

A G R E E M E N T

This Agreement, made and entered into as of January 12, 1970 and effective until midnight October 1, 1972, is between the Burlington County Bridge Commission, hereinafter referred to as the "Commission" and the Burlington County Bridge Police Association, hereinafter referred to as the "Police Association".

ARTICLE I - RECOGNITION

Section 1. The Commission recognizes the "Police Association" as the majority representative, pursuant to Chapter 303, P.L. 1968, of the regular Bridge police employees on the "Palmyra" and "Burlington" Bridges, excluding all temporary or part time employees and the Chief.

ARTICLE II - INTENT AND PURPOSE

Section 1. It is the intent and purpose of the parties hereto, in entering this Agreement, to maintain and promote harmonious relations and close cooperation between the Commission and its Police employees and to set forth herein the basic agreement to be observed by the parties hereto covering terms and conditions of employment.

Section 2. The provisions of this Agreement shall be applied to employees covered hereby without discrimination based on sex, age, race, color, creed or Police Association activity.

ARTICLE III - HOURS OF WORK AND OVERTIME

Section 1. The Commission, in its sole discretion, shall regulate the hours of work, the type of shifts, the classification and the number of Police employees assigned to the various shifts.

Section 2. Police Department - Both Bridges

The scheduled work week for the Police Department shall be a rotating six (6) day week schedule. Each shift shall be eight (8) hours including a 3/4 hour lunch period. Each Policeman's work week shall be determined by a published schedule, indicating his initial and concluding tour. Sunday shall be considered the first work day of the week.

ARTICLE III - HOURS OF WORK AND OVERTIME (Contd.)

The shifts are as follows:

Palmyra - 10:00 P. M. to 6:00 A. M.  
6:00 A. M. to 2:00 P. M.  
2:00 P. M. to 10:00 P. M.

Burlington - Midnight to 8:00 A. M.  
8:00 A. M. to 4:00 P. M.  
4:00 P. M. to Midnight

Special shifts or split shifts will be established as found necessary.

Section 3. Forty Hour Employees

The Commission guarantees forty hour employees a minimum of forty hours work and/or pay. It will be administered as follows:

If the man concerned is scheduled and works less than forty (40) hours in a week, he will be given credit and paid for forty (40) hours.

If he is scheduled to work forty (40) or more hours, and for reasons of sickness or vacation, he works less than forty (40) hours, he will be credited and paid for the scheduled hours, providing he has available sick or vacation time, as appropriate, to cover the required time to assure him the scheduled hours. If he lacks the necessary sick or vacation time, he will be credited and paid only for hours worked. For the purpose of calculating overtime pay on a daily basis a "Forty Hour Man" will be paid overtime pay when he has physically worked more than eight (8) consecutive hours. The rate will be time and one-half per hour for the hours over eight (8) hours. For the purposes of calculating overtime pay on a weekly basis a "40 Hour Man" will be paid at a rate of time and one-half for all hours in excess of forty (40) straight time hours physically worked in a work week (calendar week).

Section 4. Employees consistently late shall be subject to Disciplinary Action.

Section 5. If a vacancy occurs because of sickness, vacation, or absence of an employee, or if additional employees are needed, the Commission reserves the right to use temporary or part time employees to fill a vacancy. Overtime for work in the Police Department shall be

ARTICLE III - HOURS OF WORK AND OVERTIME (Contd.)

rotated on a seniority basis at the discretion of the Commission and the Chief shall maintain an up-to-date overtime list. An employee refusing overtime offered to him in his turn, according to the overtime list, will be charged on the list with the hours offered. An employee already scheduled for work during the overtime hours offered shall not be charged on the overtime list. The Commission shall be solely responsible for determining overtime requirements.

Section 6. (a) All Police employees except the Chief are eligible to receive overtime pay.

Eligible employees will receive overtime pay at the rate of time and one-half for hours worked over their regular scheduled eight (8) hour day (shift) and for hours worked over forty (40) hours during the scheduled week based on a calendar week of Sunday through Saturday. The work week (calendar week) for platoon employees starts at 10, 11 or 12 P. M. (as appropriate) Saturday night and ends the following Saturday night at the same times (10, 11 or 12 P. M.).

Overtime hours paid on a daily basis are not to be used in calculating the weekly overtime hours, only 40 straight time hours physically worked will be counted. Only those hours physically worked shall be counted during a regularly scheduled work week. Un-scheduled overtime hours worked will be paid at a rate of time and one-half.

(b) When an employee is absent on a work day for sick leave, vacation or excused absence, credit of eight (8) hours will be given toward hours worked except when an employee is scheduled for less than eight (8) hours he will be paid for hours scheduled and charged sick or vacation time accordingly.

Section 7. (a) Police employees who are called in for non-scheduled work will be guaranteed a minimum of two (2) hours pay.

(b) In the event of an illness, a Police employee shall call in at least three hours before his scheduled reporting time.

If the duration of the illness is not known, daily call-in for illness will be required.

ARTICLE III - HOURS OF WORK AND OVERTIME (Contd.)

(c) An employee who must appear in court on Bridge business will be paid a minimum of two (2) hours pay at his regular hourly rate. Whenever court time exceeds the two (2) hour minimum the employee will be paid for the hours he spends in court at his regular hourly rate, when approved by the Chief or his Superior.

Section 8. Split shift work is defined as a regular divided work day of seven (7) hours per day and is paid eight (8) hours at straight time. (The extra hour is paid to compensate for the inconvenience and added expense of reporting to work more than once a day).

Overtime pay for these employees will be paid at a rate of time and one-half for all hours worked in excess of eight (8) hours in any regular divided work day (of seven (7) hours).

Section 9. When a policeman is sent to the Burlington County Police Academy for police school training, he will be given a \$50.00 expense allowance to be used for clothing, gasoline, etc.

ARTICLE IV - SENIORITY

Section 1. Seniority is defined as the length of an employee's continuous, permanent employment with the Commission.

Section 2. An employee shall cease to have seniority rights by:

- (a) Voluntary quitting.
- (b) Justifiable discharge.
- (c) Absence beyond an approved period of leave.
- (d) Unauthorized absence.

Section 3. Each new employee shall serve a probationary period for six (6) months. During said period of time any such employee may be discharged by the General Manager for any cause and no appeal or review shall be permitted.

Section 4. An employee on probation has no seniority during this period. As an employee on probation he will be entitled to participate in hospitalization benefits, insurance benefits, pension benefits, vacation and sick benefits.

ARTICLE IV - SENIORITY (Contd.)

Section 5. After an employee has completed his six month probationary period and has been approved as a permanent regular employee, his seniority will commence as of the date he was hired as a regular employee. A regular employee is defined: as an employee hired by the Commission with the intent of becoming a permanent employee and who is entitled to all the employee benefits on the date of hire.

Section 6. In the case of layoffs, automation or cutbacks of employment or other conditions which necessitate the reduction of employees affected and covered by this Agreement, the Commission agrees to abide by the seniority rule; that the employee with the lowest seniority in the bargaining unit will be the first employee to be laid off.

The Commission further agrees that in the event of call back in the bargaining unit the last man laid off will be the first to be recalled for employment in the bargaining unit.

Section 7. The date of hire for regular employment shall also be considered as an employee's "anniversary date".

ARTICLE V - HOLIDAYS & HOLIDAY PAY

The Commission recognizes the following holidays:

New Year's Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	General Election
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
4th of July	Christmas Day
	Personal Birthday

An employee who works on a recognized holiday will receive regular pay plus holiday pay.

Employees scheduled to work on a holiday and having an authorized absence because of sickness on that day shall receive one day's pay only and no other form of compensation and be charged with sick time as appropriate.

However, an employee absent for hospitalization or for convalescence following hospitalization shall receive holiday pay and

ARTICLE V - HOLIDAYS & HOLIDAY PAY (Contd.)

regular pay so long as the employee has sick time available.

Employees working rotating shifts and scheduled off on the holiday shall receive one day's pay (8 hours) for the holiday.

Holiday pay will not be paid to any employee on a leave of absence without pay or who is on a suspended or laid-off status.

An employee having an unauthorized absence, either the last scheduled work day before any holiday or on the first scheduled work day after any holiday, shall forfeit any holiday pay due for that holiday. In case of illness, the General Manager may require a doctor's certificate to constitute an authorized absence. In this case, the employee will be charged sick time.

An employee having an unauthorized absence on a holiday on which he is scheduled to work shall receive no compensation of any kind for that day.

If a recognized holiday falls during vacation period an employee shall receive one extra day's pay or one additional day of vacation at the discretion of the employee.

An employee scheduled to work on a holiday who works only one-half (1/2) of the day and is off the other half because of sickness, will be paid double time for the time he worked and straight time for the balance. He will also be charged with one-half (1/2) day sick time.

ARTICLE VI - POLICE ASSOCIATION REPRESENTATION

Section 1. The Commission agrees to pay Police Association representatives for time spent during their regular work hours in the processing of valid grievances and/or the defense of an employee in Disciplinary Action, on either Bridge (Palmyra or Burlington), limited to not more than one (1) representative at one time.

Section 2. The Commission, in its discretion, agrees to release from work assignment without pay, Police Association representatives for the purposes of meeting with Commission representative in all matters not referred to in Section 1, above.

Section 3. The Commission, in its discretion, agrees to consider a release from work assignment without pay, of representatives for such other matters, upon request, as indicated in said request.

## ARTICLE VII - PROMOTIONS

It is agreed the Commission retains the right to maintain efficiency of the operations by determining the methods, the means and the personnel by which such operations are conducted. The Commission may, within its discretion to achieve these aims, promote from within the bargaining unit the employee who is physically qualified and has the highest proficiency and skill available to perform the job.

## ARTICLE VIII - GRIEVANCE PROCEDURE

Section A. In order that the Grievance Procedure can operate smoothly and expeditiously for the best interest of both parties of this Agreement; it is agreed that one person in the Police Association from each bridge shall be delegated to process grievances and disputes. Their names will be placed on file with the Commission's personnel director.

The Commission's personnel director shall maintain a file of the grievances and disputes and be the liaison representative for the General Manager and the Commission on all personnel matters with the Police Association. He shall be responsible for seeing that the terms of the final Agreement are complied with, he shall maintain a close working relationship with all the employees and Police Association officials and members of the Police Association, he may act as the mediator in minor disputes if both parties in the dispute agree. He shall aid and assist all employees, by advice, and counsel regarding their employment with the Bridge Commission.

Section B. Whenever an employee or group of employees have a question, dispute or matter of complaint which concerns their conditions of employment, they shall follow this procedure:

Step 1 - It shall first be discussed with his immediate supervisor in the department of his employment. The employee shall do this in the company of a Police Association representative. At this discussion the persons involved will make every effort to resolve the problem at this level. If required the supervisor shall make whatever investigation is necessary and shall give his answer orally to the employee, normally within three (3) working days after the date of discussion (it is expected that most problems will be settled at this level).

ARTICLE VIII - GRIEVANCE PROCEDURE (Contd.)

Step 2 - However, if the employee is dissatisfied with the decision of the Supervisor he may exercise his right to go to the next higher level of supervision, which is the head of the department (Chief) to whom the supervisor and the employee report. The employee shall submit his signed complaint to the head of the department (Chief) in writing within five (5) working days after he has received an oral answer to his problem from the immediate supervisor. His written complaint should stipulate the nature of the complaint, the results of previous discussion, if any, and the basis of his dissatisfaction.

When the department head (Chief) receives the complaint in writing he shall make a thorough investigation of the problem and review all the facts in the case. In order that a fair and just decision can be made the head of the department (Chief) will meet and discuss the problem with the employee and his representative, if any, and may have present any other personnel that he feels will help resolve the problem.

The head of the department (Chief) shall render his decision in writing to the employee normally within five (5) working days after the meeting.

Step 3 - If the employee is still not satisfied with the decision he has received from the head of the department (Chief) he may proceed to the next higher level of supervision. He shall submit his signed complaint in writing within five (5) working days to the Assistant Manager (Palmyra) or Manager (Burlington) of the Bridge where he is employed. The official at this level will review the written complaint and the written decisions of the previous levels of supervision, he will then call a meeting normally within five (5) working days with the employee, his representative, if any, and all the persons he considers necessary in an effort to reach a satisfactory settlement of the problem.

The decision reached by the Assistant Manager or Manager will be reduced to writing and a copy given to the employee as soon as is practicable, but no later than ten (10) days after the meeting.



ARTICLE VIII - GRIEVANCE PROCEDURE (Contd.)

Step 4 - If the employee is still not satisfied with the decision rendered at this level of supervision, he may appeal the decision in writing to the General Manager within five (5) working days after he has received his decision from the Assistant Manager or Manager. The General Manager or his delegated authority shall review the appeal and make a final judgment or arrange a meeting with the Commission as he deems appropriate. His decision will be rendered in writing as expeditiously as possible, normally within ten (10) days. In the case of a meeting with the Commission, the meeting will be arranged in good faith at the earliest date that is possible after the Commission and the General Manager are able to review the case and set a date for the meeting which is mutually agreeable to the petitioner and the Commission.

Section C. If a grievance or complaint is of such an emergent nature that it must be resolved at the Commission level to maintain the operations or the safety of the bridges and the traveling public, then the 4th Step procedure will be invoked and the General Manager will arrange a meeting with the Commission without delay.

ARTICLE IX - DISCIPLINARY ACTION

Section A. Policy and Purpose

The Commission owes a responsibility to the general public. When persons are employed by the Commission they are expected to conduct themselves in a manner that will always reflect favorably on themselves and the Commission. They are also expected to show the proper consideration for the rights and responsibilities of fellow employees. The Commission has the right to discipline or discharge an employee for cause.

It is hoped that those responsible for the work of others will insure that all employees who report to him discharge their responsibilities conscientiously and adequately. Leadership, counseling, understanding and the firm insistence that employees recognize their responsibilities are a prime requisite. When these objectives fail, corrective action should be prompt.

ARTICLE IX - DISCIPLINARY ACTION (Contd.)

The Commission wishes to point out that no one has ever been discharged from employment for political reasons. After an employee has completed his probationary period, termination of employment shall only be made for just cause and only after a complete investigation and hearing before the Commission.

Section B. In order to insure fairness and equity of disciplinary action when such action is necessary and so it may be administered as promptly and reasonably as possible, the procedures set forth hereafter have been adopted by the Commission.

(a) Employees of the Commission may be disciplined or suspended by the General Manager for any just cause for a period not to exceed five (5) days without the necessity of a hearing. Said employees shall not be suspended for a period in excess of five (5) days or discharged without a fair and impartial hearing.

(b) All hearings herein provided shall be held on premises owned by the Commission unless for good cause the Commission itself shall determine that said hearings shall be held at some other reasonable place.

At least five (5) days prior to a hearing in which an employee is being considered for discharge, the employee involved will be notified in writing of the exact time and place when and where the hearing will be held and the precise charges against him. A copy will be given to the Police Association.

(c) Normally, hearings for disciplinary matters shall be conducted by the General Manager or some other person designated by him. However, if the employee is being considered for dismissal, such hearing shall be conducted by one of the Commissioners designated by the Chairman.

(d) The accused employee shall have the right to be present at the hearing; to be accompanied and represented by some person of his own choosing, but without expense to the Burlington County Bridge Commission; shall be confronted with the witness or witnesses against him; may cross examine any or all of such witnesses; may testify in his own behalf; and may produce any other witness or witnesses in his

ARTICLE IX - DISCIPLINARY ACTION (Contd.)

behalf, all of which shall be subject to cross examination. Any accused employee shall have the right to have any fellow employee attend any such hearing as a witness and management will require such employee to attend. Said fellow employee shall be paid his usual rate of pay for the time to which his attendance is required at such hearing. The attendance of any other witnesses shall be at no expense to the Commission. Any accused employee may also have any fellow employee that he may select to appear and represent him before management but without additional expense to the Commission.

The hearing officer shall promptly render his decision in writing and the employee shall have the right to an appeal from such decision to the Commission by notifying the Commission through the General Manager in writing of his intention so to appeal within ten (10) days next after the receipt by him of the hearing officer's decision.

(e) The Commission agrees to notify the "Police Association" in writing of its disciplinary action against employees subject to this Agreement and recognizes the Police Association's right to represent these employees. The Commission further agrees to notify the employee when any derogatory material with respect to his conduct or service is placed in his personnel file.

ARTICLE X - BENEFITS

Section 1. The Commission agrees to maintain existing Benefit Programs without diminution, except as they may be improved from time to time or as affected by law or insurance changes. These Programs are:

- (A) Thirteen Paid Holidays (See Article V)
- \* (B) Vacation Program
- \* (C) Blue Cross - Blue Shield - Rider J Coverage - Major Medical
- \* (D) Pension and Retirement
- \* (E) Accident and Sick Benefit and Life Insurance
- \* (F) Sick Pay
- \* (G) Workmen's Compensation Supplemental Pay  
Res. #66-13 dated May 18, 1966
- \* (H) Overtime - Meal Allowance

ARTICLE X - BENEFITS (Contd.)

- (J) Call-in Pay - (See Article III - Sec. 7A).
- (K) Court Duty - (See Article III - Sec. 7C).
- \* (L) Jury Duty Pay
- \* (M) Mileage Compensation
- \* (N) Suggestion Awards
- \* (O) Service Awards
- \* (P) Absence in Event of Death in Family

Items marked with an asterisk in the list of Benefits appear in Addendum "C" and are incorporated in this Agreement.

ARTICLE XI - WORKING CONDITIONS

Section 1. The Commission and the Police Association agree to cooperate in providing measures which will continue to make employees' working conditions and surroundings pleasant. The Police Association agrees that all employees shall care for and make proper use of tools, equipment and clothing issued by the Commission. Destruction of or abuse of Commission property shall be cause for disciplinary action.

Section 2. Employees, whenever possible, shall be assigned work within their job classification as set forth in Addendum "A", and the terms of this Agreement.

Section 3. An employee shall have the right and duty to notify his supervisor of all hazardous safety conditions.

Section 4. Each employee shall be responsible to his immediate supervisor, or person in charge of his work assignment, except in cases of emergency or where the best interests of the Commission otherwise dictate.

ARTICLE XII - MUTUAL COOPERATION

Section 1. The Police Association and Commission agree that mutual cooperation is necessary for the Commission to carry out its public responsibility of maintaining a high level of service to the public.

Section 2. The parties agree to resolve problems arising from differences through the Grievance and Disciplinary Action procedures contained herein. The parties further agree to meet and discuss in good faith all matters giving rise to a dispute on the application of this Agreement.

ARTICLE XII - MUTUAL COOPERATION (Contd.)

Section 3. The parties agree that the pursuit of harmonious relations between the Police Association and Commission is the continuing intent of the parties, recognizing the mutual responsibility of each under Chapter 303, P. L. 1968, to avoid strife and resolve quickly all disputes.

Section 4. The Commission agrees that the provisions of this Agreement shall be carried out in all respects through the life of this Agreement and assures the Police Association compliance by its Administrative and Management personnel.

Section 5. The Police Association agrees that this Agreement was reached in good faith pursuant to Chapter 303, P. L. 1968, and to abide by the terms and conditions of this Agreement through the life of the Agreement.

Section 6. The Police Association further agrees that during the term of this Agreement it shall cause no strikes, work stoppages, or slow downs or other acts of disharmony contrary to the intent of this Agreement or law. The Police Association agrees that it has full responsibility for any such acts on the part of its negotiating unit.

Section 7. In the event of any such acts enumerated in Section 6 of this Article, the Police Association agrees that any and all such employees so engaged shall be immediately subject to disciplinary or dismissal action. The Police Association further agrees that it will immediately notify all employees in the negotiating unit that any such action is not sanctioned by the Police Association and that the Police Association joins with the Commission in insisting that all employees cease and desist immediately.

Section 8. The Police Association further agrees that any strike, work stoppage, slow down, or other overt acts of disharmony which continue beyond a twenty-four (24) hour period shall render null and void the provisions of this Agreement and the obligation of the Commission to carry out any and all provisions of this Agreement.

ARTICLE XII - MUTUAL COOPERATION (Contd.)

Section 9. The Police Association further agrees that the Commission shall have any and all recourse in law to restore normal working operations, including action against individual employees, the Police Association, and its representatives.

Section 10. The Police Association acknowledges that the employees represented by the Police Association are public employees within the meaning of Article I, Paragraph 19 of the New Jersey Constitution (1947), and, while entitled to the rights and privileges guaranteed public employees under the law, such employees are subject to the limitations upon their rights established by law.

ARTICLE XIII - JOB CLASSIFICATION

Section 1. A list of job classifications and descriptions incorporated and affected by this Agreement are attached to this Agreement as Addendum "A".

ARTICLE XIV - RATES OF PAY

Section 1. New rates of pay will become effective October 1, 1969. Rates of pay and their effective dates shall appear attached hereto as Addendum "B".

ARTICLE XV - COMMISSION RIGHTS AND JURISDICTION

Section 1. It is agreed that the customary and usual rights, powers, functions and authority of management are vested in management officials of the Commission. Included in this responsibility, but not limited thereto, is the right, in accordance with applicable laws, to direct the workforce; the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend, discharge, demote or take other disciplinary action, and the right to release employees from duties because of lack of work and other legitimate reasons.

Section 2. The Commission, shall retain the right to maintain efficiency of the operations by determining, in its discretion, the methods, the means, and the personnel by which such operations are conducted and shall also have the right to take whatever actions are necessary to maintain the continuous operations and maintenance of the

ARTICLE XV - COMMISSION RIGHTS AND JURISDICTION (Contd.)

Palmyra and Burlington Bridges to the best interest of the general public.

Section 3. The right to make reasonable rules and regulations shall be considered acknowledge functions of the Commission. In making rules and regulations relating to personnel policy, procedures, and practices and matters of working conditions, the Commission shall give due regard and consideration to the obligations imposed by this Agreement; however, such obligation and regard shall not be construed to extend to such areas of discretion and policy as the functions or the organization, assignment of personnel, or the technology of performing work.

Section 4. The Commission, in its discretion, shall continue to exercise exclusive jurisdiction in determining the number of employees required and assigned at all facilities. By the same token, the Commission shall continue to determine the number and classification of all personnel and equipment required to properly operate and maintain the Bridges under their jurisdiction, the number of men and equipment required for the performance of any particular operation in any building or location and the assignment of personnel for special tasks outside of their normal assignment. In addition thereto, the Commission shall continue to determine the necessity of shifting personnel to other than assigned duties or locations on any day or days or nights. The Commission shall also continue to determine the number of part time and temporary employees required and the locations to which such personnel shall be assigned.

Section 5. The Commission shall continue to exercise exclusive jurisdiction in determining the necessity for the use of outside contractors and the rental of equipment including operators when required in its judgment. It shall also continue to determine the items of work to be performed by outside contractors.

ARTICLE XVI - LEGAL APPLICATION

Section 1. Either party to this Agreement may seek legal relief or enforcement of the provisions herein.

ARTICLE XVI - LEGAL APPLICATION (Contd.)

Section 2. Should any portion of this Agreement be held unlawful and unenforceable by any Court of competent jurisdiction, such decision of the Court shall apply only to the specific portion of the Agreement affected by such decision, whereupon the parties agree to negotiate immediately a substitute for the invalidated portion thereof.

ARTICLE XVII - TERM OF AGREEMENT

Section 1. This Agreement shall be effective as of the date of signing the final Agreement except the rate of pay shall be retroactive to October 1, 1969. It shall be binding upon the Commission and the Police Association until October 1, 1972 and thereafter from year to year unless either party hereto shall notify the other, in writing, at least sixty (60) days prior to the expiration of the term or any extended term of this Agreement of a desire to make a change in the Agreement.

Section 2. If either party gives notice to the other of a desire to change any of the terms of this Agreement pursuant to Section 1, then within ten (10) days from the service of said notice, representatives of the Commission and the Police Association shall meet to begin discussion and negotiations of such change.

ARTICLE XVIII - COST OF AGREEMENTS

The Commission agrees to pay the cost of printing booklets of this Agreement to be distributed to all employees of the bargaining unit.



IN WITNESS WHEREOF, the parties have caused this Contract to be executed under their hands and seals.

BURLINGTON COUNTY BRIDGE COMMISSION

BY-

  
\_\_\_\_\_  
JOHN E. DIMON, CHAIRMAN

JANUARY 17, 1970


ATTEST:

  
\_\_\_\_\_  
FREDERICK C. ADAMS, SECRETARY

JANUARY 17, 1970


FOR THE BURLINGTON COUNTY BRIDGE POLICE ASSOCIATION

BY-

  
\_\_\_\_\_  
JAMES E. MORTON, PRESIDENT

JAN 8, 1970

ATTEST:

  
\_\_\_\_\_  
WILLIAM M. KING, VICE PRESIDENT

JAN 12, 1970

ADDENDUM "A"

Section 1. The list of job descriptions incorporated in this Agreement are:

•Sergeant  
Bridge Patrolman  
Traffic Light Operator

Section 2. Complete detailed original copies of the list of job descriptions and classifications applicable and incorporated in this Agreement are on file in the Burlington County Bridge Commission personnel office and with the Burlington County Bridge Police Association representatives. They are identified by signature of both parties to this Agreement and the date this Agreement was signed and affixed with the official Bridge Commission seal.

ADDENDUM "B"

WAGES

The salary scale and hourly wage rate for the following employees are agreed to for a period of three (3) years commencing October 1, 1969 and extending to October 1, 1972.

PAY SCHEDULE EFFECTIVE OCTOBER 1, 1969

<u>TITLE</u>	<u>HOURLY RATE</u>					<u>Steps</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
Sergeant	3.27	3.41	3.58	3.72	3.88	
Patrolman	3.10	3.24	3.41	3.55	3.71	
Light Operator	2.61	2.72	2.84	2.95	3.06	

Patrolmen in the Police Department who may be placed in the position of acting sergeant (normally this will be the patrolman who has seniority on the shift he is working) shall receive the hourly sergeant's pay rate that is commensurate with the patrolman's salary increment step.

PAY SCHEDULE EFFECTIVE OCTOBER 1, 1970

<u>TITLE</u>	<u>HOURLY RATE</u>					<u>Steps</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
Sergeant	3.52	3.66	3.83	3.97	4.13	
Patrolman	3.35	3.49	3.66	3.80	3.96	
Light Operator	2.84	2.95	3.07	3.18	3.29	

Patrolmen in the Police Department who may be placed in the position of acting sergeant (normally this will be the patrolman who has seniority on the shift he is working) shall receive the hourly sergeant's pay rate that is commensurate with the patrolman's salary increment step.

PAY SCHEDULE EFFECTIVE OCTOBER 1, 1971

<u>TITLE</u>	<u>HOURLY RATE</u>					<u>Steps</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
Sergeant	3.77	3.91	4.08	4.22	4.38	
Patrolman	3.60	3.74	3.91	4.05	4.21	
Light Operator	3.07	3.18	3.30	3.41	3.53	

Patrolmen in the Police Department who may be placed in the position of acting sergeant (normally this will be the patrolman who has seniority on the shift he is working) shall receive the hourly sergeant's pay rate that is commensurate with the patrolman's salary increment step.

ADDENDUM "C"

VACATION

Item B - The highly specialized nature of our Bridge operations require that vacations be granted to meet departmental needs.

Vacation period shall coincide with the calendar year, January 1 to December 31.

During the first calendar year of employment an employee will be granted one day vacation for each month worked.

During the second through the fifth year of employment, an employee will be granted 12 vacation days, with pay.

Employees may accrue one year's vacation time. This must be taken by the end of the succeeding calendar year or forfeited.

When an employee completes the specified number of years of service, he will be granted the number of vacation days listed in the following schedule:

0 - 5 years of service - 12 vacation days with pay (working days)  
5 -10 years of service - 15 vacation days with pay (working days)  
10 -20 years of service - 18 vacation days with pay (working days)  
20 -25 years of service - 20 vacation days with pay (working days)  
Over 25 years of service- 25 vacation days with pay (working days)

In the calendar year in which the specified years of service occurs the employee will receive vacation days prorated on the number of months he has over 5, 10, 20 or 25 years service.

As an example, where 10 years of service is completed on 1 April, the employee concerned would receive 1-1/4 days per month for the first three months and 1-1/2 days per month the last nine months or 17-1/4 days.

The initial date for determining vacation time will be the first day of the calendar month following the date of employment.

Vacations shall be taken as follows:

Employees may take only one week of their vacation between June 1 and September 5 of a calendar year. Vacations must be arranged so that only one man at each bridge is on vacation at one time. These vacations shall not be scheduled during periods when

ADDENDUM "C"

VACATIONS (Contd.)

personnel are away on military duty.

Emergency or special circumstances which require any deviation from this policy shall be submitted in writing by the person requesting such deviation to the Chief who in turn shall submit it to top Management for approval or rejection.

No arrangements or commitments of any kind should be made by the requesting parties until they have received written permission granting their request. In our type of operation we must have complete and proper police coverage at all times.

Any balance of vacation may be taken during the remainder of the year, as requested, providing it can be arranged without jeopardizing operations.

ITEM "C" - BLUE CROSS, BLUE SHIELD, RIDER "J", MAJOR MEDICAL COVERAGE

The Commission agrees to pay the entire cost of Blue Cross, Blue Shield with Rider "J" and Major Medical coverage for the employees covered by this Agreement except as they may be improved from time to time or as affected by law or insurance changes.

The Blue Cross Plan and the Blue Shield Plan with Rider "J" known as "The Agreement between the Hospital Service Plan of New Jersey and the Medical-Surgical Plan of New Jersey and the Burlington County Bridge Commission" dated 8/22/60 and "The Supplement Rider "J" extended Benefit" dated 12/4/63 and the "New and Rehire Amendment" dated 7/29/69 are incorporated in this Agreement. Employees now receive a copy of the policy.

Major Medical coverage will be provided as negotiated with Blue Cross-Blue Shield subsidiary and each employee will receive a certificate of insurance.

ITEM "D" - PENSION & RETIREMENT

The Retirement Policy adopted by the Bridge Commission on May 6, 1969 which is incorporated in the official Bridge Commission minutes is incorporated in this Agreement. Subject to the Laws of the State of New Jersey.



ADDENDUM "C"

ITEM "E" - ACCIDENT AND SICK BENEFIT AND LIFE INSURANCE

The group accident and sick benefit and life insurance policy known as "United Life and Accident Insurance Company Policy #GL213" with the coverage of \$5,000.00 death benefit, \$5,000.00 accidental death benefit and the \$55.00 per week sickness benefit is incorporated in this Agreement under the same terms and conditions as the present policy provides.

ITEM "F" - SICK TIME

In order to insure that employees are protected during periods of sickness the Commission has provided that the pay of employees will be continued during periods in which they are incapacitated for work because of personal illness for allocated periods called "sick time". This sick time covers the individual concerned only and not members of his family. All employees are cautioned against using this sick time during periods when they are not sick. Violations of the use of sick time will lead to disciplinary action and persistent violation will constitute justifiable cause for dismissal.

During the first year of employment sick time will accrue at the rate of 1 day per month starting with the calendar month following date of employment.

Thereafter an employee shall accrue 1-1/4 days sick time per month.

Sick time will be accumulative and will continue to accrue during paid sick time and vacation. Employees on a voluntary leave of absence status will not accumulate sick and vacation time.

If an employee is sick six or more consecutive work days, a doctor's certificate may be required by the General Manager.

ITEM "G" - WORKMEN'S COMPENSATION SUPPLEMENTAL PAY BENEFITS

The Burlington County Bridge Commission Resolution #66-13 dated May 18, 1966 in the official Bridge Commission minutes is incorporated as part of this Agreement. It covers the policy affecting pay benefits for Bridge employees who are receiving workmen's compensation payments.

ADDENDUM "C"

ITEM "H" - OVERTIME MEAL ALLOWANCE

When an employee works 12 or more consecutive hours of which at least four hours are in addition to the hours that were scheduled at the start of his working hours, he will be paid \$1.50 meal allowance. For every four continuous hours worked thereafter he will be paid \$1.50 meal allowance.

ITEM "L" - POLICY & PROCEDURE TO BE FOLLOWED WHEN AN EMPLOYEE IS CALLED FOR JURY DUTY

All Employees

When an Employee receives his official notification to report for Jury Duty, he should immediately contact the Accounting Department through his Supervisor. The Accounting Department will provide him with the proper form (sample Attached), that must be processed in order to receive approval for Jury Duty Service and adjusted reimbursement. (Accounting Department will forward a copy of the Official Jury Duty Notification to the Personnel Department).

When Jury Duty has been approved, the employee will receive his regular pay check on his regular pay day, with the understanding that when he receives his "Jury Duty Hours and Mileage Check", he will assign it to the Commission (Accounting Department ) for the proper per diem deductions owed to the Commission. The Accounting Department will then issue to the employee an "Adjustment Check" for any balances due including the mileage that was shown on the "Jury Duty Hours and Mileage Check".

No Per Diem deduction will be made from the "Jury Duty Check" for days that the employee serves on the Jury on his scheduled days off.

When an employee is on authorized Jury Duty and he is not required to actually serve on the Jury, and there is no conflict in the hours, he will be scheduled to work at his regular duties.

Failure of an employee to report immediately to his department head when he is not actually on Jury Duty will result in a loss of Bridge pay.

The form supplied for authorized Jury Duty shall be signed every week by the Court stipulating the dates of Jury Duty and the number of days served that week. -4-

ADDENDUM "C"

ITEM "L" - POLICY & PROCEDURE TO BE FOLLOWED WHEN AN EMPLOYEE IS CALLED FOR JURY DUTY (Contd.)

40 Hour Employees

40 hour employees not working on a regular shift, will be scheduled to work on all days that they are not working on Jury Duty, including Saturday, Sunday and holidays and hours which will not conflict with Jury Duty. Since they have no regular days off they will be reimbursed at the Jury Duty per diem rate for those "Jury Days" which exceed the combined work days over 5 days (Bridge and Jury Days) and provided they work at their regular duties when scheduled or they are on other authorized Bridge absence.

ITEM "M" - MILEAGE

Mileage for Bridge business shall be reimbursed at a rate of \$.10 per mile, when approved by an authorized signer submitted on the proper form.

ITEM "N" - INCENTIVE PROGRAM

The Burlington County Bridge Commission is desirous of maintaining an atmosphere of mutual cooperation with its employees. In order to establish an avenue for such cooperation, the Bridge Commission has established a suggestion and incentive program.

Locked suggestion boxes will be placed in appropriate positions throughout the Commission establishment. Suggestions will be collected and will be reviewed by the General Manager, assisted by appropriate supervisory personnel. Those having merit will be presented to the Bridge Commissioners along with a recommendation for a suitable monetary incentive reward to the person making the suggestion. Suggestion forms will be supplied.

ITEM "O" - The Bridge Commission would also like to recognize the long and faithful service being rendered to the Commission by its employees. When an employee has completed ten or more years of service, he will be presented with a suitable pin commemorating such service at a regular meeting of the Commission. Employees retiring from employment with the Commission will be presented with an appropriate engraved memento of the occasion. Employees with twenty or more years of service

ADDENDUM "C"

ITEM "O" (Contd.)

and retirees, retiring during the year, will be honored at an annual dinner.

Annually thereafter the General Manager will present eligible employees with a gold year tab for this pin. At the completion of 15, 20 and 25 years the appropriate annual gold tab will be presented by the Commission at a regular scheduled meeting.

ITEM "P" - ABSENCE - IN THE EVENT OF DEATH IN FAMILY

In the event of a death in the immediate family of a regular employee of the Commission, as many as 96 hours leave of absence, with pay, from time of death, will be granted when it is necessary for the employee to have free time to devote to making necessary arrangements for the funeral of the deceased. By immediate family is meant, wife or husband, mother or father, daughter or son, and sister or brother, father-in-law or mother-in-law, if a member of the employee's household.

In the event of one of the following, one day off will be allowed for the purpose of attending the funeral: sister or brother, father-in-law, mother-in-law, except as above, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandfather, grandmother, uncle, aunt, cousin, niece or nephew.

Leave will not be granted when the death occurs at such a distance as to render impossible attendance of the employee at the funeral.

Time off as designated herein shall include non-working days, e.g., if an employee is off for two days because of schedule, then he shall be entitled to two additional days only.

All employees are urged to keep one week's vacation "on the books" to take care of other emergencies.