

3-0352

14-32

THIS BOOK DOES
NOT CIRCULATE

A G R E E M E N T

Between:

TOWNSHIP OF RANDOLPH,
MORRIS COUNTY, NEW JERSEY

-and-

RANDOLPH TOWNSHIP MUNICIPAL CLERICAL ASSOCIATION

January 1, 1975 through December 31, 1977

LIBRARY
Institute of Management and
Labor Relations

JAN 15 1977

RUTGERS UNIVERSITY

INDEX

<u>ARTICLE</u>	<u>PAGE</u>
Preamble -----	1
I Recognition -----	2
II Association Rights -----	3
III Management Rights -----	4
IV Work Week and Overtime -----	6
V Sick Leave -----	7
VI Holidays -----	10
VII Vacations -----	11
VIII Insurance -----	12
IX Grievance Procedure -----	13
X No-Strike Pledge -----	16
XI Discharge and Discipline -----	18
XII Salaries -----	19
XIII Longevity -----	21
XIV Separability and Savings -----	22
XV Fully Bargained Provisions -----	23
XVI Termination -----	24

PREAMBLE

This AGREEMENT entered into this 5th day of December, 1974, by and between the TOWNSHIP OF RANDOLPH, in the County of Morris, New Jersey, a Municipal Corporation of the State of New Jersey, hereinafter called the "Township", and RANDOLPH TOWNSHIP MUNICIPAL CLERICAL ASSOCIATION, hereinafter called the "Association" represents the complete and final understanding on all the bargainable issues between the Township and the Association.

ARTICLE I

RECOGNITION

The Township recognizes the Association as the exclusive collective negotiations agent for all clerical and office workers employed by the Township, but excluding all professional employees, supervisors, police department personnel, managerial executives and confidential employees (Secretaries to the Township Manager), and all other employees.

ARTICLE II

ASSOCIATION RIGHTS

A. During Collective Negotiations, authorized Association representatives, not to exceed four (4) shall be excused from their work duties to participate in all negotiation sessions which may be mutually scheduled to take place during their regularly scheduled work time, and shall suffer no loss of regular pay thereby.

B. Each respective negotiating Committee shall be empowered with authority to negotiate an Agreement, subject, however, to the approval and ratification of same by their respective constituencies.

ARTICLE III

MANAGEMENT RIGHTS

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

1. To the executive management and administrative control of the Township Government and its properties and facilities and the activities of its employees;

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

3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Township, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the

Management Rights continued:

extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.

C. Nothing contained herein shall be construed to deny or restrict the Township of its powers, rights, authority, duties and responsibilities under R.S. 40 and R.S. 11 or any other national, state, county or local laws or ordinances.

ARTICLE IV

WORK WEEK AND OVERTIME

A. The normal work week shall consist of five (5) consecutive days, Monday through Friday. The normal work day shall consist of seven (7) hours as scheduled by the work rules of the employer.

B. The employer shall compensate each employee with one (1) hour of compensatory time off for each hour worked by the employee in any given week in excess of thirty-five (35) hours and up to forty (40) hours providing such overtime shall have been with the authority or approval or at the direction of the immediate supervisor of the employee or the Township Manager. In the event compensatory time due the employee for such overtime between thirty-five (35) and forty (40) hours is not made available prior to the end of the calendar year, such time may be accumulated by the employee or paid at one and one-half (1½) times the hourly rate of compensation paid such employee during the year earned.

C. The employer shall compensate each employee for overtime work in excess of forty (40) hours at one and one-half (1½) times the hourly rate of compensation paid such employee providing such overtime shall have been with the authority or approval or AT THE DIRECTION OF THE IMMEDIATE SUPERVISOR OF THE EMPLOYEE or THE TOWNSHIP MANAGER.

ARTICLE V

SICK LEAVE

A. Service Credit for Sick Leave

1. All employees shall be entitled to sick leave with pay based on their aggregate years of service.

2. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease. Sick leave may also be utilized for short periods because of death in the employee's immediate family as defined below.

B. Amount of Sick Leave

1. The minimum sick leave with pay shall accrue to any full-time employee on the basis of fifteen (15) days per year.

2. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.

C. Reporting of Absence on Sick Leave

1. If an employee is absent for reasons that entitle him to sick leave, his supervisor shall be notified prior to the employee's starting time.

(a) Failure to so notify his supervisor may be cause of denial of the use of sick leave for that absence and constitute

cause for disciplinary action.

(b) Absence without notice for five (5) consecutive days shall constitute a resignation.

D. Verification of Sick Leave

1. An employee who shall be absent on sick leave for four (4) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness. The Township may require proof of illness of an employee on sick leave, however, whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action.

2. In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required.

3. The Township may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined at the expense of the Township by a physician of the Township's choice. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.

E. Bereavement Leave

1. In case of death in the immediate family, an employee shall be granted up to three (3) days leave.

2. Immediate family shall be defined as the employee's

Sick Leave continued:

husband, wife, child, stepchild, mother, father, brother or sister.

3. Reasonable verification of the event may be required by the Township.

ARTICLE VI

HOLIDAYS

A. The following twelve (12) days shall be holidays upon which the public offices of the employer shall be closed and on which the employees shall not be required to work:

New Year's Day	Labor Day
Lincoln's Birthday	General Election Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day

B. Any employee required to work on a holiday shall be paid at an hourly rate of one and one-half times (1½) times said employee's regular rate of pay.

ARTICLE VII

VACATIONS

A. Vacations for full time employees shall be based upon the following schedule:

<u>Years of Service Completed by December 31</u>	<u>Vacation to be Received During 1975</u>
After 1st through 7th year	2 weeks
From 8th through 15th year	3 weeks
From 16th through 20th year	4 weeks
20 years and over	1 day for each additional year

B. All vacation days must be taken during the calendar year earned except when special permission is granted by the Manager.

ARTICLE VIII

INSURANCE

A. The employer shall provide for each full time employee and his or her dependents the following health insurance:

- (a) New Jersey Blue Cross (hospital service) and New Jersey Blue Shield (medical-Surgical) including Rider J.
- (b) Major Medical Insurance.
- (c) Group Life Insurance.
- (d) Salary continuation insurance.

B. The employer reserves the right to change insurance carriers, so long as substantially similar benefits are provided.

ARTICLE IX
GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement and to resolve grievances as soon as possible so as to assure efficiency and promote employees' morale. The parties agree that this procedure will be kept as informal as may be appropriate.

2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the Chief of the Department and having the grievance adjusted without the intervention of the Association.

B. Definition

The term "grievance" as used herein means any controversy arising over the interpretation or adherence to the terms and conditions of this Agreement and may be raised by an individual, the Association or the Township.

C. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any step is waived by mutual

Grievance Procedure continued:

consent:

Step One: The moving party shall present the grievance in writing signed by the aggrieved to the Department Head within three (3) working days of the occurrence giving rise to the grievance for the purpose of resolution. In the discussion of the grievance, the persons involved shall make an earnest effort to resolve the matter. The Department Head shall make whatever additional investigation is necessary and shall, within three (3) working days after presentation of the grievance, give his decision.

Step Two: If a grievance is not resolved at Step One, the moving party may, within three (3) working days of receipt of the answer in Step One, submit the written grievance to the Township Manager, who shall give his answer within three (3) working days of the presentation of the grievance in Step Two.

Step Three: If the grievance is not resolved in Step Two, it may be appealed in writing within three (3) days after receipt of the answer in Step Two to the Governing Body. Upon receipt of an appeal, a meeting shall be scheduled to discuss the grievance within ten (10) days of receipt of the appeal unless extended by mutual agreement. The decision of the Governing Body shall be made not later than five (5) working days after the Step Three meeting.

Step Four: Arbitration:

(a) In the event the grievance has not been resolved

Grievance Procedure continued:

at Step Three, the Association may within five (5) working days request arbitration. The arbitrator shall be chosen in accordance with the Rules of the American Arbitration Association.

(b) The arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto.

(c) The costs of the services of the arbitrator shall be borne equally between the Township and the Association. Any other expense incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.

(d) The arbitrator shall set forth his findings of fact and reasons for making the award within thirty (30) days at the conclusion of the arbitration hearing unless agreed to otherwise by the parties. The decision of the arbitrator shall be final and binding.

D. A grievance will be considered settled upon its withdrawal in writing, or when the grievant ceases to be an employee by resignation or when any time limit set forth above has expired for its appeal to the next step. Failure to answer a grievance within the proper time shall move it to the next step.

ARTICLE X

NO-STRIKE PLEDGE

A. The Association covenants and agrees that during the term of this Agreement neither the Association nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other job action against the Township. The Association agrees that such action would constitute a material breach of this Agreement.

B. In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participation in any such activity by any employee covered under the terms of this Agreement shall be deemed grounds for termination of employment of such employee or employees.

C. The Association will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Township.

D. Nothing contained in this Agreement shall be construed to

No-Strike Pledge continued:

limit or restrict the Township in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages or both in the event of such breach by the Association or its members.

ARTICLE XI

DISCHARGE AND DISCIPLINE

A. No permanent employee shall be discharged or suspended or otherwise disciplined without just cause.

B. The employer shall notify the Association at the time disciplinary action is taken.

C. Employees shall have the right to claim that suspension or discharge was unjustly imposed by submitting such claim to the Township Manager in writing within three (3) working days after the disciplinary action. This shall be the sole method of appeal of disciplinary action. Failure to so appeal shall be admission as to the propriety of the action taken.

ARTICLE XII

SALARIES

A. The salaries for clerical employees shall be as follows effective January 1, 1975:

<u>Title</u>	<u>Employee</u>	<u>Salary</u>
Deputy Clerk/Planning Board Secretary	Doris Ryan	10,375
Secretarial typist	Irene Williamson	9,775
Secretarial typist	Marlene Padula	7,325
Violations Clerk	Grace Montemarano	8,225
Clerk-Typist	Theodora Fioretta	7,900
Bookkeeping Machine Operator	Carol Acquafredda	7,400
Cashier	Janet Van Hook	7,125
Telephone operator/ Receptionist	Hazel Brower	6,025

B. Effective in 1975, it is agreed that a Merit Review Board will be established consisting of the Department Head or immediate Supervisor of any individual employee, the Director of Finance, and the Planning Director. The Review Board shall review job performance evaluations for each employee prepared initially by the employee's Department Head or immediate Supervisor. The full Review Board shall make a recommendation in writing to the Township Manager for merit increases as provided hereinafter. The recommendation of the Department Head or immediate Supervisor shall not be binding on the full Review Board (which Board will include the Department Head who makes the initial recommendation in cases where the Department Head is the immediate Supervisor of the employee) and, the recommendation of the Review Board shall not be binding on the Township Manager. However, if the recommendation of the Review Board is not finally implemented, the reasons for the action taken will be stated in writing and the employee shall have the opportunity to state to the Board and the Township Manager her opinion as to what is considered a fair merit increase, after which a final recommendation will be made by the Review Board and a final determination will be made by the Township Manager.

C. On January 1, 1976, all employees shall receive an increase in base salary of \$400 and shall be eligible for a merit increase of from 0% - 5% as determined by the procedure set forth in paragraph B above.

D. On January 1, 1977, all employees shall receive an increase in base salary of \$500 and shall be eligible for a merit increase of from 0% - 5% as determined by the procedure set forth in paragraph B above.

E. New employees within the titles outlined above are to have their salary set in accordance with the salary ordinance of the employer.

ARTICLE XIII

LONGEVITY

A. A longevity program based upon the employee's length of continuous and uninterrupted service with the Township shall be provided on the following basis for each year of this Agreement:

- | | | |
|--|-----|--|
| 1. January 1st, After fifth year of service | 2% | of base pay(including any merit increment) |
| 2. January 1st, After tenth year of service | 4% | of base pay |
| 3. January 1st, After fifteenth year of service | 6% | of base pay |
| 4. January 1st, After Twentieth year of service | 8% | of base pay |
| 5. January 1st, After Twenty-fifth year of service | 10% | of base pay |

B. Longevity shall be computed on base pay, and shall date from the employees original date of hire so that the anniversary date of the employee shall be operative in determining what, if any, longevity payment is to be made on the succeeding January 1st.

C. Payments shall be made in bi-weekly installments.

ARTICLE XIV

SEPARABILITY AND SAVINGS

A. The Township and the Association recognize the applicability of the Economic Stabilization Program enacted by Congress, authorizing the President to establish controls regarding prices, rents, wages, and salaries and agree to abide fully by its provisions and other applicable present or future Executive Orders or legislation. Therefore, salary or wage increases or other economic changes will be put into effect to the extent that is legally possible. In the event any or all of the salary increases or adjustments or other economic changes for 1975 or beyond cannot be legally made effective, such increases shall be omitted or proportionately adjusted according to law.

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

ARTICLE XV

FULLY BARGAINED PROVISIONS

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

ARTICLE XVI

TERMINATION

This Agreement shall take effect from January 1, 1975, and shall remain in full force and effect through December 31, 1977, and thereafter from year to year unless either party shall give notice in writing no sooner than ninety (90) nor later than forty-five (45) days in advance of the expiration date of this Agreement of the desire to amend or terminate the same. All changes by the moving party must be submitted in writing at the time the initial aforesaid notice is given. Thereafter, the responding party shall have thirty (30) days to give notice of proposed changes and/or counter proposals in writing. No such changes by either party shall be considered which are not received in accordance with this Section.

RANDOLPH TOWNSHIP MUNICIPAL
CLERICAL ASSOCIATION

TOWNSHIP OF RANDOLPH
MORRIS COUNTY, NEW JERSEY

By: _____

By: _____

Witness:

Witness:
