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A G R E E M E N T

(For Period 1991-1993)

THIS AGREEMENT made this 13th day of *February*, 1971, between the BERKELEY TOWNSHIP SEWERAGE AUTHORITY, a body politic and corporate, organized under laws of 1946, Chapter 138, having its principal office at 255 Atlantic City Boulevard, Bayville, New Jersey (hereinafter referred to as the "Authority"), and THE UTILITY WORKERS UNION OF AMERICA, A.F.L.-C.I.O., certified by the State of New Jersey Public Employment Relations Commission in Docket No. RO-596 on May 1, 1973 (hereinafter referred to as the "Union"), by, for and in conjunction with Local No. 503, having its principal office at D3 Hampton Garden, James Street, New Jersey.

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 and established practices.

NOW, THEREFORE, the parties hereto in accordance with the following covenants, conditions and agreements, mutually agree to and with each other as follows:

ARTICLE I - UNION SECURITY

1. The Authority, for each of its employees in the bargaining unit who individually, in writing, authorizes the Authority to do so, will deduct from the earnings payable to each employee, the monthly dues and initiation fees, if any, for such employee's membership in the Union.

2. Subject to applicable law, any such authorization shall be revocable by the individual employee, by individual notice in

writing, mailed to the Authority and the Union, postmarked not earlier than five (5) days prior to the anniversary date of the signing of the authorization, or five (5) days prior to termination date of this Agreement, whichever is sooner.

3. Individual authorizations executed after the effective date of this Agreement shall be signed cards in a form mutually agreed to by the parties, executed by the employee and transmitted to the Authority.

ARTICLE II - DUES CHECK-OFF

1. The Union will furnish the Authority a written statement of the dues and initiation fees to be deducted and any change therein that may be made from time to time.

2. The Authority agrees that it will deduct the Union dues and initiation fees from the pay of each employee who has furnished the Authority with written authorization to do so, and transmit the same with a list of such employees to the Union within two (2) weeks after such deductions are made.

3. The Union shall have no right or interest whatsoever in any money authorized withheld until such money is actually withheld. The Authority or any of its officers and employees shall not be liable for any reasonable delays in carrying out such deductions. Upon forwarding a check in payment of such deductions by mail to the Union's last known address, the Authority and its officers and employees shall be released from all liability to the employee-assignors and to the Union under such assignments.

ARTICLE III - UNION ACTIVITIES AND RESPONSIBILITIES

1. In general, the Union shall not engage in any union business, discussions or activities during regular working hours, except as set forth under Article XXII entitled "Grievances."

2. Union officers or stewards, with or without a national representative of the Union, shall be allowed, after obtaining permission from the Authority, to visit the Authority plants at reasonable hours in connection with the proper handling of legitimate union business. However, such visitation shall not interfere with the normal operation of the authority business.

ARTICLE IV - BULLETIN BOARD

The Authority shall provide, in each of its plants, sufficient space for a union bulletin board. Only bulletins may be posted that have the official authorization of the designated union representative. However, any bulletin deemed controversial must have the approval of the Authority.

ARTICLE V - DISCRIMINATION

It is mutually agreed between the parties hereto that neither party shall in any way discriminate against an employee because of race, creed, color, sex, age or national origin.

ARTICLE VI - MANAGEMENT

1. None of the terms of this Agreement shall interfere with the right of the Authority in carrying out its duties and functions in accordance with the applicable law, rules and regulations to:

- A. Carry out the statutory mandate and goals pursuant to N.J.S.A. 40:14A-1 et seq., and the utilization of authority personnel, methods and means in the most appropriate and effective manner possible.
- B. Management of employees of the Authority including, but not limited to, hiring, promoting, transferring, assigning or retaining employees in position within the Authority, and in that regard to establish reasonable working rules.
- C. Suspend, demote, discharge or take other appropriate disciplinary action against any employee for just cause; or to lay off employees in the event of lack of work or funds or under conditions where continuation of such work would be ineffective and nonproductive.

- D. It is recognized that the management of all operations, the control of its properties and the maintenance of order and efficiency, is the sole responsibility of the Authority.
- E. The Authority shall decide the number and location of its facilities and stations, determine the work to be performed therein, maintenance and repairs, the amount of supervision necessary, machinery and tool equipment, methods, schedules of work, together with selections, procurement, designing, engineering and the control over the equipment and materials; the purchase of services by others, contract or otherwise except as may be otherwise specifically limited in this Agreement.

ARTICLE VII - SENIORITY

1. It is hereby agreed to recognize and accept the principle of seniority in all cases of transfer, promotions, layoffs and recalls. In all cases, however, the ability to perform the work in a satisfactory manner will be a factor in designating the employee to be affected.

2. It is understood that the Authority has the exclusive right to terminate any employees who are on a temporary basis or on a ninety-day probationary basis, without recourse to any of the provisions of the within Agreement.

3. The seniority of an employee is defined as the length of continuous service with the Authority, commencing with the date of hire. The seniority of an employee in a particular job classification shall be defined as the length of continuous service within that job classification from the first date the employee is designated in the particular classification by the Authority.

4. In the event of layoffs, the person with the lowest grade within the job classification will be laid off first, regardless of authority seniority. Employees with higher authority seniority in one classification will have the right to bump, if they qualify, employees in another classification. The last

employees to be laid off shall be the first to be recalled in accordance with seniority in their job classification. If an employee fails to report for work within ten (10) working days after notification by certified mail, return receipt, has been sent to his last known address on file with the Authority, and similar notice at the same time to be sent to the Union, that a position is open, said employees shall forfeit all seniority rights. When promotions to a higher grade or transfer to another or newly created classification are in order, a notice of vacancy shall be posted or placed at places accessible to employees affected and shall remain posted for a period of seven (7) days, within which time applicants eligible and desiring to fill such vacancy shall apply in writing to the official of the Authority to be designated in a notice, and then the Authority shall make such promotion or transfer from its regular employees; consideration for such promotion and transfer shall be based on seniority and ability to perform this work as determined. If an employee so promoted or transferred after a thirty-day trial period is not qualified in the discretion of the Authority, the Authority may remove him and transfer him to his former position. The Authority then shall have the right to promote to a higher grade or transfer to another classification an employee with less seniority.

5. The Authority shall prepare and forward to the Union a list of all its employees showing thereon seniority in service with the Authority and duration of time in each job classification. The seniority list shall be updated when necessary and shall be posted on the union bulletin board showing the employees' names, classifications and seniority dates.

ARTICLE VIII - LOSS OF SENIORITY

1. 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 of termination of a leave of absence shall be deemed and constitute voluntary quitting.
- B. Discharge for cause.
- C. Failure to report for work within ten (10) working days when called back (after layoff) after receipt of telegram and/or certified letter, shall result in loss of seniority in employment in the sole discretion of the Authority, unless that failure is mutually agreed upon between the parties to be excusable.
- D. Failure to be called back to work after a period of twelve (12) months after a layoff in the sole discretion of the Authority, unless a greater period of time is established by agreement between the parties.

ARTICLE IX - HOURS OF WORK

The normal work week will consist of five (5) days of eight (8) hours each, and a 15-minute washup time at the end of each working day. The daily hours of work shall consist of eight (8) hours per day, exclusive of a 30-minute lunch period, plus two (2) 15-minute rest periods. If an employee is called to work on his scheduled day off, he will not be instructed to take another day off.

ARTICLE X - OVERTIME

1. All work performed in excess of forty (40) hours in any one work week shall be considered overtime and compensated for at the rate of time and one-half. Included in the definition of a 40-hour work week shall be holidays, vacation, personal and sick time; however, an employee who works on the Christmas or Thanksgiving holiday shall be compensated at double time.

2. The Authority will, as far as practicable, distribute the opportunity to work overtime uniformly without job

classifications on a rotating basis. Authority shall have the exclusive right of assigning qualified personnel to do the overtime work. The Authority shall likewise have the exclusive right of the distribution of overtime among qualified regular employees.

3. The Authority's need for and right to require reasonable amounts of overtime are recognized and authorized by this Agreement.

ARTICLE XI - CALL BACK TIME/PAGER

1. The parties shall have the exclusive right of assigning qualified personnel to carry pagers for the purpose of calling employees back to work after having completed his regular scheduled shift. Any employee carrying such a pager shall receive seven (7) hours of pay per week for carrying said pager.

2. Any employee who is called back to work after having completed his regularly scheduled shift shall be paid time and one-half from the time the employee clocks in to the time when the employee clocks out.

3. Any employee who is assigned to carry a pager and is paid for same, but fails to answer or who has a back-up who fails to answer, will automatically have one eight-hour day's pay deducted.

ARTICLE XII - MILITARY LEAVE

Military leave for employees training or serving with the National Guard or the Armed Forces of the United States will be granted in accordance with the laws applying to such cases.

ARTICLE XIII - MEAL ALLOWANCE

1. An employee shall receive the sum of Six (\$6.00) Dollars for meals when an employee works four (4) hours beyond his

regular quitting time and an additional Six (\$6.00) Dollars for every four (4) hours thereafter.

2. Employees who are called from home for emergency work shall be entitled to this meal allowance after four (4) hours of work.

ARTICLE XIV - SICK LEAVE

1. Sick leave shall be granted with pay in accordance with the following:

A. After commencing employment, two (2) working days of sick leave will be allowed, after ninety (90) day probationary period.

B. After one (1) year of full employment, and for each year thereafter, eight (8) working days of sick leave will be allowed subject to the following terms and conditions:

(1) After five (5) continuous days of sick leave, a doctor's certificate will be required.

(2) Sick leave time shall be allowed to accumulate from one year to the next, but an employee shall not be allowed to accumulate more than fifteen (15) days. Notwithstanding any previous agreements and/or memorandums regarding accumulation of sick days, fifteen (15) accumulated sick days shall be the limit for any present or future employees covered under this Agreement.

(3) At retirement, an employee is entitled to the monetary value of his accumulated sick leave accrued to the employee on the date of his retirement. Therefore, the maximum sick leave an employee is entitled to at retirement is limited to fifteen (15) days.

(4) Retirement for the purposes of this Agreement shall be defined as reaching the age of 55 and have served at least ten (10) years with the Authority.

ARTICLE XV - VACATIONS

1. Each permanent, full-time employee who has had the length of continuous employment specified below shall be entitled to the working time as set forth below, as a vacation with pay at

the employee's regular hourly rate of pay as of the week immediately prior to the start of such vacation:

- A. No paid vacation shall be allowed during the first year of employment.
- B. After the first year of full-time employment, said employee shall be entitled to five (5) working days vacation.
- C. After two (2) years of full-time employment, said employee shall be entitled to ten (10) working days vacation.
- D. After seven (7) years of full-time employment, said employee shall be entitled to fifteen (15) working days of vacation.
- E. After fifteen (15) years of full-time employment, said employee shall be entitled to twenty (20) working days vacation.

2. Vacation preferences will be granted on the basis of seniority and requests must be made prior to March 30 of each year in order to maintain seniority rights for each individual year. Split vacations may be arranged, if preferred.

3. Vacations will not be allowed during periods of peak work load, as established by the Authority. All vacation time must be approved by the Authority.

4. Vacation time will not accumulate from one year to the next unless specific permission is granted by the Authority.

5. If an employee is unable to take his vacation during the calendar year in which it is earned due to illness, injury or Authority needs, it may be taken the following year at a time set forth by the Authority.

6. All employees, at the time of retirement or layoffs, shall receive payment for periods of vacation to which they may be entitled, but not have used as of that date.

ARTICLE XVI - HOLIDAYS

1. Each full-time employee covered by this Agreement shall receive holiday pay equal to one day's pay at eight (8) hours straight time without working during the following days, provided said employee is on the job and available for work the last scheduled work day before the holiday and the first scheduled work day after the holiday, even though same may be in a different work week, unless excused by Authority or is absent because of illness. The Authority may request a doctor's certificate as proof of illness.

2. If a holiday falls during an employee's vacation period, the employee will receive an additional day's pay or an additional day of vacation to be assigned by the Authority.

3. The following days shall be designed as holidays:

New Year's Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Election Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day

ARTICLE XVII - BEREAVEMENT PAY

Regular, full-time employees shall be excused from work because of death in his immediate family, as defined below, and shall be paid his regular rate of pay for the scheduled working hours missed, but not exceeding three (3) eight-hour days as a result of preparation for and/or attendance at funeral and/or burial service. Time off with pay as provided in this section is intended to be used for the purpose of handling necessary arrangements and attendance at the funeral of a deceased member of the immediate family. "Immediate family" is defined to mean

spouse, parent, children, brothers, sisters, grandparents, father-in-law, mother-in-law, brother-in-law and sister-in-law of employee. Proof of death satisfactory to the Authority shall be furnished upon request.

ARTICLE XVIII - UNIFORM

1. Authority shall provide for each full-time employee a uniform consisting of five (5) shirts and five (5) trousers and will have the same laundered. Rain gear will also be provided. The aforesaid uniforms and rain gear shall be replaced by the Authority from time to time. Further, a winter jacket and vest will be provided by the Authority to each employee. Work jackets shall be supplied.

2. At least one pair of safety shoes will be supplied each year. Additional shoes shall be at the discretion of the Superintendent.

ARTICLE XIX - HEALTH AND WELFARE

Hospital and medical insurance will be provided for as set forth in the Blue Cross Plan identified by the Number 1420. When the New Jersey State Insurance Plan provides additional insurance coverage, similar coverage will be provided under the terms of this Agreement. An employee whose prescription eyeglasses are damaged or broken while performing his work duties will have them replaced by the Authority with the Superintendent's approval.

ARTICLE XX - CIVIC DUTY AND OTHER EMERGENCIES

Whenever necessary for the protection of life and property, employees are expected to perform any reasonable duties, including major fire fighting, first aid and other types of emergency services. In the event of such an emergency, the employees must notify his Supervisor before leaving the job. Management reserves the right to request a letter from either the First Aid

Captain or the Fire Chief, which would be submitted after the fact, indicating that the services of this particular individual were necessary. Regular pay will be given for the time spent away from the Authority on such duties. If, in the opinion of Management, this allowance is being abused, disciplinary action will result.

ARTICLE XXI - DISCHARGE AND DISCIPLINE

1. Employees who violate this Agreement will be subject to disciplinary action. When an employee is reprimanded, a full report in writing shall be given to the individual concerned and to the employee's shop steward. A copy of the report will be placed in the employee's personnel file. At any discussion concerning disciplinary action, the employee will be entitled to have the shop steward present.

2. Progressive Disciplinary Guidelines. The Progressive Disciplinary Guideline is set out on pages attached to this Agreement as Schedule A.

3. Every employee will have the right to review his own personnel file in the presence of his Supervisor or the personnel clerk. A request to do this must be done through the employee's Supervisor, who will make the necessary arrangements for the review, during working hours. The employee's shop steward, if requested may be present. For a period of thirty (30) days following the execution of this Agreement, all employees shall have the right to review and photostat material in their personnel file.

ARTICLE XXII - GRIEVANCES

1. In the event that any differences arise between the Authority and the Union or between the Authority and any of its employees affected by this Agreement and concerning the

interpretation, application or compliance with the provisions of this Agreement, such difference shall be deemed to be a grievance. There shall be no suspension of the work by either party on account of a grievance, and an earnest effort shall be made to settle grievances at an early date. The procedure for settlement of grievances shall be as follows:

- A. The aggrieved employee shall discuss the grievance with his Union Steward and Supervisor within two (2) working days after the grievance arises. Every reasonable effort shall be made towards a proper disposition and settlement of the grievance.
- B. If no satisfactory settlement of the grievance is reached within five (5) working days, then grievance shall be reduced to writing by the Union on an official grievance form and presented to the Authority. The Authority shall designate one of its members, preferably the chairman or vice-chairman, to discuss the grievance with the union representative and attempt to resolve the grievance.
- C. In the event the grievance is not satisfactorily resolved as set forth above, the Union or the Authority member may refer the grievance to the Authority membership for hearing and resolution. Within fifteen (15) days after submission of said grievance to the Authority membership, the Authority shall meet with a representative of the Union in an attempt to resolve the dispute and satisfactorily settle the grievance.
- D. The parties hereto by mutual agreement may submit any grievance to arbitration. In the event the parties so elect, then the Authority shall select one arbitrator and the union shall select one arbitrator. These two arbitrators shall select a third arbitrator. The parties will be bound by a majority decision of the arbitrators. The expense of such arbitration shall be borne equally by the Authority and the Union.

ARTICLE XXIII - JOB CLASSIFICATION

1. The outline of duties for each job classification are set forth in Schedule B which documentation is being supplied for informational purposes only. It is recognized that it is the prerogative of the Authority to alter or amend such job

classifications as deemed necessary by the Authority. No current employee shall receive a decrease in his present pay scale as a result of the creation of a new grade level or as a result of a change in job classification.

ARTICLE XXIV - PROBATIONARY EMPLOYEE

New employees will be regarded as probationary for the first ninety (90) days during which time the Authority can reprimand or discharge without being challenged by the Union. There shall be no responsibility for re-employment of probationary employees if they are discharged or laid off during this probationary period. After ninety (90) days, the said new employees shall be placed on the seniority list from the first day starting work.

ARTICLE XXV - PUBLIC EMPLOYEES' RETIREMENT SYSTEM

It is compulsory that all employees of the Authority enroll in the Public Employees Retirement System.

ARTICLE XXVI - PERSONAL DAYS

After the completion of one year of service, each employee shall be entitled to two (2) personal days. A 48-hour notice to an employee's supervisor shall be given by said employee prior to taking a personal day. Personal days shall be non-cumulative.

ARTICLE XXVII - NO STRIKE/NO LOCK-OUT

1. It is recognized that the need for continued and uninterrupted operation of the Authority's business is of paramount importance to the users of the system and the citizens of Berkeley Township, and there should be no interference with said operation.

2. The Union, its officers, members, agents or principals agree not to engage in, encourage, sanction or suggest strikes, slow-downs, job actions, lock-outs, mass resignations, mass absenteeism or other similar actions which would involve suspension of or interference with the normal work performance.

3. The Authority shall have the right to discipline or discharge any employee engaged or causing a strike, slow-down or other such interference.

ARTICLE XXVIII - WAGES

1. The rates of pay for each job classification are set forth in Schedule C attached hereto and made a part hereof.

2. The parties agree and acknowledge that rates of pay for each job classification set forth in Schedule B attached hereto and made a part hereof reflect a pay increase of 6 percent per annum for each year from January 1, 1991 through December 31, 1993.

ARTICLE XXIX - OPERATING LICENSES

Employer agrees to compensate an employee the sum set forth below upon said employee's receipt of any one of the referenced licenses. This shall be a one-time payment and such compensation shall be paid in a lump sum within thirty (30) days of the employee's receipt of same.

Public Wastewater Collection Systems Operator Licenses

C-1 License	\$300.00
C-2 License	\$400.00
C-3 License	\$500.00

ARTICLE XXX - LONGEVITY

1. In addition to base salary, longevity payments shall be made to each employee in one lump sum payment on or about November 15 of each year of this Agreement. Longevity payments shall be as follows:

- A. For years of service 5-9, \$200 yearly;
- B. For years of service 10-14, \$300 yearly;
- C. For years of service 15-19, \$400 yearly;
- D. For years of service 20-25, \$500 yearly.

2. Longevity payments shall be due and payable for the whole year if any anniversary date falls within the calendar year of payment; i.e., if an employee's fifth year anniversary is October 1, 1988, he shall receive a \$200 lump sum on or about November 15, 1988. If an employee has his tenth anniversary on December 1, 1988, he shall receive a \$300 lump sum as aforesaid.

ARTICLE XXXI - DISABILITY

Employer agrees to provide insurance coverage to the employees included hereunder in the event of disability as a result of non-work connected injury or sickness, which coverage and policy shall provide the definition of disability which shall be embodied herein. The insurance policy shall cover two-thirds of employee's base salary over and above employee's maximum State Temporary Disability benefits. There would be a seven-day waiting period and coverage will be for one year thereafter. These provisions are the maximum available through the Authority's insurance company at this time.

ARTICLE XXXII - TERMINATION AND EXTENSION OF AGREEMENT

1. The terms of this Agreement shall continue for a period of three (3) years from January 1, 1991 to December 31, 1993.

2. In the absence of written notice given at least sixty (60) days prior to the expiration by either party to the other of the intention to terminate, this Agreement shall automatically be renewed for a period of another year, and from year to year thereafter, until such time as sixty (60) days' notice is given prior to the annual expiration date.

ARTICLE XXXIII - EMBODIMENT OF AGREEMENT

This document constitutes the whole and complete agreement between the parties, and embodies all the terms and conditions governing the employment of employees. The parties acknowledge

that they have had the opportunity to present and discuss proposals on any subject which is (or may be) subject to collective negotiations.

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

ATTEST:

Betty Grogan
Betty Grogan, Secretary

ATTEST:

Robert A. Beales
Attorney at Law
State of N.J.

BERKELEY TOWNSHIP SEWERAGE AUTHORITY

By HARRY D. MOREY
HARRY D. MOREY, Chairman

UTILITY WORKERS UNION OF AMERICA
A.F.L.-C.I.O.

By James A. Cully
VICE President, Local 503
By John Moriarty
National Representative

SCHEDULE A
PROGRESSIVE DISCIPLINARY GUIDELINE

	<u>OFFENSE</u>	<u>OCCURRENCE</u>	<u>PENALTY CODE</u>
1.	Insubordination (refusal to obey reasonable order, insolence, etc.)	First Second	A B
2.	Careless, willful or negligent failure to observe any regulation or order.		
	A. Violation of regulations where safety of persons or property is not endangered.	First Second	A B
	B. Violation of regulations where safety of persons or property is endangered.	First	B
3.	Theft or attempted theft, or willful damage and/or negligence of public property or waste of public supplies.	First	B
4.	Threatening, intimidating, coercing or interfering with other employees.	First Second	A B
5.	Any discourteous or insulting action or words to customers resulting in adverse public reaction to the Authority or its employees.	First Second	A B
6.	Provoking a fight or fighting during working hours or on Authority property.	First	B
7.	Making or publishing false, vicious or malicious statements concerning any employee, supervisor or the Authority.	First Second	A
8.	Possessing, selling, drinking or distributing of alcoholic beverages or illegal drugs on Authority premises or during assigned working hours.	First	B
9.	Reporting to work while under the influence of alcohol or illegal drugs.	First	B
10.	Sleeping on the job during working hours.	First Second	A B
11.	Absence without leave (any absence from work which has not been approved); leave used for a purpose other than that for which it was granted.	First Second	A B

12.	Chronic or excessive absenteeism.	First Second	A B
13.	Refusal to testify in a properly authorized inquiry or investigation except where such refusal is based upon the grounds of self-incrimination. (Witnesses shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting their testimony.)	First	B
14.	Immoral conduct.	First	B
15.	Failure to maintain proper dress and personal appearance.	First Second	A B
16.	Unauthorized use of Authority vehicles or equipment.	First	B
17.	Failure to secure Authority vehicles and equipment.	First Second	A B
18.	Deliberate or attempted falsification of records.	First	B

Penalty Codes

A = Verbal or written warning or
1 to 3 day suspension if warranted.

B = 4 to 6 day suspension or removal.

The Authority reserves the right to waive, lessen or increase the penalties, depending on the circumstances involved.

Receipt of any combination of five (5) of the aforesaid offenses within a one-year period will result in automatic discharge of the employee.

Written notices or warnings received by an employee will not be used as a basis for further discipline, provided the employee has maintained a clear record for two (2) years.

Disciplinary action resulting in time off without pay shall not be used as a basis for further discipline of an employee, provided the employee has maintained a clear record for two (2) years.

Written notices and warnings will be removed from an employee's personnel file two (2) years from the date of the citation, provided the employee has maintained a clear record for that particular violation for a two-year period.

SCHEDULE B
JOB DESCRIPTIONS

Utility #8

General building & grounds maintenance, including, but not limited to the following:

- A. Cutting grass.
- B. Painting of structures.
- C. Cleaning of Administration/Maintenance Building.
- D. Garbage collection/disposal.
- E. Cleaning of authority vehicles.
- F. All jobs assigned under supervision.
- G. Valid NJ Drivers License required.

Utility #7

- A. Obtaining meter readings for use of Authority.
- B. Pick-up/Delivery of correspondence for Authority use.
- C. All jobs assigned under supervision.
- D. Shall perform duties of previous grade.
- E. Valid NJ Drivers License required.

Utility #6

- A. Working knowledge of minor electrical & plumbing repairs.
- B. Knowledge of Authority equipment and machinery to be capable of assisting in operations during normal work hours, after hours and standby crew work, under the direction of higher grade.
- C. Be responsible to Superintendent for persons assigned to him/her.
- D. Will submit and sign information for daily work reports.
- E. Possess Commercial Drivers License.
- F. Shall perform duties of previous grade.

SYSTEMS MAINTENANCE GRADE 5

- A. Satisfactorily completed Basic Wastewater Course.
- B. Shall perform duties of previous grade.
- C. Must possess a Commercial Drivers License.

SYSTEMS MAINTENANCE GRADE 4

All jobs assigned within the Collection System/Maintenance program.

- A. Assist in performing maintenance of Authority equipment, property, pumping stations and Collection System.
- B. Cleaning of wet wells and pumping stations and operational structures.
- C. Drive light duty vehicles.
- D. Shall perform duties of previous grade.
- E. Must possess NJ DEP C-1 License.

SYSTEMS MAINTENANCE GRADE 3

All jobs assigned within the Collection System/Maintenance program.

- A. Knowledge of and assist in safe operation of sewer jet and other Collection System tools.
- B. Routine maintenance of pumping stations.
- C. Repairs/maintenance of Authority vehicles.
- D. Repairs/maintenance of pumps and motors.
- E. Perform work in Collection System.
- F. Have knowledge and assist in all inspections in accordance with Authority Regulations.
- G. Shall perform duties of previous grade.
- H. Will submit and sign information or daily work reports.
- I. Must possess NJ DEP C-1 License.

SYSTEM MAINTENANCE GRADE 2

All jobs assigned within the Collection System/Maintenance program.

- A. Be responsible for safe operation of sewer jet, air compressor, emergency generator, jackhammer, hoists, pumps and other various Authority tools and machinery.
- B. Perform repairs and maintenance to pump stations, Collection System and Authority vehicles.
- C. Be responsible for men under his/her charge.
- D. Be responsible for all tools and material within his/her job capacity.
- E. Will submit and sign information for daily work reports.
- F. Shall perform duties of previous grades.
- G. Must possess NJ DEP C-2 License.

SYSTEMS MAINTENANCE GRADE 1

All jobs assigned within the Collection System/Maintenance program.

- A. Perform routine maintenance and repairs to pump stations and inspection of same.
- B. Be responsible for safe operation of sewer jet and all other Authority tools and machinery.
- C. Be responsible for safe operation of heavy equipment including, but not limited to backhoe, crane and front-end loader.
- D. Perform necessary repairs to Authority vehicles, equipment and machinery.
- E. Be responsible for the safety of all men and crews under his/her charge.
- F. Perform necessary maintenance and repairs to Collection System.
- G. Have thorough knowledge and perform all inspections in accordance with Authority rules and regulations.
- H. Shall perform duties of all previous grades.
- I. Be responsible for all material and tools of men and crews within his/her job capacity.
- J. Will submit, sign and be responsible for all reports submitted to the Superintendent or Assistant Superintendent.
- K. Must possess NJ DEP C-3 License.

		SCHEDULE B		
40-Hour Week		1991	1992	1993
Utility Worker Grade	8 per year weekly per hour	13000.00 250.00 6.25	13780.00 265.00 6.62	14606.80 280.90 7.02

Utility Worker Grade	7	15158.00 291.50 7.28	16067.00 308.99 7.72	17031.00 327.53 8.19

Utility Worker Grade	6	17576.00 338.00 8.45	18630.00 358.00 8.97	19748.00 379.78 9.49

System Maintenance Grade	5	19999.72 384.61 9.61	21199.00 407.68 10.19	22471.00 432.15 10.80

System Maintenance Grade	4	21996.00 423.00 10.57	23315.00 448.38 11.21	24714.00 475.28 11.88

System Maintenance Grade	3	23997.00 461.49 11.54	25437.00 489.18 12.23	26963.00 518.53 12.96

System Maintenance Grade	2	26500.00 509.62 12.74	28090.00 540.20 13.50	29775.00 572.61 14.31

System Maintenance Grade	1	29003.00 557.76 13.94	30745.00 591.25 14.78	32588.00 626.70 15.67

The statements contained herein reflect general details as necessary to describe the principal functions of these jobs, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

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I acknowledge receipt of a copy of these job descriptions.

DATED: _____

Signature