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AGREEMENT

between

THE CITY OF VINELAND

a municipal corporation of the State of New Jersey

and

an employee representative

NEGOTIATING COMMITTEE

Lawrence Pepper, Jr., Esquire First Associate Solicitor

Ronald Sotak Business Administrator

William M. Bulloch Labor Relations Specialist

NEGOTIATING COMMITTEE

Howard Simonoff, Esquire, Counsel

Sgt. Daniel Prospero President

Lt. James Forcinito Capt. Mario Brunetta Sgt. James Rocco

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ARTICLE ONE

PURPOSE

This Agreement is entered into pursuant to the provisions of Chapter 303, Laws of 1968 (N.J.S.A. 34:13A-5.1, etc.) of the State of New Jersey, to promote and ensure harmonious relations, cooperation, and understanding between the City and the employees; to prescribe the rights and duties of the City and the employees; to provide for the resolution of legitimate grievances, all in order that the public service shall be expedited and effectuated in the best interests of the people of the City of Vineland and its employees and the City.

ARTICLE TWO

RECOGNITION

It is the intention of the parties that this Agreement be construed in harmony with the Rules and Regulations of the Civil Service Commission, Chapter 303 of the Laws of 1968, and as amended, the Statutes of the State of New Jersey, the Ordinances of the City of Vineland, and the Rules and Regulations of the Police Department, but no Ordinance of the City or Rules and Regulations of the Department shall amend or alter any agreed upon term of this contract.

The City recognizes the Association as the sole and exclusive representative of those certain employees in the Police Department of the City of Vineland for the purpose of collective negotiations concerning wages, salaries and other terms and conditions of employment. For the purposes of this Agreement, an employee or employees are those employees in the following titles pursuant to the Certification Docket No. RO-679 by the State of New Jersey, Public Employment Relations Commission dated November 16, 1973, as authorized by the New Jersey Employer-Employee Relations Act of 1968, as amended:

All police personnel serving in the grades of Sergeants, Lieutenants, and Captains of the City of Vineland, but excluding all other police officers, professional employees, confidential employees, craft workers and supervisors within the meaning of the Act.

ARTICLE THREE

MANAGEMENT RIGHTS

All of the authority, rights and responsiblities possessed by the City are retained by it.

Subject to the terms of this agreement, it is the right of the City through and by the Director of Public Safety, the Chief of Police, and any of their designated representatives to determine the standards of service to be offered by its employees; determine the standards of selection of employment; direct its employees; take disciplinary action;

relieve its employees from duty because of lack of work or for any other legitimate reason; maintain the efficiency of its operations; determine the amount of overtime to be worked; determine the methods, means and personnel by which its operations are to be conducted; determine the content of work assignments; schedule the hours; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

ARTICLE FOUR

MAINTENANCE OF STANDARDS

Section 1. With respect to matters not covered by this Agreement, the City will not seek to diminish or impair during the term of this Agreement, any benefit, privilege or working condition as provided by law, rule or regulation for employees without prior negotiations with the Association, provided, however, that this Agreement shall be construed consistent with the exercise of rights reserved to the City of the Management Rights Clause of this Agreement.

Section 2. Employees shall retain all civil rights under the New Jersey State and Federal Law.

ARTICLE FIVE

ASSOCIATION REPRESENTATIVES AND MEMBERS

Section 1. Authorized representatives of the Association, whose names shall be filed in writing with the Director of Public Safety and the Chief of Police shall be permitted to visit Police Headquarters or the Office of the Director of Public Safety for the purposes of processing

grievances. This right shall be exercised reasonably. Upon entering the premises, the authorized representative shall notify the Shift Commander or, in his absence, his authorized representative. The Association representative shall not interfere with the normal conduct of the work of the Police Department.

ARTICLE SIX

CHECK-OFF

The City agrees to grant rights of dues deduction to the Association and will deduct Association membership dues from the pay of those employees who individually request in writing that such deductions be made. Such written request must be given to the City's Personnel Office. The City shall remit once a month the monies collected for this purpose to the Association.

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

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

Any such written authorization may be withdrawn at any time by filing a written notice of such withdrawal with the City's Personnel Office. Withdrawals shall become effective fifteen (15) days after such filing.

ARTICLE SEVEN

BULLETIN BOARDS

Section 1. The City agrees to furnish suitable bulletin board space in the Locker Room and in the Squad Room to be used exclusively by the Association.

Section 2. The Association agrees to limit its postings of notices and bulletins to such bulletin boards.

Section 3. The Association agrees that it will not post material which may be profane, derogatory to any individual, or constitute public election campaign material. All bulletin notices shall be signed by the Association President or his designee.

Section 4. Any material which the City alleges to be in violation of this Agreement shall be promptly removed by the Association. The matter will then be subject to the grievance procedure for resolution.

ARTICLE EIGHT

NONDISCRIMINATION

Section 1. The provisions of the agreement shall be applied equally to all employees without discrimination as to age, sex, marital status, race, color, creed, national origin or political affiliation. Both the City and the Association shall bear the responsibility for complying with this provision of the Agreement.

Section 2. All references to employees in this agreement designate both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.

Section 3. The City agrees not to interfere with the rights of employees to become members of the Association. There shall be no discrimination, interference, restraint, or coercion by the City or any City representative, against any employee because of Association membership or because of any employee activity permissible under the New Jersey Employer-Employee Relations Act of 1968 or this agreement.

Section 4. The Association recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.

ARTICLE NINE

NO-STRIKE PLEDGE

- A. The Association covenants and agrees that during the term of this Agreement, neither the Association nor any member or person acting in its behalf will cause, authorize, or support any strike (e.g., the concerted failure to report for duty, or willful absence of any employees from their positions, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other job action against the City. The Association agrees that such action would constitute a material breach of this agreement.
- B. In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participation in any such activity by an employee covered under the terms of this agreement shall be deemed grounds for termination of employment of such employee or employees, subject, however, to the application of the grievance procedure contained in Article Twenty-Four.

- C. The Association will actively discourage its members and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the City by employees covered by this Agreement.
- D. Nothing contained in this Agreement shall be construed to limit or restrict the City in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages or both in the event of such breach by the Association or its members.

ARTICLE TEN

WAGES

The wages for employees hereunder shall be as provided for in Schedule "A," attached hereto and made a part hereof. All such wages shall be authorized by an appropriate ordinance to be adopted by the City.

ARTICLE ELEVEN

PAY PERIOD

Section 1. All salary and wages of individual employees shall be paid on a two-week basis and shall be paid to the member on every other Friday of the week, unless that day be a holiday, and then payment is to be made on the day preceding the holiday.

Section 2. Pay receipts for employees shall be itemized as follows:

- (a) Base pay
- (b) Overtime
- (c) Court payments
- (d) Holiday pay.

Same shall be explained in the deduction code attached to the employee's check.

ARTICLE TWELVE

VACATIONS

Section 1. All employees hereunder shall receive the following annual leave for vacation purposes with pay in and for each calendar year, except as otherwise herein provided: Up to one (1) year of service, one working days' vacation for each month of service; after one (1) year and up to five (5) years of service, fifteen (15) working days' vacation; after five (5) years and up to twelve (12) years of service, nineteen (19) working days' vacation; after twelve (12) years of service and up to twenty (20) years of service, twenty-two (22) working days' vacation; and after twenty (20) years of service, twenty-four (24) working days' vacation.

Section 2. Where in any calendar year the vacation or any part thereof is not granted and taken by reason of pressure of the Police Department's business as determined and approved by the Director of Public Safety or his designee, such vacation periods or parts thereof not granted shall accumulate and shall be granted and may be taken during the next succeeding calendar year only.

Section 3. An employee's rate of vacation pay shall be based on the employee's regular base rate of pay.

Section 4. All vacations shall be granted, so far as practicable, in accordance with the desires of the employee. All vacation schedules

must be submitted prior to May 1 of each year or thirty (30) days before an anticipated vacation prior to May 1 of that year. Preference for vacation time shall be given in order of seniority.

Section 5. Vacation pay will be granted to employees terminating their employment. The number of vacation days to be granted will be the proportional number as accrued during the year of termination.

ARTICLE THIRTEEN

HOLIDAY PAY

Section 1. Each employee shall recieve fourteen (14) paid holidays per year. The holiday pay shall be computed at straight time hourly rate of pay by rank, based upon an eight-hour day. Holiday payments shall be made in the last pay period in June and the first pay period in December of each year.

Section 2. In the event the Mayor of the City of Vineland declares an unscheduled holiday with pay for all other municipal employees of the City of Vineland, then and in such event the employees covered hereunder shall be entitled to holiday pay for all such unscheduled but declared holidays by the Mayor.

ARTICLE FOURTEEN

EDUCATION AND TRAINING INCENTIVES

Advanced training and education achievement are considered an important factor in the professional development of the police officer. Achievement in these areas may be considered in the way of special assignments and shall be acknowledged by special salary increments based on the following scale:

Each employee shall be paid an increment of \$12.50 per credit upon completion of an approved accredited college course up to a maximum of one hundred twenty (120) credits. The employee must submit a certificate of successful completion before any payment of the credit increment. Education increments shall be incorporated in the employee's salary by the City on or about the 1st day of January or the 1st day of July for approved credits earned since the previous incorporation of an earned increment. Approved accredited college credits hereunder are those earned under an accredited police science program or those credits acceptable toward a degree in such a program.

ARTICLE FIFTEEN

TRAVEL ALLOWANCES

Section 1. Per Diem Meal and Lodging Expenses. The City agrees to reimburse, on a per diem basis, as established by rules and regulations of the Business Administrator, employees who are eligible for travel expenses, for their actual and necessary expenses incurred while in travel status in the performance of their official duties for hotel lodging, meals, and incidental expenses related thereto, for a full day at rates not to exceed a total of \$35.00 per day.

Section 2. Mileage Allowance. The City agrees to provide, subject to rules and regulations of the Business Administrator, maximum mileage allowance rate for the use of personal vehicles for those persons eligible for such allowance in connection with official travel. Official travel shall include any court appearance or authorized police business outside

of the geographic boundaries of the County of Cumberland for which the use of an employee's personal vehicle is required. The mileage allowance rate will be fourteen cents (14¢) per mile or as otherwise modified or adjusted by the Business Administrator.

ARTICLE SIXTEEN

COURT TIME

Any employee who is required to appear during the off-duty hours in a municipal, county, grand jury, superior or other court, including New Jersey State Departmental Divisional Hearings, shall be paid the sum of \$10.00.

It is specifically agreed and understood that overtime as defined in Article Twenty-One does <u>not</u> include Court Time. Furthermore, it is specifically agreed and understood that said payment of \$10.00 is in lieu of any compensatory time as well as overtime.

ARTICLE SEVENTEEN

SICK LEAVE

Section 1. Service Credit for Sick Leave.

- A. All employees shall be entitled to sick leave with pay as specified hereunder.
- B. Sick leave for purposes herein is defined to mean absence from work of an employee because of personal illness by reason of which such employee is unable to perform the usual duties of his position, exposure to contagious disease, a short period of emergency attendance upon a member of his immediate family critically ill and requiring the presence of such employee. For the purpose of these rules, "member of

immediate family" is interpreted as meaning father, mother, husband, wife, child, sister, brother or other near relative.

C. If an employee is incapacitated and unable to work because of an injury sustained in the performance of his police duties, as evidenced by Certificate of a Gity-designated physician or other doctor acceptable to the City, he shall be granted in addition to his annual sick leave with pay or any accumulations thereof, leave of absence with pay for a period of two hundred seventy-five (275) days or so much thereof as may be required, as evidenced by Certificate of a City designated or accepted physician, but not longer than a period of which workmen's compensation payments are allowed.

If at the end of such two hundred seventy-five (275) day period the employee is unable to return to duty, a certificate from the City designated or accepted physician shall be presented, certifying to this fact, and the employee may elect, if he or she so desires, to use all or any part of the sick leave accumulated to supplement compensation payments so that the combined compensation payments and sick leave allowance will approximate the employee's regular basic wage or salary payment.

During the period in which the full salary or wages of any employee on disability leave is paid by the City of Vineland, any compensation payments made to or received by or on behalf of such employee shall be deducted from the amount carried on the payroll for such employee or shall be assigned to the City of Vineland by the insurance carrier or the employee.

Whenever the City designated physician or physician acceptable to the City shall report in writing that the employee is fit for duty, such disability leave shall terminate and such employee shall forthwith report for duty.

Furthermore, if an employee, during the period of his disability is fit to perform "other" light duties, the City may, at its discretion, allow or require such employee to perform these light duties. The employee's ability to perform such light duties shall be determined by a City designated physician or other physician acceptable to the City.

D. Any employee on injury leave, resulting from injury while on duty, shall continue to accrue sick leave credits while he remains on the payroll.

Section 2. Amount of Sick Leave.

- A. The minimum sick leave with pay shall accrue to any full-time employee on the basis of one (1) working day per month during the remainder of the first calendar year of employment after initial appointment; and fifteen (15) working days in every calendar year thereafter, said days accruing, as earned, at the rate of one and one-fourth (14) days per month.
- B. Any amount of sick leave allowance not used in any calendar year shall a ccumulate to the employee's credit from year to year to be used if and when needed for such purpose.

Section 3. Reporting of Absence on Sick Leave.

A. If an employee is absent for reasons that entitle him to sick leave, the Shift Commander on duty or his Commander shall be notified prior to the employee's starting time.

- (1) Failure to so notify his Shift Commander may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.
- (2) Absence without notice for five (5) consecutive days shall constitute a resignation not in good standing.

Section 4. Verification of Sick Leave.

A. An employee who shall be absent on sick leave for five (5) or more consecutive working days or totaling more than ten (10) days in one calendar year, may be required to submit acceptable medical evidence substantiating the illness from a physician acceptable to the City.

Furthermore, the City may require such an employee to be examined by a City designated physician at the expense of the City.

- B. In case of leave of absence due to exposure to contagious disease, a Certificate from the Department of Health shall be required, prior to the employee's return to work.
- C. The City may require an employee who has been absent because of personal illness, as a condition of his return to work, to be examined, at the expense of the City, by a physician designated by the City. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.

ARTICLE EIGHTEEN

FUNERAL LEAVE AND PERSONAL LEAVE DAYS

A. FUN ERAL LEAVE.

Section 1. Employees shall be granted special leave with pay in the event of the death in the employee's immediate family up to a

maximum of three (3) days. Funeral leave shall commence upon notification of death and shall terminate the day following interment.

Section 2. Immediate family shall be defined as spouse, father, mother, grandfather, grandmother, son, daughter, sister, brother, fatherin-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchildren and grandparents of the spouse.

Section 3. Request for funeral leave shall be subject to the approval of the Chief of Police; such approval shall not be unreasonably denied.

B. PERSONAL LEAVE DAYS.

Section 1. The City grants two (2) Personal Leave Days to each employee. Said personal leave days shall be granted by the City upon five (5) days prior written request of the employee, which request shall be in the form of a letter directed to the Chief of Police and/or Director of Public Safety with a copy to the immediate supervisor. Said request shall be granted, at the discretion of the Director or the Chief of Police, so long as his employee's absence can be permitted without interference with the proper conduct of the Department. Personal Leave Days shall not accumulate.

Section 2. Effective January 1, 1979, the City grants an additional Personal Leave Day for each employee, for a total of three (3), subject to the provisions of Section 1, above.

Section 3. A waiver of the five-day time requirement set forth above may be approved in emergency and unusual circumstances. In any such instance, the employee shall adhere to the normal procedures for reporting this absence by submitting a written request in accordance

with the procedure outlined above.

ARTICLE NINETEEN

LEAVE OF ABSENCE

A. LEAVE OF ABSENCE

Section 1. Any employee desiring leave without pay for personal reasons shall make a request in writing to the Director of Public Safety not less than two (2) weeks in advance of the date for which such leave is desired, except in the event of an emergency, stating the reasons for the leave and the time requested. Leaves may be granted or denied at the discretion of the City and shall not be unreasonably or arbitrarily denied.

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

B. MILITARY LEAVE

Section 1. Leave shall be granted to employees to fulfill the special military requirements of regular annual active duty (Summer Camp) for training with any Reserve Unit of the Army, Mavy, Marine Corps, Coast Guard, National Guard, or Air Force. The employee shall be paid his regular pay during the period of this military training.

ARTICLE TWENTY

CLOTHING ALLOWANCE

The City agrees to pay any employee assigned to a non-uniformed position the sum of Five Hundred (\$500.00) Dollars per annum as a clothing

allowance. If such employee works for less than one (1) full year, then such amount shall be pro-rated for the period assigned. Said clothing allowance shall be paid semi-annually.

ARTICLE TWENTY-ONE

OVERTIME

Section 1. Work performed prior to the commencement of a shift or work performed at the close of a shift shall not be considered overtime.

Overtime is hours when men are called in for a specific duty assignment from an off-duty day or from between work shifts or when required to work in excess of 30 minutes after the end of a regularly scheduled shift.

Payment for overtime hours shall be at straight time and shall be computed retroactively to the regular termination time of the shift, if in fact, work exceeds 30 minutes. If work does not exceed 30 minutes, no overtime pay is due. Furthermore, no overtime shall be worked nor shall overtime be payable unless said overtime has been specifically authorized by the Chief of Police, the Division Commander, or in his absence, the Shift Commander, prior to its being worked.

Section 2. The City and the Association agree that the particular nature of the work undertaken by those employees assigned to "Detective" duties, "Narcotics Squad" duties or other special non-uniformed assignments, are special in nature and because of their unique requirements, are positions which cannot be adequately provided for under the above overtime provision. Accordingly, overtime as defined above shall not apply to employees assigned to "Detective" duties, "Narcotics Squad" duties or other

special non-uniformed assignments. In lieu thereof, such assigned employees shall be paid an assignment allowance of \$1,200 per annum prorated for the period of assignment.

Section 3. Employees when called in for a specific duty assignment from an off-duty day or from between work shifts, shall be entitled to be paid a minimum of three (3) hours overtime at straight time as set forth above.

Section 4. In the event time and one-half is negotiated for and made part of an agreement between the City and its Patrolmen, then time and one-half will apply to the Superior Officers covered hereunder as of the date it applies to the Patrolmen.

ARTICLE TWENTY-TWO

RETIREMENT

Section 1. Employees retiring either on the regular pension or disability shall be paid for all accumulated holidays and vacation.

Section 2. In case of death of any employee covered hereunder, there shall be paid to his widow, beneficiary or estate the amount or amounts due for any and all unused vacation holiday leave, compensatory time coming and pay period due.

Section 3. At retirement, the City agrees to pay each employee an amount equal to 50% of all accrued sick leave pay up to a maximum amount of \$12,000.00.

ARTICLE TWENTY-THREE

HEALTH BENEFITS

Section 1. The City agrees to provide each employee with health insurance as provided in the "New Jersey State Health Benefits Program." This coverage shall be fully paid by the City for all employees and

their families. The specific benefits being provided are New Jersey Blue Cross and Blue Shield Coverage, Series 750; Rider "J"; Major Medical Insurance; all as more specifically provided for and explained in the brochure entitled "New Jersey State Health Benefits Program."

Section 2. The City agrees to provide a Basic Prescription Coverage Plan (\$1.00 Co-Pay) for all employees hereunder and their eligible dependents.

Section 3. The City agrees to provide a Basic Dental Care Plan covering all employees hereunder and their eligible dependents.

ARTICLE TWENTY-FOUR

GRIEVANCES

Should any grievance arise with respect to the meaning, application or interpretation of the terms of this Agreement, such grievance shall be submitted to the following procedure:

Step 1: The employee shall submit his grievance in writing within three (3) days after the occurrence of the grievance, in duplicate, to the Association Representative, who, in turn, shall forthwith file one (1) copy with the Shift Commander on whose shift such grievance arose, and said Association Representative shall forthwith attempt to settle the matter of the grievance with said Shift Commander. Failure to file his grievance in writing as aforesaid shall bar the employee from any right to proceed further with any grievance.

If the grievance is filed in writing as hereinbefore provided, and the matter taken up between the Association Representative and the Shift Commander fails to produce an amicable settlement of the matter, the grievance shall then proceed to Step 2.

Step 2: If no adjustment has been reached at Step 1, then within five (5) days after Step 1, the Association Representative shall take the matter up with the Chief of Police and every effort shall be made to reach a mutually satisfactory solution.

Step 3: If no solution can be reached, the Association
Representative shall refer the matter to the Association President
within five (5) days immediately following the disposition of the grievance
at the Second step, who shall take the matter up with the Director of
Public Safety in an endeavor to adjust it amicably.

Step 4: In the event the grievance is not resolved at the Third step, either party may refer the matter to impartial binding arbitration.

Any party wishing to remove a grievance to arbitration shall notify the Public Employment Relations Commission that they are moving a grievance to arbitration and request that a list of arbitrators be furnished to the employee and the employer. If the City and the employee cannot mutually arrive at a satisfactory arbitrator within thirty (30) working days after receipt of the list from the Public Employment Relations Commission, the Commission shall select an arbitrator. The arbitrator shall hear the matter on the evidence and within the meaning of this Agreement and such rules and regulations as may be in effect by the Civil Service Commission of the State of New Jersey which might he pertinent and render his award in writing, which shall be final and binding. The cost of the arbitrator's fee shall be shared equally by the City and the Association. Any representative or officer of the

Association required in the grievance procedure to settle disputes on any arbitration shall be released from work without loss of pay for such purpose and any witness reasonably required shall be made available during working hours without loss of pay for the purpose of disposing of any grievance or arbitration matter.

Only the City or the Association may remove and present a grievance to arbitration.

ARTICLE TWENTY-FIVE

EXTRACONTRACTUAL AGREEMENTS

The City agrees not to enter into any other agreement or contract with its employees covered by this Agreement, individually or collectively, which in any way could conflict with the terms and conditions set forth in this Agreement.

ARTICLE TWENTY-SIX

SEVERABILITY

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

It is further agreed that in the event any provision is finally declared to be invalid or unenforceable, the parties shall meet within thirty (30) days of written notice by either party to the other to negotiate concerning the modification or revision of such clause or clauses.

ARTICLE TWENTY-SEVEN

TERM OF AGREEMENT

This Agreement shall be effective as of January 1, 1978, except as otherwise specified, and shall continue in full force and effect to and including December 31, 1979.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective officers the day and year first above written.

CITY OF VINELAND

Attest:

VINELAND SUPERIOR OFFICERS ASSOCIATION

SCHEDULE "A"

WAGES

Effective January 1st in each of the below-listed years, the following Wage Scale shall exist:

	<u>1978</u>		<u>1979</u>
Sergeants	\$ 17,650	\$	18,650
Lieutenants	18,750		19,750
Captains	20,150		21,150.