

AGREEMENT  
BETWEEN  
BOROUGH OF HOPATCONG

AND

HOPATCONG BLUE COLLAR EMPLOYEES,  
MORRIS COUNCIL NO. 6, NJCSA, IFPTE, AFL-CIO

JANUARY 1, 2018 THROUGH DECEMBER 31, 2019

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		Page
PREAMBLE		
ARTICLE I	RECOGNITION	1
ARTICLE II	RIGHTS AND PRIVILEGES OF THE UNION	2
ARTICLE III	MANAGEMENT'S RIGHTS	4
ARTICLE IV	WORK WEEK, OVERTIME AND BREAKS	5
ARTICLE V	SICK LEAVE AND BEREAVEMENT LEAVE	8
ARTICLE VI	INSURANCE AND UNIFORMS	12
ARTICLE VII	DISCRIMINATION	16
ARTICLE VIII	JURY DUTY	16
ARTICLE IX	HOLIDAYS	16
ARTICLE X	VACATIONS	17
ARTICLE XI	SAFETY	18
ARTICLE XII	WAGES AND LONGEVITY ADJUSTMENT	19
ARTICLE XIII	PROMOTIONS, PROBATIONARY PERIOD, LAYOFF & RECLASSIFICATION	20
ARTICLE XIV	ACCESS TO PERSONNEL FILE	20
ARTICLE XV	GRIEVANCE PROCEDURE	21
ARTICLE XVI	DISCIPLINE	25
ARTICLE XVII	SEVERABILITY AND SAVINGS	26
ARTICLE XVIII	FULLY BARGAINED PROVISIONS	27
ARTICLE XIX	NO STRIKE PLEDGE	28
ARTICLE XX	POSTING	29
ARTICLE XXI	LOSS OF SENIORITY	29
ARTICLE XXII	TERM OF AGREEMENT	30
RIDER	SALARIES AND WAGES	31

PREAMBLE

This Agreement entered into the 17<sup>th</sup> day of Sept, 2018 by and between the Borough of Hopatcong, in the County of Sussex, New Jersey, a Municipal Corporation of the State of New Jersey, hereinafter called the "BOROUGH" and Hopatcong Blue Collar Employees, Morris Council No. 6. NJCSA, IFPTE, AFL, CIO, hereinafter called the "UNION", represents the complete and final understanding on all bargainable issues between the BOROUGH and the UNION.

ARTICLE I

RECOGNITION

Pursuant to the Certification of Representation issued on April 19, 1983 by the Public Employment Relations Commission in Docket No. R0-83-141, the Borough recognized the Union as the sole and exclusive representative for the purpose of collective negotiations with respect to terms and conditions of employment of all full-time and regularly employed part-time blue collar employees employed by the Borough, including heavy equipment operators, laborers, mechanical repairer, public works repairer, senior public works repairer, building maintenance workers, senior maintenance repairers, omnibus operator, parks maintenance worker, sewer/water repairer, senior water/sewer repairer, mechanic, mechanics helper and mechanical repairmen workers, but excluding managerial executives, supervisors within the meaning of the Act, confidential employees, craft employees, white collar employees and all other employees.

## ARTICLE II

### RIGHTS AND PRIVILEGES OF THE UNION

A. The Union shall have the right to determine such members of the Union as it deems reasonably necessary as Union Representatives.

B. The Borough agrees to make available to the Union all public information concerning the financial resources of the Borough, and other public information which may be necessary for the Union to process any grievance or contractual negotiation.

C. Authorized representatives of the Union shall have the right to enter the areas in and around the Borough garage, commonly called the "public works working areas", during working hours for the purpose of conducting normal duties relative to the enforcement and administration of this Agreement or to transact official Union business, so long as such visits do not interfere with the work being performed or with proper service to the public, and further provided it is appropriately scheduled with the Borough Administrator's office.

D. Agency Shop and Dues Deduction

1. Pursuant to N.J.S.A. 52: 14-15.9(e), whenever any Unit employee shall indicate in writing to the proper disbursing officer of the Borough his desire to have any deductions made from his compensation for the purpose of paying the employee's dues to a bona-fide employee organization, including the Union, designated by the employee in such request, and of which said employee is a member, such disbursing officer shall make such deduction from the compensation of such employee, and such disbursing officer shall transmit the sum so desired to the employee organization designated by the employee in such request. Any such sums relating to the Union shall be transmitted monthly to the Secretary-Treasurer of the Union. Any such written

authorizations may be withdrawn by the employee at any time by the filing of Notice of such Withdrawal with the disbursing officer. The filing of Notice of Withdrawal shall be effective to halt deductions in accordance with applicable law.

2. Any employee in the bargaining unit who does not join the Union within thirty (30) days from the date of execution of this Agreement, or any new employee who does not join the Union within (30) days of initial employment with the bargaining unit, and any employee previously employed within the unit who returns and who does not join the Union within ten (10) days of reentry into employment within the unit, shall pay a representation fee in lieu of dues to the Union by payroll deduction only upon a written authorization expressly authorizing said representation fee payment in accordance with applicable law. The representation fee shall be in an amount equal to no more than eight-five percent (85%) of the regular Union membership dues, fees, and assessments as certified to the Borough by the Union. The Union may revise its certification of the amount of the representation fee upon sixty (60) days written notice to the Borough to reflect changes in the regular Union membership dues, fees, and assessments. For the purpose of this provision, employees employed on a ten month basis, or who are appointed year to year shall be considered to be in continuous employment. In order for this section to become effective, the Union must provide to the Borough and to employees referred to above, sufficient evidence that it has complied with the statutory requirement to establish an internal procedure for non-members who seek to challenge the appropriateness of the representation fee. The Union shall comply with Chapter 477, Public Laws of 1979, in all respects.

3. With respect to both dues and deductions and representation fee deduction, the Union shall indemnify, defend, and hold the Borough harmless against any and all claims,

demands, suits, or other forms of liability that shall arise out of, or by reason of, action taken by the Borough pursuant to the above provisions concerning dues deductions and representation fee.

E. The Borough recognizes the right of the Union to designate one steward and one alternate for the enforcement of this Agreement. The Union shall furnish the Borough with a written designation of the steward and the alternate and shall thereafter notify the Borough in writing of any change in such designations. The authority of the steward and the alternate so designated by the Union shall be limited to, and shall not exceed, the investigation and presentation of grievances in accordance with the provisions of this Agreement, and the transmission of such messages and information shall originate with, and are authorized by, the Union or its officers. Whenever the steward or alternate of any employee in the bargaining unit is mutually scheduled by the parties to participate during regular working hours in negotiations, grievance proceedings, conference or meetings, the steward, alternate or employee shall suffer no loss of pay.

F. The Borough agrees to post a copy of the work record for calculating pay for members of the bargaining unit, such record the hours worked and the rates of pay for each member. The copy shall be posted in a convenient location in the Borough garage no later than the day on which the checks are issued.

### ARTICLE III

#### MANAGEMENT'S RIGHTS

A. The Borough retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and Constitution of the State of New Jersey and of the United States.

B. It is mutually understood and agreed that the Borough retains the prerogatives of management, including, but not limited to the rights of hiring, suspending, disciplining or ~~discharging for proper cause; promoting; transferring and scheduling employees;~~ determining of services to be offered by its agencies; to take necessary actions in emergencies; to determine the standards of selection of employment; to maintain the efficiency of its and the technology of performing its work methods, means and personnel by which its be conducted; to introduce new or different operations; and to determine the content of classifications; all subject to Civil Service Rules and any other applicable law or provisions of this Agreement. Without limiting the Borough's management prerogative to discipline as set forth above, the Borough agrees that whenever a disciplinary document of any kind is given to an employee, copies will be simultaneously transmitted to the Union steward.

C. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Borough, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and direction in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Laws and Constitution of the State of New Jersey and the United States.

#### ARTICLE IV

##### WORK WEEK, OVERTIME AND BREAKS

###### A. Work Hours

The normal work week shall consist of five (5) consecutive days, whenever practical Monday through Friday. The normal work day shall consist of eight (8) consecutive hours with

an optional one-half hour lunch period (at employee's option), subject to the agreement of the entire work crew. Lunch period modifications shall be reviewed on an annual basis by the parties.

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The normal starting time shall be 7:00 A.M. and the normal quitting shall be 3:30 P.M. It is recognized that starting and quitting time must vary for certain seasonal operations including activities such as park and public grounds maintenance, leaf removal, and with respect to emergencies such as those resulting from storms (snow removal, flooding, debris removal), vehicular accidents, and cave-ins and vandalism.

B. Overtime

1. All employees shall be expected to complete their work in the time allotted for the normal working day.

2. Any employee scheduled by the Borough to work in excess of the employee's regular eight (8) hour day shall be paid at the rate of time and one-half for all hours the employee works in excess of his regular eight (8) hours.

3. An employee who is scheduled to work a normal Monday through Friday work week who works on a Saturday or Sunday shall receive time and one-half for all hours the employee works on a Saturday or Sunday.

4. Employees in the bargaining unit who work on a holiday shall be paid their regular day's pay for the holiday plus an additional double (with the exclusion of "Holiday of Choice") time for all hours worked on said holiday.

5. In determining eligibility for overtime pay, time within the employee's standard weekly work schedule for which he receives straight time pay from the Borough for approved



absence shall be credited to time worked when computing the forty (40) hours at straight hourly pay required before overtime rates are paid.

6. If an employee is called out for emergency work, the employee shall be eligible for a minimum of four (4) hours of work if the employee chooses, but shall be paid for only the hours worked. For the purpose of determining call out time a portal to portal basis shall be used.

7. For employees who work during severe weather conditions, such as ice, snow, floods and hurricanes, current meal allowance policy shall be maintained for the duration of this Agreement.

C. Breaks

1. Each employee herein represented shall be entitled to one fifteen (15) minute break for each half-day period of work (morning and afternoon). Unused break time shall not be credited or accumulated in any way by the employee.

2. Time limits for said breaks shall be strictly observed. Employees are not to return to the Borough garage just for the break.

D. Pay Periods

Employees covered under this contract shall receive their pay every two (2) weeks for their regular services performed for the Borough.

E. Compensatory Time

The Blue Collar Unit employees will receive equivalent compensatory time when the administrative offices are closed or close early due to weather related events. No compensatory time will be awarded for delayed openings due to weather related events.

## ARTICLE V

### SICK LEAVE AND BEREAVEMENT LEAVE

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#### A. Service Credit for Sick Leave

1. All employees shall be entitled to sick leave with pay based on aggregate months of service.

2. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease, or for short periods when the presence of the employee is necessary to care for the employee's spouse or other member of the immediate family due to illness or injury. Further, sick leave may be used for short periods in addition to the bereavement leave provided because of death in the employee's immediate family as defined below.

3. For the purposes of sick leave immediate family shall be defined as the employee's husband, wife, child, stepchild, mother, father, brother, sister, mother-in-law, father-in-law, grandmother, and grandfather.

#### B. Amount of Sick Leave

1. Sick leave will be provided at a rate of one and one-quarter (1.25) days for each full month of service, commencing in the first month of employment, but will not be earned for the time spent by the employee on Worker's Compensation, nor for any time spent on leave without pay. Sick leave credits shall continue to accrue while an employee is on leave with pay.

2. Sick leave that is not used during a calendar year shall accumulate from year to year.

C. Reporting of Absence on Sick Leave

1. If an employee is to be absent for reasons that entitle the employee to sick leave, the Superintendent of Public Works or the Superintendent's designee shall be notified prior to the employee's starting time.

2. Failure to so notify the Superintendent of Public Works may be used for denial of the use of sick leave for that absence and constitute cause for disciplinary action.

3. Absence without notice of five (5) consecutive days shall constitute a resignation.

D. Verification of Sick Leave

1. An employee who has been absent on sick leave for five (5) consecutive working days may be required to submit acceptable medical evidence substantiating the illness. An employee who has been absent on sick leave for periods totaling more than fifteen (15) days in one (1) calendar year consisting of periods of less than five (5) days 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 absences of one (1) day or less, only one (1) submission of proof shall be necessary for a period of six (6) months. The Borough 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 certificate from the Department of Health shall be required.

3. The Borough 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 Borough by a

physician of the Borough's choice. 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.

4. Any employee absent from work on either the employee's last scheduled working day before the celebration of a holiday or on the employee's next scheduled working day following the celebration of a holiday, may be required to submit proof of illness from a physician.

E. Worker's Compensation

The current Borough Worker's Compensation Program of benefits shall not be reduced during the lifetime of this Agreement except that the benefits of 58-17 "Supplemental Temporary disability benefits for full-time officers and employees" shall apply for the first three (3) months, not six (6), and that upon a review by the Governing Body, the Governing Body may grant an extension up to three (3) more months, the total time for the benefits not to exceed six (6) months. The Borough shall further provide NJ State Disability for Blue Collar employees. Employees shall be responsible for payment of employer portion of the annual premium in 1991. Thereafter employer will assume payment of its portion according to State Formula.

F. Bereavement Leave

1. In case of death in the immediate family, an employee shall be granted up to three days bereavement leave.

2. Immediate family shall be defined as the employee's husband, wife, child, stepchild, mother, father, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandmother and grandfather.

3. Reasonable verification of the event may be required by the Borough.

4. Although bereavement leave is not sick leave, in the event of a death in the immediate family sick leave may be used for short periods to supplement bereavement leave, as provided in A2 of this Article. Requests for this additional time shall be made by an employee to the Superintendent of Public Works which approval shall not be unreasonably withheld.

G. Payment for Accumulated Sick Leave

1. Those employees within the Blue Collar Bargaining Unit shall receive compensation for accumulated sick leave upon retirement, provided he meets the following criteria:

2. The maximum amount of payment shall not exceed \$10,000.00.

3. Computation of payment shall be as follows:

First 100 days of accumulated sick leave - 25% of average daily pay.

Next 100 days of accumulated sick leave - 30% of average daily pay.

All over 200 days of accumulated sick leave - 42% of average daily pay.

4. In the event of the death of an employee who meets the 25 years of continuous service criteria, payment shall be made to the estate of the employee.

5. Payment may be made in up to three (3) annual installments at the option of the Mayor and Council.

6. Average daily pay shall be determined by multiplying the hourly rate times 8.

7. Any employee who does not provide the Borough with 90 day written notice of retirement will not be eligible to receive any payment for accumulated sick leave. If extenuating circumstances beyond the control of the employee are deemed to warrant an exception to said notice. This requirement may be waived by resolution of the Mayor & Council.

H. Temporary Disability

In the event of an extended period of a medically-related absence from work, an employee shall be required to utilize all banked and "accrued" sick leave, vacation leave benefits and floating holiday before the employee shall be eligible to go on unpaid leave status. At such time the employee returns to work, employee shall "accrue" balance of sick and vacation leave benefits in anticipation of continued employment through December 31st of the year in which the employee returns from said leave.

ARTICLE VI

INSURANCE AND UNIFORMS

A. The following insurance or equivalent will be provided for the employees by the Borough:

Aetna POS

United Healthcare Traditional (not available effective 1/1/08)

United Healthcare POS (effective 8/1/07)

United Healthcare Select POS Plus Plan

Life Insurance - Employee only

Worker's Compensation Liability

## Disability

### North Jersey Municipal Employee Benefits Fund

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The Borough may seek to improve/change or otherwise broker other benefit plans outside the HIF as long as the new benefit options shall be equal to or better than the current benefit options. In such an event, the Borough will use the benefit plans found within the HIF as a benchmark of insurance equivalence.

B. Effective September 1, 2014, all blue-collar employees shall be required to participate in Aetna POS or UHC Select POS Plus Health Insurance Plan (see attached schedule, with emergency room co-pay for UHC Select POS Plus at \$75). Employees may select the United Healthcare POS plan and pay the difference in premium between the UHC POS Health Insurance Plan and the UHC Select POS Plus Health Insurance Plan through a payroll deduction.

C. All employees hired on or after January 1, 2007 are required to enroll in Aetna POS or UHC POS Health Insurance Plan.

D. Effective January 1, 2010, all participating active employees shall be required to share in the cost of health care insurance premiums. Effective January 1, 2018, the health benefit contribution rate shall be frozen and capped at the percentage rate the employee was at as of December 31, 2017, irrespective of whether a change in salary would place the employee at a higher percentage rate on the attached chart. If the law or plan changes to reduce the employee contribution, such change would be applicable to unit employees. These contributions shall be pre-tax when deducted from the employee's regular pay and subject to the Employer's Section 125 Plan for tax purposes only.

The health benefit contributions set forth above shall remain in effect until the expiration of the Agreement pursuant to P.L. 2010, c. 2.

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E. Employees who have reached the age of fifty-five (55) years at the time of retirement and have been employed with the Borough of Hopatcong for a minimum of twenty (20) years, shall be entitled to a health insurance stipend of \$2,500 per year until the retired individual reaches the age of sixty-five (65), at which time the stipend paid by the Borough to the employee shall be reduced to \$1,000 which shall continue for the life of the retiree. Employees must still meet pension system retirement requirements.

F. Employees within the Blue Collar bargaining unit may continue coverage from the Borough for their children up to age 26 in accordance with applicable law. When the child reaches the limiting age, eligibility for coverage will terminate at the end of that Calendar Year.

G. In order to promote safer working conditions employees shall wear safety shoes. Members shall receive two pair of boots per annum at the expense of the Borough not to exceed a total of \$275 per year for both pair of boots. Employees shall receive an allowance up to \$275 annually for boot replacement with no limit upon the number of boots purchased, effective January 1, 2014. Members shall be issued one pair of thermal coveralls and one pair of rubber overshoes every second year beginning in 1992.

H. As the Borough provides uniforms for employees covered under this contract, employees shall be in uniform when working for the Borough. Uniforms are not to be altered nor used for purposes other than working for the Borough. New uniforms shall be provided every two (2) years. Employees shall receive an allowance of up to \$175 every other year towards winter clothing.



I. Clothing items covered by paragraphs G. and H. above will be ordered by February 1 of each year.

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ARTICLE VII

DISCRIMINATION

No employee shall be discriminated against because of age, race, creed, sex, color, ethnic background, political affiliation, lawful Union activity or physical handicap.

ARTICLE VIII

JURY DUTY

Should any employee be obligated to serve as a juror, he shall receive full pay from the Borough less all payment for jury duty for all time spent on jury duty that exceeds five (5) dollars per day.

ARTICLE IX

HOLIDAYS

A. Effective January 1, 2018, the following days shall be holidays upon which the members of the bargaining unit shall not be required to work except in the case of emergencies and call out as determined by the Superintendent of Public Works and provided in this Agreement.

New Year's Day	Columbus Day
Washington's Birthday	
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Labor Day	Christmas Eve
Two Holidays of Choice	Christmas

B. When a holiday, as listed above, falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following day, Monday.

C. No additional days are to be taken as holidays unless designated by the Mayor, regardless of its designation by any other legal entry.

D. Employee must notify supervisor of intent to take Holiday of Choice in advance of holiday.

ARTICLE X

VACATIONS

A. Employees shall be granted vacation leave based on the following schedule:

<u>YEARS OF CONTINUOUS SERVICE AS OF DECEMBER 31 OF THE YEAR</u>	<u>VACATION LEAVE GRANTED FOR THE YEAR</u>
One or less	One for each full month employed during the calendar year
Two (2) to nine (9)	Inclusive thirteen (13) days
Ten (10) to fourteen (14)	Inclusive sixteen (16) days
Fifteen (15) to nineteen (19)	Inclusive twenty one (21) days
All over twenty (20) years	Twenty six (26) days

B. Vacation benefits shall be computed as of January 1st of the calendar year. New employees hired after January 1st of the calendar year shall accrue one-day vacation benefit for each full month of service during the calendar year. Employees on the payroll as of January 1<sup>st</sup> of any calendar year shall on that January 1st be credited in advance with vacation entitlement in accordance with the foregoing schedule, provided, however, that if the employee works less than twelve (12) months in the calendar year, he is only entitled to a pro rata share of such vacation entitlement. Vacation leave credits shall continue to accrue while an employee is on leave with pay, except that vacation benefits shall not accrue for time during which the employee is receiving benefits under 58-17 Worker's Compensation, nor for any time the employee is on leave without pay. An employee who has used more vacation time than he is entitled to at the time of his

severance shall have an amount equal to his daily rate of pay deducted from his final pay for each day of vacation he has used in excess of the number of days to which he is entitled.

C. The Borough shall attempt to schedule work, insofar as possible, to preclude changes in the vacation scheduling.

D. Employees shall submit requests for vacation times of five (5) consecutive days or more by March 15, or for vacation requests for earlier times no later than four (4) weeks before his requested vacation, with first and second choices. The first choice for the first two weeks requested shall be scheduled where practicable on the basis on seniority. Vacations of less than five (5) consecutive work days may be scheduled by mutual agreement between the employee and the Superintendent of Public Works. An employee may arrange to change his scheduled vacation only with written approval of the Superintendent of Public Works.

E. Vacation days must be utilized during the calendar year in which they are accrued, with the exception that five (5) days of annual vacation leave may be carried over from one calendar year up until March 31st of the subsequent year upon written request to and approval from the Department Head and Borough Administrator.

## ARTICLE XI

### SAFETY

The Borough agrees to provide safe and adequate working areas and equipment. The Union reserves the right to call upon the Borough or any appropriate State or Federal Agency to investigate any matter involving work areas or equipment. Such request will only be made where the Union feels that the employee is subject to possible impairment of health and safety. The Borough will appoint a member of the Union to the Safety Committee if one exists or in the

alternative, the Borough agrees to appoint a member of the Union to a committee or commission or other public body specifically charged with the responsibility of maintaining adequate health and safety for the employees, if one exists.

ARTICLE XII

WAGES AND LONGEVITY ADJUSTMENT

A. Effective January 1, 2018, and retroactive to that date, there shall be a 1.9% wage increase on January 1 for each year of the agreement which shall be calculated to equally distribute the same salary increase to each eligible member of the bargaining unit. All wages and increases are set forth in the schedule attached hereto and made a part hereof including ranges for classifications specifying minimum and maximum rates.

B. Longevity adjustments shall be instituted commencing in calendar year 1982. Effective the first pay period after the anniversary date of an employee's appointment, said employee's wages shall reflect an additional increase as follows:

<u>YEARS COMPLETED</u>	<u>INCREASE</u>
5 years service	\$200
10 years service	\$400
15 years service	\$600
20 years service	\$800
25 years of service	\$1,000

C. Effective January 1, 2018, the Borough shall reimburse employees for water and sewer license fees and renewal fees.

### ARTICLE XIII

#### PROMOTIONS, PROBATIONARY PERIOD, LAYOFF AND RECLASSIFICATION

The Borough will adhere to all New Jersey Civil Service Commission laws, rules and regulations regarding promotions, working test periods, layoffs and reclassifications.

### ARTICLE XIV

#### ACCESS TO PERSONNEL FILE

Upon request and with reasonable notice, an employee shall have the opportunity to review and examine their personnel file. The Borough has the right to have such review and examination take place in the presence of a designated official. The employee may file a written response to any memorandum or document, which is derogatory or adverse to them. Such response will be included in the personnel file, attached to and retained with the document in question. If any material is derogatory or adverse to the employee, a copy of such material may be sent to the employee upon their request.

## ARTICLE XV

### GRIEVANCE PROCEDURE

#### A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement, and to resolve grievances as soon as possible, so as to assure efficiency and promote employee's morals. The parties agree that this procedure will be kept as informal may be appropriate.

2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the Superintendent of Public Works and having the grievance adjusted without the intervention of the Union. Any employee wishing to process the employee's own grievance may do so, but no settlement shall be made inconsistent with the terms of this Agreement.

#### B. Definition

The term "grievance" as used herein means a dispute between the parties over the interpretation, application or violation of policies, agreements and administrative decisions affecting the employee. It is expressly understood, however, that no grievance may proceed beyond Step One herein unless it constitutes a complaint or controversy arising over the interpretation of the terms and conditions of this Agreement. It is further understood that disputes concerning terms and conditions of employment governed by Statute or Administrative Regulation, incorporated by reference in this Agreement, either expressly or by operation of law, shall not be processed beyond step one herein.

C. Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any Step is waived by mutual consent. Time extensions may be mutually agreed to by the Borough and the employee, but such time extensions shall be in writing. The employee may process a grievance through any or all of the following steps without the Union, if the employee chooses. If the employee does process a grievance without the Union, then the employee shall substitute for the Union in the following steps:

Step One

The aggrieved employee and the Union representative shall present the employee's grievances to the employee's immediate supervisor within ten (10) days of its occurrence. The supervisor shall attempt to adjust the matter and shall respond to the employee within three (3) calendar days.

Step Two

If the grievance has not been settled, it shall be reduced to writing and presented by the Union representative to the Superintendent of Public Works, within five (5) days after the Supervisor's response is due. To be timely and effective, the written grievance must set forth in reasonable detail:

The specific action that precipitated the grievance.

The specific clause of the contract or other policy that was violated by the action.

The basis of reasoning that the action is a violation of the contract or policy.



The specific remedy being sought.

The Superintendent of Public Works shall respond to the Union representative in writing within five (5) calendar days.

### Step Three

If the grievance still remains unadjusted or unanswered by the Superintendent of Public Works, it shall be presented by the Union representative to the Borough Administrator by serving the same upon the Borough Clerk in writing within seven (7) calendar days after the response of the Superintendent of Public Works is due. The Borough Administrator shall respond in writing to the Union representative within ten (10) calendar days unless extended by mutual consent. Should the grievance not be settled by Step Three, if the aggrieved is a permanent employee he shall have the right to elect to pursue the remedies offered by the Civil Service Act, providing appeal is made to Civil Service within five (5) working days of receiving the Borough Administrator's response. If Civil Service remedies are pursued, arbitration pursuant to Step Four will be precluded. Likewise, if arbitration pursuant to Step Four is pursued, Civil Service remedies are precluded.

### Step Four - Arbitration

1. If the grievance is not settled to the aggrieved employee's satisfaction at Step Three, the Union may refer the matter to binding arbitration pursuant to the rules and regulations of the American Arbitration Association within ten (10) calendar days after the determination by the Borough Administrator.
2. The Arbitrator selected pursuant to the procedures of the American Arbitration Association shall be bound by the provisions of this Agreement and by applicable laws of the State of New

Jersey and of the United States, and decisions of the Courts of the State of New Jersey and the United States, and shall be restricted to the application of the facts presented to him involved 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. In rendering his written decision, the Arbitrator shall indicate in detail his/her findings of fact and reasons for making the award. The Arbitrator shall be guided by and shall be bound by the rules of the American Arbitration Association. The decision award of the Arbitrator shall be final and binding upon the parties subject to applicable judicial or administrative proceedings.

3. The costs for the services of the Arbitrator shall be borne equally between the Borough and the Union. Any other expenses including, but not limited to, the presentation of witnesses, shall be paid by the party incurring same.

4. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, the grievance shall be deemed to have been waived. If any grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits provided for processing the grievance at any step in the grievance procedure. A failure to respond at any level within the time limits provided shall be deemed a denial of the grievance at that step.

## ARTICLE XVI

### DISCIPLINE

- A. Discipline of an employee shall be imposed only for just cause. Discipline under this article means official reprimand, fine, suspension, demotion or removal. Demotion or removal based upon a layoff or other operational judgment of the Borough shall not be construed to be discipline. Just cause for discipline up to and including removal shall include those causes set forth in Civil Service rules N.J.A.C. 4A:2-2.3.
- B. Where the Borough imposes or intends to impose discipline, written notice of such discipline shall be given to the employee. Such notice shall contain a reasonable specification of the nature of the charges and the nature of the discipline.
- C. Any disciplinary matter of less severity (e.g. reprimand, suspension of five (5) days or less, or fines of less than six (6) days pay) than those from which appeal may be made to the Civil Service Commission may be the subject to an appeal filed through the grievance procedure. A grievance concerning disciplinary actions shall be initiated at Step Three. The employee may be represented at such hearing by Union officials or legal counsel. The Governing Body or designee shall render a written decision. That decision rendered shall be final.
- D. A permanent employee shall have the right to a Civil Service Department hearing and shall not use the grievance procedure, in every disciplinary action involving:
1. Suspension of more than five (5) days at one time.
  2. Suspension or fines for more than five (5) working days or less where the aggregate number of days suspended or fined is fifteen (15) working days or more in one (1) calendar year.

3. Demotion.

4. Removal.

Such Civil Service hearing should commence as soon as possible, and hopefully, no later than (30) days after service of a copy of the charges. The Borough shall notify the employee, the Union and the New Jersey Civil Service Commission of the reasons for the disciplinary action.

The employee may be represented at such hearing by Union officials or legal counsel; witnesses will be heard and pertinent records reviewed.

## ARTICLE XVII

### SEVERABILITY AND SAVINGS

A. The Borough and the Union recognize the applicability of Federal economic stabilization acts to control prices, rents, and salaries, and agree to abide by any Executive order or legislation. In the event any or all of the salary increases or adjustments or other economic changes provided in this Agreement cannot be legally made effective, then the provision of renegotiating as mentioned in paragraph C below shall be applicable.

B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

C. Any provision of this Agreement found to be in violation as outlined in paragraph B above, shall be subject to renegotiation by the parties, but only to the end of insuring that such provisions are not in contradiction of any such aforementioned legislation or order and not to increase

benefits. Where the provision cannot be amended to make them conform to law or to an order as outlined in paragraph B above, they shall be completely deleted from the Agreement.

### ARTICLE XIII

#### FULLY BARGAINED PROVISIONS

A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all negotiable issues, which were or could have been the subject of collective negotiations. The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject to matter not removed by law in the area of collective negotiations, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Borough and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain or negotiate with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject to matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

C. The parties agree that during the term of the Agreement, they shall meet periodically in a good faith attempt to resolve such additional issues as may arise. Failure to meet pursuant to this clause shall not be cause for a grievance. If agreement is reached between the parties as to any

such additional issues, then, and in the event, any such agreed upon language shall become part of this Agreement upon the execution of same.

## ARTICLE XIX

### NO STRIKE PLEDGE

- A. The Union covenants and agrees that during the term of this Agreement neither the Union nor any person acting on its behalf will cause, authorize, condone, or support, nor will any of its members take part in, any strike (i.e. the concerted failure to report for duty, or willful absence of any employee from his position or stoppage of work, or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment) work stoppage, slowdown or walkout. The Union agrees that such action would constitute a material breach of this Agreement.
- B. In the event of a strike, work stoppage, slowdown or other job action, it is covenanted and agreed that participation in any such activity by any employee covered by this Agreement shall be grounds for disciplinary action, which may include suspension or termination.
- C. The Union will discourage any of its members or person acting on their behalf from taking part in any strike, slowdown, or job action, and make reasonable efforts to prevent such illegal actions.
- D. Nothing contained in this Agreement shall be construed to limit or restrict the Borough in its right to seek and obtain such administrative or judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach by the Union, its members, or any person acting on its behalf.

## ARTICLE XX

### POSTING

All new and vacant positions shall be posted on the Union Bulletin Boards for a period of one week. Employees applying for such new vacancies shall make a request in writing to the head of the Department in which such vacancies exist. Subject to applicable Civil Service Laws and Regulations, efforts will be made to choose the most qualified applicant to fill vacancies and to choose applicants from within the Bargaining unit.

## ARTICLE XXI

### LOSS OF SENIORITY

Subject to applicable Civil Service Laws and Regulations, seniority shall be lost by an employee for the following reasons:

- A. Voluntary quitting. Failure to report back for work no later than the beginning of the next work week following the conclusion or termination of a leave of absence shall be deemed to constitute a voluntary quitting.
- B. Discharge for cause.
- C. Failure to report for work within twenty-four (24) hours when called back (after layoff), after receipt of telegram or registered letter, unless such failure is mutually agreed between the Borough and the Union to be excusable.
- D. Failure to be called back to work for a period of twelve (12) months after layoff, unless a greater period of time is established by agreement between the Borough and the Union.

ARTICLE XXII

TERMS OF AGREEMENT

The term of this contract shall be from January 1, 2018 through December 31, 2019 subject to a written notice from either party to the other of the desire to change or amend this agreement. To be effective, such written notice must be received by the other party no later than one hundred sixty-five (165) days prior to the Borough's required budget submission date. The foregoing reference is derived from the Public Employment Relations Commission Regulation Section 19:16-2.1, and the adoption by the Public Employment Relations Commission of February 10 required budget submission date for Municipalities such as the Borough. In the event of any change in the P.E.R.C. statutes or regulations, this Article shall be deemed to have been amended to conform to such change.

BOROUGH OF HOPATCONG

HOPATCONG BLUE COLLAR  
EMPLOYEES MORRIS COUNCIL NO. 6,  
NJCSA, IFPTE, AFL-CIO

By: *M. L. Lucci*

By: *Elizabeth Sutula 9/17/18*

WITNESS:

*Catherine Schultz*

WITNESS:

*Bernadine Rea*