

A G R E E M E N T

Between

TOWNSHIP OF WEST MILFORD,  
PASSAIC COUNTY, NEW JERSEY

and

LIBRARY  
RUTGERS UNIVERSITY

WEST MILFORD MUNICIPAL EMPLOYEES GUILD

(Non-Supervisory)

January 1, 1981 through December 31, 1982

**THIS DOES NOT  
CIRCULATE**



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PREAMBLE

THIS AGREEMENT, made and entered into on this            day of  
March, 1981, by and between the TOWNSHIP OF WEST MILFORD, IN  
THE COUNTY OF PASSAIC, a Municipal Corporation of the State of  
New Jersey (hereinafter referred to as the "Township") and WEST MILFORD  
MUNICIPAL EMPLOYEES GUILD (hereinafter referred to as the "Union"),  
represents the complete and final understanding on all bargainable issues  
between the Township and the Union and is designed to maintain and promote  
a harmonious relationship between the Township and such of its employees  
who are covered by Article I, Recognition, in order that more efficient and  
progressive public service may be rendered.

ARTICLE I

RECOGNITION

A. The Township recognizes the Union as the exclusive representative for the purpose of collective negotiations of all employees holding titles set forth in Schedule A.

B. The titles herein shall be defined to include the plural as well as the singular, shall include males and females and are synonymous with the word employees.

## ARTICLE II

### 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 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, subject to Civil Service rules and regulations;

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

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

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

ARTICLE III

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.

2. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Township staff.

B. Definition

The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement, and may be raised by the Union on behalf of an individual or individuals, 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 consent:

Step One:

(a) An aggrieved employee or the Union on behalf of an aggrieved employee or employees or the Township shall institute action under the provisions hereof within five (5) days of the occurrence of the grievance, and an earnest effort shall be made to settle the differences between the aggrieved employee and his immediate supervisor, for the purpose of resolving the matter informally. Failure to act within said

ARTICLE III (continued)

five (5) days shall be deemed to constitute an abandonment of the grievance.

(b) The supervisor shall render a decision within five (5) days after receipt of the grievance.

Step Two:

(a) In the event a satisfactory settlement has not been reached, the employee or the Union shall, in writing and signed, file his grievance with the Department Head within three (3) days following the determination at Step One.

(b) The Department Head shall render a decision in writing within five (5) days from receipt of the grievance.

Step Three:

(a) In the event the grievance has not been resolved at Step Two, then within five (5) days following the determination, the matter may be referred to the Township Manager who shall review the matter and make a determination within ten (10) days from the receipt of the grievance.

Step Four:

(a) In the event the grievance has not been resolved at Step Three, the Union may within ten (10) days request arbitration. The arbitrator shall be chosen in accordance with the Rules of the American Arbitration Association.

(b) However, no arbitration hearing shall be scheduled sooner than thirty (30) days after the final decision by the Township Manager. In the event the aggrieved elects to pursue Civil Service Procedures, the arbitration hearing shall be canceled and the matter withdrawn from arbitration. The Union shall pay whatever costs may have been incurred



ARTICLE III (continued)

in processing the case to arbitration.

(c) 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 to this Agreement or any amendment or supplement thereto.

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

(e) The arbitrator shall set forth his findings of facts and reasons for making the award within thirty (30) days after conclusion of the arbitration hearing unless agreed to otherwise by the parties.

D. Township Grievances

Grievances initiated by the Township shall be filed directly with the Union within ten (10) calendar days after the event giving rise to the grievance has occurred. A meeting shall be held within ten (10) calendar days after filing a grievance between the representative of the Township and the Union in an earnest effort to adjust the differences between the parties. In the event no such adjustment has been satisfactorily made, either party may file for arbitration in accordance with Step Four above.

E. No response at any Step in this procedure by the Township or its agents shall be deemed to be a negative response and upon the termination of the applicable time limits, the grievant may proceed to the next step.

F. Time limits may be extended by the parties by mutual written agreement.

ARTICLE III (continued)

G. The term "days" as used within this Article shall mean "working days" and not holidays, weekends, official days of mourning or regular days off.

ARTICLE IV

HOURS AND OVERTIME

A. The regular hours of work shall be consecutive except for interruption for lunch.

B. The work day shall commence at 8:30 a.m. and shall terminate at 4:30 p.m.

C. A lunch period of sixty (60) minutes shall be scheduled in the discretion of the Township Manager between the hours of noon and 2:00 p.m.

D. The work week shall consist of five (5) consecutive days commencing on Monday and ending on Friday in any calendar week.

E. Overtime in excess of eight (8) working hours per day, or hours worked on a holiday or regularly scheduled day off, shall be paid at one and one-half times the employee's regular rate of pay in (15) fifteen minute increments, or compensatory time off at the rate of time and one-half, provided the overtime has been approved in writing by the Township Manager prior to being worked.

F. There shall be no maximum limitation upon the number of overtime hours that may be worked with the Township Manager's prior written approval.

G. All employees shall be granted four (4) hours early quitting time on New Year's Eve and Christmas Eve days.

H. Police Dispatchers shall work a shift of 40 hours consisting of eight (8) consecutive hours in any one day. The ninth hour of work incidental to and immediately following a regular tour of duty shall be paid at straight time rates or earn comp time at straight time rate.

ARTICLE V

HOLIDAYS

A. Each employee shall be compensated for the following holidays:

- |                          |   |
|--------------------------|---|
| 1. New Year's Day        | 7. Labor Day                              |
| 2. Lincoln's Birthday    | 8. Columbus' Birthday                     |
| 3. Washington's Birthday | 9. General Election Day                   |
| 4. Good Friday           | 10. Veterans Day                          |
| 5. Memorial Day          | 11. Thanksgiving Day                      |
| 6. Independence Day      | 12. The Day Following<br>Thanksgiving Day |
| 13. Christmas Day        |   |

B. In the event the holiday falls on a regularly scheduled work day, the employee shall receive the day off with pay.

In the event the holiday falls on a regulary scheduled day off, the employee shall receive a normal regular days pay at straight time rate.

However, for the year 1981 employees shall receive Friday, July 3, 1981 off in lieu of an additional days pay at straight time for July 4, 1981, Independence Day. For the year 1982, employees shall receive Monday, July 5, 1982 off and Friday, December 24, 1982 off in lieu of an additional days pay for July 4, 1982 Independence Day and December 25, 1982 Christmas Day.

C. All employees shall be eligible for holiday pay if the employee worked his last scheduled work day prior to the holiday or he is absent by prior consent of his superior.

D. In the event Martin Luther King's Birthday shall be declared a Federal or State holiday after January 1, 1977, such holiday shall not be

ARTICLE V (continued)

extended to employees represented by the Municipal Guild (non-supervisory).

E. Police Dispatchers shall receive compensation in pay for holidays worked at the rate of one days pay for each holiday worked plus one days pay for the holiday.

## ARTICLE VI

### VACATIONS

#### A. Amount of Vacation Leave

1. Annual vacation leave with pay shall be earned at the rate of one (1) working day of vacation for each month of service during the remainder of the calendar year following the date of appointment; twelve (12) working days vacation thereafter for every year and up to five (5) years of service; fifteen (15) working days vacation after the completion of five (5) years and up to ten (10) years of service; eighteen (18) working days vacation after the completion of ten (10) years of service and up to fifteen (15) years of service; twenty (20) working days vacation after the completion of fifteen (15) years of service and up to twenty (20) years of service. After 20 years of service, 1 additional vacation day shall be earned for the completion of each additional year of service to the maximum of twenty-five (25) years. Permanent part-time employees shall receive vacation credit allowance on a proportionate basis.

2. Vacation allowance must be taken during the current calendar year at such time as permitted or directed by the appointing authority unless the appointing authority determines that it cannot be taken because of pressure of work. Any unused vacation may be carried forward into the next succeeding year only.

3. A permanent employee who returns from military service is entitled to full vacation allowance for the calendar year of return and the year preceding, provided the latter can be taken during the year of return.

#### B. Vacation Leave Due Upon Separation

1. An employee who is retiring or who has otherwise separated

ARTICLE VI (continued)

shall be entitled to the vacation for the current year prorated upon the number of months worked in the calendar year in which the separation or retirement becomes effective and any vacation leave which may have been carried over from the preceding calendar year.

2. Whenever a permanent employee dies having to his credit any annual vacation leave, there shall be calculated and paid to his estate a sum of money equal to the compensation figured on his salary rate at the time of the death.

C. If a holiday falls within an employees vacation, he shall be paid an additional days pay for the unworked holiday or shall be granted one (1) additional day vacation at his option.

ARTICLE VII

SICK LEAVE

A. Every employee subject to this Agreement shall be entitled to paid sick leave benefits per annum according to N. J. A. C. 4:1-1.1 et seq., of the Civil Service Rules for the State of New Jersey, revised November 30, 1973.

B. Service Credit for Sick Leave

1. All permanent employees, or full time provisional 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.

3. Such sick leave may be utilized in the event of serious illness of a member of the employee's immediate family requiring the attendance of the employee.

C. Amount of Sick Leave

1. Sick leave with pay shall accrue to any full time employee on the basis of one (1) working day per month during the remainder of the first calendar year of employment after initial appointment and fifteen (15) days in every calendar year thereafter.

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.

3. Any employee shall be reimbursed for accrued sick leave earned subsequent to January 1, 1972 at the time of the termination of his employment in good standing at the rate of ten dollars (\$10.00) for each



ARTICLE VII (continued)

unused sick leave day. Termination in good standing shall not be deemed to be attained if the employee fails to provide the Township with at least fourteen (14) days advance written notice of his termination.

4. Any employee at the time of retirement who has accumulated in excess of 150 unused sick days shall receive a retirement bonus of \$500 in addition to any payments made pursuant to C. 3 of this article.

D. Reporting of Absence on Sick Leave

1. If an employee is absent for reasons that entitled him to sick leave, his supervisor shall be notified promptly as of the employee's usual reporting time, except in those work situations where notice must be made 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.

F. Verification of Sick Leave

1. An employee who shall be absent on sick leave for three (3) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness.

a. An employee who has been absent on sick leave for periods totaling ten (10) days in one calendar year consisting of periods of less than five (5) days, shall submit acceptable medical evidence for any additional sick leave in that year unless such illness is of a chronic or recurring nature requiring recurring absences of one (1) day or less in which case only one (1) certificate shall be necessary for a period of

ARTICLE VII (continued)

six (6) months.

b. The Township may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable and warranted under the circumstances. Abuse of sick leave shall be cause for disciplinary action. Alleged abuses shall be investigated by the Business Representative of the Union and a representative of the Township.

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 designated by the Township. 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.

F. Sick leave accrued prior to January 1, 1972, shall first be deducted from an employee's sick leave bank prior to any other accrued sick leave.

ARTICLE VIII

HOSPITALIZATION AND INSURANCE

A. The Township shall provide a fully paid hospitalization insurance program to each employee and dependents which shall include Blue Cross, Blue Shield, Rider J and Major Medical Coverage.

B. The employer reserves the right to substitute carriers provided the same benefits are provided.

C. Effective January 1, 1977 each employee who retires shall be provided with the same hospitalization coverage under the same conditions as active employees until they reach their 65th birthday, at which time such coverage shall cease.

ARTICLE IX

LEAVES OF ABSENCE

Every employee subject to this Agreement may be granted a leave of absence according to applicable Civil Service Rules for the State of New Jersey, revised November 30, 1973.

ARTICLE X

SALARY GUIDE AND UNIFORMS

A. Effective January 1, 1981, all employees covered by this Agreement shall be entitled to receive the wage rates for their particular job title as noted in Schedule A.

B. Uniforms

1. Police Dispatchers shall receive a uniform allowance of \$200 per year, subject to the presentation of acceptable vouchers representing the expenditure of such sum.

2. Fire Inspector shall receive a uniform allowance of \$250 per year, subject to the presentation of acceptable vouchers representing the expenditure of such sum.

3. Full time Poundkeeper shall receive a uniform allowance of \$200 per year, subject to the presentation of acceptable vouchers representing the expenditure of such sum.

ARTICLE XI

LONGEVITY

A. Effective January 1, 1981, for each year of the contract, longevity payments based upon years of continuous uninterrupted service with the Township payable on December 1st shall be as follows:

After four (4) years of service	2% of base pay
After eight (8) years of service	4% of base pay
After twelve (12) years of service	6% of base pay
After sixteen (16) years of service	8% of base pay
After twenty (20) years of service	10% of base pay

B. Longevity payments for an individual covered by this contract shall not exceed \$1,520.00 in 1981 and \$1,653.00 per year thereafter.

C. A part-time municipal employee after 20 years of continuous service shall receive a 100% longevity payment as though his or her employment had been full-time. For purposes of this provision only, the part-time base salary will be adjusted to full time status.

D. Municipal employees at retirement or termination in good standing shall receive a longevity payment prorated to reflect actual base pay earned in the year of retirement.

E. Employees who terminate in bad standing or due to disciplinary reasons shall not be eligible for a longevity payment in the year of their separation from employment.

ARTICLE XII

BEREAVEMENT LEAVE

A. Death in Family

In the event of a death in the immediate family of an employee, each full-time employee shall be granted a funeral leave of three (3) days; if the funeral is outside of the State and requires travel time, an additional two (2) days travel time may be allowed with the approval of the immediate supervisor. Immediate family of the employees under this section is defined as spouse, parents, children, brothers, sisters, grandparents and parents-in-law. Reasonable proof of death may be required in the discretion of the Township Manager.

ARTICLE XIII

PERSONAL DAYS

A. Each full-time employee shall be granted three (3) personal days leave upon the approval of his immediate supervisor. Forty-eight (48) hours notice must be given prior to personal days leave, which are not accumulative.

In emergencies that could not be reasonably foreseen under the 48 hour rule, an employee shall consult with his department head to determine whether the personal day can be granted.



ARTICLE XIV

NO-STRIKE PLEDGE

A. During the term of this Agreement, the Union agrees on behalf of itself insofar as is legally possible on behalf of each of its members that there will be no strike of any kind and the Township agrees that it will not cause any lockout.

B. The Union covenants and agrees that neither the Union 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 an employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other illegal job action against the Township. The Union agrees that such action would constitute a material breach of this Agreement.

C. In the event of a strike, slowdown, walkout or job action, it is covenanted and agreed that participation in any such activity by any Union member shall entitle the Township to invoke any of the following alternatives:

1. Withdrawal of Union recognition;
2. Withdrawal of dues deduction privileges  
(if previously granted)
3. Such activity shall be deemed grounds for termination of employment of such employee or employees subject, however, to the application of the Civil Service law.

D. Nothing contained in this Agreement shall be construed to 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

ARTICLE XIV (continued)

damages or both in the event of such breach by the Union or its members.

ARTICLE XV

POSITION CLASSIFICATION AND DESCRIPTION

A. The position classification and position description for employees as covered by this Agreement are attached hereto as Appendix C and by reference are made part of this Agreement. Any additions or modifications made to them by Civil Service and adopted by the Township shall automatically become part of this Agreement.

ARTICLE XVI

BULLETIN BOARD

A. Bulletin Boards shall be made available by the Township for the use of the Union for the purpose of posting Union announcements and other information of a non-controversial nature. The Township Manager or his representative may have removed from the Bulletin Boards any material which does not conform with the intent and provision of this Article.

B. The Union shall have the right to hold union meetings during the last hour of the work day, provided however, that each department must leave adequate personnel in its office to handle public inquiries and phone calls during that hour. Not more than 6 such Guild meetings shall be held per year without the express approval of the Manager or his designee.

ARTICLE XVII

DEDUCTIONS FROM SALARY

A. The Township agrees to deduct from the salaries of its employees subject to this Agreement dues for the Union. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967, N. J. S. A. (R. S.) 52:14-15.9e, as amended. Said monies together with records of any corrections shall be transmitted to the Union by the fifteenth (15th) of each month following the monthly pay period in which deductions were made.

B. If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish to the Township written notice prior to the effective date of such change and shall furnish to the Township either new authorization from its members showing the authorized deduction for each employee or an official notification on the letterhead of the Union and signed by the President and Secretary-Treasurer of the Union advising of such changed deduction.

C. The Union will provide the necessary "check-off authorization" form and the Union will secure the signatures of its members on the forms and deliver the signed forms to the Township Manager. The Union shall indemnify, defend and save the Township harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Township in reliance upon salary deduction authorization cards submitted by the Union to the Township of in reliance upon the official notification on the letterhead of the Union and signed by the President and Secretary-Treasurer of the Union advising of such changed deduction.

ARTICLE XVIII

NON-DISCRIMINATION

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

B. There shall be no discrimination, interference, 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 employees on 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 Union.

ARTICLE XIX

SEPARABILITY AND SAVINGS

A. If any provision of this Agreement or any application of this Agreement of 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 XX

FULLY BARGAINED PROVISIONS

A. 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.

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



ARTICLE XXI  
TERM AND RENEWAL

This Agreement shall be in full force and effect as of January 1, 1981, and shall be in effect to and including December 31, 1982. This Agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in writing, no sooner than one hundred fifty (150) nor later than ninety (90) days prior to the expiration date of this Agreement, of a desire to change, modify or terminate the Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals at West Milford, New Jersey, on this            day of March 1981.

WEST MILFORD MUNICIPAL  
EMPLOYEES GUILD

By: [Signature]  
[Signature]

Witness:

[Signature]  
[Signature]

TOWNSHIP OF WEST MILFORD  
PASSAIC COUNTY, NEW JERSEY

By: [Signature]  
[Signature]  
Mayor  
Township Manager

Witness:

[Signature]  
[Signature]  
Township Clerk

(Non-Supervisory)

SCHEDULE A

<u>Title</u>	<u>1981</u>	<u>1982</u>
Clerk-Typist		
Step 1	\$ 8,885.00	\$ 9,662.00
Step 2	\$ 9,236.00	\$10,044.00
Step 3	\$ 9,585.00	\$10,424.00
Step 4	\$ 9,934.00	\$10,803.00
Step 5	\$10,293.00	\$11,194.00
Senior Clerk-Typist		
Step 1	\$ 9,671.00	\$10,517.00
Step 2	\$10,059.00	\$10,939.00
Step 3	\$10,443.00	\$11,357.00
Step 4	\$10,829.00	\$11,777.00
Step 5	\$11,212.00	\$12,193.00
Principal Clerk-Typist		
Step 1	\$10,540.00	\$11,462.00
Step 2	\$10,965.00	\$11,924.00
Step 3	\$11,391.00	\$12,388.00
Step 4	\$11,822.00	\$12,856.00
Step 5	\$12,246.00	\$13,318.00
Telephone Operator	\$ 4.17/hr.	\$ 4.53/hr.
Clerk-Stenographer		
Step 1	\$ 9,671.00	\$10,517.00
Step 2	\$10,059.00	\$10,939.00
Step 3	\$10,443.00	\$11,357.00
Step 4	\$10,829.00	\$11,777.00
Step 5	\$11,212.00	\$12,193.00
Senior Clerk-Stenographer		
Step 1	\$10,097.00	\$10,980.00
Step 2	\$10,503.00	\$11,422.00
Step 3	\$10,907.00	\$11,861.00
Step 4	\$11,316.00	\$12,306.00
Step 5	\$11,720.00	\$12,746.00
Principal Clerk-Stenographer		
Step 1	\$10,540.00	\$11,462.00
Step 2	\$10,965.00	\$11,924.00
Step 3	\$11,390.00	\$12,387.00
Step 4	\$11,822.00	\$12,856.00
Step 5	\$12,246.00	\$13,318.00

(Non-Supervisory)

SCHEDULE A

<u>Title</u>	<u>1981</u>	<u>1982</u>
Bookkeeping Machine Operator		
Step 1	\$10,300.00	\$11,201.00
Step 2	\$10,714.00	\$11,651.00
Step 3	\$11,098.00	\$12,069.00
Step 4	\$11,541.00	\$12,551.00
Step 5	\$11,955.00	\$13,001.00
Senior Bookkeeping Machine Operator		
Step 1	\$11,501.00	\$12,507.00
Step 2	\$11,971.00	\$13,018.00
Step 3	\$12,405.00	\$13,490.00
Step 4	\$12,908.00	\$14,037.00
Step 5	\$13,374.00	\$14,544.00
Principal Bookkeeping Machine Operator		
Step 1	\$12,726.00	\$13,840.00
Step 2	\$13,194.00	\$14,348.00
Step 3	\$13,660.00	\$14,855.00
Step 4	\$14,127.00	\$15,363.00
Step 5	\$14,595.00	\$15,872.00
Assessing Clerk		
Step 1	\$10,300.00	\$11,201.00
Step 2	\$10,714.00	\$11,651.00
Step 3	\$11,098.00	\$12,069.00
Step 4	\$11,541.00	\$12,551.00
Step 5	\$11,955.00	\$13,001.00
Senior Assessing Clerk		
Step 1	\$11,501.00	\$12,507.00
Step 2	\$11,971.00	\$13,018.00
Step 3	\$12,405.00	\$13,490.00
Step 4	\$12,908.00	\$14,037.00
Step 5	\$13,374.00	\$14,544.00
Principal Assessing Clerk		
Step 1	\$12,726.00	\$13,840.00
Step 2	\$13,194.00	\$14,348.00
Step 3	\$13,660.00	\$14,855.00
Step 4	\$14,127.00	\$15,363.00
Step 5	\$14,595.00	\$15,872.00

(Non Supervisory)

SCHEDULE A

<u>Title</u>	<u>1981</u>	<u>1982</u>
Senior Account Clerk (typing)		
Step 1	\$10,097.00	\$10,980.00
Step 2	\$10,503.00	\$11,422.00
Step 3	\$10,907.00	\$11,861.00
Step 4	\$11,316.00	\$12,306.00
Step 5	\$11,720.00	\$12,746.00
Principal Account Clerk- typist		
Step 1	\$10,540.00	\$11,462.00
Step 2	\$10,965.00	\$11,924.00
Step 3	\$11,390.00	\$12,387.00
Step 4	\$11,822.00	\$12,856.00
Step 5	\$12,246.00	\$13,318.00
Police Records Clerk		
Step 1	\$ 9,671.00	\$10,517.00
Step 2	\$10,059.00	\$10,939.00
Step 3	\$10,443.00	\$11,357.00
Step 4	\$10,829.00	\$11,777.00
Step 5	\$11,212.00	\$12,193.00
Administrative Secretary - Public Works		
Step 1	\$12,246.00	\$13,318.00
Step 2	\$12,557.00	\$13,656.00
Step 3	\$13,075.00	\$14,219.00
Step 4	\$13,590.00	\$14,779.00
Step 5	\$14,106.00	\$15,340.00
Secretary - Planning Board		
Step 1	\$12,557.00	\$13,656.00
Step 2	\$13,075.00	\$14,219.00
Step 3	\$13,590.00	\$14,779.00
Step 4	\$14,106.00	\$15,340.00
Step 5	\$15,022.00	\$16,301.00
Registrar of Vital Statistics		
Step 1	\$12,219.00	\$13,288.00
Step 2	\$12,963.00	\$14,097.00
Step 3	\$13,706.00	\$14,905.00
Step 4	\$14,449.00	\$15,713.00
Step 5	\$15,194.00	\$16,523.00

(Non-Supervisory)

SCHEDULE A

<u>Title</u>	<u>1981</u>	<u>1982</u>
Public Health Nurse		
Step 1	\$13,453.00	\$14,630.00
Step 2	\$13,869.00	\$15,083.00
Step 3	\$14,288.00	\$15,538.00
Step 4	\$14,704.00	\$15,991.00
Step 5	\$15,124.00	\$16,447.00
Senior Public Health Registered Nurse		
Step 1	\$14,350.00	\$15,606.00
Step 2	\$14,946.00	\$16,254.00
Step 3	\$15,543.00	\$16,903.00
Step 4	\$16,141.00	\$17,553.00
Step 5	\$16,740.00	\$18,205.00
Deputy Court Clerk		
Step 1	\$11,010.00	\$11,973.00
Step 2	\$11,456.00	\$12,458.00
Step 3	\$11,891.00	\$12,931.00
Step 4	\$12,349.00	\$13,430.00
Step 5	\$12,796.00	\$13,916.00
Draftsman		
Step 1	\$11,161.00	\$12,138.00
Step 2	\$11,932.00	\$12,976.00
Step 3	\$12,705.00	\$13,817.00
Step 4	\$13,476.00	\$14,655.00
Step 5	\$14,249.00	\$15,496.00
Senior Engineering Aide		
Step 1	\$13,750.00	\$14,953.00
Step 2	\$14,300.00	\$15,551.00
Step 3	\$14,872.00	\$16,173.00
Step 4	\$15,467.00	\$16,820.00
Step 5	\$16,086.00	\$17,494.00
Principal Engineering Aide		
Step 1	\$18,449.00	\$20,063.00
Step 2	\$19,271.00	\$20,957.00
Step 3	\$20,093.00	\$21,851.00
Step 4	\$20,914.00	\$22,744.00
Step 5	\$21,737.00	\$23,639.00

(Non-Supervisory)

SCHEDULE A

<u>Title</u>	<u>1981</u>	<u>1982</u>
Public Works Inspector		
Step 1	\$14,469.00	\$15,735.00
Step 2	\$14,921.00	\$16,227.00
Step 3	\$15,373.00	\$16,718.00
Step 4	\$15,825.00	\$17,210.00
Step 5	\$16,778.00	\$18,202.00
Sanitary Inspector		
Step 1	\$14,469.00	\$15,735.00
Step 2	\$14,921.00	\$16,227.00
Step 3	\$15,373.00	\$16,718.00
Step 4	\$15,825.00	\$17,210.00
Step 5	\$16,778.00	\$18,202.00
Plumbing Inspector		
Step 1	\$14,469.00	\$15,735.00
Step 2	\$14,921.00	\$16,227.00
Step 3	\$15,373.00	\$16,718.00
Step 4	\$15,825.00	\$17,210.00
Step 5	\$16,778.00	\$18,202.00
Fire Inspector		
Step 1	\$14,469.00	\$15,735.00
Step 2	\$14,921.00	\$16,227.00
Step 3	\$15,373.00	\$16,718.00
Step 4	\$15,825.00	\$17,210.00
Step 5	\$16,778.00	\$18,202.00
Dispatcher		
Step 1	\$11,923.00	\$12,966.00
Step 2	\$12,138.00	\$13,200.00
Step 3	\$12,352.00	\$13,433.00
Step 4	\$12,567.00	\$13,667.00
Step 5	\$12,780.00	\$13,898.00
Poundkeeper		
Step 1	\$12,348.00	\$13,428.00
Step 2	\$12,548.00	\$13,646.00
Step 3	\$12,748.00	\$13,863.00
Step 4	\$12,948.00	\$14,081.00
Step 5	\$13,150.00	\$14,301.00

LETTER OF UNDERSTANDING

RE: Township of West Milford - West Milford Employees Guild (Non-Supervisory)

The purpose of this Letter of Understanding is to supplement the 1981-82 collective bargaining agreement between the above parties.

Economic Adjustment

A. In the year 1981 each member of the unit shall receive a \$200.00 economic adjustment upon the effective date of the ordinance establishing the 1981-82 salary guild for unit members. Said payment shall be subject to a standard 10% Federal withholding; State income tax and Social Security (F. I. C. A.).

B. In the year 1982 each member of the unit shall receive a \$200.00 economic adjustment on January 15, 1982. Said payment shall be subject to a standard 10% Federal withholding; State income tax and Social Security (F. I. C. A.).

In order to receive the economic adjustment, an employee must be on the Township payroll on the date the economic adjustment checks are issued. The economic adjustment shall not be retroactive or prorated; except the part-time employees will receive \$100.00 subject to the standard tax deductions mentioned above.

WEST MILFORD MUNICIPAL  
EMPLOYEES GUILD

By: [Signature]  
[Signature]

Witness:

[Signature]  
[Signature]

TOWNSHIP OF WEST MILFORD,  
PASSAIC COUNTY, NEW JERSEY

By: [Signature] [Signature]  
Mayor

Witness:

[Signature]  
Township Manager  
[Signature]  
Township Clerk

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RESOLUTION AUTHORIZING EXECUTION OF CONTRACT  
WITH THE WEST MILFORD TOWNSHIP SUPERVISORY GUILD  
AND WEST MILFORD TOWNSHIP NONSUPERVISORY GUILD,  
AND DIRECTING SUBMISSION OF SAID CONTRACT TO THE  
PUBLIC EMPLOYEES RELATION COMMISSION

WHEREAS, an ordinance entitled "An Ordinance Concerning Salaries and Compensation and Amending A Portion of Section 13-5 of the Revised Ordinances of the Township of West Milford, New Jersey, 1958, And As Subsequently Amended", has passed second reading;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Milford as follows:

1. That the appropriate municipal officials be and hereby are authorized pursuant to Chapter 123, P.L. 1974 of New Jersey, to execute the negotiated contract with the West Milford Township Supervisory Guild and West Milford Township Nonsupervisory Guild;

2. That a copy of the contract be submitted by the Township Clerk to the Public Employees Relations Commission as required by law.

Introduced: April 15, 1981

Approved: April 15, 1981

Moved:

Seconded:

Vote:

W.E.WOBBEKIND (L.S.)  
W.E.WOBBEKIND, MAYOR

ATTEST: KEVIN J. BYRNES (L.S.)

TOWNSHIP CLERK

Res. Book  
Township Manager  
Treasurer  
Auditor  
W.M. Employees Guild  
P.E.R.C. ✓  
Subject file

I HEREBY CERTIFY the above to be  
a true copy of a resolution/ordinance  
adopted by the Township Council of the  
Township of West Milford, New Jersey  
at a meeting held on April 15, 1981

Kevin J. Byrnes  
Township Clerk

.....  
Township Clerk