

A G R E E M E N T

Between The

BOROUGH OF WALDWICK

And The

PBA LOCAL NO. 217, WALDWICK, NEW JERSEY

JANUARY 1, 2019 through DECEMBER 31, 2021

INDEX

<u>ARTICLE</u>		<u>PAGE</u>
	PREAMBLE	1
I	TERM OF AGREEMENT	2
II	RECOGNITION AND UNION RIGHTS	3
III	WAGES and WORK SCHEDULE	4
IV	OVERTIME	5
V	LONGEVITY	7
VI	VACATIONS AND PERSONAL DAY	10
VII	HOLIDAYS	12
VIII	HOSPITALIZATION	14
IX	BEREAVEMENT LEAVE	16
X	SICK LEAVE	17
XI	CEREMONIAL ACTIVITIES	19
XII	INSURANCE	20
XIII	SCHOOLING	21
XIV	ALLOWANCES	22
XV	ADDITIONAL COMPENSATION FOR CERTAIN PERSONNEL	24
XVI	ON THE JOB INJURIES	25
XVII	NO STRIKE PLEDGE	26
XVIII	GRIEVANCE PROCEDURE	27
XIX	ARBITRATION	29
XX	MANAGEMENT RIGHTS	30
XXI	DISCIPLINARY ACTION	31
XXII	OFF DUTY POLICE RELATED ACTIVITY	32
XXIII	PERSONNEL FILES	33
XXIV	USE OF PERSONAL VEHICLES	34
XXV	OTHER ITEMS AND CONDITIONS	35
	SIGNATURE PAGE	36

SCHEDULE A-1, SALARY SCHEDULE	37
SCHEDULE A-2, SALARY SCHEDULE	37
SCHEDULE A-3, SALARY SCHEDULE	38
SCHEDULE A-4, SALARY SCHEDULE	39

PREAMBLE

THIS AGREEMENT made this _____ day of _____, 2019 by and between **THE BOROUGH OF WALDWICK**, a municipal corporation of the State of New Jersey, in the County of Bergen (hereinafter referred to as the "Borough"); and **PBA LOCAL NO. 217**, Waldwick, New Jersey (hereinafter referred to as the "PBA").

WHEREAS, the parties have conducted negotiations through their respective representatives concerning the terms and conditions of employment for Employees of the Borough covered hereby, such negotiations having been conducted in good faith for the purpose of reaching an agreement in order to continue to cooperate and maintain the mutually satisfactory conditions of employment and the harmonious relationship heretofore existing, all parties desiring to make every effort to maintain such atmosphere; and,

WHEREAS, the parties have reached an agreement to cover the period from January 1, 2019 through December 31, 2021;

NOW, THEREFORE, in consideration of the promises and covenants contained herein the parties hereby agree as follows:

ARTICLE I
TERM OF AGREEMENT

This Agreement shall be in force from January 1, 2019 through December 31, 2021. All provisions shall remain in full force and effect until a new contract is executed, except as otherwise herein provided.

ARTICLE II
RECOGNITION AND UNION RIGHTS

Section 1: The Employer hereby recognizes the **POLICEMEN'S BENEVOLENT ASSOCIATION, LOCAL NO. 217** as the sole and exclusive bargaining agent (representative) for all full-time Police Officers, with the exception of the Chief of Police.

Section 2: Collective negotiations with respect to rates of pay, hours of work, and other conditions of employment and bargainable issues shall be conducted by the duly authorized negotiating committee of each of the parties. The Local's labor agreement negotiating committee shall consist of no more than five (5) persons and no more than two (2) Employees shall be permitted to attend regularly scheduled negotiating sessions without loss of pay. No other payment will be made to the Local's representatives for or in connection with the said negotiating sessions.

Section 3: On such days that the State PBA Delegate of the Local attends a regularly scheduled meeting of the State PBA, he shall be excused from duty, without loss of pay, in the event that such meeting takes place on a day he is assigned to duty. The parties shall use their best efforts to alleviate the cost of overtime through the scheduling of Employees for duty when the PBA Delegate attends a regularly scheduled meeting pursuant thereto.

ARTICLE III
WAGES and WORK SCHEDULE

Section 1: Employees covered by this contract shall receive base salaries as set forth in Schedule A-2, A-3 and A-4 annexed.

Section 2: As a result of the arbitration award of the previous contract a Memorandum of Agreement between the parties was developed and approved that established a basis for a twelve hour shift for the four squads. That memorandum is incorporated into this contract with the following amendment if the bargaining unit's personnel drop by one person from eighteen to seventeen for sixty consecutive days 100 hours will be added to the existing cap. If the bargaining unit's personnel shall drop for sixty consecutive days from the bargaining unit's seventeen to sixteen then an additional 100 hours will be added to that cap for that calendar year. An additional 100 hours shall be added to the cap for each additional drop in the bargaining unit's personnel. Each adjustment in the cap level (eighteen to seventeen, seventeen to sixteen, etc...) shall only occur once in a calendar year.

ARTICLE IV
OVERTIME

Section 1: Overtime for covered personnel shall be at the rate of time and one-half (1½) for all overtime computed on the basis of time in excess of twelve (12) hours per day including overtime for court appearances, including Municipal Court and Grand Jury, in or required by the County, State and Federal Court.

Section 2: When an Employee covered under this Agreement shall be required to travel to and from any of the court or administrative bodies, such travel time shall be considered and included in the computation of the amount of overtime to which the Employee is entitled. Provided, however, that such travel time shall be computed between the Borough of Waldwick and the pertinent court or administrative body, except that there shall be no overtime computation or payment for travel time when the pertinent court or administrative body is within five (5) miles of the Borough of Waldwick.

Section 3: Whenever a court appearance is canceled on less than twelve (12) hours notice then the effected Employee(s) shall receive two (2) hours of overtime compensation for each such event.

Section 4: In the computation of overtime for each day, time shall be rounded to full hours by counting as a full hour a portion of an hour in excess of twenty (20) minutes and disregarding a period of twenty (20) minutes or less; provided, however, a covered Employee shall be paid for a minimum of two (2) hours at the overtime rate when court appearance is required other than during his regular duty hours. Consecutive court appearances on the same day shall be considered as one (1) continuous appearance in computing overtime.

Section 5: Employees shall have the option for being paid for eighty-four (84) hours in

compensatory time off in a calendar year earned. If an employee wishes to exercise this option the supervisor is to be notified immediately after the overtime is worked so that time can be recorded properly. Compensatory time shall be approved in accordance with the police department policy requesting time off. Compensatory time shall not cause overtime in the department. There shall be no cash payout for unused time nor can compensatory time be carried over to the following year.

Section 6: When an Employee covered under this Agreement is called back to work after having completed his or her regularly scheduled shift, or who is called in for duty for other matters regarding his or her expertise, assignment or other department needs, shall be compensated at time and one-half (1½) the straight time hourly rate of pay with a minimum guarantee of two (2) hours.

- a. If an Employee is required to report for duty less than two (2) hours prior to his or her scheduled shift, overtime shall be calculated in accordance with **Article IV, Section 4** of this Agreement.
- b. At the conclusion of said call back time in **Section V** of this Article the Employee shall be considered off duty, regardless of the duration of the assignment.

ARTICLE V
LONGEVITY

Section 1: For Officers hired prior to February 1, 2006 longevity shall be paid at the rate of one percent (1%) of base pay beginning at the fifth (5th) year of service and .375% for each additional year of service up to the twenty-second (22nd) year of service. Effective with the twenty-third (23rd) year of service and thereafter, each Employee shall receive a ten percent (10%) annual longevity benefit. Longevity payments shall be made to coincide with regular payments.

Starting Year of Service

5	-	1%
6	-	1.375%
7	-	1.75%
8	-	2.125%
9	-	2.5%
10	-	2.875%
11	-	3.25%
12	-	3.625%
13	-	4%
14	-	4.375%
15	-	4.75%
16	-	5.125%
17	-	5.5%
18	-	5.875%
19	-	6.25%
20	-	6.625%
21	-	7%

22	-	7.375%
23	-	10%
		Thereafter

Section 2: For Officers hired after February 1, 2006 to December 31, 2013 longevity shall be paid at the rate of one percent (1%) of base pay beginning at the eleventh (11th) year of service and .375% for each additional year of service up to the twenty-second (22nd) year of service. Effective with the twenty-second (22nd) year of service and thereafter, each Employee shall receive a five percent (5%) annual longevity benefit. Longevity payments shall be made to coincide with regular payments. Starting Year of Service

11	-	1%
12	-	1.375%
13	-	1.75%
14	-	2.125%
15	-	2.5%
16	-	2.875%
17	-	3.25%
18	-	3.625%
19	-	4%
20	-	4.375%
21	-	4.75%
22	-	5%
23	-	5%
		Thereafter

Section 3: For Officers hired after January 1, 2014 to December 31, 2016 longevity shall be paid at the rate of one half of one percent (0.5%) of base pay beginning at the eleventh (11th) year of service and .1875% for each additional year of service up to the twenty-second (22nd) year of service. Effective with the twenty-second (22nd) year of service and thereafter, each Employee shall receive a two and half percent (2.5%) annual longevity benefit. Longevity payments shall be made to coincide with regular payments

Starting Year of Service

11	-	0.5%
12	-	0.6875%
13	-	0.875%
14	-	1.0625%
15	-	1.25%
16	-	1.4375%
17	-	1.625%
18	-	1.8125%
19	-	2.0%
20	-	2.1875%
21	-	2.375%
22	-	2.50%
23	-	2.50%
		Thereafter

Section 4: This provision shall not be offered for Officers hired **after January 1, 2017.**

ARTICLE VI
VACATIONS AND PERSONAL DAY

Section 1: All covered personnel are entitled to eight hours of vacation per month up to one (1) year of service; thereafter, vacation time shall be in accordance with the following schedule:

One (1) Year, but less than Seven (7) Years	96 Hours
Seven (7) Years, but less than Fifteen (15) Years	144 Hours
Fifteen (15) Years or More	192 Hours

Holidays falling within a vacation period shall not be counted as vacation days.

An Employee may accumulate vacation time earned during the previous year and may be taken in tandem with vacation time earned in the following year only.

If an Employee is on vacation and becomes sufficiently ill so as to require in-patient hospitalization, he may have such period of illness and post-hospitalization period charged against sick leave at his option upon proof of hospitalization and a physician's certificate.

To the extent possible, the choice of which vacations each Employee shall have, shall be determined by a rotating seniority schedule.

Section 2: All covered personnel shall receive eight hours of personal time in addition to current vacation and holiday entitlement. Requests will be assigned on a first come first serve basis. Employees may use this time at their discretion. The personal time may not be taken on any of the following days:

1. New Year's Eve	5. Labor Day
2. New Year's Day	6. Thanksgiving Day
3. Memorial Day	7. Christmas Eve
4. Independence Day	8. Christmas Day

If the maximum allowable Employees are on vacation, only one (1) Employee at a time can take personal time. No roll over to the following year of personal time is permitted.

ARTICLE VII
HOLIDAYS

Section 1: All covered personnel are entitled to the following paid holiday, which equates to eight hours of time off:

New Year's Day	Veteran's Day
Lincoln's Birthday	Election Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Friday Following Thanksgiving
Independence Day	Christmas Day
Columbus Day	Labor Day
	Easter Sunday

Section 2: All covered personnel shall have the option of applying any three (3) of their holidays as personal leave time, which may be taken at their discretion.

Section 3: Reserved

Section 4: To the extent possible, the choice of which holidays each Employee shall be off duty and the selection of additional days off, as hereinabove set forth, shall be determined by a rotating seniority schedule. The said additional days off shall be without any financial impact on the Borough and the selection thereof shall at all times be subject to the scheduling and manning requirements of the Department as determined by the Chief.

Section 5: In addition to the holidays set forth in **Section 1**, all Employees shall be entitled to such additional holidays as may be granted to other Borough employees through official action of the Mayor and Council, except that such additional holidays shall not include emergency days off or time off due to weather conditions or

other emergencies which may arise.

ARTICLE VIII
HOSPITALIZATION

- Section 1:** The Borough shall continue to pay the full cost of all insurance premiums, including the additional cost for family policies as heretofore provided.
- Section 2:** The Borough will provide and pay for Blue Cross, Blue Shield, Rider J, and Major Medical Insurance for Employees covered by this Agreement and their families, or similar type coverage with the same or substantially similar benefits as are available under the State Health Benefits Plan.
- Section 3:** The Borough shall maintain the dental program implemented January 1, 1985 with benefits equivalent to that provided under New Jersey Dental Plan II-B. Single Employees shall pay Two (\$2.00) Dollars per week and Employees with families of two (2) or more persons shall pay Four (\$4.00) Dollars per week, if they elect coverage, an orthodontic rider may be purchased by a covered Employee for his family at his own expense. The Borough retains the right to change carriers provided the level of benefits remain the same.
- Section 4:** As a result of the passage of Chapter 2, P.L. 2010 effective May 21, 2010 the Employer shall have the right to deduct 1.5% of base pay as contribution toward the medical premium cost. In recognition of the provision of the Interest Arbitration Award of Arbitrator Frank A. Mason (IA-2011-049) dated June 4, 2011, effective July 1, 2011 the Employer shall deduct an additional one-half percent (.5%) for full family coverage. Effective January 1, 2012 the Employer shall implement the New Jersey State Health Benefits Plan "Direct 15" or its equivalent as it is then constituted. In the event an Employee wishes to participate in an HMO or the "Direct 10" Plan or any other plan offered by State Health Benefits then the Employee making such selection shall pay the differential costs, if any.

Section 5: Beginning on January 1, 2014, the contribution towards the premium of health insurance shall be the greater of either the contribution specified in section 4 above or based upon the formula contained in P.L. 2011c.78 whichever is greater.

ARTICLE IX
BEREAVEMENT LEAVE

Section 1: All permanent, full time Employees covered by this Agreement shall be entitled to three (3) days' leave with pay upon the death of a member of his immediate family or the death of a relative who resides with the Employee. Immediate family shall include spouse, children, grandchildren, parents, brothers, sisters and grandparents of Employees or spouse. Such funeral leave shall not be charged against the Employee's vacation or sick leave. Such leave shall commence upon the day of death and shall end on the day after the funeral, but shall not exceed four (4) workdays. The Administration may grant special consideration.

Section 2: One (1) additional day of bereavement leave shall be granted to all Employees covered by this Agreement and is to be taken within thirty (30) days of the death of an immediate family member for the purposes of administration of the estate and decedents affairs.

Section 3: In the event of a death in the family not mentioned in **Section "1"** above, one (1) personal day of bereavement leave shall be granted to the Employee.

ARTICLE X
SICK LEAVE

Section 1: All permanent, full time Employees covered by this Agreement shall be granted sick leave with pay of eight hours for every month of service during the remainder of the first calendar year of service and 120 hours in each calendar thereafter which shall accumulate from year to year.

An Employee absent on sick leave shall submit acceptable medical evidence substantiating the illness, if requested by the Borough.

All covered personnel shall be entitled to a credit of unused accumulated sick leave time at the time of retirement, provided, however, that no Employee shall be given credit for accumulated sick leave beyond one thousand forty (1,040) hours. All Employees hired after January 1, 1987 shall only be entitled to accumulate five hundred twenty (520) hours in sick leave time. All Employees hired after January 1, 2017 shall be capped at \$15,000.

All covered personnel may request approval of the Borough to terminate work and to continue to be compensated during the length of time equal to accrued vacation time and/or up to one thousand forty hours accrued sick leave with pay. All Employees hired after January 1, 1987 shall only be entitled to request approval of the Borough to terminate work and to continue to be compensated during the length of time equal to accrued vacation time and/or up to Five Hundred Twenty (520) hours accrued sick leave with pay.

Notwithstanding the foregoing, if a member is entitled to a credit of unused accumulated sick leave time at the time of retirement, he may elect to receive a lump sum cash payment or severance pay equivalent to the unused accumulated sick pay up to one thousand forty hours. The employee may have the option of

breaking down their payments and receiving their payment for up to three years. Such option must be exercised by the member by giving written notice to the Mayor and Council on or before January 1 in the year in which the cash payment is sought. This provision shall in no way affect said member's pension rights. Any employee hired after January 1, 2017 has no option for the lump sum payout. Member shall be terminated and continue to be compensated during the length of time equal to accrued vacation time and/or up to Five Hundred Twenty (520) hours accrued sick leave with pay capped at \$15,000. The employee may have the option of breaking down their payments and receiving their payment for up to three years. Such option must be exercised by the member by giving written notice to the Mayor and Council on or before January 1 in the year in which the cash payment is sought. This provision shall in no way affect said member's pension rights.

The beneficiary of a deceased Employee entitled to receive unused accumulated sick pay shall have the option of receiving a lump sum payment of the cash value of the deceased Employee's unused sick leave. For the purposes of this **Section**, beneficiary shall mean that person or persons designated as a beneficiary in the life insurance policy of the deceased Employee, issued by the Borough under **Article XII** of this Agreement.

Should any court ruling or administrative decision invalidate any of the preceding paragraphs, then same prospectively will be of no force and effect and will be severed from this Agreement.

ARTICLE XI
CEREMONIAL ACTIVITIES

In the event a Police Officer in another Department in the State of New Jersey is killed in the line of duty, the Borough shall permit, subject to approval by the Chief of Police, which shall not be unreasonably withheld, at least one (1) full-dressed, uniformed Police Officer of the Borough to participate in the funeral service(s) of said deceased Officer.

Subject to the availability of same, the Borough will permit a Borough Police vehicle to be utilized by the members in the funeral service.

Police Officers participating in such funeral service shall not be entitled to any compensation during the time in which they are participating in said funeral service.

ARTICLE XII
INSURANCE

Section 1: During the term of this Agreement, the Borough agrees to provide insurance coverage for all covered personnel for life, accidental death and dismemberment in the amount of Ten Thousand (\$10,000.00) Dollars. Presently afforded coverage shall continue.

Section 2: The Employer will indemnify all Employees covered by this Agreement from civil suits arising out of the performance of their duties including but not limited to the following: False arrest, malicious prosecution, libel, slander, defamation of character, privileged occupancy and the invasion of civil rights. Employees covered by this Agreement shall be fully indemnified and defended by the Employer for all circumstances in which the Employee renders first aid, whether on duty or off duty.

ARTICLE XIII
SCHOOLING

All covered personnel shall be entitled to compensation to a maximum of Twelve Dollars and Fifty Cents (\$12.50) *per annum* for each credit of approved Police schooling courses earned while in the employ of the Borough of Waldwick to a maximum of one hundred twenty (120) credits for those who were members of the Department as of October 14, 1975 and thereafter, to a maximum of sixty (60) credits for any new members of the Department, provided, however, that in any course for which the additional compensation is claimed, a grade of C or better must be attained. In the event that the aforesaid provision dealing with compensation or college credits earned only while in the employ of the Borough of Waldwick is determined to be invalid, then same shall be severable from the within Agreement and considered null and void. This provision shall not apply to any employees hired after January 1, 2014.

The Borough shall permit the covered personnel to attend such courses at the Bergen County Police and Fire Academy on Borough time to a maximum of ten (10) days *per annum*, without additional compensation.

ARTICLE XIV
ALLOWANCES

Section 1: All Police Officers shall be entitled to a clothing and equipment allotment of \$825 total *per annum*. Police Officers shall be permitted to utilize said allotment to purchase items of clothing and equipment as authorized by the Chief of Police or his designee. Payment to recognized and established uniform and equipment companies shall be paid by the Borough, up to the aforementioned amount, upon presentation of an invoice or purchase order. Officers may submit receipts for authorized purchases for non-taxable reimbursement to the Officer, up to the aforementioned amount.

Section 2: Police Officers with less than seven (7) completed years of employment with the Borough, may elect to receive up to One Hundred Dollars (\$100.00) of said allotment as a *uniform maintenance allowance*. Police Officers with seven or more completed years of employment with the Borough, may elect to receive up to Three Hundred Dollars (\$300.00) of said allotment as a *uniform maintenance allowance*. The total of the clothing and equipment reimbursement and uniform maintenance allowance shall not exceed Eight hundred Twenty Five Dollars (\$825.00) per annum.

In order to obtain any eligible uniform maintenance allowance amount, a voucher shall be filed by the Police Officer. The allowance is paid through payroll and is considered taxable income. No receipts or supporting documentation are required to receive uniform maintenance allowances. Employees entitled to uniform maintenance allowances shall be paid no later than the first pay of December of each year.

Section 3: In the event Police Officers obtain Emergency Medical Technician certificates, the Borough will pay each Officer Two Thousand Hundred (\$2,000.00) Dollars in

2019 and Two Thousand Five Hundred (\$2,500.00) in 2020 and 2021. To be eligible for the EMT Stipend the Employee must be a member of the Waldwick Police Department and an EMT for two (2) full years.

Section 4: These Officers will be determined by the submission of a list by the PBA Local No. 217 with the names of those Officers who have obtained certification. If the list is not presented on or before January 1st then the amount paid by the Borough shall be prorated from the date the list is presented. An Officer dropping off the list will no longer receive an allowance. Upon presentation of the substitute name, the substitute will receive the allowance of the dropped member, prorated from the date the substitute is added to the list. There shall be no rollover into any succeeding year of any payments made under this **Section**.

Section 5: The EMT allowance shall be handled and paid in the same manner as the college credit allowance.

ARTICLE XV

ADDITIONAL COMPENSATION FOR CERTAIN PERSONNEL

- Section 1:** In addition to the compensation hereinabove set forth, the Borough Detectives shall receive additional compensation at the rate of One Thousand Five Hundred Dollars (\$1,500.) in 2019, Two Thousand Dollars (\$2,000) in 2020 and Two Thousand Five Hundred Dollars (\$2,500) in 2021.
- Section 2:** An Employee, with concurrence of the Appointing Authority, who is assigned to substitute for an Employee of higher rank, due to that higher ranked Employee's absence or vacancy, not caused by vacation time, shall receive the pay of the higher ranked Employee beginning on the thirty-first day of acting in that capacity. When said assignment terminates, the Employee's pay will be returned to the rate it was prior to the assignment being made. Appropriate Authority shall mean the Borough Administrator as authorized by Borough Ordinance. The Appointing Authority shall serve as the liaison to the Mayor and Council for knowledge of payment only. The Borough shall not take any direct action to circumvent the payment of this additional compensation to that Employee without cause.

ARTICLE XVI
ON THE JOB INJURIES

Employees who are injured on the job and who are awarded temporary disability benefits by Worker's Compensation shall receive the difference between the weekly Worker's Compensation awarded and normal take-home pay.

These payments shall be payable to a maximum of one hundred eighty (180) work days and shall not be charged to the Employee's sick leave.

ARTICLE XVII
NO STRIKE PLEDGE

Neither the PBA nor its members shall engage or participate, either directly or indirectly, in strikes of any kind, slowdowns, or interruptions of work, or to jointly withhold their services from the Borough. In the event of any of the aforesaid, the PBA Local will use its best efforts to end any of the above, order it stopped and return the men to work and will immediately post notices and communications to the members that the PBA does not support such violation.

ARTICLE XVIII
GRIEVANCE PROCEDURE

A "grievance" is hereby defined as any difference or dispute between the Borough and any Employee covered by this Agreement by means of which such Employee or representative of such Employee may appeal the interpretation, application or violation of policies, agreement and administrative decisions affecting the Employees' terms and conditions of employment. Alleged arbitrary changes in scheduled working hours made within seventy-two (72) hours of the time a scheduled shift is to begin so as to avoid overtime payment to an Employee may be grievable. This procedure for settlement of grievances shall be as follows:

STEP ONE: The aggrieved Employee or the PBA representative designated shall present and discuss the grievance with his immediate supervisor within fifteen (15) calendar days of the occurrence of the same. The name of any such designated representative shall be immediately communicated to the Employer. Any grievances not presented within fifteen (15) calendar days of occurrence are deemed waived. The immediate supervisor must reply to the grievance within ten (10) calendar days of its presentment to him.

STEP TWO: If the grievance is not settled at **STEP ONE**, it shall be reduced to writing by the aggrieved party within five (5) working days of the reply from the Supervisor. One (1) copy shall be given to both the Administrator and the Head of the Department involved. The Department Head and the PBA representative shall meet within ten (10) working days of the receipt of the written grievance to attempt to settle the grievance. Any grievance not reduced to writing and presented to the Department Head and the Administrator within ten (10) working days of failure to settle pursuant to **STEP TWO** is deemed waived. A written receipt will be given by the Borough Administrator.

STEP THREE:

If after completion of **STEP TWO** the parties have not arrived at a mutually satisfactory settlement of the grievance, then a meeting shall be arranged between a representative of the PBA, the aggrieved Employee and the Borough Administrator with the object of settling the grievance. Both parties may consult with other persons as they deem necessary. The parties shall meet within seven (7) working days of completion of **STEP TWO**. They may, however, by written mutual consent, extend the time to meet.

Nothing contained in this **Article** shall limit the right of any Employee to process his own grievance provided, however, the PBA shall be notified by the Borough of all such situations and shall have the right to be present during the same, and, further provided, that any agreement reached with any such Employee shall not violate this Agreement.

Failure to proceed within the times set forth in this **Article** shall be conclusively deemed a waiver of the right to grieve and the right to a determination.

All management rights and prerogatives shall be excluded from the grievance procedure contained in this **Article** unless specifically included hereinafter.

ARTICLE XIX
ARBITRATION

- Section 1:** If a grievance is not settled pursuant to **Article XVIII**, such grievance shall at the request of the Borough or the PBA, be referred to the Public Employment Relations Commission for selection of an Arbitrator according to its rules. Such referral must be made within seven (7) working days of the failure to settle the grievance under **STEP THREE**. Failure to proceed within the time set forth for arbitration shall be conclusively deemed a waiver of the right to arbitration.
- Section 2:** The decision of the Arbitrator shall be binding upon the parties. The expense of such arbitrations shall be borne equally by the parties.
- Section 3:** It is expressly agreed that all managerial rights and prerogatives are not subject to arbitration. The Arbitrator shall only have the authority to interpret policies, agreements and administrative decisions affecting the Employee's terms and conditions of employment. He/she shall add nothing to nor subtract anything from the express terms of this Agreement and any rule or regulation governing the Police Department and Police force of the Borough.
- Section 4:** It is understood that no arbitration case under this Agreement shall be heard within twenty-one (21) days. If an Employee files an appeal to the Civil Service Commission he must abandon the arbitration proceeding.

ARTICLE XX
MANAGEMENT RIGHTS

Section 1: Nothing in this Agreement shall interfere with the right of the Borough in accordance with applicable law, rules and regulations to:

- (a) carry out statutory mandate and goals assigned to a municipality utilizing personnel, methods and means in the most appropriate and efficient manner possible;
- (b) manage Employees of the Borough, to hire, promote, transfer, assign or retain Employees in positions with the Borough and in that regard establish work rules; and
- (c) suspend, demote, discharge or take other appropriate disciplinary action against an Employee for just cause, or to lay off an Employee pursuant to law.

Section 2: The Borough, if they shall deem it necessary for reasons of economy, may decrease the number of members and Officers of the Police Department.

When the services of a member(s) or Officer(s) is/are terminated, such termination shall be in the inverse order of their appointment.

ARTICLE XXI
DISCIPLINARY ACTION

Whenever disciplinary action involving suspension against any member of the Waldwick Police Department is taken, said member may request the following:

- (a) A written statement determining the charges against him signed by the party making said charges; said statement shall be furnished within five (5) days from the occurrence.
- (b) Within five (5) days of the occurrence of said charges, the Police Officer may request a hearing on said charges before the Police Committee of the Borough of Waldwick. Notwithstanding same, the grievance may be taken pursuant to the Grievance Procedure outlined herein.
- (c) Whenever disciplinary action involved something other than suspension, the Grievance Procedure outlined herein shall control.
- (d) The rights granted under this **Section** shall be considered to be in addition to any and all rights contained under the Civil Service Act or any other laws of the State of New Jersey. Insofar as any of the provisions of this **Section** conflict with said laws, they are to be considered void.

ARTICLE XXII

OFF DUTY POLICE RELATED ACTIVITY

Arrangements by non-municipal entities to secure the services of off-duty Police Officers to engage in Police-related activities on behalf of such entities within the Borough of Waldwick shall be made through the Department. Payment therefor shall be made through the Borough at the rate of remuneration which has been agreed to between such entity and the Police Officers. In no event shall the Borough be liable to the Officer in an amount greater than the payment it receives from such private entity, which payment shall include Employer payroll contributions. Remuneration for such off-duty employment shall not be considered as part of the Employee's base salary, overtime or computation of overtime.

An Officer engaged in such Police duty related activities shall be considered to be acting in his official capacity and shall be subject to all of the rights, duties, benefits and obligations of such status.

ARTICLE XXIII
PERSONNEL FILES

- Section 1:** A separate personal history file shall be established and maintained for each Employee. Personal history files are confidential records and shall be maintained and safeguarded, permanently, in the office of the Chief of Police. All awards, diplomas, certificates and commendations received by an Employee shall become the personal property of the Employee and a photocopy of same shall be entered into the Employee's personal file.
- Section 2:** Any Employee may, by appointment, inspect and review his personal history file. Any review of such file shall be made only in the presence of the Chief of Police or his designated representative.
- Section 3:** Whenever a written complaint or any derogatory memo is to be placed in an Employee's personal history file, a copy of such complaint or derogatory memo shall be made available to him, and he shall be given the opportunity to rebut it if he so desires, and he shall be permitted to place said rebuttal in his file.

ARTICLE XXIV
USE OF PERSONAL VEHICLES

Whenever an Employee's duty assignment requires vehicular transportation, the Borough will make reasonable effort to supply a Borough-owned vehicle, subject to the scheduling and manning requirements of the Department and the availability thereof, as determined by the Chief. Whenever an Employee is required to use his personal vehicle on Borough business, he shall be compensated for such usage at the rate of Twenty Cents (\$.20) per mile.

ARTICLE XXV
OTHER ITEMS AND CONDITIONS

- Section 1:** It is agreed and understood that all existing terms and conditions of employment and all existing rules and regulations governing the Police Department and Police force shall continue in full force and effect. The foregoing may be implemented from time to time by Ordinance adopted pursuant to the laws of the State of New Jersey and rules and regulations and revisions thereof, approved by the Borough.
- Section 2:** In addition to the terms and conditions of this Agreement, the PBA shall be entitled to all previous benefits contained in the Borough Personnel Ordinance, which are not in conflict with this Agreement.
- Section 3:** Unless a contrary intent is expressed in this Agreement, all existing benefits, rights, duties, obligations, and conditions of employment applicable to any Police Officer pursuant to any rules, regulations, instruction, directive, memorandum, statute or practice shall not be limited, restricted, impaired, removed or abolished. *De minimis* changes are not effected by this Article.
- Section 4:** This Agreement shall not be modified in whole or in part by the parties except by a written instrument duly executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

ATTEST:

Kelley Haleswicz
Clerk

BOROUGH OF WALDWICK

Thomas A. Gouras
Mayor

Date: 1/23/2019

Date: 1/23/2019

WITNESS:

PBA LOCAL NO. 217, WALDWICK, NJ

[Signature]

[Signature]

Date: 1/11/2019

Date: 1/11/2019

Schedule A-1 is merged with Schedule A-2 as there are no longer any employees in the steps.

SCHEDULE A-2
WAGES
Employees Hired Prior to 12/31/13

	1/1/19	1/1/20	1/1/21
Lieutenant	\$150,098	\$153,850	\$157,696
Sergeant	\$141,570	\$145,109	\$148,737
Patrolman			
Twelfth Grade	\$132,668	\$135,985	\$139,385
Eleventh Grade	\$124,170	\$125,829	\$128,975
Tenth Grade	\$115,672	\$115,672	\$115,672
Ninth Grade	\$107,246	\$107,246	\$107,246
Eighth Grade	\$ 98,819	\$ 98,819	\$ 98,819
Seventh Grade	\$ 90,393	\$ 90,393	x
Sixth Grade	\$ 81,967	x	x
Fifth Grade	x	x	x
Fourth Grade	x	x	x
Third Grade	x	x	x
Second Grade	x	x	x
First Grade	X	X	x

SCHEDULE A-3

WAGES
Employees Hired After 1/1/14 to 12/31/16

	1/1/19	1/1/20	1/1/21
Lieutenant	\$150,098	\$153,850	\$157,696
Sergeant	\$141,570	\$145,109	\$148,737
Patrolman			
Fifteenth Grade	\$132,668	\$135,985	\$139,385
Fourteenth Grade	\$124,853	\$126,511	\$128,211
Thirteenth Grade	\$117,037	\$117,037	\$117,037
Twelfth Grade	\$109,977	\$109,977	\$109,977
Eleventh Grade	\$102,917	\$102,917	\$102,917
Tenth Grade	\$ 95,858	\$ 95,858	\$ 95,858
Ninth Grade	\$ 88,798	\$ 88,798	\$ 88,798
Eighth Grade	\$ 81,738	\$ 81,738	\$ 81,738
Seventh Grade	\$ 74,678	\$ 74,678	\$ 74,678
Sixth Grade	\$ 67,618	\$ 67,618	\$ 67,618
Fifth Grade	\$ 60,559	\$ 60,559	x
Fourth Grade	\$ 53,500	x	x
Third Grade	\$ 45,980	x	x
Second Grade	x	x	x
First Grade	x	x	x

SCHEDULE A-4

WAGES
Employees Hired After 1/1/17

	1/1/2019	1/1/20	1/1/21
Lieutenant	\$150,098	\$153,850	\$157,696
Sergeant	\$141,570	\$145,109	\$148,737
Patrolman			
Sixteenth Grade	\$ 132,668	\$ 135,985	\$ 139,385
Fifteenth Grade	\$ 125,167	\$ 126,825	\$ 128,525
Fourteenth Grade	\$ 117,665	\$ 117,665	\$ 117,665
Thirteenth Grade	\$ 111,100	\$ 111,100	\$ 111,100
Twelfth Grade	\$ 104,535	\$ 104,535	\$ 104,535
Eleventh Grade	\$ 97,970	\$ 97,970	\$ 97,970
Tenth Grade	\$ 91,405	\$ 91,405	\$ 91,405
Ninth Grade	\$ 84,840	\$ 84,840	\$ 84,840
Eighth Grade	\$ 78,275	\$ 78,275	\$ 78,275
Seventh Grade	\$ 71,710	\$ 71,710	\$ 71,710
Sixth Grade	\$ 65,145	\$ 65,145	\$ 65,145
Fifth Grade	\$ 58,580	\$ 58,580	\$ 58,580
Fourth Grade	\$ 52,015	\$ 52,015	\$ 52,015
Third Grade	\$ 45,450	\$ 45,450	\$ 45,450
Second Grade	\$ 38,885	\$ 38,885	\$ 38,885
First Grade	\$ 32,000	x	x

- Each employee in the step guide shall receive a grade step increase each year of the contract. The date for this increase shall be determined based on their date of hire as an officer. Those hired in the first half of the calendar year shall receive the grade step increase beginning with the first pay of the year. Those hired in the second half of the year shall receive the grade step increase beginning with the fourteenth pay of the year. For the purposes of this contract and to clarify where each employee falls under this, the following employees shall be considered as January and July dates.

January	July
Dowling	Zachmann
Seifert	Freeman
Garcia	Walsh
Greco	Loprinzi
Passaretti	
Moore	
Sinclair	
Chaney	
Sanchez	
Sherman	
Cron	
Palaia	
Dixon	
Ritondale	
Wanamaker	
Van Dyke	

- The following applies for all employees regardless of schedule. If any appointment is made to the position of Sergeant from the ranks of Patrol the difference in pay is to be calculated as follows:
 - a. If the appointee is in the highest grade in any schedule, they shall immediately receive the pay called for in the schedule for the position of Sergeant.
 - b. If the appointee is in the A-2 schedule grades ninth through eleven or if the appointee is in the A-3 schedule grades eleven through fourteen or if the appointee is in the A-4 schedule grades twelve through fifteen the difference in pay rate is to be given half upon the promotion and the balance to bring them to the schedule rate upon one year of that promotion.
 - c. If the appointee is in any schedule not covered by section b above the difference in pay rate to given a third upon the promotion, the second third upon one year of that promotion and the balance to bring them to the schedule rate upon two years of that promotion.

Ordinance # 22-16

AN ORDINANCE TO AMEND CHAPTER 48 ENTITLED "FEES" AMENDING THE SECTION DEALING WITH ESCROW FOR OFF-DUTY AND OUTSIDE EMPLOYMENT BY POLICE OFFICERS

BE IT ORDAINED, by the Mayor and Council of the Borough of Waldwick that the Code of the Borough of Waldwick is hereby amended as follows:

Section 1: Chapter 48: 1-10-3 Escrow for Off-Duty and Outside Employment by Police Officers is hereby amended to read as follows:

The fees paid by the private persons or entities for off-duty police officers shall be paid in advance and to the Police Officer Off-Duty Escrow Fund, administered jointly by the Chief of Police and the Chief Financial Officer.

1. No off-duty services shall be provided on behalf of any private person or entity until an advance escrow is deposited with the Chief of Police. In the event of an emergency circumstance as solely determined by the Chief of Police advance deposit may be waived provided that all costs for hours worked are paid within five (5) business days of the request for services.
2. Off-Duty services shall be provided to non-profit and other governmental entities without advance deposit provided that payment shall be made within thirty days of being invoiced for services.
3. The initial deposit into the escrow fund for each private person or entity shall be estimated on the basis of number of hours needed times the overtime rate for the most senior patrol officer. Additionally costs for fringe benefits, administrative fees and costs for a patrol car will be added to that amount.
4. On completion of the services, the private person or entity, non-profit and other governmental entity for which the off-duty patrol officer services are provided, shall be given with an itemization of disbursements from the escrow account which will include the actual overtime rate paid to each officer the fringe benefit costs of that officer while on duty. There shall also be assessed a charge for the use of the vehicle in accordance with Chapter 48: 1-10-2 and an administrative fee of six percent will be levied on the personnel costs (salary and fringe benefits). If there is any balance remaining in the escrow account it shall be returned to the posting entity in accordance with Borough payment policy without interest.
5. The rate for Off-Duty and Outside Employment by Police Officers shall be a minimum flat rate of \$85.00 per hour or the Police Officers overtime rate, whichever is higher. Non-profits and Borough approved events are not subject to the minimum flat rate and will be billed according to the Police Officers overtime rate at the time of the detail worked.

Section 3: This ordinance shall take effect upon passage and publication as required by law.