

Certification

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s) and the included summary is an accurate assessment of the collective bargaining agreement for the term beginning 1/1/2019 thru 12/31/2021.

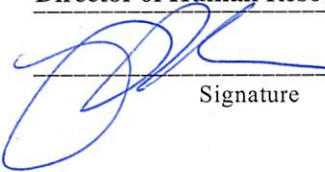
Employer: Township of Lakewood

County: Ocean

Date: 2/3/2020

Name: Patricia Komsa
Print Name

Title: Director of Human Resources


Signature

Contract Agreement
Between
Township of Lakewood
and AFSCME Local 3790

JANUARY 1, 2019 TO DECEMBER 31, 2021

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Preamble: Purpose

The Contract made between the Township of Lakewood and AFSCME NJ Council 63 AFL-CIO Majority Representative and its affiliated Local 3790 (referred to as the "Union") covering employees in the designated unity, has as its intent and purposed the promotion of harmonious employee relations between the employer and the employees represented by the Union, the establishment of equitable and peaceful procedures for the amicable resolutions of all disputes and grievances and determination of wages, hours of work and other terms and conditions of employment. The effective date of this agreement shall be January 1, 2019 to December 31, 2021.

Article I: AFSCME Recognition

The Township recognizes the American Federation of State, County and Municipal Employees Majority Representative Council 71 as the sole bargaining agent for all permanent full and part time white collar employees, and police mechanics in accordance with PERC RO 91- 164 dated 28 May 1991, and all other titles that the parties may later mutually add, excluding all Department and Division Heads, Managerial Executives, Craft Blue Collar, Police and EMT employees, Confidential and Supervisors within the meaning of the Act, and other employees.

As the Employer recognizes the Union; it is the responsibility of the Employer to forward all new hire, discipline, promotions, etc. to AFSCME NJ as the Majority Representative to PO Box 207, Franklinville, New Jersey 08322 or Fax 856-512-2193, and the Local 3790. This will occur simultaneously as the employee is served.

Article 2: Union Dues

- A. Pursuant to NJS 52:14-19.9(e), as amended, the Township agrees to deduct the Union's monthly dues and initiation fees from the pay of the employees who authorize the Township in writing to do so. Deductions shall be made biweekly. All amounts deducted shall be remitted to the Union once a month no later than the tenth day of the month following deduction. The Township agrees to furnish the Union upon request, monthly, with a list of all employees whose dues and initiation fees have been deducted. The Township also agrees to furnish the Union upon request, not more than monthly, with a list of newly hired employees and terminated employees. The Union will advise the Township in writing of the amount of the initiation fees and monthly dues.
- B. Pursuant to the "New Jersey Employer-Employee Relation Act" as amended, all nonmembers of the Union shall pay to the Union a representation fee in lieu of dues for services rendered by the Union in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the Union to its own members, less

the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members, but in no event shall such fee exceed 85% of the regular membership dues, fees and assessments.

Article III: Grievance Procedures

A. Definitions

1. A grievance is defined as any dispute, controversy or issue involving the interpretation, application or violation, (alleged or otherwise) of any provision of this Agreement or regarding employment or the application of any rules, regulations, ordinance and/or statute which actually affects working conditions.
2. "A grievant" is defined as any bargaining *unit* employee or party to this agreement who has a grievance as defined herein. The Union may file a grievance on behalf of an injured or unavailable employee and may file a class grievance on behalf of two or more employees if the grievance involves common issues of fact and law.
3. "A written grievance" shall comply with the following criteria:
 - a. It shall set forth the name of the employee (s) and/or party alleged to be aggrieved.
 - b. It shall set forth the date of the occurrence or event giving rise to the grievance.
 - c. It shall set forth a concise statement of the facts giving rise to the grievance.
 - d. It shall state the specific section of the agreement, policy or administrative decision which forms the basis of the grievance.
 - e. It shall set forth the specific relief requested.
4. Disputes concerning terms and conditions of employment governed by state or federal statute or state or federal administrative regulations, incorporated by reference in this Agreement either expressly or by operation of law, shall not proceed beyond Step 2.

B. Steps

Step 1. An employee having a grievance shall present it orally, either individually or in the presence of the Union steward or a member of the Union committee, to his immediate supervisor, within fifteen (15) days after the occurrence of the matter which has been grieved. If such grievance is not forthcoming within 15 days, it shall be considered null and void.

Step 2. If the grievance is not satisfactorily adjusted, within five (5) working days after presentation to the immediate supervisor, the grievance shall be presented in writing to the Township Manager by the Union steward or committee member involved in Step 1 of the grievance. The Township Manager shall, upon receipt of the grievance, designate a time within fifteen (15) working days for discussion of the grievance with the aggrieved employee and the Union committee or representative. The decision rendered shall be advisory and not binding.

Step 3. If the grievance is not resolved through the above procedure, the Union may submit the dispute to binding arbitration, providing such request is made no later than thirty (30) working days after the decision at Step 2. This dispute shall be submitted to arbitration pursuant to the rules and regulations of the Public Employment Relations Commission. The cost for the services of the arbitrator shall be borne equally by the Township and the Union. No employee shall be denied compensation for their appearance as a witness at any arbitration hearing. 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 as presented to him. The decision of the arbitrator shall be in writing, setting forth the reasons therefore, and shall be final and binding upon the parties.

C. Step 1 and Step 2 may be presented, and a mutually agreeable time will be arranged between the Department Head, the representative, the Union committee, and the Township Manager. Nothing herein shall prevent the parties from mutually extending or reducing the time within which the grievance shall be processed, at any step in the grievance procedure. The Township and the Union further agree to give reasonable consideration to request of either party for meetings to discuss a pending grievance at any step.

D. An aggrieved employee shall suffer no loss of pay as a result of work time spent in his own behalf in any hearing. The designated Union representative shall be permitted to confer with employees and the Township on specific grievances in accordance with the grievance procedure set forth herein, during working hours, without loss of pay.

E. Failure of an aggrieved party to pursue the grievance to the next step, in accordance with the time limits set forth herein, shall constitute abandonment of the grievance, unless both parties agree to a waiver.

Article IV: Seniority

A. All newly hired employees shall be considered as probationary employees for the first three (3) months of service. Upon completion of the probationary period, such employees'

seniority shall date from their original date of hiring. Seniority to be an important factor in filling permanent assignments provided the individual has the skill and ability to perform the task.

When employees are laid off, in accordance with Civil Service, employees in each classification with the longest service shall be laid off and rehired first. All such lay-offs shall be based upon the classification seniority list herein described, and all furloughed employees shall be rehired in the reverse order in which they are laid off. No new employees shall be hired until all laid off employees within a classification shall first have been recalled.

B. No benefits shall accrue to a temporary employee for sick leave, vacations, pension plans or other benefits other than when an employee's employment shall be made provisional, in which case all benefits shall relate back to the time of initial hiring.

C. New employees shall remain probationary after completion of three (3) months of service from the date of last hiring. Upon completion of said period, such employees shall enjoy seniority status from the date of last hiring. Employees shall have no seniority rights during this probationary period. Their employment may be terminated at any time in the sole discretion of the Township. Discharge during the probationary period shall not be subject to the civil service procedure, or to grievance procedure.

D. The employer shall maintain an accurate, up-to-date seniority roster, showing the date of hire, classification and rate of pay of each employee covered by the Agreement and the Employer shall furnish copies of same to the Union in July of each year.

E. The Township representatives acknowledge that seniority will prevail when Public Safety Telecommunicators select vacation leave. All Public Safety Telecommunicators shall pick their shifts and days off on the first Monday of November to take effect the following January 1. Changes or requests based on hardship, emergencies or good cause shown, shall not be arbitrarily, capriciously or unreasonably withheld or denied by the Employer or its designees. Seniority shall also be the basis for the assignment/distribution of overtime among Public Safety Telecommunicators.

Article V: Longevity

Longevity shall be in accordance with the Township Personnel Policies and ordinances governing the employees covered by this agreement for employees hired prior to May 1, 1991. Longevity shall not be granted to any employee whether part time or full time hired on or after May 1, 1991. The employees hired prior to May 1, 1991 will continue to receive longevity pay in accordance with years of service and percentage of base pay.

LONGEVITY PRIOR TO MAY 1, 1991

1.5% (upon completion of third year, beginning of fourth) 3.0% (upon completion of seventh year, beginning of eighth)

4.5% (upon completion of eleventh year, beginning of twelfth)

6.0% (upon completion of fifteenth year, beginning of sixteenth)

7.5% (upon completion of nineteenth year, beginning of twentieth)

7.5% (twenty years and over)

Article VI: Wages

A. The parties agree that:

1. Current employees in the bargaining unit shall receive two (2%) percent of salary increases each year of the contract.
2. Management will have the authority to slide an employee across the guide (Schedules B, C and D) through sub-grades I, J, K, L, M and/or N. Then to the next grade in the maximum position. New employees hired in a grade that is already occupied by an existing employee will result in the existing employee being moved to the next pay grade. In order to slide on the guide and move to the next grade, a member must meet three (3) of the five (5) criteria listed below:
 - a. Additional duties
 - b. Additional certifications
 - c. Added responsibilities but not supervisory
 - d. Extra long-term projects
 - e. Exceeds job expectations
3. Increases that occur in the middle of a pay period will be paid at the higher rate at the start of the following pay period.
4. New deferred compensation enrollments will be offered twice a year. Existing enrollments can be updated/changed throughout the year.

Article VII: Hours of Work and Overtime

A. All employees covered by this contract with exception of Public Safety Telecommunicators:

1. The normal workweek of the township shall be a five-day period of consecutive work days.
 - a. Administration, 35 hours
 - b. Clerical, 35 hours
 - c. Inspection and Health Departments, 37 ½ hours

d. Construction Inspectors, 37 ½ hours

- 2. All overtime shall be authorized in advance by a supervisor or department head.**
- 3. Time and one-half premium pay shall be paid for all hours in excess of eight (8) hours worked in one day. Time and one-half premium pay shall be paid for any work performed on the sixth day.**
- 4. The Township reserves the right to require qualified employees to work overtime whenever conditions so warrant, provided such right shall not be exercised capriciously. If an employee feels that his/her; treatment under this clause has been improper or unfair, he/she may utilize the grievance and advisory machinery to adjust his claim.**
- 5. Call-ins:**
 - a. Court employees required to take calls after-hours will be paid one (1) hour at time and one-half for each call they take. Employee must document each call with a case number.**
 - b. Employees that are called in to work outside of a normal workday to deal with emergency or urgent township matters will be compensated at time and one-half for a minimum of three (3) hours. Employees that are subject to after-hours emergency call-ins must document each with a description such as case/file number or address, etc.**

B. Public Safety Telecommunicators. The normal workweek of the township shall be a five-day period of consecutive work days, 40 hours.

- 1. Unless agreed to by the Public Safety Telecommunicators, their work hours shall be as follows:**

Platoon 1: 2300 hours - 0700 hours

Platoon 2: 0700 hours - 1500 hours

Platoon 3: 1500 hours - 2300 hours

- 2. As agreed to by the Township and the Union, two non-mandatory swing shifts will be added for Public Safety Telecommunicators, as set forth below. These shifts are non-mandatory and will only be filled by the approval of management if the shift is deemed necessary. The selection of employees for such shifts shall be handled in the same manner as shift selection for all other shifts.**

Platoon 2a: 1100 hours - 1900 hours

Platoon 3a: 1900 hours - 0300 hours

- 3. Public Safety Telecommunicator's Room will be staffed twenty-four (24) hours a day with a minimum of three (3) Telecommunicators.**

4. All overtime shall be authorized in advanced by a supervisor or department head.
5. Time and one-half premium pay shall be paid for all hours in excess of eight (8) hours worked in one day. Time and one-half premium pay shall be paid for any work performed on the sixth day. Employees who work on the seventh day shall receive double time premium for these hours. Employees who work on the seventh day shall receive double time premium for the hours worked on the seventh day. If the employee uses any accrued time that was scheduled in advance they will be eligible for seventh day pay. Employees using mutual exchange or using any sick time during the regular forty hour work week will not be eligible for seventh day pay.
6. The Township reserves the right to require qualified employees to work overtime whenever conditions so warrant, provided such right shall not be exercised capriciously. If an employee feels that his/her; treatment under this clause has been improper or unfair, he/she may utilize the grievance and advisory machinery to adjust his claim.
7. All predetermined overtime shall be distributed by seniority by shift. A seniority list will be posted for the overtime opportunities as follows: dispatchers by seniority within the shift that needs coverage, followed by the remaining dispatchers by overall seniority. Each dispatcher will be given the opportunity to sign up for or decline overtime by seniority.
8. Non-scheduled overtime occurring as a result of a sick call shall be distributed as follows:
 - a. On-duty dispatchers shall be given the first choice of taking the overtime by seniority.
 - b. If no on duty dispatcher selects to work overtime, the off-duty dispatchers within the shift that needs coverage shall be called by seniority.
 - c. If coverage is still needed, dispatcher on the on-coming shift shall be called by seniority.
 - d. If the shift is still not filled, all other off-duty dispatchers shall be called by seniority.

It is the employee's responsibility to make sure that their personal contact information is current. If one employee has multiple phone numbers in the Township's computer system, all phone numbers shall be called prior to contacting the next senior dispatcher on the seniority list.

If no dispatcher is available to cover the overtime shift, the least senior dispatcher working shall be obligated to stay for the remainder of the shift or until coverage is found.

9. Public Safety Telecommunicators permanently assigned to work on Platoons 1 and 3 shall be paid a four percent (4%) salary differential. Payment of the differential shall apply for as long as the employee is assigned to a shift requiring the payment of said differential.
10. Public Safety Telecommunicators shall receive two weeks' advance notice of a change in work shift.

C. Pay Periods. The Township normally shall pay its employees on a payroll schedule that is bi-week or a total of 26 times annually.

D. Computation of Daily and Hourly Rates. Each Payroll period normally shall consist of five (5) working days, so that the daily rate of each employee normally shall be 1/260th of his/her annual salary. The hourly rate shall be computed by dividing the daily rate by the number of hours in the employee's prescribed workday.

E. Lunch. Lunch periods shall be for one hour.

F. Travel. Should an employee need to use their personal vehicle for Township business, they will be reimbursed at the current standard mileage reimbursement rate.

G. Compensatory Time. The maximum amount of compensatory time an employee may accrue at any one time shall be two hundred and forty (240) hours as authorized by the Fair Labor Standards Act (FLSA). The amount includes compensatory time accrued at both straight time and premium time rates. If a supervisor authorizes work beyond normal working hours, the supervisor and subordinate must reach agreement as to whether the extra time will be compensated by use of compensatory time or overtime pay. An employee who has accrued the maximum number of compensatory hours set forth above shall be paid overtime pay for all additional overtime hours worked in accordance with FLSA.

For the purposes of this section the following terms will have following meanings:

"Overtime" means time worked by an employee in excess of regular work week consisting of 35, 37.5, or 40 hours.

"Overtime Pay" means additional money paid to employees for overtime worked, paid at straight time or premium time (time and one-half or double time) rates.

"Compensatory Time" means leave time granted to an employee for having worked overtime provided at straight time or premium time rates.

No Compensatory time request by a Public Safety Telecommunicator will be accepted by management if it is submitted more than thirty (30) days or less than five (5) working days before the beginning of the requested leave time.

H. Any employee who acts as secretary for any of the Township's Boards shall be compensated \$150 per meeting by voucher.

I. Employees who work out of title at a higher classification for three (3) consecutive days shall receive out of title pay retroactive to the first day at the pay grade for that title.

J. All employees covered by the contract including the permanent part-time will receive the raises detailed in the agreement.

Article VIII: Personal Leave

Each employee shall be entitled to three (3) paid personal days per year in addition to the holidays authorized pursuant to this contract. These personal days shall be approved by the employee's department head. Prior notice of 48 hours must be given for the first two days, while the third day requires only 24 hours' notice. Personal days may not be taken before or after a holiday, or vacation time, without department head approval. Personal days may not be taken in increments of less than 15 minutes and shall not accumulate from year to year.

Article IX: Vacations

A. Amount of Vacation Leave: All eligible, full-time employees of the Township shall be granted leave with pay for vacation purposes during each calendar year in accordance with the following schedule, based on length of employment as of date of employment. During the first year's employment, vacation may be taken as accumulated.

<u>Length of Employment</u>	<u>Vacation Time</u>
One (1) day up to ten (10) years	twelve (12) working days
Ten (10) years and one day up to fifteen (15) years	eighteen (18) working days
Fifteen (15) years and one day and up	twenty-five (25) working days

All cumulative vacation permitted by Civil Service regulations shall be counted in satisfaction of the vacations provided for herein and shall not be in addition thereto.

In determining length of service for this purpose, the total years of service of each employee in all capacities shall be added.

B. Part-time, Temporary or Probationary Employees: Permanent part-time employees are eligible for vacation leave on a pro-rated basis. Temporary or seasonal employees shall not be entitled to vacation leave.

C. Accumulation. Accumulation of vacation leave beyond that earned in a two-year period shall be permitted only with the consent of the appointing authority. Township employees, whether part-time or full-time, hired on or after May 1, 1991, shall not be permitted to carry over vacation leave beyond that which has been earned in a one-year period. Notwithstanding anything contained herein to the contrary, carryover rights as they pertain to accumulated vacation leave for all Township employees hired prior to May 1, 1991 are not affected by the foregoing limitations.

D. Choice of Time. Vacations shall be scheduled by the manager and department heads so as to cause the least interference with the efficient conduct of township business. So far as possible, the preference of employees shall be accepted, with the preferences of those employees having seniority given first recognition. Subject to the approval of the appointing authority, vacation leave may be taken from time to time in 15 minute increments. Vacation time after the first year's employment shall be credited in full as of January of each year. Seniority shall mean length of service with the Township regardless of classification or title.

Beginning in 2020, employees may elect to cash out up to ten (10) days of accrued, unused vacation time. Payout requests must be submitted by November 15 for payment in the last pay period of December. The township will provide a method for making requests.

No request for vacation time by a Public Safety Telecommunicator will be accepted by management if it is submitted more than thirty (30) days or less than five (5) days before the beginning of the requested leave time.

Public Safety Telecommunicators shall choose annual vacations the first Monday of December.

Article X: Absences

A. Sick Leave

1. As used in this subsection, "sick leave" means paid leave that may be granted to each full-time classified and full-time unclassified employee who through sickness or injury becomes incapacitated to a degree that makes it impossible to perform the duties of his position or who is quarantined by a physician because he has been exposed to a contagious disease. Part-time permanent employees are eligible for sick leave on a pro-rated basis. Part-time and full-time temporary employees are not eligible for sick leave. Sick leave may be taken in 15 minute increments.

2. Full-time employees shall accumulate sick leave on the basis of 15 days of leave per year. In the first year of employment, employees shall be entitled to one and one-quarter

(1 ¼) day of sick leave for each month of employment. Time cannot be taken until after the completion of the first ninety (90) days of employment.

3. Sick leave can be accumulated without limit during each employee's length of service. At the time of separation from service, the employee shall be entitled to pay on the basis of one-half (1/2) day per full day of verifiable sick leave accumulated and not previously used; however, in no event shall this amount exceed \$15,000 per employee for any employee hired after 1 January 1995.

4. Accumulated sick leave may be used by an employee for personal illness, illness in an employee's immediate family, quarantine restrictions, pregnancy or disabling injuries. The term "immediate family" shall mean and refer only to the employee's spouse, child, parent or brother or sister, mother or father-in-law, grandchildren, or any member of the immediate household. Immediate family sick leave shall not exceed five (5) working days in one calendar year without approval of the manager.

5. When an employee is absent from work because of illness for more than three (3) consecutive days, his supervisor shall require the employee to submit a certificate from the employee's physician or the town physician relating to his illness. In the case of illness of a chronic or recurring nature causing an employee's periodic or repeated absence for one day or less, his department director may require one medical certificate for every six-month period.

6. The Township may require a doctor's note if an employee is identified as being chronic and excessively absent at any time in a rolling twelve (12) month previous period. This does not change the Township's ability to use progressive discipline for the same.

7. An employee whose accrued sick leave balance reaches zero in a given year, but then is absent from work shall be docked the corresponding hours of pay in the same calendar year. Anyone who is docked more than five (5) days' pay in a year shall be subject to disciplinary action. Discipline shall progress in the following manner:

1. Verbal warning
2. Written warning
3. 1 or 2-day suspension without pay 3 or 4-day suspension without pay
4. Major discipline

B. Sick Leave Donation

1. The Township and the Union agree to implement a sick leave donation program. The donation of sick time may be approved by the Township Manager in extenuating circumstances.
2. An employee shall be eligible to receive donated sick leave from any AFSCME Local 3790 member if the employee:

- a. has completed one (1) year of continuous service with the Township
 - b. has exhausted all accrued leave time
 - c. no member may donate more than 50% of their accumulated sick leave
 - d. also, Township Code 10.5F Supplemental Sick Time
3. If a donor wishes to have his or her donated sick time paid back, the time must be returned within three (3) years of the donation.
- C. NJ Sick Leave Law. The Township will comply with the New Jersey Sick Leave Law. In accordance with the law, the Township has implemented a NJ Sick Leave Policy. The policy reads, in part, as follows:

Acceptable Reasons to Use Earned Sick Leave. You can use earned sick leave to take time off from work when:

- a. You need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care.
- b. You need to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your family member needs preventive medical care.
- c. You or a family member have been the victim of domestic violence or sexual violence and need time for treatment, counseling, or to prepare for legal proceedings.
- d. You need to attend school-related conferences, meetings, or events regarding your child's education; or to attend a school-related meeting regarding your child's health.
- e. Your employer's business closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.

Family Members. The law recognizes the following individuals as "family members:"

- a. Child (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union partner)
- b. Domestic partner or civil union partner
- c. Grandchild
- d. Sibling
- e. Spouse
- f. Parent
- g. Grandparent
- h. Spouse, domestic partner, or civil union partner of an employee's parent or grandparent
- i. Sibling of an employee's spouse, domestic partner, or civil union partner
- j. Any other individual related by blood to the employee
- k. Any individual whose close association with the employee is the equivalent of family

Advance Notice. If your need for earned sick leave is foreseeable (can be planned in advance), the Township requires up to 7 days' advance notice of your intention to use earned sick leave. If your need for earned sick leave is unforeseeable (cannot be planned in advance), the Township requires you to give notice as soon as it is practical.

D. Death in the Family. I. Every employee shall be granted leave with pay upon the death of a member of the family. Such leave shall be from the discovery of death up to and including the day of burial, but not to exceed three (3) consecutive work days. If the funeral is outside the State of New Jersey, additional travel time up to a maximum of five (5) consecutive work days, may be granted upon receiving prior approval for same by the department head. Family shall include: spouse, children, parents, brothers, sisters, brothers-in-law, sisters-in-law and spouse's parents, grandchildren, and grandparents of employee or spouse or the death of a relative who resides with the employee or spouse or with whom the employee resides. Leave of absence may be more than three (3) consecutive work days and five (5) consecutive work days for travel time , if such death occurs outside the State of New Jersey. Each case is to be decided on its own merits and circumstances, and shall not set a precedent.

E. Special Leave.

1. In the event that an employee is unable to work due to a weather emergency or civil emergency, he may charge the time off to accumulated vacation leave or personal day, provided that he properly notifies his supervisor of his inability to work.
2. In the event that an employee wishes to observe a religious or national holiday for which no regular holiday has been declared, the employee may charge the time off to accumulated vacation or personal leave, provided the employee gives proper notification to the employee's supervisor.

F. Leave of Absence as a Result of Injury in the Line of Duty.

1. When full-time employee is injured in the line of duty, said employee shall receive those benefits provided in the Statutes, NJS 34:15-12.
2. A full time employee will be compensated at full salary for in the line of duty injuries. Accrual of time will be prorated. Light duty will depend on the employee's duties and responsibilities, subject to the insurance carrier's instructions and clearance by the physician(s).

G. Maternity Leave. The Township will follow state and federal laws as it pertains to Maternity/Paternity Leave including but not limited to:

1. New Jersey Family Leave Act

2. Family Medical Leave Act

Maternity/Paternity Leave requests are to be made to the employee's direct supervisor as well as the Director of Human Resources. Further, employees will use accrued time where allowable under state and federal law.

H. Military Leave.

1. Any permanent employee, part-time or full-time, who is a member of the National Guard, Naval Militia, Air National Guard, or a reserve component of any of the Armed Forces of the United States and is required to engage in field training, shall be granted a military leave of absence with regular pay for the period of such training, as is authorized by law. The paid leave of absence shall be in addition to his vacation. Permanent part-time employees shall receive pay for such leave on a prorated basis.
2. When a full-time or part-time permanent employee has been called to active duty or inducted into the military or naval forces of the United States, he shall be granted an indefinite leave of absence without pay for the duration of such active military service, provided that he does not voluntarily extend such service. Each employee shall be reinstated without loss of privileges or seniority provided he reports for duty with the township within 60 days following his/her honorable discharge from military service. It is requested that he notify the township of his intent to report for duty 30 days prior to his discharge from military service.

I. Leave Without Pay. Leave without pay may be granted to full-time and part-time permanent employees and to full-time unclassified employees. Normally, it shall be granted only when the employee has used his accumulated sick or vacation leave in the case of illness, or his/her vacation leave if leave without pay is requested for reasons other than illness. Written request for leave without pay shall be initiated by the employee, favorably endorsed by the manager and approved by the appointing authority. Such leave, except for military leave without pay, shall not be approved for a period of longer than six months at one time. The township committee may extend such leave for an additional six months or any portion thereof.

J. Requests for Leave. A request for any type of leave shall be made on a form prescribed by the manager and submitted to the Department of Human Resources. Such request, whenever possible, shall be made far enough in advance to permit approval, and at the same time to permit coverage for the particular employment so that municipal service shall not suffer. In the case of sick leave, the employee shall notify his supervisor immediately if he is unable to report for work. An employee may request an unpaid leave under the New Jersey Family Leave Act, such leave to be in accordance with the statute.

[Article XI: Holidays](#)

A. Paid Holidays. The following official holidays with pay shall be observed by the Township:

- | | | |
|--|----------------------|--------------|
| New Year's Day | Labor Day | Columbus Day |
| M.L King, Jr. Day | Lincoln's Birthday | Columbus Day |
| Lincoln's Birthday | General Election Day | |
| Washington's Birthday (Presidents Day) | Veteran's Day | |
| Good Friday | Thanksgiving Day | |
| Memorial Day | Post-Thanksgiving | |
| Independence Day | Christmas Day | |

If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday.

Public Safety Telecommunicators will observe holidays on the day of occurrence, which will in no way affect the scheduling of Public Safety Telecommunicators to work on holidays.

B. Compensation for Working on Holidays. Where it is necessary in order to maintain regular service to require an employee to work on an official holiday, such employee shall be compensated for the holiday plus additional time at straight time for all hours worked, either by pay or compensatory time. Scheduling of compensatory holiday time shall not be unreasonably denied. In the event that an employee cannot be scheduled to use compensatory holiday time in any given year, said employee shall be paid for all days not taken.

No request for holiday time by a Public Safety Telecommunicator will be accepted by management if it is submitted more than thirty (30) days or less than five (5) days before the beginning of the requested leave time.

C. Not Charged Against Vacation or Sick Leave. In the event that an official holiday is observed during an employee's vacation, he shall be entitled to an additional vacation day, and should an official holiday occur while an employee is on sick leave, he shall not have that holiday charged against his sick leave.

D. Requirement for Holiday. To be eligible to receive holiday pay an employee shall work the regularly scheduled work day before the holiday and the regularly scheduled work day after the holiday, unless the employee has requested and received advance approval by his/her supervisor or the employee has provided a doctor's note for the absence.

E. Public Safety Telecommunicators that work on Easter Sunday shall be paid at the rate of time and one-half hours for their regularly scheduled eight (8) hour shift as well as be provided a day off in the form of eight (8) hours for use during the year in lieu of the Easter Sunday holiday. If a Telecommunicator is required to work overtime on Easter Sunday, the employee shall be paid

double time premium for any amount of overtime performed and if the employee works an additional eight (8) hours of overtime, they shall be granted an additional eight (8) hours holiday for use during the year in lieu of the Easter Sunday holiday.

F. Holiday Time can be accumulated without limit during each employee's length of service. At the time of separation from service, the employee shall be entitled to one hundred percent (100%) of all accrued holiday time, not to exceed two (2) years' accumulation.

Article XII: Insurance

A. All insurance programs contained in the policies and ordinances of the Township shall remain in full force and effect. The township retains the right to change carriers or be self-insured at any time during the term of this agreement. Any significant change in the level of benefits is subject to the grievance procedure contained herein.

B. Hospital, Medical and Dental Benefit.

1. All Township employees and members of their immediate family shall be entitled to Hospital Medical and Dental Benefit in accordance with the terms and provisions of the plan currently in effect.

2. The health insurance indemnity plan set forth in Section A and B and C below shall be modified in accordance with the following provisions effective January 1, 1996.

- a. Medical/Hospitalization coverage shall be subject to utilization management incorporating the following techniques:
 1. Hospitalization precertification
 2. Second surgical opinion
 3. Large case management
 4. Continued stay review
 5. High risk pregnancy management
- b. Major Medical deductibles will be \$100 for single coverage and \$200 for family coverage. Co-insurance of 80% / 20% of the next \$3,000 and 100% thereafter.
- c. Prescription coverage.
 1. \$3 co-pay for generic prescriptions and \$10 co-pay for brand name prescriptions.
 2. \$5 co-pay for generic prescription 90-day mail order supply and \$15 co-pay for generic prescription 90-day mail order supply.
 3. Mail order shall be mandatory for all maintenance prescriptions.
- d. Waiver of Employee Coverage of Health Benefits pursuant to NJSA 40A:70-17.1
 1. The employee of the Township of Lakewood who is eligible for medical benefits pursuant to the Township Group Health Benefits but who is

eligible for other health care coverage may waive coverage under the Township Plan.

2. In consideration for filing such a waiver, the Township shall pay to the employee an annual amount of 25% or \$5,000.00, whichever is less, based on the coverage that the employee has at the time of the waiver, to be paid in two payments in the month of January and July.
3. An employee who waives coverage shall be permitted to resume coverage under the same terms and conditions that are applicable to the initial coverage if the employee ceases to be covered through the employee's spouse for any reason, including but not limited to the retirement or death of the spouse or a divorce.

e. All other features of the 1994 Township plan of benefits will remain unchanged.

C. Group Health Insurance.

1. Hospitalization, Surgery, Rider J, Major Medical and Prescription (and \$2,000 life insurance for employees)
2. Dental Insurance for employees and dependents.
3. Optical Insurance for employees and dependents.

D. Employees who retire after 25 or more years of full-time service in the State retirement system, with 20 or more years of service with the Township of Lakewood, shall be entitled to remain enrolled in any health insurance available to township employees at the date of their retirement, upon the completion of the requisite application forms.

With regard to employees who retire after 25 or more years of full time service in the State retirement system, notwithstanding anything contained herein to the contrary, the Township of Lakewood shall assume financial responsibility only for the payment of that amount which would constitute the employee's contribution to the health benefits package. The employee shall assume financial responsibility for the payment of that amount attributable to the enrollment of any family members in said health benefits plan.

E. All Employees hired after March 23, 2016 will be exempt from lifetime medical benefits.

F. All new employees hired after March 23, 2016 shall be required to pay a portion of the family coverage premium for the benefits described in B and C of this Article. The schedule shall be as follows:

Year of Employment	Employee Co-Pay
1	35%
2	28%
3	21%
4	14%
5	7%
6	1.5% of salary

However, after the execution of this contract, the co-pay portion for any employee subject to this schedule shall never exceed 5% of an employee's salary in any one year.

Article XIII: Employment, Promotions and Managerial Rights

A. Civil Service. The New Jersey State Civil Service Law and the Civil Service Rules of the State of New Jersey applicable to municipalities provide the basic framework for employment in the Township government. This chapter and all its provisions shall at all times be subject to the Civil Service Rules of the State of New Jersey, which prescribe basic minimum standards. To the extent that this Article may in any respect provide minimum standards which are less than those embodied in the Civil Service Rules of the State of New Jersey, the latter rules shall be deemed applicable; however, to the extent that the provisions of this Article contain benefits or provisions which are in excess of the minimum requirements of the Civil Service Rules of the State of New Jersey, the provisions of the "Article shall be deemed to be controlling.

B. Managerial Rights. The following principals shall constitute the policies of the Township of Lakewood:

1. Employment in the Township government shall be based on merit and fitness, free of personal and political considerations.
2. Just and equitable incentives and conditions shall be established and maintained in order to promote efficiency and economy in the operation of the Township government.
3. Positions with similar duties and responsibilities shall be classified and compensated on a uniform basis.
4. Appointments, promotions and other personnel actions requiring the application of the merit principle shall be based on systematic tests and evaluations of knowledge and performance, and where appropriate these shall be carried out through the township's participation in the New Jersey State Civil Service System.
5. Every effort shall be made to stimulate high morals by fair administration of this Article, and by consideration of the rights and interests of employees, consistent with the best interests of the public and the Township.

6. The right to schedule work hours and transfer employees.
7. Discipline employees for poor performance, violations of rules of conduct and abuse of sick leave, patterns of lateness and behavior inconsistent with policies of the Township and best interests of the community.
8. Determine the size of the work force and the technology to carry out the mission of the department and Township.
9. Appointment. Except as is otherwise provided by law or provided her in, all officers and employees appointed to positions of employments for the township, after the effective date of this section, shall be bona fide residents of the Township of Lakewood. A bona fide resident for the purpose of this section is a person having a permanent domicile within the Township and one which has not been adopted with the intention of again taking up or claiming a previous residence acquired outside of the township.
10. Eligibility of Applicants for Positions and Employment in the Classified Service of the Township. The Township Committee hereby limits the eligibility of applicants for positions and employments in the classified service of the township to bona fide residents except as otherwise provided herein or by law.
11. Unavailability of Qualified Residents for Available Specified Positions or Employment – Nonresident Employees to Become Bona Fide Residents Within One Year of Appointment.

Whenever the governing body shall by resolution determine that there cannot be recruited a sufficient number of qualified residents for available specific positions or employments, the township officials or the Civil Service Commission, as the case may be, shall advertise for other qualified applicants who shall be classified as follows:

- a. Other residents of Ocean County.
- b. Other residents of counties contiguous to Ocean County.
- c. Other residents of the State.
- d. All other applicants.

The township shall first appoint all those in class I, and then those in each succeeding class in the order above listed after all qualified applicants in the preceding class or classes have been appointed or have declined an offer of appointment.

It shall be specified at the time of employment that all nonresidents subsequently appointed to positions of employment for the Township of Lakewood, after the effective date of this section, shall become bona fide residents of the township within one year of their appointment.

12. Failure to Maintain Residency; Notification; Grounds for Discharge. Failure of any such employee to maintain residency in the township shall be cause for removal or discharge

from service provided the township officials give the employee written notification that failure to again take up bona fide residency in the township within six months of such notification will result in removal or discharge from service.

13. **Specific Positions and Employment Requiring Special Talent or Skills; Filling Without Reference to Residency.** Whenever the Township Committee shall determine by resolution that there are certain positions or employments requiring special talents or skills which are necessary for the operations of the township and which are not likely to be found among the residents of the township, such positions or employments so determined shall be filled without reference to residency.

Any such resolution shall set forth in detail the reasons upon which such a determination is made.

14. **Preference in Promotion to Bona Fide Residents.** When promotions are based on merit as determined by suitable promotion tests or other objective criteria, officers and employees who are bona fide residents shall be given preference over a nonresident in any instance when all measurable criteria are equal. The preference granted by this section shall in no ways diminish, reduce, or affect the preference granted pursuant to any other provision of law.

15. **Preemption by Order of Court or of State or Federal Agency to Eliminate Discrimination.** Any requirements concerning eligibility, appointment or promotion contained in this section shall be subject to any order issued by any court, or by any State or Federal agency pursuant to law, with respect to a requirement of action to eliminate discrimination in employment based upon race, creed, color, national origin, ancestry, marital status, sex, or sexual preference, except that any such nonresident appointees shall become bona fide residents of the township within one year of appointment.

16. **Security Cameras:** Security cameras can be placed in non-private areas. There should be no audio on cameras unless regulated by law. The only individuals that should have access to the stored footage will be the Township Manager and the Human Resources Director or their management designees. No one should have remote access to the cameras except the Township Manager and the Human Resources Director or their management designees. It is the Township's responsibility to secure the footage and insure that no tampering will occur.

17. Any information not agreed upon or approved in the memorandum of agreement will not honored in the contract.

C. Appointment

1. **Basis for Original Appointment.** Original appointments to vacancies in the Township service shall be based upon merit, fitness and ability, which shall be determined by

competitive examinations insofar as practicable, and shall be in accordance with the Civil Service Rules of the State of New Jersey.

2. Temporary Appointments. In the absence of an appropriate list or for the filling of temporary or seasonal positions, or temporarily in the case of emergencies, vacancies may be filled by temporary appointments by the appointing authority. Such temporary appointments shall have a maximum duration of six months.

3. Provisional Appointments. Pending the establishment of an appropriate eligible list, vacancies in permanent positions may be filled by provisional appointments. Such appointments shall continue only until an appropriate eligible list is established. Such provisional employees shall possess minimum qualifications established for the vacant position.

4. Probationary Period.

a. All employees appointed permanently to the classified service shall serve a probationary period of 90 days. At the expiration of the probationary period, the appointing authority, in consultation with the manager, may discontinue the service of any such employee if in the appointing authority's opinion, the employee is unwilling or unable to perform the duties of his position in a satisfactory manner, or if the employee is of such reputation and habits as not to merit continuance in the service of the township.

b. A 90-day probationary period shall also apply to an employee promoted to a higher classification. Such probationary status will in no way affect the rights and status in the original or lower classification.

5. Posting of Vacancies. The Township shall post all union vacancies including newly created positions, for a period of ten (10) calendar days prior to opening the position up to non-union employees of the Township. The posting shall include salary range and a brief job description of the title to be filled. A copy of the posting shall be sent or given to the Local Union Representative at the time of posting.

6. Promotions (i.e. Clerk 1 to Clerk 2) are not required to be posted. The union will be notified when a member receives a title change or is moved along the salary grade.

Article XIV: Uniform Allowance

A. Mechanic in Police Department, Code Enforcement, Sub code Officials, Inspector, and Tax Assessor's field inspector staff titles:

1. Township provides basic uniform of:
 - a. 4 pair of slacks
 - b. 3 long sleeve shirts
 - c. 3 short sleeve shirts

- d. 1 jacket

Township replaces uniform parts as they are worn and turned in for replacement.

- 2. Employee receives a uniform maintenance allowance of \$300/year paid semi-annually.
- 3. In lieu of one (1) and two (2) above, Township reserves the right to provide uniforms through a uniform service.
- 4. Employees will be reimbursed for the purchase of approved safety footwear for no more than \$80 paid not more than every six (6) months or up to \$160 annually.

B. Public Safety Telecommunicators in the Department of Police:

1. The Township shall provide to a new hire the following basic uniform after completing one year and one day of employment:

- a. 5 pair of slacks
- b. 5 long sleeve shirts
- c. 5 short sleeve shirts
- d. 1 pair of shoes
- e. 1 name tag
- f. 1 belt

After one year's employment, in lieu of providing replacement uniform parts, each Public Safety Telecommunicator shall receive a \$600 allowance made payable to an approved vendor.

2. Employee receives a uniform maintenance allowance of \$400 paid the last pay period of June.

Article XV: Educational Benefits

A. In addition to his/her regular rate of pay, an employee with at least 1 full year employment and who has attained an Associate Degree from an accredited college, institution, or university, shall be entitled to an additional annual stipend of \$500.00.

B. In addition to his/her regular rate of pay, an employee with at least 1 full year employment and who has attained a Bachelor's Degree from an accredited college, institution, or university, shall be entitled to an additional annual stipend of \$1,000.00.

C. In addition to his/her regular rate of pay, an employee with at least 1 full year employment and who has attained a Graduate Degree, that pertains to his/her job title, from an accredited college, institution, or university, shall be entitled to an additional annual stipend of \$1,500.00.

D. The Township agrees to defray tuition expenses for college credits leading up to an Associate or Bachelor's Degree. Reimbursement shall be limited to a total of one hundred twenty (120) credit hours and shall be reimbursed upon successful completion of said course or courses. Courses must be reasonably related to employee's job position. An average grade of a C is required for reimbursement.

Reimbursement by the Township shall equal the current credit cost at Ocean County College for Associates Degree.

Reimbursement by the Township shall equal the current credit cost at Kean University for Bachelor's Degree.

Employees must have at least 1 full year of employment and be in good standing with the Township to be eligible for reimbursement.

Article XVI: Union Activities

A. The Union President shall be able to attend bi-monthly District Executive Board meetings as long as advance notice is provided to the Municipal Manager.

B. No more than two (2) members shall be allowed to attend the International and State conventions without loss of pay. Said attendance shall be a maximum of three (3) days.

C. Bulletin Board space shall be provided by the Township to post Union information for its members in the Municipal Building or pertinent work areas.

D. Labor Management meetings shall be held quarterly or if the need arises. Unit members or Management may call the meeting. This meeting is for advisory purposes only.

Article XVII: Management of Township's Affairs

It is recognized that the management of the Township government, the control of its properties and the maintenance of order and efficiency, is solely a responsibility of the township. Accordingly, the township retains the rights including but not limited to, the selection and direction of the working forces, including the right to hire, suspend or discharge for just cause; assignment, promotion or transfer, to determination of the amount of overtime to be worked; the relief of employees from duty because of lack of work or for other legitimate reasons; decision regarding the number and location of its facilities, stations, etc.; determination of the

work to be performed within the unit; maintenance and repair; amount of supervision necessary, scheduling shifts; machinery and tool equipment, methods, schedule of work, together with the selection, procurement, designing, engineering and the control of equipment and materials, the purchase of services of others, contract or otherwise, except as they may be otherwise specifically limited in this agreement.

The Township shall have the right to discipline or discharge any employee encouraging, suggesting, fomenting or participating in a strike, slowdown or other such interference.

Article XVIII: Duration of Agreement

This agreement shall be in full force and effect as of January 1, 2019 and shall remain in effect to and including December 31, 2021.

Witness

AFSCME Local 3790



Witness

Township of Lakewood



Raymond Coles, Mayor

Schedule A: Job Titles Under This Agreement

Title	Grade
Account Clerk	2
Administrative Clerk-Typing	5
Administrative Secretary	5
Analyst Grant Applications/Program Manager	5A
Assessing Aide	4
Assessing Clerk	2
Assistant Purchasing Agent	4
Assistant Supervisor of Accounts	4
Building/Fire Protection Inspector	7A
Building Inspector	6A
Building Inspector, Bilingual Spanish & English	6A
Building Subcode Official	8A
Clerk Stenographer	2
Clerk Typist (Clerk 1)	1
Clerk Typist – Bilingual	1
Code Enforcement Officer	4A
Code Enforcement Officer Trainee	4A
Crime Prevention Aide	6A
Deputy Municipal Court Administrator	5
Electrical Inspector	6A
Electrical Subcode Official	8A
Fire Protection Inspector	6A
Fire Subcode Official	8A
Housing Inspector	4A
Mechanical Inspector	7A
Media Technician 1	1
Media Technician 2	2
Media Technician 3	3
MIS Technician	3
Municipal Court Attendant	2B
Network Administrator	4
Permit Clerk	2
Planning Aide	2
Plumbing Inspector	6A
Plumbing Subcode Official	8A
Police Mechanic	5B
Police Records Clerk	2
Principal Account Clerk – Typing	4
Principal Assessing Clerk	4
Principal Clerk Transcriber	4
Principal Clerk Typist (Clerk 3)	3
Principal Clerk Typist (Clerk 3) – Bilingual	3

Public Safety Telecommunicator	3C
Public Safety Telecommunicator Trainee	2C
Purchasing Assistant	3
Receptionist – Bilingual	1
Receptionist – Typing	1
Senior Account Clerk	3
Senior Assessing Clerk	3
Senior Assessing Aide	4B
Senior Building Inspector	8A
Senior Clerk – Bilingual	3
Senior Clerk/Interpreter – Bilingual	2
Senior Clerk/Steno – Bilingual	3
Senior Clerk Transcriber	3
Senior Clerk Typist (Clerk 2)	2
Senior Code Enforcement Officer	5A
Senior Mail Clerk	2
Senior Plumbing/Mechanical Inspector	8A
Senior Police Records Clerk/Typing	3
Senior Public Safety Telecommunicator	4C
Senior Records Clerk	3
Senior Tax Clerk	3
Supervising Assessing Clerk	4
Supervising Code Enforcement Officer	6A
Supervising Fire Protection Inspector	8A
Supervising Public Safety Telecommunicator	5C
Supervising Tax Clerk	5
Tax Clerk	2
Technical Assistant	5
Technical Assistant – Land Use	5
Technical Assistant–Office of Construction Official	3
Telephone Operator	1
Violations Clerk	4

Schedule B: 2019 Salary Guide

GRADE	HIRING MINIMUM	I	J	K	L	M	N	MAXIMUM
1	\$29,202.71	\$31,607.68	\$34,012.65	\$36,417.61	\$38,822.58	\$41,227.55	\$43,632.52	\$46,037.49
2	\$31,541.06	\$34,157.43	\$36,773.80	\$39,390.18	\$42,006.55	\$44,622.92	\$47,239.29	\$49,855.66
3	\$34,109.34	\$36,957.90	\$39,806.46	\$42,655.02	\$45,503.57	\$48,352.13	\$51,200.69	\$54,049.25
4	\$36,935.38	\$40,039.23	\$43,143.07	\$46,246.92	\$49,350.77	\$52,454.62	\$55,558.46	\$58,662.31
5	\$40,043.80	\$43,428.49	\$46,813.19	\$50,197.88	\$53,582.58	\$56,967.27	\$60,351.96	\$63,736.66
6	\$43,466.21	\$47,159.63	\$50,853.05	\$54,546.47	\$58,239.88	\$61,933.30	\$65,626.72	\$69,320.14
7	\$47,229.58	\$51,262.40	\$55,295.22	\$59,328.05	\$63,360.87	\$67,393.69	\$71,426.51	\$75,459.33
8	\$51,367.88	\$55,774.81	\$60,181.74	\$64,588.67	\$68,995.60	\$73,402.53	\$77,809.46	\$82,216.39
3A	\$36,402.28	\$39,454.24	\$42,506.20	\$45,558.16	\$48,610.12	\$51,662.08	\$54,714.04	\$57,766.00
4A	\$39,428.68	\$42,753.74	\$46,078.80	\$49,403.87	\$52,728.93	\$56,053.99	\$59,379.05	\$62,704.11
5A	\$42,760.87	\$46,386.89	\$50,012.90	\$53,638.92	\$57,264.94	\$60,890.95	\$64,516.97	\$68,142.99
6A	\$46,425.83	\$50,382.43	\$54,339.03	\$58,295.63	\$62,252.23	\$66,208.83	\$70,165.42	\$74,122.02
7A	\$50,458.31	\$54,779.04	\$59,099.76	\$63,420.49	\$67,741.22	\$72,061.95	\$76,382.67	\$80,703.40
8A	\$59,894.58	\$63,901.19	\$67,907.81	\$71,914.42	\$75,921.03	\$79,927.64	\$83,934.26	\$87,940.87
1B	\$33,092.34	\$35,840.85	\$38,589.36	\$41,337.87	\$44,086.38	\$46,834.89	\$49,583.40	\$52,331.91
2B	\$35,761.39	\$38,751.59	\$41,741.79	\$44,732.00	\$47,722.20	\$50,712.40	\$53,702.60	\$56,692.80
3B	\$38,790.63	\$41,868.60	\$44,946.57	\$48,024.54	\$51,102.51	\$54,180.49	\$57,258.46	\$60,336.43
4B	\$41,931.35	\$45,477.99	\$49,024.64	\$52,571.28	\$56,117.93	\$59,664.57	\$63,211.21	\$66,757.86
5B	\$45,477.96	\$49,552.58	\$53,627.19	\$57,701.81	\$61,776.42	\$65,851.04	\$69,925.65	\$74,000.27

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
2C	\$47,307.73								
3C	\$49,432.62	\$54,876.27	\$57,641.71	\$60,407.15	\$63,368.59	\$63,829.89	\$66,778.19	\$69,121.79	\$71,454.59

4C	\$76,813.69
5C	\$82,574.72

BASE GRADE - 35 HOURS PER WEEK

A- 37.5 HOURS PER WEEK

B - 40 HOURS PER WEEK

1. The Mechanic in the Police Department shall receive an additional \$500 each year of the contract.

2. After an employee has been in the title of Assessing Aide for a period of two (2) years, he/she shall be placed in Grade 4A. After five (5) years of employment in the title of Assessing Aide, an employee shall be promoted to the title of Senior Assessing Aide.

3. Any employee promoted to a higher grade position shall receive the greater of 7.5% per grade or the minimum of the grade for the new position.

Schedule C: 2020 Salary Guide

GRADE	HIRING MINIMUM	I	J	K	L	M	N	MAXIMUM
1	\$29,786.76	\$31,739.21	\$34,275.72	\$36,812.22	\$39,348.73	\$41,801.79	\$44,254.86	\$46,958.24
2	\$32,171.88	\$34,299.88	\$37,058.69	\$39,817.51	\$42,576.32	\$45,245.02	\$47,913.72	\$50,852.77
3	\$34,791.53	\$37,112.33	\$40,115.31	\$43,118.30	\$46,121.28	\$49,026.81	\$51,932.34	\$55,130.24
4	\$37,674.09	\$40,206.83	\$43,478.29	\$46,749.74	\$50,021.19	\$53,187.12	\$56,353.04	\$59,835.56
5	\$40,844.68	\$43,610.60	\$47,177.40	\$50,744.20	\$54,311.00	\$57,763.38	\$61,215.77	\$65,011.39
6	\$44,335.53	\$47,357.69	\$51,249.16	\$55,140.64	\$59,032.11	\$62,799.40	\$66,566.69	\$70,706.54
7	\$48,174.17	\$51,478.00	\$55,726.42	\$59,974.84	\$64,223.26	\$68,336.74	\$72,450.21	\$76,968.52
8	\$52,395.24	\$56,009.71	\$60,651.55	\$65,293.38	\$69,935.22	\$74,430.28	\$78,925.35	\$83,860.72

3A	\$37,130.33	\$39,619.29	\$42,836.29	\$46,053.30	\$49,270.30	\$52,383.30	\$55,496.30	\$58,921.32
4A	\$40,217.25	\$42,932.90	\$46,437.11	\$49,941.33	\$53,445.54	\$56,837.11	\$60,228.67	\$63,958.19
5A	\$43,616.09	\$46,581.58	\$50,402.29	\$54,223.00	\$58,043.72	\$61,742.25	\$65,440.79	\$69,505.85
6A	\$47,354.35	\$50,594.21	\$54,762.58	\$58,930.96	\$63,099.33	\$67,135.06	\$71,170.79	\$75,604.46
7A	\$51,467.48	\$55,009.62	\$59,560.93	\$64,112.23	\$68,663.54	\$73,070.68	\$77,477.83	\$82,317.47
8A	\$61,092.47	\$64,152.45	\$68,410.32	\$72,668.20	\$76,926.07	\$81,012.82	\$85,099.56	\$89,699.69

1B	\$33,754.19	\$35,990.37	\$38,888.40	\$41,786.43	\$44,684.46	\$47,487.94	\$50,291.42	\$53,378.55
2B	\$36,476.62	\$38,913.57	\$42,065.75	\$45,217.93	\$48,370.11	\$51,420.12	\$54,470.12	\$57,826.66
3B	\$39,566.44	\$42,040.99	\$45,291.35	\$48,541.71	\$51,792.07	\$54,931.61	\$58,071.14	\$61,543.16
4B	\$42,769.98	\$45,668.73	\$49,406.11	\$53,143.49	\$56,880.87	\$60,498.45	\$64,116.03	\$68,093.02
5B	\$46,387.52	\$49,764.01	\$54,050.05	\$58,336.10	\$62,622.14	\$66,778.25	\$70,934.36	\$75,480.28

	Step1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
2C	\$48,253.88								
3C	\$50,421.27	\$55,973.80	\$58,794.54	\$61,615.29	\$64,635.96	\$65,106.49	\$68,113.75	\$70,504.23	\$72,883.68

4C	\$78,349.96
5C	\$84,226.21

BASE GRADE - 35 HOURS PER WEEK

A- 37.5 HOURS PER WEEK

B - 40 HOURS PER WEEK

1. The Mechanic in the Police Department shall receive an additional \$500 each year of the contract.

2. After an employee has been in the title of Assessing Aide for a period of two (2) years, he/she shall be placed in Grade 4A. After five (5) years of employment in the title of Assessing Aide, an employee shall be promoted to the title of Senior Assessing Aide.

3. Any employee promoted to a higher grade position shall receive the greater of 7.5% per grade or the minimum of the grade for the new position.

Schedule D: 2021 Salary Guide

GRADE	HIRING MINIMUM	I	J	K	L	M	N	MAXIMUM
1	\$30,382.50	\$32,373.99	\$34,961.23	\$37,548.46	\$40,135.70	\$42,637.83	\$45,139.96	\$47,897.40
2	\$32,815.32	\$34,985.87	\$37,799.86	\$40,613.86	\$43,427.85	\$46,149.92	\$48,871.99	\$51,869.83
3	\$35,487.36	\$37,854.57	\$40,917.62	\$43,980.66	\$47,043.71	\$50,007.35	\$52,970.99	\$56,232.84
4	\$38,427.57	\$41,010.97	\$44,347.86	\$47,684.74	\$51,021.62	\$54,250.86	\$57,480.11	\$61,032.27
5	\$41,661.57	\$44,482.81	\$48,120.95	\$51,759.08	\$55,397.22	\$58,918.65	\$62,440.09	\$66,311.62
6	\$45,222.24	\$48,304.84	\$52,274.14	\$56,243.45	\$60,212.75	\$64,055.39	\$67,898.02	\$72,120.67
7	\$49,137.65	\$52,507.56	\$56,840.95	\$61,174.34	\$65,507.72	\$69,703.47	\$73,899.22	\$78,507.89
8	\$53,443.14	\$57,129.91	\$61,864.58	\$66,599.25	\$71,333.92	\$75,918.89	\$80,503.86	\$85,537.93

3A	\$38,630.40	\$41,219.91	\$44,566.88	\$47,913.86	\$51,260.83	\$54,499.59	\$57,738.36	\$61,301.75
4A	\$41,021.60	\$43,791.55	\$47,365.85	\$50,940.15	\$54,514.45	\$57,973.85	\$61,433.24	\$65,237.35
5A	\$44,488.41	\$47,513.22	\$51,410.34	\$55,307.47	\$59,204.59	\$62,977.10	\$66,749.61	\$70,895.97
6A	\$48,301.44	\$51,606.09	\$55,857.84	\$60,109.58	\$64,361.32	\$68,477.77	\$72,594.21	\$77,116.55
7A	\$52,496.83	\$56,109.81	\$60,752.15	\$65,394.48	\$70,036.82	\$74,532.10	\$79,027.39	\$83,963.82
8A	\$62,314.32	\$65,435.50	\$69,778.53	\$74,121.56	\$78,464.59	\$82,633.07	\$86,801.55	\$91,493.68

1B	\$34,429.27	\$36,710.18	\$39,666.17	\$42,622.16	\$45,578.15	\$48,437.70	\$51,297.25	\$54,446.12
2B	\$37,206.15	\$39,691.84	\$42,907.07	\$46,122.29	\$49,337.52	\$52,448.52	\$55,559.53	\$58,983.19
3B	\$40,357.77	\$42,881.81	\$46,197.18	\$49,512.55	\$52,827.92	\$56,030.24	\$59,232.56	\$62,774.02
4B	\$43,625.38	\$46,582.11	\$50,394.24	\$54,206.37	\$58,018.49	\$61,708.42	\$65,398.35	\$69,454.88
5B	\$47,315.27	\$50,759.29	\$55,131.05	\$59,502.82	\$63,874.59	\$68,113.82	\$72,353.05	\$76,989.89

	Step1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
2C	\$49,218.96								
3C	\$51,429.70	\$57,093.28	\$59,970.43	\$62,847.60	\$65,928.68	\$66,408.62	\$69,476.03	\$71,914.31	\$74,341.35

4C	\$79,916.96
5C	\$85,910.73

BASE GRADE - 35 HOURS PER WEEK

A- 37.5 HOURS PER WEEK

B - 40 HOURS PER WEEK

1. The Mechanic in the Police Department shall receive an additional \$500 each year of the contract.

2. After an employee has been in the title of Assessing Aide for a period of two (2) years, he/she shall be placed in Grade 4A. After five (5) years of employment in the title of Assessing Aide, an employee shall be promoted to the title of Senior Assessing Aide.

3. Any employee promoted to a higher grade position shall receive the greater of 7.5% per grade or the minimum of the grade for the new position.