

A G R E E M E N T

BETWEEN:

**TOWNSHIP OF RANDOLPH,
MORRIS COUNTY, NEW JERSEY**

-AND-

RANDOLPH TOWNSHIP MUNICIPAL SUPERVISORY EMPLOYEES

January 1, 2004 through December 31, 2006

INDEX

Preamble	3
Article I Recognition	4
Article II Management Rights	5
Article III Work Week and Overtime	6
Article IV Sick Leave	7
Article V Holidays	10
Article VI Vacations	11
Article VII Insurance	12
Article VIII Grievance Procedure	14
Article IX No Strike Pledge	16
Article X Discharge and Discipline	17
Article XI Salaries	18
Article XII Clothing Allowance/Replacement	19
Article XIII Equal Employment Opportunity Policy	20
Article XIV Separability and Savings	21
Article XV Fully Bargained Provisions	22
Article XVI Terms of Agreement	23

PREAMBLE

This AGREEMENT entered into June 16, 2004 by and between the TOWNSHIP OF RANDOLPH, in the County of Morris, New Jersey, a Municipal Corporation of the State of New Jersey, hereinafter called the "Township", and the RANDOLPH TOWNSHIP SUPERVISORY EMPLOYEES ASSOCIATION, hereinafter called the "Association" represents the complete and final understanding on all the bargainable issues between the Township and the Association.

ARTICLE I
RECOGNITION

The Township recognizes the Association as the exclusive collective negotiations agent for the following job classifications within the Township of Randolph:

Tax Assessor

Court Administrator

Park Maintenance Supervisor

Public Works Superintendent

Water & Sewer Supervisor

Tax Collector/Treasurer

Assistant Engineer

Construction Official

Fire Code Official

Senior Sanitarian

Public Health Nurse Supervisor

Recreation Superintendent

Planning and Zoning Administrator

ARTICLE II
MANAGEMENT RIGHTS

A. The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

- 1. To the executive management and administrative control of the Township government and its properties and facilities and the activities of its employees;**
- 2. To hire all employees and subject to the provisions of law, to determine their qualification and conditions for continued employment or assignment and to promote and transfer employees;**
- 3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law.**

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

ARTICLE III

WORK WEEK AND OVERTIME

- A. **The normal work week and hours vary depending on the department and position. All positions represented by the Association are salaried.**

- B. **Executive, administrative and professional employees are exempt from compensatory time or overtime payment provision as promulgated under the Fair Labor Standards Act. Such employees are expected to work those hours necessary to perform their jobs in a competent, efficient, effective and professional manner.**

ARTICLE IV

SICK LEAVE

A. Service Credit for Sick Leave

1. All employees shall be entitled to sick leave with pay based on their aggregate years of service.
2. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease. The employer has a reasonable expectation that the employee is convalescing and/or seeking medical assistance as opposed to other unrestricted activities associated with time off for vacations, compensatory time or holidays. Both parties to this contract agree that abuse of the sick leave benefit is unacceptable and subject to managerial response.

Sick leave may also be utilized for short periods because of death in the employee's immediate family as defined below.

B. Amount of Sick Leave

1. Sick leave with pay shall accrue to any full time employee on the basis of one day per month.
2. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.
3. In the event an employee is injured while at work, full salary will be paid without a charge against sick leave, provided the employee is eligible for, and the Township receives, workers' compensation benefits.

C. Reporting of Absence on Sick Leave

1. If an employee is absent for reasons that entitle him/her to sick leave, his/her supervisor shall be notified prior to the employee's starting time, except in emergencies.
 - (a) Failure to so notify the supervisor may be cause for denial of the use of sick leave for that absence and constitute cause for disciplinary action.

(b) Absence without notice for five (5) consecutive days shall constitute a resignation.

D. Verification of Sick Leave

1. An employee who shall be absent on sick leave for four (4) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness.

The Township may require proof of illness of an employee on sick leave whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action.

2. In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required prior to return to work.

3. The Township may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined at the expense of the Township by a physician of the Township's choice.

Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health and safety of other employees.

E. Payment for Accumulated Sick Leave at Retirement

Full time employees shall be entitled to sick pay retirement benefits of 50 percent of accumulated sick time based on the following schedule:

	<u>Maximum Benefit</u>
When the employee's age and years of service to the Township added together total 70 years	70 days not to exceed \$10,000
When the employee's age and years of service to the Township added together total 75 years	75 days not to exceed \$12,500
When the employee's age and years of service to the Township added together total 80 years	80 days not to exceed \$15,000

F. Bereavement Leave

- 1. In case of death in the immediate family, an employee shall be granted up to three (3) days of leave.**
- 2. Immediate family shall be defined as the employee's husband, wife, child, stepchild, mother, father, brother or sister, father-in-law, mother-in-law, grandparents, sister-in-law, brother-in-law, son-in-law, daughter-in-law and grandchild.**
- 3. Reasonable verification of the event may be required by the Township.**

ARTICLE V

HOLIDAYS

A. The following thirteen (13) days shall be holidays upon which the public offices of the Township shall be closed and on which the employees shall not be required to work:

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

B. Floating Holidays

- (1) Lincoln's Birthday and Election Day are designated as "floating holidays" for all employees.**
- (2) Employees will have the option of taking Lincoln's Birthday and Election Day as holidays or reporting for a normal work day on those dates and taking another day off subject to the following:**
 - (a) Sufficient personnel will be available in all departments on Lincoln's Birthday and Election Day to adequately maintain operations on these days.**
 - (b) The day taken in lieu of Lincoln's Birthday or Election Day as a "floating holiday" shall be subject to approval of the department head or supervisor according to normal procedures for vacation or time off from work.**

ARTICLE VI

VACATIONS

A. Vacations for full time employees shall be based upon the following schedule:

After 1st calendar year	2 weeks
January 1 st following the 3 rd year	2 weeks plus one day
January 1st following the 6th year of service	3 weeks
January 1st following the 13th year of service	4 weeks
January 1st following the 18th year of service	4 weeks plus one (1) additional day for each year served over 18.

B. Employees may carry forward accumulated vacation time not to exceed the total number of days received in the following year, i.e. if an employee has a 2000 vacation allowance of 15 days, an additional 15 days can be carried forward from 1999 for use in 2000. Any unused vacation in excess of the one-year carry over amount shall be forfeited.

C. During the first calendar year of employment, employees shall begin accruing vacation time in their third month of employment at a rate of one day of vacation per month of service up to a maximum of 10 working days.

ARTICLE VII

INSURANCE

A. Medical Coverage/Prescription Plan

1. The Select 10 Plan shall be the base plan for coverage.

Employees opting for coverage with premiums exceeding the Select 10 option shall contribute all costs in excess of the Township contribution for the base policy plan.

2. For employees hired prior to 1-1-95:

- a. The Township will pay 100% of the premium in 2004.

- b. The Township will pay 90% of the premium * for 2005/employee shall pay 10%

- c. The Township will pay 80% of the premium * for 2006 and thereafter/employee shall pay 20%

3. For exempt employees hired after 1-1-95, the Township will pay 80% of the premium* and employee shall pay 20%.

*Single coverage premium will be paid in its entirety by the Township.

4. Exempt employees who receive hospital and medical coverage through their spouse's employer may Surrender their benefits for cash. The Township will distribute a questionnaire in November and the coverage period will begin the following January 1st. Employees must be able to document their alternate coverage and will not be able to re-enter the Health Insurance Program until the next open enrollment period . The Township will provide one-half of the insurance premium savings that it realizes as a result of the employee's action. (Note that the cash payment is taxable). Payment will be made in two installments, April and October.

B. Dental Benefits

1. The Township will provide payment towards the cost of a dental plan for employees based on the following schedule:

- a) **The maximum premium contribution paid by the Township shall be \$600.00.**
- b) **For employees hired after 1-1-2000 including single coverage employees, the premium shall be shared 80/20 with the Township's contribution capped at \$600.**

C. Other Insurances

The Township shall continue to provide Group Life Insurance and Long Term Disability Insurance per policy levels in place as of 12-31-2000.

D. Right to Select Carrier

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

ARTICLE VIII
GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement and to resolve grievances as soon as possible so as to assure efficiency and to promote employees' morale. The parties agree that this procedure will be kept as informal as may be appropriate.
2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the department head and having the grievance adjusted without the intervention of the Association.

B. Definition

The term "grievance" as used herein means any controversy arising over the interpretation or adherence to the terms and conditions of this Agreement and may be raised by an individual, the Association or the Township.

C. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any step is waived by mutual consent:

Step One: The moving party shall present the grievance in writing signed by the aggrieved to the department head within five (5) working days of the occurrence giving rise to the grievance for the purpose of resolution. In the discussion of the grievance, the persons involved shall make an earnest

effort to resolve the matter. The department head shall make whatever additional investigation is necessary and shall, within five (5) working days after presentation of the grievance, give a decision.

Step Two: If a grievance is not resolved at Step One, the moving party may, within five (5) working days of receipt of the answer in Step One, submit the written grievance to the Township Manager, who shall provide a response within five (5) working days of the presentation of the grievance in Step Two.

Step Three: If the grievance is not resolved in Step Two, it may be appealed in writing within five (5) working days after receipt of the answer in Step Two for arbitration before the N.J. Public Employee Relations Commission (PERC). The arbitrator's decision shall be final.

D. A grievance will be considered settled upon its withdrawal in writing, or when the grievant ceases to be an employee by resignation or when any time limit set forth above has expired for its appeal to the next step. Failure to answer a grievance within the proper time shall move it to the next step.

ARTICLE IX

NO-STRIKE PLEDGE

- A. The Association 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, nor will any of its members take part in any strike (i.e. the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other job action against the Township. The Association agrees that such action would constitute a material breach of this Agreement.**
- B. In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participation in any such activity by any employee covered under the terms of this Agreement shall be deemed grounds for termination of employment of such employee or employees.**
- C. The Association will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Township.**
- D. Nothing contained in this Agreement shall be construed to limit or restrict the Township in its right to seek and obtain such judicial relief as it may be entitled in law or in equity for injunction or damages or both in the event of such breach by the Association or its members.**

ARTICLE X

DISCHARGE AND DISCIPLINE

- A. No permanent employee shall be discharged or suspended or otherwise disciplined without just cause.**
- B. The employer shall notify the Association at the time disciplinary action is taken.**
- C. Employees shall have the right to claim that suspension or discharge was unjustly imposed by submitting such claim to the Township Manager in writing within five (5) working days after the disciplinary action. This shall be the sole method of appeal of disciplinary action. Failure to so appeal shall be admission as to the propriety of the action taken.**

ARTICLE XI
SALARIES/PERFORMANCE EVALUATIONS

A. Annual Increases

January 1, 2004	3.75%
January 1, 2005	3.75%
January 1, 2006	3.75%

B Newly Appointed and Recently Promoted Staff

Members hired or promoted after July 1 shall be exempted from the automatic salary adjustment for the following January 1. The Township may, however, grant said increase based upon a performance evaluation to be conducted by the department head and reviewed by the Township Manager. The Township Manager's decision shall be final.

C. Merit Stipends

Merit stipends are based upon performance and are not built into the base salary.

2004	from 0 - \$1,300
2005	from 0 - \$1,350
2006	from 0 - \$1,400

D. Performance evaluations shall be prepared for each employee by their supervisor and/or department head with approval by the Township Manager to determine if merit/performance increase shall be granted. In the absence of a department head, the Township Manager shall review the employee's performance. In the event that the employee believes that the performance evaluation is not representative of his/her performance; said employee may petition the Township Manager to undertake an examination. The decision of the Township Manager shall be final.

E. The Township Manager shall have the authority to increase individual salaries when in his/her opinion such an increase is warranted.

ARTICLE XII

CLOTHING ALLOWANCE/REPLACEMENT

- A. The Park Maintenance Supervisor, Public Works Superintendent and Water/Sewer Supervisor shall receive Uniform maintenance and work shoe/boot allowance in accordance with the Teamsters contract.**
- B. For all other Field Staff, the Township shall reimburse for any combination of shoes, boots, and/or rain gear not to exceed the following annual maximum:**

2004	\$130
2005	\$140
2006	\$150

ARTICLE XIII

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is mutually agreed that there shall be no discrimination because of race, color, religion, sex, age, marital status, national origin, physical disability or sex orientation based upon a bona fide job requirement. Association and Township representatives shall work cooperatively to assure the achievement of equal employment opportunities. Any employee who fails to cooperate to this end shall be subject to disciplinary action. Furthermore, employees who feel they have been discriminated against shall be encouraged to use the grievance provisions of this Agreement prior to seeking relief through other channels.

ARTICLE XIV

SEPARABILITY AND SAVINGS

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

ARTICLE XV

FULLY BARGAINED PROVISIONS

This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE XVI

TERMS OF AGREEMENT

This Agreement shall take effect retroactive to January 1, 2004 and shall remain in full force and effect through December 31, 2006, and thereafter from year to year unless either party shall give notice in writing no sooner than one hundred twenty (120) nor later than sixty (60) days in advance of the expiration date of this Agreement of the desire to amend or terminate the same. All changes by the moving party must be submitted in writing at the time the initial aforesaid notice is given. Thereafter, the responding party shall have thirty (30) days to give notice of proposed changes and/or counter proposals in writing. No such changes by either party shall be considered which are not received in accordance with this Section.

**RANDOLPH TOWNSHIP SUPERVISORY
ASSOCIATION**

**TOWNSHIP OF RANDOLPH
MORRIS COUNTY, NEW JERSEY**

By: _____
Frank Howard

By: _____
John C. Lovell, Manager

Date

Date

Witness:

Witness:

Frances S. Bertrand
Township Clerk