to provide each employee with health insurance coverage equal to that provided in the "New Jersey State Health Benefits Program." This coverage shall be fully paid by the City for all employees and their families. The type of benefits being provided are New Jersey Blue Cross and New Jersey Blue Shield coverage, Series 1420; Rider "J"; Major Medical Insurance; all more specifically provided for and explained in the brochure entitled "New Jersey Health Benefits Program."

Section 2. The City also agrees to provide a Prescription Coverage Plan (\$3.00 co-pay) for all employees and their families.

Section 3. The City also agrees to provide a customary fee 50/50 New Jersey Dental Plan for all employees and their families.

(a) As an option to coverage provided in Section 3, the City shall offer through the New Jersey Dental Plan an optional plan of coverage. The optional coverage offered is identified as Flagship



Health Systems, Inc.

Section 4. The City agrees to pay the full cost of premium for the health benefit coverage provided under this Article for and during the term of this Agreement.

#### ARTICLE THIRTY-SEVEN

##### BULLETIN BOARDS

Section 1. The City agrees to furnish bulletin board space to be used exclusively by the Union for the posting of notices relating to Union meetings and official business only.

Section 2. The Union agrees to limit its posting of notices and bulletins to such bulletin board.

Section 3. All bulletins or notices shall be signed by a local Union Officer or his designee.

#### ARTICLE THIRTY-EIGHT

##### PAY DAY & SAVINGS ACCOUNT DEDUCTIONS

Section 1. The normal pay day for employees shall be each Friday. Pay will be distributed at established locations for the various departments. Those employees who shall be on vacation on the normal payday shall be paid on Thursday, upon request in accordance with procedures of the Comptroller's Office.

The City reserves the right to alter the hour or time period during which pay checks are distributed to employees.

Section 2. The City agrees to administer weekly payroll deduction plans for savings accounts in accordance with such rules as may be issued by the Comptroller of the City of Vineland.

## ARTICLE THIRTY-NINE

### WAGES

Section 1. The City agrees to make effective the following wage increases:

(a) All employees of IBEW, Local #210, Unit #2, General Category, who were employed by the City of Vineland on or before December 31, 1988, shall have their base wage increased as follows:

- (i) Effective January 1, 1989 (for the year 1989), an employee's base wage for the period ending December 31, 1988, shall be increased by 4%.
- (ii) Effective December 31, 1989 (for the year 1990), an employee's base wage for the period ending December 30, 1989, shall be increased by 4.5%.
- (iii) New employees hired in 1989 shall have their salary adjusted to the 1989 range, and that shall be their annual rate of pay for the year 1989.

New employees hired during 1990 shall not be entitled to any adjustment in pay during their year of hire, and the salary at which they are hired during 1990 shall be their annual rate of pay for the full year.

Section 2.

(a) The City agreed to establish a Pay Grade and Classification Schedule, effective January 1, 1983, for the purpose of establishing a minimum and maximum for each grade and class as shown in

Exhibit "C".

(b) The minimum range of each grade and class will be adjusted to reflect the last contract increase.

(c) The minimum and maximum range of each grade and class will be adjusted each year by the wage percentage increase of that year's contract.

The parties heretofore acknowledged that a progression movement by employees from the minimum salary of their grade and class to the maximum salary of their grade and class is desirable. Accordingly, certain employees with various amounts of past years of service who have not reached the maximum salary of their grade and class shall receive a special adjustment, as follows:

#### 1989

The special adjustment increases shall be granted to employees who have at least five (5) years of service in a classification, as of January 1, 1989, but are not at the maximum salary of the grade and class using the 1988 range caps. Each of these employees shall receive a special adjustment of up to \$1,000 effective July 1, 1989, but in no event shall the amount paid result in the employee's wage being in excess of the 1988 maximum of the grade/class.

Anyone who receives a special adjustment in 1989 shall not receive any other special adjustment during the term of this agreement.

#### 1990

The special adjustment increases shall be granted to employees who have at least five (5) years of service in a classification, as of January 1, 1990, but are not at the maximum salary of the grade and class using the 1989 range caps. Each of these employees shall receive a special adjustment of up to \$1,000 effective July 1, 1990, but in no event shall the amount paid result in the employee's wage being in excess of the 1989 maximum of the grade/class.

Effective January 1, 1990, a \$350.00 Supplemental Increase will be given to 223 employees in Grade I-W, Class I, up to and including Grade VII-W, Class I, and Grade I-B, Class I, to Grade VII-B, Class I.

## ARTICLE FORTY

### FUNERAL LEAVE

Employees shall be granted special leave with pay in the event of death in the employee's immediate family of up to three (3) days. Funeral leave shall commence upon notification of death and shall terminate the day following internment. "Immediate family" shall be defined as spouse, father, mother, sister, brother, children, grandfather, grandmother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchildren and grandparents of the spouse.

ARTICLE FORTY-ONE  
TERM OF AGREEMENT

This Agreement, when signed by the CITY and approved by the INTERNATIONAL PRESIDENT OF THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, shall become effective January 1, 1989, and shall remain in effect through December 31, 1990, and from year to year thereafter, unless sixty (60) days prior to any current expiration date, either of the parties hereto notifies the other party at interest, in writing, of its desires to amend or terminate the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed by their proper officials this 27th day of June, 1989.

CITY OF VINELAND

By: 

Mayor

ATTEST:


  
City Clerk

LOCAL 210 OF THE INTERNATIONAL  
BROTHERHOOD OF ELECTRICAL WORKERS

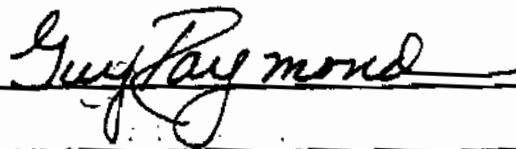
By: 

President

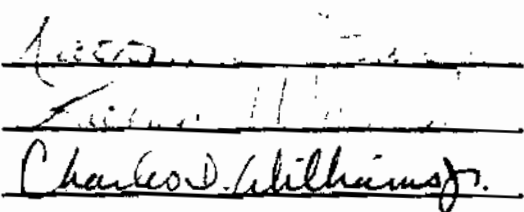
ATTEST:

  
Business Manager

NEGOTIATING COMMITTEE:

  
\_\_\_\_\_  
\_\_\_\_\_

NEGOTIATING COMMITTEE:

  
\_\_\_\_\_  
\_\_\_\_\_  
Charles D. Williams Jr.

William S. Bell Sr.  
A Record Sheet

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EXHIBIT "A"

DEFINITIONS

The following words and terms, when used in this Agreement, shall have the following meaning, unless the contents clearly indicate otherwise.

Permanent Employee - means an employee who has acquired Civil Service permanent status in his position after the satisfactory completion of a working test period.

Permanent Status - means the attainment of tenure and rights resulting from the regular appointment and successful completion of the working test period.

Working Test Period or Probationary Period -

means a part of the testing process which consists of a trial working period after regular appointment during which time the work performance and conduct of the appointee is evaluated to determine if he/she shall merit permanent status.

Provisional Appointment - means the appointment to a permanent position pending the regular appointment of an eligible person from a special reemployment, regular reemployment, or employment list.

Temporary Appointment - means employment during a period of emergency or in a temporary position.

Temporary Status - if it is required for a period of not more than four (4) months or for recurrent periods aggregating not more than four (4) months in any 12-month period.

Grant Employees - any person or persons who are employed by the City of Vineland to fill positions funded wholly or in part by the State of New Jersey, United States Government, or any other recognized grant funding source. Wages and benefits to be provided to grant employees shall be determined by the terms and conditions of the grant.

EXHIBIT "B"

ANNUAL CAR ALLOWANCE, FULL-TIME EMPLOYEES USE OF PERSONAL CAR

As provided in Article THIRTY-TWO, Section 3, the following full-time employees are entitled to an annual car allowance set forth below:

Building Inspector	\$2,000.00
Housing Inspector	2,000.00
Medical, Social Worker	2,000.00
Nurse	2,000.00
Plumbing Inspector	2,000.00
Sanitary Inspector	2,000.00
Electrical Inspector	2,000.00
Safety Inspector	2,000.00
Environmental Specialist	2,000.00
Home Service Aide	1,000.00



## EXHIBIT "C"

## PAY GRADE AND CLASSIFICATION SCHEDULE

<u>GRADE/CLASS</u>	<u>TITLES</u>	<u>RANGE OF PAY</u>	
		<u>1989</u>	<u>1990</u>
I-W I	Clerk	10,136 - 13,020	10,591 - 13,606
I-W II	Account Clerk Assessing Clerk Clinic Attendant - Bilingual Home Service Aide Health Aide, Bilingual	10,374 - 13,272	10,841 - 13,869
I-W III	Account Clerk, Typing Clerk Typist Assessing Clerk, Typing Clerk/Communications Operator	10,613 - 13,525	11,091 - 14,134
II-W I	Bookkeeping Machine Operator, Typing Cashier Clerk Typist, Bilingual Data Entry Machine Operator Welfare Interviewer Data Entry Machine Operator, Typing Clerk Transcriber Tax Clerk, Typing	10,851 - 13,778	11,351 - 14,398
II-W II	Cashier - Bilingual Cashier - Telephone Operator Data Entry Machine Operator - Keypunch Senior Account Clerk Senior Clerk Typist Senior Docket Clerk - Typing Senior Telephone Operator	11,090 - 14,031	11,589 - 14,662

EXHIBIT "C" - PAY GRADE AND CLASSIFICATION SCHEDULE  
 (Continued)

<u>GRADE/CLASS</u>	<u>TITLES</u>	<u>RANGE OF PAY</u>	
		<u>1989</u>	<u>1990</u>
II-W III	Assistant Violations Clerk, Typing * Clerk Stenographer Recreation Leader - Sr. Citizens Senior Assessing Clerk, Typing	11,329 - 14,537	11,839 - 15,191
	* Assistant Violations Clerk, Typing - Bilingual to receive a \$200 variant at entrance to job		
II-W IV	Principal Clerk Senior Account Clerk - Typing Senior Bookkeeping Machine Operator - Typing Senior Cashier Senior Clerk Typist and Telephone Operator Senior Data Entry Machine Operator Senior Purchasing Assistant - Typing Senior Clerk Transcriber Senior Tax Clerk, Typing Medical Stenographer Senior Welfare Interviewer	11,567 - 16,812	12,088 - 17,569
III-W I	Assessor Trainee Computer Operator - Trainee Engineering Aide Engineering Aide - E.U. Principal Assessing Clerk Senior Clerk Stenographer Senior Engineering Clerk Senior Data Entry Machine Operator/Timekeeper, Typing	12,044 - 17,317	12,586 - 18,096

EXHIBIT "C" - PAY GRADE AND CLASSIFICATION SCHEDULE  
 (Continued)

<u>GRADE/CLASS</u>	<u>TITLES</u>	<u>RANGE OF PAY</u>	
		<u>1989</u>	<u>1990</u>
III-W II	Principal Assessing Clerk - Typing Principal Clerk Bookkeeper Principal Clerk Typist Senior Purchasing Assistant - Stenography Computer Operator Principal Account Clerk	12,521 - 17,697	13,084 - 18,493
III-W III	Principal Account Clerk - Typing Principal Assessing Clerk - Stenography Principal Cashier Principal Clerk Stenographer Principal Timekeeper Senior Computer Operator Violations Clerk - Typing Principal Tax Clerk, Typing Principal Bookkeeping Machine Operator, Typing Code Enforcement Officer Ambulance Driver	12,998 - 18,202	13,583 - 19,021
IV-W I	Assistant Assessor Customer Service Representative Deputy Municipal Court Clerk Drafting Technician Principal Purchasing Assistant - Stenographer Senior Engineering Aide Senior Engineering Aide, E.U.	13,475 - 18,833	14,081 - 19,680
IV-W II	Administrative Secretary Senior Assessor Supervising Cashier Supervising Clerk Stenographer Principal Engineering Clerk, E.U. Communications Operator, Typing Supervising Clerk	14,549 - 21,233	15,204 - 22,188

EXHIBIT "C" - PAY GRADE AND CLASSIFICATION SCHEDULE  
 (Continued)

<u>GRADE/CLASS</u>	<u>TITLES</u>	<u>RANGE OF PAY</u>	
		<u>1989</u>	<u>1990</u>
IV-W III	Secretarial Assistant and Draftsman M/W Senior Engineering Draftsman M/W	14,906 - 21,615	15,577 - 22,588
V-W I	Assistant Purchasing Agent Chief Clerk Municipal Court Clerk Principal Engineering Aide Data Processing Programmer, Trainee Housing Inspector *	15,263 - 21,868	15,950 - 22,852
	* Housing Inspector - Bilingual to receive a \$200 variant at entrance to job		
VI-W I	Supervising Computer Operator Office Supervisor Principal Drafting Technician Senior Housing Inspector	16,456 - 23,132	17,197 - 24,173
VI-W II	Data Processing Programmer Technical Assistant Office of Construction Official/Assistant Zoning Officer Assistant Administrative Analyst Technical Assistant, Land Use Principal Assistant Assessor	17,052 - 23,763	17,819 - 24,832
VII-W I	Building Inspector Construction Inspector Engineering Graduate Nurse, Public Health	17,649 - 24,268	18,443 - 25,360

EXHIBIT "C" - PAY GRADE AND CLASSIFICATION SCHEDULE  
 (Continued)

<u>GRADE/CLASS</u>	<u>TITLES</u>	<u>RANGE OF PAY</u>	
		<u>1989</u>	<u>1990</u>
VII-W II	Accountant Electrical Sub-Code Official Public Health Nurse Sanitary Inspector Plumbing Sub-Code Official Environmental Specialist Safety Inspector	18,483 - 25,028	19,315 - 26,154
VIII-W I	Assistant Engineer Interconnection Technician - E.U. Land Surveyor Senior Data Processing Programmer Senior Sanitary Inspector Assistant Planner Administrative Analyst	19,676 - 27,683	20,561 - 28,929
VIII-W II	Senior Accountant Senior Engineer Assistant Engineer, Civil Assistant Engineer, Highways Senior Engineer, Highways Office Services Manager Municipal Court Administrator Data Processing System Programmer Principal Sanitary Inspector	21,107 - 29,198	22,057 - 30,512
IX-W I	(All titles previously approved for this grade and class have been approved for use in the supervisory group)		
IX-W II	Principal Engineer Principal Accountant Assistant Director of Data Processing Principal Engineer, Highways Social Work Specialist	26,473 - 33,402	27,664 - 34,905

EXHIBIT 'C' - PAY GRADE AND CLASSIFICATION SCHEDULE  
 (Continued)

<u>GRADE/CLASS</u>	<u>TITLES</u>	<u>RANGE OF PAY</u>	
		<u>1989</u>	<u>1990</u>
I-B I	Building Maintenance Worker	5.10 - 6.55	5.33 - 6.84
II-B I	Guard - Public Property Laborer Stock Clerk	5.55 - 8.07	5.80 - 8.43
III-B I	Mechanic's Helper Recreation Maintenance Worker Sanitary Landfill Caretaker Traffic Maintenance Worker Tree Trimmer Water Meter Reader Senior Building Maintenance Worker Truck Driver	5.79 - 8.33	6.05 - 8.70
III-B II	Assistant Storekeeper - E.U. Assistant Storekeeper	6.25 - 8.78	6.53 - 9.18
III-B III	Truck Driver, Heavy	6.36 - 9.10	6.65 - 9.51
IV-B I	Equipment Operator Maintenance Repairer Motor Broom Operator Park Maintenance Worker	6.48 - 9.42	6.77 - 9.84
IV-B II	Pumping Station Operator Senior Traffic Maintenance Repairer Tree Climber Senior Recreation Maintenance Worker	6.76 - 9.89	7.06 - 10.34

- EXHIBIT "C" - PAY GRADE AND CLASSIFICATION SCHEDULE  
(Continued)

<u>GRADE/CLASS</u>	<u>TITLES</u>	<u>RANGE OF PAY</u>	
		<u>1989</u>	<u>1990</u>
IV-B III	Maintenance Repairer - Electric, Heating and Air Conditioning Mechanic Storekeeper Water Repairer Water Service Repairer Storekeeper, E.U. Supervisor, Recreation Maintenance	7.48 - 10.14	7.82 - 10.60
V-B I	Heavy Equipment Operator	8.10 - 10.80	8.46 - 11.29
VI-B I	Senior Maintenance Repairer - Elec., Htg. & Air Cond. Senior Mechanic Senior Water-Sewer Repairer Senior Pumping Station Operator	8.31 - 11.02	8.68 - 11.52
VI-B II	Senior Water/Sewer Repairer/ Water Service Inspector Maintenance Repairer Foreman M/W Supervisor, Parks	8.94 - 12.06	9.34 - 12.60
VII-B I	Asst. Water and Sewer Foreman M/W Supervisor, Water Meter Reading	9.81 - 13.70	10.25 - 14.32

The following classified Civil Service positions have not been graded and classed as of the signing of this contract:

Construction Inspector  
Principal Welfare Interviewer  
Supervisor of Accounts

