

1006

AGREEMENT

BETWEEN

**BOROUGH OF WATCHUNG
SOMERSET COUNTY, NEW JERSEY**

AND

**NEW JERSEY STATE POLICEMEN'S BENEVOLENT ASSOCIATION
WATCHUNG LOCAL NO. 193**

JANUARY 1, 1997 THROUGH DECEMBER 31, 1998

**LAW OFFICE:
RUDERMAN & GLICKMAN, P.C.
56 PARK PLACE
NEWARK, NEW JERSEY 07102-4302
(973) 624-7755**

gms
2
HA
del

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
I	PREAMBLE	1
II	RECOGNITION	2
III	MANAGEMENT RIGHTS	3
IV	GRIEVANCE PROCEDURE	5
V	SALARIES	12
VI	RETENTION OF BENEFITS	13
VII	MISCELLANEOUS PROVISIONS	14
VIII	DISCRIMINATION OR COERCION	15
IX	HOURS OF WORK AND OVERTIME	16
X	NO STRIKE PLEDGE	19
XI	FULLY BARGAINED PROVISIONS	21
XII	LONGEVITY AND DIFFERENTIAL	22
XIII	VACATIONS	23
XIV	HOSPITALIZATION AND INSURANCE	25
XV	MATERNITY LEAVE	26
XVI	POLICE VEHICLES	28
XVII	POLICE OFFICERS RIGHTS	29
XVIII	INSURANCE	32
XIX	DUES AND CHECK-OFF	33
XX	REPRESENTATION FEE	34
XXI	PROMOTIONAL PROCESS	37
XXII	ASSOCIATION REPRESENTATIVES	39

Shw
g
11
Shw

TABLE OF CONTENTS

(continued)

<u>ARTICLE</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
XXIII	POLICE OFFICERS DISCIPLINARY RIGHTS	40
XXIV	SICK LEAVE	42
XXV	PERSONAL LEAVE	44
XXVI	INJURY LEAVE	45
XXVII	WORK IN HIGHER RANK	48
XXVIII	CLOTHING ALLOWANCE	49
XXIX	HOLIDAYS	51
XXX	FUNERAL LEAVE AND DEATH BENEFIT	52
XXXI	SEPARABILITY AND SAVINGS	54
XXXII	DURATION OF AGREEMENT	55
	SCHEDULE A - SALARY	56

AW
J
AA
Jew

ARTICLE I

PREAMBLE

THIS AGREEMENT made effective this 1st day of January, 1997, between the BOROUGH OF WATCHUNG, hereinafter referred to as the "Borough," and NEW JERSEY STATE POLICEMEN'S BENEVOLENT ASSOCIATION, WATCHUNG LOCAL NUMBER 193, hereinafter referred to as the "Association" or "PBA."

WITNESSETH:

WHEREAS, the parties have carried on collective bargaining for the purpose of developing a contract covering wages, hours of work and other conditions of employment;

NOW, THEREFORE, in consideration of these promises and mutual agreements herein contained, the parties hereto agree with each other in respect to the employees of the Borough recognized as being represented by the Association as follows:

*Am
to
AA
Jew*

ARTICLE II

RECOGNITION

The Borough hereby recognizes the aforementioned Association as the exclusive representative for all of its patrol persons, sergeants, and all other officers in its police department in Watchung, New Jersey, but excluding the Chief of Police and all other employees.

9W
AA
JW

ARTICLE III

MANAGEMENT RIGHTS

A. The Borough hereby retains and reserves unto itself without limitation all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitutions of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

1. The executive management and administrative control of the Borough government and its properties and facilities, and the activities of its employees;

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

3. To suspend, demote discharge or take other disciplinary action according to law;

4. To promulgate, from time to time, rules and regulations relating to the operation of the Department.

5. To make all decisions relating to the performance of the Borough's safety, operations and other activities, including, but not limited to the methods, means, processes, materials, procedures and employees to be utilized;

6. To establish any new job classifications and job content and qualifications;

Handwritten initials: "AA" with a flourish below it.

7. To change the job content and duties of any classification;

8. To change, modify or promulgate reasonable rules and regulations; and

9. To assign work as it determines will benefit the Borough and/or the public it serves.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Borough, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States, and ordinances of the Borough of Watchung.

C. Nothing contained herein shall be construed to deny or restrict the Borough of its rights, responsibilities and authority under R.S. 40, 40A, or any other National, State, County or local laws or ordinances.

*gmn
AA
Jew*

ARTICLE IV

GRIEVANCE PROCEDURE

A. The purpose of this Article is to set forth a grievance procedure by means of which employees governed by this Agreement, or the Association as representative of such employees, may appeal the interpretation, application or violation of policies, agreements, and administrative decisions affecting them. In order for an employee and/or Association to proceed to binding arbitration, the grievance must be a controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement. All other grievances shall terminate with advisory arbitration.

Step One

An officer with a grievance shall first discuss it with his immediate supervisor either directly or through the Association's designated representative for the purpose of resolving the matter informally. A grievance must be presented at this Step within twenty (20) days from the date of occurrence of the facts which gave rise to the grievance. If it is not presented within the aforementioned time period, it shall not thereafter be considered a grievance under this Agreement. When the Association initiates the grievance, the Policemen's Benevolent Association has twenty (20) days from the date of occurrence of the facts which give rise to the grievance to present the grievance to the Chief of Police as outlined in Step Two of the Grievance Procedure. If the Association does not present the grievance within the

YMM
&
AA
Jed

aforementioned time period, it shall not thereafter be considered a grievance under this Agreement.

Step Two

If the aggrieved party is not satisfied with the disposition of his grievance at Step One, or if no decision has been rendered within ten (10) working days after presentation of that grievance at Step One, he may, within ten (10) working days from the answer at Step One or from the expiration of the time for answer, file a written grievance with the Chief of Police, or, in his absence, the Deputy Chief of Police (or other designee of the Chief). The written grievance at this step shall, to the extent possible, describe the relevant facts and a summary of the preceding oral discussion, state the applicable section(s) of the contract allegedly violated and the remedy requested by the grievant. The written submission at this Step is for information purposes only, and shall not preclude the grievant or the Association from presenting additional facts and/or arguments at any subsequent Step in this Grievance Procedure.

A meeting on the written grievance shall be held within five (5) working days of the filing of the written grievance with the Chief of Police or his designated representative, the aggrieved party and the Association's designated representative. A decision thereon shall be rendered in writing by the Chief of Police or his designated representative within five (5) working days after the holding of such meeting.

Sum

AA
See

Step Three

Within ten (10) working days from the receipt of the Step Two answer, or if no written decision has been rendered within ten (10) working days after the presentation of the grievance at Step Two, then within ten (10) working days from the expiration of said time period, the matter may be referred by the Association or by its designated representative to the Chairman of the Police Board. A meeting on the grievance shall be scheduled within five (5) working days from the receipt of the grievance between the Association and the Chairman of the Police Board, and the meeting shall take place within twenty (20) working days from such receipt. The meeting shall not be held publicly unless the parties so agree in writing. The Chairman of the Police Board shall render a final written decision within fifteen (15) working days of the date of the meeting.

The submission at this Step shall include copies of all correspondence previously submitted at each and every step below relating to the matter in dispute. The written submission at this Step is for information purposes only, and shall not preclude the grievant or the Association from presenting additional facts and/or arguments at any subsequent Step in this Grievance Procedure.

Step Four

In the event the aggrieved person is not satisfied with the decision of the Chairman of the Police Board, within ten (10) working days from receipt of the Step Three answer, or if no written decision has been rendered within fifteen (15) working days

*Sum
of
AA
Jed*

after the hearing of that grievance at Step Three, then within ten (10) working days from the expiration of the said fifteen (15) day period, the matter may be referred to the Association or by its designated representative to the Mayor and Council through the Borough Clerk. The submission at this Step shall include copies of all correspondence previously submitted at each and every step below relating to the matter in dispute. The written submission at this Step is for information purposes only, and shall not preclude the grievant or the Association from adding to this submission at any subsequent Step in this Grievance Procedure.

If the grievance is received by the Borough Clerk at least ten (10) working days prior to the next regularly scheduled Council meeting, then a meeting on the grievance shall be held between the Association and the Mayor and Council at the regular Council meeting. If received by the Clerk less than ten (10) working days from the next regular Council meeting, then the meeting shall be scheduled at the second regularly scheduled Council meeting. The parties may be represented at said meeting. Said meeting shall not be held publicly unless the parties so agree in writing. The Mayor and Council shall render a final written decision within fifteen (15) working days of the date of the meeting.

B. 1. In the event the grievance is not resolved at Step Four, or if no decision has been rendered within ten (10) working days after the hearing in Step Four, then within thirty (30) days

SM
SK
AA
Jee

from receipt of the answer or expiration of said ten (10) days, either party may request in writing that said grievance shall be referred for arbitration.

2. Any party wishing to move 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 Borough and the Association. If the Borough and Association cannot mutually arrive at a satisfactory arbitrator within twenty (20) 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 Public Employment Relations Commission of the State of New Jersey which might be pertinent and render his award in writing which shall be final and binding upon the parties. The cost of the arbitrator's fee shall be borne equally by the Borough and the Association. Any steward or officer of the Association required in any of the above grievance procedures to settle disputes on any arbitration shall be released from work without loss of pay for such purpose. In the event the Public Employment Relations Commission is not able to provide the required service, the New Jersey State Board of Mediation will be used. The cost of filing fees, if any, shall be charged and assumed by the party filing the grievance. The arbitrator shall have no authority to alter, amend, add to or detract from this Agreement.

gaw
et
AA
JW

C. 1. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, then the grievance shall be deemed to have been abandoned. If any grievance is not processed to the next succeeding Step in the Grievance Procedure after receipt of a denial of said grievance, then the disposition of the grievance at this last preceding Step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for decision at any Step in the Grievance Procedure, then the grievant has the option of deeming the grievance to have been denied or awaiting the decision at the respective step. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits for processing the grievance at any Step in the Grievance Procedure.

2. The time limit specified in the grievance procedure shall be construed as maximum. However, these may be extended upon mutual agreement between the parties. During the course of negotiations for the 1982-83 Agreement, the parties agreed to provide for binding as opposed to advisory arbitration of grievances and to delete a retention of benefits article. However, the deletion of the retention of benefits article is not intended to preclude either party from making conventional "past practices" arguments in those situations where such arguments are normally made.

D. Any employee may be represented at all stages of the grievance procedure by himself, or, at his option, by a

SMW
RA
Jew

representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and state its views at all stages of the grievance procedure. However, in the event the Association is not present after final determination at Step Four, if such final determination is made, the Association will promptly receive a copy of the employee's written grievance and a copy of the final determination thereof.

E. Probationary personnel may be dismissed during the probationary period at the discretion of the Borough, as a right reserved to it, without the necessity of conferring with the Association.

SMW
AA
Jew

ARTICLE V

SALARIES

A. Effective January 1, 1997 and continuing for a two (2) year period terminating December 31, 1998, the Salary Schedule for all officers recognized as being represented by the Association shall be as set forth in Schedule A, which is attached hereto and made a part hereof.

B. Salaries shall be paid twice a month on the 15th of the month and the last day of the month. All overtime for the previous period shall be paid in a separate check in the next succeeding pay period.

Sam
AA
SW

ARTICLE VI

RETENTION OF BENEFITS

A. It is specifically understood that the "Police Package" items on police vehicles shall not be considered to be a benefit by the parties.

B. Officers who retire as permitted by the State of New Jersey Division of Pensions and the Police and Firemen's Pension System of the State of New Jersey, and where said officer has a minimum of twenty-five (25) years of continuous service credited under such retirement plan, shall have their health insurance benefits continued as provided under the New Jersey State Health Benefits Program, including group hospital, medical and surgical coverage, with the premium or periodic charges paid by the Borough of Watchung from funds appropriated for such purposes.

*SM
AA
Jue*

ARTICLE VII

MISCELLANEOUS PROVISIONS

A. The Borough will provide legal aid to all personnel covered by this Agreement to the extent that may be required by law.

B. In addition to the employee's service revolver, an employee may carry a second concealable weapon upon approval of and with permission of the Chief of Police.

*Sam
AA
du*

ARTICLE VIII

DISCRIMINATION OR COERCION

A. There shall be no discrimination, interference or coercion by the Borough or any of its agents against the employees represented by the Association because of membership or activity in the Association. The Association or any of its agents shall not intimidate or coerce employees into membership. Neither the Borough nor the Association shall discriminate against any employee because of race, creed, color, age, sex or national origin.

5/11/11
JCS

ARTICLE IX

HOURS OF WORK AND OVERTIME

A. The work day shall consist of eight (8) hours. The work week shall consist of forty (40) hours per week. This Section shall apply to all non-Patrol Officers only. The provision relating to Patrol Officers is contained in the attached Memorandum of Understanding attached as an addendum to this Agreement.

B. The work schedule shall be posted two (2) weeks in advance.

C. It is understood that the present ten (10) minute early reporting time for shift preparation, dissemination of information and vehicle transfer, with the actual shift commencing on the hour and terminating on the hour after an eight (8) hour shift as follows:

Tour #3	0650 - 1500
Tour #2	1450 - 2300
Tour #1	2250 - 0700

This Section shall apply to all non-Patrol Officers only. The provision relating to Patrol Officers is contained in the attached Memorandum of Understanding attached as an addendum to this Agreement.

D. Employees who are required to remain on telephone standby shall be paid at the rate of one (1) hour overtime for each three (3) hours of standby time that is directed by executive order of the Mayor or order of the Chairman of the Police Board, Chief of Police, or in his absence, the person acting in same capacity. A minimum of one (1) hour overtime will be paid for every day the

*SMW
JA
JW*

officer is on call. An officer on standby over three (3) hours will be paid half-time for every hour over three hours.

E. Police Officers shall be permitted to take their meal break at home if said home is within one (1) mile from the Borough border. If said home is in excess of one (1) mile and not more than two (2) miles, then approval must be obtained from the Chief of Police.

F. In the event a Police Officer is called to work during other than regularly scheduled hours (but not including any hours directly contiguous to normally scheduled hours) he shall be provided a minimum of two (2) hours pay in lieu thereof at the time and one-half (1-1/2) rate regardless of the time needed to complete the task, even if task is completed in less than two (2) hours.

G. Employees may voluntarily switch shifts amongst themselves, provided advance approval is obtained from the Chief or, in his absence, his designee.

H. Employees shall be compensated at the rate of one and one-half (1-1/2) times their regular rate of pay for overtime work under the following conditions:

1. All assigned work in excess of eight (8) hours on any scheduled eight (8) hour work day. This Section shall apply to all non-Patrol Officers only. The provision relating to Patrol Officers is contained in the attached Memorandum of Understanding attached as an addendum to this Agreement.

2. All assigned work in excess of forty (40) hours in any one (1) week. This Section shall apply to all non-Patrol

*SMW
AA
SMW*

Officers only. The provision relating to Patrol Officers is contained in the attached Memorandum of Understanding attached as an addendum to this Agreement.

SMW
22
HT
Jee

ARTICLE X

NO STRIKE PLEDGE

A. The Association covenants and agrees that during the term of this Agreement the Association will not cause, authorize, or support any strike (i.e., the concerted failure to report for duty, or willful absence of an employee from his position, 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 Borough. In the event the Association or any Association member takes part in any strike, or activity aforementioned, the Association agrees that such action will constitute a material breach of this Agreement, as to any parties taking part therein.

B. The Association agrees that it will take or cause to be taken reasonable and prompt procedures and actions to prevent its members from participating in any strike, work stoppage, slowdown or other activity aforementioned. The Association actions will include publicly disavowing such activities and order all such members who participate in such activities to cease and desist from same immediately and to return to work along with other steps, if any, as may be necessary.

C. In the event of a strike, slowdown, walkout or job action, it is covenanted and agreed that participation in any such activity by any Association member shall be deemed grounds for disciplinary action, including possible termination of employment of such employee or employees.

Handwritten initials/signature

D. Nothing contained in this Agreement shall be construed to limit or restrict the Borough or the Association in their 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 a breach by the Association, its members or the Borough.

SMW
AA
SMW

ARTICLE XI

FULLY BARGAINED PROVISIONS

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

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

4/11/11
2/11/11
11/11/11
11/11/11

ARTICLE XII

LONGEVITY AND DIFFERENTIAL

A. All full-time regular Police Officers of the Watchung Borough Police Department hired before January 1, 1994 are entitled to longevity payments according to the schedule:

<u>Years of Service</u>	<u>Longevity</u>
After 5 years of service	2% increase above base pay
After 10 years of service	4% increase above base pay
After 15 years of service	6% increase above base pay
After 20 years of service	8% increase above base pay
After 25 years of service	10% increase above base pay

Longevity payment shall be added to the employee's base salary and paid within the regular paycheck.

B. The differential for detectives is in the amount of \$500.00. This differential of \$500.00 is to be paid semiannually in equal installments on June 15 and December 15 of each year. Any service on a basis other than permanent will not be entitled to any portion of this differential.

*SMI
PA
Jew*

ARTICLE XIII

VACATIONS

A. All full-time employees of the Department who are covered by this Agreement shall be entitled to the following vacations:

1. After completion of one (1) year of employment: ten (10) working days vacation.

2. After completion of two (2) years of employment: fifteen (15) working days vacation.

3. After completion of six (6) years of employment: sixteen (16) working days vacation.

4. One (1) working day shall be added to vacation after completion of each succeeding year until a total of twenty-five (25) working days off is reached after fifteen (15) years.

This Section shall apply to all non-Patrol Officers only. The provision relating to Patrol Officers is contained in the attached Memorandum of Understanding attached as an addendum to this Agreement.

B. Police Officers shall be allowed to take vacations when earned subject to the reasonable discretion of the Chief of Police to assure adequate continuous services.

C. Police Officers shall take their vacations at their scheduled time. If the police officer is required by the Chief of Police to work during his/her vacation period, or if the police officer is unable to use the full allotment of vacation days in the calendar due to manpower requirements, and a mutually acceptable re-scheduled vacation period cannot be agreed upon, then the police

SNW
PA
SW

officer shall be permitted to carry over to the following year that portion of vacation which he/she was unable to take. The unused vacation carried over, referred to in this Section, must be taken during the year of carry over. If the police officer fails to schedule the unused vacation carried over, the Borough has the option of scheduling the police officer's unused vacation carried over, allowing the police officer to carry over said unused vacation into the next calendar year, or paying the police officer for said unused vacation at the end of the year.

D. At the discretion of the police officer, vacation days may be taken in single day units, however, said approval must be obtained from the Chief. It is understood that requests for single day units will not be unreasonably denied by the Chief. Subject to the reasonable discretion of the Chief of Police, police officers shall not take more vacation days than their yearly allotment in any calendar year.

E. Initial vacation selection shall be on a seniority basis. Additional vacation selection shall be on the basis of reverse seniority pursuant to existing practices.

F. An employee who terminates his employment with the Borough, or whose employment is terminated by the Borough, shall be entitled to vacation time and/or vacation pay on a pro-rata basis as well as payment for any accrued vacation days.

*SMW
2
11
12*

ARTICLE XIV

HOSPITALIZATION AND INSURANCE

A. The Borough shall continue to provide enrollment in the New Jersey State Health Benefits Programs or an equivalent program providing the same benefits, for all employees and their families. Coverage shall consist of health, hospital, Rider J, major medical and any other benefits as provided by said plan. All costs and charges in connection with said program shall be borne by the Borough.

B. The Borough shall continue to provide for each employee the current group life insurance coverage of Five Thousand Dollars (\$5,000.00). All costs and charges in connection with said policy shall be borne by the Borough.

C. The Borough agrees to provide a dental program with family coverage if applicable, effective April 1, 1989, to be equivalent to Plan I in the proposal dated February 13, 1989 from Bollinger Insurance. The costs of said program shall be borne by the Borough.

SMU
AA
Jew

ARTICLE XV

MATERNITY LEAVE

A. 1. Requests from pregnant employees for leave of absence, on account of child rearing, preparation of childbirth, or adoption, shall be acted upon individually by the Borough Council on the recommendation of the Chief of Police.

2. Extended leaves for preparation of childbirth, child rearing or adoption shall run from their commencement date for a maximum period of sixty (60) days. Such leaves for child rearing or adoption may be extended upon application and approval by the Council for a subsequent sixty (60) day period. No further extensions shall be granted.

B. 1. Any pregnant employee may apply to the Borough Council for a disability leave of absence and shall be granted the leave. The leave dates shall be supported by a physician's certificate which shall allow for disability twenty (20) work days before and twenty (20) work days after the anticipated date of birth.

2. A pregnant employee may request more or less than twenty (20) work days before and after the anticipated date of birth upon a specific physician's certificate supporting same.

3. Accumulated sick days may be utilized during the disability period only.

4. The approved disability leave shall be extended for unanticipated disability related to the childbirth upon provision of a physician's certificate.

Handwritten initials/signature

5. The Borough Council retains the right to confirm the conclusion of any physician's certificate provided under this Article by having the employee examined by their own physician. If the two physicians disagree, they shall choose a third physician who shall examine the employee and whose decision shall be final and binding upon the parties.

6. A probationary employee shall only be entitled to a leave up to the expiration of the probation period.

7. A pregnant employee may be relieved from duty because her work performance has noticeably declined due to health reasons and she cannot obtain a physician's certificate that she is medically able to continue working, or for other reasons under law. No pregnant employee may be relieved from duties solely on the fact that she is pregnant or that her pregnancy has reached a specific number of months.

8. All leaves of absence, under this Article, shall be without pay, except for disability periods under paragraph B.

C. The Borough will comply with all provisions of the New Jersey and United States laws guaranteeing employees the right to family leave.

SW
AA
SW

ARTICLE XVI

POLICE VEHICLES

A. All police vehicles purchased after the date hereof shall include AM/FM radios and air conditioners.

B. A police vehicle shall, if possible, be made available for employees who must appear in court or are ordered to attend schools, seminars, or other official functions on behalf of the Borough. If a car is unavailable, an employee shall be reimbursed for the use of his or her own vehicle at the reimbursement rate set by the Internal Revenue Service.

Handwritten initials/signature in the top right corner.

ARTICLE XVII

POLICE OFFICERS RIGHTS

A. No more than three (3) designated representatives of the Association at a time shall be permitted time off to attend mutually scheduled negotiating sessions and grievance sessions, provided that the Chief of Police, or his designated representative, be given reasonable prior notice of the request, and that the efficiency of the police department is not adversely affected thereby.

B. A police officer shall have the right to inspect his or her personnel file within a period of forty-eight (48) hours after the request is made, and at a reasonable time, provided that the Chief of Police or his designated representative, is present at the time of inspection.

C. The Borough agrees to notify the individual police officer if any material derogatory to the employee is placed in his/her personnel jacket within forty-eight (48) hours. The police officer shall initial such material to signify that he/she has seen it.

D. The Borough shall provide filing cabinets sufficient to allow each patrolman one drawer for storage of duty related paperwork.

E. 1. There shall be only one (1) official employee personnel file for each employee, which shall be retained and maintained at headquarters by staff as designated by the Chief of Police. It is understood, however, that the Borough Clerk may keep

SMW
SA
AA
Jew

a separate file consisting of payroll, attendance, employment and other information necessary to perform the functions of his/her office.

2. Employee personnel files shall not be forwarded to individuals outside the Borough, nor shall such outsiders have access to said files. (Specifically excepted, however, are other Governmental agencies which require personnel information).

3. In the event an employee has been charged with an offense and is found not guilty after an administrative hearing, or, in the event the results of such a hearing are appealed, then after the proceedings are finally reversed by a Court of competent jurisdiction, then those charges and specifications which were originally made, and which the employee was finally adjudged "not guilty" of, shall be removed from the employee's official personnel file, at his option. This shall not preclude the information being maintained by the Chief, however, in such other manner or place as he may determine.

F. 1. The employment of an officer's wife, husband or children does not have to be reported to the Department unless specifically requested by the Chief upon stated good cause.

2. Employees may accept and be employed in any off-duty occupation which is not in violation of law or of rules or of procedures. No permission slip shall be required from the Borough as a condition for securing or maintaining outside employment, as long as the employee notified the Chief of the acceptance of said employment.

*SMW
2/17
du*

G. 1. The Borough or Department shall not reveal the residence address or telephone number of an employee or any family member to any private person or institution.

2. All reports which may be revealed to the public or other agencies shall reflect the member's departmental address in the place of his residence.

3. Neither the Borough nor its agent shall release a roster of police employees.

H. Whenever an employee's pay reflects deductions other than the usual for State and Federal taxes, pensions, loans, union dues, savings bonds, and other routine deductions, the employee shall receive a written explanation of said deductions. Such explanation shall provide the reasons, the amounts, and the authority for making said deductions.

SMW
[Signature]

ARTICLE XVIII

INSURANCE

A. The Borough agrees to continue to provide the current insurance policy with regard to personal injury liability, false arrest, libel, slander, defamation, violation of right of privacy, detention or imprisonment, malicious prosecution, wrongful entry or eviction or other invasion of right of private occupancy for the duration of this Agreement.

B. The Borough reserves the right to change insurance carriers, or programs, at its option provided that the present level of coverage is at least maintained.

*SM
AT
JW*

ARTICLE XIX

DUES CHECK-OFF

A. The Borough agrees to deduct from the salaries of its employees covered by this Agreement dues which said employees individually and voluntarily authorize the Borough to deduct. Such deductions shall be made in compliance with Chapter 233, New Jersey Public Laws of 1969, N.J.S.A. (R.S.) 52:14-15.9e.

B. If during the life of this Agreement there should be any change in the rate of membership dues, the Association shall furnish to the Borough written notice sixty (60) days prior to the effective date of such change.

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

D. The above deductions should be paid to the Association quarterly.

E. In addition, the Borough shall make deductions for a savings bond program and a credit union if requested in writing by the individual police officers.

SMW
2
AA
Jew

ARTICLE XX

REPRESENTATION FEE

A. If any covered employee does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Prior to the beginning of each membership year, the Association will notify the Borough in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to eighty-five percent (85%) of that amount.

C. 1. Once during each year covered in whole or in part by this Agreement, the Association will submit to the borough a list of those employees who have not become members of the Association for that year. The Borough will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and will transmit the amount so deducted to the Association.

2. The Borough will deduct the representation fee in equal installments as nearly as possible, from the paychecks paid

SM
9
AA
JW

to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid.

a. Within thirty (30) days after receipt of the aforesaid list by Borough; or

b. Thirty (30) days after the employee begins his or her regular full-time employment in a bargaining unit position.

3. Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

4. The Association will notify the Borough in writing of any changes in the list provided for in paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deduction made more than thirty (30) days after the Borough received said notice.

5. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13-5.5(c) and 5.6, and membership in the Union shall be available to all employees in the Association on an equal basis at all times. In the event the Association fails to maintain such system or if membership is not so available the borough may immediately cease making said deductions.

6. The Association shall make a copy of the demand and return system and revisions available to the Borough.

SM
2
A
See

7. The Association shall indemnify, defend and save the Borough harmless from any claims raised against it by an employee as a result of fulfilling its obligations under this Article, including but not limited to, paying actual attorneys' fees and/or legal damages.

Handwritten initials/signature

ARTICLE XXI

PROMOTIONAL PROCESS

A. For any promotion within the Watchung Police Department except rank of Chief, a Promotional Examination shall be given and the following items will be made known to the officers prior to their taking the examination:

1. The amount of time from the announcement of the proposed examination until the examination date will be a minimum of one (1) month.

2. The eligibility requirements needed to take the examination and the requirements needed to obtain the rank shall be posted.

3. The length of time that the grade received is valid for consideration of future rank shall be posted.

4. The answer sheet of such officer taking the test will be retained in their personnel files.

5. Prior to the start of the examinations, the value of the following items will be posted:

- a. written test;
- b. oral test;
- c. departmental evaluation; and
- d. any other factors which will have a bearing upon the final grade received by the officer.

Handwritten initials/signature

B. The maximum time between each section of the Promotion Examination will be ten (10) working days and each officer will be advised by the Chief of Police as to the grade received from each part of said examination.

*gmu
2/11
AW
AW
AW*

ARTICLE XXII

ASSOCIATION REPRESENTATIVES

A. The Borough agrees to grant time off without any loss of regular pay or compensatory time to any employees designated by the Association to attend any State or National Convention of the Association, provided seventy-two (72) hours written notice is given to the Chief. No more than three (3) police personnel, consisting of one (1) delegate and two (2) alternate delegates, shall be granted time off at any one time.

B. The Borough agrees to grant time off without any loss of regular pay or compensatory time to the designated delegate of the Association to attend monthly State meetings, County meetings and other authorized State Association meetings.

C. The Association will make available a list of officers and delegates or alternate delegates as they are elected or appointed to the Mayor and Council.

Handwritten initials/signature

ARTICLE XXIII

POLICE OFFICERS DISCIPLINARY RIGHTS

A. In an effort to insure that departmental investigations are conducted in a manner which is conducive to good order and discipline, the following rules are hereby adopted:

1. The questioning of a member of the force shall be at a reasonable hour, preferably when the member of the force is on duty, unless the exigencies of the investigation dictate otherwise.

2. The questioning shall take place at a location designated by the Chief of Police. Usually it will be at Police Headquarters or the location where the incident allegedly occurred.

3. The member of the force shall be informed of the nature of the investigation before any questioning commences. Sufficient information to reasonably apprise the member of the allegations should be provided. If it is known that the member of the force is being questioned as a witness only, he shall be so informed at the initial contact.

4. The questioning shall be reasonable in length. Ten (10) minutes of time shall be provided for personal necessities, meals, telephone calls, and rest periods at the end of every three (3) hours.

5. The member of the force shall not be subject to any offensive language, nor threatened with transfer, dismissal or other disciplinary punishment. No promise of reward shall be made as an inducement to answering questions.

Handwritten initials/signature

6. At every stage of the proceedings, the Department shall afford an opportunity for a member of the force, if he so requests, to consult with counsel and/or his Association representative before being questioned concerning a violation of the Rules and Regulations during the interrogation of a member of the force, which shall not delay the interrogation beyond one (1) hour for consultation with his Association representative, nor more than two (2) hours for consultation with his attorney. However, this paragraph shall not apply to routine day-to-day investigations.

7. In cases other than departmental investigations, if a member of the force is under arrest or if he is a suspect or the target of a criminal investigation, he shall be given his rights pursuant to the current decisions of the United States Supreme Court.

8. Nothing herein shall be construed to deprive the Department or its officers of the ability to conduct the routine and daily operations of the Department.

B. Discipline shall be carried out in accordance with N.J.S.A. 40A:14-147.

sm
21
AW
SW

ARTICLE XXIV

SICK LEAVE

A. Each employee covered by this Agreement shall be entitled to fifteen (15) sick days during each calendar year of this Agreement; however, probationary employees shall receive such sick leave on a prorated basis depending on their months of service. This Section shall apply to all non-Patrol Officers only. The provision relating to Patrol Officers is contained in the attached Memorandum of Understanding attached as an addendum to this Agreement.

B. Sick days granted but not used may be credited to the employee for further use, and there shall be a limit on the maximum accumulation of two hundred sixty (260) days. This Section shall apply to all non-Patrol Officers only. The provision relating to Patrol Officers is contained in the attached Memorandum of Understanding attached as an addendum to this Agreement.

C. Unused sick leave shall be paid for on retirement to the employee, at the rate earned, at the rate of one (1) day to be paid for every two (2) days accumulated, up to a total of sixty (60) days paid for, one hundred twenty (120) days accumulated. This Section shall apply to all non-Patrol Officers only. The provision relating to Patrol Officers is contained in the attached Memorandum of Understanding attached as an addendum to this Agreement.

D. Job related illnesses and injuries which necessitate sick days are not to be covered by the terms of this Article, but are to be covered by the terms of Article XXVI, Injury Leave.

SM
JK
JEW

E. If an employee works for up to four (4) hours of his/her scheduled work day, he/she shall be charged with only one-half (1/2) day of sick day usage. If he/she works over four (4) hours he/she shall not be charged with sick day usage for that day. This Section shall apply to all non-Patrol Officers only. The provision relating to Patrol Officers is contained in the attached Memorandum of Understanding attached as an addendum to this Agreement.

SMW
2/11
JW

ARTICLE XXV

PERSONAL LEAVE

A. In addition to the sick days granted herein, each employee shall be entitled to two (2) personal leave days per year which shall be non-cumulative. Employees must provide two weeks advance notice to the Chief in order to utilize the personal day. If less than two (2) weeks notice is given, days may only be utilized at the discretion of the Chief. This Section apply to all non-patrol officers only. The provision relating to Patrol Officers is contained in the attached Memorandum of Understanding attached as an addendum to this Agreement.

SM
9/21
JAW

ARTICLE XXVI

INJURY LEAVE

A. 1. In the event an employee becomes disabled by reason of service-connected injury or illness and is unable to perform their duties, then in addition to any sick leave benefits otherwise provided for herein, they shall be entitled to full pay for a period of up to one (1) year. In the event an employee is granted said injury leave, the Borough's sole obligation under this Article shall be to pay the employee the difference between his regular pay and any compensation, disability, or other payments received from other sources. At the Borough's option, the employee shall either surrender said payments in which case the employee shall be paid his/her full salary and compensation on a bi-weekly basis, or the Borough shall pay the difference between full salary and compensation and the amount received from the aforesaid sources.

2. If an employee returns to work from injury leave after less than one (1) year from the date of starting said leave, he/she may return to injury leave for the same injury for an additional period of time which, when added to the initial period of injury leave, totals no more than one (1) year.

3. When an employee returns from injury leave, he shall be entitled to a new period of injury leave for a period of up to one (1) year if the employee submits a new injury claim due to an independent event causing re-injury or a new injury.

B. When an employee requests injury leave and said request is disputed by the Borough, they shall be placed on "conditional

*gww
of
A
see*

injury leave" until a determination of whether or not an injury or illness is work related and the employee is entitled to injury leave is initially made by the Borough's Workmen's Compensation carrier, with the final determination, if necessary, to be made by the Workmen's Compensation Bureau or Court. During said "conditional injury leave" period, the employee shall be paid as if on full injury leave pursuant to the provisions of Section A of this Article. However when and if it is finally determined that the injury or illness is not work related and that the employee is not entitled to job injury compensation, the employee shall be denied injury leave and shall have all time off charged against his or her accumulated sick time and, if necessary, against any other accumulated leave time. If the employee does not have enough accumulated time off, he or she shall be advanced sick time to cover the absence. If the employee leaves the employ of the Borough prior to reimbursing the Borough for such advanced time, the employee shall be required to reimburse the Borough for such advanced time.

C. Any employee who is injured, whether slight or severe, while working, must make an immediate report within the normal work shift, or as soon thereafter as possible, to the Chief of Police or their immediate supervisor. Failure to file a report may be used to evaluate the credibility of the claim of work related injury, but failure to file shall not disqualify the employee from benefits.

Handwritten initials/signature

D. The employee shall be required to present evidence by a certificate of a physician designated by the insurance carrier that he is unable to work, and the Borough may reasonably require the employee to present such certificate from time to time.

E. The continuation of benefits for any work related injury shall be evaluated consistent with workers compensation laws of the State of New Jersey. Nothing herein shall preclude the employee from receiving temporary workers compensation benefits for a period that exceeds one year for one injury; however, the Borough shall not be required to make any disability payments under this agreement for injury leave in excess of the one year period.

Handwritten signature

ARTICLE XXVII

WORK IN HIGHER RANK

A. Police Officers who work in the capacity of Acting Sergeant or Watch commander shall be paid at a Sergeant's rate of pay for the time worked in that capacity. To qualify, however, the patrolman must work a minimum of one-half (1/2) shift in the elevated position during a calendar week beginning Monday and ending Sunday. The designation of patrolmen to work in the capacity of Acting Sergeant or Watch Commander shall be made by the Chief of Police, or in his absence, the person acting in the same capacity.

SMW
ZAT
JEW

ARTICLE XXVIII

CLOTHING ALLOWANCE

A. The uniform allowance shall be six hundred fifty dollars (\$650.00) per year.

B. In addition to the uniform allowance as provided in Section A above, the maintenance allowance will be two hundred fifty dollars (\$250.00) per year.

C. The Borough will replace or reimburse for any uniform or civilian clothing damaged or destroyed while on duty, provided the claim is reported to the Chief of Police, or his designee, immediately following the tour of duty. The Chief of Police will have the final determination as to the validity of the claim.

D. The amounts in Sections A and B above shall be pro-rated in accordance with the actual working time during the year.

E. The amounts in Sections A and B above shall be paid on June 15th of each year.

F. All full time officers shall be issued, at the expense of the Borough, a soft body armor vest having a Level II or equivalent. The officer shall have full discretion in regard to the Level II brand of vest to be purchased, whether it be Second Chance, Point Blank or similar brand name. Upon the expiration date of each vest the Borough shall replace same, at its own cost and expense. Officers who have acquired a soft body armor vest prior to August 1, 1990 shall have the vest replaced upon its documented expiration date, at the expense of the Borough. In the event an officer desires to purchase a soft body armor vest, other

than a Level II, the Borough's obligation to pay for same shall not exceed the cost of a Level II vest. The officer shall have the obligation to pay for any excess cost. In the event during the term of this Agreement or any renewal thereof, the Borough adopts a standard other than a Level II vest, than said standard as it is applicable, as set forth in this paragraph, shall be modified accordingly. Officers who have been issued a soft body armor vest at the expense of the Borough shall be required to wear said vest while on patrol.

*Sam
es
AM
de*

*smw
9/11
Jew*

ARTICLE XXIX

HOLIDAYS

A. The following shall be recognized as paid holidays:

- | | |
|--------------------------|-------------------------|
| New Year's Day | Labor Day |
| Martin Luther King's Day | Columbus Day |
| President's Day | General Election (Nov.) |
| Good Friday | Thanksgiving Day |
| Memorial Day | Christmas Day |
| Independence Day | Veteran's Day |

B. The Association shall be entitled to be paid under the current system of payment for all legal holidays enjoyed by any other Borough employee.

C. All holidays shall be paid in one lump sum on November 15th, except Thanksgiving and Christmas which shall be paid during December.

*Sm
2
AA
Jew*

ARTICLE XXX

FUNERAL LEAVE AND DEATH BENEFIT

A. An employee shall be entitled, in case of death of an immediate member of his/her family or spouse's family, to a maximum of three (3) days of absence with pay upon approval from the chairman of the committee of the Borough Council having supervision over the employee's department. An immediate member of the family is defined as spouse, parent, child, sister, or brother, mother-in-law or father-in-law and employee's grandparents. In addition, in the event of death of a parent, spouse or child, the employee shall be entitled to an additional funeral leave day with pay. Funeral leave must commence between the day of death and the day of the funeral and be completed within two (2) weeks of the commencement unless otherwise authorized by the Chief of Police or his designee, which authorization shall not be unreasonably denied.

B. In the event of the death of a relative who resides with the employee, other than an immediate member of the family as above defined, the Borough may grant a three (3) day leave of absence with pay, upon application and such application shall not be unreasonably denied. Said funeral leave must commence between the day of death and the day of the funeral, and be completed within two (2) weeks of the commencement unless otherwise authorized by the Chief of Police or his designee, which authorization shall not be unreasonably denied.

C. In the event a police officer should be killed while acting in his official capacity in the line of duty, the Borough

*Some
as
the
new*

shall provide a death benefit to the officer's family of up to Two
Thousand Dollars (\$2,000.00) to help defray funeral expenses.

*Shil
22
AT
Jew*

ARTICLE XXXI

SEPARABILITY AND SAVINGS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby, and shall continue in full force and effect.

gmu
92
lee

ARTICLE XXXII

DURATION OF AGREEMENT

THIS AGREEMENT shall be effective January 1, 1997 and shall terminate on December 31, 1998.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures.

ATTEST:

BOROUGH OF WATCHUNG

Adele Widin
Adele Widin, Borough Clerk

By: *Anthony F. Addario*
Anthony F. Addario, Mayor

ATTEST:

POLICEMEN'S BENEVOLENT
ASSOCIATION WATCHUNG
LOCAL NO. 93

Sean Whelan

By: *J. M. [Signature]*

Sum
92
AT
AW

SCHEDULE A

SALARY

A. The base salaries for all bargaining unit employees hired on or before October 1, 1997 shall be retroactive to January 1, 1997:

<u>CLASSIFICATION</u>	<u>1997</u>	<u>1998</u>
Probationary Patrolman	\$33,183	\$34,510
First Year Patrolman	41,125	42,770
Second Year Patrolman	47,782	49,693
Third Year Patrolman	52,902	55,018
Sergeant	58,192	60,520
Lieutenant	64,011	66,571

B The base salaries for all bargaining unit employees hired after October 1, 1997 shall be shown in the schedule below and the salary increase for 1998 shall start as of January 1, 1998:

<u>CLASSIFICATION</u>	<u>1997</u>	<u>1998</u>
Probationary Patrolman	\$33,183	\$34,510
First Year Patrolman	38,113	39,638
Second Year Patrolman	43,043	44,765
Third Year Patrolman	47,973	49,892
Fourth Year Patrolman	52,902	55,018
Sergeant	58,192	60,520
Lieutenant	64,011	66,571

Handwritten initials and marks:
LAW
2
AA
JEW

**MEMORANDUM OF UNDERSTANDING/AMENDMENT TO EXISTING
COLLECTIVE BARGAINING AGREEMENT**

New Jersey State Policemen's Benevolent Association, Watchung Local 193 (hereinafter referred to as the "Watchung PBA" or "PBA Local 193"), the majority representative for Officers within the Watchung Police Department and the Borough of Watchung (hereinafter referred to as the "Borough" or "Employer"), the Public Employer, (collectively referred to herein as the "parties") having agreed to a modification of work periods and hours of work for Patrol Officers do hereby agree to amend the provisions of the Collective Bargaining Agreement as follows:

1. The change in daily work hours and the designation of an eight day work period and all other modifications set forth herein for Patrol Officers shall be on a trial basis to commence on or about June 5, 1995 through December 31, 1995. Unless sixty days notice is given prior to December 31, 1995, this Agreement will continue past December 31, 1995, with the same sixty days termination notice applying. If either party is not satisfied with the new work hours and work period designation and associated changes, said party may upon sixty days notice to the other party require a change back to the existing work period, work hours and other associated provisions as set forth in the existing collective negotiations agreement.

2. All provisions within the current Collective Bargaining Agreement shall remain the same except for the following Articles which are modified for patrol officers pursuant to the terms and conditions stated herein:

ARTICLE IX. HOURS OF WORK AND OVERTIME

Section 1 (modified). The work day shall consist of eight hours for all non-Patrol Officers. The work week shall consist of forty (40) hours per week for all non-Patrol Officers.

With respect to Patrol Officers, the work day shall consist of twelve (12) hours. With respect to Patrol Officers, the work period shall consist of forty-eight (48) hours per eight day work period.

Section 2. No change.

Section 3. It is understood that given the twelve (12) hour work day, the early reporting time requirement will be limited to fifteen minutes for the first working day of the work period and five minutes per day thereafter for shift preparation, dissemination of information and vehicle transfer. In further consideration of the twelve hour work day, the parties agree that the Patrol Officers will be entitled to an additional fifteen (15) minute work break, which shall be in addition to the present thirty (30) minute meal

SMW
92
AA
JW

period provided for said Officers. Said meal period and break time shall be computed as part of an Officer's hours of works in a given work period.

Section 4. No change.

Section 5. No change.

Section 6. No change.

Section 7. No change.

Section 8. No change.

Section 9 (modify). Subparts A. and B. are modified as follows:

- A. With respect to Patrol Officers, they shall be entitled to overtime for all work over twelve (12) hours in any given work day. With respect to all other Officers, they shall be entitled to overtime for work in excess of eight (8) hours on any scheduled eight (8) hour work day.
- B. With respect to Patrol Officers, overtime shall be paid for all work in excess of forty-eight (48) hours in the eight (8) day work period. With respect to non-Patrol Officers, overtime shall be paid for work in excess of forty (40) hours in any one week.

Section 10 (New). With respect to Patrol Officers, it is expressly understood and agreed that the total number of hours that will be worked in any given calendar year shall not exceed the total worked under the current collective negotiations agreement. Thus, it is expressly understood and agreed that the hourly rate for Officers shall be derived using the current method of calculating hourly rate, and that officers shall be compensated at the time and one-half (1 1/2) rate for all work in excess of the total hours that would be worked in a calendar year under the current collective negotiation agreement.

ARTICLE XIII. VACATIONS With respect to Patrol Officers, the Article is modified as set forth herein. With respect to non-Patrol Officers, the Article shall not be modified and shall remain as it is in the present Collective Bargaining Agreement.

Section 1. Patrol Officers within the Department shall be entitled to the following vacations in each year of employment:

- A. After completion of one year of employment: 80 hours of vacation;
- B. After completion of two years of employment: 120 hours of vacation;

SMW
2
AA
Jew

- C. After completion of six years of employment: 128 hours of vacation; and
- D. Eight hours of vacation shall be added the vacation totals for each succeeding year until a total of 200 working hours off is reached after fifteen years.

Section 6 (New). The work period designation and hours of work set forth in revised Article IX HOURS OF WORK AND OVERTIME is not intended to change the total number of hours to be worked in a calendar year by a patrol officer. The work week and hours of work designated in the existing collective negotiations agreement results in patrol officers working 2,086 hours in a year. The new work period and work hour designation if scheduled over the calendar year would result in patrol officers being scheduled for 2,190 hours, or 104 hours more per year.

In recognition of the fact that the parties expressly agree that 104 additional hours of work are not to be created under the work period and new work hour designations, these 104 hours shall be designated as time off to be granted to patrol officers. The 104 hours shall be allocated first to personal leave, then to vacation leave, and if remaining hours exist to scheduled time off.

- a. After the allocation of the first eight (8) hours of the 104 hours to personal leave, the remaining ninety-six (96) hours will be allocated to vacation as follows:
 - 1. After completion of one year of employment: 40 hours of vacation will be added to said Patrol Officer's vacation allotment.
 - 2. After completion of two years of employment: 60 working hours of vacation shall be added to said Patrol Officer's vacation allotment in each succeeding year until the sixth year of employment.
 - 3. After completion of six years of employment: 64 hours of vacation shall be added to said Patrol Officer's vacation allotment.
 - 4. Four working hours of vacation shall be added to the vacation allotment of each Patrol Officer for each succeeding year following the completion of the sixth year until the total of 96 hours of vacation has been added to the Officer's allotment in each year.
- b. After said personal leave and vacation leave have been allotted to the Patrol Officer, the remainder of the 104 hours, if any exists, shall be assigned time off. If the full allotment of 104 hours is not given as time off, Patrol Officers shall be paid at the time and one-half rate for all such hours worked.

