

**A G R E E M E N T**

**Between**

**THE TOWNSHIP OF RARITAN, NEW JERSEY**

**and**

**RARITAN TOWNSHIP POLICE SUPERIOR OFFICERS ASSOCIATION**

**FRATERNAL ORDER OF POLICE**

**Lodge No. 92**

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**EFFECTIVE:** January 1, 1994 through December 31, 1996

'94 - '96 RARITAN TOWNSHIP/SUPERIOR OFFICERS AGREEMENT

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'94 - '96 RARITAN TOWNSHIP/SUPERIOR OFFICERS AGREEMENT

**PREAMBLE**

This Agreement made as of this 9<sup>TH</sup> day of JUNE, 1994 by and between the Township of Raritan, a Municipality in the County of Hunterdon, State of New Jersey, hereinafter referred to as the "Employer", and the Raritan Township Police Superior Officers Association, Fraternal Order of Police Lodge 92, herinafter referred to as the "Union".

**Witnesseth:**

**WHEREAS**, it is the intent and purpose of the parties hereto to promote and improve the harmonious and economic relations between the Employer and its Employees and to establish a basic understanding relative to the rates of pay, hours of work, and other conditions of employment consistent with the law;

**NOW, THEREFORE**, in consideration of these premises and mutual covenants herein contained, the parties hereto agree with each other with respect to the Employees of the Employer recognized as being represented by the Union as follows;

**ARTICLE I**  
**RECOGNITION**

The Township hereby recognizes the Raritan Township Police Superior Officers Association, Fraternal Order of Police, Lodge 92 (hereinafter referred to as the "Union", as the exclusive and sole representative for collective negotiations concerning salaries, hours of work, and other terms and conditions of employment for all Superior Officers, (rank of Sergeant and above) employed by the Raritan Township Police Department. Excluding the Chief of Police.

**ARTICLE II**

**CONDUCTING S.O.A. BUSINESS ON TOWNSHIP TIME**

**SECTION 1.** The Township shall permit members of the S.O.A. Grievance Committee (not to exceed one [1] ) to conduct the business of the Committee, which shall consist of conferring with Employees and management on specific grievances in accordance with the grievance procedure set forth herein, during the duty hours of the members without loss of pay, provided the conduct of said business shall not diminish the effectiveness of the Police Department or require the recall of off duty police officers to bring the Department to its proper effectiveness.

**SECTION 2.** The Township shall permit members of the S.O.A. Negotiating Committee (not to exceed [1] ) to attend collective negotiating meetings during the duty hours of the members, without loss of pay, provided the conducting of negotiations shall not diminish the effectiveness of the Police Department or require the recall of off duty police officers to bring the Department to its proper effectiveness.

**SECTION 3.** The Township agrees to grant a maximum of one day per month off, if needed , to an Officer of the S.O.A. to attend S.O.A. meetings without loss of pay, provided the conducting of such business shall not diminish the effectiveness of the Police Department. Any such Officer who attends S.O.A. meetings shall provide his own transportation and shall not use Police Department vehicles unless instructed otherwise by the Employer.

**ARTICLE III**

**MANAGEMENT RIGHTS**

**SECTION 1.** It is understood and agreed that the Employer possesses the sole and exclusive right to conduct the business of the Township, and, except as modified by this Agreement, to manage and direct the affairs of the Police Department, and to fulfill its lawful obligation.

**SECTION 2.** It is further understood and agreed that all rights of management are retained by the Employer, except as modified by this Agreement, and that these rights shall include, but not by way of exclusion, the right to:

- a. select and direct the Employees;
- b. hire, promote, transfer and assign;
- c. suspend, demote, discharge or take other disciplinary action for good cause;
- d. relieve Employees from duty because of lack of work or for other legitimate reasons; and
- e. determine the work to be performed within the unit of Employees covered by the Agreement.

**ARTICLE IV**

**DISCRIMINATION OR COERCION**

There shall be no discrimination, interference or coercion by the Employer or any of its agents against the Employees represented by the Union because of membership or activity in the Union. The Union shall not intimidate or coerce Employees into membership. Neither the Employer nor the Union shall discriminate against any Employees because of race, creed, color, sex, national origin or political affiliation.

**ARTICLE V**

**NO STRIKE / NO LOCKOUT**

**SECTION 1.** It is recognized that the need for continued and uninterrupted operation of the Township's departments and agencies is of paramount importance to the citizens of the community and that there shall be no interference with such operations. Adequate procedures having been provided for the equitable settlement of grievances arising out of this Agreement, the parties hereto agree that there will not be and that the Union, its officer, members, agents, or principals will not engage in, encourage, sanction or suggest strikes, slowdowns, job action, lockouts, mass resignations, mass absenteeism or other similar action which would involve suspension of or interference with normal work performance.

**SECTION 2.** The Employer shall have the right to discipline or discharge any Employee participating in any prohibited activity set forth in Section 1 of this Article.



**ARTICLE VI**

**RULES AND REGULATIONS**

**SECTION 1.** The present rules and regulations pertaining to the operation of the Police Department and maintenance of discipline will remain in effect subject to future negotiations. Proposed new rules or modification of existing rules governing working conditions shall be negotiated with the majority representative before they are established.

**SECTION 2.** It is understood that the Employees shall comply with all such rules and regulations. Employees shall promptly and efficiently execute the instructions and orders of the Chief of Police, or his designee. If any Employee/s believe a rule, regulations, instruction or order is unreasonable, unjust or in violation of the contract between the parties, the Employee/s shall comply with the rule, regulation, order or instruction, subject to the rights provided in the grievance procedure set forth in this Agreement.

**SECTION 3.** In the event that an Employee/s refuses to comply with a rule or regulation, or refuses to execute promptly and efficiently an instruction or order of the Chief of Police, or his designee, the Employer shall have the right to take disciplinary action subject to the right of the Employee/s to seek redress under N.J.S.A. Title 40a or the grievance procedure set forth herewithin.

**ARTICLE VII**

**GRIEVANCE & ARBITRATION PROCEDURES**

**SECTION 1.** A grievance is hereby jointly defined as an appeal of the interpretation, application or violation of policies, agreements, and administrative decisions affecting an Employee/s or the majority representative of the Employees. For the purpose of providing an orderly method for handling and disposing of grievances as defined, it is hereby agreed that grievances shall be adjusted as follows unless there are specific exceptions cited within this Agreement:

**STEP 1.** The President of the Union, or his designee, shall present and discuss the grievance/s orally with the Chief of Police, or his designee, within fifteen (15) working days after the grievant/s knew or should have known of the occurrence but in no event later than thirty (30) working days after the occurrence giving rise to the grievance. The Chief, or his designee, shall answer the grievance orally within five (5) working days from the date of its presentation.

**STEP 2.** If the grievance is not resolved satisfactorily at Step 1, or if no answer has been received by the Union within the time limit set forth in Step 1, the Union shall present its grievance, in writing, within five (5) working days, furnishing one copy to the Chief of Police, or his designee, and another copy to the Township Administrator. This presentation shall set forth the nature of the grievance involved, the applicable provisions of this Agreement and the position of the Union with respect to same. The Chief, or his designee, shall answer the grievance, in writing, within five (5) working days after receipt of same.

**ARTICLE VII (CONT.)**

**GRIEVANCE & ARBITRATION PROCEDURES**

**STEP 3.** If the grievance is not resolved satisfactorily at Step 2, or if no answer has been received by the Union within the time limit set forth in Step 2, the grievance shall be presented, in writing, to the Township Administrator within five (5) working days thereafter.

Upon mutual agreement by the parties, a meeting may be held on the grievance between the Union and the Township Administrator, at which meeting the parties may be represented by legal counsel. Said meeting shall not be held publicly unless the parties so agree in writing.

The Township Administrator shall render his final written decision on the grievance within ten (10) working days of the date of its presentation or, if a meeting is held, within ten (10) working days thereafter setting forth the position of the Employer.

**STEP 4.** If the grievance is not resolved at Step 3, or if no answer has been received by the Union within the time limit set forth in Step 3, the grievance shall be presented, in writing, by the Union to the Mayor and Township Committee within five (5) working days.

Upon mutual agreement by the parties, a meeting may be held on the grievance between the Union and the Mayor and Township Committee at which meeting the parties may be represented by legal counsel. Said meeting shall not be held publicly unless the parties so agree in writing.

The Mayor and Township Committee shall render a final written decision on the grievance within fifteen (15) working days of the date of its presentation or, if a meeting is held, within fifteen (15) working days thereafter setting forth the position of Employer.

**ARTICLE VII (CONT.)**

**GRIEVANCE & ARBITRATION PROCEDURES**

**STEP 5.** If the grievance has not been satisfactorily resolved in Step 4, the Union or the Employer may refer the matter to the Public Employment Relations Commission (PERC) for selection of an arbitrator when a dispute exists regarding the interpretation and/or application of a specific provision of this Agreement.

- a.. The decision of the arbitrator shall be final and binding upon the parties. The expense of such arbitration shall be borne equally by the parties.
- b.. All submissions to arbitration must be made within fifteen (15) working days following the answer of the Mayor and Township Committee, or within fifteen (15) working days following the time period set forth in Step 4 if no answer is furnished by the Mayor and Township Committee.
- c. The arbitrator's decision shall be in writing and shall be issued not later than thirty (30) calendar days after the close of the arbitration hearing. The decision shall set forth the arbitrator's findings of fact and the reasons and conclusions on the issue/s submitted.
- d. The arbitrator shall be bound by the provisions of this Agreement and shall be restricted to the application of the facts presented to him in the grievance. The arbitrator shall not have the authority to add to, modify, detract from, or, alter in any way the provisions of this Agreement or any amendment or supplement thereto.
- e. In cases involving back pay, the arbitrator may award such back pay only to the date for which the grievance was filed.

**SECTION 2.** All of the time limits contained in this Article may be extended by mutual consent. Unless such time limits are extended by mutual consent, the failure to observe the time limits, herein stated for presentation of the grievance or submission of said grievance to arbitration, shall constitute an abandonment of said grievance or right to arbitration and settlement thereof.

**ARTICLE VIII**

**REPRIMAND, SUSPENSION, DISCHARGE &**

**EXPEDITED ARBITRATION**

**SECTION 1.** The parties agree that nothing herein shall in any way prohibit the Employer from reprimanding, suspending or discharging any Employee regardless of seniority, for just cause. Notice of reprimand, suspension, or discharge shall be served upon the Union at the same time it is served upon the Employee involved.

**SECTION 2.** In the event an Employee feels that he is being reprimanded, suspended or discharged unjustly, said Employee shall have all the rights afforded him under N.J.S.A. Title 40A, or the affected Employee may file a grievance within fifteen (15) working days of the reprimand, suspension or discharge commencing at Step 3 of the Grievance Procedure.

**ARTICLE IX**

**HOURS OF WORK**

**SECTION 1.** The parties understand and agree that the standard weekly work schedule requires Employee services continuously throughout the seven day week.

**SECTION 2.** The parties agree to the continuation of the basic tours of duty now in existence, as follows:

- a. Captains and Lieutenants shall work hours as assigned by the Chief of Police.
- b. Sergeants of the Patrol Division shall work a continuing six days on, eight hours a day, followed by three consecutive days off. In addition, the Patrol Division shall work three shifts as follows:
  - (1) 11:00 pm to 7:00 am
  - (2) 3:00 pm to 11:00 pm
  - (3) 7:00 am to 3:00 pm
- c. Sergeants assigned to non-uniformed and/or non-patrol police duties shall work a shift as assigned by the Chief of Police.

**SECTION 3.** The Chief of Police shall have the right to make changes in the starting and stopping time of the daily work schedule in cases of emergencies. Any such temporary scheduling changes shall be for the efficient operation of the department and only during the extent of the emergency.

- a. "Emergency" as used herein shall include any unusual conditions caused by any circumstances or situation including shortages in the personnel of the police department or force caused by vacancies, sickness or injury, or by the taking of accrued vacation or sick leave or both, whereby the safety of the public is endangered or imperiled as shall be determined by the Chief of Police.

**ARTICLE IX (CONT.)**

**HOURS OF WORK**

- b.** The limits and standards to be observed in determining such "emergency" include: (1) incidents caused by the Employer must be unintentional and of an accidental nature; (2) the emergency must involve a situation which threatens the health, safety and welfare of the public (3) the emergency must be of limited time duration; and (4) any violation or suspension of contractual agreements must be limited only to the duration of the emergency.

**SECTION 4.** The Union shall be notified prior to the implementation of any permanent changes in the tours of duty, and shall have the right to discuss any permanent changes with the Chief of Police and/or the Township Administrator, the Mayor, and the Township Committee within fourteen (14) working days from the date of receiving notice of the proposed changes or by the date of the regularly scheduled Township Committee meeting next following notice of the proposed changes, whichever is later. Upon termination of the notice period, the Employer shall have the right to implement any such proposed changes in the tours of duty. The Employee retains the right to grieve any such changes.

**ARTICLE X**

**OVERTIME**

**SECTION 1.** The parties agree that any compensation for overtime shall be made in either cash or compensatory time at the choice of the Employee.

- a. It is mutually understood, however, that compensatory time shall be granted when a minimum of 24 hours notice is given, and at the discretion of the Chief of Police as operational needs require, based on seniority. In the event of an emergency, less than 24 hours notice will be acceptable.
- b. The Employer agrees that authorized overtime consisting of time and one-half shall be paid to all Employees for hours worked in excess of the normal work day.
- c. Both overtime cash and compensatory time will be given at the rate of one and one-half times the norm: cash at one and one-half times the normal hourly rate and compensatory time at one and one-half times the hours worked.

**SECTION 2.** Employees shall not be paid overtime for hours of work in excess of the normal work day unless such overtime is authorized by the Chief of Police, the Captain on duty, the Lieutenant on duty, the Sergeant on duty, or the senior man on duty at the time.

**SECTION 3.** It is recognized that the Employees may be required to report in advance of the tour starting time and, for the purpose of report making at the end of the tour, to remain beyond the completion of the tour.

- a. In accordance with this recognition, no overtime shall be paid for a thirty (30) minute period to the start of a tour or for a thirty (30) minute period beyond the termination of a tour.
- b. In the event, however, an Employee is required to report earlier than thirty (30) minutes prior to the commencement of a tour or to remain beyond thirty (30) minutes after the end of a tour, the Employee shall be paid the overtime rate for all time worked in excess of the normal work day.



**ARTICLE X (CONT.)**

**OVERTIME**

**SECTION 4.** Any Employee called back for an unscheduled overtime shall receive a minimum of four (4) hours overtime compensation. Additionally, all hours worked in excess of four (4) hours shall be paid at the overtime rate as well.

**SECTION 5.** A published overtime list of all members of the department shall be maintained by the Chief of Police and overtime shall be equally distributed, to the extent possible, on a rotating basis among the uniformed officers, except in emergency situations.

- a. If an officer declines to perform overtime work, it shall be considered as if he had worked the overtime, for the purpose of equalization of overtime, despite the fact that no payment of any kind shall be made for overtime not actually worked. This loss of opportunity for overtime shall not apply to officers absent for reasons of vacation, personal times, compensatory time, or bereavement leave.
- b. At no time shall uniform patrol services be suspended.

**SECTION 6.** Monetary compensation for overtime worked shall be paid in the next following paycheck if the overtime request is submitted by the Friday before the paycheck is issued.

**SECTION 7.** Employees shall submit for all overtime payment within thirty (30) days of the rate the overtime is worked.

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**ARTICLE XI**

**SALARY**

**SECTION 1.** The salary guide for Sergeants shall be increased by 6.68% for 1994, by 5.50% for 1995 and by 6.00% for 1996, as follows:

<b><u>PAY STEP</u></b>	<b><u>1994</u></b>	<b><u>1995</u></b>	<b><u>1996</u></b>
<b>S1 (Up to 5 Years)</b>	<b>\$47,161</b>	<b>\$49,755</b>	<b>\$52,740</b>

**SECTION 2.** In addition to the above annual base salary, each Sergeant shall be paid a longevity increment as of his anniversary date upon the requisite years of experience as set forth in the schedules below. Disbursements will be made pro rata in the regular paychecks, with regular pension deductions made, and all hourly and daily rates shall be calculated on the combined total of base salary plus longevity pay. At S6 (after 20 years) Article 17, Section 6 of this Agreement shall also apply, at which time all hourly and daily rates shall be calculated on the combined total of base salary plus longevity pay plus holiday pay.

**LONGEVITY SCHEDULE**

<b><u>STEP</u></b>	<b><u>AFTER NO. OF YEARS</u></b>	<b><u>PERCENT</u></b>
<b>S2</b>	<b>5 Years</b>	<b>4%</b>
<b>S3</b>	<b>7 Years</b>	<b>5%</b>
<b>S4</b>	<b>10 Years</b>	<b>6%</b>
<b>S5</b>	<b>15 Years</b>	<b>7%</b>
<b>S6</b>	<b>20 Years</b>	<b>8%</b>

ARTICLE XI (CONT.)

SCHEDULE OF APPLIED LONGEVITY

<u>STEP</u>	<u>LONGEVITY</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
S2	4%	\$49,048	\$51,745	\$54,850
S3	5%	\$49,519	\$52,243	\$55,377
S4	6%	\$49,991	\$52,740	\$55,905
S5	7%	\$50,463	\$53,238	\$56,432
S6	8%	\$50,934	\$53,736	\$56,960
S6	w/H.P. ->	\$53,677	\$56,629	\$60,027

SECTION 3. The salary guide for Lieutenants shall be increased by 5.25% for 1994, by 5.50% for 1995 and by 6.00% for 1996, as follows:

<u>PAY STEP</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
L1 (Up to 20 Years)	\$56,532	\$59,641	\$63,220

SECTION 4. In addition to the above annual base salary, each Lieutenant shall be paid a longevity increment as of his anniversary date upon the requisite years of experience as set forth in the schedules below. Disbursements will be made pro rata in the regular paychecks, with regular pension deductions made, and all hourly and daily rates shall be calculated on the combined total of base salary plus longevity pay. At L2 (after 20 years) Article 17, Section 6 of this Agreement shall also apply, at which time all hourly and daily rates shall be calculated on the combined total of base salary plus longevity pay plus holiday pay.

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**ARTICLE XI (CONT.)**

**LONGEVITY SCHEDULE**

<u>STEP</u>	<u>AFTER NO. OF YEARS</u>	<u>PERCENT</u>
L2	20 Years	2%
L3	24 Years	3%
L4	29 Years	4%

**SCHEDULE OF APPLIED LONGEVITY**

<u>STEP</u>	<u>LONGEVITY</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
L2	2%	\$57,663	\$60,834	\$64,484
L2	w/H.P. ->	\$60,767	\$64,110	\$67,956
L3	3%	\$58,228	\$61,430	\$65,116
L3	w/H.P.->	\$61,363	\$64,738	\$68,622
L4	4%	\$58,793	\$62,027	\$65,748
L4	w/H.P. ->	\$61,959	\$65,367	\$69,289

**SECTION 5.** The salary guide for Captains shall be increased by 5.25% for 1994, by 5.50% for 1995 and by 6.00% for 1996, as follows:

<u>PAY STEP</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
C1 (Up to 20 Years)	\$59,466	\$62,737	\$66,501

**SECTION 6.** In addition to the above annual base salary, each Captain shall be paid a longevity increment as of his anniversary date upon the requisite years of experience as set forth in the schedules below. Disbursements will be made pro rata in the regular paychecks, with regular pension deductions made, and all hourly and daily rates shall be calculated on the combined total of base salary plus longevity pay. At C2 (after 20 years) Article 17, Section 6 of this Agreement shall also apply, at which time all hourly and daily rates shall be calculated on the combined total of base salary plus longevity pay plus holiday pay.

ARTICLE XI (CONT.)

LONGEVITY SCHEDULE

<u>STEP</u>	<u>AFTER NO. OF YEARS</u>	<u>PERCENT</u>
C2	20 years	2%
C3	24 years	3%
C4	29 years	4%

SCHEDULE OF APPLIED LONGEVITY

<u>STEP</u>	<u>LONGEVITY</u>		<u>1994</u>	<u>1995</u>	<u>1996</u>
C2	2%		\$60,656	\$63,992	\$67,831
C2		w/H.P.->	\$63,922	\$67,437	\$71,484
C3	3%		\$61,250	\$64,619	\$68,496
C3		w/H.P.->	\$64,548	\$68,098	\$72,184
C4	4%		\$61,845	\$65,246	\$69,161
C4		w.H.P.->	\$65,175	\$68,760	\$72,885

**ARTICLE XI (CONT.)**

**SECTION 6. (CONT.)**

a. The Captain shall receive an annual clothing allowance of \$850.00 in addition to the normal uniform supply.

b. The Captain shall have his choice of either:

- (1) use of an assigned Township police vehicle, or
- (2) personally supplying a vehicle for his use, whereby the Township shall provide:
  - (a) a vehicle allowance of \$350.00 per month
  - (b) fuel from the Township supply,
  - (c) car washes as provided for other police vehicles, and
  - (d) maintenance of any police emergency equipment that is required.
- (3) The Captain shall notify the Township of his vehicle option choice by October 1st each year for the next calendar year.
- (4) If the Captain opts to provide his own vehicle, he shall keep detailed records as required by federal I.R.S. regulations regarding the use of a personal vehicle for business purposes. Copies of such records shall be supplied to the Township Administrator/C.F.O. on a monthly basis.
- (5) The option selected may be changed by mutual consent of the Captain and the Township.

**SECTION 7.** Employees who are required to be on-call for the department or county courts (via subpoena) shall be paid at the rate of one (1) compensatory day per week of on-call.

**ARTICLE XII**

**EDUCATIONAL INCENTIVE**

**SECTION 1.** The Employer agrees to pay each Employee, in addition to his annual salary, an educational incentive based upon the following table:

- a. An Employee shall receive six dollars (\$6.00) per college credit hour earned up to a maximum of one hundred-fifty (150) hours. Any Employees who apply for this Educational Incentive for the first time on or after July 1, 1994 may only submit for credits that satisfy the requirements of the college matriculated degree programs as set forth in Section 3 of this Article. Employees who have previously received payment for college credits falling beyond the scope of Section 3 of this Article shall continue to do so. This grandfather provision shall also apply to Employees new to the Union who have previously received payment for such college credits under other collective bargaining agreements with the Employer.
- b. This payment is to be made annually on the first pay day of September.
- c. It is agreed and understood by the parties that the Employer may request reasonable proof of the credits earned.
- d. In the event an Employee is eligible for both an Educational Incentive under this Article and a Veteran's Bonus under Article 29, only one of these two bonus amounts shall be allowed. It shall be the Employee's option which one of the two he shall receive.

**SECTION 2.** The Chief of Police shall approve necessary schedule changes to permit Employees covered hereunder to attend law enforcement courses, approved by the Chief, provided such schedule changes shall not interfere with the efficient operation of the Police Department and shall not increase the cost of overtime. Permission for such schedule changes shall not be unreasonably withheld consistent, however, with the needs of the department.

**ARTICLE XII (CONT.)**

**EDUCATIONAL INCENTIVE**

**SECTION 3.** The Employer shall reimburse the Employee for all costs reasonably related to any college matriculated level degree program in police science/criminal justice, public/business administration, accounting, sociology and psychology, including but not limited to tuition, registration, student fees, parking, books and publications. However, higher educational degrees shall not be limited by those listed and are valid if they will enhance the performance of the Employee.

- a. The Employee must have been employed by the Township for at least one year in order to be eligible for such reimbursement.
- b. Notification to attend the program must be made in writing to the Chief of Police. Said notification shall include the estimated annual cost of the program and a certification that the course of study will lead to a degree.
- c. In order to receive reimbursement, the Employee must complete the course with a grade of "C" or better or satisfactorily complete the course if the course is ungraded.
- d. Reimbursement shall be made upon proof of completion as required in Section 3 (c) and the execution of a Township purchase order in accordance with Township procedures and State Law.



**ARTICLE XIII**

**DEATH IN FAMILY**

**SECTION 1.** Every Employee shall be granted leave with pay upon the death of a member of his family. Such leave shall be taken between the day of death and up to and including the third day after burial based upon the following schedule:

- a.** For death of father, mother, sister, brother or other relative residing in the household, maximum of four (4) working days.
- b.** For death of aunt, uncle, grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, maximum of two (2) working days.
- c.** For death of spouse, son or daughter, maximum of twelve (12) working days.

**SECTION 2.** The aforementioned time limits pertaining to this Article may be extended upon mutual consent of both parties.

**ARTICLE XIV**

**PERSONAL DAYS**

**SECTION 1.** Each Employee shall be granted four (4) days leave with pay for personal business during the calendar year.

**SECTION 2.** Employees are required to give twenty-four (24) hours notice to the Chief of Police of their requests for personal leave, except in cases of emergency, and the granting of personal leave shall not interfere with the efficient operation of the Police Department but shall not be unreasonably withheld.

**SECTION 3.** Personal leave days may be carried over to the following year only and must be utilized before the current year's allotment.

**ARTICLE XV**

**LEAVE OF ABSENCE**

**SECTION 1.** The Employer agrees to grant a leave of absence, without pay, for a period of up to one (1) year, for personal reasons, upon thirty (30) days prior written notice given by the Employee. Such leave shall be granted if it does not interfere with the efficient operation of the department but approval shall not be unreasonably withheld.

**SECTION 2.** If, at the end of the approved leave, or at any time prior to the expiration of the full period, the Employee wishes to return to employment, he or she will be immediately rehired and returned to duty at the rank and salary classification he or she would normally be at with no loss of seniority or other contractual benefits.

**SECTION 3.** However, should the Employer seek a replacement during the leave of absence, the Employee shall be notified immediately and the option of returning before the end of the full period would have to be exercised at that time. Thereafter, an early return could only be accomplished by mutual agreement.

**ARTICLE XVI**

**VACATIONS**

**SECTION 1.** All full time employees are authorized an annual vacation allowance with pay, which shall accrue to each employee on a calendar year basis as follows:

<u>After Completion of Service</u>	<u>No. of Vacation Days</u>
6 Months (Pro-Rated)	1 Per Month
1 Year	12 Days
5 Years	18 Days
10 Years	24 Days
15 Years	25 Days

Plus one (1) additional day per year thereafter up to a maximum of 35 days (i.e., 16 years = 26 Days, 17 years = 27 Days, etc.). Any Employee who has previously received more than 35 vacation days shall continue to do so.

**SECTION 2.** Vacations shall not be cumulative from one year to the next and must be taken in the year in which they are earned providing the manpower needs of the Police Department permit.

a. In any case where the manpower needs of the department, as determined by the Chief of Police, do not allow an Employee to take his full vacation allowance, said Employee may either receive monetary payment at the straight time rate for those unused days, or he may be permitted to carry over into the next year those unused days; this at the discretion of the Employee. The Employee must notify the Employer of his decision regarding carryover or cash payment by December 1.

b. In cases where payment is requested, that payment is to be made to the Employee in the first pay period of the succeeding year.

c. Vacation days may not be carried over into a second year.

**ARTICLE XVI (CONT.)**

**VACATIONS**

**SECTION 3.** Employees may take their vacation time in multiples of one (1) week or it may be utilized in single day units.

- a. For uniformed personnel that work a six (6) day on, three (3) day off schedule, one week equals six (6) days.
- b. For non-uniformed personnel, or those that work a five (5) day on, two (2) day off schedule, one week equals five (5) days.

**SECTION 4.** The Employer shall have the right to determine the scheduling of an Employee's vacation. The Employer agrees to give reasonable consideration to an Employee's wishes in this regard. When conflicts in choice of dates occur, preference will be governed by seniority insofar as effective staffing requirements permit.

**SECTION 5.** A permanent Employee who retires, or terminates his employment in good standing with the Township, shall be entitled to the vacation allowance for the current year prorated on the basis of one-twelfth (1/12) of his vacation entitlement for each month worked as of the date his separation becomes effective.

**ARTICLE XVII**

**HOLIDAYS**

**SECTION 1.** The following fourteen (14) days are designated as "holidays" and shall be observed on the dates indicated by the observation of same by the State of New Jersey with the exception of "Employee's Birthday" which shall be observed on that specific date:

**New Year's Day**  
**Presidents' Day**  
**Good Friday**  
**Easter Sunday**  
**Memorial Day**  
**Independence Day**  
**Labor Day**

**Columbus Day**  
**General Election Day**  
**Veteran's Day**  
**Thanksgiving Day**  
**Friday after Thanksgiving**  
**Christmas Day**  
**Employee's Birthday**

**SECTION 2.** Employees who do not work on an observed holiday shall receive their regular daily rate of pay for the holiday provided that any absence occurring on the day before or after the holiday has been excused by the Employer. If absence, prior to or following the holiday, is due to illness the Employer may request reasonable proof thereof.

**SECTION 3.** Employees who are required to work on an observed holiday will be paid their regular holiday pay plus payment at their regular rate of pay for all hours worked on each holiday and shall receive compensatory time on an hour-for-hour basis for all such hours actually worked on such holiday.

**ARTICLE XVII (CONT.)**

**HOLIDAYS**

**SECTION 4.** Employees who shall work overtime on an observed holiday shall receive their regular daily rate of pay, their regular daily rate of holiday pay, their regular daily overtime rate and compensatory time on an hour-for-hour basis for all such hours actually worked.

**SECTION 5.** Payment for any holiday(s) that fall during any given pay period shall automatically be included in the Employee's pay for that pay period. The Employee shall no longer be required to submit for payment for his holidays, other than for overtime worked on same.

**SECTION 6.** After twenty (20) years in the Police and Fireman's Retirement System (P. F. R. S.) an Employee's holiday pay shall be combined with, and paid as part of, his salary. This amount shall be evenly distributed throughout the year, without regard to when the various holidays fall. Disbursements shall be made in the regular paychecks, with regular pension deductions made. Any Employees who work overtime on holidays as enumerated in this Article shall continue to receive additional payment for said holiday overtime, as set forth in this Article.

**ARTICLE XVIII**

**SICK LEAVE**

**SECTION 1.** Sick leave is the absence of an Employee from work because of illness, accident, exposure to contagious disease, or attendance for short period of time upon a member of the Employee's immediate family seriously ill requiring care or attendance of such Employee.

**SECTION 2.** If an Employee is absent for reasons that entitle him to sick leave, his supervisor shall be notified promptly. Failure to notify the supervisor may be cause for disciplinary action. Absence without notice for five (5) consecutive days shall constitute a resignation.

**SECTION 3.** Sick leave shall be earned in the following manner:

- a. One (1) day for each full month of service with the Employer during the first year of employment.
- b. Beginning with the second year of employment, fifteen (15) days per year and for each year thereafter.
- c. Sick leave credits shall not accrue while an Employee is absent on a leave without pay.

**SECTION 4.** Any Employee who is absent on sick leave for five (5) or more consecutive working days shall be required to submit a physician's certificate as evidence substantiating the illness. The Employer may require an Employee, who has been absent because of personal illness, as a condition of his return to work, to be examined by a physician at the expense of the Employer.

**ARTICLE XVIII (CONT.)**

**SICK LEAVE**

**SECTION 5.** In the event a member suffers an on-the-job injury, payment, at his full salary, will continue for a period of up to one (1) year from the date of occurrence with the provision that any compensation he received during the one (1) year period, in the form of disability payments, etc., are turned over to the Township.

- a. The Employee will not be charged for sick leave, vacation leave or personal leave during this absence.
- b. If, at the end of that one (1) year period, the Employee is still not able to return to full duty, the Township Committee will evaluate the situation and, at its discretion, may extend the sick leave time of the Employee.

**SECTION 6.** Sick leave credits shall accrue from one year to the next with no limit.

**SECTION 7.** The Employer agrees to make a monetary reimbursement at fifty percent (50%) of the Employee's prevailing daily rate of pay for each unused sick day, up to a maximum of 150 days, at the time of the Employee's retirement under the Police and Fire Retirement System (PFRS).

**SECTION 8. Donation of Sick Time**

- a. In certain hardship cases where an Employee has exhausted all accrued sick time, other Employees may donate their own accrued sick days for use by the affected Employee. No more than two (2) sick days may be donated in a six month period by any one Employee.
- b. Employees donating their sick days will do so in writing by affixing their signature to the proper form. Said form will be submitted to the Township Administrator and a copy sent to the Chief of Police or his designee.
- c. Each request to donate sick days will be handled on a case by case basis. Approval must be received from the Township Administrator which shall not be denied without proper cause.



**ARTICLE XVIII (CONT.)**

**SICK LEAVE**

**SECTION 9.** In the event of the death of an Employee while still a member of the Raritan Township Police Department, the monetary value of the Employee's sick time as set forth in Section 7 of this Article shall be paid to his estate.

**ARTICLE XIX**

**ACTING OFFICER**

Any Employee covered by this Agreement who shall have been directed by the Chief of Police, or his designee, to act in the capacity of a senior ranking officer for a continuous period of two (2) weeks or more shall be compensated at that senior ranking officer's rate of pay for all such time.

**ARTICLE XX**

**UNIFORMS AND CLOTHING**

**SECTION 1.** Past practice with respect to furnishing and cleaning of uniforms and equipment for Employees shall be continued for the duration of this Agreement.

**SECTION 2.** All Employees who are assigned to work in plain clothes, and all Employees of the rank of Lieutenant and above, shall receive an annual clothing allowance of eight hundred and fifty dollars (\$850.00)

**ARTICLE XXI**

**LEGAL DEFENSE**

**SECTION 1.** If an Employee is made a defendant in a law suit or other legal proceeding arising out of the performance of Township Police duties for which the Employer does not have insurance coverage, then and in that event, the Employer will provide the Employee with counsel to defend such suit or legal proceeding.

**SECTION 2.** If the Employee is not satisfied with counsel provided by the Employer, he or she may retain private counsel in which event the Employer shall make payment in full for any and all resulting legal fees and costs at the customary rates prevailing in the region for this type of defense.

**SECTION 3.** The "prevailing rate" will be agreed upon at the time the Employee retains such private counsel and, if no agreement can be reached, it will be determined by an outside agency. The affected Employee will be responsible for paying for any difference that may result between the private counsel rate and the determined prevailing rate.

**ARTICLE XXII**

**INSURANCE**

**SECTION 1.** The Employer agrees to continue all insurance enjoyed in the past by the Employees and their dependents.

- a. The Union and the Employer agree to reopen negotiations in November of 1994 regarding the prescription drug program.

**SECTION 2.** Any Employee who is injured in an accident arising out of or in the course of his employment, and who is temporarily unable to work as a result thereof, shall not be charged sick leave and shall be entitled to all such considerations as appear in Article XVIII of this Agreement.

- a. The Employer reserves the right to have a physician of its own choice, at the expense of the Employer, examine the Employee to determine whether or not he is fit for duty. If the Employee refuses to submit to such examination, payment under this section shall automatically terminate.

- b. If the Employer physician's diagnosis and prognosis is not reconciled with the Employee's private physician, a third opinion will be sought from a physician mutually agreed to by the parties and the expense of such examination and consultation shall be shared between the Employer and the affected Employee.

**SECTION 3.** Employees shall execute and deliver to the Employer a subrogation agreement relating to Workman's Compensation, temporary disability payments received by an Employee while he is receiving a salary from the Employer, and all checks received by the Employee for temporary disability benefits, as stated above, shall be endorsed and delivered to the Employer.

- a. In the event of third party litigation, the affected Employee shall be responsible for payment of any insurance liens or claims from the proceeds of such third party action without recourse to the Employer for any reimbursement thereof.

**ARTICLE XXII (CON.)**

**INSURANCE**

**SECTION 4.** The Employer shall provide False Arrest Insurance for Employees as has been provided in the past.

**SECTION 5. a.** Any Employee who retires after twenty-five (25) or more years of service, or who retires at any point due to a work-related disability, shall continue to receive all health and medical benefits provided by the Employer for the remainder of his life. Such coverage shall be provided at the expense of the Employer.

**b.** In the event that the Employer adopts an Early Retirement Incentive program in accordance with State Law, any Employee who is eligible for and elects to retire under this program shall be eligible for all health and medical benefits for the remainder of his life in accordance with paragraph (a) of this Section in so far as the legislation permits.

**ARTICLE XXIII**

**PROMOTIONS**

**SECTION 1.** The Employer agrees to give preference and advancement to the then current Employees as explained in N.J.S.A. Title 40.

**SECTION 2.** If a newly created job or an open job exists, within the unit covered by this Agreement, which represents a promotion or advancement or transfer for Employees covered by this Agreement, such job will be posted on the bulletin board for fifteen (15) working days. Such notice shall contain a description of the job and the rate of pay (minimum and maximum where applicable). Employees wishing to acquire said posted jobs shall sign their names to the notice.

**ARTICLE XXIV**

**SAVINGS CLAUSE**

**SECTION 1.** It is understood and agreed upon that if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be held invalid, the remainder of this Agreement or the application of such provision to other persons or circumstances shall not be effected thereby.

**SECTION 2.** If any such provision is invalid, the Employer and the Union will meet for the purpose of negotiating changes made necessary by applicable law.

**SECTION 3.** It is understood and agreed upon that upon mutual consent of both the Employer and the Union, the two parties may meet for the purpose of affecting a change or providing an addendum to any section of this Agreement. It is further understood and agreed upon that the remaining sections of this Agreement shall remain in full force.

**SECTION 4.** It is understood and agreed upon that all benefits and terms and conditions of employment presently enjoyed by the Employees covered by this Agreement, unless otherwise modified by this Agreement, shall be continued.



**ARTICLE XXV**

**PERSONNEL FILES**

**SECTION 1.** Employees shall have access to and shall be permitted to examine their own personnel files upon giving the Employer at least two (2) working days advance notice.

**SECTION 2.** No document or report shall be placed in Employee's personnel file without prior notice to the Employee. Employees may copy anything that is in their files.

**SECTION 3.** In the case of derogatory material, the Employee shall have the opportunity to affix his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Employee shall also have the right to submit a written answer to such derogatory material and his answer shall be reviewed by the Chief of Police, or his designee, and attached to the file copy.

**ARTICLE XXVI**

**EMPLOYEE RIGHTS DURING INVESTIGATIONS**

**SECTION 1.** When an Employee is called to an "investigatory meeting" from which he can reasonably expect to receive discipline, the Employee has a right to have Union representation present if he so desires.

**SECTION 2.** In addition, the Employee has a right to be notified, in advance, of the subject matter of an investigatory interview and be afforded the opportunity to confer with a Union representative before the interview.

**ARTICLE XXVII**

**OUTSIDE EMPLOYMENT**

**SECTION 1.** Employees of the Police Department shall be permitted to contract work other than normal patrol duties and normal police work. Uniformed outside employment shall be contracted through the Chief of Police and the Chief, or his designee, shall equally distribute such work, to the extent possible, on a rotating basis among the Employees.

**SECTION 2.** Employees shall be paid for such contracted work, by separate check by the Employer, immediately following the contractor's payment to the Employer for said work. The hourly rate of pay for Employees engaged in such Outside Employment shall be the Employee's normal overtime rate of pay as established by this Agreement.

**a.** The entity who has contracted for the work shall be billed an amount equal to the Employee's wage plus a twenty-three percent (23%) administrative fee for the Employer for 1994.

**b.** In the years 1995 and 1996 this administrative fee may be increased by the Employer up to one percent (1%) each year.

**c.** Notification of any such increase shall be made to the Union not less than 30 days prior to the implementation thereof. A fact sheet detailing such costs shall be provided by the Employer.

**ARTICLE XXVIII**

**REPRESENTATION FEE**

If an Employee does not become a member of the Union during any membership year (i.e., from January 1 to the following December 31) which is covered in whole or in part by this Agreement, said Employee will be required to pay a representation fee to the Union for that membership year. This fee shall be the maximum allowed by law.

**SECTION 1. Notification.** Prior to March 1 of each year, the Union will submit to the Employer a list of those Employees who have neither become members of the Union for the then current membership year nor paid directly to the Union the full amount of the representation fee for that membership year. The Employer will deduct from the salaries of such Employees, in accordance with Section 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Union.

**SECTION 2. Payroll Deductions Schedule.** The Employer will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each Employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

- a. 10 days after receipt of the aforesaid list by the Employer; or
- b. 30 days after the Employee begins his employment in a bargaining unit position.

**SECTION 3. Termination of Employment.** If an Employee who is required to pay a representation fee terminates his employment with the Employer before the Union has received the full amount of the representation fee to which it is entitled under this Article, the Employer will deduct the unpaid portion of the fee from the last paycheck paid to said Employee during the membership year in question.

**SECTION 4. Mechanics of Deduction and Transmission of Fees.** Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Union will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Union.

**ARTICLE XXVIII (CONT.)**

**REPRESENTATION FEE**

**SECTION 5.** Changes. The Union will notify the Employer, in writing, of any changes in the list provided for in Section 1 above, and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Employer receives said notice.

**ARTICLE XXIX**

**VETERAN'S BONUS**

**SECTION 1.** Any Employee who has served on active duty in the United States Military for at least six months shall receive an annual bonus from the Employer as detailed in Section 2 below, provided he satisfies one of the following requirements: (1) was discharged under honorable conditions, (2) is recommended for an upcoming discharge under honorable conditions, or (3) is currently serving in the U.S. Military as an active reservist.

**SECTION 2.** The veteran's bonus rate shall be eleven dollars (\$11.00) for each month of active duty service, with a maximum of 72 months service.

**SECTION 3.** The Employee shall provide the Employer with copies of his DD-214, Military Discharge, or other paperwork necessary to establish his eligibility and active duty service.

**SECTION 4.** The Veteran's Bonus shall be paid on the first pay period of September each year.

**SECTION 5.** In the event an Employee is eligible for both a Veteran's Bonus under this Article and the Educational Incentive under Article 12, only one of these two bonus amounts shall be allowed. It shall be the Employee's option which one of the two he shall receive.

**ARTICLE XXX**

**MISCELLANEOUS**

**SECTION 1. Out-of-Pocket Expenses.** Upon receiving prior approval by the Chief of Police, Employees shall be reimbursed for out-of-pocket expenses incurred in connection with the performance of official duties. Payment shall be made within fifteen (15) days of submission of a voucher on the following basis:

- a. Mileage. Twenty-nine cents (\$0.29) per mile computed to and from Raritan Township Police Headquarters when using Employee's own vehicle. (This shall not be construed to cover use of Employee's vehicle in reporting for or leaving duty).
- b. Tolls, Parking Fees, Lodging. Reimbursement of reasonable expenses incurred for tolls, parking fees and lodging shall be made by the Employer upon presentation of validated receipts.

**SECTION 2. Bulletin Board.** The Union shall have the use of a bulletin board at Police Headquarters for posting of notices relating to Union meetings, official business, social functions, news items and other related items. No defamatory or malicious writing of any nature whatsoever shall be placed on the Union bulletin board and the Union agrees to maintain said board in a neat manner at all times.

**SECTION 3. Dues Check Off.** The Employer agrees to make a bi-weekly deduction from the Employee's paycheck at the request of the Employee. Such deductions will be used to pay for said Employee's Union dues. Such deductions will be turned over to the Union on a monthly basis. The amount to be deducted from each paycheck will be one-half (1/2) of the Employee's monthly dues.

**SECTION 4.** Any Employee who works at least 16 consecutive hours shall receive a \$5.00 meal allowance.

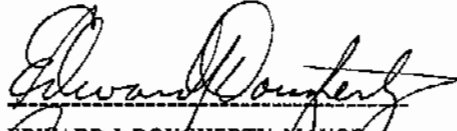
**ARTICLE XXXI**

**DURATION OF AGREEMENT**

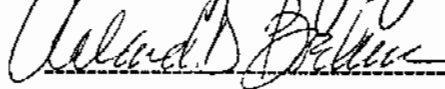
This Agreement shall be effective from January 1, 1994 through December 31, 1996 and shall continue in full force and effect until a successor agreement is signed. All salaries and benefits as set forth herein shall be retroactive to January 1, 1994, notwithstanding the date of execution hereof, for all Employees employed during the contract period.

**IN WITNESS WHEREOF**, the Union and the Township have caused this Agreement to be signed by their duly authorized representatives on this 9<sup>th</sup> day of JUNE, 1994.

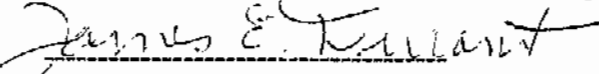
**TOWNSHIP OF RARITAN:**



EDWARD J. DOUGHERTY, MAYOR

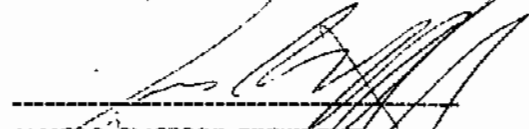


ROLAND D. BOEHM,  
COMMITTEEMAN/NEGOTIATOR

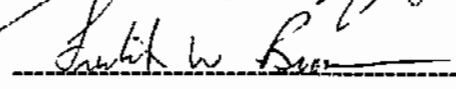


JAMES E. DURANT,  
COMMITTEEMAN/NEGOTIATOR

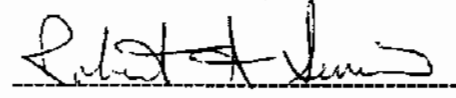
**RTPSOA, FOP LODGE NO.92**



JAMES S. CLIFFORD, PRESIDENT

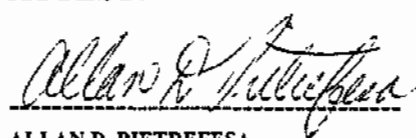


FREDERICK W. BROWN, NEGOTIATOR



ROBERT A. SEVERINO, NEGOTIATOR

**ATTEST:**



ALLAN D. PIETREFESA,  
ADMINISTRATOR/C.F.O.