

AGREEMENT

BETWEEN

BOROUGH OF HIGHTSTOWN
MERCER COUNTY, NEW JERSEY

AND

NEW JERSEY STATE POLICEMAN'S
BENEVOLENT ASSOCIATION, INC.
LOCAL NO. 283

EFFECTIVE FROM JANUARY 1, 1999 THROUGH DECEMBER 31, 2001

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AGREEMENT, made as of the 1st of January, 1999 by and between the BOROUGH OF HIGHTSTOWN, a municipality in the County of Mercer, State of New Jersey, hereinafter referred to as the "Borough", and the NEW JERSEY STATE POLICEMAN'S BENEVOLENT ASSOCIATION, INC., LOCAL NO. 283, Hightstown, New Jersey, hereinafter referred to as the "Association".

WITNESSETH:

WHEREAS, the parties hereto have carried on collective bargaining negotiations for the purpose of developing and concluding a general agreement covering wages, hours of work and other conditions of employment of uniformed and non-uniformed officers, patrolmen and patrolmen detectives and sergeants (hereinafter sometimes collectively referred to as "members" or "employees") of the Department of Police of the Department of Public Safety of the Borough of Hightstown:

NOW, THEREFORE, in consideration of the promises and mutual agreements herein contained, the parties hereto agree with each other with respect to the employees of the Borough, as hereinafter defined, recognized as being represented by the Association as follows:

ARTICLE I

RECOGNITION AND SCOPE OF AGREEMENT

A. The Borough hereby recognizes the Association as the sole and exclusive representative of the following full-time uniformed and non-uniformed officers now employed or hereafter employed by the Borough: sergeants, patrolmen and patrolmen detectives (hereinafter referred to as "employees"). The recognition is for the purpose of collective bargaining, grievance resolution and related matters.

B. This Agreement shall govern all wages, hours and other conditions of employment as hereinafter set forth.

C. This Agreement shall be binding upon the parties hereto and their successors, as permitted by law.

ARTICLE II
COLLECTIVE BARGAINING PROCEDURE

A. Collective bargaining with respect to rates of pay, hours of work or other conditions of employment shall be conducted by the duly authorized bargaining agent of each of the parties. Unless otherwise designated, the Mayor and the Council of the Borough or their designee or designees, and the President of the Association, or his designee or designees shall be the respective bargaining agents for the parties.

B. Collective bargaining meetings shall be held at times and places mutually convenient at the request of either party.

C. Employees of the Borough who may be designated by the Association to participate in collective bargaining meetings called for the purpose of the negotiation of the collective bargaining agreement will be excused from their work assignments, provided, however, that no more than two (2) employees shall be excused for any bargaining session.

D. Ordinarily, not more than six (6) additional representatives of each party shall participate in collective bargaining meetings.

ARTICLE III

DISCRIMINATION AND COERCION

A. There shall be no discrimination, interference or coercion by the Borough or any of its agents against the employees represented by the Association because of membership or activity in the Association. The Association shall not intimidate or coerce employees into membership. Neither the Borough nor the Association shall discriminate against any employee because of race, sex, creed, color or national origin.

ARTICLE IV
MANAGEMENT OF BOROUGH'S AFFAIRS

A. The employees recognize that areas of responsibility must be reserved to the Borough to serve the public effectively. Therefore, the right to manage the affairs of the Borough and to direct the working forces and operations of the Borough, subject to the limitations of this agreement, is vested and retained by the Borough, exclusively.

B. The management and the conduct of the business of the Borough and the direction of its working force are the rights of the Borough. The Borough shall have the right, subject to the terms herein contained, to hire employees, to classify, assign, transfer and promote them, to discipline or discharge them for cause, and in general to maintain discipline, order and efficiency consistent with the rules and regulations of Title 40 Statutes. The Borough reserves the right to publish reasonable rules and regulations from time to time as it may be necessary and proper for the conduct of the business, provided that the same are not inconsistent with the terms of this agreement, and provided further that such rules and regulations are subject to the grievance and arbitration provisions of this agreement.

ARTICLE V
ADMINISTRATIVE CODE, ADMINISTRATIVE MANUAL
AND RULES AND REGULATIONS

A. Notwithstanding anything contained herein to the contrary, the employees hereby recognize and agree that the administrative code, administrative manual of the Borough and the rules and regulations of the Department of Police of the Department of Public Safety of the Borough continue in full force and effect with respect to the employees as they presently exist, including any amendments thereto, and are operative as to the employees, unless specific provisions are set forth herein in contravention of the matters set forth therein in which event the provisions of this agreement shall prevail.

ARTICLE VI

STRIKES AND OTHER JOB ACTIONS

A. The employees recognize and acknowledge the existing state of the law in the State of New Jersey relating to the rights of public employees to strike or to take any other concerted action designed to illegally obstruct or disable the proper functions of the Borough, and employees agree to be bound by all such laws, as they now exist or as they may be modified or amended from time to time.

ARTICLE VII
GRIEVANCE PROCEDURE

A. In the event that any dispute, difference or grievance shall arise between the Borough and any employee or between the Borough and the Association regarding the interpretation and application of this Agreement, or regarding conditions of employment (including, but not limited to, the disciplining or discharge of employees), the parties involved in such dispute, difference or grievance shall first make a bona fide attempt at a settlement thereof by the following procedure:

1. Complaints may be initiated by an individual employee to the Chief of Police or his Deputy. If the complaint is not adjusted satisfactorily at this stage and the employee wishes to enter a grievance, it shall be presented by the authorized Association representative.

2. When the Association wishes to present a grievance for itself or for an employee or group of employees for settlement, such grievance shall be presented as follows:

Step 1. The President of the Association or his duly authorized and designated representative shall present and discuss the grievance or grievances orally with the Chief of Police or his duly designated representative. The Chief of Police shall answer the grievance orally within five (5) days.

Step 2. If the grievance is not resolved at Step 1, or if no answer has been received by the Association within the time set forth in Step 1, the Association shall present the grievance within ten (10) days in writing to the Commissioner of Police. This presentation shall set forth the position of the Association, and at the request of either party, or the Commissioner, discussions

may ensue. The Commissioner of Police shall answer the grievances in writing within ten (10) days after receipt of the grievance setting forth the position of the Borough.

Step 3. If the grievance is not resolved at Step 2, or no answer has been received by the Association within the time set forth in Step 2, the grievance may be presented in writing to the Mayor. The final decision of the Mayor shall be given to the Association in writing within fourteen (14) days after the receipt of the grievance by the Mayor. Discussion may ensue in the interim period at the request of either party.

Step 4. If the grievance has not been settled by the parties at Step 3 of the grievance procedure, or if no answer in writing by the Mayor has been received by the Association within the time provided in Step 3, the Association may demand arbitration of the grievance in accordance with Article XXI - Arbitration, hereinafter set forth.

B. Nothing herein is intended to deny an employee the rights of appeal as expressly granted in the revised Title 40 Laws of the State of New Jersey.

C. Nothing herein shall prevent any employee from processing his own grievance, provided the Grievance Committee may be present.

ARTICLE VIII

ARBITRATION

A. Any grievance or other matter in dispute involving the interpretation or application of the provisions of this Agreement, not settled by the grievance procedure as herein provided, may be referred to an arbitrator as hereinafter provided.

B. Either party may institute arbitration proceedings when the grievance procedure has been exhausted by written demand upon the other party specifying the nature of the unsettled grievance or other matter in dispute. Within fifteen (15) days following presentation of such demand, the party demanding arbitration shall request the Public Employment Relations Commission or the American Arbitration Association to appoint an arbitrator to hear the arbitration pursuant to its rules.

C. The decision of the arbitrator shall be in writing and shall include the reasons for each finding and conclusion.

D. The decision of the arbitrator shall be final and binding on the Association and the Borough.

E. In the event that the Association and the Borough cannot mutually arrive at a satisfactory arbitrator within twenty (20) days after receipt of the list from the Public Employment Relations Commission or the American Arbitration Association, the Public Employment Relations Commission or the American Association shall select an arbitrator.

F. The costs of the arbitrator's services, if any, shall be shared by both parties and each of the parties shall bear its own cost.

ARTICLE IX

HOURS OF EMPLOYMENT AND SHIFT SCHEDULE

A. Regular hours of employment shall not exceed eight (8) hours or twelve (12) hours if a regularly assigned to a twelve (12) hour work day, in any twenty-four (24) hour period nor thirty-seven and one half (37 ½) hours in any one work week, on a yearly average, nor six (6) days in any one work week. A work week is defined as any seven (7) consecutive days.

B. The regular shift, other than for detectives, shall consist of two (2) consecutive days of work followed by two (2) consecutive days off followed by two (2) consecutive days of work followed by three (3) consecutive days off.

C. The assignment of employees to shift schedules and tours of duty is recognized as a prerogative of the Borough. The Borough retains the right to change the current shift schedule and tours of duty in any manner, including but not limited to, the number of hours of work per day, the hours during the day each officer must work (tour of duty), the number of days worked or days off per week, and the scheduling of days worked and days off, whenever the Borough determines that such a change is necessary.

D. If a change in the shift schedule occurs during the term of this Agreement and if it results in an increase in the number of regular hours, on a yearly basis, that an employee must work in any one (1) work week, (regular hours and work week as defined in Section A), then the Association shall have the right to reopen negotiations and proceed to interest arbitration, if necessary, on the sole issue of increased compensation for the increase in the regular hours of work per week, on a yearly average.

E. Employees shall be given a forty-eight (48) hour notice of any change in the posted work schedule. If a change in the posted work schedule is

within the forty-eight (48) hours notice period, the employee will be entitled to three (3) hours overtime as compensation.

F. The official of the Borough having charge of the Department of Police may, in the case of an emergency as defined by the applicable Statutes of the State of New Jersey, summon and keep on duty any and all members of the Department as such emergency shall require. In such event the official having authority shall first make a formal declaration of the nature and extent of the emergency and all members of the Department thus summoned or kept on duty shall be entitled to receive overtime pay, in accordance with the overtime pay schedule set forth in Article VIII, Section A, for all time worked over the regular hours of work as defined in Section A of this Article.

ARTICLE X

COMPENSATION FOR OVERTIME

A. Whenever an employee is required to work for any period of time in excess of the regular hours of work as defined in Article VII, Section A, herein, this additional time shall be considered overtime. Thus if any employee is required to work for more than eight (8) hours, twelve (12) hours if regularly assigned to a twelve (12) hour work day, in any twenty-four (24) hour period, this additional time worked shall be considered overtime regardless of the total number of hours worked during that week, and if any employee is required to work for more than thirty-seven and one half (37-1/2) hours in any one (1) work week, on a yearly average, this additional time worked shall be considered overtime regardless of the total number of days worked during that work week.

B. During each contract year, defined as the twelve month period January 1 to December 31, each employee may be required to work up to and including one-hundred and thirty (130) hours of overtime at his regular pay rate. All overtime each employee is required to work in excess of one-hundred and thirty (130) hours during the contract year shall be paid at time and one-half the employee's regular pay rate. Payment of overtime pay shall be made according to the procedures set forth in Sections C to H, inclusive.

C. The Borough shall total, at the end of each month, each employee's overtime for that month, and shall maintain a written record of these monthly totals. At the end of the contract year, as defined in this Article, the Borough shall tally the total number of hours of overtime each employee worked during that year and shall maintain a written record of these yearly totals.

D. For purposes of computing the employee's hourly rate, the Borough shall take the employee's yearly salary, as set forth in Article IX, and shall divide

this salary by 2,080. This is the rate which shall be used for all salary computations which require the use of an hourly rate.

E. The provisions of this Article are applicable to all overtime, regardless of the type or nature of work performed during the overtime.

F. As long as the detective continues to work a forty (40) hour work week, eight (8) hours a day, five (5) days a week, Monday through Friday, he shall be paid overtime at time and one-half his regular hourly rate for all hours worked above forty (40) hours in any one (1) work week, as this term is defined herein. If at any time during the term of the contract year the detective is returned to patrol duty, he must work one hundred and thirty (130) hours overtime at straight time pay during that contract year before he shall be entitled to one and one-half (1-1/2) his regular hourly rate for overtime.

G. No employee shall be entitled to be paid overtime unless such overtime is ordered, authorized or approved by his commanding officer, such order, authorization or approval to be recorded and maintained with the records of the Department in a form to be determined by the Chief of the Department of Police and the Commissioner of the Department of Police and approved by the Borough.

H. It is recognized that employees may be required for the purpose of muster at the commencement of a tour to report in advance of the tour starting time and for the purpose of report-making at the end of a tour to remain at the termination of a tour. In accordance with this recognition, no overtime shall be paid for a fifteen (15) minute period prior to the commencement of a tour or for a fifteen (15) minute period at the termination of a tour.

I. The Chief of Police may hold a monthly meeting of the Department at a convenient time. Attendance at said meeting shall be required. Said

meeting will be scheduled to occur on a fixed day of the month or on at least ten (10) days' notice. No compensation will be paid for attendance at said meeting.

J. 1. Any officer required to report for duty after completion of a regular shift and prior to the start of his next regularly scheduled shift shall receive additional compensation for three (3) hours at straight time pay. This three (3) hours shall be counted against the one hundred and thirty (130) hours of overtime at straight time pay which an officer may be required to work during the course of a contract year.

2. Normal and routine shift rotations and changes and shift changes agreed upon between individual officers shall not entitle the officers to such additional compensation.

N. Overtime earned by employees shall be credited as earned, and be paid the pay date following the date credited.

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ARTICLE XI
SALARY & WAGES

A. Effective January 1, 1999, the salary schedule for employees shall be as follows:

<u>CLASSIFICATION</u>	<u>SALARY</u>
Probationary	31,112.00
Patrolman	39,991.34
After 2 yrs.	45,570.80
After 3 yrs.	51,150.26
After 4 yrs.	58,923.19
Sgt.	63,547.03

B. Effective January 1, 2000, the salary schedule for employees shall be as follows:

<u>CLASSIFICATION</u>	<u>SALARY</u>
Probationary	32,434.26
Patrolman	41,690.97
After 2 yrs.	47,507.55
After 3 yrs.	53,324.14
After 4 yrs.	61,427.42
Sgt.	66,247.77

C. Effective January 1, 2001, the salary schedule for

employees shall be as follows:

<u>CLASSIFICATION</u>	<u>SALARY</u>
Probationary	33,812.71
Patrolman	43,462.62
After 2 yrs.	49,526.61
After 3 yrs.	55,590.41
After 4 yrs.	64,038.08
Sgt.	69,063.30

D. 1. Detectives, where applicable, shall receive an additional stipend of one thousand (\$1,000.00) dollars.

ARTICLE XII
LONGEVITY PAY

A. Each employee covered by this agreement shall, in addition to his regular wages and benefits, be paid longevity increments based upon years of service with the Department of Police in accordance with the following schedule:

<u>YEARS OF SERVICE</u>		<u>LONGEVITY</u>
After 5 years service	-	\$ 975.00
After 10 years service	-	\$1,375.00
After 15 years service	-	\$1,775.00
After 20 years service	-	\$2,175.00
After 24 years service	-	\$2,575.00

C. Each employee shall qualify for the longevity increment on the date of the anniversary of his employment and such increment shall be due and payable in the month in which his anniversary date falls. Time spent on suspension without pay status, upon a finding of guilty after final adjudication, or on leave without pay, except with regard to leave for military service with the Armed Forces of the United States of America and scholarship leave, shall not be included in determining years of service. If after adjudication, an employee is found not guilty of the charges specified against him, all time during such suspension shall be included in determining years of service.

ARTICLE XIII
HOLIDAYS AND PERSONAL TIME

A. The Association and Borough agree to recognize one hundred and four (104) hours of paid holiday time. The annual amount of holiday pay is to be paid in two installments on the last pay day of December, and the last pay day of June each year.

B. It is recognized by both parties that by reason of Departmental business, employees of the Department of Police are not able to be excused from working on holidays as are normally enjoyed by other Borough employees. Therefore, in lieu of receiving days off on holidays, each employee of the Department of Police will receive one hundred and four (104) hours pay in addition to his regular salary.

C. Employees shall be entitled to twenty (20) hours off with pay annually for the purpose of conducting business of a personal nature. Such time off can be taken in minimum increments of four (4) hours. Employees shall notify the Borough or its designated representative in writing at least forty-eight (48) hours prior to the requested absence and such absence shall be subject to the Borough's approval, based upon manpower needs necessary to maintain shift strength in accordance with management requirements.

D. The following holidays shall be available for members of the Detective Bureau: New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Should a detective be scheduled or called to work on any of the aforesaid days he shall be paid overtime at one and one-half (1-1/2) times his hourly rate.

ARTICLE XIV

VACATIONS

A. Vacations shall be determined as of January 1 of each year.

B. 1. All full-time employees shall receive vacations on the following schedule:

<u>YEARS OF SERVICE AS OF JANUARY 1</u>	<u>NO. OF VACATION HOURS</u>
Less than 1 year	48 working hours due at the end of the year
1-4 years	96 working hours
5-10 years	144 working hours
11-16 years	192 working hours
17 + years	216 working hours

C. The schedule of vacations shall be coordinated by the Chief of Police. Vacations shall be staggered so that efficient operation of the Police Department shall not be impaired.

D. Employees shall not be entitled to carry over unused vacation days from year to year unless written approval is obtained from the Chief of Police. Any vacation days not used at the end of the calendar year shall be paid to the employee at the end of the calendar year, at that year's rate of pay.

ARTICLE XV

SICK LEAVE

A. Employees and hereafter all persons becoming members of the Police Department shall accrue sick leave at the rate of eight hours per month of service with a maximum accumulation of two thousand (2000) hours .

B. Sick leave may be used by employees who are unable to work because of personal illness, accident or exposure to contagious disease. Sick leave may also be used to care for an ill member of the employee's immediate family who resides in the employee's household, provided a physician's note is submitted confirming the need for care, after three (3) consecutive sick leave days.

C. Upon resignation in good standing, any employee who has been a permanent employee for at least one (1) year, shall be entitled to pay for all accumulated unused sick leave up to a maximum of one hundred twelve (112) hours. The employee shall be paid at his regular pay rate for the year in which he resigned.

D. Upon death, any employee who has been a permanent employee for at least one (1) year, shall be entitled to pay for all accumulated unused sick leave up to a maximum of two hundred forty (240) hours. The employee shall have the right to designate, in writing, a beneficiary who shall receive pay for unused sick leave up to a maximum of two hundred forty (240) hours. In the event the employee fails to name a beneficiary or if the named beneficiary is deceased, the payment shall be made to the employee's estate.

E. 1. Upon retirement with twenty (20) years or more of service, an employee shall be entitled to pay for all accumulated unused sick leave up to

a maximum of seven hundred and twenty (720) hours or \$10,000.00 whichever is less.

2. The employee shall be paid at his regular pay rate for the year in which he retired. But, in any event, he shall not be entitled to any payment in excess of the maximum dollar amount, \$10,000.00, provided under the terms of this provision.

F. Employees shall have the option of taking a 75% payout of each years ninety six (96) accumulated sick hours after December 1st of that year.

EXAMPLE: Employee accumulates ninety six (96) sick hours in a calendar year. 75% of ninety six (96) hours = seventy two (72) hours . Employee shall be paid for those seventy two (72) hours after December 1st of that calendar year if he so chooses. The twenty four remaining hours shall be added to that employee's sick time bank. Employees may also request payment for up to eighty (80) sick hours drawn from their sick time bank per calendar year. The maximum sick time payout per calendar year shall be one hundred fifty two (152) hours.

G. Each employee's sick time bank shall carry a minimum balance of one hundred ninety two (192) hours prior to any sick time payout in each calendar year.

ARTICLE XVI

INJURY LEAVE

A. Whenever an employee is incapacitated from duty because of an injury or ailment sustained or incurred in the performance of his duty, he shall be entitled to injury leave with full pay at the rate of pay in existence at the time of his injury, for one (1) year commencing with the date of such injury, illness or disability; or until such time as he has been accepted for retirement by the Policemen's Pension System. Any payments of temporary disability insurance by the Borough or its Workmen's Compensation Insurance Carrier shall be credited toward the full pay set forth above. If illness continues beyond one (1) year, he shall be paid on the basis of his accumulated sick leave.

ARTICLE XVII
FUNERAL LEAVE

A. Employees shall be entitled to up to three (3) days funeral leave with pay from the date of death to the day of burial in the event of the death of a spouse, parent, mother-in-law, father-in-law, child, brother, or sister; or one (1) day with pay on the day of burial in the event of a death of an aunt, uncle, nephew, niece, grandparents or other in-laws. Such leave shall not be chargeable.

ARTICLE XVIII

HOSPITAL AND MEDICAL INSURANCE

The Borough shall provide for all employees and their families covered by this agreement, health insurance through the State Health Benefits Program . The cost of the monthly premium shall be paid by the Borough, except that each employee shall contribute each month toward the monthly dependent coverage premium, such contribution to be automatically made through payroll deduction.

Said contribution shall be deducted as follows:

1999:	1/1/99 – 9/6/99	\$12.50 per month
	9/7/99 – 12/31/99	\$6.00 per month
2000:		\$6.00 per month
2001:		6.00 per month

B. The Borough will provide and pay one-half (½) of the annual premium cost of Intermediate - II (Usual, Customary and Reasonable Fee) Program I-A dental insurance plan with Delta Dental Plan, covering all employees and their families covered by this agreement.

C. Each employee shall have a complete physical examination by the physician of his or her choice. The Borough shall pay up to one hundred and fifty (\$150.00) dollars toward the cost of such examination; and the Employee shall pay all costs in excess of one hundred and fifty (\$150.00) dollars. The Employee shall cause the physician to have a general report of the examination forwarded to the Borough in which report the physician shall indicate in general terms the state of the Employee's health and fitness to perform his or her duties. The Borough may, with reasonable cause, direct an Employee to undertake more frequent physical examinations, at its cost, and with its physicians.

D. The Borough agrees to involve the P.B.A. in any change or modification in health care benefits.

ARTICLE XIX

DISABILITY INSURANCE PROGRAM

A. Employees shall be merged into the disability program previously established for other employees of the Borough of Hightstown.

ARTICLE XX

PROFESSIONAL LIABILITY INSURANCE

A. The Borough agrees to obtain "Professional Liability Insurance" to cover employees covered by this agreement. Coverage will be provided in the amount of \$250,000.00 per occurrence, but in no event more than \$500,000.00 annual aggregate coverage.

B. The policy will pay on behalf of the police all sums, within the aforesaid limits, which said policeman shall become obligated to pay as damages because of (a) Personal Injury and (b) Bodily Injury, and the insurance carrier shall have the duty to defend any suit against a policemen seeking damages on account of such injury even if any of the allegations of the suit are groundless, false or fraudulent. Coverage will not apply to an injury sustained by any paid full or part time law enforcement officers; nor to willful violation of a penal statute or ordinance, or acts of fraud or dishonesty; nor to liability assumed by contract; nor to damage to property.

C. The definition of "personal injury" is false arrest, erroneous service of civil papers, false imprisonment, malicious prosecution, libel, slander, defamation of character, violation of property rights, and assault (if committed while making or attempting to make an arrest or while resisting an overt attempt to escape before such person has been before a magistrate).

ARTICLE XXI

PENSIONS

A. The Borough shall continue to provide contributions to the employee's pension fund in accordance with the presently existing practice.

ARTICLE XXII
UNIFORM ALLOWANCE

A. Each employee covered by this Agreement shall receive an annual clothing and clothing maintenance allowance in the amount of seven hundred twenty (\$720.00) dollars in 1999, seven hundred forty (\$740.00) dollars in 2000, and seven hundred sixty (\$760.00) dollars in 2001, except for Detectives who shall receive an allowance of eight hundred twenty (\$820.00) dollars in 1999, eight hundred forty (\$840.00) dollars in 2000, and eight hundred sixty (\$860.00) dollars in 2001. Payment of the clothing allowance is to be controlled by the Chief of Police or his duly designated representative. In the event of a major change of primary duty uniform, the initial cost of such additional clothing items shall be paid for by the Borough.

B. The clothing allowance shall be used only for the purchase, repair, maintenance and cleaning of regulation uniform items, which employees are required to wear while on duty.

C. If an employee's uniform or one (1) set of civilian clothes and/or prescription eyeglasses is torn or damaged beyond repair while the employee is in the course of performing his duties, it will be replaced at Borough expense only to the extent that the employee does not have sufficient money remaining in his clothing allowance for that year to cover replacement cost.

D. Clothing allowance may be used for purchasing, cleaning, repairing and maintaining uniforms. Upon submission of receipts the employee will be reimbursed.

E. The detective shall be allowed to use his clothing allowance to purchase only those types of civilian clothes which are suitable for wearing while on duty in place of his regulation uniform (e.g. sport jacket and slacks, suit, dress

shoes, dress shirt and tie). Upon submission of receipts the employee will be reimbursed.

F. The Borough shall be responsible for providing, paying for and repairing and/or replacing body armor, as needed; and employees shall utilize body armor as a part of their uniform.

G. Leather gear and associated equipment shall be provided by the Borough as needed, and shall not be charged to the employee's clothing allowance.

1. The employee shall submit the item needing replacement for inspection by the supervisor in charge of uniforms and equipment. Said supervisor shall determine if replacement is necessary.

ARTICLE XXIII

USE OF PERSONAL VEHICLE

A. Employees shall receive \$.25/mile for use of a personal vehicle for actual duty, as assigned and approved in advance by the Chief. Excluded from reimbursement is mileage used in connection with the basic police training program.

ARTICLE XXIV

CONDUCTING UNION BUSINESS ON BOROUGH'S TIME

A. The Borough shall permit members of the Association's Grievance Committee (not to exceed three (3)) to conduct the business of the Committee, which consists of conferring with employees and representatives of the Borough on specific grievances in accordance with the grievance procedure set forth herein, during the duty hours of the members without loss of pay, provided the conduct of the said business shall not diminish the effectiveness of the Department of Police or require the recall of off-duty policemen to bring the Department of Police to its proper effectiveness.

B. The Borough shall permit members of the Association's Negotiating Committee to attend collective bargaining meetings during the duty hours of the members. However, only two (2) members of such Committee shall be permitted to attend such meetings without loss of pay for any period in excess of three (3) meetings on any renegotiation of this contract or any modifications or renewals thereof.

C. The Borough agrees to grant the necessary time off without loss of pay to the members of the Association selected as delegates to attend any State or International convention of the New Jersey Patrolmen's Benevolent Association as provided under N.J.S.A. 11:26C-4.

ARTICLE XXV

POLICE OFFICERS BILL OF RIGHTS

A. All employees covered under this Agreement shall be entitled to the protection of this Article. The wide ranging powers and duties given to the Department and employees on and off duty involve them in all manner of contacts and relationships with the public. Out of these contacts come many questions concerning the actions of members. These questions often require investigation by Superior Officers and an Internal Affairs Division or both. In an effort to insure that these investigations are conducted in a manner which is conducive to good order and discipline, the following guidelines are promulgated.

In the event of any conflict between the policies and procedures specified herein and any applicable New Jersey statutory provision, such statutory provisions shall control.

B. Prior to being interviewed regarding an investigation on criminal charges or citizen complaints which could lead to a suspension, demotion, dismissal or criminal charges, an employee shall:

1. Be informed of the nature of the investigation and whether he is a suspect, if and when known; informed of other information necessary to reasonably apprise him of the nature of the allegations of the Complaint.

2. Be afforded an opportunity and facilities to contact and consult privately with an attorney of his choosing or a representative of the Association or both.

3. Whenever delay in conducting the interview will not jeopardize the successful accomplishment of the investigation, or when criminal culpability is not at issue, advance notice shall be given the officer not less than

twelve (12) hours before the initial interview commences or subsequent written reports are required from the officer.

C. Whenever an employee is under investigation or subjected to interrogation by the Borough for criminal charges or citizen complaints which could possibly lead to a suspension, demotion, dismissal or criminal charges, such investigations or interrogations shall be conducted under the following conditions.

1. The interrogation shall be conducted at a reasonable hour, preferably a time when the employee is on duty, unless the seriousness of the investigation is of such a degree that an immediate interrogation is required.

2. The investigation and interview shall take place at the Hightstown Borough Police Headquarters, or elsewhere if mutually agreed, unless the situation necessitates otherwise.

3. The employee under investigation shall be informed as soon as reasonably feasible, of the rank, name and command of the officer in charge of the investigation, the interrogating officer, and all persons present during the investigation. All questions directed to the employee shall be asked by and through only such interrogators as are reasonably necessary under the situation and only one interrogator at a time.

4. No punitive action nor formal hearing shall be had of any civilian complaint against an employee unless and until the complainant be duly sworn as to the complaint, in writing, before an official authorized to administer oaths and to take such a statement and complaint.

5. The employee under this investigation shall be informed of the nature of the investigation and he shall be informed of the names of all complainants unless such disclosure would jeopardize this investigation.

6. Interrogating sessions shall be for reasonable periods and shall be timed to allow for such personal necessities and rests periods as are reasonably necessary.

7. The officer, at his request, may have an Association Representative appointed by the PBA Executive Committee present to witness the interview or interrogation provided the representative does not participate in the interview. The investigating officer or officers shall be required to advise the officer being investigated of this particular right.

8. The employee under interrogation shall not be subjected to offensive language or threatened with transfer, dismissal, or disciplinary action. No promise or reward shall be made as an inducement to answer any questions.

9. Any interrogation of an employee conducted at the Police Station, or if not at the Police Station, wherever feasible, shall be recorded, and there shall be no unrecorded questions or statements, and the officer shall be afforded a copy upon his request and at his own expense.

10. If the employee under interrogation is under arrest, or if there is any possibility the employee is to be placed under arrest as a result of the interrogation, he shall be completely informed of all his rights prior to the commencement to the interrogations.

11. At the request of the employee under interrogation, he shall immediately have the right to be represented by counsel who shall be present at all times during such interrogation.

12. The interrogation or interview shall be limited in scope to activities, circumstances, events, conduct or acts which pertain to the subject investigation.

13. No officer shall be required to take any lie detector or other truth detecting test as a condition of the investigation interview, interrogation or of continued employment.

D. 1. The officer, upon request, will be furnished with a copy of the report of the superior officer or of the Internal Investigation which will contain all material facts and accusations of the matter.

2. The officer will be furnished with the names of all witnesses and complainants who may appear against him or whose statements may be used against him.

E. 1. When the investigation results in a determination of a sustained complaint and disciplinary action, only the findings and the disciplinary order may be placed in the officer's Personnel File.

2. No demotion, suspension, or other monetary punitive measure, excluding dismissal, shall be taken against an officer unless taken in conformity with applicable New Jersey statutory provisions.

3. All the regulations and Laws of the State of New Jersey shall be adhered to.

F. 1. All terms of this Agreement shall continue to be administered with the fact and knowledge that human beings are being employed with the rights of human beings in this Agreement, in law and morality, and to be treated by both the Borough, and Members of the Association in such a way as to connote this fact a reality.

2. Investigations shall meet standard operating procedures for the Police Department.

ARTICLE XXVI

APPLICABLE LAWS

A. The provisions of this Agreement shall be subject to and shall not annul or modify existing applicable provisions of Federal, State and local laws and ordinances or any properly enacted amendments, additions or deletions thereto, except as specifically permitted thereby.

ARTICLE XXVII

DURATION OF AGREEMENT AND RENEGOTIATION

A. This agreement shall be effective from the 1st day of January, 1999 and shall continue in full force and effect until December 31, 2001 and shall be deemed a continuing agreement, automatically renewing itself from year to year thereafter except that either party shall have the right to renegotiation by written notice to the other outlining the specific areas and items of renegotiation at least ninety (90) days prior to the end of the term hereof or any renewal term. The parties agree that they will enter into negotiations on such requested modifications within fifteen (15) days after the receipt by either party of such proposals by the other party and will continue such negotiations in good faith until a renewal of the within agreement, together with all agreed upon modifications, have been arrived at by agreement.

IN WITNESS WHEREOF, the Borough of Hightstown has caused its corporate seal to be affixed hereto and attested by its Borough Clerk and these presents to be signed by its Mayor, and the Association has caused these presents to be signed by its proper corporate officers and caused its proper corporate seal to be affixed the day and year first above written.

ARTICLE XXVIII

REIMBURSEMENT FOR TUITION AND BOOKS

Effective January 1, 1999, the parties agree that police officers employed under the terms of the collective bargaining agreement, who have successfully completed the probationary period, shall be entitled to reimbursement for tuition and books for work-related college courses at a recognized New Jersey college or university, up to a maximum of two hundred and fifty (\$250.00) dollars per semester, and with a calendar year cap of five hundred (\$500.00) dollars.

To qualify for reimbursement, the officers must:

- (1) prior to registering for the course, receive written approval from both the Borough Administrator and the Chief of Police that the course is work-related and eligible for reimbursement; and
- (2) receive a grade of "B" or better for the course.

The parties have further agreed that, effective January 1, 1999, an officer employed by the Borough shall receive an annual bonus for the highest college or university degree obtained, as follows:

Associate's Degree	\$100.00
Bachelor's Degree	\$200.00
Master's Degree	\$300.00
Doctorate	\$400.00

ATTEST:

BOROUGH OF HIGHTSTOWN

By: *Joseph D. Sheehan*

ATTEST:

NEW JERSEY STATE
POLICEMEN'S
BENEVOLENT ASSOCIATION,
INC.,
LOCAL NO. 283

Det. R. Warshaw
By: *Det. R. Warshaw*

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