

AGREEMENT

2395

S.P. E.

BETWEEN

White Collar

TOWNSHIP OF MONROE

AND

LOCAL 911  
INTERNATIONAL UNION OF PRODUCTION,  
CLERICAL & PUBLIC EMPLOYEES

EFF. JAN. 1, 1996 THROUGH DEC. 31, 1998

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ARTICLE 1.

PREAMBLE

This Agreement entered into this 1st day of January, 1996 between the Township of Monroe, hereafter referred to as the Township, and International Union of Production, Clerical & Public Employees, Local 911, Located at P.O. Box 278, Cliffside Park, New Jersey, 07010, hereafter referred to as the Union. This Agreement shall be in effect from January 1, 1996 to and including December 31, 1998.

ARTICLE 2.

RECOGNITION

The Employer recognizes the Union as the sole and exclusive collective bargaining agent with regard to rates of pay, hours of work and other conditions of employment for all white collar employees, including Police Communications Officers, and Dispatchers employed by the Employer, but excluding all Supervisors, Managerial Executives and Confidential employees, and for such additional or deleted classifications as the parties may later agree to add or delete.

ARTICLE 3.

DUES CHECK OFF AND AGENCY SHOP

A. The Township agrees to deduct Union dues from the salaries of employee subject to the terms of this Agreement. Such deduction shall be made in compliance with N.J.S.A. 52:14-15.9(d), as amended. Said monies, together with records of any correction, shall be transmitted to the Union office within fifteen (15) calendar days following the payroll period in which the deductions were made.

B. If there shall be any change in the rate of membership dues during the life of this Agreement, the Union shall furnish to the Township written notice prior to the effective date of such change.

C. The Union will provide the necessary check-off authorization forms and the Union will secure the signatures of its members on the forms and deliver the signed forms to the designated Township officials, as provided in N.J.S.A. 52:14-15.9(e) as amended. The Union shall indemnify, defend, and save the Township harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken by the Township in reliance upon the salary deduction authorization cards submitted by the Union to the Township.

D. Any employee in the bargaining unit on the effective date of this Agreement who does not join the Union within thirty (30) days thereafter, any new employee who does not join within thirty (30) days of initial employment within the unit, and any employee previously employed within the unit who does not join, within ten (10) days of reentry into employment within the unit shall, as a condition of employment, pay a Representation Fee to the Union by automatic up to eighty five percent (85%) of the regular Union membership dues, fees, and assessments as certified to the Employer by the Union. The Union may revise its certification of the amount of the representation fee at any time to reflect changes in the regular Union membership dues.

The Union's entitlement to the Representation Fee shall continue beyond the termination date of this Agreement so long as the Union remains the majority representative of the Employees in the Unit, provided that no modification is made in this provision by a successor agreement between the Union and the Employer. For the purpose of this provision, employees employed on a ten (10) month basis or who are reappointed from year to year shall be considered to be in continuous employment.

E. It is understood that the Union has a provision in the International Constitution which provides a procedure whereby a person paying a fee under an Agency Shop Agreement may obtain a rebate for that portion of this fee which is used for partisan political or ideological purposes.

ARTICLE 4.

MANAGEMENT RIGHTS

International Union of Production, Clerical & Public Employees, Local 911, recognizes the administration of rights, duties and authority to manage and control the employees of the administration pursuant to the authority conferred on it by the State of New Jersey, and all applicable local, State and Federal Laws. The administration retains and reserves all rights of management and control of the employees of the administration.

ARTICLE 5.

NO STRIKE PLEDGE

A. The Union covenants and agrees that during the terms of this Agreement, neither the Union nor any person acting on its behalf, will cause, authorize or support or condone, 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 Union agrees that such action would constitute a material breach of this Agreement. The Township agrees not to lock out.

B. The Union 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.

ARTICLE 6.

NON-DISCRIMINATION

A. There shall be no discrimination by the Township or the Union against any employee on account of race, color, creed, age, sex, national origin, or political affiliation.

B. There shall be no discrimination, interference, or restraint or coercion by the Township or any of its representatives against any of the employees covered under this Agreement because of their membership or non-membership in the union, or because of any lawful activities by such employee behalf of the Union. The Union, its members and agents, shall not discriminate against, interfere with, restrain or coerce any employees covered under this Agreement, who are not members of the local Union.

ARTICLE 7.

SENIORITY

A. A newly appointed permanent employee shall be considered probationary for a period of sixty (60) days and will not accumulate seniority during this period.

B. Seniority shall be defined as an employee's length of service with the Township administration beginning with the employee's date of permanent assignment following his sixty (60) calendar day probationary period. Upon completion of the probationary period, seniority shall accumulate until there is a break in service.

C. An employee shall be considered to have job classification seniority with in the Department in which he or she is working upon successful completion of the sixty (60) calendar day probationary period for that job. Job classification seniority shall accumulate until there is a break in service.

D. A break in continuous job classification service occurs when an employee resigns, is discharged for cause, or retires. Seniority in a new job classification status shall not accrue following promotion until the individual has successfully completed a sixty (60) calendar day probationary period in the new job classification. Promoted employees shall continue to accrue seniority in their previous job classification during the sixty (60) calendar day probationary period in the new job classification.

E. Absence without leave for two (2) work days or failure to return from any leave of absence shall be considered a resignation.

F. An employee who is reinstated after a period of layoff shall continue to accumulate seniority exclusive of the period of layoff. No new employee is to be engaged while qualified employees are laid off, and have not had an opportunity to return to work.

G. When an employee is promoted but does not successfully complete a sixty (60) day probationary period, the employee may return to the previous job classification.

H. Promotions are to be made solely on the basis of merit and qualifications. Existing or anticipated job vacancies will be posted on bulletin boards in accordance with Article 31 - JOB POSTING of this contract. Determination of qualifications and merit shall be made by the Administration and the Union as they apply to positions represented by Local 911, I.U. of P.C.P.E. Where a situation exists in which an existing Township employee applies for a given position and has qualifications equal to the application of a non-Township employee or another Township employee, seniority shall be the determining factor in the selection of the applicant.

I. When an employee is to be laid off he shall have the right to exercise his Township seniority over employees with less Township seniority. An employee who is recalled from layoff shall be recalled in accordance with seniority preference.

J. JOB TRANSFERS: In the event of an anticipated job vacancy or opening, an employee may submit in writing a letter to the Business Administrator requesting a job transfer to fill that position. That letter shall be kept on file and when the opening becomes available it shall be reviewed.

ARTICLE 8.

PROVISIONAL STATUS

A. All newly hired employees shall be subject to a sixty (60) calendar day period of PROVISIONAL EMPLOYMENT. The purpose of said period of PROVISIONAL EMPLOYMENT is to enable the Township to evaluate the employee's work performance and conduct in order to determine whether the employee merits permanent employment status and also for the opportunity for the Township to review its needs for the staffing and to review its final situation. If, at any time during or at the end of the PROVISIONAL EMPLOYMENT period, the conduct and/or performance of the employee is found to be unsatisfactory by the Township, or the Township deems it does not need or can afford the position, the Township may terminate the employee. The decision of the Township regarding the termination of the employee shall not be subject to the Grievance Procedure.

ARTICLE 9.

CALL-BACK PAY

A. Any full time employee who is called back to work after completing the regular shift after having left his place of work shall be guaranteed a minimum of four (4) hours work at time and one-half. The employee may opt to waive his four hour compensation at time and one-half if he elects to leave work at the completion of the specific task he was called in for as opposed to staying and completing additional tasks to fill the four (4) hour period. Supervisors shall have the opportunity to request that employees invoking the four (4) hour minimum compensation at time and one-half stay and perform services within their job classification for that four (4) hour period.

B. Employees shall be required to work all hours, in addition to the four (4) hour minimum guarantee, which are required by the employee's supervisor.

C. When an employee is required to work more than three (3) hours past the normal work day, the employee shall be entitled to one half (½) hour dinner period at no loss of pay.

D. If an employee is recalled to work during his/her vacation, employee shall receive compensation at time and one half. In addition, the employee shall have the entire vacation day credited to his/her available vacation time for the applicable year. Employees should review the vacation clause of this contract as it pertains to time frames during which vacations must be taken.

ARTICLE 10.

HOURS OF WORK AND OVERTIME

The normal hours of work shall be:

BUS DRIVERS: 7½ Hours per day - 37½ Hours per week, between the hours of 8:00 a.m. & 5:00 p.m.

CROSSING GUARDS: 25 Hours weekly. Work a Lunch Hour Post 16½ Hours. Weekly.

DISPATCHERS OR COMMUNICATIONS OFFICERS: 7:00 A.M. - 3:00 P.M.  
3:00 P.M. - 11:00 P.M.  
11:00 P.M. - 7:00 A.M.

EMERGENCY MEDICAL TECHNICIANS: 7:00 A.M. - 3:00 P.M.  
3:00 P.M. - 11:00 P.M.  
11:00 P.M. - 7:00 A.M.



LIBRARY: 9:00 A.M. - 5:00 P.M.  
 Mondays through Fridays  
 Alternating Tuesdays through  
 Saturdays  
 1:00 P.M. through 9:00 P.M.  
 Three ~~(2)~~ <sup>(3)</sup> evenings per week *su won gm gf.*

OFFICE: 9:00 A.M. - 5:00 P.M.  
 Mondays through Fridays

A. Work week is divided as 37 1/2 hours.

B. Work in excess of work week shall be considered overtime and shall be paid at the rate of one and one half (1 1/2) times the regular hourly rate of the employee. However, for overtime computation for which the employee received pay from the Township for approved absence shall be credited to time worked when computing the work week.

C. Effective 01/01/96 employees working overtime for periods in excess of the initial two (2) hours shall be entitled to a meal allowance as follows:

<u>1996</u>	<u>1997</u>	<u>1998</u>
\$7.00	\$7.00	\$7.00

Payable by Municipal Voucher through the Requisition process. There shall be no retroactive compensation for items covered in this paragraph. All employees including those that work a schedule less than those hours specified above shall be compensated at time and one half (1 1/2) for work performed on the sixth day and double time (2x) for the seventh consecutive day of any work week.

D. Any employee required to work on a holiday shall be compensated his or her normal eight (8) hours on a holiday pay plus time and one-half. For time over eight (8) hours on a holiday, the employee shall be compensated at double (2x) time and one half (2 1/2) on an hourly basis.

E. Double time will be paid to any employee performing emergency work on a Sunday with the exception of those individuals hired to provide those types of service working in shift circumstances that would make the subject Sunday one of their normal days of work.

F. The approval of the Department Head must be obtained prior to working overtime.

G. Overtime in each Department shall be rotated to insure that both senior, middle range and new employees share equally in available overtime hours in keeping with their qualifications to perform the assigned task. Each Department Head shall maintain a

list of employees by seniority. Initial distribution of available overtime hours shall begin with the most senior personnel qualified to perform the assigned task and shall be rotated down the list for all subsequent assignments. The Department Head and Supervisor shall also maintain a log of his overtime assignments including the employees he has requested to work overtime and their refusal of same, if that is the case. The intent of rotation of overtime assignments is to insure that all employees, regardless of seniority, have ample opportunity to benefit from available overtime income.

Emergency Hours are hours that are not scheduled hours of work and are to be rotated, paid at the appropriate overtime rate.

Scheduled Hours are hours that are to be changed, with at least a 24 hour advance notice and should go to the most Senior person first at regular rate of pay.

H. Should the Township eliminate or reduce the amount of hours employees have to work because of weather or emergency conditions those employees who are required to remain shall be compensated at double time during these emergency conditions.

I. REST PERIODS: Employees within this bargaining unit may take a rest period of not more than fifteen (15) minutes for each half day at time scheduled by the immediate supervisor. It has been past practice that employees take a one (1) hour lunch instead of the fifteen (15) minute rest periods for each half day worked.

J.1. Temporary part time employees will remain at Step I only to receive percent increase per year.

J.2. Permanent part time employees will progress through Step system, and if hired on a full time basis shall remain at Step he/she are in when moving to full time status and progress from there on as full time employee.

ARTICLE 11.

HOLIDAYS

The Township will designate fifteen (15) paid holidays as follows:

- |                        |                        |
|------------------------|------------------------|
| New Year's Day         | Labor Day              |
| Martin Luther King Day | Columbus Day           |
| Lincoln's Birthday     | General Election Day   |
| Washington's Birthday  | Veterans Day           |
| Good Friday            | Thanksgiving Day       |
| Memorial Day           | Day after Thanksgiving |
| Fourth of July         | Christmas Day          |

In addition to the above listed paid holidays, employees will receive one (1) "Floating Holiday" to be used at the Employers discretion, for religion, holiday, employees birthday, vacation, etc.

ARTICLE 12.

VACATIONS

<u>MONTHS AND YEARS OF SERVICE BASED ON ACTUAL STARTING DATE</u>	<u>NUMBER OF DAYS VACATION/YEAR</u>
	<u>1996-1998</u>
1 year	10 days
2 to 4 years	15 working days
5 to 8 years	18 working days
9 to 14 years	20 working days
15 to 20 years	24 working days
21 years and over	26 working days

A. Vacations shall be scheduled by the Department Head in keeping with considerations related to seniority, work load and good staffing practices to insure efficient operation of their offices.

B. New employees shall not be eligible to take vacation or personal days during the first sixty (60) calendar days of their employment.

C. Employees returning from Worker's Compensation leave shall not be permitted to take vacation for a period of six months without the prior approval of their Supervisor following consideration of man power and scheduling needs.

D. Employees may carry over the number of vacation days entitled for that particular year as needed to the following year only at which time they must use the amount carried.

Example: Entitled to 12 vacation days - 1992  
 1993 - (1992 - 12 days carry-over and 12 days for 1993)  
 1993 - must take the 12 days for 1992

ARTICLE 13.

REST PERIODS

A. Employees within this bargaining unit may take a rest period of not more than fifteen (15) minutes for each half day at a time scheduled by the supervisor. A rest period may not be used to cover an employee's late arrival to work or early departure, nor may it be regarded as cumulative if not taken.

B. Rest periods must be taken by the employee and provided by the Employer during the course of the periods specified by the employee's supervisor in the morning and afternoon of the work day. In the event rest periods are not utilized, such time may be taken in conjunction with the lunch period.

ARTICLE 14.

SICK LEAVE

A. Township employees are entitled to twelve (12) sick days per year. New employees will accrue sick leave time in accordance with the Contract formula but will not be entitled to sick leave benefits during their initial sixty (60) days of provisional employment. There is no limit on the number of sick days which may be accumulated from one year to the next.

B. "Sick Leave" means paid leave that may be granted to each full time Township employee who, through bona fide sickness or injury, becomes incapacitated to a degree that makes it impossible for him to perform the duties of his position or who is quarantined by a physician because he has been exposed to a contagious disease. Part-time, permanent employees are eligible for sick leave on a pro-rated basis. Part-time, temporary employees are not eligible for sick leave.

C. Part-time employee is one who works less than thirty (30) hours per week. Temporary employee is one who fills a vacancy for which the termination date is part of the employment agreement.

D. A certificate from a physician designated by the Township, or the employee's own physician, may be required as sufficient proof of the need for sick leave. Failure of the employee to provide such proof, when required shall result in no payment for his absence from work, any employee who is on sick leave for three (3) or more days must present to the Administration, a certificate from his physician, or one designated by the Township, substantiating the employee's claim for said sick time.

E. Full time employees shall accumulated sick leave on the basis of twelve (12) days of sick leave per year for the period of this contract. New employees will accrue sick leave time on the basis of one (1) day per month of actual service based on actual starting dates but will not be entitled to sick leave benefits during their initial sixty (60) calendar days of provisional employment. There is no limit on the number of sick days which may be carried forward from one year to the next.

F. Sick days may be taken when necessary for illness, illness herein includes employee's immediate family, who requires his/her care. In the event of sickness being a member of employee's immediate family, the physician's certification provision of this Article shall apply as if the illness were that the Township employee.

G. Employees are required to provide their Supervisors with as much notice as possible concerning their plans to take sick leave. In some cases, taking of sick leave cannot be scheduled or planned. In these instances, Supervisors shall be called as soon as practical and informed of employees need to take a sick day. Unless extenuating circumstances are involved, any employee who takes sick day without notifying his or her Supervisor within one hour after official starting time will not be paid for that day. Employees shall be available by telephone at their place of residence or shall notify the offices of a location at which they can be reached while they are on sick leave. Employees who cannot be contacted while on sick leave may be subject to a loss of that day's pay.

H. Some sick leave, such as for minor surgery, can be planned far in advance. Employees who plan to take sick leave for minor surgery, or other purposes which are known in advance, must work out a schedule with their Supervisor. Sick leave must be requested as far in advance as possible and written authorization received from their Supervisor. Both the request and response must be in writing, with copies filed in the Personnel Office. Unless unusual or extenuating circumstances are involved, planned sick leave shall not be taken during peak operating periods.

ARTICLE 15.

PAYMENT OF ACCUMULATED SICK LEAVE

At retirement, an employee will be paid thirty five percent (35%) of his/her accumulated sick leave up to a maximum of \$9,000.00. Payment will be made at the rate of pay during the year in which the sick leave was earned. Any benefits conferred under the provision of this paragraph apply prospectively only, and accrue as of January 1, 1977. In order to reap the benefits of this paragraph, an employee must provide his employer with one year's prior notice of his intention to retire. The rules and regulations regarding retirement shall be consistent with those established by the Public Employee Retirement System.

ARTICLE 16.

EXTENDED SICK LEAVE

A. In the event of debilitating sickness and/or injury on or off the job, the Township will provide a program which will guarantee an employee (with two (2) years or more of continuous service based on his actual starting date as a permanent employee), his or her net pay for a period of ninety (90) calendar days for each circumstance. After 90 days an employee may request through Administration representation to Council, up to an additional 90 days of extended sick leave. During the period that an individual is out on sick leave, that person will accumulate sick days in accordance with the contract formula of one day per month. Prior

to using the extended sick leave provision of this Contract, an employee must give all of his or her previously accumulated sick time and any sick time acquired to date under the contract formula of one day per month in the subject year.

B. Extended sick leave benefits under this paragraph will commence upon presentation to the appropriate Municipal Official of certification from his or her physician of the debilitation. Further, the employee shall render himself available for examination by a physician selected by the Township. Both physicians must certify the employee's inability to return to work. In the event that it is determined that an employee would not be able to return to work on a permanent basis, the extended sick leave provisions herein will not apply.

C. It shall be the responsibility of any employees receiving consideration under the extended sick leave benefits of this contract to explore and determine whether he is entitled to any compensations related to disability, worker, compensation or social security benefits in connection with his injury and/or sickness. If the employee is entitled to these benefits, he shall pursue them accordingly. Any benefits or awards received for the period that the employee is under the extended sick leave portion of this contract, shall be returned to the Township Treasurer to the extent employee has received extended sick leave payments from the Township.

ARTICLE 17.

MATERNITY LEAVE

A. Granted to full time employees.

B. Not later than the fourth month, the staff member shall notify the Coordinator of Personnel in writing of the condition of pregnancy. Upon notifying the Coordinator of Personnel, the employee shall let it be known as to plans of continuing employment or taking leave of absence not to exceed ninety (90) <sup>calendar</sup> days unless prevented from so doing for medical reasons. Notification of pregnancy shall be required from her physician giving the state of condition of the pregnancy, the anticipated delivery date and her ability to continue her normal duties. She shall give the Coordinator of Personnel a certificate from her physician monthly certifying her ability to continue working.

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Jill  
Wom  
gp.*

C.1. Paid Leave - 90 days to include before and after delivery.

C.2. It will not be required for employees to use their sick time first when on maternity leave, providing they have been employed for two (2) years prior to January 1, 1996. While on maternity leave employees shall accumulate sick days in accordance with contract formula of one (1) day per month.

D. Job to be held open for 6 months.

The individual shall be placed at the same position on the salary schedule that she would have attained had she been employed by the Township during such period.

E. Reimbursement up to \$700.00 for medical expenses not covered by employees or spouses medical plan.

ARTICLE 18.

BEREAVEMENT LEAVE

A. In the event of death in the employee's immediate family, the employee shall be granted time off without loss of pay from the day of death or the day of the funeral, but in no event shall said leave exceed five (5) working days.

B. The "immediate family" shall include husband, wife, parents, brother, sister, grandparents, grandchildren and child.

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

D. Such bereavement leave is not in addition to any holiday, day off, vacation leave, or compensatory time off falling within the time of bereavement.

E. An employee may make a request of the Department Head or his designated representative for time off to attend a funeral separate and distinct from bereavement leave. Such request, if granted by the Department Head or his designated representative shall be charged at the option of the employee, either as a personal day or against accumulated compensatory time off.

F. In the event of the death of any employee's mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, niece, nephew or any relative of the employee's household, the employee shall be granted time off without loss of pay from the day of the death or the day of the funeral, but in no event shall such leave exceed three (3) working days.

G. In the event of death of employee's aunt or uncle the employee shall receive the day of the funeral only.

ARTICLE 19.

JURY LEAVE

Any employee covered by this Agreement who is required to serve on a jury, shall be granted a leave of absence with pay to serve on said jury. During the time that he is serving on said jury, the employee shall receive his full pay from the Township.

ARTICLE 20.

MILITARY LEAVE

A. Any full-time employee covered by this Agreement who is a member of the United States Reserves, or a State National Guard, and is required to engage in annual active duty training, shall be granted a leave of absence in accordance with applicable State Law. The employee shall be entitled to be paid the difference between his regular Township salary and his military pay if the military pay is less than his regular gross Township pay for the period of military leave.

Taking of military leave shall not reduce any other leave earned by the employee. The provisions of this Article shall not apply to any employee who is drafted into, or volunteers for service in the Armed Services of the United States.

B. The Township shall pay the employee his full salary during such military leave and the employee shall deliver his pay to the Township upon being paid by the Military Service in which he is serving.

ARTICLE 21.

CONVENTION LEAVES

A. An employee of the Township who is duly authorized delegate of the Local Union may apply for a leave of absence to attend the International Convention, International Federation of Labor Unions Conventions, conferences and educational classes. Said leave of absence shall not exceed five (5) days for any employee in any calendar year, nor shall the number of people so authorized exceed two (2) in number. The employee receiving leave of absence to attend union conferences as above described, shall be entitled to be paid his or her wages during said leave, except that he shall not be paid for more than five (5) days per year.

B. The Township shall approve the application for leave of absence submitted by the duly authorized delegate, so long as the efficient operation of the Township permits.

C. The total number of working days to be used shall not exceed ten (10) in any calendar year.

ARTICLE 22.

NON-PAID LEAVES OF ABSENCE

A. The Township will grant non-paid leave of absence to two (2) employees, not more than one (1) from any Department, and for periods not to exceed ninety (90) calendar days.



B. Employees are not entitled to receive a non-paid leave of absence to procure new employment elsewhere.

C. Employees returning from authorized leaves of absence as set forth will be restored to their original classification at the then appropriate rate of pay, with no loss of seniority, or other employee rights, privileges, or benefits, provided however, that sick leave and vacation leave and longevity credits shall not accrue with exception of those on military leave.

D. Employee shall be informed that they will be responsible to pay health benefits after the first month of non-paid leave.

ARTICLE 23.

UNION REPRESENTATIVES

A. The Township recognizes and shall deal with the accredited Union Shop Stewards or Assistant Shop Steward in all matters relating to grievances and interpretation of this Agreement.

B. A written list of Shop Steward and Assistant Shop Steward shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer promptly of any changes of such Union Stewards.

C. The Township agrees to recognize a maximum of one (1) Shop Steward and one (1) Assistant Shop Steward selected by the Union. These individuals shall be granted a reasonable amount of time during regular working hours, without loss of pay, to present, discuss, and adjust grievances with the Township. Neither a Steward nor an Assistant Shop Steward shall leave their work without first obtaining the permission of their division head, which permission shall not be unreasonably withheld.

ARTICLE 24.

BULLETIN BOARDS

A section of each bulletin board shall be provided by the Township Administration for Union information. Nothing shall be posted on the bulletin board without prior approval of the Business Administrator and the Union agrees that it will not post anything of a derogatory nature to the employer or information which would incite or provoke job action.

ARTICLE 25.

HEALTH AND WELFARE BENEFITS

A. The Township agrees to carry hospitalization, medical and major medical insurance for the employees and dependents as follows:

1. Township of Monroe Medical Group Plan New Jersey Expanded Service Plan H, Coverage Code 655 including a \$4.00 Co-Pay Prescription Plan effective January 1, 1990.
2. Township of Monroe Dental Service Plan as currently in effect providing 50% payment coverage as outlined in their schedules, policies and procedures.
3. Effective July 1, 1988 employees will receive for themselves and their eligible dependents one (1) pair of lenses per year, one (1) eye examination per year and one (1) pair of frames every two (2) years. The initial cost of twenty dollars (\$20.00) will be the deductible per person.
4. The Township shall have the right to change insurance carriers so long as substantially similar benefits are provided. The Township shall provide the Shop Steward and the Union of the International Union of Production, Clerical & Public Employees, Local 911 with thirty (30) days written notice of such proposed change. A copy of such proposed policy shall be provided to the Union by the Insurance Carrier.
5. Health benefits as they apply to Prescription Drug and or accomplished by other recognized bargaining units under the direct jurisdiction of the Municipal Government during the term of this contract shall automatically be provided to employees covered by this contract.
6. Effective 01/01/93 retirees with twenty five (25) years or more of service (and spouse) will be covered by hospitalization also employees (and spouse) who must retire on disability.
7. SURVIVOR BENEFITS - Effective 01/01/90, retirees with twenty (25) years or more of service (and spouse) will be covered by Hospitalization also employees (and spouse) who must retire on disability. Upon demise of covered participant, the surviving spouse is covered for the duration of their lifetime.

ARTICLE 26.

RULES AND REGULATIONS

The Township shall establish a POLICY AND PROCEDURES MANUAL which shall be equitably applied and enforced. Copies of the POLICY AND PROCEDURES MANUAL shall be distributed to all employees covered by this Agreement and to the Union. Any changes made in the POLICY AND PROCEDURES MANUAL which deal with matters affecting this Agreement shall be discussed with the Union prior to making such changes.

ARTICLE 27.

ACCESS TO PERSONNEL FOLDERS AND EVALUATIONS

A. An employee shall within three (3) working days of a written request to the Personnel Department, during the term of this Agreement, have an opportunity to review his personnel folder, in the presence of an appropriate official of the Personnel Department, to examine any criticism, commendation or evaluation of his work performance or conduct prepared by the Township. He shall be allowed to place in such file a response of reasonable length to anything contained therein.

B. Each regular written evaluation of work performance shall be reviewed with the employees and evidence of this review shall be the required signature of the employee on the evaluation form. Such signature shall not be construed to mean agreement with the content of the evaluation unless such agreement is stated thereon.

C. Management and Supervisory personnel shall not use the prospect of issuing a poor evaluation to intimidate an employee during the course of his daily job performance. This paragraph shall not be construed to mean that a manager or supervisor cannot complete a poor evaluation for an employee whose performance is found less than satisfactory.

ARTICLE 28.

SAVINGS CLAUSE

The Administration and the Union recognize and agree that all provisions of this Agreement are subject to law. In the event that any provision of the Agreement is rendered illegal or invalid under any applicable law or state or federal regulations, such illegality or invalidity shall effect only the particular provision which shall be deemed invalid and inoperative, but all other provisions of this Agreement shall continue in effect. The parties agree to immediately negotiate a substitute provision for the invalidated portion thereof.

ARTICLE 29.

PERSONAL DAYS

A. Employees covered by the provisions of this Agreement shall be entitled to four (4) days per year, of absence, with pay for personal business. Said leave shall not be taken unless 48 hours notice thereof has been given to the employee's supervisor. In the event that less than 48 hours is given, said leave may be taken only upon authorization by said supervisor. Part-time employees' personal days will be pro-rated.

B. The Township reserves the right to deny requests for personal days as conditions warrant, but authorization shall not be unreasonably withheld. Personal days shall not be taken in conjunction with vacation, sick leave or holidays.

C. Personal days not used can only be carried over for the next calendar year at the discretion of the Business Administrator.

ARTICLE 30.

DISCIPLINE AND DISCHARGE

A. An employee may be disciplined, suspended or discharged only for a just cause.

B. Discharge cases may be processed at the third step of the grievance Procedure.

ARTICLE 31.

JOB POSTING

Existing or planned job vacancies will be posted on the bulletin board. The posting will include:

1. A description of the job.
2. Qualifications required.
3. Location of the vacancy.
4. Procedures to be followed by employees interested in making application.

ARTICLE 32.

WORK OUT OF TITLE

Employees temporarily assigned to higher titles will receive the pay of the higher title for all days so assigned when such assignment takes place over a period of days. Assignments to a higher title can only be made through the approval of the Supervisor. This provision shall not be invoked when such coverage is required to provide staffing and services required to accommodate vacation periods.

ARTICLE 33.

CONTRACTING AND SUB-CONTRACTING

During the term of this Agreement, the Township may contract or sub-contract any public work performed by employees covered by this Agreement, but only when such work exceeds the Township's manpower, equipment and timely performance ability. In no case shall the contracting or sub-contracting of any public work mean the displacement of any employee from his scheduled hourly week's work covered by this Agreement.

ARTICLE 34.

SAFETY AND HEALTH

The Employer and the Union shall each designate a Safety Committee member. It shall be their joint responsibility to investigate and correct unsafe and unhealthful conditions. They shall meet periodically as necessary to review conditions in general and to make recommendation to either or both parties when appropriate. The Safety committee member representing the Union shall be permitted reasonable opportunity to visit work locations throughout the Employer's facilities for the purpose of investigating safety and health conditions during working hours with no loss of pay.

ARTICLE 35.

LABOR MANAGEMENT COMMITTEE

The Employer and the Union, have recognized that cooperation between management and labor is indispensable to the accomplishment of sound and harmonious labor relations, shall jointly maintain and support a Labor-Management Committee.

ARTICLE 36.

FULLY-BARGAINED PROVISION

A. The parties agree that they have fully bargained and agreed upon all terms and conditions of employment and that this Agreement represents and incorporated the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

B. LANGUAGE RE-OPENER -- If at any time during the term of this Agreement either the Township or the Association may initiate meetings for the purpose of clarifying, modifying, or interpreting any portion of this Agreement that the initiating party feels may be unclear, inadequate, unnecessary, ambiguous, etc.

There will be no change in any existing language unless both parties agree and sign off on any proposed change or changes.

ARTICLE 37.

SALARIES

Salaries and Wages for the job classifications outlined in ARTICLE 37 above for the year 1996, 1997 and 1998 are attached as Exhibit "A".

ARTICLE 38.

WORK UNIFORM PROGRAM

A. For the Crossing Guards, the Township will provide reasonable replacement of winter coat, short sleeved and long sleeved shirts, tie, slacks, blazer, rain gear, safety vest, winter boots, gloves and hats. Determination regarding these replacements will be solely at the discretion of the Director of Public Safety/Chief of Police.

B. For Police Communications Officers, the Township will provide reasonable replacement of long and short sleeve shirts or blouses, slacks, shoes, ties, tie bars, badges, names tags, and I.D. cards. These replacements will be solely at the discretion of the Police Chief.

C. The Township will provide the bus drivers with 1 set of rain gear, (1) winter outer jacket, 1 pair of boots and uniforms, 3 long sleeve shirts, 3 short sleeve shirts, 3 pairs of pants. These replacements will be solely at the discretion of the Director or Office on Aging.

ARTICLE 39.

LONGEVITY

A. Effective January 1, 1996, the Township will provide longevity compensation at the rate of:

	<u>1996</u>	<u>1997</u>	<u>1998</u>
start of 5 years	5.0%	5.0%	5.0%
start of 10 years	6.0%	6.0%	6.0%
start of 15 years	7.0%	7.0%	7.0%
start of 20 years	8.0%	8.0%	8.0%

Upon the signing of this Agreement, each covered employee with twenty (20) or more years of service with the Township of Monroe may, at his discretion, opt to have his longevity included into his annual base salary. Those employees wishing to exercise this option, must submit a written request to the Treasurer no later than the first week in December prior to January 1st of the year for which the request is written.

If no request for change of longevity status is received by the Treasurer, your longevity will be paid to you in the same manner as the preceding year. Those employees not interested or eligible to have their longevity incorporated into their base salaries will continue to receive their annual longevity paid in one check in the month of December for the subject year of service.

A group grievance, one that may affect a group of employees, may be presented by the Union at STEP 3. Any grievance not processed to the next STEP in Grievance Procedure within the time limits provided for such proceeding shall be deemed to have been waived and abandoned by the moving party.

ARTICLE 41.

ARBITRATION

If the grievance Procedure set forth in Article 41 is not satisfactory, arbitration may be requested upon completion of the procedures set forth under Article 41.

The request for arbitration shall be by written notice to the New Jersey Board of Mediation within ten (10) days of the denial of the grievance. The arbitration proceeding shall be selected by the Employer and the Union from a list of arbitrator supplied by the New Jersey Board of Mediation within seven (7) days after a list of arbitrators has been supplied. The employees and the Union shall agree to comply with the rules and regulations of the New Jersey Board of Mediation.

The decision of the arbitrator shall be binding on the parties, and the arbitrator shall be requested to issues his decision within thirty (30) days after the conclusion of testimony and argument. Expenses for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union if either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for the record and makes copies available, without charge, to the other party and to the arbitrator.

The arbitrator's function is to interpret the provision of the Agreement and to decide cases of alleged violation of such provisions. The arbitrator shall not supplement, enlarge, or alter the scope or meaning of the Agreement or any provision therein, not entertain jurisdiction of any subject matter not covered by the Agreement.

ARTICLE 42.

PART TIME EMPLOYEES

Less Than  
30 Hours/Week

Less Than  
20 Hours/Week

Excluded From:

Excluded From:

Health Benefits  
Life Insurance  
Personal Days  
Longevity

Health Benefits  
Life Insurance  
Personal Days  
Longevity  
And any other  
benefits

20 to 29 Hours/Week

School crossing  
Guards

Entitled to:

16 1/2 to 24 hrs per week

Pro-Rated Sick Leave  
Pro-Rated Holidays  
Pro-Rated Vacation

Pro-Rated Sick Leave  
Pro-Rated Holidays  
Pro-Rated Vacation  
Pro-Rated Longevity  
Pro-Rated Personal Days  
10,000 Life Ins. Policy

Grandfathered (As of 1988)

All existing employees on the payroll on the effective date of this Agreement, who work 25 hours, shall receive all Health Benefits, Life Insurance, Sick Days, Holidays, Vacation, Longevity and Personal Days.

ARTICLE 43.

EDUCATION BENEFITS

A. The Township encourages the exploration of relevant training programs and will consider payment of reasonable costs for enrollment in seminars and training courses related to an employee's area of services to the Township. Consideration of payment by the Township will require that the employee explore available courses to be offered and discuss these programs and costs with their supervisor to insure that the appropriate budget considerations are made to allow for these expenses. No employee shall be entitled to consideration of payment for course costs unless they have received the written consent of their Division and Department Head.

B. Effective January 1, 1993, the Township will provide \$20.80 per employee to Local 911 for an Educational Fund. The above shall be provided in a semi annual check on June 30th and December 31st.



ARTICLE 44.  
TERMINATION

A. This Agreement shall be effective as of January 1, 1995 and shall remain in full force and effective until December 31, 1998. It shall be automatically renewed from year to year thereafter unless another party shall notify the other in writing at least two hundred and forty (240) days prior to the anniversary date that it desires to modify this Agreement. In the event such notice is given, negotiations shall begin not later than thirty (30) days after the giving of said notice. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party.

B. Should the parties not come to some agreement as to the modification of this Agreement, at least one hundred and twenty (120) days prior to the expiration hereof, negotiations shall be considered at an impasse and the Union agrees to submit to its members all offers made by the Township within ten (10) days after said impasse. Should the employees reject the offers made by the Township then the Township and Union shall make a determination as to what further steps shall be taken in regards to further negotiations. IN WITNESS WHEREOF, the parties have entered into this Agreement and caused same to be executed by its respective officers or agents this \_\_\_\_\_ day of \_\_\_\_\_ 1996.

LOCAL 911 UNION COMMITTEE:

Claire Juraska  
CLAIRE JURASKA  
UNION SHOP STEWARD

Joanne Mischler  
JOANNE MISCHLER  
CLERICAL REPRESENTATIVE

Sharon White  
SHARON WHITE  
BUS DRIVERS REPRESENTATIVE

Joan Gottschalk  
JOAN GOTTSCHALK  
CROSSING GUARD REPRESENTATIVE

Cristen Biennas  
CRISTEN BIENNAS  
COMMUNICATION OFFICERS REP.

Tracy Guzinski  
TRACY GUZINSKI  
LIBRARY STAFF REPRESENTATIVE

Anthony Matarazzo  
~~ROD BRINK~~ ANTHONY MATARAZZO  
EMERGENCY MEDICAL TECH REP  
Eugene Preolo  
EUGENE PREOLO  
LOCAL 911, I. U. P. C. P. E.

TOWNSHIP OF MONROE, MIDDLESEX COUNTY:

Richard Pucci  
RICHARD PUCCI  
MAYOR

Wendy Matson  
WENDY MATSON  
BUSINESS ADMIN.

Gail Fiess  
GAIL FIEST  
MANAGEMENT CONSULTANT/UNION NEGOT.

4/1/96  
DATE

1996- 1998 WHITE COLLAR PERSONNEL SALARY AND WAGE  
ORDINANCE FOR THE TOWNSHIP OF MONROE, MIDDLESEX COUNTY

ORDINANCE OF THE MONROE TOWNSHIP COUNCIL  
FIXING THE SALARIES AND WAGES FOR VARIOUS  
OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF MONROE  
AND PROVIDING FOR THE MANNER OF PAYMENT THEREOF  
AND RATIFYING SALARIES AND PAYMENTS TO EMPLOYEES  
AND OFFICIALS PREVIOUSLY PAID

BE IT ORDAINED By the Township Council of the Township of Monroe, County  
of Middlesex, State of New Jersey as follows:

Section 1. The following annual salaries, wages and fees shall be paid  
to the various white collar workers of the Township of Monroe as hereinafter  
specified retroactive to January 1, 1996.

<u>POSITION</u>	<u>1996</u>			
	<u>STEP I</u>	<u>STEP II</u>	<u>STEP III</u>	<u>STEP IV</u>
Account Clerk	\$18,389.00	\$19,309.00	\$20,273.00	\$21,284.00
Assessing Clerk	16,449.00	17,271.00	18,131.00	19,038.00
Accounts Payable/ Budget Clerk	19,309.00	20,274.00	21,287.00	22,364.00
Bus Driver	19,086.00	20,041.00	21,040.00	22,516.00
Chief Violations Clerk/Deputy Court Clerk	21,847.00	22,936.00	24,082.00	25,284.00
Clerk	15,557.00	16,335.00	17,150.00	18,006.00
Clerk Typist	16,147.00	16,954.00	17,798.00	18,688.00
Construction Office Coordinator/Secy.	26,690.00	27,959.00	29,030.00	30,866.00
Emergency Medical Technician			25,283.00	26,800.00
Junior Library Asst. P.T.	8.60 Hr.	9.66 Hr.	10.76 Hr.	12.19 Hr.
Junior Library Assistant	18,639.00	19,160.00	20,548.00	21,577.00
Library Assistant P.T.				7.00 Hr.
Outreach Coordinator	26,421.00	27,740.00	29,124.00	30,590.00
Payroll Clerk	20,130.00	21,137.00	22,194.00	23,302.00
Records Clerk	17,716.00	18,604.00	19,532.00	20,507.00
School Crossing Guard	8.96 Hr.	10.11 Hr.	11.20 Hr.	12.69 Hr.
Secretary I	22,367.00	23,484.00	24,660.00	25,894.00
Secretary II	19,086.00	20,042.00	21,040.00	22,089.00

Senior Account Clerk	22,344.00	23,458.00	24,632.00	25,862.00
Senior Accounts Payable/Budget Clerk/Deputy Treasurer	29,467.00	30,938.00	32,236.00	33,668.00
Senior Assessing Clerk	19,987.00	20,986.00	22,031.00	23,130.00
Senior Bus Driver	23,192.00	24,350.00	25,564.00	26,840.00
Senior Clerk	18,905.00	19,848.00	20,838.00	21,880.00
Senior Clerk Typist	19,621.00	20,600.00	21,627.00	22,708.00
Senior Citizens Public Relations Coordinator	23,271.00	24,432.00	25,653.00	26,141.00
Senior Emergency Medical Technician			27,088.00	30,628.00
Senior Payroll Clerk	23,483.00	24,656.00	25,892.00	27,207.00
Senior Records Clerk	21,532.00	22,603.00	23,734.00	24,919.00
Senior Tax Clerk	19,987.00	20,984.00	22,031.00	23,219.00
Supervisory Library Assistant	25,809.00	26,801.00	27,816.00	28,822.00
Tax Clerk	16,448.00	17,269.00	18,131.00	19,038.00
Tech. Assistant to Construction Official	24,649.00	25,882.00	27,176.00	28,534.00
Telecommunications Officer	26,800.00	28,140.00	29,546.00	31,024.00
Transportation Coordinator	23,858.00	25,050.00	26,303.00	27,619.00
Violations Clerk/Deputy Ct.Clerk	16,755.00	17,595.00	18,469.00	19,393.00

1997

<u>POSITION</u>	<u>STEP I</u>	<u>STEP II</u>	<u>STEP III</u>	<u>STEP IV</u>
Account Clerk	\$19,125.00	\$20,081.00	\$21,084.00	\$22,135.00
Assessing Clerk	17,107.00	17,962.00	18,857.00	19,800.00
Accounts Payable/Budget Clerk	20,081.00	21,085.00	22,138.00	23,259.00
Bus Driver	19,850.00	20,842.00	21,882.00	23,417.00
Chief Violations Clerk				
Court Clerk	22,721.00	23,853.00	25,045.00	26,295.00
Clerk	16,180.00	16,989.00	17,836.00	18,726.00
Clerk Typist	16,793.00	17,632.00	18,509.00	19,435.00

Construction Office Coordinator/Secy.	27,757.00	29,078.00	30,191.00	32,101.00
Emergency Medical Technician			26,295.00	27,872.00
Jr. Library Assistant P.T.	8.94 Hr.	10.05 Hr.	11.19 Hr.	12.68 H
Junior Library Assistant	19,384.00	19,926.00	21,370.00	22,440.00
Library Assistant P.T.				7.00 H
Outreach Coordinator	27,478.00	28,850.00	30,289.00	31,813.00
Payroll Clerk	20,935.00	21,982.00	23,081.00	24,234.00
Records Clerk	18,425.00	19,348.00	20,314.00	21,327.00
School Crossing Guards	9.32 Hr.	10.51 Hr.	11.65 Hr.	13.20 H
Secretary I	23,262.00	24,424.00	25,647.00	26,930.00
Secretary II	19,850.00	20,844.00	21,882.00	22,972.00
Senior Account Clerk	23,238.00	24,397.00	25,618.00	26,896.00
Senior Accounts/ Payable/Budget Clerk/Deputy Treasurer	30,646.00	32,176.00	33,525.00	35,015.00
Senior Assessing Clerk	20,786.00	21,826.00	22,913.00	24,055.00
Senior Bus Driver	24,120.00	25,324.00	26,587.00	27,914.00
Senior Clerk	19,661.00	20,642.00	21,672.00	22,755.00
Senior Clerk Typist	20,405.00	21,424.00	22,492.00	23,617.00
Senior Citizens Public Relations Coordinator	24,202.00	25,409.00	26,679.00	27,187.00
Senior Emergency Medical Technician			28,171.00	31,853.00
Senior Payroll Clerk	24,422.00	25,642.00	26,928.00	28,295.00
Senior Records Clerk	22,393.00	23,507.00	24,683.00	25,916.00
Senior Tax Clerk	20,786.00	21,823.00	22,913.00	24,148.00
Supervisory Library Assistant	26,841.00	27,873.00	28,928.00	29,974.00
Tax Clerk	17,106.00	17,960.00	18,857.00	19,800.00
Tech. Assistant to Construction Official	25,635.00	26,918.00	28,263.00	29,676.00
Telecommunications Officer	27,872.00	29,266.00	30,728.00	32,265.00

Transportation Coordinator	24,812.00	26,052.00	27,355.00	28,724.00
Violations clerk/ Deputy Ct.Clerk	17,426.00	18,299.00	19,208.00	20,169.00

1998

<u>POSITION</u>	<u>STEP I</u>	<u>STEP II</u>	<u>STEP III</u>	<u>STEP IV</u>
Account Clerk	\$19,890.00	\$20,884.00	\$21,927.00	\$23,020.00
Assessing Clerk	17,791.00	18,680.00	19,611.00	20,592.00
Accounts Payable/ Budget Clerk	20,884.00	21,928.00	23,024.00	24,189.00
Bus Driver	20,644.00	21,676.00	22,757.00	24,354.00
Chief Violations Clerk/Deputy Court Clerk	23,630.00	24,807.00	26,047.00	27,347.00
Clerk	16,827.00	17,669.00	18,549.00	19,475.00
Clerk Typist	17,465.00	18,337.00	19,249.00	20,212.00
Construction Office Coordinator/Secy.	28,867.00	30,241.00	31,399.00	33,385.00
Emergency Medical Technician			27,347.00	28,987.00
Junior Library Assistant P.T.	9.30 Hr.	10.45 Hr.	11.64 Hr.	13.19 Hr.
Junior Library Assistant	20,159.00	20,723.00	22,225.00	23,338.00
Library Assistant P.T.				7.00 Hr.
Outreach Coordinator	28,577.00	30,004.00	31,501.00	33,086.00
Payroll Clerk	21,772.00	22,861.00	24,004.00	25,203.00
Records Clerk	19,162.00	20,122.00	21,127.00	22,180.00
School Crossing Guard	9.69 Hr.	10.93 Hr.	12.12 Hr.	13.73 Hr.
Secretary I	24,192.00	25,401.00	26,673.00	28,007.00
Secretary II	20,644.00	21,678.00	22,757.00	23,891.00
Senior Account Clerk	24,168.00	25,373.00	26,643.00	27,972.00
Senior Account Payable/ Budget Clerk/Deputy Treasurer	31,872.00	33,463.00	34,866.00	36,416.00
Senior Assessing Clerk	21,617.00	22,699.00	23,830.00	25,017.00
Senior Bus Driver	25,085.00	26,337.00	27,650.00	29,031.00
Senior Clerk	20,447.00	21,468.00	22,539.00	23,665.00

Senior Clerk Typist	21,221.00	22,281.00	23,392.00	24,562.00
Senior Citizens Public Relations Coordinator	25,170.00	26,425.00	27,746.00	28,274.00
Senior Emergency Medical Technician			29,298.00	33,127.00
Senior Payroll Clerk	25,399.00	26,668.00	28,005.00	29,427.00
Senior Records Clerk	23,289.00	24,447.00	25,670.00	26,953.00
Senior Tax Clerk	21,617.00	22,696.00	23,830.00	25,114.00
Supervisory Library Assistant	27,915.00	28,988.00	30,085.00	31,173.00
Tax Clerk	17,790.00	18,678.00	19,611.00	20,592.00
Tech. Assistant to Construction Official	26,660.00	27,995.00	29,394.00	30,863.00
Telecommunications Officer	28,987.00	30,437.00	31,957.00	33,556.00
Transportation Coordinator	25,804.00	27,094.00	28,449.00	29,873.00
Violations Clerk/ Deputy Ct. Clerk	18,123.00	19,031.00	19,976.00	20,976.00

Section 2. All Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance shall be and the same are hereby repealed

Section 3. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

Section 4. This Ordinance shall take effect upon final passage and publication as provided by law.

IRWIN NALITT, COUNCIL PRESIDENT

NOTICE

Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading at a meeting of the Monroe Township Council held on March 4, 1996. Said Ordinance will again be read and considered for final passage at a meeting of the Monroe Township Council to be held on April 1, 1996 at eight o'clock p.m. in the Municipal Complex, 1630 Perrineville Road, Jamesburg, New Jersey 08831. At said time and place all persons having an interest in the foregoing Ordinance will be granted an opportunity to be heard concerning the same prior to consideration for final passage by the Council.

\_\_\_\_\_  
SHARON DOERFLER, Township Clerk

MAYORAL APPROVAL

By virtue of the Optional Municipal Charter Law of 1950 and Chapter 3, Section 19 of the Code of the Township of Monroe, my approval of this Ordinance is effected by the affixing of my signature hereto.

\_\_\_\_\_  
RICHARD PUCCI, Mayor

\_\_\_\_\_  
Date Signed:



# Township of Monroe

County of Middlesex

**WENDY A. MATSON**  
Business Administrator  
Chief Financial Officer

ADMINISTRATIVE OFFICES:  
Municipal Complex  
1630 Perrineville Road  
Jamesburg, N.J. 08831  
(908) 521-4400  
(908) 521-5659 FAX

ADDENDUM #1 TO WHITE COLLAR CONTRACT

TO: All Employees In An HMO (Not N.M.C.A.)  
FROM: Wendy A. Matson, Business Administrator *WAM*  
DATE: December 22, 1995  
RE: Chiropractic Services

Effective January 1, 1996, the Township has designated Dr. Lori Wojciechowski as the Preferred Provider of Chiropractic Services to the Township's employees and their families.

Coverage of up to \$2,000 per covered person per year will be available. The good news is that if you use the Preferred Provider, you will not be liable for any co-pay or deductible contributions. Coverage for these services will be on a FIRST DOLLAR BASIS, in addition to all the other benefits you enjoy through your H.M.O.

Please note that the use of any other chiropractic will NOT BE COVERED BY THE TOWNSHIP. You will shortly be issued additional ID Card(s) which will only be valid for this benefit. If you have any further questions, please contact the Administration Office.

<i>Cheri Lynn Juvilla</i>	<i>George H. Kille</i>
<i>Sharon A. White</i>	<i>Frank...</i>
<i>David A. Benson</i>	<i>Gregory Hujinski</i>
<i>Joe Pottschick</i>	<i>Wally...</i>
<i>Gene P. Feist</i>	<i>Wendy A. Matson</i>

WAM:am