

AGREEMENT
BY AND BETWEEN
TOWNSHIP OF EGG HARBOR

AND

TEAMSTERS LOCAL UNION 331
Affiliated with INTERNATIONAL BROTHERHOOD OF
TEAMSTERS

Effective Dates: January 1, 2023
December 31, 2025

AGREEMENT	4
ARTICLE I	5
Recognition	5
ARTICLE II	6
Management Rights	6
ARTICLE III	8
Union Rights	8
ARTICLE IV	10
Rules and Regulations	10
ARTICLE V	11
Non-Discrimination	11
ARTICLE VI	12
Maintenance of Work Operations	12
ARTICLE VII	13
Discipline	13
ARTICLE VIII	16
Grievance Procedure	16
ARTICLE IX	19
Dues Deductions	19
ARTICLE X	21
Probationary Period	21
ARTICLE XI	22
Employee Qualifications	22
ARTICLE XII	23
Employee Performance Rating	23
ARTICLE XIII	24
Reduction in Force	24
ARTICLE XIV	25
Personnel Files	25
ARTICLE XV	26
Hours of Work and Overtime	26
ARTICLE XVI	29
Holidays	29
ARTICLE XVII	31
Vacation	31
ARTICLE XVIII	34
Absence without Leave	34
ARTICLE XIX	35
Sick Leave	35
ARTICLE XX	38
Funeral Leave	38
ARTICLE XXI	39
Military Leave	39
ARTICLE XXII	40
Jury Leave	40

ARTICLE XXIII.....	41
Personal Leave	41
ARTICLE XXIV.....	42
Injury Leave.....	42
ARTICLE XXV	44
Leave of Absence Without Pay.....	44
ARTICLE XXVI.....	45
Terminal Leave.....	45
ARTICLE XXVII	46
Salaries.....	46
ARTICLE XXVIII.....	48
Longevity	48
ARTICLE XXIX.....	49
Temporary Assignment.....	49
ARTICLE XXX	50
Education Benefits.....	50
ARTICLE XXXI	51
Uniform Allowance.....	51
ARTICLE XXXII	53
Meal and Travel Allowance	53
ARTICLE XXXIII.....	54
Township Equipment.....	54
ARTICLE XXXIV	55
Health Insurance	55
ARTICLE XXXV.....	56
Severability and Savings.....	56
ARTICLE XXXVI	57
Fully Bargained Agreement	57
ARTICLE XXXVII.....	58
Duration of Agreement	58
CATEGORY TITLES	59

AGREEMENT

This Agreement entered this ____ day of January between **TOWNSHIP OF EGG HARBOR**, in the County of Atlantic, a municipal corporation of the State of New Jersey, hereinafter called the "Township", or its successors, and **TEAMSTERS LOCAL UNION 331** hereinafter called the "Union", represents the complete and final understanding on all bargainable issues between the Township and the Union.

ARTICLE I

Recognition

- A. The Township hereby recognizes the Union as the sole and exclusive collective negotiating agent and representative for all full-time and regular part-time employees of the Township employed in the following classifications:

Communications Officers, Laborers, Truck Drivers, Heavy Equipment Operators, Zoning Officer, Maintenance Workers, Mechanics, Grounds Foreman, and all other Blue and White Collar Employees Employed by the Township.

Excluding all:

Department Heads, Managerial Executives, Supervisors, Confidential Employees, Craft, Professional and Police officers within the meaning of the Act.

- B. The term "temporary" shall be defined as all employees who are hired for no more than ninety (90) days or to perform a specific task with no expectation of further employment beyond that time or task with no benefits or paid holidays.
- C. The term "confidential" shall be defined as employees whose functional responsibilities or knowledge in connection with the issues involved in the collective negotiations process would make their membership in any appropriate negotiating unit incompatible with their official duties.
- D. The title "employee" shall be defined to include the plural as well as the singular and to include males and females.
- E. The term "regular part-time" shall be defined as all employees employed on an annual basis for a maximum of thirty (30) hours per week.

ARTICLE II

Management Rights

- A. The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:
1. The executive management and administrative control of the Township Government and its properties and facilities and activities of its employees, utilizing personnel methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the Township.
 2. To promulgate rules of procedure and conduct, to use improved methods and equipment, to determine work schedules and shifts, to decide the number of employees needed for any particular time and to be in sole charge of the quality and quantity of the work required.
 3. The right of management to make 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 operation of the Township after advance notice thereof to the employees.
 4. To hire all employees and to determine their qualifications and conditions of continued employment or assignment, to promote, transfer, or retain employees in positions within the Township.
 5. To suspend, demote, discharge or take any other appropriate disciplinary action against any employee for good and just cause

according to law.

6. To lay off employees in the event of lack of funds or under conditions where continuation of such work would be inefficient and nonproductive.
 7. The Township reserves the right with regard to all other conditions of employment not reserved to make such changes as it deems desirable and necessary for the efficient and effective operation of the Township according to law.
- B. In the exercise of the foregoing powers, rights, authority, duties and responsibilities of the Township, the adoption of policies, rules, regulations, Code of Conduct and practices in the furtherance thereof, and the use of judgment and discretion in the connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.
- C. Nothing contained herein shall be construed to deny or restrict the Township of its rights, responsibilities and authority under R.S. 40A:1-1 et seq or any national, state, county or local law or regulations.

ARTICLE III

Union Rights

- A. The Union shall have the sole use of designated Union bulletin boards, located in the Municipal Building and Public Works Building for the sole purpose of posting notices relating to meetings and official business of the Union only. The Township may have removed from the bulletin boards any material which does not conform with the intent of the above provisions of this Article.
- B. The Township agrees to permit representatives of the Union to enter the premises of the Township for individual discussion of working conditions with bargaining unit employees, so long as prior notice is given to and prior approval is obtained from the Township Administrator, which approval shall not be unreasonably denied.
- C. The Union shall have the sole right to designate Official Union Representatives and specify their respective Union responsibilities. The union representatives upon notification to and approval of their department head may conduct union business without loss of pay or benefits.
- D. Upon prior notice to and authorization of the Township Administrator, there will be representatives from varying departments, not to exceed four (4), permitted as members of the contract Negotiating Committee, and shall attend contract negotiations without loss of pay.
- E. The Township shall provide the Union with a current list of all bargaining unit members, showing each employee's salary and level. The Township shall provide written notification of new hires, and dismissals within ten (10) days of all such actions. Written notice to the Union office shall constitute such notification and is the preferred method of notice.

- F. The union shall be notified whenever a member is out of work for thirty (30) days or more regardless of whether they are out on paid or unpaid leave.

ARTICLE IV

Rules and Regulations

- A. Proposed new rules or modifications of existing rules covering negotiable working conditions shall be negotiated with the Union before they are established.
- B. All present written rules and regulations shall be provided to the Union.
- C. All additional written rules and regulations, titles, and promotions, shall be provided to the Union immediately upon promulgation.

ARTICLE V

Non-Discrimination

- A. The Township and Union agree there shall not be any discrimination as to race, creed, religion, color, national origin, nationality, ancestry, marital status, domestic partnership status, age, sex, familial status, atypical heredity cellular or blood trait, genetic information, liability for military service, and mental or physical disability, including perceived disability and AIDS and HIV status, sexual or affectional orientation, political affiliation, Union membership or legally protected union activities.

Matters involving discrimination shall be processed in accordance with the Township's EEO dispute resolution procedures.

- B. The Township and the Union agree that all employees covered under this Agreement have the right without fear of penalty or reprisal to form, join and assist any employee organization or to refrain from any such activity. There shall be no discrimination by the Township or the Union against any employee because of the employee's membership or non-membership or activity or non-activity in the Union.

ARTICLE VI

Maintenance of Work Operations

- A. The Union hereby covenants and agrees that during the term of this Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e. the concerted failure to report for duty or willful absence of any employee from their position, or stoppage of work, or absence in whole or part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slow-down, walk-out or other illegal job action against the Township. The Union agrees that such action would constitute a material breach of this Agreement and that the Township has the right to immediately replace those employees who have breached this Agreement.

- B. 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.

ARTICLE VII

Discipline

- A. No employee shall be disciplined, discharged, reprimanded, reduced in classification or rank without just cause. Any action asserted by an agent of the Township or the Township itself shall be subject to the grievance procedure contained in this Agreement. The question of just cause will specifically be subject to the Grievance Procedure of this Agreement.

- B. The parties recognize the concept of progressive discipline is corrective in nature. Discipline may consist of the following:
 - 1. Counseling
 - 2. Verbal reprimand (Documented and provided to the employee)
 - 3. Written reprimand
 - 4. Minor suspension without pay (one to five days)
 - 5. Major suspension without pay (in excess of five days)
 - 6. Termination

- C. The Township may utilize a system of progressive discipline and review each infraction on a case by case basis, however, nothing in this article shall preclude the Township from immediately suspending an employee without pay who is unfit for duty, by posing a safety hazard to himself or others, whose immediate suspension is necessary to maintain safety, health, order or effective direction of public services, who is violation of State residency requirements (P.L. 2011, c.70) or who is formally charged with a crime of the first, second or third degree, or a crime of the fourth degree on the job or directly related to the job. The Union recognizes that proper

cause to discipline any employee may include, but not limited to the low listed offenses:

1. Neglect of Duty
2. Incompetence or inefficiency
3. Incapacity due to mental or physical disability
4. Insubordination
5. Intoxication due to alcohol or drugs while on duty
6. Chronic or excessive absenteeism
7. Disorderly or immoral conduct
8. Willful violation of any of the provisions of the statutes, rules or regulations relating to the employment of public employees.
9. The conviction of any criminal act or offense
10. Negligence or willful damage to public property or waste of public supplies
11. Conduct unbecoming an employee in the public service which adversely reflects on the Township
12. Misconduct
13. The use or attempt to use one's authority or official influence to control or modify the political action of any activity during working hours
14. Violation of Township policies, procedures, and regulations

D. Employees shall receive an employee interview with their Department Head whenever disciplined. The type and results of the interview, along with any employee response, shall be recorded and placed in the employee's personnel file. Any

documented verbal reprimand in the employees personnel file may be removed after 12 consecutive rolling months if no other discipline has been issued and the employee requests the removal through the Administrator's Office.

- E. An employee who has been subject to discipline action up to and including a minor suspension, but not including counseling, may only appeal such discipline through the grievance process up to Step Three.
- F. Employees shall be entitled to have union representation present at the employee's request at any and every step of the disciplinary procedure. However, the scheduled interview shall not be delayed except by mutual consent.

ARTICLE VIII

Grievance Procedure

- A. 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 employment under this Agreement.
- B. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with their supervisor.
- C.
 - 1. The term "grievance" as used herein means an appeal by an individual employee or the Union on behalf of an individual employee or group of employees, from the interpretation, application or violation of policies, agreements, and administrative decisions affecting them.
 - 2. No grievance may proceed beyond Step Three herein unless it constitutes a controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement. Disputes concerning terms and conditions of employment controlled by statute incorporated by reference in this Agreement, either expressly or by operation of law, shall not be processed beyond Step Three herein.
- D. The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any Step is waived, in writing, by mutual consent.
 - Step 1: The aggrieved or the Union shall institute action under the provisions hereof within ten (10) working days after the event giving rise to the grievance has occurred, or when the aggrieved or the Union knew or should have known of the event giving rise to the grievance occurred, and an earnest effort shall be made to settle the differences between the

aggrieved employee and the Department Head or their designated representative for the purpose of resolving the matter informally.

Step 2: If no agreement can be reached orally within ten (10) working days of the initial discussion with the Department Head, the Union may present the grievance in writing within ten (10) working days thereafter to the Department Head, or their designated representative. Grievances shall be drafted so as to provide the Township with reasonable notice as to the provisions alleged to have been violated, the person(s) to who the grievance applies, a synopsis of the events leading up to the grievance, and a requested remedy sought by Grievant. The Department Head will schedule a meeting with the aggrieved employee and a Union representative within ten (10) working days after receipt of the written grievance. The Department Head or their designated representative will answer the grievance in writing within ten (10) working days of said meeting.

Step 3: If the Union wishes to appeal the decision of the Department Head, such appeal shall be presented in writing to the Township Administrator or designated representatives within twenty (20) working days thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Township Administrator or designated representative will schedule a meeting with the aggrieved employee and a Union representative within twenty (20) working days after receipt of the written submission. The Township Administrator or designated representative shall respond in writing within twenty (20) working days of said meeting.

Step 4: If the grievance is still unsettled, either party shall have the right within twenty (20) working days to submit the dispute to arbitration pursuant to the rules of the Public Employment Relations Commission. The costs for

the service of the arbitrator shall be borne equally by the Township and the Union. Any other expenses including, but not limited to, the presentation of witnesses, shall be paid by the parties incurring same.

- E.
 - 1. The parties direct the arbitrator to decide, as a preliminary question, whether they have jurisdiction to hear and decide the matter in dispute.
 - 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 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 final and binding.
 - 3. The cost of the services of the arbitrator shall be borne equally between the Union and the Township. Any other expended incurred, including but not limited to, the presentation of witnesses, excluding employee witnesses during work hours, shall be paid by the party incurring same.
 - 4. It shall be expressly understood that all proceedings under this Article shall be private and attendance by the public shall be excluded. Attendance at the proceedings shall be limited to a reasonable number of representatives from the Township and for the Union, excluding witnesses brought to testify. All proceedings shall be scheduled at the Township's Municipal Building unless otherwise stated.
- F. 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.

ARTICLE IX

Dues Deductions

- A. The Township agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Union. Such deductions shall be made in compliance with Chapter 123, Public Laws of 1974, N.J.S.A. (R.S.) 52:14-15.9e, as amended. Send monies, together with the records of any corrections, Shall be paid and transmitted to the financial secretary of the union on the first of the month.
- B. A check-off shall commence for each employee who signs a properly dated authorization card supplied by the Union and verified by the Chief Financial Officer on the first of the month following employment as a permanent employee.
- C. If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish to the Township written notice thirty (30) days prior to the effective date of such change and shall furnish to the Township either new authorizations from its members showing authorized deduction for each employee, or an official notification on the letterhead of the Union and signed by the President of the Union advising of such changed deduction. Deductions shall be made from the first pay of each month, made payable to the Treasurer of the Teamsters Local Union 331.
- D. The Union will provide the necessary "check-off authorization" form, and the Union will secure the signatures of its members on the forms and deliver the signed forms to the Chief Financial Officer.
- E. In accordance with The Workplace Democracy Act, employees who wish to cease payroll deductions for union fees may do so by providing written notice to the Township during the ten (10) days following each anniversary date of their employment.
- F. Membership in the Union is separate, apart and distinct from the assumption by one of the equal obligations to the extent that he/she has received equal benefits. The Union is required under this Agreement to represent all of the employees in the

bargaining unit, and not only for members in the Union.

- G. Upon receipt of a written authorization form that employee for deductions from wages, the Township agrees to deduct from the wages of said employee their contributions to the Teamsters local union 331 political and social fund, or other similar organizations as may be required by the union. The Township will make the deductions on a biweekly basis as provided in the authorization and will forward the amount deducted to the Teamsters Local Union 331 Political and Social Funds, 1 Philadelphia Ave, Egg Harbor City, New Jersey 08215 on a biweekly- basis. No such authorization shall be recognized if it is in violation of the State or Federal law. No deductions shall be made if it is prohibited by applicable law.

ARTICLE X

Probationary Period

- A. All new employees shall serve a period of probation of six (6) continuous months of employment. A probationary employee may be terminated at any time without challenge by either the employee or Union.
- B. Employees promoted to a new title shall be considered a probationary employee in that title for a period of six (6) continuous months. Prior to the completion of the probationary period, the employee shall be evaluated by their Department Head to determine whether they shall be granted permanent status or return to their prior position. Said decision shall be the exclusive right of management and shall not be challenged by either the employee or Union.
- C. The Township Committee, at its sole discretion, may waive all or any part of the probationary period when the Township Committee deems such a waiver to be reasonable and in the best interests of the Township.
- D. Probationary period may be extended up to an additional three (3) months if the Township agrees to extend this period.

ARTICLE XI

Employee Qualifications

- A. If an employee loses their driver's license or for any reason is no longer qualified for their present position with the Township, the Township shall attempt to place the employee in another position. However, the final decision as to whether an employee who is no longer qualified for their position is placed in another position is the sole discretion of the Business Administrator or designee.

- B.
 - 1. Employees shall recognize their employment with the Township as their primary employment and shall not let any outside employment interfere with their primary employment with the Township.

 - 2. The employee shall inform their Department Head of any outside employment, including the name and address of the employer, and the nature of the employment. Failure to inform their Department Head of any outside employment may result in disciplinary action being taken against the employee.

ARTICLE XII

Employee Performance Rating

- A. All full-time permanent employees shall be rated by their Department Head or their designee.
- B. After the rating is made by the Department Head or their designee, it shall be reviewed privately with the employee and forwarded to the Township Administrator. The employee will receive a copy of their rating form and shall have the opportunity to review it with the Administrator with their union representative present after their review with the Department Head. These rating forms will become a permanent part of the employee's personnel record.
- C. After the employee has reviewed their rating form and has had the opportunity to review it with the Administrator, after their review with the Department Head, the employee shall have the right to respond, in writing to the employment rating.

ARTICLE XIII

Reduction in Force

- A. Any employee covered by this agreement whose position is eliminated as a result of a layoff shall have the right to bump other employees within the same classification within the same department in order of seniority.
- B. The last employee bumped within the department shall have the right to bump a less senior employee within the same classification within the Township, if the employee wishing to bump is qualified to do the work of the employee bumped.
- C. Employment within the same classification shall not automatically make an employee qualified to do the work of any other employee within the same classification.
- D. An employee whose position is eliminated as a result of a layoff shall have the right to bump another employee in a lower job classification provided the employee has the necessary skill, ability, and licenses (or certifications) as required in the job posting specific to that position and are able to perform the required work.
- E. The Township agrees to meet and confer with the union at least thirty (30) days prior to any reduction in force to discuss the effects of the reduction in force.

ARTICLE XIV

Personnel Files

- A. The Township shall establish one set of personnel files or confidential records which shall be maintained under the direction of the Township Administrator.
- B. Employees covered under this Agreement may, by reasonable request during normal business hours, review in the presence of an individual designated by the Township or their designee, any written evaluation reports or written complaints which may be contained in their personnel file.
- C. Whenever a written complaint or disciplinary report or action concerning an employee is placed in their personnel file, a copy shall be furnished to the employee and they shall be given the opportunity to rebut same in writing.

ARTICLE XV

Hours of Work and Overtime

- A. All full-time bargaining unit employees shall work forty (40) hours per week.
- B. Flexible hours shall be provided for employees to work their forty (40) hours with the consent of the employer and Union. Except for Public Works, employees can schedule their hours between 7:30 a.m. and 5:00 p.m. with either a half hour or full hour for lunch. Employees must be in work during the hours of 8:30 a.m. and 4:30 p.m. Their schedule must be approved in advance by their Department Head. Public Works employees' hours of work are 7:00 a.m. to 3:30 p.m. with a half hour for lunch. Public Works employees' hours of work are 6:00 a.m. to 2:30 p.m. with a half hour for lunch from Memorial Day to Labor Day each year.
- C. The work week shall consist of seven (7) consecutive days beginning at 12:01 a.m. Sunday and ending at 12:00 midnight Saturday. The work day shall be the period of twenty-four (24) hours starting and ending at midnight, except in communications, where the work week shall continue as present practice.
- D. Upon notice, starting and stopping times, lunch break and days of work may be modified by the Township to accommodate the needs of the Township.
- E. All employees shall "punch in" and "punch out" at their time clock at their respective starting and stopping times, including lunch break.
- F. All employees shall receive overtime pay for all hours worked in excess of forty (40) hours worked at the rate of one and one-half (1-½) times the employee's regular base rate of pay.

- G. For the purpose of calculating overtime, all paid leave including holidays will be considered as time worked, except sick leave and compensatory time which will not be considered time worked.
- H. An employee may accumulate a maximum of forty (40) hours of compensatory time, which can be backfilled, each year in lieu of pay. Cumulative compensatory time shall never exceed a maximum of forty (40) hours. Communications Officers may accumulate an additional twenty (20) hours of compensatory time as permitted and approved by the Township Administrator. This time shall be taken as scheduled and mutually agreed to by the employee and their immediate supervisor.
- I. There shall be no pyramiding of overtime payments.
- J. No employee shall be required to work more than sixteen (16) continuous hours. Any employee working sixteen (16) continuous hours shall receive an eight (8) hour rest period without compensation. However, if this rest period includes any time within the employee's regular scheduled work day, they shall receive their normal compensation for that time.
- K. Overtime opportunities shall be distributed as equitably as possible and all overtime refusals shall be credited as time worked for purposes of overtime eligibility. All departments shall maintain and post an overtime list.
- L. If any employee is recalled to duty, either thirty (30) minutes before the beginning or after the completion of their normal shift, they shall receive a minimum guarantee of two (2) hours compensation at the overtime rate. The minimum guarantee shall apply provided said recall duty is not contiguous with the employee's normal work day. The Township shall have the right to retain the employee on duty for the minimum time period.
- M. All overtime must be approved in advance by the Department Head.

- N. All employees covered under this agreement who are required to work while the Township building is closed due to inclement weather or any other type or situation shall receive one (1) administrative hour for each hour worked while the Township building is closed, not to exceed eight (8) hours per day. Communication Officers working hours not consistent with Township Municipal building hours of operation shall still receive the one (1) administrative hour for each hour worked during their shift, not to exceed eight (8) hours.

ARTICLE XVI

Holidays

- A. All full-time probationary and permanent employees shall receive the following holidays:

New Year's Day	Columbus Day
Martin Luther King Day	General Election Day
Presidents' Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Eve (½ Day)
4th of July	Christmas Day
Labor Day	

- B. If Christmas Eve falls on Monday or Thursday, a full day holiday shall be granted. If Christmas Eve falls on a Friday, a half day holiday shall be granted on Thursday.
- C. If a holiday falls on a Sunday, it shall be observed on the following Monday. In the event that a holiday falls on a Saturday, it shall be observed on a Friday.
- D. When a full-time probationary or permanent employee is required to work on any legal holiday or any date determined by the Township to be observed as a holiday, they shall be compensated for working on said holiday by receiving straight time payment for the holiday in addition time and one half to their regular payment for working on said day.
- E. In order to receive holiday compensation, employees must work their scheduled day before the holiday, the holiday (if scheduled) and their next scheduled day after the holiday. Any paid leave taken by the employee on these days shall be considered as time worked. If an employee scheduled to work on a holiday fails to report for duty that day, that employee shall be subject to disciplinary action

- F. In the event a legal or official holiday occurs while an employee is on sick leave, which is an approved leave of three (3) days or more, they shall not have such holiday charged against their sick leave.
- G. If one or more legal or official holidays fall within the employee's vacation period, the employee will not be charged a vacation day for the holiday.
- H. Part-time communication officers scheduled to work on a holiday shall receive time and a half of their regular pay.
- I. If a part-time employee is normally scheduled to work on a holiday, and is not required to work on the holiday, they shall receive their regular pay for that day.

ARTICLE XVII

Vacation

- A. 1. An employee during their probationary period shall not be entitled to take any vacation time.
- 2. An employee shall be entitled to accrue one half ($\frac{1}{2}$) working day vacation for each month of service up to and including December of the year in which the employee completed their probationary period. While an employee is within their probationary period, vacation time will accrue, but may not be taken. If an employee leaves, either during or upon the expiration of their probationary period, they shall not be entitled to any time off or compensation for vacation time accrued during the employee's probationary period.
- 3. An employee shall be entitled to paid vacation according to the following schedule:

YEARS OF SERVICE NUMBER OF WORKING DAYS

1st full calendar year of service	5/6ths working days per month
2nd through 5th year of service	10 working days per year
6th through 10th year of service	12 working days per year
11th through 15th year of service	17 working days per year
16th through 20th year of service	22 working days per year
After 20 years of service and thereafter	24 working days per year

- B. 1. All vacation time must be taken in the year accrued. If an employee is unable to take their vacation time in the year in which it accrues because the Township does not allow the employee to take the vacation based upon the needs of the Township, then any vacation accrued and not taken by the employee shall be carried into the next succeeding calendar year only. If an employee is unable to use their scheduled vacation leave due to sick leave, jury

duty, military leave or injury leave, then those previously scheduled vacation days may be carried into the next succeeding calendar year only.

2. Upon request by an employee and in the sole discretion of the Department Head as approved by the Township Administrator, an employee may carry up to a maximum of five (5) accrued vacation days into the next succeeding year, to be scheduled at a time mutually agreeable to the employee and the Department Head.
- C. A vacation period shall consist of no less than five (5) consecutive work days. Vacation periods of less than five (5) days may be taken upon approval and within the sole discretion of the Department Head.
1. Requests for vacation leave shall be submitted by the employee in writing to the Department Head at least two (2) weeks prior to the requested vacation, except in cases of emergency. Request for individual vacation days may be made providing employee gives forty- eight (48) hours' notice prior to the requested vacation day. Approval or denial of said request must be done within forty- eight (48) hours of receipt of application.
 2. Vacation leaves shall be scheduled to eliminate, as far as practicable, the necessity of engaging temporary personnel to perform the duties of the vacationing employee.
 3. No changes in vacation leave schedules shall be permitted without the consent of the Department Head.
 4. All vacations shall be subject to adjustment by the Township on the basis of emergency only.
 5. Vacation requests submitted to the Department Head in writing prior to March 15 or any calendar year shall be granted on the basis of seniority, except where

the senior person or persons submitting the vacation request have certain expertise within the department precluding vacation being granted at the time requested. Vacation requests submitted after March 15 of any calendar year shall be granted on a first-come, first-served basis.

6. Employees who fail to submit their vacation request to their Department Head by October 1 of any calendar year may have their remaining vacation scheduled for them by the Department Head
- D. Any month in which an employee is absent for more than fifty (50%) percent from their scheduled workdays in any given month, due to disciplinary suspension, or leave of absence without pay, said employee shall not accrue any vacation time for that month.
 - E. Any part-time employees hired after January 1, 2006, shall not be entitled to paid vacation but shall be entitled to PTO as defined in Article XXIV Personal Leave.
 - F. An employee who terminates their employment with the Township, or whose employment is terminated by the Township, shall be entitled to vacation time and/or vacation pay on a pro-rated basis. If the employee has used vacation that they have not earned for the calendar year, the employee shall owe the Township for the time used. The employee and the Union consent to reimbursement by payroll deduction from their final pay.

ARTICLE XVIII

Absence without Leave

Absence without notification for five (5) consecutive days shall constitute a resignation unless approved by Township Administrator.

ARTICLE XIX

Sick Leave

- A. All full-time employees covered by this Agreement shall be granted sick leave with pay in the amount of one (1) working day for every month of service during the remainder of the first calendar year of service, one and one-quarter (1¼) working days for every month of service during the next calendar year of employment. On January 1 of the next calendar year and on January 1 of every succeeding calendar year, if the employee has a minimum of fifteen (15) accumulated sick leave days (120 hours), they shall accrue fifteen (15) working days (120 hours) as of January of that calendar year. If on January 1 of any calendar year the employee does not have a minimum of fifteen (15) accumulated sick leave days (120 hours), they shall continue to accrue sick leave on the basis of one and one-quarter (1¼) working days (10 hours) for every month of service. Sick leave may not be used in advance of it being earned.
- B. Any amount of sick leave not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose, up to a maximum of two hundred forty (240) days.
- C. Sick leave is hereby defined to mean absence from post of duty by an employee by reason of personal illness, accident or exposure to contagious disease. Sick leave may also be used for short periods because of attendance of the employee upon their spouse, child, or other member of their immediate family living in the employee's household who is seriously ill and requires the attendance of the employee.
- D. If an employee shall have reported for duty and shall be required to leave their post of duty by reason of personal illness prior to the completion of one half of their workday, the employee shall be charged one-half day's sick leave. If the employee shall have completed more than one half day's duty before being required to leave, the employee shall not be charged sick leave for that day, this shall not exceed three

(3) unplanned occurrences. Employee shall provide acceptable medical evidence of proof of illness after three (3) occurrences.

- E. Any employee who is absent for three (3) or more consecutive days must provide documentation from a medical entity substantiating the time taken off. If an employee utilizes seven (7) individual sick days during any calendar year without documentation, any further use of sick time may require a medical professional's note, at the Administrator's discretion.
- F. An employee's supervisor may require the employee to submit acceptable medical evidence of proof of illness whenever a pattern of absences or other evidence of sick time abuse is detected by the supervisor. If the Township requires a physical examination, it shall be performed by a physician selected by the Township and at Township expense.
- G. In order to receive compensation while absent on sick leave, an employee shall report their absence at least two (2) hours before start of shift for communications; and between start of an employee shift and one quarter ($\frac{1}{4}$) hour after, directly to their immediate supervisor (voice mail messages are unacceptable) for all other bargaining unit employees, except where emergency circumstances prevent the employee from doing so. In those circumstances, the employee shall report their absence as promptly as possible. Failure to so notify may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.
- H. Abuse of sick leave shall be cause for disciplinary action and may constitute justifiable cause for dismissal.
- I. In case of sick leave due to contagious disease, a certificate is required from a valid health agency.

- J. Any month in which an employee is absent for more than fifty percent (50%) of their scheduled workdays in any given month, due to disciplinary suspension, or leave of absence, said employee shall not accrue any sick leave time for that month.
- K. Employees hired before May 21, 2010, at their option, may be paid for fifty (50%) of their annual unused sick leave from the preceding year, no later than March 15th of the succeeding year. The remaining fifty percent (50%) of their unused annual sick leave shall be accumulated without limitation. The sick leave payment cannot cause the number of days accumulated to drop below twenty-five (25) days.
- L. Employees hired before May 21, 2010, at their option, may be paid for a maximum twenty-five (25) sick days from their sick leave balance if that balance is seventy-five (75) days or greater prior to payment. If an employee exercises this option, they are precluded from exercising their option in Section L above. Payment shall be made no later than March 15th of the succeeding year.
- M. If the employee has used sick leave that they have not earned for the calendar year, the employee shall owe the Township for the time used. The employee shall consent to reimbursement by payroll deduction from their final pay.
- N. An employee may, at their option, donate up five (5) sick days per employee per year to the time bank of any other employee who has exhausted all of their discretionary time off due to a serious illness or injury to themselves or a family member they are caring for.
- O. Any part-time employees hired after January 1, 2006, shall not be entitled to paid sick leave, but shall be entitled to PTO as defined in Article XXIV Personal Leave.

ARTICLE XX

Funeral Leave

- A. In the event of death of the employee's parent or step-parent, spouse, domestic partner, child, step-child or foster child, sister, brother, father-in-law, mother-in-law, grandparent, grandchild of the employee, the employee shall be granted time off without loss of pay commencing between the day of death and the day of the funeral, but in no event to exceed five (5) consecutive working days.

- B. In the event of the death of an employee's relative, not listed in section A, but residing in their household, the employee shall be granted time off without loss of pay commencing between the day of death and the day of the funeral, but in no event to exceed three (3) consecutive working days.

- C. In the event of the death of the employee's brother-in-law or sister-in-law, the employee shall be granted time off without loss of pay commencing between the day of death and the day of the funeral, but in no event not to exceed two (2) consecutive working days.

- D. Bereavement leave must be taken contemporaneous to the death or memorial services of the immediate family member.
 - 1. Memorial Services- One (1) day of contractual bereavement leave may be granted within one hundred twenty days (120) of the date of death of an immediate family member to attend a memorial service in lieu of funeral services,

- E. Upon recommendation of the Department Head and approval by the Township Committee, additional time may be granted pursuant to this Article where circumstances justify such an extension.

- F. The Township reserves the right to require proof of death.

ARTICLE XXI

Military Leave

- A. Military leave will be granted in accordance with New Jersey State Statutes
- B. Employees shall be required to notify their Department Head and the Chief Financial Officer at least two (2) weeks in advance of the required leave. An employee's pay will be withheld until a copy of their orders are supplied to both the Department Head and Chief Financial Officer in order to verify the employee's eligibility for leave. The employee shall receive their full pay from the Township for a period not to exceed ninety (90) workdays per calendar year while performing active military duty.
- C. Employees on military inactive duty training or "drill weekends" will be granted excused leaves of absence without pay.

ARTICLE XXII

Jury Leave

- A. Any permanent full-time employee who loses time from their job because of jury duty as certified by the Clerk of the Court shall receive full pay from the Township and shall sign over to the Township Chief Financial Officer all monies received for services, excluding mileage reimbursement, on such jury subject to the following conditions:
1. The employee must notify their Department Head immediately upon receipt of a summons for jury service.
 2. No employee is attending jury duty during vacation and/or other time off from Township employment.
 3. The employee submits adequate proof of the time served on the jury and the amount received for such service.
 4. Employees who work night shift, will be given off the night shift for the days that they attend jury duty.

ARTICLE XXIII

Personal Leave

- A. 1. Full-time permanent employees shall be entitled to twenty four (24) hours, a year of leave and shall be non-accumulative. Personal days may be utilized in hourly leave increments by the employee at their option.
- 2. Probationary employees shall accrue one (1) personal day for every four (4) complete months of service and shall continue to accrue personal days on this same basis after they are made permanent until the end of the calendar year in which they became a permanent employee. Thereafter, they shall accrue personal days pursuant to Section A.1 above. Probationary employees are not entitled to use accrued personal days during their probationary period.
- B. Application for a personal day containing the reasons for the leave must be submitted at least forty-eight (48) hours in advance, except where circumstances prohibit the giving of such notice.
- C. Personal days may be taken any time during the year. Only one (1) personal day may be taken during the month of December.
- D. Personal days will not be deducted from vacation, holiday or sick leaves.
- E. If the employee has used personal leave that they have not earned for the calendar year, the employee shall owe the Township for the time used.
- F. Part-time employees shall be granted forty-eight (48) hours of personal time off (PTO) in lieu of the State mandated sick time. PTO can be used as either sick, vacation, or personal time off upon application to the Supervisor no later than forty-eight (48) hours in advance, except where circumstances prohibit the giving of such notice.

ARTICLE XXIV

Injury Leave

- A.
 - 1. In the event an employee becomes disabled by reason of a work-related injury or illness and is unable to perform their assigned duties, then, in addition to any sick leave benefits otherwise provided for herein, the employee shall be entitled to full pay for a period of up to one (1) year, provided all conditions of this Section A are met.
 - 2. When an employee requests injury leave, they shall be placed on "conditional injury leave" until a determination of whether or not an injury or illness is work related and the employee is entitled to injury leave is initially made by the Township's Workmen's Compensation carrier, with the final determination, if necessary, to be made by the Workmen's Compensation Bureau or Court. When and if it is finally determined that the injury or illness is not work related and the employee is not entitled to job injury compensation, the employee shall be denied injury leave and shall have all time off charged against their accumulated sick time and, if necessary, against any other accumulated leave time. If the employee leaves the employ of the Township prior to reimbursing the Township for such advanced time, the employee shall be required to reimburse the Township for such advanced time.
 - 3. When an employee is granted either "conditional injury leave" or "injury leave", the employee shall surrender and deliver any workman's compensation wages, or workman's compensation disability payment to the Township Chief Financial Officer and receive their entire salary payment.
- B. Any employee who is injured, whether slight or severe, while working, must make an immediate report thereof to their Department Head prior to the end of their workday.

- C. It is understood that the employee must file an injury report with the Department Head. Failure to report said injury may result in the failure of the employee to receive compensation under this Article.
- D. The employee shall be required to present evidence by a certificate of a physician designated by the insurance carrier that they are unable to work, and the Township may reasonably require the employee to present such certificate from time to time. The Township has established a medical panel of physicians for employees to utilize.
- E. If the Township does not accept the Certificate of the physician designated by the insurance carrier, the Township shall have the right, at its own cost, to require the employee to obtain a physical examination and certification of fitness by a physician appointed by the Township.
- F. In the event the Township's physician certifies the employee fit to return to duty, injury leave benefits granted under this Article shall be terminated.
- G. If the Township can prove an employee has abused his privileges under this Article, the employee will be subject to disciplinary action by the Township.

ARTICLE XXV

Leave of Absence Without Pay

- A. A permanent full-time employee who has worked for the Township for a minimum of twelve (12) consecutive months may request leave without pay for a period not exceeding three (3) months during a fiscal year for specific personal reasons, or other reasons deemed in the best interests of the Township.

- B. Applications for leave without pay must be submitted in advance, in writing, to the employee's Department Head, stating the employee's reason for requesting such leave and containing a statement that he intends to return to the Township's service after the expiration of such leave. The leave request must be recommended by the Department Head and Township Administrator and approved by the Township Committee. A leave of absence without pay shall not be considered for approval if the employee has paid leave available to utilize.

- C. Any leave of absence without pay granted in this Article shall be in accordance with the Federal Family Medical Leave Act (FMLA) and/or the Family Leave Act (FLA) and shall not be in addition to those regulations.

- D.
 - 1. A leave of absence without pay not exceeding three (3) months shall be granted for maternity leave purposes.

 - 2. Upon written request and certification from the employee's physician that additional time is needed, the Township, in its sole discretion, may extend maternity leave beyond three (3) months.

- E. During the period of a leave of absence without pay, an employee shall not continue to accrue seniority, but shall not lose any seniority already accrued.

ARTICLE XXVI

Terminal Leave

An employee who retires pursuant to the Public Employees Retirement System with a minimum of fifteen(15) continuous years of service as a permanent full-time employee of the Township shall receive compensation for unused, accumulated sick leave, whether in the form of payment or time off not to exceed \$15,000. The maximum amount of sick days which an employee can be compensated for under Article XIX- Sick Leave, and this section, shall not exceed two hundred forty (240) days.

ARTICLE XXVII

Salaries

- A. For the 2023- 2025 calendar years, all bargaining unit employees shall receive a salary and level increase in accordance with their category and level as listed in Schedule A attached at the end of this Agreement. Salary and level increases for 2023 2024, 2025 are due and owing on January 1 of every year of this agreement.
- B. Employees hired between October 1st and December 31st in any year shall not be eligible for a level change on January 1st of the following year.
- C. Employees who have attained the highest level in their category shall only receive a salary increase in January.
- D. When an employee is transferred or promoted from one job category to another, they shall be placed on the salary level which provides a salary closest to the employee's present salary, but no less than the employee's present salary. This does not apply to voluntary demotions or disciplinary transfers.
- E. Annual salary shall be paid biweekly by dividing the annual salary by the number of workdays in the year.
- F. The designated TAC Officer shall receive a yearly stipend of \$750.00 and Alternate TAC Officer shall receive \$350, not to exceed one (1) employee for each position. Stipends shall be paid no later than the first pay in December.
- G. The Township shall reimburse a Division of Public Works employee covered by this agreement for the cost of renewing their CDL Class A license with a tanker endorsement; and

1. Any new employee hired by the Division of Public Works who has, prior to employment with the Township, obtained their Class A CDL license with a tanker endorsement, shall be given one additional step increase upon being placed in the step guide.
- H. Division of Public Works employees reaching certification of ASE Master Technician status shall receive a \$3,000 yearly stipend for holding this certification. Certification expires every five (5) years, as such, continued proof of certification shall be required to be furnished by employee.
1. Master Technician Status may be achieved by earning certification in any of the following series;
 - a. Master Automotive Technician (A1- A8)
 - b. Master Medium/Heavy Truck Technician (T2- T8)
 - c. Master Truck Equipment Technician (E1- E3)
 2. The Master Technician stipend shall be paid no later than the first pay in December.

ARTICLE XXVIII

Longevity

- A. 1. All full-time employees hired before January 1, 1992, shall be paid in addition to and together with their annual base salary additional compensation based upon the length of his/her service and determined according to the following schedule:

Years of Service	% Of Annual Base Salary
Starting the 15th year	5

2. Those employees hired after January 1, 1992, shall not be entitled to longevity.
- B. "Years of Service" shall be defined as all-time an employee is employed by the Township. An employee's anniversary date for the purposes of longevity shall be determined from the employee's date of hire on a full-time basis.
- C. Longevity pay shall be applied on the basis of the employee's anniversary date of employment and shall commence at the adjusted rate.
- D. Full-time employees eligible for longevity pay who are reduced to part-time status shall be entitled to longevity pay based upon their part-time base salary.

ARTICLE XXIX

Temporary Assignment

- A. Any bargaining unit employee who is temporarily assigned by their supervisor to a classification having a higher wage scale for a period of two (2) consecutive working days, that employee will be paid the higher wage scale, retroactive to the first day worked in that higher classification. Paid time off shall not be considered a workday for the purpose of this Section.

- B. When an employee is to be compensated pursuant to Section A above, they shall be placed on the Salary Level in the appropriate job category which provides a salary closest to the employee's present salary, but no less than the employee's present salary, unless otherwise approved by the Administrator.

- C. Any bargaining unit employee temporarily assigned to a classification having a lower wage scale shall continue to receive their regular wage scale for all time spent in the lower classification due to a temporary assignment.

- D. Any bargaining unit employee temporarily assigned to a classification not covered by this agreement having a higher wage scale for a period of two (2) consecutive working days, shall receive the pay rate of the higher classification, retroactive to the first day worked in that higher classification. The rate of pay shall be the entry level rate for the higher classification unless otherwise approved by the Administrator. Paid time off shall not be considered a workday for the purpose of this section.

- E. This Section shall not apply to circumstances whereby the employee and the Township mutually agree to a temporary assignments for the purposes of training and preparing an employee for advanced responsibilities in another job title.
 - (a) It is recognized exposure to and training in an advanced job title does not guarantee success. An employee must demonstrate the aptitude, trainability and ability to perform to the task and responsibilities temporarily assigned to.

ARTICLE XXX

Education Benefits

- A. When the Township requests or requires an employee to take a course and designates the course to be taken, the Township shall pay for any tuition fees, book costs, or other direct out-of-pocket expenses incurred in the completion of said course, upon submission of written verification of expenses and satisfactory completion of the course with a grade of C or better.

- B. Upon prior approval by the Township, any employee taking a college credit course at an accredited post graduate institution were said course, in the sole opinion of the Township, shall assist the employee in performing their duties more productively and efficiently, shall be reimbursed for the cost of tuition and books, upon verification of satisfactory completion of the course with a grade of C or better.

- C. Employees shall be released from work time without loss of pay to attend any courses required by the Township.

ARTICLE XXXI

Uniform Allowance

- A. All uniforms worn as a job requirement will be provided or paid for by the Township.
- B.
 - 1. The Township agrees to provide uniforms to the Department of Public Works which include pants, shorts, shirts, Spring-weight jacket, Winter-weight jacket, and rain pants and jacket.
 - 2. The Township agrees to provide an initial uniform issuance to Communications Officers as follows: Three (3) long sleeve shirts; three (3) short sleeve shirts; three (3) trousers; one (1) pair of shoes; one (1) sweatshirt; and one (1) belt.
- C.
 - 1. The Township agrees to pay a cleaning and maintenance allowance for Communications Officers in the amount of Three Hundred Fifty Dollars (\$350) per year in one (1) lump sum on the first pay of December. This cleaning and maintenance allowance is pro-rated for the period of time that the employee has been employed as of the first pay of December. If the employee terminates their employment with the Township prior to the first pay of December, they shall not be entitled to a cleaning and maintenance allowance for that year.
 - 2. The Township agrees to provide a purchase and replacement allowance for Communications Officers in the amount of Three Hundred and Fifty Dollars (\$350) per year. If the employee is hired between July 1 and the first pay in December, they shall only be entitled to fifty percent (50%) of the purchase replacement allowance. The purchase and replacement allowance shall be pro-rated upon the employee's separation.
- D. The Township agrees to provide a shoe and uniform replacement allowance for all uniformed Public Works employees in the amount of Three Hundred and Fifty Dollars (\$350) per year. If the employee is hired between July 1 and the first pay of

December, they shall only be entitled to fifty percent (50%) of the purchase replacement allowance. The purchase and replacement allowance shall be pro-rated upon the employee's separation.

ARTICLE XXXII

Meal and Travel Allowance

- A. When an employee is required to work thirteen (13) continuous hours or more, they shall receive a meal allowance of Twenty Dollars (\$20) and a one-half ($\frac{1}{2}$) hour break following the twelfth (12th) hour.

- B. Whenever an employee is required by the Township to use their personal vehicle for Township business, they shall be reimbursed at the rate of the United States Government Internal Revenue Service equivalent on allowance per mile for work-related automobile use. This rate shall be fixed annually on January 2 of each year. The Township shall make every effort to provide a Township vehicle for Township business use.

ARTICLE XXXIII

Township Equipment

- A. Whenever any employee damages any Township equipment, a full written report shall be made and submitted to their Department Head.
- B. When any Township-owned vehicle is involved in an accident, the Police Department must be notified immediately so that they may conduct an on-the-scene investigation and prepare an accident report as required. The driver must also file a full report as required in Section A. above.
- C.
 - 1. In the event of an accident, the Township Clerk may convene a review board consisting of the Department Head and Safety Director to review the accident and determine if negligence is involved, or if any disciplinary action should be recommended.
 - 2. When an employee is being interviewed about an accident, they shall have the right to have a Union representative present.
- D. If an employee feels that a vehicle is unsafe, they shall report the vehicle to their Department Head. If the Department Head or their designee determines that the vehicle is safe, the employee shall be required to drive the vehicle. If the Department Head or their designee determines that the vehicle is unsafe, the vehicle shall be pulled off the road until it is determined to be safe.
- E. All trash trucks and Department of Public Works employees assigned to work off site for more than one (1) hour shall have access to water jugs.
- F. All trucks purchased for the Department of Public Works shall be equipped with an air-conditioning unit.

ARTICLE XXXIV

Health Insurance

- A. The Township agrees to provide health insurance which includes traditional coverage, preferred provider organization and health maintenance organization through Southern Coastal Regional Employee Benefit Fund, (or any substantially equal health benefit plan) for all employees and eligible dependents covered by this Agreement. Employees shall be responsible to pay fifteen (15) percent of dependent coverage cost; or one and one-half (1.5) percent of their annual salary; or the State of New Jersey phase in cost, whichever is greater on a monthly basis through payroll deductions. The phase in cost commenced January 1, 2013.

- B.
 - 1. The Township agrees to provide dental and prescription insurance coverage for all employees and eligible dependents covered by this agreement, at the Township's expense for the life of this contract.

 - 2. Prescription plan co-pay shall be in accordance with the New Jersey State Health Benefit Plan (or any other substantially equal benefit plan).

- C. Employees' health coverage begins on the first of the month following sixty (60) days of continuous employment.

ARTICLE XXXV

Severability and Savings

If any clause or provision of this Agreement is deemed illegal and/or invalid through a court decision or legislation, that clause or provision shall become null and void. All other clauses or provisions of this Agreement shall not be affected and shall remain in full force and effect.

ARTICLE XXXVI

Fully Bargained Agreement

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

ARTICLE XXXVII


Duration of Agreement

This Agreement shall become effective on January 1, 2023 and shall terminate on December 31, 2025. If either party desires to change this Agreement, it shall notify the other party in writing at least ninety (90) days before the expiration of this Agreement of the proposed changes and their desires to terminate this Agreement. If notice is not given as herein stated, this Agreement shall automatically be renewed for another year.

In witness whereof, the parties have hereunto affixed their signatures.

TOWNSHIP OF EGG HARBOR

TEAMSTERS LOCAL 331



Paul W. Hodson
Mayor

Marcus King
President

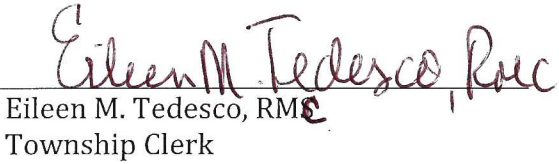
Dated:

Dated: 11/22/22


Attested:



John Berry, Negotiating Committee



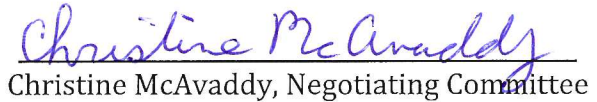
Eileen M. Tedesco, RMC
Township Clerk



Stephanie Sharpe, Negotiating Committee



Cassandra Hynes, Negotiating Committee



Christine McAvaddy, Negotiating Committee

CATEGORY TITLES

This chart is used for all employees within the unit on date of contract ratification

CATEGORY TITLES

- A Heavy Equipment Operator
Grounds Foreman
Mechanic
- B Truck Driver
- C Laborer
- D VACANT
- E Communications Officer I
- F Clerk I
- G Clerk II

This chart is used for all employees within the unit promoted or hired after January 1, 2017

CATEGORY TITLES

- AA Heavy Equipment Operator
Grounds Foreman
Mechanic
- BB Truck Driver
- CC Laborer
- DD Communications Officer II
- EE Communications Officer I
- FF Clerk I
- GG Clerk II, Zoning Officer

- A**
 - Absence without Leave, 34
 - Agreement, 4
- C**
 - Categories, 59
- D**
 - Discipline, 13
 - Dues Deductions, 19
 - Duration of Agreement, 58
- E**
 - Education Benefits, 50
 - Employee Qualifications, 22
 - Employee Rating, 23
- F**
 - Fully Bargained Agreement, 57
 - Funeral Leave, 38
- G**
 - Grievance Procedure, 16
- H**
 - Holidays, 29
 - Hospitalization Insurance, 55
 - Hours of Work and Overtime, 26
- I**
 - Injury Leave, 42
- J**
 - Jury Leave, 40
- L**
 - Leave of Absence Without Pay, 44
 - Longevity, 48
- M**
 - Maintenance of Work Operations, 12
 - Meal and Travel Allowance, 53
 - Military Leave, 39
- N**
 - Non Discrimination, 11
- P**
 - Personal Leave, 41
 - Personnel Files, 25
 - Probationary Period, 21
- R**
 - Recognition, 5
 - Reduction in Force, 25
- S**
 - Salaries, 46
 - Separability and Savings, 56
 - Sick Leave, 35
- T**
 - Table of Organization,
 - Temporary Assignment, 49
 - Terminal Leave, 45
 - Township Equipment, 54
- U**
 - Uniform Allowance, 51
- V**
 - Vacations, 31

2023	EFFECTIVE JAN 1, 2023													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
AA	41,824	43,672	45,522	47,370	49,218	51,067	52,916	54,764	56,613	58,461	60,311	62,159	64,007	68,150
BB	37,641	39,395	41,147	42,899	43,992	46,404	48,156	49,909	51,661	53,414	55,165	56,919	58,671	62,534
CC	31,200	32,371	34,447	36,523	38,598	40,673	42,748	44,824	46,899	48,974	51,049	53,125	55,200	57,279
DD	43,697	45,378	47,475	49,571	51,668	53,766	55,863	57,959	60,056	62,153	64,251	66,347	68,444	71,221
EE	37,871	40,126	42,380	44,635	46,891	49,145	51,400	53,655	55,909	58,165	60,420	62,674	64,929	67,831
FF	31,200	32,215	34,136	36,055	37,975	39,893	41,813	43,733	45,653	47,539	49,492	51,410	53,330	55,254
GG	41,824	43,816	45,808	47,800	49,791	51,784	53,776	55,767	57,759	59,751	61,743	63,734	65,726	70,079

2024	EFFECTIVE JAN 1, 2024													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
AA	42,033	43,891	45,749	47,607	49,464	51,323	53,181	55,039	56,896	58,754	60,612	62,470	64,327	70,195
BB	37,830	39,592	41,352	43,114	44,212	46,636	48,397	50,159	51,919	53,681	55,442	57,203	58,964	64,410
CC	31,356	32,533	34,619	36,706	38,791	40,876	42,962	45,048	47,133	49,219	51,304	53,391	55,476	58,997
DD	43,915	45,605	47,712	49,819	51,926	54,035	56,142	58,249	60,356	62,464	64,572	66,679	68,786	72,659
EE	38,060	40,327	42,592	44,858	47,125	49,391	51,657	53,923	56,189	58,456	60,722	62,987	65,254	69,201
FF	31,356	32,376	34,307	36,235	38,165	40,092	42,022	43,952	45,881	47,777	49,739	51,667	53,597	56,912
GG	42,033	44,035	46,037	48,038	50,040	52,043	54,045	56,046	58,048	60,050	62,052	64,053	66,055	72,182

2025	EFFECTIVE JAN 1, 2025													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
AA	42,243	44,110	45,978	47,845	49,712	51,579	53,446	55,314	57,181	59,048	60,915	62,782	64,649	72,301
BB	38,019	39,790	41,559	43,329	44,433	46,869	48,639	50,409	52,179	53,949	55,719	57,489	59,259	66,342
CC	31,513	32,696	34,792	36,889	38,985	41,081	43,177	45,273	47,369	49,465	51,561	53,658	55,753	60,767
DD	44,135	45,833	47,951	50,068	52,186	54,305	56,423	58,540	60,658	62,776	64,895	67,012	69,130	74,839
EE	38,251	40,528	42,805	45,082	47,361	49,687	51,915	54,193	56,469	58,748	61,026	63,302	65,580	71,277
FF	31,513	32,538	34,478	36,416	38,356	40,293	42,232	44,171	46,111	48,016	49,988	51,925	53,865	58,619
GG	42,243	44,255	46,267	48,279	50,290	52,303	54,315	56,327	58,338	60,350	62,362	64,374	66,385	74,347