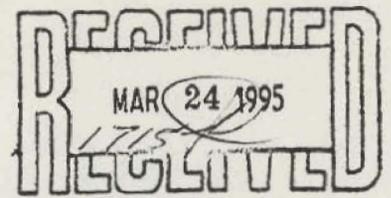


TOWNSHIP OF MORRIS



TOWNSHIP CLERK

2567

AGREEMENT

BETWEEN

TOWNSHIP OF MORRIS, MORRIS COUNTY
NEW JERSEY

and

LOCAL NO. 70

FIREMEN'S MUTUAL BENEVOLENT ASSOCIATION

January 1, 1995 through December 31, 1996

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PREAMBLE

THIS AGREEMENT, made and entered into this, 15th day of March, 1995, by and between the Township of Morris, a municipal corporation in the County of Morris and State of New Jersey (hereinafter referred to as the Township), with offices at the Municipal Building, 50 Woodland Avenue, Morris Township, New Jersey, as Public Employer, and Local No. 70, Firemen's Mutual Benevolent Association, with mailing address of P. O. Box 15, Convent

Station, New Jersey 07961 (hereinafter referred to as the Association) as Public Employee

Representative, is the final and complete understanding between the Township and the Association to promote and maintain a harmonious relationship between the Township and those of its employees who are subject to this Agreement, in order that more efficient and progressive public service be rendered.

ARTICLE I

RECOGNITION & AREA OF NEGOTIATION

A. In accordance with the "Certification of Representation" of the Public Employment Relations Commission dated July 30, 1980, Docket No. RO-80-204, the Township of Morris, Morris County, New Jersey, recognizes the Association (Local No. 70, FMBA) as the exclusive bargaining representative for all full-time firefighters employees, covered in the aforementioned Certification, excluding all other employees of the Township, including police, professionals, managerial executives, confidentials, craft workers, and all Supervisors within the meaning of the Act.

ARTICLE II

TOWNSHIP RIGHTS AND RESPONSIBILITIES

Section 1: In order to effectively administer the affairs of the Township Government and to properly serve the public, the Township of Morris hereby reserves and retains onto itself, as public employer, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by law prior to the signing of this Agreement. Without limitation of the foregoing, management's prerogatives include the following rights:

1. To manage and administer the affairs and operations of the Township;
2. To direct its working forces and operations;
3. To hire, promote and assign employees;
4. To demote, suspend, discharge or otherwise take disciplinary action against employees;
5. To promulgate rules and regulations, from time to time, which may effect the orderly and efficient administration of Township government.
6. The Township shall exercise the foregoing rights in accordance with all applicable laws and the provisions of this Agreement.

Section 2: The Township's use and enjoyment of its powers, rights, authority, duties and responsibilities, the adoption of its policies and practices or the promulgation of rules and regulations in furtherance thereof, and the exercise of discretion pursuant thereto, shall be limited only by the terms of this Agreement and to the extent same conform to the laws of New Jersey and the United States.

Section 3: The Township shall furnish the Association with a copy of any change in the Rules and Regulations at least thirty (30) days prior to the effective date thereof.

ARTICLE III

EMPLOYEES RIGHTS

The Township hereby acknowledges that the fire personnel subject to this Agreement as public employees of the Township have certain rights under the laws of New Jersey to form, join and assist any employee organization or to refrain from any such activity, and both the Township and the Association agree that employees under this Agreement shall be free to exercise any of these rights without fear of penalty or reprisal.

Section 2: An employee shall have the right to obtain specific information from his personnel file on reasonable notice and at reasonable times.

Section 3: When derogatory material is placed in an employee's personnel file, the Township agrees to notify the employee in writing, and the employee shall have the right to respond to such material, in writing, and that writing shall be placed in his personnel file. Specifically excluded herefrom are references for employment submitted to the Township.

ARTICLE IV

DUES - DEDUCTIONS FROM SALARY

A. The Township agrees to deduct from the salaries of its employees subject to this Agreement dues for the Association. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967, N.J.S.A. (R.S.) 52:14-15.9(s) as amended. Said monies, together with records of any corrections, shall be transmitted to the Association office by the fifteenth (15th) of each month following the monthly pay period in which deductions were made.

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

C. The Association will provide the necessary "check-off authorization" form and deliver the signed forms to the Township Treasurer. The Association shall indemnify, defend and save the Township harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Township in reliance upon salary deduction authorization cards submitted by the Association to the Township.

ARTICLE V

ASSOCIATION BUSINESS LEAVE

A. The Executive Delegate shall be granted time off from work to attend the regularly scheduled monthly meetings of the State Association, if the executive delegate cannot attend said monthly meeting, the alternate executive will be allowed to attend the meeting in his place. The FMBA President may attend no more than four (4) such monthly meetings of the State Association per annum only in the event that the Executive Delegate is not able to attend or in the event that both the delegate and President are required to attend by the State Association. One month's prior notice must be given by the FMBA President to the Fire Chief before the meeting to be attended.

B. The Township agrees to grant the necessary time off to the duly elected and authorized legislative representatives of the Association in accordance with N.J.S.A. 40A:14-177, for attendance at State conventions, provided that one (1) month's notice is given to the Chief of the Department. The granting of such permission shall be for not more than four elected and authorized representatives. A certificate of attendance at the State Convention shall be submitted to the Fire Chief by each duly authorized representative that attends the convention in order to receive leave with pay.

C. The members of the Association negotiating committee, not to exceed two (2) in number, shall, after adequate notice to the Chief of the Fire Department, be granted time off from duty and shall suffer no loss of pay for attendance at all meetings, when such meetings take place at a time during which such members are scheduled to be on duty, between the Township and the Association for the purpose of negotiation of the terms and conditions of an Agreement.

D. The President of the Association shall, after adequate advance notice to the Chief, be granted time off from duty and shall suffer no loss of pay for attendance at all meetings of the membership of the Association, when such meetings take place at a time during which such members are scheduled to be on duty, so long as the time off from duty works no hardship on the Department. The term "meetings", as used in this section, refers to regularly monthly meetings. The Association agrees to use every effort to schedule all meetings so as to minimize the time off from duty.

ARTICLE VI

OVERTIME

A. All employees, except as otherwise provided herein, shall be paid time and one-half (1/2) their hourly rate of pay for each full hour of duty beyond the normal tour of duty. After an employee works one-half (1/2) hour of overtime, he shall receive overtime pay in one-half (1/2) hour increments for each one-half (1/2) hour worked. An employee's hourly rate of pay is determined by dividing the employee's annual base salary by two thousand eighty (2,080) working hours. Authorization for valid overtime work must be obtained from the Department Head prior to the overtime work being undertaken.

As an alternative to the mandatory payment of overtime provided herein, an employee may elect to receive one and one-half (1 1/2) hours of compensatory time in lieu of overtime pay for each hour of overtime worked. The accumulated compensatory time shall not exceed seven (7) work days at any time.

All such accumulated compensatory time off shall be used by the employee by no later than December 31st of each year. All unused compensatory time as of December 31st of each year shall be paid to the employee at the current rate of salary.

All requests for time off under this provision must be submitted on prescribed forms for the approval of the Chief.

It is understood that the request for compensatory time off will not create a need for overtime payment.

B. Overtime, as set forth above, shall be paid when an employee who is eligible to receive it is required to work in excess of a completed tour of duty or on a regularly scheduled day off or on an official holiday. Holiday overtime pay does not apply to those employees who are otherwise compensated for the holiday.

C. Any eligible employee shall be paid compensation at the overtime rate when authorized to work beyond his regular tour of duty by his Department Head or the Township Administrator.

D. Overtime assignments shall be rotated on a fair and equitable basis. When an emergency arises and 48 hours notice cannot be given, the lowest man on the overtime list shall be ordered to work when there is an open shift in the schedule. However, 48 hours notice shall be given for all scheduled overtime.

E. Employees called for emergencies are guaranteed a minimum of two (2) hours pay provided such call-in is not contiguous with the employee's work shift. The employer shall have the right to retain the employee for the full two (2) hour period. If an employee is called in to work two (2) hours or less before his normal starting time, the employee shall receive the overtime rate discussed in Section A above only.

ARTICLE VII

VACATIONS

A. All employees shall be granted the following annual leave for vacation purposes, with pay, in and for each calendar year, except as otherwise herein provided:

<u>Lenght of Service</u>	<u>Vacation Days</u>
Completion of six (6) months but less than one (1) year.....	5 days
From 1st anniversary to 5th anniversary.....	10 days
From 5th anniversary to 12th anniversary.....	15 days
From 12th anniversary to 17th anniversary.....	20 days
From 17th anniversary to 22nd anniversary.....	25 days
After 22nd anniversary.....	30 days

B. Where in any calendar year the vacation or any part thereof is not granted by reason of the pressure of business, such vacation periods or parts thereof not granted shall accumulate and shall be granted prior to June 30th of the next succeeding year only. No annual vacation leave shall be taken without permission of the Department Head or the Township Administrator. The Township Committee shall be the sole judge as to whether or not the pressure of business warrants deferment of vacation after recommendation of the Township Administrator and Department Head.

C. A vacation leave which an employee does not take of his or her own volition during any calendar year may be held over and taken prior to September 30 of the following calendar year and, if not so taken, shall expire and shall not accumulate. The scheduling of this vacation must be approved by the Department Head.

D. If any official holiday as listed in this Agreement occurs during an employee's vacation, the employee shall be entitled to an additional day in lieu of the holiday.

E. Vacations shall be picked in accordance with established past practices by seniority with exception of mechanics and inspectors.

F. Employees may take up to eighty (80) hours vacation leave in increments of work days which correspond to their normal tour of duty at the discretion of the Chief of the Fire Department.

G. Whenever any employee of the Association dies having to his credit any annual vacation leave properly accumulated, there shall be calculated and paid to his estate a sum of money equal to the compensation which would have been received by said person if he had lived.

ARTICLE VIII

Health, Dental and Prescription Insurance

A. Health insurance, provided through the New Jersey State Health Benefits Program, will be provided by the Township for all employees subject to this Agreement in accordance with current Township policy at the expense of the Township, within sixty (60) days of the date of employment. Dependent coverage for health insurance is available for the employees at no additional charge and at the option of the employee. If the employee enrolls in an HMO as an alternative, the Township shall not pay a premium in excess of the family coverage rate for the traditional plan offered by the program.

B. The Township reserves the right to change insurance carriers during the life of this contract, if the level of coverage is not diminished.

C. The Township shall provide full family dental coverage as described in Schedule A, for all employees subject to the cost sharing provisions set forth in paragraph F of this Article.

D. If an employee dies in the course of his employment with the Township while in the line of duty, the Township shall continue for the employee's spouse and children who have not reached the age of nineteen (19) or if attending a college the age shall be 23, all medical coverage afforded to the members of the Association. The medical coverage afforded to an employee's spouse and children shall continue in full force and effective for a maximum of ten (10) years from the date of death of the employee. Should the wife remarry, the coverage shall cease to both spouse and children.

E. While performing duties in the station, at a fire scene, or a training session, the Township agrees to reimburse any member of the Association the cost of repairs or replacement of eyeglasses or contact lenses damaged or lost in the line of duty. Such damage or loss must be reported to the officer in charge at the time of the occurrence. Said member shall present to the Chief a receipt for all repairs or purchases of glasses or contact lenses. The Chief will then verify that the Loss Report has been received and verified by the officer in charge before payment voucher is authorized.

F. Each employee shall share equally (50% employee contribution) in the annual premium increase above the 1991 annual premium rates for dental and prescription medication coverage.

ARTICLE IX

HOLIDAYS

Employees shall be entitled to holidays as listed below, however, employees will be paid for one-half of the holidays in accordance with present practice. Payment shall be made in a lump sum on the first pay day in November of each year.

A. The following twelve (12) days are designated as official holidays. In January of each year an annual list shall be published indicating the dates that each holiday will be celebrated.

- *New Year's Day
- Lincoln's Birthday
- Washington's Birthday
- Good Friday
- *Memorial Day
- *Independence Day
- *Labor Day
- Columbus Day
- Veterans Day
- General Election Day
- *Thanksgiving Day
- *Christmas Day

B. Holidays that fall on a Saturday will be observed on a Saturday by all Collinsville and Mt. Kemble F.S. personnel. Holidays that fall on a Saturday will be observed on the preceding Friday by all non-Collinsville and non-Mt. Kemble F.S. personnel. Those holidays that fall on a Sunday will be observed on a Monday. Holidays without an asterisk (*) next to them are the six (6) days for which employees are paid at the end of the year. Past practice will be followed with regard to holidays with an asterisk next to them.

ARTICLE X

SALARIES

A. All employees covered by this agreement shall receive the following base salaries:

Base Salaries as of January 1, 1995 are as follows:

1st year Fireman	\$26,913.00	per year
2nd year Fireman	\$37,533.00	per year
3rd year Fireman	\$41,087.00	per year
4th year Fireman	\$44,647.00	per year*
5th year Fireman	\$50,875.00	per year
Firefighter-Mechanic	\$53,927.00	per year
Firefighter-Inspector	\$53,927.00	per year
*August Kaufhold and Jeff Gast shall be paid \$46,433. year		

Base Salaries as of January 1, 1996 are as follows:

1st year Fireman	\$26,913.00	per year
2nd year Fireman	\$37,533.00	per year
3rd year Fireman	\$41,087.00	per year
4th year Fireman	\$44,647.00	per year
5th year Fireman	\$52,910.00	per year
Firefighter-Mechanic	\$56,084.00	per year
Firefighter-Inspector	\$56,084.00	per year

C. When the contract is agreed upon by both parties the raise shall be paid no later than February 15 of each year upon adoption of the salary ordinance and temporary budget.

ARTICLE XI

TRAINING TIME

A. All employees are required to take training as determined by the Fire Chief. The needs for required training shall be determined solely by the Fire Chief in the case of each employee. An employee may be scheduled for required training in any of the following areas: (a) Firefighter courses I, II, and III; (b) C.P.R., (c) C.I.M. First Responder, (d) Hazardous Materials, (e) Advanced Pump Operations, (f) Advanced Truck Operations, (g) Heavy Rescue and Vehicle Rescue Operations. However, other areas of required training may be authorized by the Fire Committee upon the request of the Fire Chief. Courses identified herein as required training are designated as such solely for the purposes of this Article and such designation does not mean that an employee who does not take one or more of these courses is not qualified to perform his duties as a Fireman. The number of employees scheduled for required training and the courses taken by them shall be as determined solely by the Fire Chief. Employees may be recalled to duty for required training. Firefighter courses I, II, and III must be completed before additional training may be taken.

B. All employees shall be paid time and one-half their hourly rates of pay for each full hour of required training taken beyond their normal tours of duty. Payment for this required training time shall be made in lieu of overtime pay and not in addition thereto. Training time pay shall be provided in one-half hour increments and shall be calculated and paid, either in cash or compensatory time, as in the case of overtime pay as specified by Article VI, Overtime, above. Required training taken by employees during their normal tours of duty shall not be subject to training time (extra) compensation.

C. Voluntary training (as distinguished from required training as discussed above) is job related but not job required training as currently allowed under Article XVIII, College Incentive Program - Educational Assistance. Voluntary training will continue as in the past and shall be unaffected by the provisions of this Article dealing with Training Time. There shall be no payment to employees for time spent taking voluntary training as employees shall only be reimbursed for tuition and books as set forth under Article XVIII, aforesaid. Employees must secure prior approval from the Chief of the Department before attending classes and/or seminars.

D. All employees shall be reimbursed at the rate of \$.21 per mile for use of their personal vehicles for traveling to and from class to attend required training courses described in Paragraph A of this Article, when a municipal vehicle is not available.

E. The Township agrees to pay for books and tuition for the Continuing Education Units needed to maintain the certification of those members of the department that are Emergency Medical Technicians.

ARTICLE XII

PERSONAL DAYS

- A. Each employee shall be entitled to two (2) work days of personal leave a year with pay.
- B. Applications in writing for a personal day containing the reasons for such leave must be submitted to the Fire Chief at least four (4) days in advance of the requested day, except in emergency.
- C. Personal days shall not be taken on a day immediately prior to or on the day immediately after a vacation day.
- D. A new employee must have a minimum of six (6) months service credit with the calendar year before he/she is eligible for this benefit for the same calendar year.
- E. Personal leave days may not be accumulated from year to year.

ARTICLE XIII

SICK LEAVE

The following regulations shall apply to sick leave of all full-time municipal employees:

- A. "Sick Leave" is defined as the absence from duty or an officer or employee because of illness, accident, exposure to contagious diseases and attendance upon members of his or her immediately family because of illness requiring the care and attendance of such officer or employee. A certificate of a reputable physician in attendance upon any officer or employee, or members of his or her immediate family, may be required as proof of need of a leave of absence.
- B. Sick leave with pay, in addition to the annual vacation shall be one (1) day's leave for every month of service, plus three (3) additional days for July, for a total of 15 days per year. If any employee requires none or only a portion of his or her allowable sick leave for any calendar year, the amount of such leave not taken shall accumulate to his or her credit from year to year, and he or she shall be entitled to such accumulated sick leave with pay as and when needed. Accumulated sick leave pay shall not be paid upon retirement except as modified in Section F.
- C. Each department head will maintain record cards for each employee upon which he will record the total sick leave. All absences will be maintained upon these cards, and all sick leave earned and consumed or used for each completed continuous service year will be shown on this record.

D. Where employees have left the Township's employ and subsequently were reemployed, the last date of reemployment is to be used as employee's service date with the Township.

E. The Township reserves the right to have any employee reported or reporting as ill or sick to be examined by a physician designated by the Township. The Township may require an employee who has been off duty for a continuous period longer than three (3) days to furnish the Township with a physician's certificate that the employee is physically fit and able to resume his duties, and the Township shall also have the right to have such employee examined physically by a physician of its own choice to determine whether or not such employee is able to resume his duties and employment.

F. Accumulated, unused sick leave is not reimbursed, except to eligible employees of the Township of Morris who retire or resign from the Township's service under honorable conditions after fifteen (15) years of service or who die while a Township employee. The rate of reimbursement is forty (40%) percent of one day's pay (at the current wage rate) for up to a maximum of two hundred fifty (250) accumulated sick days. The maximum amount of this benefit shall be \$25,000.

G. Employees disabled as a result of their employment, with verification by a Township certified physician, shall be granted thirty (30) days, or any fraction thereof, of sick leave in addition to his/her annual sick leave.

H. If additional sick time is required, for continuation of disability status, on a paid or partially paid basis, is determined by the Township Committee in consultation with an examining physician. Approval for extension of leave is granted for a thirty (30) day period of time, but in no case may a paid disability leave exceed one (1) year.

I. Employees on paid sick leave, eligible for and receiving Workers' Compensation, shall receive only that portion of their wages which will total the normal earnings.

J. Employees shall be advised annually of their accumulated sick time.

ARTICLE XIV

BEREAVEMENT LEAVE

1. All full-time employees of the Township shall be granted a bereavement leave up to four (4) days with pay, upon the death of any member of his family. The term "member of the family" is defined as follows: father or stepfather, mother or stepmother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, spouse.- child, foster child, grandmother, grandfather or grandchild.

2. Prior to absence from duty, if possible, or not later than noon of the first day of absence, an employee shall make application for bereavement leave to the Fire Chief. Reasonable verification of the event may be required. However, the last day off shall be the day of the funeral.

3. In addition to the above, a one-day bereavement leave, with pay, is granted to the employee to attend the funeral of an uncle, aunt, nephew, niece or cousin of the first degree of the employee or spouse of the employee or the spouses grandmother, grandfather or grandchild. Prior approval from the Fire Chief is required for such one-day bereavement leave. If requested, proof must be furnished to the Fire Chief as to the relationship and death of the person involved.

ARTICLE XV

MILITARY LEAVE

Any employee who is a member of the National Guard or Naval Reserve or of a reserve component of any of the Armed Forces of the United States shall be granted a leave of absence, with pay, for annual duty or training. This leave is granted in addition to the regular vacation leave, subject to state statute 38A:4-4. Employees shall be compensated for the differential between the military compensation and their regular wages.

ARTICLE XVI

JURY DUTY LEAVE

Employees are entitled to jury duty leave when summoned to serve as a juror. Employees shall be compensated for the differential between the Court compensation and their regular wages:

ARTICLE XVII

LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay may be requested by any employee who shall submit, in writing, all facts bearing on the request to his Department Head, who shall append his recommendation and forward the request to the Township Administrator for recommendation and for consideration by the Township Committee. Each case will be considered on its merits and without establishing a precedent.

Leaves of absence without pay may be granted by the Township Committee for a period not exceeding three (3) months, which period may be renewed for a total not exceeding one (1) year to any employee.

ARTICLE XVIII

COLLEGE INCENTIVE PROGRAM - EDUCATIONAL ASSISTANCE

A. The Township endorses a policy of self-improvement and supports an educational assistance program. Approval is based on job-relativity, a determination which is made by the Department Head. All requests for approval and reimbursement must be processed and receive the approval of the Fire Chief and/or Township Administrator prior to enrollment in the course under consideration.

B. The Township will pay full cost of tuition and books provided that the individual gets passing grades in course of study. Financial assistance will be authorized on a first come, first serve basis within the limits of the annual budget. Not less than the amount spent in 1985 will be appropriated in the budgets for each year of this contract.

C. Job related courses are those that are on fire prevention or suppression activities and must have some relationship to firematic duties of the department; such as but not limited to approved courses required to attain an Associate's Degree in Fire Science. Approved shall be defined as approval by the institution offering the courses for the degree.

ARTICLE XIX RULES AND REGULATIONS

A. The Township may establish and enforce reasonable and just rules and regulations in connection with its operations of the Fire Department and maintenance of discipline provided such rules and regulations are not in conflict with provisions of this Agreement. Prior to any change in the rules and regulations, such changes shall be discussed with the FMBA.

B. It is understood that employees comply with all such rules and regulations. Employees shall promptly and efficiently execute the instructions and orders of superiors. If any employee or employees believe a rule, regulation, instruction or order of a superior is unreasonable or unjust, the employee or employees shall comply with the rule, regulation, instruction or order but with further provision that such employee or employees may regard the rule, regulation, instruction or order as a grievance which shall be handled in accordance with the grievance procedure set forth in this Agreement.

C. The Township agrees to provide a copy of the Rules and Regulations to the Association.

ARTICLE XX PROBATIONARY PERIOD

All employees hired during the term of this Agreement shall serve a probationary period of one year. During this probationary period, the Township reserves the right to terminate a probationary employee for any reason. An employee so terminated shall not have recourse through the grievance procedure set forth in this Agreement.

ARTICLE XXI

PERFORMANCE EVALUATION

The existing "Employee Performance Evaluation System", (attached as Schedule D) promulgated by the Township of Morris and attached hereto shall remain in effect except that it shall be modified as follows:

1. Performance evaluation ratings shall be in writing twice a year as of May 31 and November 30.
2. An employee must receive at least two consecutive unsatisfactory performance ratings before any action may be taken by the employer to use such ratings as a basis for holding up payment of a step in the increment system.
3. Any complaint by an employee with regard to a rating or to the performance evaluation proceeding shall be subject to being processed through the grievance procedure.

ARTICLE XXII

SCHEDULING

A. The schedule for the employees stationed at the Collinsville and Mt. Kemble firehouses will be as set forth on the attached Schedule E. The week for these employees shall be an average of forty-two (42) hours per week and the shifts shall be 8:00 to 8:00. These employees shall not receive additional compensation for the averaged additional two (2) hours per week. However, they shall be entitled to overtime compensation in accordance with Article VI. The overtime rate shall be computed using a forty (40) hour work week.

The work week for all other employees shall remain forty (40) hours per week, Monday through Friday inclusive. Employees (except the rotator and those stationed at the Collinsville and Mt. Kemble firehouse) will normally work an eight (8) hour tour of duty between the hours of 8:00 A.M. and 5:00 P.M. and will receive one (1) hour unpaid lunch period each day as scheduled by the Department. A one month actual schedule showing all assignments will be provided to all employees at least five (5) staff working days before the next months schedule goes into effect. Any change of vacation must be submitted at least (10) days before next schedule goes into effect.

B. The employee assigned to the rotator position shall work between the hours of 8:00 A.M. Monday - 8:00 P.M. Friday, an average of a 40 hour work week. No shift shall be less than 4 hours and if assigned said 4 hour shift it shall fall between the following times:

1. 8 A.M. to 12 Noon, Monday-Friday
2. 12 Noon to 4 P.M., Monday-Friday
3. 1 P.M. to 5 P.M., Monday-Friday

The rotator must receive his monthly schedule 5 staff working days before the next months schedule goes into effect. He shall not be assigned to work more than eight (8) hours unless previously scheduled.

C. If in the event that the Township decides to revert back to the Hillside 6:00 A.M. to 6:00 P.M. schedule, the original contract language will be set back into place after a sixty (60) day notice to the F.M.B.A.

D. Employees may cancel vacations in accordance with past practice.

E. The existing practice with regard to interdepartmental memos for time off, adjustments, vacation splitting shall continue.

F. The new schedule for employees shall remain in effect and will only be modified by agreement of the parties with the exception paragraph of (c) herein.

ARTICLE XXIII

OUTSIDE EMPLOYMENT

A. An employee may hold an outside job after working hours if it does not interfere or conflict with his/her employment with the Township. An example of an outside job which interferes with his/her work is one that involves such hours of work or physical effort that it reduces the quality or quantity of service to the Township or jeopardizes the health of the individual.

B. A conflict of interest determination is made solely by the Administrator on an individual basis.

ARTICLE XXIV

SAFETY

A. Safety equipment is provided for the employee's protection in those areas considered hazardous. Posted rules for the use of such equipment are to be observed.

B. Any injury incurred on the job should be immediately reported to the supervisor. Both short and long term benefits are protected by strict adherence to this policy.

C. An Accident Prevention and Risk Management Advisory Committee shall be formed and meetings shall be held at least three times a year at the call of the chair. The committee shall consist of three (3) members of the FMBA, the Township Administrator, five (5) volunteer firemen (one from each company), the Senior Battalion Chief, and the Senior Deputy Chief who will be the chairman.

The committee shall study the accident history of the Fire Department and other fire safety related matters and make recommendations for corrective action to avoid repetition of the accidents. The recommendations shall be forwarded to the Fire Chief for his consideration.

ARTICLE XXV

CONVENTIONS, CONFERENCES, SEMINARS

Employees join organizations for both professional and private reasons, and annual conventions are an established custom. Convention leave, with pay, is authorized by State law for employees belonging to, and elected delegates for, conventions covered by statute and pursuant to Article V.

ARTICLE XXVI

UNIFORMS

A. Uniforms shall be ordered by the Fire Chief no later than May 15th of each year. An effort will be made consistent with law to select vendors who will provide the clothes within 30 days of order. The current clothing allotment is detailed in Schedule C, dated 2/25/95.

B. The annual clothing maintenance allowance shall be \$570 for 1995 and \$600 for 1996, payable on the second Wednesday of May.

ARTICLE XXVII

PROMOTIONS

Promotions shall be made in accordance with N.J.S.A. 40A:14-29.

ARTICLE XXVIII

NO STRIKE PLEDGE

A. The Association acknowledges that the need for continued and uninterrupted operation of the Township's departments and agencies is of paramount importance to the citizens of Morris Township and that there should be no interference with such operation.

B. In light of the foregoing and the fact that adequate procedures exist for the peaceful and orderly resolution of grievances arising under this Agreement, the Association covenants and agrees that during the term of this Agreement neither it nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in, any strike (including the concerted failure of two or more employees to report for duty), mass resignation, mass absenteeism, work stoppage, slowdown, walkout or other job action or the invocation of sanctions against the Township. The Association agrees that such action would constitute a material breach of this Agreement.

In the event of a strike, mass resignation, mass absenteeism, work stoppage, slowdown, walkout, job action or the invocation of sanctions, it is agreed that participation in any such activity by any Association member shall entitle the Township to invoke any of the following:

a. Withdrawal of Association recognition;

b. Withdrawal of dues deduction privileges previously granted;

c. Such activity may be grounds for discipline, up to and including termination.

C. 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 to have in law or in equity in the event of such breach by the Association or its members.

ARTICLE XXIX

DISCIPLINARY ACTION

Any employee covered by this Agreement shall be subject to disciplinary action, including but not limited to oral or written reprimand, suspension from work with or without pay, reduction in grade or dismissal, according to the nature the infraction, for just cause which includes but is not limited to the following:

1. Neglect of duty.
2. Incompetency or insufficiency.
3. Insubordination or serious breach of discipline.
4. Consumption of alcoholic beverages while on duty, or reporting to work in unfit condition.
5. Consumption of drugs while on duty.
6. Chronic or excessive absenteeism.
7. Disorderly or immoral conduct.
8. The conviction of any criminal act or offense.
9. Negligence of or willful damage to public property or waste of public supplies.
10. **Conduct unbecoming an employee in the public service.**

11. The use or attempt to use one's authority or official influence to control or modify a political action of any person in the service or engaging in any form of political activity during working hours.

12. Unauthorized use of municipal vehicles or other equipment.

Disciplinary proceedings shall be conducted in accordance with N.J.S.A. 40A:14-19 et seq. and are grievable under the terms of the contract, if not covered by statute.

ARTICLE XXX

GRIEVANCE PROCEDURE

A. Definition

Grievance - A grievance is any alleged violation of term and conditions of employment as set forth in this Agreement or any dispute with regard to the Agreement's meaning or application.

B. Purpose

The purpose of the grievance procedure is to secure equitable solution to the problems affecting employees arising under the Agreement.

The parties agree that disputes shall be resolved at the lowest possible administrative level. Thus, the parties shall encourage the informal resolution of disputes.

C. Procedure

An aggrieved employee or the Association must file his grievance in writing with the Chief within five (5) working days of the occurrence of the matter complained of and/or the time when the employee should have known of the matter complained of. Failure to act within said time period shall constitute an abandonment of the grievance.

STEP 1: Once timely filed, the aggrieved employee shall discuss the grievance with the Chief. The Chief has five (5) working days from receipt of the grievance within which to respond to the employee and the Association.

STEP 2: In the event that there is not a satisfactory resolution of the grievance at Step 1, or an answer given within the time provided, the aggrieved employee or the Association may present the grievance to the Township Grievance Committee within five (5) working days thereafter. This Committee shall be comprised of the Township Administrator and two (2) persons appointed by the Township Committee. Upon receipt of the grievance, this Committee shall investigate the grievance and shall render a decision thereon within ten (10) working days.

STEP 3: In the event there is not a satisfactory resolution of the grievance at Step 2 or a decision rendered by the Township Grievance Committee within the time allowed the aggrieved employee may appeal to the Township Committee within ten (10) work days thereafter. Where an appeal is filed with the Township Committee, the grievant shall file:

1. Copy of the written grievance discussed below;
2. Statement of factual and legal contentions upon which the grievant relies;
3. A statement of the results of prior discussions thereon; and
4. A statement of the grievant's dissatisfaction with such results.

If the grievant in his appeal to the Township Committee does not request a hearing, the Township Committee may consider the appeal on the written record submitted to it or the Township Committee may, on its own, conduct a hearing; or it may request the submission of additional written material. Where additional written materials are requested by the Township Committee, copies thereof shall be given to the aggrieved employee who shall have the right to reply thereon. Where the grievant requests in writing a hearing before the Township Committee, a hearing shall be held.

The Township Committee shall make a determination within thirty (30) days from the receipt of the grievance and shall give written notification to the aggrieved employee, his representative, if there be one, and other parties, if any, of its determination. This time period may be extended by mutual agreement of the parties.

STEP 4: In the event that a Grievance has not been satisfactorily resolved to the satisfaction of the employee and/or the union at Step 3 (Township Committee) of the Grievance procedure within 30 days after submission of the grievance at Step 3, then the Association, within 30 days after it receives an unsatisfactory Step 3 decision or within 30 days after the 30 days from the date of the submission of the Step 3 grievance may request binding arbitration of the grievance. This request may be brought only by the Association by mailing a written request for arbitration to the Public Employment Relations (PERC) and at the same time mailing copy of said request to the employer. Arbitrators shall be selected in with the procedures of the Public Employment Relations Commission.

1. The determination of the Arbitrator shall be final and binding upon all parties. The reasonable expenses of the arbitrator shall be borne equally by the employer and the Association. Association witnesses and an Association representative shall be given time off with pay to attend any arbitration proceedings if said proceedings occur during on-duty hours.

2. The arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and be restricted to the application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto. The decision of the arbitrator shall be in writing with reasons therefor and shall be final and binding.

D. Upon notice to the Fire Chief the designated Association representatives shall be appointed as members of the Grievance Committee to confer with employees and the Township on specific grievances and to attend grievance meetings in accordance with the grievance procedure set forth herein during working hours of employees without loss of pay.

E. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, then the grievance shall be deemed to have been abandoned. If the grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed thereunder, then the disposition of the grievance at the last preceding step shall be deemed to have been denied. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits for processing the grievance at any step in the grievance procedure.

F. No grievance may be presented or processed without the Association is consent, and an Association Representative shall, if desired by the Association, be present at all steps of the grievance procedure.

ARTICLE XXXI

MUTUAL SWAP

Any employee may upon request to the Chief of the Fire Department by inter-office memo, be granted special leave with pay for any days on which he is able to secure another employee to work in his place provided:

- (a) Such substitution does not impose any additional costs to the Township.
- (b) Such substitute shall be qualified to perform the duties of the employee he replaces.

Such leave shall not be unreasonably denied.

ARTICLE XXXII

SAVINGS CLAUSE

A. Should any part of this Agreement be rendered or declared invalid by reason of any existing or subsequently enacted legislation or any decree of court or competent jurisdiction, such invalidation of such part or portion thereof shall not invalidate the remaining portion of this Agreement

ARTICLE XXXIII

FULL BARGAINED PROVISIONS

This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all of bargainable issues and shall govern all wages, rights and responsibilities of the parties 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 unless herein specified. 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 XXXIV

CORPORATE MEMBERSHIP

The Township of Morris shall provide two (2) annual corporate memberships in the YMCA for the use of the members of the Paid Division of the Fire Department.

ARTICLE XXXV

ASSOCIATION SECURITY/DUES CHECK-OFF/CREDIT UNION

Section 1. All Employees covered by this Agreement who are members of the FMBA at the time this Agreement is ratified, or who hereafter become members during term of this Agreement, must retain their membership in the Association for the duration of this Agreement, in accordance with the terms noted in this paragraph, by offering to pay regular monthly dues and initiation fees assessed against all members of the FMBA. Any member may resign from the FMBA effective January 1 or July 1 annually, in accordance with the noted requirements of N.J.S.A. 52:14-15.9e, by filing a notice of withdrawal thereunder. In the event the member fails to notify the Township on January 1, or July 1, or any year to cease dues deductions, such deductions shall continue for six (6) month periods thereafter. Notice of withdrawal must be submitted by the Employee to the Union in writing and a copy thereof furnished to Morris Township.

Section 2. The Employer agrees to deduct from the salaries of its Employees who are members of the Union pursuant to Section 1 dues from the FMBA. Such deductions shall be made in compliance with N.J.S.A. 54:14-15.9e, as amended and N.J.S.A. 34:13A-5.6. Said monies, together with records of any corrections, shall be transmitted to the FMBA Treasurer or his designee within three (3) working days from the payroll period ending date of each payroll period.

Section 3. Employees who select not to become members of the Union pursuant to Section 1 of this Article, shall be considered non-members. Notwithstanding said Employees' withdrawal from the Union a representation fee in lieu of dues for services rendered by the Union shall be paid. The representation in lieu of dues shall be an amount equivalent to Eighty five Percent (85%) of the regular membership dues, fees and assessments. Said payment shall be deducted from the salaries of non-members pursuant to Section 2 of this Article.

Section 4. Payment of the representation fee in lieu of dues shall be made to the Union during the term of this Agreement affecting such non-member Employees and during the period, if any, between successive Agreements so providing, on or after, but in no case sooner than the 30th day following the beginning of the Employee's employment in the unit hereunder, and no sooner than the 10th day following reentry into the appropriate unit for Employees who previously served in a position included in the unit hereunder but who continued in the employ of the Employer in an excluded position.

Section 5. The Employer shall effect each Employee's request for Credit Union Check-off to the Union's Credit Union Plan upon authorization of the individual Employee to do so

Section 6. The Association shall indemnify, defend and save the Township harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Township in reliance upon salary deduction authorization cards as furnished by the Association to the Township, or in reliance upon the official notification on the letterhead of the Association signed by the president of the Association advising of such changed deduction.

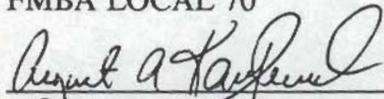
Section 7. The approved " Representation FEE: Demand and Return System" is attached as Schedule B.

ARTICLE XXXVI

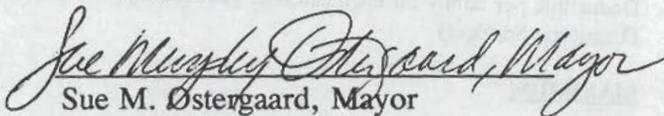
TERM AND RENEWAL

This Agreement shall be in full force and effect as of January 1, 1995, and shall remain in effect to and including December 31, 1996, without any re-opening 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, on or before September 1, 1996, prior to the expiration date of this Agreement of a desire to change, modify or terminate this Agreement.

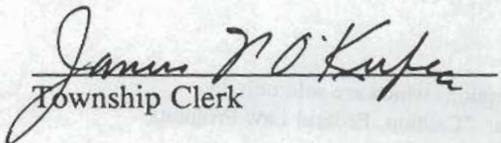
FMBA LOCAL 70


August Kaufhold, President

TOWNSHIP OF MORRIS


Sue M. Ostergaard, Mayor

ATTEST:


Township Clerk

(SEAL)

SCHEDULE A**DENTAL PLAN****BENEFITS**

(Percentage of Delta's Allowable Charges)

Preventive & Diagnostic Services	100 %
Remaining Basic Services	90 %
Crowns	90 %
Prosthetic Services	50 %
Orthodontic Services	50 %

(for eligible employees and dependents)

DEDUCTIBLE

Deductible per patient for each calendar year (not applicable to Preventive & Diagnostic Services) \$ 25

Deductible per family for each calendar year (not applicable to Preventive & Diagnostic Services) \$ 75

MAXIMUM

Calendar year maximum per patient for Preventive & Diagnostic, Basic, Crowns and Repair of Dentures. \$ 1000

Lifetime maximum per patient for Orthodontic Services \$ 2500

PRESCRIPTION PLAN

A. **PRESCRIPTION DRUGS.** Drugs, biologicals and compounded prescriptions which are sold only by prescription and which are required to show on the manufacturer's label words: "Caution, Federal Law Prohibits Dispensing Without Prescription" or which are determined as such by the Plan.

B. **PRESCRIPTION ORDER.** The request for drugs issued by a Physician licensed to make the request in the course of his professional practice.

C. **PRESCRIPTION MAIL ORDER.** For the purposes of this Exhibit, an Eligible Person's request that a Prescription Order for maintenance drugs be filled and mail to him or her by a licensed mail order pharmacy which has a written agreement with the Plan to dispense prescription drugs to Eligible Persons.

D. **PARTICIPATING PHARMACY.** Any Pharmacy, including a mail order pharmacy, which has entered into a Prepaid Prescription Agreement with Blue Cross and Blue Shield of New Jersey, Inc. or any other Participating Blue Cross Plan indicated by Blue Cross and Blue Shield of New Jersey, Inc.

E. **NON-PARTICIPATING PHARMACY.** Any, Pharmacy other than a Participating Pharmacy which regularly sells Prescription Drugs.

F. **PARTICIPATING PLAN.** Any Blue Cross Plan or Blue Shield Plan or other affiliate which has a written agreement to provide benefits to Eligible Persons as described in this Exhibit.

G. **COPAYMENT.** The amount charged to the Eligible Person by a Participating Pharmacy, or deducted from a claim submitted directly to the Plan by an Eligible Person. This applies to each Prescription Drug, on a Prescription Order or authorized refill, and to insulin. The Copayment is \$3.50. However there is no copayment for mail order prescriptions.

SCHEDULE B

REPRESENTATION FEE: DEMAND AND RETURN SYSTEM

I. Introduction.

This document sets forth the procedure to be used to determine the amount of the representation fee that will be assessed to all non-members of Morris Township Firemen's Mutual Benevolent Association Local No. 70 ("FMBA Local No. 70"). This procedure is designed to comply with the requirements of New Jersey and Federal law as those requirements have been explicated in recent court decisions and the rules of the New Jersey Public Employment Relations Commission Appeals Board. It will be reviewed periodically and revised as may be necessary to reflect legal developments in this area.

II. Purpose of Fee.

Retroactive to the first full pay period for calendar year 1992, all eligible non-member employees in the bargaining unit represented by FMBA Local No. 70 are required to pay to FMBA Local No. 70 a representation fee in lieu of dues ("representation fee") for services rendered by FMBA Local No. 70. Nothing herein shall be deemed to require any employee to become a member of FMBA Local No. 70.

III. Fiscal and Dues Year Designation.

The Fiscal Year is January 1 through December 31.

The Dues Year is January 1 through December 31 and may not commence prior to the start of the Fiscal Year.

IV. Annual Notice to Non-Members.

Prior to deducting the representation fee from payroll, FMBA Local No. 70 must provide all persons subject to the fee with an adequate explanation of the basis of the fee, which shall include:

- A. A statement, verified by an independent auditor or by some other suitable method of FMBA Local No. 70's expenditures for its most recently completed Fiscal Year. The statement must set forth the major categories of expenditures and identify expenditures of FMBA Local No. 70 which are in aid of activities or causes of a partisan political or ideological nature only incidentally related to the terms and conditions of employment or applied toward the cost of benefits only available to non-members of FMBA Local No. 70.
- B. A copy of the demand and return system, including instructions to persons paying the representation fee as to how to request review of the amount assessed as a representation fee.

- C. The name and address of the financial institution where FMBA Local No. 70 maintains an account to escrow portions of representation fees reasonably in dispute. The prevailing interest rate of the account will be disclosed as well.
- D. The amount of the annual representation fee or an explanation of the formula by which the representation fee is set, and the schedule by which the fee will be deducted from pay.

V. Amount of Fee.

Prior to the beginning of each year, FMBA Local No. 70 will notify the Township, in writing, of the amount of regular membership dues, initiation fees and assessments charged by FMBA Local No. 70 to its own members for that agreement year, and the amount of the representation fee for that agreement year. Any changes in the representation fee structure during the agreement year shall be made in accordance with the following procedure. The president of FMBA Local No. 70 shall certify to the Township the amount of dues and shall notify the Township of any change in the amount of dues to be deducted thirty (30) days prior to the intended effective date of such change.

The representation fee shall be in an amount equivalent to the regular membership dues, initiation fees and assessments charged by FMBA Local No. 70 to its own members, less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members, but in no event shall such fees exceed 85% of the regular membership dues, fees and assessments.

VI. Deduction and Transmission of Fee.

A. Once during each agreement year, FMBA Local No. 70 will submit to the Township a list of those employees who have not become members of FMBA Local No. 70. After verification by the Township that these employees must pay the representation fee, the Township will deduct the fee in accordance with this article. FMBA Local No. 70 may collect the representation fee through payroll deductions provided that membership in FMBA Local No. 70 is available to all employees on an equal basis.

FMBA Local No. 70 will notify the Township, in writing, of any changes in the list of non-members provided and such changes will be reflected in any deductions made more than ten (10) days after the Township receives said notice.

B. The mechanics and schedule of deducting the representation fee will, as nearly as possible, correspond to the deduction and transmission of regular membership dues to FMBA Local No. 70.

C. In no event will the representation fee be deducted from a new employee before thirty (30) days from the beginning date of employment in a position in this unit.

VII. Demand and Return System.

Payment of the representation fee entitles the non-member to review the calculation of the representation fee. To obtain review, a non-member must notify FMBA Local No. 70 by mailing a review request to the President of FMBA Local No. 70, P.O. Box 15 Convent Station, NJ 07961. The review request shall be in written form and shall include the employee's name, social security number, home address and a statement indicating that the mailing is a review request.

FMBA Local No. 70 shall return any part of the representation fee paid by the employee which represents the employee's additional pro rata share of expenditures by FMBA Local No. 70 that is either in aid of activities or causes of a partisan, political or ideological nature only incidentally related to the terms and conditions of employment or applied toward the cost of any other benefits available only to non-members of FMBA Local No. 70.

The deduction of the representation fee shall be available only if FMBA Local No. 70 establishes and maintains this review system.

The representation fee will be annually adjusted to reflect the actual expenditures during the past year.

In order to be timely, the request for review must be made within thirty (30) days of receipt of an annual notice containing the information enumerated at IV, by FMBA Local NO. 70. Annual Notice to Non-Members, found herein. Under this system, the burden of proof is on FMBA Local No. 70.

FMBA Local No. 70 must complete any proceeding in the demand and return system within sixty (60) days after the payroll deductions for the current year have commenced. After sixty (60) days, any pending review request is deemed exhausted. Any non-member may then file a petition of appeal with the New Jersey Public Employment Relations Commission Appeals Board ("Appeal Board"). A non-member may also appeal the completed proceeding.

A petition of appeal seeking review by the Appeals Board of a representation fee must be filed within six (6) months after payroll deductions have commenced.

Upon completion of a proceeding, a written decision shall be issued to each non-member who requested a review of the fee. If the proceeding determining that an excess was charged, the excess will accompany the written decision.

If the amount returned is equal to or less than the amount held in escrow, then the actual interest earned will be paid to the non-member. If the amount returned is greater, then the non-member will receive interest payable at the judgment rate (N.J. Court Rule 4:42-11) for the entire amount of the rebate.

FMBA Local No. 70 will place in escrow, an amount reasonably representative of the dispute, in First Fidelity Bank, located at Morris Avenue, Morristown, NJ 070960. FMBA Local No. 70 shall submit a copy of the Demand and Return System to the Township.

SCHEDULE C

2/25/95

Uniform Allowance

INITIAL ISSUE:

- 6 - Firewear Trousers)
- 6 - Firewear Shirts) 3 in 1995
- 4 - Short sleeve cotton golf shirts with Maltese on left breast
- 1 - Navy blue coveralls
- 1 - Carhart jacket short or long
- 1 - Protective CPR Mask
- 1 - Ball cap (to be purchased by F.M.B.A. as approved by chief)

All above items shall be replaced on an as needed basis following the initial issue.

Each Year

- 1 pr. work boots Redwing Model #2243 (or equal)
- OR
- 1 pr. work shoes Redwing Model #6641 (or equal)

Note: Dickie and Red Cap Uniforms shall be considered approved station wear.

EMPLOYEE PERFORMANCE EVALUATION SYSTEM



TOWNSHIP OF MORRIS

CONTENTS

INTRODUCTION	
SECTION I	General Explanation
SECTION II	Procedures
SECTION III	Rating Forms

INTRODUCTION

This performance evaluation plan was developed by personnel specialists on the staff of the New Jersey Intergovernmental Personnel Act Program operating under a Federal grant. It was developed in response to a request emanating from jurisdictions participating in the development of the personnel models and is intended to have applicability to all New Jersey jurisdictions.

The plan evolved from the review and study of effective performance evaluation methods used by State and Federal Government agencies and by progressive industrial concerns. It is considered to be the simplest plan which can be expected to achieve the purposes of formal evaluation without involving managers in extensive paper work and record keeping.

Performance evaluation is a significant aspect of personnel management and may be one of the factors in considering employees for advancement, retention, or discipline.

SECTION I

GENERAL EXPLANATION

Performance evaluation is a vital part of personnel management. It is used to improve employees' work through the fair appraisal of their performance and the discussions which occur during the course of reviewing their performance. Evaluations are accomplished mainly by day-to-day communications between supervisors and employees. It is a continuing process and is one of the main responsibilities of supervisors. In addition to these discussions, some formal evaluation plan is utilized by almost all progressive management in the public and private sectors to:

- Help improve individual performance;
- Strengthen supervisor - employee relationships;
- Recognize employee accomplishments and good work;
- Guide personnel actions such as pay increases, promotion, demotion, removal, reduction in force;
- Identify job requirements and standards and keep employees and supervisors aware of them;
- Make and keep employees aware of their supervisors' judgments on their work performance;
- Identify training needs.

To be comprehensive, a plan must be job oriented and provide for the evaluation of performance against explicit standards established by management. It must assure employees that the supervisors are aware of their performance and interested in their development. It must be simple and straightforward so that employees can understand clearly the areas in which they met, surpassed, or failed to meet supervisors' expectations. It must also afford the opportunity for the employees to express interests and career goals and for the supervisors and subordinates to plan and implement work assignments consistent with these goals and the goals of the organization. In addition, performance evaluation must provide for supervisors and employees to plan constructively for any needed improvement in performance.

PROCEDURES

FREQUENCY

All permanent employees should receive a formal rating twice a year. Initial implementation would necessitate that all employees be rated at time of adoption of the plan. Subsequent ratings should be completed and discussed with the employees by May 31st and Nov. 30th of each year.

Continual review and frequent discussion of performance should take place without a formal rating procedure. Under ideal conditions, nothing in the evaluation should come as a surprise to an employee since ongoing communication should make the supervisor's feelings clear as work progresses.

COMPLETING THE FORM

The supervisor should complete the form prior to discussing it with the subordinate. If the subordinate adds any information which causes the supervisor to modify the rating, the change should be made prior to obtaining the employee's signature. The form should be dated at the time of signature by the supervisor and the employee and then given to the supervisor's superior for review.

During the discussion, the subordinate should be encouraged to discuss his job interests and career goals. The supervisor should plan work assignments accordingly, if the employee's goals are consistent with the goals of the organization. If the employee disagrees with the rating or wishes to add any comments, either positive or negative, he should be given this option at the time the rating is discussed.

It should be noted that, because of the special nature of their work, an additional rating form should be executed for members of the Police & Fire Departments.

DEFINITIONS

Satisfactory is that level of performance which is considered adequate to meet the requirements of the job. Some day-to-day variation is to be expected and may range, on occasion, from poor to very good. For the most part, however, satisfactory performance would be neither below the required level, nor consistently superior to the required standards.

Unsatisfactory is that level of performance which consistently falls below the requirements of the job. It does not mean that every aspect of the individual's performance is below adequate standards but that, in general, the employee does not meet the minimum requirements.

An outstanding rating is reserved for the individual who consistently surpasses standards of adequate performance. Individuals who consistently do a good job should be rated satisfactory, not outstanding. An occasional instance of superior performance is not sufficient justification for an outstanding rating. Outstanding performance requires that the individual, more often than not, has exceeded the supervisor's expectations for satisfactory performance.

SCHEDULING AND FOLLOW UP

The personnel representative should be responsible for determining that all supervisors are notified one month in advance of the date of a subordinate's rating. The personnel representative will also follow up, where necessary, to insure that the procedure has been carried out properly. The completed rating form will be sent to the personnel office for review and then filed in the employee's personnel folder.

SALARY CERTIFICATION

An employee who receives an overall rating of unsatisfactory is not eligible for a salary increment and may be subject to dismissal.

Employees who receive an overall rating of satisfactory will be eligible for periodic salary increments when they have met the required waiting period.

An employee who receives an overall rating of outstanding will be eligible for a periodic salary increment, and may receive additional consideration in the form of further salary increments

TRAINING

All supervisors responsible for evaluating the performance of subordinates must complete the training program designed for this plan.

APEALS

Employees who feel that their overall rating does not represent a true evaluation of their work performance during the rating period, should try to resolve their differences in discussion with their supervisor and, if necessary, the reviewer. If agreement cannot be reached informally, the employee should be given the opportunity to appeal, in writing, to the appointing official, or his designated representative, within fifteen days of the date the rating was first discussed.

The appointing official, or his designated representative, will conduct a hearing involving the employee, the supervisor, the reviewer, and others having knowledge of the employee's performance. This hearing should be scheduled no later than 30 days from the date of appeal.

Appellants who are members of recognized employee groups should be allowed to be represented by, or to have present, a person from such group.

During the hearing, the employee and all other participants should be given an opportunity to be heard.

Within fifteen days from the date of the hearing, the appointing officer shall advise all parties, in writing, of the decision of the appeal.

INFORMING EMPLOYEES

Current employees, as well as newly appointed employees, should be given written material outlining all provisions of the Employee Performance Evaluation Plan.

TYPICAL

EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE'S NAME TITLE	DEPARTMENT		DATE	
	DATE STARTED IN TITLE	RATING FROM:	RATING TO:	DATE
	UNSATISFACTORY	SATISFACTORY	OUTSTANDING	
1. Quantity of Work: Consider volume of work produced and extent to which deadlines are met.	Unacceptable output. Deadlines too often not met. <input type="checkbox"/>	Produces required volume of work. Sceldom misses established deadlines. <input type="checkbox"/>	Work output is exceptional. Produces beyond expected level and frequently beats deadlines. <input type="checkbox"/>	
2. Quality of Work: Consider freedom from error, thoroughness of work, exercise of good judgment and idea production.	Makes frequent errors and/or produces superficial or incomplete work. <input type="checkbox"/>	Consistently produces acceptable work, makes few errors, is thorough and shows adequate judgment. <input type="checkbox"/>	Exceptionally thorough and accurate. Shows superior judgment and contributes valuable ideas. <input type="checkbox"/>	
3. Job attitude: Consider willingness and desire to meet assigned objectives.	Resists or shows little or no interest in accomplishing assigned objectives. <input type="checkbox"/>	Is a willing worker, follows directions, and is interested in accomplishing work objectives. <input type="checkbox"/>	Shows exceptional desire to produce. Performs with unusual enthusiasm and conscientious determination. <input type="checkbox"/>	
4. Effectiveness with others: Consider degree to which employee maintains cooperative relations with others and effectiveness in accomplishing objectives through other people.	Is ineffective in dealing with many people. Causes unnecessary interpersonal problems which interfere with accomplishing work objectives. <input type="checkbox"/>	Generally cooperative and effective in dealing with others. <input type="checkbox"/>	Unusually effective in dealing with people. Accomplishes objectives through others under difficult circumstances. <input type="checkbox"/>	
5. SUPERVISORS ONLY Supervisor's Effectiveness: Consider how well subordinates are utilized and extent to which help is provided for their development.	Makes poor use of subordinates. Provides little or no help for their development. <input type="checkbox"/>	Utilizes subordinates effectively. Encourages and helps them to improve their performance. <input type="checkbox"/>	Utilizes subordinates exceptionally well. Stimulates and assists in an unusual degree of self development. <input type="checkbox"/>	
6. OVERALL RATING	<input checked="" type="checkbox"/> UNSATISFACTORY	<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> OUTSTANDING	

RATING FORMS

1. EMPLOYEE PERFORMANCE EVALUATION

2. PERFORMANCE EVALUATION FOR POLICE OFFICERS

STATION #1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
K. FLANAGAN	A	A	A	X	X	X	P	P	P	X	X	X	A	A	A	X	X	X	X	P	P	P	X	X	A	A	A	X	X	X	P		
J. WOHLGEMUTH	P	P	P	X	X	X	A	A	A	X	X	X	P	P	P	X	X	X	X	A	A	A	X	X	P	P	P	X	X	X	A		
W. PRENTISS	X	X	X	A	A	A	X	X	X	P	P	P	X	X	X	A	A	A	X	X	X	X	P	P	P	X	X	X	A	A	X		
R. MAZZOCCHI	X	X	X	P	P	P	X	X	X	A	A	A	X	X	X	P	P	P	X	X	X	X	A	A	A	X	X	X	P	P	X		
STATION #2																																	
D. GAST																																	
C. RAGUCCI																																	
T. SNYDER																																	
J. GAST																																	
MECHANIC																																	
R. BIRD																																	
STATION #3 C.																																	
A. KAUFHOLD																																	
STATION #4 A.																																	
E. PERR																																	
STATION #4 B.																																	
S. LOVENBERG																																	
STATION #5 A.																																	
D. GINNY																																	
STATION #5 B.																																	
R. SMITH																																	
ROTATOR																																	
J. HENDRICKSON																																	
CAPTAIN																																	
C. GOSS																																	
CAPTAIN																																	
T. GAYLORD																																	
INSPECTOR																																	
D. SMITH																																	
INSPECTOR																																	
M. RYER																																	

SCHEDULE E

2/25/95

LUNCH HOUR A. 11:30 - 12:30. B. 12:30 - 13:30. C. 12:00 - 13:00

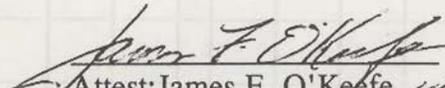
MEMORANDUM OF AGREEMENT

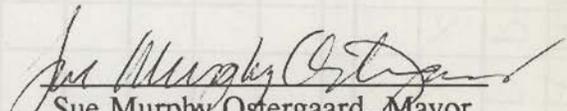
WHEREAS, the Township of Morris and the Township of Morris F.M.B.A. Local 70, are parties to a Collective Negotiations Agreement dated January 1, 1995 through December 31, 1996;

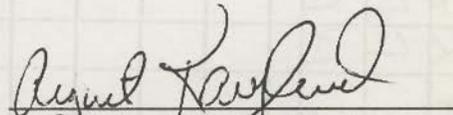
WHEREAS, the Township and F.M.B.A. wish to amend their most recent contract, however, Articles XXXIII and XXXVI of the parties' Collective Bargaining Agreement prohibit modification of the agreement except by an instrument in writing duly executed by both parties;

NOW THEREFORE, the Township of Morris and the Township of Morris F.M.B.A. Local 70 hereby mutually agree to modify Article X Salaries of the parties' current Collective Bargaining Agreement dated January 1, 1995 through December 31, 1996, as follows: Eliminate; * August Kaufhold and Jeff Gast shall be paid \$46,433 per year.

Both parties have mutually agreed upon the modified Article X, Salaries as set forth above. This represents a modification of the current Article X. Both parties agree that this language shall become effective on March 15, 1995; the effective date of the original Agreement.


Attest: James F. O'Keefe 4/5/95


Sue Murphy Ostergaard, Mayor
Morris Township


August Kaufhold, President
F.M.B.A. Local No. 70