

A C R E E M E N T

between

Franklin Borough  
BOROUGH OF FRANKLIN

(SUSSEX COUNTY, NEW JERSEY)

and

FRANKLIN BOROUGH WATER AND SEWER

EMPLOYEES

X January 1, 1988 through December 31, 1989

BOROUGH ORIGINAL

PREAMBLE

This agreement entered into this \_\_\_\_\_ day of August, 1988, for the period commencing January 1, 1988 through December 31, 1989, by and between the Borough of Franklin, in the County of Sussex, State of New Jersey, hereinafter called the "Borough" and the Borough of Franklin Water and Sewer Department, hereinafter called "Department of Public Works (DPW)", the authorized and recognized bargaining unit for the non-managerial members of the DPW of the Borough of Franklin, represents the complete and final understanding of all bargainable issues between the Borough and the DPW.

ARTICLE I

RECOGNITION

The Borough hereby recognizes the DPW as the sole and exclusive negotiation unit for all the DPW employees of a non-managerial status in the Borough. This agreement shall govern all wages and working conditions for the members of the Borough of Franklin DPW.

| <u>NAME</u>    | <u>DATE OF EMPLOYMENT</u> |
|----------------|---------------------------|
| John Kish      | 11/28/78                  |
| Stephen Heller | 4/ 8/85                   |
| Thomas Garrera | 5/10/85                   |

ARTICLE II

EMPLOYEES RIGHTS

- A. The DPW or any member will have the right to take a grievance on any issue involving his working conditions, employment, promotion and infringement of rights arising under this agreement.
- B. All grievance matters will be taken up by the Board of Public Works and the Council Personnel Committee on the member's day off unless the Borough insists that said meeting be held during the member's work day. If the meeting is scheduled for the member's work day or representative's work day, the time off will be granted at no charge to the member.
- C. Under no circumstances will a member be required to undertake a Polygraph Test in conjunction with any aspect of his employment.

ARTICLE III

SALARIES AND WAGES

1988 STEP GUIDE

| <u>GRADE IV</u> | <u>GRADE III</u> | <u>GRADE II</u> | <u>GRADE I</u> |
|-----------------|------------------|-----------------|----------------|
| \$ 7.30         | \$ 9.40          | \$10.70         | \$11.25        |

1989 STEP GUIDE

| <u>GRADE IV</u> | <u>GRADE III</u> | <u>GRADE II</u> | <u>GRADE I</u> |
|-----------------|------------------|-----------------|----------------|
| \$ 7.50         | \$10.05          | \$11.45         | \$12.05        |

The Board of Public Works, with the approval of the Mayor and Council, shall determine the number of employees in each Grade of the Step Guide. There is no automatic progression from any Grade to any higher Grade even if a member meets all requirements of the higher Grade.

Grade IV - Start

Grade III - Operator

Grade II - Completion of wastewater  
treatment courses

Grade I - Licensed Operator (T2)

ARTICLE IV

HOURS, OVERTIME AND CALL OUT

- A. A work week will be forty (40) hours per week, based on and approved as determined by management.
- B. Overtime will be compensated at a rate of time and one half. DPW employees will be utilized initially in the event that overtime is required, and before utilization of any outside employment.
- C. The Borough agrees to pay a minimum of two (2) hours on unscheduled call out time, when off duty employee is called out for the purpose of general or emergency duty at a rate of time and a half. The off duty employee shall also receive thirty five (\$35.00) dollars for the call-out.
- D. SICK DAYS - DPW employees shall be granted ten (10) days sick leave per year, with a limited right to accumulation of said leave of one hundred fifty (150) days, with a buy back of up to seventy-five (75) days providing retirement is under the statutory Public Employees Retirement Systems retirement procedures. The maximum buy back per day shall not exceed fifty dollars (\$50.00) per day, not to exceed \$3,750.00 total.
- E. EMERGENCY LEAVE - DPW employees shall be granted without loss of pay for death of:
1. Father, Mother, Wife, Husband, Son, Daughter, Sister or Brother, Mother-in-law, Father-in-law: Three (3) days;
  2. Aunts, Uncles, Nieces, Nephews, Grandparents, Sister-in-Law or Brother-in-Law: One (1) day;
- Reasonable verification of the event may be requested by the Borough.
- F. VACATION DAYS - DPW employees shall be granted vacation with pay subject to the following conditions:
- | <u>Years in Service</u> | <u>Vacation to be Received</u> |
|-------------------------|--------------------------------|
| 1 through 5 years       | 10 days                        |
| 6 through 15 years      | 15 days                        |
| 16 through 25 years     | 20 days                        |
| over 25 years           | 25 days                        |
- G. PERSONAL DAYS - DPW employees shall receive three (3) personal days off per year. Notification seven (7) days in advance must be given to the DPW Supervisor.

## ARTICLE V

### MEAL AND UNIFORM ALLOWANCE

- A. DPW employees shall be granted a minimum of Seven dollars (\$7.00) meal allowance after three (3) hours of overtime in any emergency call out, when approved by his Supervisor.
- B. DPW employees shall receive a uniform allowance of four hundred fifty dollars (\$450.00) in each year of this agreement. Items to be purchased are subject to prior approval by the Board of Public Works. This shall be done by voucher.

## ARTICLE VI

### COMPENSATION DAYS

- A. HOLIDAYS - The DPW employees shall be granted fourteen (14) holiday, plus the employee's birthday for a total of fifteen (15) days per year in 1988 and 1989. The official holidays are: New Years Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day, Columbus Day, Election Day and Member's Birthday, in 1988 and 1989.
  - 1. All DPW employees shall receive any holiday declared by the Mayor and Council for the Borough Staff and Employees.
  - 2. In the event an employee is required to work on a holiday he will receive a day off or eight (8) hours pay at the rate of "double-time".
  - 3. Request for vacation leave must be made by the employee to the DPW Supervisor three (3) weeks prior to the requested leave time and approval or disapproval in writing is to be made by the Supervisor of the DPW department within five (5) days of the request.
  - 4. If an official holiday occurs during an employee's authorized vacation, he will be entitled to an additional day in lieu of the holiday.

## ARTICLE VII

### INSURANCE

- A. The Borough agrees to provide to the DPW Employees, Blue Cross/Blue Shield and Major Medical Benefits pursuant to the plan in which they are enrolled, in changing plans or carriers the Borough cannot substantially change the existing benefits received by the DPW.
- B. A Dental Plan shall be provided to the Employees. This dental plan shall provide for coverage under Delta Dental Insurance Program #4 of Proposal #9A55, or an equivalent level of coverage under an alternate plan should the Borough find it necessary to change insurance carriers.
- C. The Borough agrees to provide a prescription plan to the DPW Employees. This plan will provide for, at most, a two dollar co-pay arrangement for employee prescriptions.
- D. The Borough shall provide disability insurance for the benefit of the DPW Employees under the present plan providing the equivalent to sixty-six and two-thirds (66 2/3%) percent of the weekly earnings of each Employee for a six (6) month maximum time period of coverage.
- E. The Borough shall maintain adequate and prudent insurance to claims against a DPW Employee arising out of and/or within the scope of his employment.

## ARTICLE VIII

### PENSIONS

- A. The Borough's existing public employee's retirement plan provided by the statutes of the State of New Jersey shall remain in effect.

ARTICLE IX

LONGEVITY

- A. A longevity program based upon the employee's length of continuous and uninterrupted service with the Borough shall be provided annually on the following conditions for each year of this agreement.
1. January 1st, after the fifth year of service =  
2.0% of base pay.
  2. January 1st, after the tenth year of service =  
3.5% of base pay.
  3. January 1st, after the fifteenth year of service =  
5.0% of base pay.
  4. January 1st, after twentieth year of service =  
6.5% of base pay.
  5. January 1st, after twenty fifth year of service =  
8.0% of base pay.
- B. Longevity shall be computed on a base pay, and shall date from the employee's original date of hire so the anniversary date of the employee shall be operative in the determining what if any longevity payment is to be made on the succeeding year.
- C. Longevity shall be paid in two payments.

ARTICLE X

SCHOOL REIMBURSEMENT

Reimbursement for books and schooling will be granted by the Board to any DPW employee after completing Part I and Part II of the Water/Wastewater Treatment Course.

Every effort will be made to assure that each DPW Employee will be given an equal opportunity by management to attend any schooling related to his job and recommended by management.



ARTICLE XI: GRIEVANCES, CONTINUED

If the grievant is not satisfied with such determination the Supervisor shall process the grievance in the following manner:

1. Copies of the grievance report submitted by the member and report submitted by the Supervisor of the Department shall be delivered to the Borough Clerk within two (2) working days after it had been determined that the grievance has not been resolved.
2. The Borough Clerk shall distribute copies of said report to each member of the Council and to the Mayor, who shall conduct a hearing to determine the matter within ten (10) working days after receipt of such grievance reports.

Said hearing shall be conducted in an informal manner and a record of said hearing be maintained by a tape recording at the request of any party or the Mayor and Council. A copy of the transcript of such tape recording shall be supplied to any grievant who is not satisfied with the decision of the Borough Council.

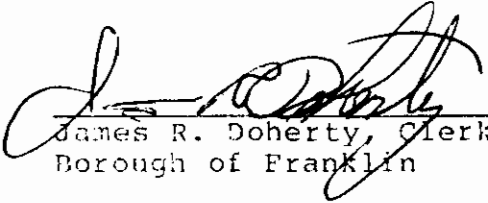
The grievant shall have the right to have the assistance at such hearing of an attorney or a representative of the DPW. The Borough Council shall decide all grievances within thirty (30) days after the conclusion of the hearing thereon.


3. All grievances shall be brought by the grievant within thirty (30) days after the grievance arises or shall be deemed to be waived and all appeals therefrom shall be brought within ten (10) days after the decision from which appeal is sought or shall be determined to have been waived. All rights and remedies of the grievant at law or otherwise shall be preserved notwithstanding the determination of the grievance in accordance with the procedures herein provided.
4. Since it is intended that grievances shall be settled without the necessity of a hearing between the Mayor and Council which have not first been processed through the steps provided above.
5. No papers and documents relating to the grievance and its disposition shall be placed in the employee's personnel history file.

RATIFICATION

ATTEST:

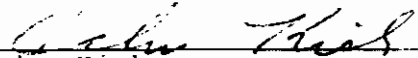
BOROUGH OF FRANKLIN, NEW JERSEY


  
James R. Doherty, Clerk  
Borough of Franklin

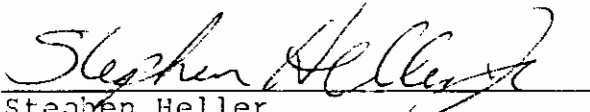
By:   
Richard W. Scott, Mayor  
Borough of Franklin

WITNESS: \_\_\_\_\_

Borough of Franklin,  
Department of Public Works

  
John Kish

  
Thomas Garreza

  
Stephen Heller