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AGREEMENT

BETWEEN THE

**BOROUGH OF HIGHLAND PARK, MIDDLESEX COUNTY**

**NEW JERSEY**

AND THE

**BOROUGH OF HIGHLAND PARK**

**DEPARTMENT OF PUBLIC WORKS ASSOCIATION**

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JANUARY 1, 1991 THROUGH DECEMBER 31, 1992

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PREAMBLE

THIS AGREEMENT made the                    day of                    ,  
1991, between the BOROUGH OF HIGHLAND PARK (hereinafter referred to  
as the "Employer") and BOROUGH OF HIGHLAND PARK DEPARTMENT OF  
PUBLIC WORKS ASSOCIATION (hereinafter referred to as the  
"Association").

WHEREAS, the Association has been selected as the bargaining  
agent by the employees to be defined and said Association has been  
recognized as such by the Employer, and

WHEREAS, the Association and the Employer have engaged in  
negotiations;

NOW, THEREFORE, the parties hereto, in consideration of the  
mutual promises, covenants and agreements contained herein do  
hereby agree as follows:

ARTICLE I

RECOGNITION

The Association is hereby designated as the bargaining agent for all employees only in the job titles set forth on Schedule A hereto and made a part hereof.

ARTICLE II

ASSOCIATION REPRESENTATIVES

A. The Association shall have the right to designate such of its members as it, in its sole discretion, deems necessary to act as Association representatives and/or shop stewards and such Association representatives and/or shop stewards shall not be discriminated against due to their legitimate Association activities.

B. Association officers, representatives and/or shop stewards shall have the right to enter upon the premises of the Employer during working hours for the purposes of conducting normal duties relative to the enforcement of this agreement, provided reasonable advance notice is given and so long as such visits do not interfere with proper service to the public, or the normal duties of the employees.

C. It is agreed that the Association will furnish to the Employer a list of duly elected or appointed Association officers, representatives and shop stewards within ten (10) days after election or appointment each year. While serving as an Association representative and/or shop steward, an employee will not be promoted, reassigned or transferred to another location without seven (7) days prior written notice to the Association President.

D. An Association officer, representative and/or shop steward may arrange to check time cards and time sheets at reasonable times, upon reasonable notice.

E. The negotiating team will consist of no more than two (2) Association employees who will be paid their normal compensation for negotiation sessions attended during working hours.

F. If a grievance and/or other union business becomes necessary to conduct with the Borough Administrator or his designee, then the President and/or one (1) Shop Steward will be permitted to participate during regular business hours.

ARTICLE III

DUES CHECK-OFF

A. The Employer shall deduct Association dues from the earnings of each Association member provided the employee executes a written authorization for such dues deduction, and provided the Association furnishes said authorization to the Employer fifteen (15) days prior to the employee's payday. The Employer shall deduct the sum of Two dollars and seventeen cents (\$2.17) from each member's paycheck for a total sum of one hundred and four dollars (\$104) per year or such other sum as is approved by the Association from time to time in its sole discretion. The Employer shall continue to deduct said dues until an employee properly resigns as a member of the Association in accordance with the Association's by-laws and proper written notice thereof is sent to the Employer by the Association.

B. The Employer shall deduct a representation fee in lieu of dues from each employee who is not a member of the Association but who is covered by this Agreement. The Employer shall deduct the sum of one dollar and eighty-four cents (\$1.84) from each of the non-member employee's paycheck, or a total sum of eighty-eight dollars and forty cents (\$88.40) per year or such other sum in the amount of eighty-five (85%) percent of the Association dues as is approved by the Association, in its sole discretion, from time to time.



C. The Association shall indemnify, defend and save 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 in reliance upon salary deduction authorization cards or representation fee payment as furnished by the Association to the Borough or in reliance upon the official notification on the letterhead of the Association and signed by the President of the Association, advising of such changed deduction. The Association shall not indemnify, defend or save harmless the Employer from its own negligence concerning dues checkoff.

ARTICLE IV

HOURS OF WORK

A. Employees shall work eight (8) hours per day, forty (40) hours per week, plus half hour (1/2) lunch.

B. Employees shall be paid from time of their arrival at the first location of the day, required by the Employer to the last such required location.

ARTICLE V

OVERTIME

A. Employees scheduled/requested to work beyond their regularly scheduled work week shall be paid at the rate of time and one-half (1-1/2) in pay except where otherwise agreed to in this contract.

B. Employees requested to work overtime on Saturday or on the sixth day in their regularly scheduled work week, shall be paid at a rate of time and one-half (1-1/2) in pay.

C. Employees requested to work overtime on Sunday, or on the seventh work day in their regularly scheduled work week, shall be paid at the rate of two (2) times in pay effective after the signing of this agreement. Commencing January 1, 1992, all employees who were employees at the time this Agreement was approved and who shall have been employed for one year shall be paid at the rate of two (2) times in pay for work on their birthday, provided that in the event a birthday is not a workday such employee shall be paid at the rate of two (2) times for work on the next workday following the employee's birthday.

D. In 1985 and later, employees requested or scheduled to work any holiday included in Section XII shall be paid their regular day's pay plus an additional rate of two (2) times in pay.

E. In computing overtime compensation, one-quarter (1/4) hour shall be the smallest fraction of an hour to be reported.

F. Overtime shall be distributed, in so far as practicable,

in accordance with seniority in title, provided employees are qualified to do the work and provided no emergency exists where the Employer does not have the time to contact the employee with the most seniority possessing the skills necessary to perform the emergency work. This provision does not relate to contiguous overtime where the job must be completed.

G. In the event an employee completes his or her regularly scheduled work and, after leaving the Employer's premises, is called to return to work, said employee shall be paid the applicable overtime compensation. In the event an employee is called to return to work on any holiday included in Article XII, or between the hours of 12:00 A.M. and 6:00 A.M. on any day, the employee shall be paid for a minimum of four (4) hours at straight time of work regardless whether said hours are actually worked, In the event said employee is called to return to work at any other time, the employee shall be paid for a minimum of two (2) hours at straight time of pay regardless of whether said hours are actually worked. The minimums set forth above shall not apply if the overtime hours run into the regularly scheduled starting time of the employee.

H. The minimum call out period for the General Foreman will be reduced to one (1) hour of regular time (in other words, time and a half (1-1/2) of regular rate).

I. There shall be no pyramiding of overtime pay.

ARTICLE VI

WAGES

A. Effective January 1, 1991, all full-time employees will receive a 6.0% increase over their December 31, 1990 base salary.

B. Effective January 1, 1992, all full-time employees will receive a 5.75% salary increase over their December 31, 1991 base salary.

C. All employee paychecks shall be delivered to the employees in sealed envelopes.

D. The August, 1985 Increased Productivity Program remains in place as a management prerogative which may be withdrawn unilaterally by the Borough at any time with thirty (30) days notice to the Union President, except that the \$500.00 per year stipend for the Crew Leaders is now included in the Driver's hourly rate.

ARTICLE VII

WAGE INCREASE ELIGIBILITY

All employees in this bargaining unit being carried on the Employer's payroll on January 1, 1988, or who commence employment on or after that date and all employees on approved leaves of absence shall receive the wage increase with the following exceptions:

A. All wage increases hereunder shall be retroactive to January 1, 1988, or in the case of employees hired after January 1, 1988, retroactive to date of hire.

B. Employees who sever employment with the Employer prior to the execution of this Agreement shall not be included in the wage increase, with the exception of retirees and deceased employees (in which case payment shall be made to his/her estate).

ARTICLE VIII

NEW EMPLOYEES

A. It is the intention of the Employer in cooperation with the Association to start all new employees at the first step/minimum of the salary range for that position. Exceptions to this policy, if they should occur, shall be communicated in writing to the Association President.

B. The Employer shall advise the Association of the name and address of each new employee hired who is covered under this agreement. This advice shall be given on a monthly basis and the Association shall advise the Employer at least ten (10) working days prior to the next pay period whether the employee is an Association member so the Employer can effect a payroll deduction for Association dues or a representation fee in lieu of dues.

C. The Employer retains the right to give additional salary step credit to reflect outside work experience.

ARTICLE IX

PROMOTIONS

A. Any employee promoted shall receive as his or her new annual salary the greater of (a) \$250 increase over his or her existing annual base salary or (b) the minimum of the salary range for the new position. An increase in pay due to a promotion shall not preclude an employee from receiving the wage increase set forth in Article VI.

B. A promotion shall be defined as follows: An advancement in job classification having new duties of greater difficulty or responsibility; or advancement into a new job classification having a salary range with a greater maximum than the prior job classification.

C. All vacancies and job titles covered under this Agreement and all temporary work assignments which shall exceed thirty consecutive work days (to the extent known in advance) shall be posted in writing by the Employer for a period of one week. In addition, a copy of said notice shall be given to the Association at the time of posting. In filling such vacancies the Employer may give preference to existing employees over new employees, provided the existing employee is qualified to perform duties of the position. The Borough, in its sole discretion shall determine the qualifications of the existing employee.



ARTICLE X

LONGEVITY

A. All employees hired before January 1, 1986 shall be entitled to receive longevity payments which in 1988 will be based upon their 1988 annual salary, and which in 1989 will be based upon their 1989 annual salary, commencing with the completion of the fifth year of service as follows:

Beginning with 6 through 10 years of service	2%
Beginning with 11 through 15 years of service	3%
Beginning with 16 through 20 years of service	4%
Beginning with 21 years of service and over	5%

B. All employees hired after January 1, 1986 shall commence longevity entitlement with the completion of the seventh (7th) year of service as follows:

Beginning with 8 through 10 years of service	2%
Beginning with 11 through 15 years of service	3%
Beginning with 16 through 20 years of service	4%
Beginning with 21 years of service and over	5%

ARTICLE XI  
MEDICAL BENEFITS

A. All full-time employees and part-time employees (except as provided in Article XXIX) who regularly work at least twenty (20) hours per week, and said employees' eligible families shall be covered, at the Employer's sole cost and expense, by any of the medical insurance plans attached hereto, with choice of Blue Cross, Rutgers Community Health Plan (RCHP), Health Ways, Co-Med, or any other health maintenance organization authorized by the New Jersey State Health Benefits Bureau as an approved alternative. If the premium of any newly approved alternative plan is greater than the then premium cost of Blue Cross, 14/20 program, then the employee shall be responsible to pay the difference in the premium cost.

B. The Employer, at its sole cost and expense, shall provide to all full-time employees, and said employees' eligible families with coverage under the dental insurance plan attached hereto.

C. All full-time employees, and said employees' eligible families shall be covered, at the Employer's cost and expense, by a drug prescription program, effective January 1, 1989, or as soon thereafter as is feasible for implementation for all Borough employees and unions. The Borough agrees to use its good faith and due diligence to implement this program by January 1, 1989. The plan shall include the requirement of a co-pay of \$3.00 per prescription by the employee.

D. All full-time employees shall be covered by an eyeglass

replacement reimbursement program at the Employer's sole cost and expense. Each such employee shall be entitled to reimbursement for glasses damaged or destroyed in the performance of the employee's duties subject to the following: (1) one reimbursement per year, (2) the total reimbursement for each employee may not exceed the sum of \$50.00 per year, (3) the reimbursement is limited to lenses and/or frames, or contact lenses, but excludes examination fees, (4) non-prescription sunglasses and non-prescription colored contact lenses are not reimbursable, (5) satisfactory proof of loss and replacement. Employees shall receive reimbursement within forty-five (45) days of the furnishing of satisfactory proof of loss and replacement for eligible costs incurred.

Effective upon the signing of this 1991-1992 Agreement, reimbursement shall be modified as follows: (1) up to two (2) reimbursements per year; (2) the total reimbursement for each employee may not exceed the sum of \$100 per year; (3) and (4) are unchanged; (5) furnishing of receipt for eligible costs. Furthermore, the requirement that glasses be damaged or destroyed is deleted.

E. The Employer retains the right to change insurance carriers so long as substantially similar benefits, coverage, and servicing of claims are provided, and further provided that all pre-existing conditions covered under the existing plan will continue to be covered by the new plan, with no lapse in coverage.

ARTICLE XII

HOLIDAYS

A. All full-time employees shall be entitled to the following paid holidays:

New Year's Day  
Martin Luther King's Birthday  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
General Election Day  
Thanksgiving Day and the day after  
Christmas Day

B. When a paid holiday falls on a Saturday, it shall be observed on the preceding Friday. When a paid holiday falls on a Sunday, it shall be observed on the following Monday.

C. All employees shall be entitled to any other holidays declared by the resolution of the Borough Council as a holiday for this Association.

D. The date of observance of holidays may be changed by mutual written agreement of the Employer and the Association.

ARTICLE XIII

PERSONAL LEAVE

A. Except as provided in paragraphs B, E. and F, all full-time employees shall have three (3) paid personal days in each calendar year for any personal purpose, in addition to all other types of leave provided in this Agreement. Personal days may not be carried over from one calendar year to the following calendar year. Personal days may be taken on separate days or may be taken consecutively; however, the employee should give the Employer one (1) week's prior notice for each personal day to be taken, except in the event of an emergency. Personal leave may not be used to extend vacations or holidays, except in extenuating circumstances, and with thirty (30) days prior notice to the employee's Department Head and approval by the Borough Administrator.

B. New employees shall be credited with up to three (3) personal days (as provided in Paragraph E) at the conclusion of their probationary ninety (90) day employment period. No personal days may be taken during the probationary period. Thereafter, such employee shall be credited with three (3) personal days on January 1 of each year, subject to paragraph F.

C. All employees shall be entitled to fracture up to one personal day on an hour-by-hour basis.

D. If there is an abuse of extending vacation or holidays with a personal day without extenuating circumstances, then disciplinary action may result.

E. New employees whose employment commences prior to May 1 of the calendar year shall receive three (3) paid personal days during the balance of the calendar year in which they are first employed; new employees whose employment commences between May 1 and August 31 shall receive two (2) paid personal days during the balance of the calendar year in which they are first employed; and new employees whose employment commences between September 1 and October 31 shall receive one (1) paid personal day during the balance of the calendar year in which they are first employed.

F. Employees whose employment terminates between January 1 and January 31 shall receive no paid personal days for the calendar year in which they are last employed; employees whose employment terminates between February 1 and April 30 of a calendar year shall receive one (1) paid personal day for the calendar year in which they are last employed; employees whose employment terminates between May 1 and August 31 shall receive two (2) paid personal days for the calendar year in which they are last employed; and employees whose employment terminates after August 31 shall receive three (3) paid personal days for the calendar year in which they are last employed.

G. If an employee's employment terminates prior to the end of the year and the number of personal days used exceeds the number of days to which the employee is entitled, considering the number of months worked during the year, then the employee's per diem rate of pay for the excess day or days shall be deducted from the final pay check.

ARTICLE XIV  
MILITARY LEAVE

All employees shall be entitled to military and other related leave in accordance with applicable law.

ARTICLE XV  
BEREAVEMENT LEAVE

A. All full time employees shall receive up to three (3) paid working days leave in the event of the death of the employee's son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, or the employee's or his or her spouse's grandparents, grandchildren, aunts, or uncles, or any other member of the employee's immediate household who have continuously resided there for at least one year prior to the date of death. For the death of an employee's spouse or child, the employee shall receive up to five (5) paid working days leave.

B. Said days shall be taken within five (5) calendar days of the date of the death, funeral or memorial service.

C. Bereavement days may be taken on separate days or consecutively, and the employee shall, whenever possible, give notice for each bereavement day to be taken to the Borough Administrator or his designee one day prior.

D. It is understood and agreed by the parties that bereavement leave is separate and distinct from any other leave time.

E. If an employee is on vacation and a death occurs that is covered under Paragraph A, vacation leave shall terminate and bereavement leave shall apply.

F. Reasonable verification of the death and relationship may be required by the Borough Administrator or his designee.



G. Such bereavement leave is not in addition to any holiday or day off, falling within the time of the bereavement.

H. An employee may make a request of the Borough Administrator or his designee for time off to attend a funeral and/or to sit shiva separate and distinct from bereavement leave. Such request, if granted by the Borough Administrator or his designated representative shall be charge, at the option of the employee, as a vacation day or personal day.

ARTICLE XVI

MATERNITY LEAVE

Maternity leave without pay shall be granted by the Employer in accordance with the following procedure:

A. All initial applications for, and application for extensions or reductions of maternity leave shall be made in writing to the Employer.

B. Any employee intending to apply for maternity leave shall advise the Employer of the fact of her pregnancy and of her prospective plans for taking maternity leave and her best estimate of when the maternity leave will commence and terminate. The employee shall request maternity leave no later than the end of the fourth month of pregnancy. Such written request shall specify when the employee wishes her leave to commence and to terminate.

C. Upon application to the Borough Administrator or his designee, child rearing leave may be granted without pay for a period not to exceed six (6) months.

ARTICLE XVII

LEAVE WITHOUT PAY

Leave without pay may be granted to full time and part time permanent employees. Normally, it may be granted only when the employee has used his or her sick days, personal days and vacation leave in the case of illness, or his or her vacation leave if leave without pay is requested for reasons other than illness. Written request for leave without pay must be initiated by the employee, and may be taken if favorably endorsed by the Department Head and approved by the Borough Administrator or his designee. Denial by the Borough Administrator shall proceed through the grievance procedure only. Such leave, except for military leave without pay shall not be approved for a period of longer than six (6) months at one time. The Borough Council may extend such leave for an additional six (6) months or a portion thereof for cause.

ARTICLE XVIII

SPECIAL LEAVE

In the event an employee is unable to report to work due to weather or civil emergency, the Borough Administrator, at the discretion of the employee, may charge the time off to accumulated vacation leave or personal leave, provided the employee notified his supervisor of his or her inability to report for work. In the event an employee wishes to observe a religious or national holiday for which no regular holiday has been declared, he or she may charge the time off to accumulated vacation leave or personal leave, provided he or she receives prior approval from the Borough Administrator or his designee, which shall not be unreasonably withheld.

ARTICLE XIX

SICK LEAVE

A. Employees hired prior to January 1, 1986, shall receive fifteen (15) sick days per year.

B. Employees hired January 1, 1986 and thereafter, shall receive twelve (12) sick days per year and an additional three (3) sick days per year only if they have used up their yearly allotment. Any employee is eligible to use additional time for, and only for, the following:

1. Hospitalization provided same is not for tests,
2. Recuperation from a hospital stay as described in Sub-Item 1 above,
3. An extended illness of more than ten (10) consecutive working days.

Three (3) additional days per year for hospitalization for extended illness are cumulative, but only to be used in future years as indicated above in Sub-Items 1, 2 and 3 for hospitalization and/or extended illness, and they are not eligible for any buy-out at termination, resignation or retirement of employment.

C. During the first year of employment, a new employee shall be credited with sick leave at the rate of one (1) day per month on a month to month basis until the completion of one (1) full year of employment. Upon completion of said year, a pro-rate number of sick days shall be credited at the rate of one and one quarter (1 1/4) days per month, for employees hired before January 1, 1986,

and credited at the rate of one (1) day per month for employees hired on or after January 1, 1986. Thereafter, all employees hired prior to January 1, 1986, shall be credited with fifteen (15) sick days and all employees hired on or after January 1, 1986, shall be credited with twelve (12) sick days for that calendar year on January first of that year.

D. If an employee's employment terminates prior to the end of the year and the number of sick days used exceeds the number of days to which the employee is entitled considering the number of months worked during the year, then the employee's per diem rate of pay for those excess days shall be deducted from the final pay period or refunded.

E. Unused sick days may be accumulated without limitation, except that the three (3) additional sick days for employees hired after January 1, 1986 referred to in Paragraph B are not cumulative for hospitalization and extended illness only.

F. An employee who has been absent on sick leave for five (5) or more consecutive work days or fifteen (15) or more total work days in a twelve (12) month period may be required to submit medical evidence substantiating the illness. In addition, the Employer may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. The Employee shall pay for the proof of illness if he/she is absent on five (5) or more similar days that contribute to a pattern of possible sick leave abuse. Abuse of sick leave shall be cause for disciplinary action.

G. Paid holidays occurring and bereavement days taken during a period of existing sick leave shall not be charged to sick leave.

H. Sick leave may be used for personal illness or for illness of a person in the employee's family who resides in the employee's home, requiring attendance on behalf of an ill person, or in the event of the employee's quarantine, pregnancy and related illness or disabling injuries.

I. Sick leave is not an additional twelve (12) of fifteen (15) vacation or personal days off per year.

J. During protracted periods of illness or disability of an employee, the Borough Administrator or his designee may require interim reports on the condition of the employee at weekly or bi-weekly periods from the employee's physician and/or a Borough designated physician. When under medical care, employees are expected to conform to the instructions of the attending physician if they wish to receive sick leave pay during such period of illness or disability. The Employer shall pay for all such medical reports requested under this Paragraph that the employee has not already obtained himself. Upon the request of the Employer, the employee shall submit the necessary paperwork to the employee's insurance company for reimbursement to the Borough.

K. Sick leave with pay shall not be allowed under the following conditions:

1. When the employee under medical care fails to carry out orders of the attending physician unless the employee immediately changes his/her attending physician.

2. When in the opinion of a Borough designate medical physician the employee is ill or disabled because of a deliberate self-imposed action or non-action or contributory negligence. Employees with alcoholic conditions or psychological disorders will be handled on a case by case basis.

3. When in the opinion of a Borough designated physician the disability or illness is not of sufficient severity to justify the employee's absence from duty. However, the employee may obtain an opinion from a physician of his or her choice. If this opinion conflicts with that of the Borough's designated physician, a third physician shall be jointly designated by the Association representative and the Borough Administrator. The opinion of this physician shall be binding on both parties and shall be paid on a 50/50 basis by both parties.

4. When an employee does not report to a Borough designated physician after being requested to do so.

5. When the Borough Administrator or his designee, is unable to contact the employee by the beginning of the third day of illness, the third and subsequent days, shall not be allowed as sick leave until contact is made.

L. This Article XIX applies to regular part-time employees and full-time employees. Temporary and seasonal employees are not entitled to sick leave compensation.

M. Employees shall not be allowed to work and endanger the health and well being of themselves or of other employees. If the Borough's designated physician determines that the employee, if



allowed to work, will endanger the health and well-being of himself/herself or other employees, then the Borough Administrator may direct the employee to take sick leave. However, the employee may obtain an opinion from a physician of his/her choice as to his/her ability to work without endangering the health and well-being of himself/herself or other employees. If this opinion conflicts with that of the Borough's designated physician, a third physician shall be jointly designated by the Association representative and the Borough Administrator. The opinion of this physician shall be binding on both sides and paid for on a 50/50 basis by each side.

N. On February 15 of each year, the Employer shall furnish to each employee a written record of the employee's sick days used, sick days unused and total accumulated unused sick days. Employees shall have one month to return a signed-off copy.

O. In charging an employee with sick leave, at least one-half (1/2) working day shall be charged even if there is a shorter absence from work.

P. Sick leave shall not be allowed for ordinary dental care, nor for any other professional service that may be normally scheduled within the employee's regular time off. The utilization of sick leave for elective, cosmetic, medical procedures will not be considered if the procedures may be normally scheduled within the employee's regular time off:

Q. If an employee is absent from work for reasons that entitle him to sick leave, the Borough Administrator or his

designated representative shall be notified as soon as possible, but no later than one-half (1/2) hour prior to the start of the scheduled work shift from which he or she is to be absent from except in the event of an emergency. Failure to notify the Borough Administrator or his designated representative may be cause for denial of the sick leave for the absence and may constitute cause for disciplinary action for the second and subsequent occurrences in the preceding twelve (12) months. An employee who is absent for five (5) consecutive days or more without reasonable justification and who does not notify the Borough Administrator or his designated representative on any of the first five (5) days, will be subject to dismissal.

R. Habitual tardiness may be cause for discipline up to and including discharge.

S. Any employee who calls in sick and engages in outside employment without previously notifying the Borough Administrator or his designee in writing, shall be subject to immediate discipline that may include discharge.

T. Any employee who engages in outside employment while on sick leave shall notify, in writing, the Borough Administrator or his designee of such employment prior to assuming or resuming such outside employment. The Borough retains the right to utilize the employee for light duty.

ARTICLE XX

ACCUMULATED SICK TIME PAY OFF

A. All employees hired prior to January 1, 1986, shall be entitled to receive a lump sum payment as supplemental compensation which sum shall be computed at the rate of one-quarter (1/4) of the employee's daily rate of pay for each day of earned and unused accumulated sick leave at the effective date of last day of employment, based upon the average compensation received during the last twelve months of active employment prior to the last date of employment. No employee need "retire" from the service of the employer or "retire" within the meaning of PERS in order to receive this benefit.

B. All employees hired after January 1, 1986 shall be entitled to receive a lump sum payment as supplemental compensation as set forth in Sub-Paragraph A, but based upon the following formulas:

1. 0 to completion of one year - no payment.
2. Completion of one year to completion of second year - 1/8 of employee's daily rate for each day of earned and unused sick leave accumulated.
3. Completion of second year to completion of fourth year - 1/7 of employee's daily rate.
4. Completion of fourth year to completion of fifth year - 1/6 of employee's daily rate.
5. Completion of fifth year to completion of seventh

year - 1/5 of employee's daily rate.

6. Completion of seventh year forward - 1/4 of employee's daily rate.

7. Notwithstanding numbers 1-5 above, employees discharged for cause within first five years of employment shall not be eligible for this benefit.

C. Employees hired after August 1, 1981, shall be entitled to receive accumulated sick time payoff under the formula in Paragraph A or Paragraph B, up to a maximum sum of two thousand five hundred dollars (\$2,500.00), for each such employee.

D. Employees hired between January 1, 1980 and July 31, 1981, shall be entitled to receive accumulated sick time payoff under the formula specified in Paragraph A, up to a maximum of accumulated sick time payoff of four thousand (\$,4000.00), for each such employee.

E. Employees hired prior to January 1, 1980, shall be entitled to receive accumulated sick time payoff under the formula in Paragraph A or Paragraph B, up to a maximum sum of five thousand five hundred dollars (\$5,500.00), for each such employee.

F. Each employee must give at least one (1) months notice before retirement or resignation. Failure to give timely notice shall result in forfeiture of benefits under this article unless employee has substantial medical reasons.

G. As used in this Article, "employee's daily rate" means the employee's regular hourly rate multiplied by eight (8).

ARTICLE XXI

WORK INCURRED INJURY LEAVE

A. No time lost due to work related injury or illness shall be chargeable to sick leave. Upon written application, the Employer shall grant a leave of absence with pay up to maximum of one (1) year to any employee disabled by injury or illness as a result of or arising from his or her employment.

B. Any employee on injury leave shall pay to the Employer all temporary disability payments received pursuant to the Worker's Compensation statutes of New Jersey.

C. The Employer, in its sole discretion, may continue to compensate the injured employee his or her full pay until the employee is able to return to work, but such leave with full pay shall not exceed one (1) year.

D. In the event the Employer denies injury leave to an employee, the denial is subject to the Grievance and Arbitration procedures and the employee may elect to use any accumulated sick leave, personal leave, vacation leave, or any other leave until he or she is able to return to employment.

E. In the event the employee is denied injury leave, he or she may thereafter apply to the Employer for leave without pay pursuant to Article XVII.

F. Employees who are injured, however slightly or severely, while working, shall make an immediate written report within eight (8) hours thereof to the Borough Administrator or his designee.

G. The employee, upon request of the Borough Administrator or his designee, shall submit periodic status reports of his or her medical condition. All reports requested by the Employer which have not already been obtained by the employee shall be paid by the Borough. The Borough at its sole discretion may require the employee to submit such costs for such medical reports to his insurance provider.

H. Any employee who while receiving benefits under this article and who engages in outside employment without the prior written permission of the Borough Administrator or his designee, shall be subject to discipline up to and including discharge. Such permission shall not be unreasonably withheld.

ARTICLE XXII

JURY LEAVE

A. Should an employee be called to serve as a juror, he or she shall receive full pay from the Employer for all time spent on jury duty. Any pay received by the employee from the court for serving as a juror shall not be deducted from the employee's regular pay.

B. If the jury compensation is increased by the State after the execution of this agreement, then the Employer and the Association shall reopen negotiations on the issue of whether employees shall reimburse the Employer in whole or in part for the compensation received for serving as a juror.

C. The employee must notify the Borough Administrator or his designee within five (5) days of receipt of a summons for jury duty.

D. An employee is not eligible for benefits under this Article if the employee has voluntarily sought jury service.

E. An employee shall submit a form indicating the time served on jury duty and the compensation received for such service.

F. If on any given day an employee is serving as a juror, and he or she is released by the Court prior to 1:00 p.m., if serving in New Brunswick, or prior to 11:00 a.m., if serving in any location other than New Brunswick, that employee shall return to work no later than 2:30 p.m. that day in order to receive pay for that day.

ARTICLE XXIII

BREAKS

A. Each employee shall be entitled to one (1) ten (10) minute break between 9:30 a.m. and 10:30 p.m. and one (1) ten (10) minute break between 1:30 p.m. and 2:30 p.m. In addition, each blue collar employee shall be entitled to two (2) five (5) minute wash-up periods, one at lunch time and one at the end of the work day.

B. Each employee shall be entitled to a half-hour (1/2) lunch break, usually 12:00 noon to 12:30 p.m.



ARTICLE XXIV

VACATIONS

A. All employees shall be granted vacation leave based upon the following schedule:

<u>COMPLETED YEARS OF SERVICE</u>	<u>AMOUNT OF VACATION DURING EACH YEAR OF SERVICE</u>
Less than one year	One working day for each two months of service
One Year	10 working days
Five Years	11 working days
Six Years	12 working days
Seven Years	13 working days
Eight Years	14 working days
Nine Years	15 working days
Ten Years	16 working days
Eleven Years	17 working days
Twelve Years	18 working days
Thirteen Years	19 working days
Fourteen Years	20 working days

B. All vacation leave for one (1) year may be taken consecutively provided the employee gives the Employer sixty (60) days written notice.

C. After the completion of five (5) full years of service, with approval of the Borough Administrator or his designee and the employee's Department Head an employee may take all vacation leave consecutively, including accumulated vacation leave. Such permission shall not be unreasonably withheld by either the

Department Head, the Borough Administrator or his designee.

D. All vacation days may be accumulated for one (1) additional calendar year. Any vacation days not taken in the next calendar year after they were earned will be forfeited.

E. Vacation schedules shall be arranged by Department. On or before February 1, of each year, all employees shall advise their Department Head of their first and second choice, if any, for vacation during the period May 15, through November 15 of that year. On or before September 1, all employees shall advise their Department Head of their first or second choice, if any, for vacation for the period November 15, of that year through May 15 of the following calendar year. Conflicts shall be determined by seniority and the needs of the Employer. Each Department Head shall post the vacation schedules no later than twenty (20) days after February 1 or September 1, as the case may be.

F. In the event an official holiday is observed during an employee's vacation, he or she shall be entitled to an additional vacation day.

G. Employees may receive their salaries in advance of the vacation if the normal pay period falls within said vacation and provided fifteen (15) days prior written request is given to the Employer's Treasurer.

H. On March 1 of each year, the Employer shall furnish to each employee a written summary of the employee's vacation days used, vacation days unused and total accumulated unused vacation days. The employee shall return a signed copy of this written form

indicating his or her acceptance or disagreement with the Borough's record within thirty (30) days of receipt.

ARTICLE XXV

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ARTICLE XXVI

GRIEVANCE PROCEDURE

A. A grievance is defined as a claimed breach, misapplication, or misinterpretation of the terms of this Agreement, or a claimed violation, misapplication or misinterpretation of any rules, regulations, policies, decisions or orders affecting an employee's terms and conditions of employment. An employee wishing to process his own grievance may do so provided: (a) the employee provides to the Association Grievance Committee written notice of his or her intention to process the grievance, (b) the employee provides to the Association Grievance Committee copies of all documents in connection with the processing of the grievance including but not limited to the written grievances furnished at each step and the Employer's written response at each step, and (c) no adjustment or settlement of the grievance is made inconsistent with the terms of this Agreement, applicable state and federal statutes, or the regulations of the New Jersey Public Employment Relations Commission. In the event the Association, in its sole discretion, determines that an adjustment of settlement of the grievance is inconsistent as set forth above, then the Association may, in its sole discretion, intervene as a party in the grievance procedure or arbitration or seek such other judicial relief as it deems appropriate to enjoin an inconsistent adjustment or settlement of a grievance.

B. Grievances shall be processed in the following manner:

Step 1: The Association through its authorized Association representative or shop stewards, shall present the employee grievance or dispute to the employee's immediate supervisor, in writing, within ten (10) working days of its occurrence or within ten (10) working days after the employee knew, or should have known, of its occurrence. The immediate Supervisor shall attempt to adjust the matter and shall respond to the employee and the authorized Association representative and/or shop steward within three (3) working days thereafter.

Step 2: If the grievance has not been adjusted, it shall be presented in writing by the Association Grievance Committee to the Department Head within five (5) working days after the date the immediate supervisor's response is due in Step 1. The Department Head shall respond to the Association Grievance Committee, in writing, within five (5) working days thereafter.

Step 3: If the grievance still remains unadjusted, it shall be presented by the Association Grievance Committee to the Borough Administrator or his designee in writing, within seven (7) working days after the response of the Department Head is due in Step 2. The Borough Administrator or his designee shall respond in writing, to the Association Grievance Committee within ten (10) working days thereafter. At the time the grievance is presented by the Association Grievance Committee to the Borough Administrator or his designee, the Association Grievance Committee may request a meeting with the Borough Administrator or his designee within five (5) days after the request for said meeting and no decision shall be issued

by the Borough Administrator or his designee prior to the holding of such meeting, where requested. Any written request shall contain all the relevant facts including all previous correspondence and the applicable section of the contract violated and remedy sought.

Step 4: Within ten (10) calendar days of the Borough Administrator's decision, the Employer, employee and the Association may apply to the Public Relations Commission (PERC) for binding arbitration. The selection of an Arbitrator and the arbitration shall be in accordance with the rules and procedures of PERC. Simultaneously with the application to PERC, the Association will send notice to the employer of its application for arbitration.

a. The decision of the Arbitrator shall be in writing and shall include the reasons for such decision.

b. The decision of the Arbitrator shall be binding upon the Employer, the Association and the employee.

c. The parties direct the Arbitrator to decide, as a preliminary question, whether he has jurisdiction to hear and decide the matter in dispute.

d. The costs for the services of the Arbitrator shall be borne equally by the Employer and the Association or by the employee if the Association does not pursue the grievance to Arbitration. Any other expenses, including, but not limited to the presentation of witnesses shall be paid by the parties incurring same.

e. The Arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, 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.

f. Only one issue at a time may be submitted for consideration by a single Arbitrator.

C. A group or policy grievance shall be submitted directly to the Borough Administrator on the Step 3 level.

D. The Association may notify the Mayor and Council of any grievance that is presented to the Borough Administrator by sending a copy of the grievance form to the Mayor and Council through the office of the Borough Clerk.

E. Upon prior notice to and with the authorization of the Borough Administrator, one designated Union Representative shall be permitted as a member of the Grievance Committee to confer with employees and the Borough on specific grievances in accordance with the grievance procedure set forth herein during work hours of employees, without loss of pay, provided the conduct of said business does not diminish the effectiveness of the Borough of Highland Park as determined by the Borough Administrator or his designee or require the recall of off-duty employees.

F. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the



time limits specified, then the grievance shall be deemed to have been abandoned. If the grievance is not processed to the next succeeding step in the grievance procedure within the limits prescribed thereunder, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for decision at any step in the grievance procedure, then the grievance shall be deemed to have been denied. Nothing herein shall prevent the parties from mutually agreeing, in writing, to extend or contract the time limits for processing the grievance at any step in the grievance procedure.

ARTICLE XXVII

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ARTICLE XXVIII

LAYOFFS

A. The Employer retains the right to lay off employees for economy or other legitimate reasons. In the event such layoffs are made, same shall be accomplished by seniority in title, provided the remaining employees are qualified to do the available work. Seniority for layoffs means "last in", "first out".

B. In all cases, the Employer shall provide thirty (30) days advance written notice to employees who are to be laid off.

C. Employees who are laid off pursuant to this Article shall be placed on an eligibility list for rehire for any vacancies for which they are qualified (as determined by the Employer) at the discretion of the Employer. Such employees, if so qualified, shall be given preference over new employees. The employees shall remain on the recall list for a period of one (1) year.

ARTICLE XXIX

PART TIME EMPLOYEES

A. Part time employees means employees who regularly work at least twenty (20) hours per week.

B. All part time employees hired prior to January 1, 1986, shall receive the following benefits:

1. Vacation: One-half of the vacation days accorded full time employees and in accordance with all of the provisions in Article XXIV.

2. Sick Leave: One-half of the sick days afforded full time employees and in accordance with all of the provisions in Article XIX.

3. Holidays: That portion of any holiday listed in Article XII which the employee was regularly scheduled to work.

4. Personal Days: One-half of the personal days accorded full time employees and in accordance with the provisions of Article XIII.

5. Bereavement Days: One-half of the bereavement days accorded full time employees and in accordance with all of the provisions in Article XV.

6. Military Leave, Accumulated Sick Time Payoff, Injury Leave, Jury Duty: Same benefits as accorded full time employees and in accordance with the provisions of this agreement governing those benefits.

7. Medical Programs: In accordance with the provisions

of Article XI.

c. Employees hired on or after January 1, 1986, shall have vacation days pro-rated not only for the number of days but also for the length of the day. For example: 1) a normal day of a twenty (20) hour per week employee in a forty (40) hour a week regular position is a four (4) hour day and that part time employee will receive only a pro-rated number of vacation days. (Ex. an employee in a twenty (20) hour a week position where the position would normally be a forty (40) hour a week position such as Dispatcher. When a full time employee would be entitled to ten (10) eight (8) hour days, this part time employee would be entitled to five (5) four (4) hour days).

1. Medical coverage shall be paid for by the Employer as a percentage of the number of hours the part time employee works compared to the number of hours a full time employee works. To illustrate, an employee who works twenty (20) hours a week in a forty (40) hour a week position, shall have fifty percent of his/her medical benefits paid for by the Employer.

ARTICLE XXX

RIGHTS AND PRIVILEGES OF THE ASSOCIATION

A. The Employer agrees to make available promptly to the Association all existing public information concerning the Borough of Highland Park, including but not being limited to the financial resources of the Borough of Highland Park, which may be necessary for the Association to process any grievance, unfair practice charge, arbitration or complaint. All such information shall be updated upon request. All requests shall be made through the Borough Administrator.

B. Whenever any representative of the Association or any employee is mutually scheduled by the Employer and the Association to participate during working hours in contract negotiations, grievance procedures, arbitration hearings, unfair practice charges, or other PERC hearings, PERC conferences or PERC meetings, the employee shall suffer no loss in pay.

C. the Association shall have free and unrestricted use of two (2) bulletin boards which shall be provided by the Employer for its exclusive use. There shall be one bulletin board in Borough Hall and one in the Department of Public Works.

D. Such bulletin board space shall be used by the Association for posting of notices and bulletins pertaining to Association business and activities only.

E. No matter may be posted by an employee without receiving express permission of the officially designated Association

representative and may be removed by the Employer if deemed appropriate, but only after the Employer first consults with the Association representative.

ARTICLE XXXI  
PERSONNEL FILES

A. Employees have the right to inspect and copy their individual personnel files upon request to the Employer without limitation and during normal working hours and upon reasonable notice to the Employer. The Employer agrees that the official personnel files of each unit employee shall be maintained in the office of the Borough Administrator. Employees have the right to define, explain, or object in writing to any material found in the personnel file and such writing shall become a permanent part of the employees' personnel file.

B. Employees shall, upon request, be entitled to have all records of disciplinary proceedings, including charges made in the Borough of Highland Park and charges made in other jurisdictions, transcripts or records of proceedings, letters, records or judgements, imposing or memorializing discipline or charges, expunged from their records in accordance with the following procedure:

1. Violations of rules and regulations resulting in punishment not exceeding an oral or written reprimand may be expunged after the expiration of one (1) year from the date of disposition provided that there has been no subsequent violation within the one (1) year period after the date of disposition of the first violation, then in that event both matters may be expunged from the record after one (1) year from the date of disposition of



the second offense, provided there has been no further violation.

2. All other violations of rules and regulations, other than those described in subparagraphs 1 and 3 hereof which result in a suspension not exceeding three (3) days, may be expunged after the expiration of three (3) years from the date of disposition provided that there has been no subsequent violation during the three (3) year period thereafter. If there has been a subsequent violation within the three (3) year period after the date of disposition of the first violation, then in that event both matters may be expunged from the record after six (6) years from the date of disposition of the second offense, provided there has been no further violation.

3. All other matters other than those which constitute a violation of state law or which involve the use of firearms, use of unlawful physical violence, violation of public trust or a gross abuse of authority, which result in a disposition involving a period of suspension of duty not in excess of fifteen (15) days may be expunged after the expiration of seven (7) years from the date of disposition provided that there has been no subsequent offense within said seven (7) year period.

Notwithstanding the incorporation of subparagraph B above in this Agreement, employer reserves the right to file scope of negotiation petition with the Public Employee Relations Commission.

ARTICLE XXXII

EMPLOYEE EXPENSES

Authorized expenses incurred by an employee on the Employer's behalf shall be reimbursed by the Employer within forty (40) days after the Employer's receipt of a completed voucher and receipt for the expense.

ARTICLE XXXIII

SAFETY

A. The Employer agrees to promote the safety and adequacy of all working areas, and equipment and such tools as are provided for employee use, and the employer shall provide all necessary safety equipment.

B. Where safety equipment is provided, it is the responsibility of the employee to utilize such equipment.

C. It is further understood that employees will report all safety hazards and defects to their immediate supervisors. If a supervisor agrees that a hazard or defect exists, he shall inspect and correct such hazards or defects.

D. The Employer will maintain, at all times, an Employee Safety Committee which shall consist of a maximum of eight (8) members, equal total representation from all unions and Management and at least one (1) representative from Department of Public Works Association, plus the Borough Administrator as ninth member and Chairman.

E. The safety committee shall meet to discuss any safety matters periodically and shall make written recommendations regarding such matters.

ARTICLE XXXIV

MEAL REIMBURSEMENT

Any employee required to work through a supper or other meal hour shall be credited with a meal allowance at a rate not to exceed five dollars (\$5.00) per meal. Whenever practicable, the employee shall charge the meal at the White Rose System, Woodbridge Avenue, Highland Park, New Jersey, in the name of the Employer which shall pay all properly made charges directly to the restaurant. If the employee cannot take a meal at the White Rose System, he/she shall be reimbursed for the actual costs of the meal up to the \$5.00 maximum upon presentation of a receipt.

ARTICLE XXXV

MANAGEMENT RIGHTS

A. The Employer hereby retains and reserves unto itself without limitation, all powers, rights, and 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, as amended from time to time, including, but without limiting the generality of the foregoing, the following rights:

1. The executive management and administrative control of the Borough Government and its properties and facilities.

2. To decide the number of employees needed for any particular time except where questions of employee safety are involved and to be in sole charge of the quality and quantity of the work required.

3. To hire all employees, whether permanent, temporary, or seasonal; to promote; transfer and assign according to law or to retain employees in positions with the Employer.

4. To set rates of pay for temporary and seasonal employees.

5. To suspend, demote, discharge, or take any other appropriate disciplinary actions against any employee for good and just cause according to law.

6. Nothing contained herein shall prohibit the Employer from contracting out any work to the extent allowed by law.

ARTICLE XXXVI

MAINTENANCE OF WORK OPERATIONS

A. The Association hereby covenants and agrees that during the term of this Agreement, neither the Association nor any person acting in its behalf will cause, authorize, or support any strike (i.e. the concerted failure to report for any duty or the concerted and willful absence of employees from their positions, or stoppage of work, or absence in whole or in part, from the full, faithful, and proper performance of the employee's duties of employment), work stoppage, slow-down, or other illegal job action against the Employer.

B. In the event of a strike, slow-down, walk-out, or job actin, it is covenanted and agreed that participation in any and all such activity by any Association member shall entitle the Employer to consider such activity as grounds for disciplinary action up to termination of employment, but said discipline must, if imposed, be equally applied to each and every employee who participates.

C. The Association agrees that it will make every reasonable effort (provided same does not require the disbursement of Association funds) to prevent its members from participating in any strike, work stoppage, slow-down, or other illegal job action. The Association shall publicly disavow each action and request all of its members who participate in such activities to cease and desist from same immediately and to return to work.

D. Nothing contained in this Agreement shall be construed to limit or restrict the Employer in its right to seek and obtain such judicial relief as it may be entitled to have in law or equity for injunction in the event of such breach by the Association or a concerted breach by members of the Association.

E. The Borough agrees not to lock-out its employees.

ARTICLE XXXVII

COMPUTATION ERRORS

During the term of this Agreement, all computation errors shall be corrected within a reasonable time after discovery and notice.



ARTICLE XXXVIII

TEMPORARY WORK ASSIGNMENT

Employees assigned to fill higher level positions on a temporary basis shall be paid at the rate of pay of the minimum of the higher level position or shall receive an increase of \$250.00 over their existing annual base salary, whichever is greater, after working in the higher level position for thirty (30) consecutive calendar days, or after working in the higher level position for any thirty (30) working days out of any sixty (60) calendar days.

ARTICLE XXXIX

CLOTHING AND UNIFORMS

The Employer shall continue to provide all clothing and uniforms in accordance with the existing practice on the date hereof, except as follows:

A. Each member of the Public Works Department shall receive at the Employer's option either eleven (11) sets of rented uniforms with once a week pickup and delivery or five (5) sets of rental uniforms with twice a week pickup and delivery, to be laundered and maintained by the Employer's vendor.

B. All clothing and uniforms, whether furnished in accordance with prior practice or by reason of this Agreement, shall be replaced as needed by the Employer, at its sole cost and expense, and in the Employer's discretion, which shall be reasonably exercised provided that employees shall be entitled to wear, under regulations promulgated by the Borough, short-sleeve uniform T-shirts, of a type and bearing a logo approved in advance by the Borough, which T-shirts shall be paid for by Association or its members.

C. Each employee shall receive both summer and winter safety boots.

D. Each employee will be provided with raingear and gloves as needed. The employees agree to take all reasonable care with everything provided.

ARTICLE XL

DISCIPLINE

The Employer shall have the right to suspend or discharge an employee for good cause, upon written notice to the employee and the Association, which shall contain a statement of the reasons, therefore, unless circumstances require immediate action. In a case requiring immediate action, written notification shall be accomplished after such suspension or discharge. Any suspension, fine, demotion or disciplinary action taken against any employee shall be subject to the grievance procedure and arbitration provided for herein, in addition to any other remedy permitted by law.

ARTICLE XLI

EXCEPTIONS TO BARGAINING DUTY

A. The Employer shall not be required to bargain with the Association concerning the initial hours of work or the initial salary of any new employee who accepts initial employment in a job title not included on Schedule A. However, if the Employer voluntarily recognizes the Association as the exclusive bargaining representative for the new job title, or if the Public Employment Relations Commission includes this new job title in the unit represented by the Association, then the Employer shall negotiate all of the terms and conditions of employment, including but not limited to hours of work and salary, for the new job title as part of the negotiations for the next successor labor agreement between the parties.

B. The Employer shall not be required to bargain with the Association concerning the initial hours of work of any present or future employee who is already covered by this Agreement, or any successor thereto, at the time when such employee leaves his or her employment in a job title covered by this Agreement, and voluntarily accepts employment in a new job title not included on Schedule A, provided the new job title has been posted by the Employer. However, if the Employer voluntarily recognizes the Association as the exclusive bargaining representative of the new job title, or if the Public Employment Relations Commission includes this job title in the unit represented by the

Association, then the Employer shall negotiate all of the terms and conditions of employment, including but not limited to hours of work, for the new job title, as part of the negotiations for the next successor labor agreement between the parties.

C. The Employer shall continue to bargain with the Association in all respects as required by law or by this Agreement. It is further expressly understood and agreed that the hours of work of any present employee serving in any job title included on Schedule A shall not be altered without prior bargaining with the Association.

ARTICLE XLII

EMPLOYEE TIME CLOCK

If utilized, time clocks will be located in both Borough Hall and the Public Safety Building for the purpose of recording an employee's time worked. The time cards obtained therefore will be recognized as the official record of time "in and out" and may be used for determination of timeliness of work schedules. Any alterations of a time card without prior written permission of the Borough Administrator may result in disciplinary proceedings up to and including discharge.

ARTICLE XLIII

JOB DESCRIPTION

A. When job descriptions are prepared by the Borough, copies will be distributed to the individual employee and the association representative at least fifteen (15) days prior to the effective date of the job descriptions.

B. No later than ninety (90) days after the execution of this Agreement, the Borough will provide job descriptions to all employees covered by this Agreement.

ARTICLE XLIV

SICK LEAVE INCENTIVE BONUS PROGRAM

A. Effective October 1, 1986, a sick leave incentive program will be instituted as follows:

Each employee who does not take any sick time in a three (3) month calendar year quarter shall receive a \$50.00 dollar bonus for each such quarter in which no sick time is taken, for a maximum possible bonus of \$200.00 a year. Fifty percent (50%) of such bonus shall be payable within thirty (30) days of the end of that quarter and the other fifty percent (50%) within thirty (30) days of the end of the calendar year in which the quarter falls. Failure to give requisite notice in accordance with procedures provided in this agreement for personal time, vacation time, or compensatory time will count as sick time for the purposes of the Article only. And, only for the purpose of this Article, these emergency days taken will result in the employee having his records show the same number of days in any calendar year when considering if that employee is eligible for bonuses for future quarters. Emergency compensatory time, vacation and personal leave may still be approved by the Borough Administrator or his designee but such approval disqualifies the employee from this program for the calendar year quarter in which this emergency time was taken.

B. An employee who takes a total of between one and five sick days per calendar year in other quarters will qualify for the benefits of this program for all of those particular quarter(s) in



that calendar year during which the employee takes no sick time, in accordance with Paragraph A of this Article.

C. An employee who takes more than five (5) sick days during a calendar year shall not be eligible for this program in any future quarter in that calendar year and will not receive at the end of the calendar year the other fifty percent (50%) of the bonus (\$25.00) earned during any previous quarter.

D. Any sick time taken, regardless of reason, is considered sick time for the purpose of this program.

E. The Employer may unilaterally, without reason, cancel this program on or about December 31, 1987.

F. The cancellation of this program will not foreclose the Association from negotiating a continuation of the program in future bargaining of an agreement.

ARTICLE XLV

FRACTURING

The smallest fraction of a day permitted for personal/sick/vacation/compensatory time allowed will be one half (1/2) day as follows:

a. Employees with up to fifteen (15) days vacation per year must take at least one (1) week (five (5) days) vacation unfractured. In other words, one (1) week must be taken as a whole and anything over one (1) week may be taken in half (1/2) days.

b. Employees with fifteen (15) or more days of vacation per year must take ten days vacation in segments of five (5) days at one time. Two (2) five (5) day segments may be taken consecutively.

c. This procedure will be implemented January 1, 1987 and any current balances will be rounded off as follows:

1. Any partial day consisting of from zero (0) to one (1) hour twenty-nine (29) minutes will become zero (0) days.

2. Any partial day consisting of from one and a half (1 1/2) hours to four (4) hours fifty-nine (59) minutes will become a half (1/2) day.

3. Any partial day consisting of from five (5) hours to seven (7) hours will become a full day.

ARTICLE XLVI

PROBATIONARY EMPLOYEES

All new employees will be employed on a probationary basis for their first ninety (90) days under the following conditions:

A. Such an employee can be terminated at any time within the first ninety (90) days based upon the recommendation of his or her supervisor for lack of performance, poor attendance, poor attitude, or other good and sufficient reason. Any termination during this ninety (90) day probationary period is not grievable nor arbitrable, but such decision is made solely at the discretion of the Employer.

B. During the probationary period or employment, such an employee shall only be entitled to the following benefits: holiday pay pursuant to Article XII, bereavement leave pursuant to Article XV, worker's compensation pursuant to State Statute, and sick days as set forth below.

C. A probationary employee may take no sick days during the balance of the calendar month in which he or she is hired. However, an employee hired between the first and fifteenth day of the month will accrue a sick day for that month, even though it may not be taken in that month. An employee hired between the sixteenth and thirty-first day of the month will not accrue a sick day for that month. During the second calendar month of employment, an employee may utilize one sick day, and in the third calendar month may utilize an additional sick day, or may use two