

State of New Jersey
Township of North Brunswick

The Township of North Brunswick
and
North Brunswick School Crossing Guards Association
Local 108 RWDSU/UFCW, AFL-CIO

January 1, 2013 through December 31, 2015

TABLE OF CONTENTS

Article	Title	Page
	AGREEMENT.....	1
1	RECOGNITION.....	2
2	UNION BUSINESS.....	2
3	DUES CHECK-OFF.....	3
4	BULLETIN BOARD.....	4
5	MANAGEMENT RIGHTS.....	4
6	HOURS OF WORK.....	4
7	SCHOOL CLOSING.....	5
8	SENIORITY.....	5
9	SUBSTITUTE GUARDS.....	6
10	CHANGES IN SCHEDULES.....	6
11	WAGES.....	6
12	LONGEVITY.....	7
13	UNIFORM ALLOWANCE.....	7
14	INSURANCE.....	7
15	SICK LEAVE AND HOLIDAYS.....	7
16	VACATION DAYS.....	8
17	MILITARY LEAVE.....	8
18	JURY DUTY.....	9
19	BEREAVEMENT LEAVE.....	9
20	MATERNITY SABBATICAL.....	9
21	HEALTH BENEFITS.....	9
22	DISCHARGE AND LAYOFF.....	10
23	GRIEVANCE PROCEDURE.....	10
24	SAVINGS CLAUSE.....	12
25	NON-DISCRIMINATION.....	12
26	GENERAL PROVISIONS.....	12
27	TERM.....	13
	SIGNATURE PAGE	13
Exhibit A	SALARY AND STEP GUIDE.....	14

AGREEMENT

THIS AGREEMENT, effective this _____ day of October 2013 entered into and between the Township of North Brunswick, in the County of Middlesex, a municipal corporation of the State of New Jersey (hereinafter referred to as the "Township") and North Brunswick School Crossing Guard Association, Local 108 RWDSU/UFCW, AFL-CIO, (hereinafter referred to as the "Union") represents the complete and final understanding of all bargaining issues between the Township and the Union and is designed to maintain and promote a harmonious relationship between the Township and each of its Crossing Guard employees.

WHEREAS, the Union has been selected as the Bargaining Agent by the Township employees who serve in the capacity of School Crossing Guards in accordance with Chapter 303 of the Laws of 1968, and said Union has been recognized as such by the Township; and

WHEREAS, the Union has been in negotiations with the Township pursuant to Chapter 303 of the Laws of 1968; and

WHEREAS, the parties have agreed upon certain terms of employment as a result of the negotiations carried on pursuant to Law;

NOW, THEREFORE, subject to Law as herein provided, the parties hereto in consideration of the following mutual promises, covenants and agreements contained herein, do hereby establish the following terms and conditions which shall govern the activities of the parties and all affected employees:

1. RECOGNITION

- a. The Township recognizes the Union as the exclusive bargaining agent for the purposes of collective negotiations for all employees employed by the Township in the position of School Crossing Guard.
- b. For purposes of this Agreement, School Crossing Guards shall be categorized into two groups of "Substitute Guards" and "Permanent Guards". Substitute Guards are defined as those School Crossing Guards who have not been assigned to a specific crossing guard post, and Permanent Guards are School Crossing Guards who have been assigned to a specific crossing guard post on a regular and recurring basis. The provisions of this Agreement will differentiate some benefits between these two categories of School Crossing Guards.

2. UNION BUSINESS

- a. The employees covered by this Agreement shall have the right to designate a Chief Shop Steward, as well as two (2) Alternate Shop Stewards. The Township's sole responsibility in the administration of all Union matters shall be with the Chief Shop Steward or Alternate Shop Stewards of the Union. Wherever notice is required to the Union, and/or whenever official dealings with the Union are required, the Chief Shop Steward or Alternate Shop Stewards of the Union shall be the designated representative of the Union for such matters which take place at the work place.
- b. The Chief Shop Steward or Alternate Shop Stewards of the Union shall be given an opportunity to engage in the adjudication of the grievances as provided for under the Grievance Procedure herein with the Township Representatives.
- c. The Union shall notify the Township immediately following the selection or replacement of its Chief Shop Steward or Alternate Shop Stewards of the Union.
- d. The Union shall have the right to designate such members of the Union as it deems necessary as Union Representatives and they shall not be discriminated against due to their legitimate Union activities.
- e. An officer or duly accredited representative of the Union may be permitted to visit with Union members for the purpose of observing working conditions or assisting in the adjudication of grievances. Such visitation shall not interfere with the business of the Township or with the duties of its employees.

3. DUES CHECK-OFF

- a. The Township agrees to deduct dues exclusively for the Union from the wages of its employees covered by this Agreement pursuant to N.J.S.A. 52:14-15.9e, as amended, provided that, at the time of such deduction, there is in the possession of the Township a current written assignment, individually and voluntarily executed by the Employee. The Union is responsible for securing the signatures of its members on the necessary "check off authorization" cards and for delivering the signed cards to the Township.
- b. The Union shall advise the Township of the fixed and standard dues of its members. If, during the life of this Agreement, there should be any change in the rate of membership dues, the Union shall furnish to the Township written notice ninety (90) days prior to the effective date of such change.
- c. Payroll deductions of union dues pursuant to a properly executed authorization card shall become effective within thirty (30) days from the time the card is signed by the employee, and shall be deducted and paid to the Union each month.
- d. If a bargaining unit employee does not become a member of the Union during any calendar year which is covered in whole or in part by the Agreement, said employee will be required to pay a representation fee to the Union for that year. The purpose of this fee will be to offset the employee's per capita cost of service rendered by the Union as majority representative. The representation fee to be paid by non-members will be equal to 85% of that amount.
- e. The Union shall hold the Township harmless from any and all claims concerning such deduction after the Township has fulfilled its obligation hereunder. The Union shall indemnify the Township from all liability resulting from and/or caused by dues deduction.

4. BULLETIN BOARD

- a. Space Availability. The Township shall designate one bulletin board or portion thereof to be located in a non-public area of the Township Municipal Building for the use of the Union to post announcements.
- b. Authorization. All notices are to be signed by the Chief Shop Steward or Alternate Shop Stewards of the Union prior to being posted on the bulletin board and there shall be no posting of any notices other than as described in Paragraph C below.
- c. Material. The Union may use the bulletin board to post only the following announcements:
 - i. Notice of Union recreation or social affairs.
 - ii. Notice of Union elections and results of such elections.
 - iii. Notice of Union meetings.
 - iv. Notice of Union appointments.
 - v. Union minutes of general meetings.
 - vi. Bona fide Union business.

5. MANAGEMENT RIGHTS

- a. All of the rights, power and authority possessed by the Employer prior to the signing of this Agreement are retained exclusively by the Employer subject only to such limitations as are specifically provided in this Agreement.

6. HOURS OF WORK

- a. Permanent Guards shall be paid a minimum of three hours per day at regular hourly rates. Substitute Guards shall be paid based on the hours worked in each pay period.
- b. Effective upon the date this Agreement is executed, any covered member who performs clerical duty shall receive a minimum of 3 hours pay at their hourly rate for each day of clerical duty.
- c. When covered members are assigned to work on Saturdays, Sundays, or Holidays, they shall be compensated for a minimum of three (3) hours work at their regular hourly rates.

- d. All Permanent Guards shall be paid a minimum of one (1) hour's salary for any shift change during the course of a work day scheduled or unscheduled, to include delayed opening and early dismissal.
- e. All crossing guards shall be paid a two hour minimum salary to attend any mandatory meeting convened by the Township.

7. SCHOOL CLOSING

- a. All covered members assigned to post shall be entitled to one day's pay when the school is closed for any reason (such as snow, bomb scare, etc.) where it had previously been scheduled as a regular school day. This article is specifically intended to exclude payment to the employees for scheduled holidays such as Christmas and Easter vacation.

8. SENIORITY

- a. Seniority for Substitute Guards shall be determined from the date of employment until their appointment to a Permanent Guard post. If a Permanent Guard post becomes available to a Substitute Guard, it shall be offered to the Substitute Guards based on their seniority as a Substitute Guard.
- b. Seniority of Permanent Guards shall be determined from the date of their hire as a School Crossing Guard
- c. If a Permanent Guard post becomes vacant, Permanent Guards shall be permitted to bid first for the vacant post before the post is offered to a Substitute Guard. If the Township shall, in its attempt to appoint a Permanent Guard, exhaust the list of Permanent Guards and then the Substitute Guards with not Permanent or Substitute Guard accepting the offered Permanent Guard post, the Township shall have the right to hire from outside the group of Permanent or Substitute Guards. The Township agrees to follow this procedure in making the assignment to a Permanent Guard post, provided the qualifications of the candidate to be appointed meet the requirements of the post.

9. SUBSTITUTE GUARDS

- a. All substitute guards shall be furnished by the Employer with a vest, I.D tag, whistle, badge, and rain gear. If and when a substitute guard finally becomes a permanent guard, said guard shall be provided with a full uniform. Note, however, that upon becoming a permanent guard and receiving a full uniform, said guard shall not be entitled to the clothing allowance in the first year said substitute guard becomes a permanent guard. It is the intention that all permanent guards, upon appointment, shall initially receive a full uniform.
- b. If the Township shall, in hiring new permanent guards, exhaust the substitute list or if such substitutes shall refuse the permanent position, then the Township shall have the right to hire from outside the group of substitutes.

10. CHANGES IN SCHEDULES AND CONDITIONS

- a. It is agreed that all reasonable notice will be given by the Township to the Union for changes in working schedules and conditions.

11. WAGES

- a. Substitute or Permanent Guards shall receive \$10.52 per hour for their first calendar year of employment. Substitute or Permanent Guards who have completed their first calendar year of service shall be paid according to the current step guide modified with the following changes and which shall be included as an exhibit in the final Agreement:
 - i. Effective 1/1/2013 – increase salary and steps by 2.00% for covered employees employed on the effective date.
 - ii. Effective 1/1/2014 - increase salary and steps by 1.75% for covered employees employed on the effective date.
 - iii. Effective 1/1/2015 - increase salary and steps by 1.75% for covered employees employed on the effective date.

12. LONGEVITY

- a. Longevity payments shall be made based on the following schedule:
- | | |
|--------------------------------------|----------|
| i. 5 years of continuous service | \$ 50.00 |
| ii. 10 years of continuous service | \$100.00 |
| iii. 15 years of continuous service | \$150.00 |
| iv. 20 years of continuous service | \$200.00 |
| v. 25 years of continuous service | \$250.00 |
| vi. 30 years of continuous service | \$300.00 |
| vii. 35 years of continuous service | \$350.00 |
| viii. 40 years of continuous service | \$400.00 |

13. UNIFORM ALLOWANCE

- a. In addition to wages, all Permanent Guards shall receive an annual clothing allowance of \$300.00 effective 1/1/2013, \$325.00 effective 1/1/2014, and \$350.00 effective 1/1/2015.. The clothing allowance shall be payable on or about of April 1st of each year for clothing replacement and clothing maintenance.

14. INSURANCE

- a. Insurance coverage and indemnification of employees shall be provided consistent with the Township Code. The Employer assures employees that they shall be covered by insurance for their actions in the performance of their duties and that said insurance shall provide for legal representation in the event of a suit arising as a result of the employee's action in the performance of their duties.
- b. Life Insurance coverage shall be provided to Permanent and Substitute Guards consistent with the life insurance afforded to other employees of the Township.

15. SICK LEAVE AND HOLIDAYS

- a. Any permanent Crossing Guard shall be entitled to ten (10) paid sick leave days per annum. Effective 30 days after execution of this Agreement, payment for unused sick time shall be at \$10 per day at retirement. In the year that a Crossing Guard separates from employment with the Township, the ten paid sick days shall be prorated to the portion of the calendar year actually worked. If a Guard has exceeded their allotted

sick leave in the year of separation, any excess sick days taken shall be converted to a dollar value based on current pay and deducted from a Crossing Guard's final pay.

- b. For Permanent Guards, they shall be entitled to a minimum of thirteen (13) paid holidays per annum, as set forth below:

1. Columbus Day
2. Election Day
3. Veteran's Day
4. Thanksgiving Day
5. Friday after Thanksgiving
6. Christmas Day
7. New Year's Day
8. Dr. Martin Luther King's Birthday
9. Washington's Birthday
10. Good Friday
11. Memorial Day
12. Two (2) days for Teachers Convention

16. VACATION

- a. Each permanent Crossing Guard shall have ten (10) paid vacation days annually. As of September 1, 2003, all newly hired permanent employees will receive five (5) vacation leave days per year the first year of employment and an additional five (5) vacation leave days during the second year, for a total of ten (10) vacation leave days. In the year that a Crossing Guard separates employment from the Township, the ten paid vacation days shall be prorated to the portion of the calendar year actually worked. If a Crossing Guard has exceeded their allotted vacation leave in the year of separation, any excess vacation leave days taken shall be converted to a dollar value based on current pay and deducted from a Crossing Guard's final pay.
- b. Employees agree to provide his/her immediate supervisor with prior written notice of vacation leave at least five (5) working days in advance of such leave.

17. MILITARY LEAVE

- a. Military Leave shall be provided in accordance with applicable law.

18. JURY DUTY

- a. Any Permanent Guard called for jury duty as certified by the Clerk of the Court shall be granted leave with straight time pay, less any compensation they may receive for attending required jury duty, for a maximum of fifteen (15) days per calendar year.
- b. If there is a change in the originally established jury duty leave, the employee must notify the immediate Supervisor to make the necessary arrangements to return to work; otherwise, the employee shall receive no pay.
- c. Jury duty on an unscheduled work day shall not be paid.
- d. The immediate Supervisor must be notified in advance when known, any day that employees are not required to report for jury duty, and employees shall report to work on those days.

19. BEREAVEMENT LEAVE

- a. All employees shall receive up to three (3) days off without loss of pay, calculated in consecutive work days from date of death or date of funeral, in the event of death in the employee's immediate family. "Immediate family" is defined as an employee's father, mother, spouse, children, grandparents, grandchild, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepchild, or person residing full-time in the same residence in a qualifying relationship. Employees shall also be granted one (1) day off without loss of pay to attend the funeral of any other relative defined as uncle, aunt, nephew, niece, brother-in-law, sister-in-law, or cousin.

20. MATERNITY SABBATICAL

- a. In the event any member becomes pregnant, she shall have the right to a nine month leave of absence without pay and shall be reinstated upon time of application thereto.

21. HEALTH BENEFITS

- a. Only permanent Crossing Guards hired prior to July 1, 1998 shall be eligible for medical, dental and prescription coverage under the Township's health care plan.
- b. Effective January 1, 2007 through December 31st, 2012 the Township shall be responsible to pay any premium cost above \$1,400.00 for employees with spouse or

dependent coverage and any premium cost above \$600 for employees with single coverage.

- c. Effective January 1, 2005, in addition to the employee contribution outlined in item b above, employees who chose the traditional indemnity plan, now provided by Qualcare, shall also be responsible for any additional premium cost to the Township beyond the premium cost of the POS plan.
- d. Prescription Co-Pays for eligible members shall be:
 - i. Effective 1/1/2008:
 - 1. \$ 8.00 co-pay - generic drugs
 - 2. \$21.00 co-pay - brand name, formulary drugs
 - 3. \$31.00 co-pay - brand name, non-formulary drugs
 - ii. Effective 1/1/2009:
 - 1. \$ 8.00 co-pay - generic drugs
 - 2. \$25.00 co-pay - brand name, formulary drugs
 - 3. \$40.00 co-pay - brand name, non-formulary drugs
- e. Effective January 1, 2005, the Township will contribute \$500.00 for eligible employees with single coverage and \$600.00 for an employee with spouse and/or dependent coverage toward the Township's dental plan cost.
- f. Employee contribution toward medical and dental plan premiums shall be deducted from each pay prorated based upon the annual contribution and the number of projected pays.

22. DISCHARGE AND LAYOFF

- a. In the event of the discharge or layoff of any covered employee, the Township shall follow NJDOP regulations.

23. GRIEVANCE PROCEDURE

- a. The purpose of this procedure is to secure, at the lowest possible level, and equitable solution to problems which may arise affecting the terms and conditions of this Agreement. The parties agree that this procedure will be kept as informal as may be appropriate.
- b. Definition: The term "grievance" as used herein is defined in any controversy arising over the interpretation or adherence to the terms and conditions of this Agreement and may be raised by the employee, the Union or the Township. Grievances not

arising from an alleged violation of this Agreement (those involving alleged violations of policies or administrative decisions) may not be processed to binding arbitration. The Union business representative shall have the right to participate in all steps of the "grievance procedure" noted below.

- c. Steps of the Grievance Procedure: The following constitutes a sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety, unless any step is waived by mutual consent of the parties.
- i. STEP ONE (Conference Meeting): prior to a formal grievance being submitted, the Union shall notify the Director/Supervisor and/or his/her designee that a complaint has been submitted. A "conference meeting" shall be held with the Director/Supervisor or his/her designee and the Union in order to attempt to resolve the matter. Said meeting shall be scheduled by mutual agreement between Director/Supervisor or his/her designee and the Union.
 - ii. STEP TWO: If no resolution is forthcoming as a result of the "conference meeting", the aggrieved employee or the Union shall institute a grievance under the provisions hereof within thirty (30) working days of the occurrence or event giving rise to the grievance. An earnest effort shall be made to settle the differences between the aggrieved employee or the Union and the immediate Director/Supervisor or his/her designee. The Director/Supervisor or his/her designee shall render a decision within five (5) working days working days after his/her receipt of the grievance.
 - iii. STEP THREE: In the event the grievance has not been resolved at Step Two, the matter may be submitted to the Township Administrator with ten (10) working days following the receipt of the determination from the immediate Director/Supervisor or his/her designee. The Township Administrator or his/her designee shall review the matter and make a determination within ten (10) working days from his/her receipt of the grievance.
 - iv. STEP FOUR: In the event the grievance has not been resolved at Step Three, the Union may, within thirty (30) working days following receipt of the

determination from the Township Administrator, request arbitration. The arbitrator shall be chosen in accordance with rules of the New Jersey Public Employment Relations Commission (PERC).

- d. The Arbitrator shall be bound by the provisions of the Agreement and restricted to the application of the facts involved in the grievance as presented to him/her. The Arbitrator shall have no authority to add to, modify, detract from or alter any of the provisions of the Agreement or any amendment or supplement thereto.
- e. The cost for the Arbitrator shall be borne equally between the Township and the Union. Each party shall bear the expense of producing witnesses, testimony or evidence, or any other expense incurred, for its presentation.
- f. The Arbitrator shall set forth his/her findings of fact and reasons for making the award within thirty (30) working days after the conclusion of the arbitration hearing, unless otherwise agreed by the parties.
- g. The decision of the Arbitrator shall be final and binding on the parties.

24. SAVINGS CLAUSE

- a. Any and all rights heretofore contracted for and not specifically covered are reserved herein and will not lapse for failure to make specific reference thereto.

25. NON-DISCRIMINATION

- a. Neither the Township nor the Union shall discriminate against any employee because of race, creed, color, gender, national origin, religion, ancestry, age, marital status, physical or mental disability that can be reasonably accommodated without undue hardship, sexual orientation, genetic information, atypical hereditary cellular or blood trait, covered-veteran status or any other protected characteristic under federal, state or local law.

26. GENERAL PROVISIONS

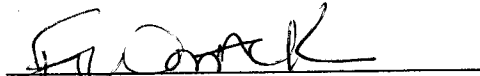
- a. Any and all rights bestowed by the Employer to municipal employees by law which are not expressly set forth in this Agreement shall be incorporated herein by reference and insure to the benefit of the members of the Union.

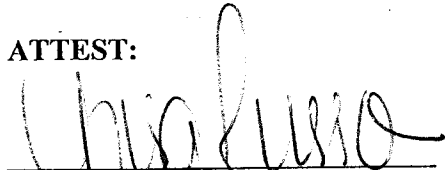
27. TERM

- a. This Agreement shall govern the parties for a period of three (3) years commencing January 1, 2013 and terminating December 31, 2015.

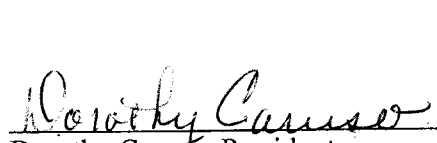
IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

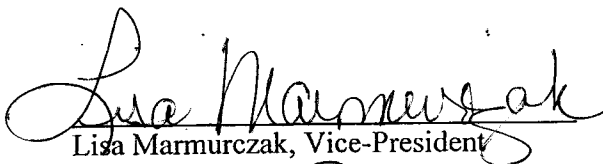
TOWNSHIP OF NORTH BRUNSWICK

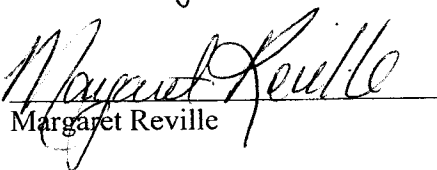

Francis Mac Womack III, Mayor

ATTEST:

Lisa Russo, Municipal Clerk

**NORTH BRUNSWICK SCHOOL CROSSING GUARDS ASSOCIATION
LOCAL 108 RWDSU/UFCW AFL-CIO**


Dorothy Caruso, President


Lisa Marmurczak, Vice-President


Margaret Reville

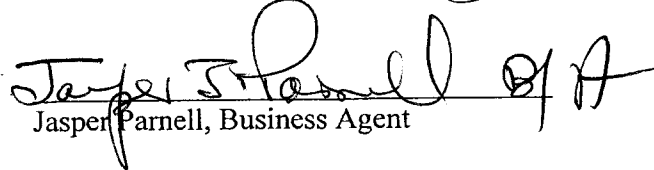

Jasper Parnell, Business Agent

Exhibit A – Salary and Step Guide

Salary and Step Guide 2013-2015

	As of 12/3/12	Increase 2.00% 1/1/13	Increase 1.75% 1/1/14	Increase 1.75% 1/1/15
Sub thru 1st yr	\$10.52	Sub thru 1st yr \$10.52	Sub thru 1st yr \$10.52	Sub thru 1st yr \$10.52
2-4 yrs	\$12.63	2-4 yrs \$12.88	2-4 yrs \$13.11	2-4 yrs \$13.34
5-9 yrs	\$13.36	5-9 yrs \$13.63	5-9 yrs \$13.87	5-9 yrs \$14.11
10-14 yrs	\$13.74	10-14 yrs \$14.01	10-14 yrs \$14.26	10-14 yrs \$14.51
15-19 yrs	\$14.41	15-19 yrs \$14.70	15-19 yrs \$14.96	15-19 yrs \$15.22
20-24 yrs	\$14.93	20-24 yrs \$15.23	20-24 yrs \$15.50	20-24 yrs \$15.77
25-29 yrs	\$15.60	25-29 yrs \$15.91	25-29 yrs \$16.19	25-29 yrs \$16.47
30-34 yrs	\$16.12	30-34 yrs \$16.44	30-34 yrs \$16.73	30-34 yrs \$17.02