

3-0788

Contract no. 285

14-03

LABOR AGREEMENT

BOROUGH OF BUTLER (Morris)

AND

BUTLER BLUE COLLAR WORKMAN'S ASSOCIATION

TERM: JANUARY 1, 1989 THRU DECEMBER 31, 1991

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PREAMBLE

Public service is the most noble profession, for the tasks performed are designed to benefit the public at large.

Although duties are performed under the supervision and direction of immediate superiors and Department Heads, and pay checks received from the Borough, our real employer is the people we serve--the citizens of Butler.

To retain their confidence, we must continue to give the efficient, prompt service and attention that the facilities and people we work with require. A sincere desire to be of service is just as important as the actual service performed, and at times, even more so.

Our policy is to provide the best service possible. With the Employees help, the Borough can continue to please its residents and customers and make the Borough and its service area an attractive place for people to locate.

This Agreement, made this ~~thirteenth~~ 12 day of ~~June~~ JUNE 1990, by and between The Borough of Butler, a municipal corporation of the State of New Jersey, hereinafter referred to as the "Employer", and The Butler Blue Collar Workman's Association, hereinafter referred to as the "Employees".

Witnesseth:

Whereas, pursuant to and in accordance with the terms and spirit of Chapter 303 of Public Laws of 1968, the Employer and the Employees have met and negotiated the terms and conditions of the employment of the Employees of the Borough of Butler for the years 1989; 1990 and 1991.

Whereas, both the Employer and the Employees believe in the soundness of the principle of collective bargaining and contracting; and

Whereas, these negotiations have resulted in an agreement respecting the terms and conditions of employment;

Now, Therefore, in consideration of the mutual premise and covenants herein contained, it is mutually agreed by and between the parties as follows:

ARTICLE I

RECOGNITION

Pursuant to consent election held February 23, 1973, the Employer agreed, and continues to agree, to recognize and deal with the Employees through the respective officers of the Employees--as the exclusive representatives of all blue-collar employees employed by the Borough of Butler's Public Works, Power and Light, Radio Dispatchers, Road, Sewer, and Water Departments, excepting all office, clerical, professional, and craft employees, police and supervisors within the meaning of the New Jersey Employer-Employee Relations Act.

ARTICLE II

SCOPE

This Agreement shall govern all matters pertaining to employment wages, hours, working conditions, holidays, vacations, sick leave, grievance and all other such matters concerning the terms and conditions of employment of the Employees of the Borough of Butler.

ARTICLE III

COLLECTIVE NEGOTIATING PROCEDURES

Collective negotiations with respect to the rates of pay, hours of work, and other conditions of employment and bargainable issues, shall be conducted by the duly authorized agent of each of the parties. The Employees shall be represented by three representatives plus counsel and experts as deemed necessary by the aforesaid.

Collective negotiations for the contract shall commence no later than the second week in September.

Negotiating sessions shall begin at 8:00 p.m. on a day agreed upon, and the representatives of the Employees, if on duty that evening shall be permitted to attend that negotiations session, and all subsequent negotiation sessions, without loss of pay.

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ARTICLE IV

HOURS OF WORK AND OVERTIME

Section 1.a. The normal work week for employees shall consist of forty (40) hours per week on the basis of five (5) days per week and eight (8) hours per day from Monday through Friday, inclusive, terminating at 4:00 p.m. on Friday during Standard Time and at 3:30 p.m. on Friday during Daylight Savings Time.

b. In the case of Radio Dispatchers, the normal work week is not limited to a Monday through Friday basis, rather, it shall be on a rotating shift basis as scheduled by the Department Head.

c. The lunch period for all employees, except Radio Dispatchers, shall be one-half (1/2) hour, from 11:00 a.m. to 11:30 a.m. Daylight Savings Time, and 11:30 a.m. to 12:00 noon during Standard Time. Emergency situations may require working beyond that time at supervisory discretion. In addition to this period, employees shall be allowed five (5) minutes of "wash up time" prior to their lunch period. Full use of the Borough's kitchens or lunchrooms, as designated, are offered to employees who wish to avail themselves of these facilities.

d. Employees required to work through their mid-day meal period, if directed by the Department Director or Foreman, shall be paid for that period at the rate of time and one-half and shall later be granted a meal period without pay.

3. When an employee is called out to report for work between one and one-half hour prior to the start of his normal scheduled work day, the Company will pay for a meal and provide time to eat it.

f. In the course of an overtime situation at intervals of four (4) hours, Employees will be allowed a \$7.00 meal allowance. The Employees will be notified by the Department Head or Foreman if he may avail himself of this benefit, and charge the meal at cooperating restaurants. If the Employee exceeds the allowance, he will be required to reimburse the Borough at a later date.

g. All Employees shall be entitled to two (2) fifteen minute coffee breaks, one in the morning from 9:30 a.m. to 9:45 a.m., and one in the afternoon from 2:00 p.m. to 2:15 p.m., and during Daylight Savings Time, in the morning from 9:00 a.m. to 9:15 a.m. and in the afternoon from 1:30 p.m. to 1:45 p.m. No travel time is permitted.

h. Employees shall be allowed five (5) minutes of "wash up time" prior to the end of the work day.

Section 2.a. All Work performed in excess of eight (8) hours per day or forty (40) hours per week shall be considered "overtime" and shall be compensated at the rate of one and one-half (1 1/2) times the regular hourly rate of pay, except when the rate of pay is governed by other Articles, Sections or Sub-Sections of this Agreement.

b. In lieu of their lunch period, Communications Operators shall receive an additional payment for five (5) hours per week at straight time.

c. Communication Operators shall be compensated for any overtime worked either in the form of time-off during regularly scheduled hours or additional compensation of one and one-half (1 1/2) times their basic hourly rate of pay.

Section c. In the event that it becomes necessary for an Employee to perform more than eight (8) consecutive hours of overtime work, compensation shall be as follows:

a. After eight (8) consecutive hours of overtime work an Employee shall be compensated at the rate of two (2) times the regular hourly rate of pay.

b. The Employer shall continue to pay at the double-time rate until the Employee is relieved of duty for a minimum of six (6) hours. If the six hours relief occurs in a normal work day, the Employee will be paid for the six hours, or the remainder of the work day, (provided it does not exceed six hours) at a straight time rate. No leave balances shall be charged.

Section 4. An Employee shall not be compelled by the Employer, in any way, to work more than sixteen (16) consecutive hours without a minimum of six (6) hours relief from duty.

Section 5. The Employer agrees to pay a minimum of one (1) hour of overtime wages for any work performed outside of normal working hours.

Section 6. The Employer agrees to pay a minimum of three (3) hours overtime wages to any Employee who is called to work outside the normal work hours.

Section 7. When an Employee is called out to report for work between one and one-half hours (1 1/2) prior to the start of his normal scheduled work day, the Employer will pay for a meal and provide time to eat it.

Section 8. The Employer agrees to pay double time to all Employees who work on Holidays.

Section 9. At the Employees discretion, he shall be given time off to compensate for overtime work in lieu of pay. Scheduling will be under the direction of the Director of Public Works.

ARTICLE V

ABSENCE OR LATENESS

Any Employee who is unable to come to work or who knows that he will be late, must notify the Department Head before the scheduled starting time. Not doing so may result in disciplinary action.

ARTICLE VI

SECOND JOB

A second job is defined as any work performed for an employer other than the Borough of Butler and on a regular basis on either a full or part-time schedule.

Employees employed in a second job must report this to the Mayor and Council and must be available to respond to emergency situations as deemed necessary by the Department Head.

ARTICLE VII

MANAGEMENTS RIGHTS

Section 1. It is understood and agreed that the Employer possesses the sole and exclusive right to conduct the business of the Borough and, except as modified by this Agreement, to manage and direct the affairs of the Employees, and to fulfill its lawful obligation.

Section 2. It is further understood and agreed that all rights of management are retained by the Employer, and except as modified by this Agreement, these rights include, but not by way of limitation, the right to:

- (a) Select and direct the Employees
- (b) Hire, promote, transfer and assign
- (c) Suspend, demote, discharge or take other disciplinary action for good and just cause
- (d) Establish work schedules, and manpower requirements, and establish and enforce existing and new rules and regulations not inconsistent with the terms of this Agreement
- (e) Relieve Employees from duty because of lack of work or for other legitimate reasons
- (f) Determine the work to be performed within the unit of Employees covered by this Agreement

ARTICLE VIII

MANAGEMENT RESPONSIBILITIES

The Employer agrees to accept definite responsibility towards the Employees, granting Employees the right to:

- (a) Have the security of a good job at a fair pay
- (b) Work in a pleasant, friendly atmosphere where they receive intelligent supervision and fair treatment
- (c) Work under conditions and surroundings which are clean, comfortable and safe
- (d) Enjoy a measure of freedom from worry by a good plan of benefits for health, life insurance and retirement benefits
- (e) The Employer shall furnish all necessary standard tools and equipment for all Employees to carry out their assigned tasks

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(f) The determination of Standard tools and equipment for assigned tasks shall be made by the Department Head.

(g) The Employer shall provide legal defense for Employees as prescribed in Chapter 36, of the Code of the Borough of Butler adopted June 7, 1982.

(h) The Employer will provide all necessary protective equipment as is now furnished such as rubber blankets, rubber gloves, rubber coats, rubber boots, rubber hoses, etc. including first-aid kits, first-aid blankets and fire extinguishers to all crews.

ARTICLE IX

PERSONNEL POLICY

The Employer agrees to abide by the following policies in dealing with the unit of Employees covered by this Agreement.

(a) To select employees on the basis of their ability to meet the qualifications for the position, through the standard Civil Service procedures, without regard to race, religious creed, color, sex, national origin, ancestry or age.

(b) To pay Employees fairly in relation to their position

(c) To respect the rights of each and every Employee and to treat them with courtesy, dignity and consideration

(d) To make prompt and fair adjustments of any personnel complaints which may arise

(e) To fill vacancies by promotion from within where possible through regular Civil Service procedures

(f) To do all things in the spirit of the friendliness and cooperation so that the Borough of Butler will be a "better organization to work for".

(g) To provide every help that can be given to Employees to retain and advance them

(h) No employee shall be required to perform any task with which he is not familiar without proper instruction and training under close supervision and no employee shall be required to work on a complicated or hazardous job without a qualified assistant. Department Director shall define "complicated" or "hazardous".

(i) For purposes of contract interpretation, permanent part-time communication operators shall be considered as regular full time employees, excluding health benefits and bereavement leave; all other benefits shall be prorated according to days worked.

(j) There shall be no discrimination, interference or coercion by the Employer or any of its agents against the Employees represented by the Association because of membership or activity in the Association

(k) All members of the Association shall have access to and shall be permitted to examine their own personnel file upon giving the Administrator at least two working days advance notice

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(1) The Communication Operators shall have the option to wear ties to concur with the police.

ARTICLE X

ORIENTATION

Section 1. New Employees will be introduced to their new surroundings and the people they will be working with. The duties and responsibilities of their job will be listed and explained to them. A copy of this Agreement will be supplied to each new Employee covered within this Agreement's scope. Everything that can be provided to help them to succeed in their new position will be furnished through the training and guidance offered by their supervisors and co-workers.

Section 2. Employees who have been promoted will have been selected for their positions because of their ability to excel in their former positions and to qualify through competitive tests. They will receive the same attention in their new position as a first time employee. They will be shown the most effective ways to handle their new responsibilities and duties. Consultation with your Department Head is available for any special problems that may arise.

ARTICLE XI

EMPLOYEE RESPONSIBILITIES

Employees must be willing to make certain contributions to the Borough as follows:

(a) They must realize that they are representatives of the Borough at all times, and their conduct should always reflect credit on themselves and the Borough, since the reputation of the Borough grows through the good impressions they leave on both friends and strangers.

(b) They are expected to work diligently, with a sense of responsibility, cooperation and loyalty, because as individuals, they contribute to the Borough's continuing success in fulfilling the needs of its citizens and their own success.

(c) Employees may not accept any gifts from vendors or suppliers; that is, from firms or persons who sell supplies or services to the Borough of Butler.

(d) Personal mail should be sent to you at your home address to assure the most efficient use of our mail handling facilities. The same, general rule would apply to the use of telephones, unless there is an urgent need. If an emergency necessitates a toll call, your Department Head should be told so that the charge can be recorded.

(e) Personal visitors are discouraged completely, as their presence disrupts the work of those around you. Such visits must be cleared by the Department Head.

By meeting these few obligations, Employees help build a finer future for themselves and the Borough.

ARTICLE XII

NO STRIKE NO LOCKOUT

Section 1. It is recognized that the need for continued and uninterrupted operations of the Borough's departments is of paramount importance to the citizens of the community and that there shall be no interference with such operations. Accordingly, the parties hereto agree that there will not be and that the Employees will not engage in, encourage, sanction or suggest strikes, slowdowns, job actions, mass resignations, mass absenteeism or interference with normal work performance.

Section 2. The Employer shall have the right to discipline or discharge any Employee participating in any prohibited activity set forth in Section 1 of this Article.

Section 3. The Employer, during the period of this agreement or extension thereof, shall not lock out Employees.

ARTICLE XIII

SALARIES AND WAGES

Section 1. It is the policy of the Borough to provide a fair and equitable basis of payment for services rendered by each Employee. This policy is accomplished by the following salary guide. The placement of individual Employees upon the guide is set forth on Schedule III.

All Employees hired on or after January 1, 1981, will start at Step One in the appropriate Grade. Each Employee not at the maximum of their Grade will move one step within that Grade upon completion of a full years service until they reach the maximum pay for that Grade.

Employees receiving a promotion involving movement to a higher grade will be guaranteed a salary not less than that which they would be receiving or would receive, had they not taken the promotion.

SALARY SCHEDULE

Effective January 1, 1989 through December 31, 1989

Grade	1	2	3	4
A	10.84	11.51	12.24	13.02
	Laborer-Laborer/Driver			
B	11.29	11.84	12.41	13.02
	Radio Dispatchers-Radio Dispatchers P/T - Meter Reader Building maintenance Worker			
C	11.85	12.43	13.04	13.67
	Lineman Apprentice or Trainee			
D	12.19	12.78	13.45	14.05
	Sewerage Treatment Plant Operator-Public Works Repairer Senior Communications Operator			

Grade	1	2	3	4
E	12.64	13.25	13.88	14.58
	Meter Repairer-Lineman Groundhand			
F	12.69	13.30	13.96	14.63
	Water Treatment Plant Operator			
G	13.08	13.73	14.40	15.10
	Mechanic			
H	14.01	14.70	15.40	16.16
	Lineman			
I	14.18	14.88	15.60	16.35
	Senior Public Works Repairer			
J	14.28	14.97	15.69	16.47
	Assistant Public Works Foreman			
K	15.68	16.45	17.24	18.08
	Senior Lineman			
L	15.80	16.57	17.36	18.21
	Lineman/Foreman			
M	7.19			
	Building Maintenance Worker			

Effective January 1, 1990 through December 31, 1990

A	11.38	12.09	12.85	13.67
	Laborer-Laborer Driver			
B	11.85	12.43	13.03	13.67
	Radio Dispatcher-Radio Dispatcher P/T- Meter Reader-Building Maintenance Worker			
C	12.44	13.05	13.69	14.35
	Lineman Apprentice-Lineman Trainee			
D	12.80	13.42	14.12	14.75
	Sewage Treatment Operator-Public Works Repairer Senior Dispatcher			
E	13.27	13.91	14.57	15.31
	Meter Repairer-Lineman Groundhand			
F	13.32	13.96	14.66	15.36
	Water Treatment Plant Operator			
G	13.73	14.42	15.12	15.85
	Mechanic			
H	14.71	15.43	16.17	16.97
	Lineman			
I	14.89	15.62	16.38	17.17
	Senior Public Works Repairer			
J	14.99	15.72	16.47	17.29
	Assistant Public Works Foreman			
K	16.46	17.27	18.10	18.98
	Senior Lineman			
L	16.59	17.40	18.23	19.12
	Lineman Foreman			
M	7.55			
	Building Maintenance Worker			

Effective January 1, 1991 through December 31, 1991

A	11.95	12.69	13.49	14.35
	Laborer-Laborer Driver			
B	12.44	13.05	13.68	14.35
	Radio Dispatcher-Radio Dispatcher P/T - Meter Reader-Building Maintenance Worker			
C	13.06	13.70	14.37	15.07
	Lineman Apprentice-Lineman Trainee			
D	13.44	14.09	14.83	15.49
	Sewage Treatment Operator-Public Works Repairer Senior Dispatcher			
E	13.93	14.60	15.30	16.07
	Meter Repairer-Lineman Groundhand			
F	13.99	14.66	15.39	16.13
	Water Treatment Plant Operator			
G	14.42	15.14	15.88	16.64
	Mechanic			
H	15.44	16.20	16.98	17.82
	Lineman			
I	15.63	16.40	17.20	18.03
	Senior Public Works Repairer			
J	15.74	16.51	17.29	18.15
	Assistant Public Works Foreman			
K	17.28	18.13	19.00	19.93
	Senior Lineman			
L	17.42	18.27	19.14	20.08
	Lineman Foreman			
M	7.93			
	Building Maintenance Worker			

January 1, 1990 Salary

Name	Grade	Step	Hourly	Step Movement
A. Marion, Jr.	C	4	14.35	
A. Marion, Sr.	B	4	13.67	
J. Fillippini	B	4	13.67	
R. Dean	B	4	11.64	
G. Siek	B	4	13.67	
M. Siek	D	4	14.75	
P. Clave	C	4	14.35	
M. Dwyer	H	4	16.97	
S. Ricker	H	4	16.97	
M. Magill	H	2	15.43	1-1-90
H. Lozier	D	4	14.75	
G. Stymacks	I	3	16.38	7-6-90
D. McQuaid	F	4	15.36	
C. Whitty	D	4	14.75	
R. Tintle	C	4	14.35	
D. Canty	D	4	14.75	
M. Cooper	A	3	12.85	7-20-90
J. Stymacks	A	2	12.09	7-11-90
E. Dean	E	4	15.31	
D. Connell	G	4	15.85	
P. Russo	H	4	18.98	
T. Kitchell	H	4	18.98	
C. Marion	L	4	19.12	
R. Green	H	4	18.98	
R. Struble	H	4	18.98	
R. Lipinski	A	3	12.85	8-31-90
W. Whitty	A	2	12.09	7-5-90
T. Tintle	G	3	15.12	5-16-90
J. Marion	K	4	18.98	
W. Vanderhoff	K	4	18.98	
M. Goldner	A	4	13.67	
K. Krug	B	4	13.67	
P. Titus	A	4	13.67	
K. Vanderhoff	A	4	13.67	
R. Wright	A	4	13.67	
C. Struble	B	4	13.67	
K. Gould	M	1	7.55	
D. DeBree	B	4	13.67	
G. Colletti	B	1	11.85	8-3-90
R. Nicholas	B	4	13.67	
B. Spellman	A	4	13.67	
L. Rohling	B	3	13.03	1-1-90
A. Dreps	B	3	13.03	1-1-90
L. Caziarc	B	1	11.85	3-9-90
G. Reardon	B	2	12.43	5-8-91
P. Rudge	B	1	11.85	3-9-90

ARTICLE XIV

PERFORMANCE REVIEW

Each Employee's performance will be periodically reviewed with him by his Department Head. The primary purpose of this review is to develop an

understanding as to how well each area of the Employee responsibility is being done as compared with the performance expected under the Employee's job description and ways in which the Department Head can help the Employee achieve the results expected. The performance review is an important element in the development of the individual Employee for achievement in his present position and in preparing for new or different responsibilities.

Each Employee will receive a copy of the review form with a summary written by the Department Head upon the completion of his annual review.

ARTICLE XV

PROMOTIONS

An Employees past history, performance review and ability to meet the qualifications of a higher position through competitive examinations, when necessary, all determine his eligibility for promotion. As a matter of policy, the Borough fills vacancies from within when permissible to reward you, it's Employees, and to draw on your background and experience.

If an Employee is promoted, he will receive a salary increase for the position he now holds. However, a probationary period of ninety (90) days will be required, during which his performance will be reviewed. If he proves himself and meets the challenge of the new position, he will be permanently appointed to that position. If by chance, his performance is unsatisfactory, he will be returned to his former position or one of equal rank. In this instance, his salary will be appropriately adjusted.

It must be noted, that the probationary period starts after the actual appointment and completion of all necessary procedures. At times, it may be necessary to postpone the commencement of this period until all necessary details have been completed, even though, he is already working in the position. In such instances, the Employee will be notified of the actual start of his working test period.

If the Employee is designated temporarily to work outside of his regular job classification as described in the appropriate job classification in a higher grade for as much as five (5) consecutive work days, he shall be paid for the period of that assignment the rate for that job.

ARTICLE XVI

TRAINING AND SCHOOLING

Training and Schooling is offered by the Borough to every Employee in order that each individual may be able to keep himself abreast of the current advances in technology and methods of operation and in order to allow each Employee who meets the requirements to successfully complete promotional examinations. This benefit is provided at no cost to any Employee who requests it. Such request will be submitted to the Mayor and Council for

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their approval. If they reach a decision that allows the Employee to take the training or schooling that he has requested, the program he will participate in is paid for by the Borough and in addition to this, the Borough will also reimburse the Employee for any direct expenses connected with such training or schooling--not to exceed \$500.00 in any given year--and the training must be job related.

ARTICLE XVII

TRANSFERS

Transfers may be originated by the Borough or an Employee may request same. In either case, the transfer will be to a position equal class to which the Employees capabilities and qualifications are most suited.

At times, a temporary transfer is necessary to meet certain needs of the Borough. Such transfers are never permanent and the Employee will always be returned to his permanent position.

ARTICLE XVIII

SICK LEAVE

Section 1. Sick leave is the absence of an Employee from work because of illness, accident, exposure to contagious disease, or attendance for a short period of time upon a member of the Employees immediate family (meaning a member of the household) seriously ill requiring care or attendance of such Employee. A certificate of a reputable physician may be required as sufficient proof for the need of leave or leaves of absence of the Employee or the need of Employee's attendance upon a member of the Employees immediate family. Abuse of sick leave shall be cause for disciplinary action.

Section 2. If an Employee is absent for reasons that entitle him to sick leave, he shall promptly notify the Department Head or his designated representative. Absences for five (5) consecutive days without notice shall constitute a resignation, unless for good cause shown as inability to notify due to unusual circumstance, the Employer waives this provision.

Section 3. Sick leave shall be earned at the rate of one (1) working day per month for every month of service during the remainder of the first calendar year of service following permanent employment and fifteen (15) working days per year in every calendar year thereafter.

Section 4. Under special circumstances, the Employee may be permitted by the Mayor and Council to use his vacation period to extend his sick leave if he does not have enough days to cover the period of illness.

Section 5. Any employee who is absent on sick leave may be required to submit a physician's certificate as evidence substantiating the illness. The cost of obtaining the physicians certificate will be borne equally by the Employee and the Borough.

Section 6. In case of sick leave from exposure to contagious disease, a certificate from the Department of Health as designated by the Employer shall be required.

Section 7. The Employer agrees to pay for unused sick leave upon retirement at the option of the Employee, who may choose one of the following two options:

(1) at the rate of 80% unused sick leave to a maximum of eight thousand (\$8,000.00) dollars, or

(2) at the rate of 60% of unused sick leave to a maximum of ten thousand (\$10,000.00) dollars, provided the following requirements are met with either option:

a. The Employee must have had at least twenty (20) years of consecutive service with the Borough of Butler in order to qualify under the provisions of this section

b. The Employee must be retiring from service with the Borough and be in good standing at the time of such retirement.

c. The Employee agrees to give the Borough one hundred and eighty (180) days notice on retirement.

Section 8. on 8. If an Employee becomes sick during his vacation time, he may notify his foreman of the situation and have his time charged off to his sick time and his vacation balance will not be deducted. Adequate evidence of illness must be provided the Employer, in the form of a certification from a licensed physician.

ARTICLE XIX

WORKMAN'S COMPENSATION

If an Employee sustains a job related injury which is recognized as such and covered by Workman's Compensation Insurance, the Borough shall insure payment of full salary to such Employee, for a period of up to one year or until such Employee is placed on disability retirement, whichever first occurs. The Employee shall endorse or pay over to the Borough any Temporary Disability Benefits received in connection with such job related injury. The Employees understand and agree that they may be required to make reimbursement to the Insurance carrier in the event of a third party action recovery, and that any such reimbursement will be in addition to pay over of Temporary Disability Benefits to the Employer. There shall be no charge to an Employee's sick leave in the event of a bonified job related injury. The Employer shall have the right to require periodic medical examinations of Employee's on leave due to job related injuries.



ARTICLE XX

DEATH IN FAMILY

Section 1. Every Employee covered by this Agreement may, if he desires, be granted three (3) days leave with pay as needed in accordance with his work schedule upon the death of Employee's spouse, father, mother, sister, brother, children, parent-in-law, grandparents and blood relatives living in the Employee's household. Such leave, as needed, shall be from the date of death to and including the date of burial.

Section 2. Every Employee covered by this Agreement shall be granted one (1) day of leave with pay as needed in accordance with his work schedule to attend the funeral upon the death of a brother-in-law, sister-in-law, aunt, uncle or cousin.

Section 3. In unusual circumstances, with good cause shown, the time off provided hereunder may be extended as needed upon approval of the Employer.

ARTICLE XXI

HOLIDAYS

Section 1. Holidays which are observed by the Borough of Butler are listed below:

One (1) day before New Year's Day
New Year's Day
Washington Birthday
Good Friday
Memorial Day
Fourth of July
Labor Day
Veteran's Day
General Election Day
Thanksgiving Day
Day after Thanksgiving
One (1) day before Christmas Day
Christmas Day

In addition to the above, you are given two (2) "floating" holidays.

Section 2. If a holiday happens to fall on a Saturday, it will be celebrated on the preceding Friday, and if on a Sunday, it will be observed on the Following Monday. If the day before New Year's Day or the day before Christmas Day falls on a Sunday they will be observed on the preceding Friday.

Section 3. You must notify your Department Head of your intentions to use a "floating" holiday at least one week prior to the day you wish to have off.



Section 4. To be paid for a holiday, you must be actively at work on the regularly scheduled day prior to and following the holiday. The only exception to this rule is if an Employee is observing such days as a vacation day, "floating" holiday, or can satisfactorily show that he or she was legitimately ill.

Section 5. In the case of the Radio Dispatchers who work on holidays, the following options are offered in addition to this regular pay.

(a) He may elect to be paid for the holiday worked, in which event he shall be compensated at the regular hourly rate

or

(b) He may elect to take a compensatory day off at straight time, the scheduling of which will be approved by the Department Head.

ARTICLE XXII

VACATIONS

Section 1. Vacation eligibility:

(a) Up to one year of service, vacation shall be earned at the rate of one day per month of service, which vacation shall be taken not sooner than six (6) months after date of hire

(b) Twelve (12) days per year from one through ten complete years of employment

(c) Fifteen (15) days per year after ten complete years of employment through fifteen complete years of employment

(d) Twenty (20) days per year after fifteen complete years of employment; and thereafter, one additional vacation day per year, for each complete year of employment after fifteen complete years, up to a maximum vacation entitlement of thirty (30) days per year.

Section 2. Vacation leave may be accumulated for a two year period. Additionally, if the Department Head determines that accrued leave cannot be taken due to pressure of work, or for Employees hired after July 1st. of that year, in which cases unused vacation shall accumulate and shall be granted during the next two succeeding calendar years. There shall be no payment for accumulated vacation time, except in the case of separation from employment as hereinafter provided.

Section 3. An Employee who resigns or retires from employment with the Borough in good standing shall be entitled to all earned vacation allowance for the previous year. Payment for unused vacation from the prior year shall be based on salary earned in the prior year. In the case of resigned Employees, and on salary earned in the final year in the case of retired Employees.

Section 4. It shall be the responsibility of the Employer to determine the scheduling of an Employee's vacation, consistent with the needs of the departments. Employees shall submit their requests for vacation at least two weeks prior to the dates they wish to have off. The Employer agrees to give

reasonable consideration to an Employee's wishes concerning choice of vacation dates. When conflicts in choice of dates occur, preference will be given to the earliest request. In the event that requests are submitted on the same date, preference will be governed by seniority insofar as effective staffing requirements permit.

Section 5. Vacation days, at the end of the year can be transferred onto sick time at a maximum of 14 days per year up to a maximum of 90 days accumulated. If an Employee has 90 or more days he can transfer 7 days.

Section 6. Sick slip/vacation slip forms shall be submitted by the Employee in triplicate, one copy going to the Payroll Department, one copy of the Department and one copy being retained by the Employee, and a list of available remaining days will be supplied to the Employee by the Employer on May 1st and October 1st.

ARTICLE XXIII

LEAVE OF ABSENCE

In valid circumstances, a request for a leave of absence without pay may be granted by the Mayor and Council for a period not to exceed six (6) months.

If you require a leave of absence, consult your Department Head who will assist you in the necessary procedures to request the leave.

When you are on approved leave of absence, you will be reinstated without loss of status or seniority.

ARTICLE XXIV

MILITARY LEAVE

Permanent Employee's who must fulfill their service obligations are granted a military leave.

During the terms of such service, permanent Employee's are considered to be on approved military leave of absence and upon completion, are eligible for reinstatement as prescribed by Federal Statutes granting reemployment rights which insure full service credits for retirement, life insurance, vacations, or other like benefits. Application for reinstatements must be made within ninety (90) days after discharge from active service.

During annual encampments or other service which requires short-term tours of duty, regular Employee's who are members of the Reserve Forces, the National Guard or similar recognized organizations will receive regular pay for periods not exceeding two weeks. Such approved leaves of absence are in addition to, and do not effect the Employee's regular vacation.



ARTICLE XXV

JURY DUTY

An Employee who serves on a duly constituted jury or as a panel member in the formation of such jury will be paid his regular salary during such service and sign over to the Borough any compensation received for said jury duty, excluding travel expense.

ARTICLE XXVI

LONGEVITY

In addition to base pay, Employees shall be entitled to compensation for longevity of service based upon the anniversary date of employment, in accordance with the following schedule:

<u>Length of Service</u>	<u>Annual Entitlement</u>
After five (5) complete through ten (10) complete years of employment	Two per cent (2%) of base pay
After ten (10) complete through fifteen (15) complete years of employment	Four per cent (4%) of base pay
After 15 complete through twenty (20) complete years of employment	Six per cent (6%) of base pay
After twenty (20) complete years of employment	Eight per cent (8%) of base pay

Longevity shall be paid twice a year, one-half on June 1st, and one-half on December 1st. of each year, but shall not be considered part of base pay. If the anniversary date of employment falls on or after July 1st., longevity compensation shall not commence until the following January 1st.

ARTICLE XXVII

INSURANCE

1. Hospitalization

(a) Employees shall receive fully paid comprehensive hospitalization and major medical insurance coverage.

(b) The Borough retains the right to select carriers provided the level of benefits remains comparable to present Blue/Cross, Blue Shield, Prudential Major Medical coverage. It is understood that "comparable" does not mean "identical". In addition, the Borough retains the right to make the following modifications.

(1) Eliminate hospitalization add-ons, such as 1420, Rider J, and Blue Shield, and convert to major medical "wrap-a-round".



(2) Increase deductible to \$200 per individual, \$400 per family, provided maximum benefit under major medical is increased beyond the current \$10,000 maximum.

(3) Require mandatory second opinion prior to certain surgical procedures.

(4) Require pre-admission review prior to non-emergency admission to hospital.

2. Dental

The Borough will provide dental insurance in accordance with present practice.

3. Disability

The Borough agrees to participate in the New Jersey State Temporary Disability Program.

4. Retirees

The Borough agrees to pay for hospitalization and major medical insurance for the employee and spouse upon an employee's retirement, provided that the Employee has completed a minimum of twenty (20) years of continuous service with the Borough.

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ARTICLE XXVIII

GRIEVANCE PROCEDURE

Section 1. The purpose of the grievance procedure shall be to settle all grievances between the Borough and the Employees as quickly as possible so as to insure efficiency and promote the Employee's morale.

Section 2. A grievance is defined as any disagreement between the Employer and the Employees, involving the interpretation or application of a regulation, violation of agreements or suspension and shall be filed within ten (10) working days of the Employee's knowledge.

Section 3. All grievances shall be processed as follows:

(a) They shall be discussed with the Employee(s) involved and the Employees representative with the immediate superior designated by the Department Head. The answer shall be made within ten (10) days by such immediate superior to the Employee's.

(b) If the grievances are not settled through Step (a), the same shall be reduced to writing by the Employee's and Employee(s) and submitted to the Department Head, or any person designated by him. The grievance shall state the date of the occurrence, the pertinent facts, the express clauses in the contract, ordinances, rules and regulations or statute that are alleged to have been violated, how the provision was violated, and the remedy being sought. The answer to such grievance shall be made in writing with a copy to the Employee's and Employee(s) within ten (10) days of their submission.

(c) If the grievances are not settled by Steps (a) and (b) then the Employee's or Employee(s) shall have the right to submit such said grievance to the Mayor and Council, stating the reasons that the grievant disagrees with the Department Head's or his designee's decision. A Written answer to said grievance shall be served upon the individual and the Grievance Committee within ten (10) calendar days after submission.

Section 4. If the grievances are not settled by Steps (a), (b) and (c), then the Employees and/or Employee(s), within ten (10) working days after written decision (Step c), shall have the right to submit only such grievance which are claimed violations, misinterpretations, or misapplication of the terms of this agreement and the referenced policies herein contained directly affecting the Employees and Employee(s) to an arbitrator appointed by the parties from the Arbitration Panel maintained by the New Jersey Public Employment Relations Commission. The arbitrator appointed shall have full power to hear the grievance and make a final decision which decision shall neither modify, add to, nor subtract from the terms of this Agreement and the referenced policies herein contained. The decision shall be rendered within thirty (30) days after completion of the hearing and shall be binding on both parties. The cost of the arbitrator and his expenses shall be borne equally by both parties.

Section 5. Nothing herein shall prevent any Employee from processing his own grievance, providing the Employees and the representataives may be present.

Section 6. If an Employee elects to appeal a suspension of more than five (5) days or a dismissal through Civil Service channels, it may not subsequently be processed as a grievance.

Section 7. Grievances must be initially filed within ten (10) days of the incident, or the Employee's knowledge of such incident.

Section 8. Representatives of the Employees, consisting of officers and/or persons involved (maximum 3), shall be afforded time-off with pay when such time-off is needed to pursue the rectification of legitimate grievance beyond Steps A, B, and C.

Section 9. Awards made in grievance cases involving wages shall be made retroactive to the date on which the grievance was first officially presented to the Employer.

ARTICLE XXIX

SAFETY

The provisions of this Agreement are to incorporate herein all Federal and State safety regulations, whether by statute or administrative rule, as they may be applicable to municipalities and local safety regulations which may apply.

Vehicles, equipment and facilities must be maintained in a safe and sanitary condition. If an Employee believes that he is being required to work under unsafe conditions, the Employee may notify the foreman who will immediately investigate the condition and correct it within the scope of his authority. If the condition is outside of the foreman's authority, he will prepare a memorandum before the end of the day stating the condition and his findings and refer it to the Department Head who will respond accordingly within the next work day. If the Employee is not satisfied that this condition is correct, he may pursue it further as a grievance.

The Employer shall have all rubber gloves and sleeves inspected monthly and all hoses, hoods and blankets inspected bi-annually for ozone and corona damage.

All Borough vehicles utilized by the Employees in the course of their duties will be inspected effective upon the execution of this Agreement.

The Employees of the Electric Department and the Employer shall abide by the safety rules published in the American Public Power Association Safety Manual for an Electric Utilities 5th Edition, or latest edition.

The Employees of the Water Department and the Employer shall abide by the safety book published by the American Water Works Association.

The Employer shall attempt to institute the use of a safety manual for all other Departments as well.

The Employer agrees to provide all foul weather gear, including galoshes and rubbers.

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ARTICLE XXX

PAYDAY

All Employees shall be paid their salary on Thursday of every other week. Any overtime pay that is due you up to the preceding Sunday will be included in this check.

Your paycheck voucher will itemize certain amounts deducted regularly from your earnings. Certain of these required by law - Federal Income Tax and Social Security withholding, etc. Changes in the regular amounts of these withholdings may come about through changes in legislation or in your marital and dependent's status. The amount of income tax withheld is based upon tables and rates prescribed by law and is taken into account in determining any refund or additional tax due for the full year when you file final returns.

Deductions are also made, as authorized by you, to cover your contributions, the cost of insurance, retirement, U.S. Savings Bonds and other benefit plans.

Employees shall be given in advance, the pay due on the pay days falling within their vacation period if desired.

ARTICLE XXXI

MISCELLANEOUS

Section 1. The Employer agrees to provide identification cards for Employees covered by this Agreement who have dealings with the public in the course of the performance of their work.

Section 2. All Employees covered by this Agreement shall continue to retain their rights under the rules and regulations of Civil Service of the State of New Jersey.

Section 3. Permanent Employees are accorded recognition for continuous service with a pin which is awarded at each five year interval during an individual's period of employment.

Section 4. Past practice with respect to clothing allowance entitlement shall be maintained consistent with the Agreement between the parties as to the form of dress to be worn. The Employer agrees to the clothing allowance of \$250.00 per annum.

Section 5. Every on-the-job accident must be reported to the Department Head immediately, or before the end of the day, who will then take the necessary action. You will be sent to the Borough Physician or to the hospital, whichever is needed, if medical attention is required. Similar assistance will be provided in cases of unexpected illness.

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Section 6. Personnel Records. It is necessary that personnel records be kept up-to-date continuously. You are required to notify Department Head and the Payroll Department if there is a change that would affect your status with respect to insurance, taxes, military service and like matters, including change of name, marital status, the number of your dependents, your address or telephone number.

Section 7. An Employee who is subpoenaed as a witness to an incident, which incident was witnessed by the Employee during the performance of his duties will be paid his regular salary during such time required away from work caused by the subpoena. Such time will not be deducted from the Employee's available leave balances.

Section 8. The Employer agrees to replace, at a cost not to exceed seventy-five (\$75.00) dollars, on one occasion per year, eyeglasses, broken while performing one's duties. The Employer agrees, in addition to the aforesaid \$75.00, to reimburse Employees a maximum of \$100.00 for eyeglasses and examination or treatment of eye conditions for all Employees.

Section 9. The Employer further agrees to recognize the Employee's exclusive right to a dues check-off system within the unit of Employees covered by this Agreement.

Section 10. The Employer agrees to institute forthwith a prescription program reimbursing the Employees a maximum of \$150.00 per year with a \$2.00 deductible per prescription for themselves or immediate family members.

Section 11. The Employee may accumulate "Floating" holidays not taken over a maximum period of two years.

Section 12. The Employer agrees to provide coffee for Employees required to work overtime in emergency conditions (e.g., plowing and sanding roads, electric, water or sewer line repairs). Coffee will be provided for every two (2) continuous hours of overtime worked.

Section 13. Employees shall be reimbursed within twenty-four (24) hours for the necessary carfare, travelling expenses or any other expenses incurred while engaged on company duties.

Section 14. An emergency is defined as an unforeseen circumstance or condition which threatens interruption of service or imperils the safety of people or loss of property. The cause may be fire, floods, acts of God, acts of Government, breakdown of machinery or unforeseen human failure that cannot be planned for in advance.

Section 15. The Employee agrees to give the Borough 180 days notice of retirement.

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ARTICLE XXIII

DURATION

Section 1. This agreement constitutes the entire collective negotiation agreement between the parties and includes and settles for the term of this Agreement, all matters which were or might have been raised in all collective negotiations leading to the signing of this Agreement.

Section 2. This agreement shall become effective from January 1, 1989 through December 31, 1991. If either party desires to modify or terminate this Agreement, it shall furnish written notice to the other party not later than one-hundred twenty (120) days prior to the expiration date herein above set forth. In the event no such notice is provided this Agreement shall continue in effect for additional terms of one year until such time as appropriate notice is given.

A handwritten signature in black ink, consisting of a large, stylized capital letter 'P' with a long, sweeping tail that curves back towards the left. To the left of the 'P' are the initials 'ES' written in a cursive style.