

AGREEMENT

Between

Woodbridge Township of

TOWNSHIP OF WOODBRIDGE

and

LOCAL 3044, AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO
(CLERICAL, CUSTODIAL AND ENGINEERING)

X January 1, 1986 through December 31, 1987

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ARTICLE I

PREAMBLE

This Agreement entered into by the Township of Woodbridge, hereinafter referred to as the "Employer", and Local 3044, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union", has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE II

RECOGNITION

A. The Employer recognizes Local 3044 as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, and other conditions of employment for all its employees in the classifications listed under Appendix A attached hereto and by reference made a part of this Agreement and for such additional classifications as the parties may later agree to include, excluding, however, supervisors, confidential employees, and all others. The Employer reserves the right to litigate over the inclusion of certain supervisory titles listed under Appendix A.

B. The title "employee" shall be defined to include the plural as well as females.

ARTICLE III

CHECKOFF

The Employer agrees to deduct the Union monthly membership dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union and the aggregate deductions of all employees shall be remitted to Council #73 AFSCME, together with a list of names of all employees for whom the deductions were made by the 10th day of the succeeding month after such deductions are made. This authorization shall remain in effect unless it is cancelled in writing by the employee during the period June 15th - June 25th (both dates inclusive) of any year. Such written notice shall be sent to the Payroll Department of the Township and to the Union.

Any employee in the bargaining unit on the effective date of this Agreement who does not join the Union within thirty (30) days thereafter, any new employee who does not join within thirty (30) days of initial employment within the unit and any employee previously employed within the unit who does not join within ten (10) days of reentry into employment within the unit shall as a condition of employment pay a representation fee to the Union by automatic payroll deduc-

tion. The representation fee shall be in an amount equal to 85% of the regular Union membership dues, fees and assessments as certified to the Employer by the Union. The Union may revise its certification of the amount of the representation fee at any time to reflect changes in the Union membership dues, fees and assessments. The Union's entitlement to the representation fee shall continue beyond the termination date of this Agreement so long as the Union remains the majority representative of the employees in the unit, provided that no modification is made in this provision by a successor Agreement between the Union and the Employer. For the purposes of this provision, employees employed on a ten-month basis or who are reappointed from year to year shall be considered to be in continuous employment.

The Union shall indemnify and hold the Employer harmless against any and all claims, demands, suits and other forms of liability that may arise out of, or by reason of any action taken or not taken by the Employer in conformance with this provision. The Union shall intervene in, and defend, any administrative or court litigation concerning this provision. In any such litigation, the Employer shall have no obligation to defend this provision but shall cooperate with the Union in defending this provision.

ARTICLE IV

NON-DISCRIMINATION

The Employer and the Union agree that there shall be no discrimination or favoritism exercised by either for reasons of sex, age, nationality, marital status, race, religion, political affiliation, Union membership, or lack of Union membership, or participation in or lack of participation in legal Union activities.

ARTICLE V

UNION STEWARDS AND OFFICERS

A written list of Union Officers and Stewards shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer promptly of any changes of such Union Officers or Stewards.

Representatives of the Union who are not employees of the Township shall be permitted to visit with employees during working hours upon proper notification to the Business Administrator. Such meeting shall not exceed thirty (30) minutes.

ARTICLE VI

GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the parties including the application, meaning, or interpretation of this Agreement, shall be settled in the following manner:

Step 1: The Union Steward, with or without the employee, shall take up the grievance or dispute with the employee's immediate supervisor within ten (10) working days of its occurrence. If the grievance or dispute is not filed within ten (10) working days of the occurrence or within ten (10) working days of the date that the employee should have reasonably known that a grievance should be filed, the same is herein considered to be abandoned. The supervisor shall then attempt to adjust the matter and shall respond to the Steward within five (5) working days.

Step 2: If the grievance has not been settled, it shall be presented in writing by the Union Steward to the appropriate Department or Division Head within five (5) working days after the supervisor's response is due. The Division or Department Head shall schedule a meeting to discuss the grievance within five (5) working days of receipt of the grievance. At this step the employee may

be represented by his Steward or by the Local Union President or designee. The Division or Department Head shall render his decision in writing within five (5) working days from the date of the hearing.

Step 3: If the grievance is still unsettled, it shall be presented to the Business Administrator within five (5) working days after the response of the Director is due. The Business Administrator shall issue a notification within five (5) working days for a scheduled hearing on the grievance to occur within fifteen (15) working days of the receipt of the grievance. At this step, the employee may be represented by the Steward, the Union President or designee, and an AFSCME representative. The Business Administrator shall render his decision within fifteen (15) working days after the close of the hearing.

Step 4: If the grievance is still unsettled, the Union may, within fifteen (15) working days after the reply of the Business Administrator is due, by written notice to the Business Administrator, request arbitration.

The arbitration proceeding shall be conducted by an Arbitrator to be selected by the Employer and the Union within seven (7) working days after notice has been given.

If the parties fail to agree upon an Arbitrator, the State Mediation Service shall be requested by either or both parties to provide a panel of five (5) Arbitrators. Both the Employer and the Union shall have the right to strike two (2) names from the panel. The Employer shall strike the first name, the Union shall then strike one (1) name, etc., and the name remaining shall be the Arbitrator.

The decision of the Arbitrator shall be final and binding on the parties, and the Arbitrator shall be requested to issue his decision within thirty (30) days after the conclusion of testimony and argument.

Expenses for the Arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. However, each party shall be responsible for the compensation of its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and the Arbitrator.

ARTICLE VII

SENIORITY

A. Employees shall accrue two (2) types of seniority: Township and departmental. Seniority is defined as total length of service beginning with the original date of hire, or the date an employee begins work in a department.

B. All matters of demotions, layoffs, and recall shall be accomplished in accordance with Civil Service Rules and Regulations. Shift assignments and vacations shall be assigned in accordance with preference seniority. In matters of promotions where there are three (3) employees who are, in accordance with Civil Service regulations, qualified for the position, and if all three (3) are equally able to perform the job as determined by the Business Administrator, then the person with the greatest seniority shall be selected for the position.

C. The agreed to seniority lists shall be brought up to date on July 1st of each year and posted on bulletin boards; such lists shall contain dates of appointment, dates employees began work in Departments, and job classifications.

D. It shall be the exclusive discretionary policy of the Employer to promote to supervisory positions, insofar as possible, from the ranks of the employees.

E. Health Inspectors

1. A Health Inspector shall lose all seniority rights for any one or more of the following reasons:

- (a) voluntary resignations;
- (b) discharge for just cause;
- (c) failure to return to work within five (5) working days after being recalled by registered or certified mail, return receipt requested, unless due to actual illness or accident. The Employer may require substantiating proof of illness or accident.

2. A Health Inspector recalled and reinstated to his former position shall receive his former rate of pay or the minimum current wage for his position, whichever is the higher.

3. Any notice of reemployment to a Health Inspector who has been laid off shall be made by registered or certified mail to the last known address of such laid off Inspector.

4. Seniority shall prevail in all work assignments in each classification. When there are more Health Inspectors in each classification than required, the most senior inspector in this classification shall be assigned to perform the duties required.

5. Where an Inspector in his respective classification has no service to perform and is required to work in another classification, he shall be assigned to the classification for which the pay is the greatest and an opening exists.

6. When overtime is required or work is required on any premium day, such work shall be rotated among the qualified Inspectors.

ARTICLE VIII

JOB POSTING AND JOB VACANCIES

Notice of all vacancies shall be posted on employee bulletin boards. Newly created positions, vacancies or promotional jobs are to be posted in the following manner:

Classification
Location
Rate of Pay
Hours of Work
Person to Contact

A copy of all personnel actions relating to job postings and vacancies pertaining to any title in the Local 3044 bargaining unit shall be sent to the Union president.

When provisional appointments are to be made, the Township shall appoint, among those eligible to take a test for the position, in accordance with the employee's ability to perform the job, as determined by the Business Administrator. Where three (3) or more employees have relatively equal ability then the appointment shall be made to the employee with the most seniority.

Where openings exist for lateral transfers or provisional appointments, such openings shall be posted for a period of five (5) working days. Where two (2) or more employees apply for such openings, then the position shall be awarded and where more than one (1) person is qualified for the position, as determined by the Business Administrator, then among those who are equally qualified for the position, the person with the greatest seniority shall be chosen for the position.

ARTICLE IX

HOLIDAYS

Each employee shall be entitled to fourteen (14) paid holidays per year, as follows:

New Year's Day

Martin Luther King Day

Lincoln's Birthday

Washington's Birthday (3rd Monday in February)

Good Friday

Memorial Day (Last Monday in May)

Independence Day

Labor Day

Columbus Day (2nd Monday in October)

Election Day (General Election)

Veteran's Day

Thanksgiving Day

Christmas Day

Employee's Birthday

Labor Day Holiday shall consist of three (3) consecutive days, commencing the preceding Saturday, Sunday, and Labor Day, or if an employee must work on the Saturday preceding Labor Day, said employee shall be entitled to Sunday, Labor Day, and Tuesday off as holidays; if a holiday falls on a Saturday, it shall be observed on the preceding Friday. If

said holiday falls on a Sunday, it shall be observed on the Monday following. If an employee's birthday falls on a holiday or on a Saturday or Sunday, then the employee shall be entitled to the birthday holiday off as follows:

1. If the birthday falls on a Saturday, then the employee shall take the preceding Friday off.
2. If the birthday falls on a Sunday, then the employee shall take the following Monday off.
3. If the birthday falls on a holiday, from Monday through Friday, then the employee shall take the day before or the day after the birthday off.

ARTICLE X

VACATIONS

A. The following vacation schedule will prevail:

1 year to 5 years of service	12 days vacation with pay
5 years to 10 years of service	15 days vacation with pay
10 years to 15 years of service	18 days vacation with pay
15 years to 20 years of service	20 days vacation with pay
20 years to 25 years of service	28 days vacation with pay
25 years of service and over	30 days vacation with pay

B. An employee may apply for his vacation at any time during the twelve (12) months preceding the date of his proposed vacation. If two (2) or more employees apply for the same vacation date at the same time, any conflict in scheduling shall be resolved on the basis of seniority. Vacation time not used in any one (1) year must be used in the next vacation year.

C. In the event of death of an employee, the employee's family shall be entitled to payment for all accrued vacation time at the full rate of pay in effect on the date of death.

ARTICLE XI
LEAVES OF ABSENCE

In the year in which the employee is hired, he or she is entitled to one (1) day per month sick leave for the number of months worked in that particular year. Commencing January 1st of the following year, an employee shall be entitled to fifteen (15) days per year sick leave, notwithstanding the number of months worked in the previous year. Said days shall be accumulative. Paid sick leave time may be used by an employee if a member of his family is seriously ill or has been seriously injured, thereby requiring the employee to remain at home so as to assist the family member. The word "family" is herein defined so as to include and be restricted to the employee's spouse, children, brothers, sisters, mother or father, living in the immediate household. Such sick time shall not be greater than that which is specified in Civil Service Rule, NJAC 4:1-17.14.

Regardless of the amount of paid sick leave to which a permanent employee may be entitled, where the nature of his non-occupational related illness or injury, required an extended period of absence, he shall be granted a leave of absence without pay for a period of up to six (6) months, as needed, and may be extended as required upon the advice

of a physician for additional periods thereafter, subject to the Employer's approval. All approvals beyond the first six (6) month period must be approved by the Municipal Council.

ARTICLE XII
PERSONAL DAYS

- a. Three (3) days per year.
- b. Cannot be accumulative.
- c. Cannot be consecutive except for family emergencies subject to the prior approval of the Township Administrator.
- d. Cannot be used as vacation days; are to be used for personal business only and will not be unreasonably denied.
- e. Request must be made in writing to the supervisor forty-eight (48) hours in advance, except in case of emergency where under such circumstances the forty-eight (48) hour advance notice is not required. However, the supervisor must be advised as to the nature of the emergency.
- f. Employees on leave of absence or who terminate during the year are not entitled to personal days other than those earned.
- g. Cannot be used in conjunction with holidays or vacation days, except that an employee's birthday shall not be considered a holiday under this Article.
- h. New employees must complete four (4) months of continuous service to be eligible for personal days.
- i. Earned one (1) every four (4) months.

ARTICLE XIII

DEATH IN FAMILY

In the event of death of a member of the employee's immediate family, the employee shall be granted five (5) consecutive working days absence with pay except that Radio Dispatchers shall have only four (4) such days. Said absence shall not be accumulative and must be used in conjunction with the death in the family. The employee's spouse, children, brothers, sisters, mother, father, grandfather, grandmother, grandchild, mother-in-law and father-in-law shall constitute the employee's immediate family. In the event of death of an employee's brother-in-law or sister-in-law, the employee shall be granted three (3) consecutive working days absence with pay.

ARTICLE XIV
UNION BUSINESS

The President, Vice-President, and/or Shop Steward of the Union, or Delegate will be granted time off without loss of pay for the purposes of attending Union conventions or conferences provided that the total amount of such time off without loss of pay during the period of this Agreement shall not exceed twenty (20) man days. The employee must notify the Employer of said leave at least five (5) days prior to the convention or conference. This five (5) days' notice requirement is also applicable to section following. (Union Education Leave).

Less than five (5) days notice may be required by agreement with management. Leave under this section shall be limited to not more than four (4) employees at any one time.

ARTICLE XV

UNION EDUCATIONAL LEAVE

Leaves of absence with pay will be granted to those employees who are elected or selected by the Union to attend educational classes conducted by the Union when notice is submitted by the Union that said employee or employees have been accepted for schooling. Ten (10) working days per year shall be allocated for Union educational leave purposes. Two (2) employees only shall take leave at any one time and any one (1) employee shall take no more than five (5) working days of this leave per year. The Union agrees to use this leave reasonably.

Employees returning from authorized leaves of absence as set forth above will be restored to their original classification at the then appropriate rate of pay, with no loss of seniority or other employee rights, privileges, or benefits.

ARTICLE XVI

DISCIPLINE

No employee shall be disciplined except for just and proper cause.

a. In any instance where an employee is subject to disciplinary action which would result in lost time, such disciplinary action shall not be implemented for at least three (3) working days subsequent from the day when the incident occurred. During these three (3) days the Employer and employee shall confer in an attempt to resolve the matter. Such procedure is not applicable in circumstances where the employee has been charged with:

- (1) Incapacity due to mental or physical disability;
- (2) Intoxication while on duty;
- (3) Disorderly or immoral conduct;
- (4) Where violence and/or the health and safety of other employees or Employer may be involved;
- (5) Serious neglect of duty.

In the event of a suspension in excess of five (5) working days or in the event of a termination, the employee shall be entitled to notice and hearing. At any such disciplinary hearing, the employee may be represented by the Steward, the local Union President, or designee and a council representative.

In the case of a suspension of five (5) working days or less, or a lesser disciplinary action, the employee may grieve the action through the Grievance Procedure as set forth herein.

The Union may elect to appeal the matter to an arbitration provided that such an appeal is joined in by the employee in writing. The election of this procedure will be deemed final and binding and constitute an absolute waiver of the employee's option to appeal under the Civil Service Procedure.

In the event the employee involved elects the Civil Service procedure, such election will be deemed final and binding and constitute an absolute waiver of the option to appeal the matter to arbitration.

b. The person initiating any such charges shall not be the presiding officer at the disciplinary hearing.

ARTICLE XVII

HOURS OF WORK

A. The regular work day for all full-time employees shall consist of seven (7) hours of work plus a one (1) hour lunch period, the hours shall be 8:30 a.m. to 4:30 p.m. So far as practicable, an employee's work day shall not be changed without reasonable notice.

B. The regular work week shall be from Monday through Friday inclusive, and shall consist of not more than thirty-five (35) hours plus lunch periods. Any time in excess of thirty-seven and one-half (37 1/2) hours shall be considered overtime and shall be compensated at the rate of one and one-half (1 1/2) times the regular rate of pay for each hour or fraction thereof in excess of thirty-seven and one-half (37 1/2) hours. Double time shall be paid for all work performed on Sundays and on holidays. Time and one-half (1 1/2) pay shall be paid for all work performed on Saturdays. Overtime must be authorized by a Department or Division Head or a supervisor in charge.

C. Employees shall be granted a total of thirty (30) minutes per day as a coffee break. Said break must be divided between the morning and afternoon hours, each period not to exceed fifteen (15) minutes. At no time shall said coffee

break interfere with the work and overall operation of the office involved.

D. Health Inspectors

1. The hours of work shall be 8:30 a.m. to 4:30 p.m. All hours worked beyond eight (8) hours in any one date or forty (40) hours in any week shall be paid at the rate of time and one-half.

2. On any weekend wherein an Inspector shall be on call, the Inspector shall receive the sum of \$150.00 for said time regardless of the number of calls received.

3. On call, when performed on a recognized holiday, will be compensated for with a flat fee of \$80.00, regardless of the number of calls received.

4. On call, when performed Monday through Friday evenings, will be compensated for with a flat fee of \$60.00 per evening regardless of the number of calls received.

ARTICLE XVIII

SALARIES

A. Effective January 1, 1986, employees shall receive a five (5%) percent across-the-board increase in salary.

B. Effective January 1, 1987, the employer agrees to implement the Step System as shown in Appendix C, which would replace the across-the-board increase for that year.

C. Steps

1. All new employees shall be hired at the minimum rate for their classification as set forth in Appendix B or C, unless they have at least one (1) year of appropriate experience, in which case they may receive the salary of Step 2.

2. Raises to any step can be delayed up to three (3) months at the request of the Director. The Director must notify both the employee and Business Administrator of his intentions to delay the raise to an employee in writing at least three (3) weeks prior to the date the raise is due and at this time; include the reason(s) for delaying the raise, which will be subject to the grievance procedure beginning at Step 3.

D. Health Inspectors

1. All new Health Inspectors shall receive an increase to Step 2 after six (6) months employment. Any Inspector starting to Step 2 shall receive no increase in this time. It shall be the obligation of the Director to request the raise to Step 2.

2. After one (1) year service all Health Inspectors shall receive the maximum salary for their range. It shall be the obligation of the Director to request the raise to maximum.

ARTICLE XIX
LONGEVITY PLAN

The Employer agrees to pay, as a fringe benefit, the following longevity plan:

- 2 1/2% of base yearly salary for 5 to 10 years of service.
- 4% of base yearly salary for 10 to 15 years of service.
- 5 1/2% of base yearly salary for 15 to 20 years of service.
- 7% of base yearly salary for 20 to 25 years of service.
- 8 1/2% of base yearly salary for 25 years of service.

The Employer agrees to pay this longevity plan to all employees of the unit. It shall be paid in a lump sum amount prior to the Christmas holidays. The Employer agrees to pay prorated longevity to any employee so entitled who terminates in good standing during the year.

ARTICLE XX

JOB DESCRIPTIONS

The Employer will provide the Union, upon request, with a complete set of job descriptions for all job classifications covered by this Agreement. The Union shall be notified of any proposed changes in any job classifications and shall have the right to negotiate on this subject.

ARTICLE XXI

PROMOTIONS

Any employee who is promoted shall receive not less than a six (6%) percent wage increase on a promotion from one range to the next.

ARTICLE XXII

CONTRACTING

There shall be no contracting out of any services performed by employees in the bargaining unit during the life of this Agreement, subject, however, to those services that are presently being contracted out in various departments of the bargaining unit.

ARTICLE XXIII

MATERNITY LEAVE

Maternity leave shall be granted only to employees on permanent Civil Service status. An employee may first utilize accumulated unused sick leave, and, if necessary, shall be placed on unpaid leave of absence for the remainder of the required time.

ARTICLE XXIV

JURY DUTY

If an employee is required to serve on jury duty and such duty required his presence beyond noon, he shall receive a full day's pay for each day of jury duty. If the employee is dismissed from jury duty before noon, he shall immediately report for work and shall receive a full day's pay.

ARTICLE XXV

ARMED FORCES

An employee who is a member of the Armed Forces shall be granted such leave of absence for military service as is required by and in accordance with applicable State and Federal Law.

ARTICLE XXVI

GENERAL PROVISIONS

Bulletin boards will be made available by the Employer at each of the work locations for the exclusive use of the Union for the purpose of posting Union announcements and other information of a non-controversial nature.

Should any portion of this Agreement be held unlawful and unenforceable by any Court of competent jurisdiction, such decision of the Court shall apply only to the specific portion of the Agreement affected by such decision, whereupon the parties agree immediately to negotiate a substitute for the invalidated portion thereof.

It is agreed that representatives of the Employer and representatives of the Union will meet from time to time upon request of either party to discuss matters of general interest or concern, but not to discuss matters which are a grievance.

No rights, privileges or benefits currently in effect for the employees shall be reduced or terminated during the period of this Agreement.

This Agreement shall not prevent the employees covered by the Agreement from receiving any general fringe benefits awarded the employees of the Township by legislative action of the Municipal Council during the period of the Agreement.

There shall be established a safety and health committee consisting of three (3) representatives of the Employer and three (3) representatives of the Union, to meet from time to time upon the request of either party to discuss matters of health and safety.

Any employee working in an acting capacity in a job level higher than his/her own shall be paid at least the entry level of the higher job classification providing that the entry level is at least six (6%) percent higher than his/her own rate of pay, subject to the following:

a. Except in cases of emergencies, no employee may work out of title until approval is granted through the Business Administrator and a copy of that approval is given to the employee prior to the employee performing said work. In emergent situations, approval by the Business Administrator may be obtained after the fact but no later than two (2) weeks after the assignment begins.

b. That said assignment must be for at least one (1) week.

All layoffs, recalls and demotions will be in accordance with New Jersey Civil Service Laws and Regulations.

ARTICLE XXVII
MANAGEMENT RIGHTS

The Employer shall have the right to determine all matters concerning the management or administration of the various departments of the Township, the right to direct the working force, to hire employees, to eliminate jobs and to determine the number of employees needed for specific job assignments, except to the extent that these rights are specifically modified or limited by either this Agreement or by statute.

The Employer further reserves the right to control by way of a separate rule and/or regulation, in writing, the employees' use of Township vehicles, more specifically, controlling the use of said vehicles so that the cost of operating same will be minimized.

Proposed new rules or modification of existing rules governing working conditions shall be negotiated with the Union before they are established, as same as provided for by statute. However, this provision shall not apply to any rules which have been held or may be held by the Courts not to be subject to negotiation.

ARTICLE XXVIII

NO STRIKE CLAUSE

The Union shall not instigate, call, engage in, or advocate the direct sanction of a strike, work stoppage, mass absenteeism, or any other form of reprisal which will interfere with the provision of Township's services to the community.

ARTICLE XXIX

EMERGENCIES

In the event of an emergency, as determined by the Business Administrator, any employee who is unable to report to work will be paid for the day. Employees who do manage to get to work, and who do work, will receive a compensatory day off. The Business Administrator may declare a second emergency day during the year, in which case the same policy shall prevail. Any additional days of emergency which occur, the employee may charge his time off to any time on the books: personal days, vacation days, sick time, or comp time.

ARTICLE XXX

PAYMENT OF SICK LEAVE ON RETIREMENT

At the time of death or retirement, the employee shall be entitled to payment for all accumulated unused sick leave, to be paid at the rate of one-half (1/2) of the rate of pay in effect on the date of retirement or death, up to a maximum of Twelve Thousand (\$12,000.00) Dollars. All vacation time must be used prior to retirement in order to be eligible to receive sick leave payment except when approved by the Business Administrator upon recommendation of the Department Head for reasons of Township business.

ARTICLE XXXI

TEMPORARY DISABILITY BENEFITS

The Employer agrees to provide Union members with temporary disability benefits, equal to the New Jersey State Disability Plan, at no cost to the employee.

ARTICLE XXXII

HEALTH BENEFITS

A. No medical or health privileges or benefits currently in effect for employees shall be reduced or terminated during the period of this Agreement. These benefits include Hospitalization and Major Medical coverage in existence for covered employees on the effective date of this Agreement. The above benefits shall be extended to all retirees who retire on or after January 1, 1986, and who complete twenty-five (25) or more years of service with the Township, at no cost to the employee. All other retirees shall pay the current premium.

B. The Employer shall continue to provide the current dental plan for employees and their eligible dependents.

C. The Employer agrees to provide a two (\$2.00) dollar co-pay prescription plan for employees and their dependents.

D. The Employer agrees to provide optical insurance for employees and their dependents.

E. For the purpose of this Article, dependents shall be defined to include only spouse and unmarried children in accordance with past practice.

F. The Employer reserves the right to change insurance carriers so long as substantially similar benefits are provided.

G. The Employer shall not increase dependent premium coverage for 1986 only.

H. The Township and the Union recognize the existence of drug and alcohol related problems in our society. In order to combat these problems locally, the parties agree to establish a mandatory health and substance abuse education program. This program will include educational components; counseling and, where appropriate, rehabilitation. Further, the parties agree to work together to resolve identified problems in this area.

ARTICLE XXXIII

UNIFORMS

A. The Employer agrees to provide work clothes, work shoes, work gloves, and winter jackets for members of the custodial staff and for Police Traffic Maintenance workers. All uniforms must be consistent in color and quality and must be worn by the employees and include the name of the employee and the designation "Woodbridge Township."

B. The Employer agrees to provide work shoes and winter jackets and work gloves for field personnel in the Division of Engineering.

C. Loss of uniforms will result in replacement and in pay deductions sufficient to cover the loss from the employee responsible.

D. The Employer agrees to provide the mail clerk with a winter jacket and one (1) pair of work shoes on an annual basis.

ARTICLE XXXIV
RADIO DISPATCHERS

This Article shall apply to radio dispatchers in the bargaining unit employed or to be employed by the Township of Woodbridge.

1. Hours:

To work the prevailing uniform police schedule (4-4 shift) at ten and one-half (10 1/2) hour days.

2. Shift Selection:

In accordance with seniority of employment with the Township; with the most senior having first choice of the six (6) different starting times.

3. Shift Changes:

Initial shift selections to remain in effect until January 1, 1987. Thereafter, shift selection will be on a seniority basis with the most senior having first choice which shall then remain in effect for at least twelve (12) months. Selection changes will occur in October, 1986, or whenever a vacancy occurs.

4. Uniforms:

Initial uniforms will be issued by the Township at no cost to the employee. Female dispatchers shall have the option of wearing skirts instead of slacks. Dispatchers shall receive a one hundred twenty-five (\$125.00) dollar annual allowance for maintenance of their uniforms to be paid by May 30th of each year, except that in 1986 such allowance shall be paid within thirty (30) days after execution of this Agreement by the Employer and Union.

5. Lunch and breaks:

One-half (1/2) hour daily lunch period and two (2) fifteen minute breaks to be scheduled by the immediate supervisor.

6. Sick days:

Fifteen (15) days per year; if employed for less than one (1) year to be pro-rated. All accumulated sick days previously earned will be banked without change.

7. Personal days:

One (1) day per year.

8. Vacation days:

1 year to 5 years of service	- 9 days
5 years to 10 years of service	- 13 days
10 years to 15 years of service	- 15 days
15 years to 20 years of service	- 17 days
20 years to 25 years of service	- 25 days
25 years and over	- 27 days

9. Holidays:

Fourteen (14) paid holidays to be distributed as follows:

1 day for employee's birthday
6 days off in lieu of holidays; and
7 paid days payable in December

10. Overtime:

To be payable after eleven (11) hours of work at time and one-half rates.

ARTICLE XXXV

TUITION REIMBURSEMENT
FOR HEALTH INSPECTORS

A. Full-time regularly scheduled Health Inspectors shall receive reimbursement for furthering their education by pursuing after hours studies in school, college or university or other recognized institution. Courses chosen by the Inspector must benefit both the Inspector and the Employer. Prior approval for course shall be given by the Business Administrator.

B. Health Inspectors will receive twenty-five (\$25.00) dollars per credit refund upon completion of course with a passing grade.

C. Participating Health Inspectors shall be allowed a maximum of fifteen (15) credits per year.

D. Part-time Health Inspectors shall not be eligible to receive this benefit.

E. The Employer shall reimburse the Health Inspector for the credits as set forth in this Article within thirty (30) days of the presentment to it of the grades of the Inspector. Time may be extended with mutual consent.

F. Payment of reimbursement money shall be issued in a separate check and without any deductions for withholding taxes, Social Security taxes and the like.

G. With mutual consent, nothing set forth herein shall affect the existing practice whereby Health Inspectors, from

time to time, are requested by management to take certain courses at Township expense. Nothing set forth herein shall affect the existing practice of in-service training whereby the Employer, from time to time, provides seminars and workshops.

ARTICLE XXXVI

DURATION

This Agreement shall be effective as of the first day of January, 1986, and shall remain in full force and effect until the 31st day of December, 1987. It shall be automatically renewed from year to year thereafter until either party shall notify the other in writing sixty (60) days prior to the anniversary date, that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than thirty (30) days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than thirty (30) days prior to the desired termination date.

IN WITNESS WHEREOF, the parties have set their hands
on this 18th day of Nov. , 1986.

FOR THE EMPLOYER:

TOWNSHIP OF WOODBRIDGE

Attest:

Mary Coates
Deputy Municipal Clerk

BY: Phyllis M. Curran

FOR THE UNION:

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
COUNCIL #73

Attest:

Edward B. Killeen

BY: Judith M. Bruner
Arnold F. Letourneau
John C. Kiriakos Treasurer
Jerry Pappas

APPENDIX A

Account Clerk (Typing)
Administrative Clerk
Administrative Secretary
Assessing Clerk
Assistant Engineer
Assistant Zoning Officer
Building Inspector -
Building Maintenance Worker Foreman M/W
Building Maintenance Worker
Building Permit Clerk (Stenography)
Building Service Worker
Cashier
Clerk Stenographer
Clerk Transcriber
Clerk Typist
Deputy Municipal Court Clerk
Engineering Aide
Engineering Draftsman M/W
Fire Protection Inspector
Health Inspector
Housing Inspector
Laborer
Legal Stenographer
Mail Clerk
Microfilm Operator
Operator, Automated Typewriter
Operator, Word Processing Equipment
Payroll Clerk (Typing)
Police Radio Dispatcher
Police Records Clerk (Typing)
Principal Account Clerk
Principal Account Clerk (Typing)
Principal Clerk Stenographer
Principal Clerk Typist
Principal Engineering Aide
Principal Engineering Clerk
Principal Engineering Draftsman M/W
Principal Operator, Automated Typewriter
Public Works Inspector (Engineering)
Radio Dispatcher
Secretary, Board of Adjustment
Secretary, Planning Board
Senior Account Clerk
Senior Account Clerk (Typing)
Senior Assessing Clerk
Senior Building Maintenance Worker
Senior Building Inspector
Senior Cashier
Senior Clerk Stenographer
Senior Clerk Typist

APPENDIX A

(Page 2)

Senior Engineer
Senior Engineering Aide
Senior Engineering Draftsman M/W
Senior Fire Protection Inspector
Senior Housing Inspector
Senior Mail Clerk
Senior Medical Stenographer
Senior Operator, Automated Typewriter
Senior Operator, Work Processing Equipment
Senior Payroll Clerk (Typing)
Senior Personnel Clerk (Typing)
Senior Public Works Inspector (Engineering)
Senior Purchasing Assistant (Typing)
Senior Telephone Operator
Senior Traffic Maintenance Worker
Supervising Engineering Aide
Supervising Engineering Draftsman M/W
Supervisor of Records
Telephone Operator
Traffic Maintenance Worker
Violations Clerk (Typing)
Clerk Typist
Dental Assistant and Clinic Attendant
Parking Violations Officer
Welfare Investigator (With Variants)
Omnibus Operator (Class 1)
Supervising Omnibus Operator (Class 1)

APPENDIX B

HEALTH INSPECTORS SALARIES

	<u>1986</u>	
Start	6 months	Maximum
\$ 15,880	\$ 18,367	\$ 22,259
	<u>1987</u>	
\$ 17,150	\$ 19,836	\$ 24,040

APPENDIX C

CLERICAL STEP SYSTEM

STEP GRADE	A	B	C	D	E
1	\$ 8,500	8,925	9,371	9,840	10,332
2	9,010	9,460	9,934	10,430	10,952
3	9,550	10,023	10,529	11,056	11,609
4	10,123	10,630	11,161	11,719	12,305
5	10,730	11,267	11,830	12,422	13,043
6	11,481	12,055	12,658	13,291	13,955
7	12,285	12,899	13,544	14,221	14,932
8	13,268	14,064	14,907	15,802	16,750
9	14,329	15,189	16,100	17,066	18,090
10	15,619	16,712	17,882	19,134	20,473
11	17,025	18,217	19,492	20,856	22,316
12	18,557	19,856	21,246	22,733	24,324
13	20,227	21,643	23,158	24,779	26,513
14	22,047	23,590	25,242	27,009	28,899
15	24,031	25,713	27,513	29,439	31,500
16	26,194	28,028	29,990	32,089	34,335