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**A G R E E M E N T**

between

*North Wildwood City*

**CITY OF NORTH WILDWOOD, NEW JERSEY**

and

**NEW JERSEY CIVIL SERVICE ASSOCIATION**  
**MONMOUTH COUNCIL #9**

X January 1, 1983 through December 31, 1985

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## PREAMBLE

This "Agreement" dated this 23rd day of September, 1983 by and between the City of North Wildwood, a Municipal Corporation of the State of New Jersey, hereinafter referred to as the "City" and the New Jersey Civil Service Association, Monmouth Council Number 9, hereinafter referred to as the "Association".

This Agreement is entered into in order to promote and ensure harmonious relations, cooperation, and understanding between the City and its employees; to prescribe the rights and duties of the City and its employees; and to provide for the resolution of legitimate grievances; all in order that the public service shall be expedited and effectuated in the best interest of the people of the City of North Wildwood and its employees. It is the intent of the parties that this Agreement be construed in harmony with the laws of the State of New Jersey which govern public employment..

ARTICLE I

## ASSOCIATION RECOGNITION

It is the intention of the parties that this Agreement be construed in harmony with the rules and regulations of the Civil Service Commission, the New Jersey Public Employment Relations Act, as amended (N.J.S.A. 34:13A-1 et seq., the Statutes of the State of New Jersey and the resolutions, rules, and regulations of the City of North Wildwood). Where any resolution or rule and regulation or part thereof of the City or its various departments is inconsistent with any term or condition of this Contract, the express term and condition of this Contract shall prevail and supercede said inconsistent resolution, rule, regulation or part thereof.

The City hereby recognizes the Association as the sole and exclusive representative for collective negotiations concerning salaries, wages, grievances, and other terms and conditions of employment for all Blue Collar employees of the Public Works Department and the Sewage Treatment Plant of the City of North Wildwood, specifically excluding all police and fire personnel and confidential employees, clerical personnel, supervisors, and managerial executives within the meaning of the Public Employment Relations Act, as determined by the City.

ARTICLE II

## GRIEVANCE PROCEDURE AND ARBITRATION

## A. Definition:

The term grievance, as used herein, means any controversy arising from the interpretation, application or violation of policies, agreements, and administrative decisions which affect the terms and conditions of employment of an employee.

## B. 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. The parties agree that this procedure will be kept as informal as may be appropriate.

2) Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the departmental supervisory staff and having the grievance adjusted without the intervention of the Association.

3) Any grievance may be raised by any employee or by the Association at the request and on behalf of an individual or group of individuals.

## 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 steps is waived by mutual consent:

1) The grievance must be presented in writing within five (5) working days of or from its occurrence in quadruplicate to the Shop Steward, who in turn shall forthwith file one (1) copy with the Mayor or his designee, one (1) copy with the Department Head, and one (1) copy with the Immediate Supervisor of the aggrieved employee. Failure to file his grievance in writing as aforesaid shall bar the employee from any right to proceed further with any grievance.

- STEP I: Between the aggrieved employee and his Supervisor. If no satisfactory agreement is reached within three (3) working days, the Association may submit the grievance, in writing, to the second step within five (5) working days from the verbal answer.
- STEP II: Between the aggrieved employee, Shop Steward, and Supervisor. If no satisfactory agreement is reached within five (5) working days, the Association may submit the grievance, in writing, to the third step, within five (5) working days from the second step answer.
- STEP III: Between Association Officials, Shop Steward, and Department Head of the respective division. If no satisfactory agreement is reached within ten (10) working days, the Association may submit the grievance to the fourth step, in writing, within ten (10) working days from the third step answer.
- STEP IV: Between Association Officials, Shop Steward, Grievant, and the Mayor's designee. If no satisfactory agreement is reached within ten (10) days, the matter may be referred to arbitration by the City or the Association, within thirty (30) days of the fourth step answer.

2) Either party may request the New Jersey Public Employment Relations Commission to submit a list of arbitrators from which the parties may select an arbitrator. The arbitrator shall be limited to the issues presented, and shall have no power to add to, subtract from or modify any of the terms of this Agreement. The decision shall be advisory only. Any fees or administrative charges for the arbitrator shall be borne equally by the parties.

Authorized representatives of the Association, whose names shall be filed in writing with the Mayor or his designee, shall be permitted to visit the City's facilities or the office of the City for the purpose of processing grievances.

Any duly authorized representative of the Association designated in writing, after reporting to the office of the Department Head, shall be admitted to the premises for the purpose of assisting in the adjustment of grievances and for investigation of complaints that the contract is being breached. Upon request, the Association representative shall state the purpose of his visit. Except in an emergency, at least four (4) hours in advance notice must be given. Such visits shall not be permitted to interfere with, hamper or obstruct normal operations. The City will not be liable for any time lost by employees during

such visits. The Shop Steward will have one (1) hour to conduct investigations and shall suffer no loss of pay.

3) Unless extended by mutual agreement in writing, the failure to observe time limits herein shall constitute abandonment of the grievance, and settlement on the basis of the last City answer. Any delay in processing of a grievance caused by management shall not constitute abandonment of the grievance.

4) It is specifically understood and agreed that arbitration shall not be obtainable as a matter of right if the grievance:

- (a) involves the existence of alleged violation of any Agreement other than the present Agreement between the parties;
- (b) would require an arbitrator to consider, rule on, or decide any of the following:
  - ( i) the elements of a job assignment;
  - ( ii) promotion, demotion, or the level, title, or other designation of an employee's job classification;
  - (iii) the right of management to assign or reassign work;
  - ( iv) pertains in any way to the establishment or administration of insurance, pension, savings, or other benefit plans in which employees are eligible to participate;
  - ( v) the right of management to determine and assign shift hours;
  - ( vi) involves discipline or discharge of employees;
  - (vii) involves violations of State laws and regulations.

ARTICLE III

## MANAGEMENT RIGHTS

It is recognized that the management of the City, the control of its properties and the maintenance of order and efficiency, is a right and responsibility of the City of North Wildwood.

Accordingly, the City 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 municipal government and its properties and facilities and to determine the methods of operation to be offered by its employees and to direct the activities of its employees;

2) To determine the standards of selection of employment and to hire all employees and subject to the provisions of Law, to determine their qualifications and conditions for continued employment or assignment and to promote and transfer employees;

3) To reprimand, suspend, demote, discharge or take other disciplinary action for good and just cause according to Law;

4) To transfer, assign, reassign, layoff, and recall employees to work;

5) To determine the number of employees and the duties to be performed and to relieve its employees from duty because of a lack of work or lack of funding or other legitimate reason in accordance with Civil Service rules and regulations.

6) To maintain the efficiency of its operations and to maintain the efficiency of employees; to establish, expand, reduce, alter, combine, consolidate or abolish any job or job classification, department operation or service;

7) To determine staffing patterns and areas worked, to control and regulate



the use of facilities, supplies, equipment, materials, and other property to the employer;

8) To determine the number, location and operation of divisions, departments, units and all other work groups of the employer, the assignment of work, the qualifications required, the performance standards and the size and composition of the work force;

9) To determine the amount of overtime to be worked;

10) To determine the methods, means, and personnel by which its operations are to be conducted;

11) To determine the content of work assignments;

12) To exercise complete control and discretion over its organization and the technology of performing its work; and

13) To make, maintain, and amend such reasonable rules and regulations as it may from time to time deem best for the purposes of maintaining order, safety, and/or the effective and efficient operation of the work of the City.

ARTICLE IV

## SAFETY

The City shall endeavor to provide conditions of work which are both safe and healthy in conformity with all federal, state, and local laws. To that end, a Safety Committee composed of three (3) representatives, each from the Management and the Association, shall be created which shall meet quarterly for the purpose of discussing safety conditions and making recommendations for their improvement when appropriate.

The City shall make hard hats and safety glasses available for use when such items are deemed necessary by the Department Head in order to insure safety and health. Steel-toe work shoes, made available as part of the clothing allowance in Article XIX, will be worn when reasonably necessary.

Blue Collar workers assigned to the Sewer Treatment Plant shall be entitled to a health check-up, including a blood test and chest x-ray, at the expense of the employer, one (1) time during the duration of the contract. Blue Collar employees at the City Garage shall be entitled to a chest x-ray at the expense of the City once during the duration of the contract.

ARTICLE V

## TRAVEL ALLOWANCES

## Per Diem Meal and Lodging Expenses:

The City agrees to reimburse on a per diem basis as established by the rules and regulations of the Mayor or his designee, employees who are eligible for travel expenses, for their actual and necessary expenses incurred while in travel status in the performance of their official duties for hotel, lodging, meals, and incidental expenses related thereto for a full day at rates not to exceed a total of \$50 per day.

## Mileage Allowance:

Effective September 1, 1983, the maximum mileage allowance rate will be eighteen cents (18¢) per mile.

ARTICLE VI

## JURY DUTY

A regular employee who loses time from his job because of jury duty, as certified by the Clerk of the Court, shall be paid by the City the difference between his job rate for eight (8) hours and the daily jury fee, subject to the following conditions:

(a) When the jury service is completed prior to 1:00 p.m., the employee is required to telephone the Department Head and report to work if requested.

(b) Time lost because of jury service will not be considered for purposes of computing overtime.

(c) The employee must notify his supervisor immediately upon receipt of any communication regarding jury service.

(d) No reimbursement of wages will be made for jury services during holidays or vacations.

(e) At the Department Head's request, adequate proof must be presented of time served on a jury and amount received for such services.

ARTICLE VII

## INSURANCE, HEALTH, AND WELFARE

The City shall provide a comprehensive health benefit program including hospitalization, medical treatment, major medical coverage, surgical fees, and all of the benefits which are currently included in the health benefit program, at the date of this Agreement, for the member and his family.

The City shall continue to provide dental insurance for the individual member and family, at the level of benefit that is in effect at the date of this Agreement.

The City shall provide a co-pay prescription plan for the individual and his family. The co-payment to be determined by the City, shall be a maximum of two dollars (\$2.00) per prescription.

An employee, upon retirement and at his own expense, shall be permitted to continue the comprehensive health benefit program.

The City, at its sole discretion, retains the right to select and change insurance carriers during the term of this Agreement. Selection of the carrier or carriers is a managerial prerogative not subject to the terms of this collective bargaining agreement.

After 30 years of service and upon retirement, an employee shall be entitled to continue the comprehensive health benefit program for a period of two (2) years at the expense of the City.

ARTICLE VIII

## HOURS AND WORKING CONDITIONS

The work week shall consist of seven (7) consecutive days beginning at 12:01 a.m. Sunday and ending at 12:00 midnight Saturday. This shall not be construed, and nothing in this Agreement shall be construed, as a guarantee of limitation of the number of hours to be worked per day, per week, or for any other period of time by employees covered hereunder. Work week shall normally be comprised of an eight (8) hour work day and a forty (40) hour work week.

As far as practicable, non-rotating employees shall normally work five (5) consecutive days, Monday through Friday. It is understood and mutually agreed that because of the operating needs of various City departments, other schedules or work weeks are also necessary outside of the normal work week defined above, and the City shall not be limited in determining such schedules. Accordingly, the hours of work shall be established by the City and the City shall have the right, for the efficiency of its operations, to make changes in the starting and stopping times of the daily work schedules and to vary from the daily or weekly work schedules or shift schedules.

Between May 15 and September 15 of each calendar year, a six (6) consecutive day rotating schedule will be in effect. At no time will an employee be required to work seven (7) consecutive days unless an emergency exists.

Overtime wages will not be paid unless the six (6) day schedule entails more than forty (40) hours.

ARTICLE IX  
COMPENSATORY TIME

All work performed in excess of eight (8) hours per diem, or forty (40) hours per week, shall be considered overtime and shall receive compensatory time off at the rate of time and one-half for each hour worked. If an employee works on the second unscheduled day of the work week, the rate shall be at double time. However, no compensatory time shall be worked nor shall any compensatory time be given unless said compensatory time has been specifically authorized by the Department Head or other appropriate managerial executive prior to its being worked. Compensatory time shall be compensated in one-quarter ( $\frac{1}{4}$ ) hour units, fractional portions being counted as a full quarter ( $\frac{1}{4}$ ) hour. No compensation shall be made for an initial period of less and fifteen (15) minutes. Employees may be required to work in excess of the hours designated as the normal work week for their class title. The City shall distribute compensatory time as equitably as possible and in the best interest of the City. When practicable, compensatory time shall be held to within classification.

In 1984, an employee may cash-in up to 40 hours compensatory time at their regular rate of pay. In 1985, employees may cash-in remaining compensatory time at their regular rate of pay.

If an employee is required to appear in court on City related business, he is expected to be dressed in suitable fashion, and said employee shall suffer no loss in pay during working hours.

ARTICLE X

## NO STRIKE OR LOCKOUT PLEDGE

Neither the Association nor the employee or the employer shall interfere, instigate, promote, sponsor, engage in or condone any strike or lockout.. In the event that any person violates the terms of the no strike clause, the public employer shall have the right to discharge or otherwise discipline such person. In the event that an arbitration proceeding is instituted which involves a breach of the no strike clause, the sole question for the arbitrator shall be whether the employee was engaged in the prohibited activity.

The Association will actively discourage and will take whatever affirmative steps necessary to prevent or terminate any strike, work stoppage, slowdown, walk-out or other job action against the City.

The City agrees that it will not engage in a lockout or other similar action because of any proposed changes in the Agreement or disputes over matters relating to this Agreement.

Nothing contained in this Agreement shall be construed to limit or restrict the City in its right to seek and obtain such judicial relief as it may be entitled to have under the law.



ARTICLE XI

## VACATION

The following schedule for all employees in this unit will commence January 1, 1984. Annual vacation leave with pay shall be earned at the rates herein provided:

Up to one (1) year of service - one (1) working day's vacation for each month of service;

After one (1) year and to the completion of ten (10) years of service - twelve (12) working days' vacation;

After ten (10) years and to the completion of twenty (20) years of service - fifteen (15) working days' vacation;

After twenty (20) years and to the completion of twenty-five (25) years of service - twenty (20) working days' vacation;

After twenty-five (25) years and to retirement - twenty-five (25) working days' vacation.

All vacations shall be granted so far as practicable, in accordance with the desires of the employee. Employees shall submit vacation requests at least one (1) month in advance. Preference for vacation time shall be given in order of seniority. No vacation can be taken from June 15th through September 15th.

An employee who commences employment during the first fifteen (15) days of the month, shall be credited with having worked a full month for the purposes of vacation computation. An employee who commences on the sixteenth (16th) day of the month or thereafter shall not be credited with working said month for the purpose of vacation computation.

ARTICLE XII

CHECK-OFF, AGENCY SHOP,  
PAY DAY, PAYROLL AND SAVINGS BONDS DEDUCTIONS

If authorized voluntarily and in writing to the proper disbursing officer of the City, an employee subject to this Agreement, who is a member of the Association, may indicate his desire to have deductions made from his compensation for the purpose of paying usual, customary, and uniform dues to the Association.

A check-off shall commence for each employee who signs a properly dated authorization card, supplied by the Association and approved by the City, during the month following the filing of such card with the City.

In addition, pursuant to N.J.S.A. 34:13A-5.5, the City agrees to deduct from the salaries of its employees subject to this Agreement, but not members of the Association, a representation fee in lieu of dues for services rendered by the majority representative in an amount equal to 85 percent of the regular membership dues, fees, and assessments paid by members of the Association, less the cost of benefits financed through the dues and assessments and available to and benefiting only members of the Association. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967, N.J.S.A. (R.S. 52:14-15.9e), as amended. Said monies, together with records of any corrections, shall be transmitted to the Association office during the month following the monthly pay period in which deductions were made. Implementation of a payroll deduction for a representation fee will commence with a notification from a Shop Steward or Association Official, but not to exceed thirty (30) days from date of the notice.

If during the life of this Agreement there shall be any change in the rate of membership dues, the Association shall furnish to the City written notice prior to the effective date of such change.

The Association agrees to furnish the City with a copy of its "demand and return system" which must be established and maintained by the Association in accordance with the law.

The Association shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability that shall arise out or by reason of any action taken in making deductions and remitting the same to the Association pursuant to this Article.

Any written authorization required herein may be withdrawn at any time by the filing of a notice of such withdrawal with the above-mentioned disbursing officer and deduction authorization cannot again be effected for a period of three (3) months.

The normal pay day for employees shall be on a bi-weekly basis to be paid every other Friday. Pay will be distributed at established locations for the various departments. Those employees who shall be on vacation on the normal payday shall be paid on Thursday, upon request in accordance with procedures of the Comptroller's Office.

The City reserves the right to alter the hour or time period during which pay checks are distributed to employees.

The City agrees to administer weekly payroll deduction plans for savings bonds in accordance with such rules as may be issued by the Comptroller-Treasurer of the City of North Wildwood.

Compulsory deductions from payroll are:

- 1) Federal and State Withholding Tax
- 2) F.I.C.A. (Social Security)
- 3) Pension Deduction (if eligible)
- 4) Contributory Insurance (if eligible)
- 5) Unemployment Compensation Insurance

ARTICLE XIII

## SICK LEAVE

All employees shall be entitled to sick leave with pay as follows:

- One (1) working day's sick leave with pay for each month of service from the date of regular appointment up to and including December 31 next following such date of appointment.

- Fifteen (15) days' sick leave with pay for each calendar year thereafter.

If any such employee requires none or a portion only of such allowable sick leave for any calendar year, the amount of such leaves not taken shall accumulate to his credit from year to year, and he shall be entitled to such accumulated sick leave with pay if and when needed. The total years of service of an individual employee, after temporary appointment pending examination, with appointment later made permanent, in the classified Civil Service of the City of North Wildwood, both prior and subsequent to the adoption of the Civil Service law, shall be considered in computing accumulated sick leave due and available.

Sick leave for purposes herein is defined to mean absence from work of an employee because of personal illness by reason of which such employee is unable to perform the usual duties of his position, exposure to contagious disease, a short period of emergency attendance upon a member of his immediate family critically ill and requiring the presence of such employee, or death in the immediate family. For the purpose of these rules, "member of immediate family" is interpreted as meaning, father, mother, husband, wife, child, sister, brother.

Whenever an employee in the classified Civil Service is disabled, as a result of illness or injury entitling said employee to Workmen's Compensation benefits, he shall be entitled to a leave of absence with pay to be known as Service Associated Injury (S.A.I.) Leave (as differentiated from sick leave). Such leave shall be governed by the provisions of Ordinance 693 and applicable State statutes.

### Retirement

Once retirement notice is submitted and an employee is no longer working full time, all accrual of sick (and vacation) time will cease.

### Reporting of Absence of Sick Leave

If an employee is absent for reasons that entitle him to sick leave, his Department Head or designee shall be notified by telephone or personal message at 8:00 a.m. or other beginning hour of work for his position.

Failure to so notify his Department Head may be cause of denial of the use of sick leave for the absence and constitute cause for disciplinary action.

Absence without notice for five (5) consecutive days shall constitute a resignation not in good standing.

### Verification of Sick Leave

Sick leave for a period greater than five (5) days or totaling more than fifteen (15) days in one (1) calendar year, shall be granted only on the certificate of the department physician or a reputable physician, in which it is certified that the leave requested is within the provisions of the statutes and these rules, except that sick leave claimed by reason or quarantine or exposure to contagious disease may be approved on the certificate of the local department of health, and in case of death in the family, upon such reasonable proof as the Department Head shall require.

The City may require proof of illness of an employee on sick leave. Abuse of sick leave shall be cause of disciplinary action.

The City 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 City), by a physician designated by the City. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.

At retirement, the City agrees to pay each employee an amount up to fifty

(50) percent of all accrued and unused sick leave pay up to a maximum of \$7,500.

Payment shall be as follows:

<u>Years of Service</u>	<u>Factor</u>
0 to 14	00 percent
15	20 percent
16	23 percent
17	26 percent
18	29 percent
19	32 percent
20	35 percent
21	38 percent
22	41 percent
23	44 percent
24	47 percent
25 and over	50 percent

This supplemental compensation payment to be paid hereunder shall be computed at the rate of one half ( $\frac{1}{2}$ ) of the eligible employee's daily rate of pay for each day of earned and unused accumulated sick leave based upon the average annual base compensation received during the last year of his employment, prior to the effective date of his retirement; provided however, that no such lump sum supplemental compensation payment shall exceed \$7,500.

Payment shall be made promptly, if funds are available, but not later than one (1) month after the final adoption of the budget of the City of North Wildwood for the year succeeding the effective date of retirement of the employee.

ARTICLE XIV

## HOLIDAYS

Employees shall be entitled to at least 12 holidays and no more than 15 holidays each year. Holiday compensatory time accrued on Memorial Day and Independence Day may be used at any time, including the non-vacation period of June 15th through September 15th.

Holidays will be designated by the Mayor on an annual basis. In the event of the demise of a Blue Collar worker, all compensatory time and vacation days shall be converted into cash using the regular rate of pay and paid to the estate of the deceased.

When an employee is called upon to work on such designated holiday, he shall receive double compensatory time off for all hours worked on such holiday.

Holiday compensatory time shall not be allowed an employee unless he is working during the week in which the holiday falls, and is on the job and available for work his last full scheduled workday before and his first full scheduled workday after the holiday, even though in different work weeks, except in case of proven illness or injury substantiated by a medical certificate.

Should a designated holiday be observed on one of the employee's regularly scheduled basic work days within his normal working period while he is on vacation, said holiday shall not be counted as a vacation day.

Holidays which fall on a Saturday shall be celebrated on the preceding Friday; and holidays which fall on a Sunday shall be celebrated on the following Monday.

Holiday compensatory time shall apply to employees holding provisional appointment, pending examination for permanent employment but shall not apply to employees holding temporary, emergency or seasonal positions.

ARTICLE XV

## TIME TO ATTEND MEETINGS

Members of the bargaining unit, who, by mutual agreement between N.J.C.S.A. and the City of North Wildwood, participate during working hours in conferences and meetings with the City which involve or derive from its collective bargaining agreement, shall suffer thereby no loss of pay. Members of the bargaining unit shall be allowed one-half ( $\frac{1}{2}$ ) hour prior to and one-half ( $\frac{1}{2}$ ) hour after the conference is over as excused time from their work assignment. They shall give their supervisor reasonable notice in advance to their desire to attend such meetings. It is understood, however, that except for the foregoing, nothing shall be done which shall interfere with the work of any City employee and/or department. Vacation days will be rescheduled if they coincide with City authorized meetings. The Association agrees to take all steps necessary to insure that this time is within reasonable limits.

The City will consider a written request for the necessary and reasonable time off, up to a maximum of five (5) days annually, without discrimination or loss of seniority rights or loss of pay, to not more than two (2) employees annually designated by the Association to attend a labor convention or serve in any capacity on other official Association business. Length of time off and reason must be specified. During the period of absence, the employee shall not engage in gainful employment. Failure to comply with this provision shall result in the discharge of the employee involved.



ARTICLE XVI

## LEAVES OF ABSENCE

General Leave:

Any permanent employee desiring leave without pay for personal reasons shall make a request in writing to the Head of the Department in which he is employed, not less than two (2) weeks in advance of the date for which such leave is desired, except in the event of an emergency, stating the reasons for the leave and the time requested. Leaves may be granted or denied at the discretion of the City Council or their designee who shall review all recommendations for leaves of absence as submitted by the Department Head.

Employees may not be gainfully employed during the period of such leave. Falsification of the reason for leave, or failure to return promptly at the expiration of the leave, shall be considered reason for summary discharge. Leaves shall be granted or denied in writing.

Maternity Leave:

1) With Pay: Permanent employees shall be entitled to utilize any accumulated sick leave during the time prior to the expected date of childbirth and for one (1) month thereafter upon presentation of a doctor's certification and approval of the Department Head. The City may consider granting, in extenuating circumstances, additional use of sick leave not to exceed two (2) months, upon presentation of a doctor's statement setting forth the necessity therefor. Employees who have accumulated vacation leave and/or compensatory time may use such time for maternity purposes.

2) Without Pay: Permanent employees who have no earned or accumulated vacation leave, sick leave or compensatory time, may be granted a leave of absence for maternity purposes prior to the expected date of childbirth and for one (1) month thereafter upon presentation of a doctor's certification. Leaves may be granted or denied at the discretion of the Mayor or his designee who shall review

all recommendations for leaves of absences as submitted by the Department Head.

Therefore, the leave of absence would require a certification from the employee's physician as to the length of time the employee is required to be on said leave of absence without pay, which in no case will be granted for more than a one (1) month period after the expected date of childbirth. In extenuating circumstances, additional leave of absence without pay not to exceed two (2) months will be granted upon representation of a doctor's statement setting forth the necessity therefor.

ARTICLE XVII

## LONGEVITY

Employees shall receive longevity compensation which shall be computed at the rate of two (2) percent of the employees' current pay for every complete four (4) years of continuous unbroken service with a maximum limit of ten (10) percent at twenty (20) years.

<u>Years of Service</u>	<u>Percent of Annual Salary</u>
4th to 8th years inclusive	2%
9th to 12th years	4%
13th to 16th years	6%
17th to 20th years	8%
after 20 years	10%

Longevity is to be paid only on an employee's base salary. Longevity payments will be computed only on base salaries and will not reflect any overtime worked by any Blue Collar employee.

ARTICLE XVIII

## WAGES

Effective January 1, 1983, the minimum base salary for a Blue Collar worker shall be \$10,000.

Effective January 1, 1983, each employee shall receive a wage increase of 5.0 percent of his base wage, subject to a minimum increase of \$750. (Some Blue Collar workers will receive raises greater than \$750 by virtue of having been raised to the \$10,000 minimum base salary. These employees will receive no further increment until January 1, 1984.)

Effective January 1, 1984, each employee shall receive a wage increase of 4.7 percent (minimum of \$750).

Effective July 1, 1984, each employee will receive a wage increase equal to 3.5 percent of his base wage.

Effective January 1, 1985, each employee will receive a wage increase of 5 percent of his base wage, subject to a minimum increase of \$800.

Effective July 1, 1985, each employee will receive a wage increase equal to 2.0 percent of his base wage.

ARTICLE XIX

## UNIFORM ALLOWANCE

The City shall provide an annual allowance of two hundred dollars (\$200.00) for maintenance and replacement of eligible items listed below. Such sum is not paid to the Blue Collar worker, but will be paid to approved suppliers.

## Eligible items:

One (1) pair steel toe shoes

Summer shirt and trouser

Winter shirt and trouser

Summer and winter jackets

Summer hats :

Winter hats

ARTICLE XX

## PROMOTIONS AND PROMOTIONAL PAY

Subject to the approval of the City Council or their designee, an employee, when he is promoted so as to assume additional responsibilities or duties, from one class or title to another having a higher salary range, then his salary shall be increased to the minimum of the new range or by five (5) percent of this current base salary, whichever is higher.

The City Council or their designee shall determine what is a promotion and whether the employee is entitled to the Promotional Pay provided for above. All job classification determinations shall be done in accordance with Civil Service rules and regulations. The Council shall base the determination upon the increased responsibilities and complexities of the additional duties. Neither an increase in the volume of the same type of work now being performed or length of service in a classification will be considered as a basis for promotion. Furthermore, a change in job classification, per se, is not necessarily a promotion.

A committee comprised of four (4) members, two (2) from Management and two (2) from the Association, shall meet quarterly to review the classification of Blue Collar workers. Reclassification will be recommended when appropriate. The Committee's initial non-binding advisory report shall be issued no later than July 1, 1984.

ARTICLE XXI

## LOYALTY - EFFICIENCY - NO DISCRIMINATION

Employees of the City agree that they will perform loyal and efficient work and service; that they will use their influence and best endeavors to protect the property of the City and its interests; that they will cooperate with the City in promoting and advancing the welfare and prosperity of same at all times.

The provisions of this Agreement shall be applied equally to all employees without discrimination as to age, sex, marital status, race, color, creed, national origin, political affiliation or union affiliation. Both the City and the Association shall bear the responsibility for complying with this provision of this Agreement.

All references to employees in this Agreement designate both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.

The City agrees not to interfere with the rights of employees to become members of the Association. There shall be no discrimination, interference, restraint or coercion by the City or any City representative, against any employee because of Association membership or because of any employee activity permissible under the New Jersey Employer-Employee Relations Act of 1968, as amended, or this Agreement.

The Association recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.

ARTICLE XXII

## SEVERABILITY

In the event that any provision of this Agreement between the parties shall be held by operation of law and/or by a court or administrative agency of competent and final jurisdiction to be invalid or unenforceable, the remainder of the provisions of such Agreement shall not be affected thereby but shall be continued in full force and effect.

Any specific or general provision of this Agreement notwithstanding, wherever a provision of this contract is determined to be in conflict with Civil Service Law of the State of New Jersey, or with rules, regulations or procedures thereunder, the Civil Service Law, regulations, rules, and procedures shall be controlling.

This Agreement shall not be modified, altered, or changed except by written agreement of the parties.

This Agreement shall not be modified in whole or in part by the parties, except by an instrument in writing duly executed by both parties.



ARTICLE XXIII

## FULLY BARGAINED PROVISIONS

The parties acknowledge that this Agreement represents and incorporates the complete and final understanding and settlement of the parties on all bargainable issues which were or could have been subject to negotiations, and that all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement, as established by the City's administrative procedures, practices in force and past practices are incorporated in this Agreement. Unless otherwise provided in this Agreement, no prior administrative procedure, practice or past practice shall be interpreted or applied so as to enlarge or otherwise conflict with the express terms of this Agreement.

During the term of this Agreement, neither party will be required to negotiate with respect to any such matters, 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.

This document constitutes the sole and complete agreement between the parties and embodies all of the terms and conditions governing the employment of employees in the Association.

The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject, without prejudice, which is (or may be) subject to collective bargaining.

The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws, 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin not later than December 15th of the calendar year preceeding the calendar year in which this Agreement expires. Any Agreement negotiated shall be reduced to writing, and be submitted for ratification by the Association and approved by the City. If ratified and approved, it shall be signed by the parties.

ARTICLE XXIV

## MISCELLANEOUS

Bulletin Boards:

The City agrees to furnish a bulletin board to be used exclusively by the Association for the posting of notices relating to the Association meetings and official business only.

The Association agrees to limit its postings of notices and bulletins to such bulletin board.

All bulletins or notices shall be signed by a local Association Officer or his designee.

Extra Contract Agreement:

The City agrees not to enter into any other agreements or contracts with bargaining unit members who are covered hereunder, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement.

Layoffs:

The City may layoff an employee for purposes of efficiency or economy or other valid reason requiring a reduction in the number of employees in a given class. When a layoff is eminent, the City will notify the Association and all applicable Civil Service rules will be followed.

Probationary Period:

New employees shall serve a probationary period of three (3) months. During said probationary period, they shall be paid as qualified first year employees. For the purpose of seniority and longevity, the original date of hire should be used.

Transfers:

Transfers can be made from one position to another in the same job title in

another organizational unit. Transfer will be made with the approval of the Department Heads involved and the Mayor or his designee.

Voting:

The employer agrees to permit any voting for the purpose of ratification of this Agreement, and any successor Agreement hereto, during normal working hours at such times as may least interfere with normal work operations.

Personal Leave:

An employee shall receive one (1) day of Personal Leave in 1984 and one (1) day of Personal Leave in 1985. At no time can a Personal Leave Day be exchanged for cash and Personal Days are not accumulative. Use of Personal Days will require one (1) week notification and lack of said notification will cause the Personal Day to be charged to vacation time. A Personal Day cannot be taken before or after a holiday. Personal Days can only be taken from September 15th to June 15th. No more than three (3) Blue Collar workers may be granted Personal Leave on any given day.

- All disciplinary action, including suspension, taken against any employee shall be done in accordance with Civil Service Rules and Regulations. In cases when the City Department Head deems the suspension of an employee to be an immediate necessity for the safety of the public or the welfare of the City, he shall submit a report explaining such action to the Governing Body and Monmouth Council #9. A copy of said report shall be given immediately to the employee.

- Employees shall be entitled to engage in outside employment during off duty hours provided that such employment does not conflict with his employment responsibilities as an employee of North Wildwood.

- Employees shall be entitled to two (2) fifteen (15) minute coffee breaks for every eight (8) hour shift.

ARTICLE XXV

## DEFINITIONS

The following words and terms, when used in this Agreement, shall have the following meaning, unless the contents clearly indicate otherwise:

- Permanent Employee - an employee who has acquired Civil Service permanent status in his position after the satisfactory completion of a working test period.
- Permanent Status - the attainment of tenure and rights resulting from the regular appointment and successful completion of the working test period.
- Working Test Period or Probationary Period - a part of the testing process which consists of a trial working period after regular appointment during which time the work performance and conduct of the appointee is evaluated to determine if he/she shall merit permanent status.
- Provisional Appointment - means the appointment to a permanent position pending the regular appointment of an eligible person from a special reemployment, regular reemployment, or employment list.
- Temporary Appointment - employment during a period of emergency or in a temporary position.
- Grant Employees - any persons or person who are employed by the City of North Wildwood to fill positions funded wholly or in part by the State of New Jersey, United States Government, or any other recognized grant funding source. Wages and benefits to be provided to grant employees shall be determined by the terms and conditions of the grant.
- Seasonal Employees - is any person employed for under six (6) months whose position is made necessary by the population increase associated with the City's status as a resort community and associated service demands. Seasonal employees may serve any time between May 1 and October 1.
- Emergency Appointment - is one whose hiring is brought about by an extraordinary demand for services not associated with summer seasonal demands for service increases. An Emergency Appointment will be for a period not to exceed four (4) months.
- Temporary Employee - if it is required for a period of not more than four (4) months or for recurrent periods aggregating not more than four (4) months in any 12-month period.

ARTICLE XXVI

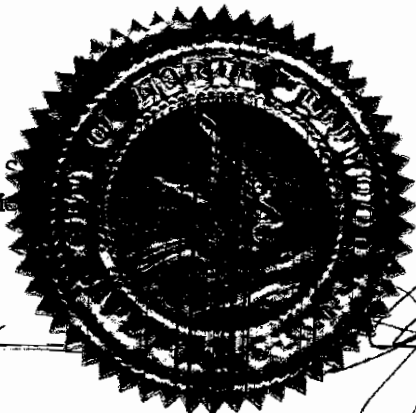
DURATION OF CONTRACT

This Agreement shall be in full force and effect as of January 1, 1983, and shall remain in effect to and including December 31, 1985, without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in writing, no sooner than one hundred and fifty (150) days, or no later than ninety (90) days prior to the expiration date of this Agreement of a desire to change, modify or terminate this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto caused these presents to be properly signed and the proper seals to be affixed hereto in the City of North Wildwood, New Jersey, on this 23rd day of September, 1983.

NEW JERSEY CIVIL SERVICE  
ASSOCIATION, MONMOUTH COUNTY  
COUNCIL #9

CITY OF NORTH WILDWOOD,  
NEW JERSEY



Shay G. Cooney  
President  
Larry A. Neis  
Recording Secretary  
John Petron  
F. M. [unclear]  
Leslie A. Clive

Anthony Petron  
Mayor  
Jay J. Harkins  
City Clerk  
Thomas W. [unclear]  
[unclear]