

AGREEMENT

Between TOWNSHIP OF SPRINGFIELD

AND

AFSCME New Jersey Council 63, LOCAL 3084

JANUARY 1, 2023 THROUGH DECEMBER 31, 2026

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PREAMBLE

This Agreement, entered into by the Township of Springfield (hereinafter referred as the "TOWNSHIP") and AFSCME New Jersey Council 63, AFL-CIO and its affiliated Local 3084 Springfield Municipal Employees (hereinafter referred to as the "UNION"), has as its purpose the promotion of harmonious relations between the Township and the Union; the establishment of an equitable and peaceful resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1

RECOGNITION

A. The Township hereby recognizes the Union as the exclusive negotiations agent for all regular full and part-time white- and blue-collar employees of the Township in the following titles or categories:

1. White Collar: Deputy Court Administrator, Violations Clerk, Receptionists, Clerks, Secretaries, and Non-Confidential Administrative Assistants Administrative Assistant to the Special Services Unit of the Police Department, Administrative Assistant to the Police Department, Zoning Officer, Assistant Treasurer, Assistant to the Tax Collector, Land Use Coordinator, Assistant to OEM Coordinator, Bookkeeper, Administrative Assistant to Administration, Assistant Control Person.

2. Blue Collar: All employees of the Department of Public Works except those excluded in subsection B below, all non-supervisory employees in the Recreation Department, all Custodians, Gardener, Buildings & Grounds Technician, and Equipment Operator/Crew Leader.

3. Seasonal Employee is defined as an employee who works for a specific season for the Township for a specific period of time not to exceed six (6) months.

B. Excluded from the bargaining unit shall be the Township Administrator, Assistant to Township Administrator, Assistant Township Administrator, Township Clerk, Deputy Township Clerk, Assistant Township Engineer, Chief Financial Officer, Township Treasurer, Police Chief, Police Captain, Fire Chief, Construction Code Official, Deputy Treasurer, Tax Assessor, Director of OEM, Deputy Director of OEM, Building Control Person, Tax Collector, Court Administrator, Recreation Director, Supervisor of Public Works, Assistant Foreman in DPW, Foreman in DPW, Construction Control Person, Electrical and Plumbing Inspectors, Assistant Director of Recreation, Assistant Chief Financial Officer, Public Information Officer, part-time employees hired on or after the effective date of this agreement who are regularly scheduled for 19.75 hours or less, part time Jitney drivers, part-time bus drivers, all sworn police officers, all sworn firefighters, crossing guards, elected officials, municipal judges, qualified purchasing agent, all confidential employees including confidential administrative assistants, seasonal employees, managers, supervisors and managerial executives excluded under the terms of the Employer-Employee Relations Act, casual employees and all other employees excluded as defined by the Workplace Democracy Enhancement Act. All Seasonal Employees.

ARTICLE 2

SCOPE OF AGREEMENT

A. This Agreement supersedes all previous oral and written understandings between the Township and its employees covered herein. The parties herein agree that the relation between them shall be governed by the specific and express written terms of this Agreement only; no prior Agreements, amendments, modifications, alterations, additions, or changes, oral or written, shall be controlling or in any way affect the relation between the wages and working conditions of the employees covered herein unless and until such Agreement shall be reduced to writing and duly executed by both parties subsequent to the date of the Agreement. It is further understood that the obligations of the Township shall extend only to the extent set forth in this Agreement in writing and that no established practices, prior modes of interpretation or courses of conduct, shall bind the Township to continue such practice, operation, or conduct except as may be specifically incorporated in writing this Agreement.

B. It is understood that this Agreement shall not be modified in whole or in part, except by written instrument duly executed by the parties hereto. It is understood that proposed new rules or changes in rules affecting terms and conditions of employment shall be negotiated prior to implementation. In this regard, the Township and Union agree to establish a committee to review and update the Township Personnel Policy, consistent with Township Ordinances, so as to reduce employment practices to writing and append them to this Agreement. Any such revisions shall be subject to final approval by the Township Committee and Union.

ARTICLE 3
GRIEVANCE PROCEDURE

A. Purpose

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

2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the Department Head and having the grievance adjusted, provided that the settlement does not violate the Contract.

B. Definition of Grievance. The term "grievance" as used herein means any difference arising over the interpretation or adherence to the terms and conditions of this Agreement, or the Township's policy or administrative decision affecting the terms and conditions of employment of employees covered by this Agreement.

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 will be followed in its entirety unless any step is waived by mutual consent. Failure to initiate or move a grievance to the next step by the grievant or the Union will result in a waiver of the right to proceed. Failure by the Township or its representatives to respond in accordance with the time limits set forth below shall result in the Union having the right to move the grievance to the next step.

1. Step 1. Any employee with a grievance shall institute action in writing under the provisions of this grievance procedure with his/her immediate supervisor, either directly or through the Union for the purpose of resolving it informally within ten (10) business days after the occurrence of the event being grieved, and an earnest effort will be made to settle the grievance. The immediate supervisor shall render a determination in writing within five (5) business days after the discussion set forth above.

2. Step 2. If the grievance is not resolved at Step 1, then in that event, a written grievance may be submitted by the employee to the Township Administrator within five (5) business days from the date on which the immediate supervisor should have acted in Step 1. The Township Administrator shall arrange a meeting with the employee or Union within ten (10) business days of the filing of the grievance if the Township Administrator deems such a meeting necessary to resolve the matter. The Township Administrator shall render a decision in writing within (15) business days after receipt of the grievance.

3. Step 3. If the grievance has not been resolved at Step 2, then, in that event, the aggrieved or the Union may request a meeting with the Administration Sub-Committee of the Township Committee. Said request shall be in writing and delivered to the Township Administrator within five (5) business days after the decision at Step 2 was, or should have been made. A meeting between the aggrieved, a representative of the Union and the Administration Sub-Committee of the Township Committee may be held as soon as mutually convenient, but no later than thirty (30) business days after filing with the Township Administrator for such meeting, if the Township Committee deems it necessary to attempt to resolve the dispute. Within ten (10) business days after this meeting is held or forty (40) business days after the grievance at this level, the Township Committee shall render a decision in writing to the aggrieved and the Union which shall be final and binding as to grievances alleging any interpretation, application, or violation of policies or administrative decisions or any agreements other than the specific and express written terms of this Agreement.

4. Step 4.

(a) If the grievance is not settled through Steps 1, 2, and 3 and only if the grievance alleges a violation of a specific and expressed term of this Agreement, then in that event, either the Township or the Union, (not the grievant) may refer the matter to the New Jersey Public Employment Relations Commission within ten (10) business days after the determination by the Township Sub-Committee for submission to arbitration. An arbitrator shall be selected pursuant to the rules of the Public Employment Relations Commission.

(b) The arbitrator so selected shall confer with the representatives of the parties and promptly schedule hearings, and shall issue his/her decision no later than twenty (20) business days from the close of the hearing, or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her.

(c) The arbitrator's decision shall be in writing and shall set forth his/her findings of facts, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of or adds to or subtracts from the expressed written terms of this Agreement. The arbitrator shall be bound by the provisions of this Agreement, and restricted to the application of the facts presented to him/her involved in the grievance. The decision of the arbitrator shall be submitted to the Township and the Union, and shall be final and binding on the Parties.

(d) The cost for the services of the arbitrator, including per diem expenses, if any, and the actual and necessary travel, subsistence expenses, and the cost of the hearing room, shall be borne equally by the Township and the Union. Any other expenses incurred shall be paid by the party incurring them.

(e) Nothing herein shall prevent any employee from processing his/her own grievance, provided that the Union may be present at such hearings, and further provided that no settlement with any such individual employee shall violate this agreement.

(f) It is understood that notwithstanding the filing of a grievance, employees shall follow all orders given by superiors, except if such orders: (1) would expose the employee or the Township to a violation of any Federal, State or local law, rule or government regulation; (2) would be in conflict with a directive(s) given by the employee's Department Head; (3) or would pose a risk to the health or safety of the employee or any member of the public.

(g) In the event that a matter is submitted to arbitration improperly, the Union shall reimburse the Township for all costs incurred in processing the grievance, as well as the cost of litigation involved in securing injunctive relief. This reimbursement shall be contingent upon vacating any award, and shall include all costs of suit and counsel fees.

i. "Improper Submission" under this clause shall not mean a grievance which is submitted in accordance with the jurisdiction given to the arbitrator in Paragraph C. Step 4 (a), in that grievance alleges a violation of a specific and expressed written term of this Agreement.

ARTICLE 4

RIGHTS

Section 1. Management Rights.

A. The Township hereby retains and reserves unto itself, all powers, rights, authority, prerogatives, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey and of the United States, including, but without limited the generality of the foregoing, the following rights:

1. The executive management and administrative control of the Township and its properties and the facilities and activities of its employees by utilizing personnel, methods and means in the most appropriate and efficient manner possible as may from time to time be determined by the Township.

2. To make rules of procedures and conduct, to introduce and use new and improved methods and to determine work schedules, to decide staffing levels and to be in sole charge of the quality and quantity of work required.

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

4. To take disciplinary action for just cause only.

5. To lay off employees in the event of lack of work or funds or under conditions where continuation of such work should be inefficient and non-productive or for other legitimate reason.

6. It is understood and agreed that the Township, in its sole discretion, possesses the right, in accordance with applicable laws, to manage all operations, including the direction of the work force and the right to plan, direct and control the operation of all equipment and other property of the Township. This shall not be done in an arbitrary or capricious manner.

B. Nothing contained herein shall be construed to deny or restrict the Township of any of its rights, responsibilities and authority under any relevant statutes, regulations and/or with the laws of New Jersey and of the United States.

Section 2. Employee Rights.

A. Nothing contained in this Agreement shall be construed to limit, deny, or restrict any rights any employee may have under New Jersey Laws or Regulations or Federal Laws or Regulations.

B. No employee shall be disciplined, reprimanded, reduced in rank or compensation without cause.

C. Whenever any employee represented by the Union is required to appear before the Township Committee where such appearance may adversely effect the current employment relationship of the employee, such employee and the union shall be given written notice of the reasons for such meetings or interview at least five (5) business days prior to such meetings or interview, and the employee shall have a representative of the Union, as well as counsel, at said employee's expense, present to advise him/her and represent him/her at such meetings or interview.

Section 3. Union Rights.

A. The union shall have and possess all of those rights conferred upon a public employee representative organization conferred by N.J.S.A. 34:13A-1, et seq.

B. The Union and its representative may request through the Township Administrator, all public financial data and payroll data reasonably necessary for the Union to carry out its purpose. This shall not be construed to require the Township to create, collate, or to provide any internal non-

ARTICLE 5

SENIORITY

The provisions of Article 5 shall apply to full-time employees only.

A. Seniority shall be defined as an employee's length of continuous service with the Township. Seniority shall not accrue during any period in which an employee is on leave in excess of ninety (90) consecutive calendar days, unless such leave is directly due to job-related injury or illness. Upon such an employee's return to work, seniority shall again begin to accrue to that earned prior to the leave commencing.

B. All new employees shall be probationary employees for a period of six (6) months of work (180 calendar days) during which time they may be terminated at will with no recourse to the grievance procedure. The purpose of the probationary period is to provide an opportunity for management to determine whether said employee has the ability and other attributes to qualify for permanent employment, and the employer will provide a progress report to the employee after three (3) months. Upon the successful conclusion of the probationary period, the employee's name shall be added to the seniority list as of the date of hire.

C. Full-time seasonal employees who became permanent without a break in service shall receive service credit from when such temporary employment began, provided they successfully complete a probationary period as permanent employees in accordance with paragraph B above.

D. A current seniority list, by departments, shall be maintained by the Township, and updated at least semi-annually. All employees who have completed probationary status shall be included on such list.

E. In the event of a lay-off, employees with the least seniority within the effected title or titles shall be laid off first. If the lay-off is within particular departments only, then the seniority layoff lists shall be within each department, but seniority shall be defined as set forth in Paragraph A above.

F. If an employee is laid off, such employee shall maintain a right to recall for a period of eighteen (18) months from the date of lay-off. When and if such an employee is recalled, then all seniority rights shall be continued as though no break in service occurred.

G. 1. Overtime assignments shall be made on the basis of seniority on a rotating basis, so long as the employee is qualified, then the next available qualified employee shall be assigned such overtime. Non-bargaining unit employees shall not work overtime when bargaining unit employees are available, except in cases of emergency as defined in subsection G.2. below.

2. In the event any employee refuses overtime, the next senior qualified person shall be assigned the work and the person who refused the assignment shall not be called again for overtime until all those persons on the seniority lists received calls for

overtime, at which point and time the rotation schedule shall begin over. It being understood that in the event of emergency, and if there are no qualified volunteers for overtime, the first priority is to have the work completed. Under said emergency conditions, this Section G-1 and 2 need not be fully complied with. The Township may require overtime work if sufficient numbers of qualified volunteers are not available. However, it is the intention of the parties to comply with Section G-1 and 2 whenever reasonably possible.

3. The Township agrees to instruct those persons responsible for assigning overtime to use the seniority list referred to above in Paragraph 1 and on a copy thereof, note next to the name of each employee qualified to perform the work to be done, and the time and date that calls were made, and result of such calls. A copy of such list will be, on a monthly basis, supplied to the Union upon request.

4. BLUE COLLAR ONLY: Employees who are called in at a time not contiguous to their regularly scheduled shift for overtime work shall be guaranteed a minimum of four (4) hours overtime on each such occasion. The Township has the right to keep employees for the full call-out period. Employees called in to work overtime prior to and contiguous to their regularly scheduled shift shall receive a minimum of two (2) hours overtime. Employees who work overtime after and contiguous to their regularly scheduled shift shall receive a minimum of one (1) hour overtime.

5. Municipal Court employees covered hereunder who are called in to work between the hours of 8:00 p.m. and 8:00 a.m. shall receive a minimum of four (4) hours pay for such work at time and one-half. In the event said employees are called in to work on a day off between the hours of 7:00 a.m. and 10:00 p.m., they will receive a minimum of two (2) hours pay for such work at time and one-half. When non-municipal court employees are required to fill in, they will be chosen on a rotating basis and by qualifications to perform such work, and shall receive straight time up to forty (40) hours, and thereafter time and one-half for all hours worked above 40 hours. Work that requires immediate attention, but does not require the employee to report to her/his workplace qualifies for the additional compensation in this subsection 5.

ARTICLE6

WORKDAY, WORK WEEK

A. The normal work week of all employees shall consist of five (5) consecutive days, Monday through Friday, except for the Zoning Officer as set forth in subsection B below.

B. The normal work week for employees of the Department of Public Works shall be five (5) consecutive days, assigned by the Township as needed, Monday through Friday. The normal working hours of full-time employees employed in the Department of Public Works shall be 7:00 a.m. to 3:30 p.m., which includes one half hour for lunch and two breaks not to exceed fifteen (15) minutes each. Any hours worked on Saturdays shall not be considered overtime unless those hours exceed forty (40) hours per work week. Any hours worked in excess of forty (40) hours per work week shall be paid at time and one-half. The Zoning Officer has a thirty-five (35) hour work week. The Zoning Officer is expected to work one Saturday or Sunday per month for four hours with the understanding that he/she will only need to work thirty-one (31) hours for the remainder of that work week.

C. The normal working hours for all other full time employees, except municipal court employees and Land Use Coordinator, shall be 8:00 a.m. to 4:00 p.m., which includes one hour lunch. In addition, Municipal Court employees shall work the regular Night Court or sessions as part of their regular schedule. Hours worked in a week by Municipal Court employees and the Land Use Coordinator in excess of thirty five (35) and up to forty (40) shall be compensated at straight time with either compensatory time off or cash compensation, at the option of the employee.

D. Employees performing services of work in excess of forty (40) hours per week (not including lunch periods) shall be compensated in addition to their salaries or wages fixed herein at the rates and terms as such additional work has been compensated for in the past. During the applicability of the Fair Labor Standards Act, such rate shall not be less than time and one half after forty (40) hours.

E. The work hours stated above in the Article 6 do not reflect additional evening hours of work consistent with past practice required for performance of duties by full-time employees in certain job categories, including but not limited to: Deputy Court Clerk, Land Use Coordinator and Recreation Department personnel. The additional hours are part of the affected employees' normal work week hours. Notwithstanding anything to the contrary in this Article 6, hours worked in a week by Municipal Court employees and the Land Use Coordinator in excess of thirty five (35) and up to forty (40) shall be compensated at straight time with either compensatory time off or cash compensation, at the option of the employee.

F. It is understood that certain part-time employees shall, from time to time and at the request of the Township, work hours in excess of their regularly scheduled hours. During such occasions, these employees shall remain "part-time" and shall not be entitled to any of the benefits or terms and conditions of employment provided to full-time employees under this Agreement.

ARTICLE 7
MISCELLANEOUS

A. The Township shall enact such ordinances and resolutions as are necessary to carry out the terms of this agreement.

B. The Township and Union shall jointly reproduce sufficient copies of this Agreement so that it is available to all employees in the negotiating unit.

C. Safety and Health

1. The Township shall continue to make reasonable provision for the safety and health of its employees during the hours of employment. Protective devices, protective clothing, and protective equipment, as deemed necessary by the safety committee, to properly protect employees from job related injury shall be maintained in the normal manner by said individuals.

2. The Township and the Union shall establish a joint safety committee to review and establish working conditions that may affect the health and safety of the employees, and to carry out the provisions of Paragraph I above.

3. The Township agrees to supply, annually, safety shoes for those members of the Road Department and Recreation Department who reasonably need safety shoes in the performance of their duties. Each eligible employee shall receive one pair of shoes for each year of this Agreement. (Cost not to exceed \$200.00 per pair). Moreover, the Township agrees to pay the reasonable cost of repair for one pair of safety shoes per year (if unrepairable, a replacement pair will be authorized). Further, safety gloves and safety glasses will be supplied. As with all other Township supplies and safety equipment, the employee so provided must wear such safety gear at all times (when applicable) on duty. The reasonable upkeep of same is the burden of the employee.

4. The Township agrees to supply each employee by the contract a heavy winter work jacket, the cost of the jacket not to exceed \$150.00 per employee, every three years.

5. For each employee where the employee's job description requires the employee to hold a CDL, the Township agrees to reimburse the cost of the annual CDL portion of the license renewal. The employee must successfully pass the CDL test within nine (9) months of hire, and hold the appropriate certifications or be terminated without recourse through the grievance procedure. Extensions of these timelines may be granted at the discretion of the Director of Public Works.

6. If an employee's job description requires the employee to hold valid CDL license, and that CDL license is suspended for the first time, the employee shall be suspended without pay for the duration of his/her suspension. Based upon the needs of the Department, at the discretion of the Director of Public Works, such an individual may

be assigned to alternative duty. If a second suspension or a revocation occurs it will result in termination of employment.

7. The Township agrees to provide cotton work clothing items or polyester work clothing for employees of the Road Department.

8. All DPW employees are given the option of wearing short pants during working hours. The effective dates of this option are May 1st through September 30th. If an employee wishes to wear shorts, he/she must conform to the following subparagraphs:

(a) Shorts must be worn in conjunction with all other personal protective equipment, such as work shoes, socks, and all other personal protective equipment necessary for accomplishing whatever task the employee is working on.

(b) Acceptable colors of short pants are black, navy or khaki.

(c) Cutoffs are not acceptable.

(d) The bottom of shorts must not be above the knee.

(e) Whenever wearing shorts, a pair of standard work pants must be available at the garage for immediate use should the need arise due to a change in work assignments.

(f) The wearing of shorts will always be prohibited for those employees engaging in any of the following activities:

i. Tree work & brush chipping;

ii. Weed control;

iii. Lawn mowing;

iv. Working in wooded or areas overgrown with brush;

v. Working with asphalt/paving

(g) Any employee who is wearing shorts and does not have a pair of standard work pants available at the garage when needed will be immediately sent home at his/her own expense (time lost from work will be deducted).

(h) The style and type of shorts must be acceptable to the DPW supervisors. Ultimately, the DPW supervisors will have sole discretion of what is an acceptable pair of shorts to be worn during working hours, inclusive of language, words or symbols appearing on the shorts.

9. Pursuant to Springfield Municipal Code, Chapter 2-86, out-of-state work-related seminars must be approved by the Township Committee. In-state work related seminars may be approved by the Township Administrator whose approval shall not be unreasonably denied.

D. Joint Labor management committees shall be established on departmental level to facilitate communication between parties and to promote a climate conducive to constructive employee relations. The board shall consist of Local president or his/her designee, Union Representative, The township of Springfield representatives or his/her designee. Meetings shall occur a maximum of once per quarter, after working hours at a mutually agreed upon time. An agenda for the meeting shall be prepared and distributed in advance of the meeting.

ARTICLE 8
DUES DEDUCTION

Section 1. Dues Deduction

A. The Township shall deduct uniform Union membership dues from the wages of those employees who sign written authorizations for such payroll deductions. Dues will be deducted in each pay period and transmitted monthly, by the fifteenth (15th) of the month following such deductions, to the designated financial officer of, AFSCME New Jersey Council 63, AFL-CIO, Nottingham Village Square, 2653A Whitehorse-Hamilton Sq. Rd., Hamilton, New Jersey 08690. These transmittals shall be accompanied by a list of names of those employees for whom such deductions have been made and the amount deducted for each such employee.

B. Dues deduction for any employee in the bargaining unit shall be limited to AFSCME, the majority representative, and employees shall be eligible to withdraw such authorization only as of July 1st of each year, provided the notice of withdrawal has been filed timely.

C. The Union will indemnify and hold the Township harmless against liability which may arise because of actions of the Township in deduction and transmission of the union membership dues. The Township will make available to the Union any information within its control for which the Union would have reasonable need to defend against any such liability action.

Section 2. P.E.O.P.L.E.

A. The Township agrees to deduct from the wages of all bargaining unit members a deduction for Public Employees Organizing for Political and Legislative Equality ("P.E.O.P.L.E.") as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked at any time by giving written notice to both the Township and the Union. The Township agrees to remit any deductions made pursuant to this provision promptly to the Union, together with an itemized statement showing the name of each employee from whose pay such deduction had been made, and the amount deducted during the period covered by the remittance.

B. Prior to January 1 of each year, the Union will notify the Township in writing of the amount of the unified membership dues, fees, and assessments set by the Union for its members for that year.

C. The Union will indemnify and hold the Township harmless against liability which may arise because of actions of the Township in deduction and transmission of the representation fee. The Township will make available to the Union any information within its control for which the Union would have reasonable need to defend against any such liability action.

ARTICLE 9

EMPLOYEES APPOINTED BY STATUTE AND/OR ORDINANCE

Notwithstanding any other provision of this Agreement, employees who are appointed each year pursuant to N.J.S.A. and Revised Ordinances of Springfield are not covered by Article 5 - Seniority. Moreover, nothing contained herein shall imply or grant a right to said employees to reappointment. In lieu thereof, said employees shall, in the event of non-appointment, be given thirty (30) business days' notice of their termination.

ARTICLE 10

INSURANCE

This Article Applies Only To Full Time, Non-Seasonal Employees.

Section 1. Health Insurance.

A. In accordance with Resolution No. 2010-147 (adopted July 13, 2010), the Township shall provide major medical and prescription coverage as provided by the New Jersey State Health Benefits (or its substantial equivalent) to all eligible employees (and qualifying dependents) whose regular schedule provides for work of not less than 25 hours per week.

B. All employees who elect to be enrolled in the Town's medical and prescription insurance.

SINGLE COVERAGE

Salary Range	Percentage
Less than \$20,000.00	4.50%
\$20,000.00 to \$24,999.99	5.50%
\$25,000.00 to \$29,999.99	7.50%
\$30,000.00 to \$34,999.99	10.00%
\$35,000.00 to \$39,999.99	11.00%
\$40,000.00 to \$44,999.99	12.00%
\$45,000.00 to \$49,999.99	14.00%
\$50,000.00 to \$54,999.99	20.00%
\$55,000.00 to \$59,999.99	23.00%
\$60,000.00 to \$64,999.99	27.00%
\$65,000.00 to \$69,999.99	29.00%
\$70,000.00 to \$74,999.99	32.00%
\$75,000.00 to \$79,999.99	33.00%
\$80,000.00 to \$94,999.99	34.00%
\$95,000.00 and over	35.00%

FAMILY COVERAGE

Salary Range	Percentage
Less than \$25,000.00	3.00%
\$25,000.00 to \$29,999.99	4.00%
\$30,000.00 to \$34,999.99	5.00%
\$35,000.00 to \$39,999.99	6.00%

\$40,000.00 to \$44,999.99	7.00%
\$45,000.00 to \$49,999.99	9.00%
\$50,000.00 to \$54,999.99	12.00%
\$55,000.00 to \$59,999.99	14.00%
\$60,000.00 to \$64,999.99	17.00%
\$65,000.00 to \$69,999.99	19.00%
\$70,000.00 to \$74,999.99	22.00%
\$75,000.00 to \$79,999.99	23.00%
\$80,000.00 to \$84,999.99	24.00%
\$85,000.00 to \$89,999.99	26.00%
\$90,000.00 to \$94,999.99	28.00%
\$95,000.00 to \$99,999.99	29.00%
\$100,000.00 to \$109,999.99	32.00%
\$110,000.00 and over	35.00%

MEMBER/SPOUSE/PARTNER/ OR
PARENT/CHILDREN COVERAGE

Salary Range	Percentage
Less than \$25,000.00	3.50%
\$25,000.00 to \$29,999.99	4.50%
\$30,000.00 to \$34,999.99	6.00%
\$35,000.00 to \$39,999.99	7.00%
\$40,000.00 to \$44,999.99	8.00%
\$45,000.00 to \$49,999.99	10.00%
\$50,000.00 to \$54,999.99	15.00%
\$55,000.00 to \$59,999.99	17.00%
\$60,000.00 to \$64,999.99	21.00%
\$65,000.00 to \$69,999.99	23.00%
\$70,000.00 to \$74,999.99	26.00%
\$75,000.00 to \$79,999.99	27.00%
\$80,000.00 to \$84,999.99	28.00%
\$85,000.00 to \$99,999.99	30.00%
\$100,000.00 and over	35.00%

By way of example, if an eligible employee has an annual pension base salary of \$115,000.00 and if the annual premium cost of major medical and prescription coverage for a family plan is \$30,000.00 then the employee's annual contribution is \$10,500.00 computed as 35% *\$30,000.00.

C. Employees' co-pays for prescription drugs are dependent on the plans in which they are enrolled. Employees covered by this Agreement and their spouse and/or dependents shall not utilize the Reserve Fund established by Resolution No. 2010-146 (adopted July 13, 2010).

D. Should a member currently enrolled in NJDirect10 choose to enroll in NJDirect15, or any other high deductible plan offered by the Township with premium savings to the Township, the Township shall make a one-time incentive payment to the member in the amount of 50% of the annualized premium savings to the Township for the first year that the member is enrolled in that plan

E. Employees who are eligible for and elect enrollment in the retirement health insurance program will contribute to such coverage for himself/herself, a spouse and qualifying dependents according to the rates in Appendix D provided, however, that employees who have 20 years of service credit in the State or locally administered pension system as of June 28, 2011 are not required to make any insurance contribution.

1. Eligible employees are defined as employees who are retired and has been an employee of the Township for at least 25 consecutive years or reached the age of 62 years or older with at least 20 years of consecutive service with the Township. Notwithstanding the foregoing, any such employee must enroll in Medicare part B when eligible as the primary insurance coverage and the Township -provided coverage shall become secondary. The Township shall reimburse the retiree and spouse for Medicare Part B.

F. Subject to the exceptions set forth in subsection 3.c. herein below, the Township will continue to provide a retiree insurance program for all present employees upon their retirement after 25 consecutive years of service with the Township of Springfield covering the employee, the spouse at the time of retirement and dependent children in accordance with NJ State Health Benefits Program (and its rules, including co-payment requirements) or its substantial equivalent and/or applicable Federal law. Full coverage consists of major medical (including prescription), vision care and dental coverage. Such coverage will cease upon the death of the retiree and is conditioned upon the employee (1) not having a working spouse who can obtain family coverage, and (2) the spouse is unable to obtain employment that provides medical insurance coverage. Should the working spouse of the retiree become unable to obtain family coverage via his/her employment both the retiree and spouse would be restored to coverage by the Township. Notwithstanding the above, any qualifying retiree and his/her spouse must enroll in Medicare Part B when eligible as the primary insurance coverage and the Township-provided coverage shall become secondary. The Township shall reimburse the retiree, spouse, and qualifying dependents for Medicare Part B or the equivalent.

1. In accordance with New Jersey State and/or federal law, if a retired employee or surviving spouse does not qualify, or ceases to qualify, for Township-provided retiree coverage, that retiree may opt to obtain the health benefits of active

employees by fully reimbursing the Township at the Township's group rate on a monthly basis, provided that the then current insurance plan allows for such coverage. Failure to timely make such payment may, at the Township's sole discretion, result in termination in accordance with NJ Statute.

2. The retiree or his /her estate must notify the Township of any and all significant events which could cause an alteration or adjustment to the insurance coverage within 30 days of the event. The retiree or his/her estate shall be liable for all premium costs, co-pays, damages of any amount should the notification not be made within a timely manner.

3. Employees hired after January 1, 2008, shall only receive retiree insurance coverage health benefits pursuant to the NJ State Health Benefits Program (and its rules, including co-payment requirements), or its substantial equivalent and/or applicable Federal law, for the first ten years of the retirement with completion of 25 consecutive years of service with the Township of Springfield. Following this ten years of retiree insurance coverage health benefits, those retirees or surviving spouses may opt to continue health benefits, if permitted by New Jersey State and/or federal law, by fully reimbursing the Township at the Township's group rate, retiree knows and accepts all limitations of the then insurance coverage. If, during the ten- year period, the employee and/or spouse becomes eligible for Medicare Part B, the qualifying retiree and his/her spouse must enroll in Medicare Part B when eligible as the primary insurance coverage and the Township-provided coverage shall become secondary. The Township shall reimburse the retiree and spouse for Medicare Part B or the equivalent.

4. It is understood by the parties that in future negotiations there will be a presumption that the implementation of a different retiree health benefit for new hires will have no impact on any employee hired prior to January 1, 2008.

5. As used in this agreement the term "spouse" is intended to include a civil union partner.

6. Employees hired the effective date of this agreement shall not be entitled to any health or medical benefits upon retirement regardless of length of service. This shall not apply to any employees hired on or before the effective date of this agreement. Nothing herein shall prevent retired employees from applying for and receiving benefits otherwise entitled to them under the law

G. Unless prohibited by law, the Township offers an incentive of 25% of the annual premium of insurance coverage for respective coverage levels or \$5,000.00, whichever is less, on an annual basis for employees who have coverage through his/her spouse, as an eligible dependent, or through prior employment/service. Employees would be able to re-enter the Township plan only if one of the following criteria were met:

1. Spouse's employer discontinues or substantial diminution in level of coverage.
2. Spouse loses coverage through separation from the employer.
3. Spouse becomes deceased.
4. Marital status changes or the birth/adoption of a child.
5. Employee ceases to be covered by their previous carrier.

H. All parties recognize that employees will not receive an incentive of any dollar amount if their spouse is a member of and covered by the State Health Benefit Program or its equivalent or if the Division of Pensions has issued regulations regarding the reduction or elimination of such incentive.

I. In order to ensure and promote understanding on the part of the employee, in the event there is a pending change to health and medical coverage during the term of this agreement, the Township shall hold a meeting for all employees reviewing and explaining the changes. This meeting shall be held as soon as the Township becomes aware of the pending change, and, unless impossible or impractical, at least 30 days prior to any effective date of the pending or potential change.

Section 2. Life Insurance.

Each full time non-seasonal employees subject to this Agreement shall be covered by the Township's Group Life Insurance Policy in the amount of \$15,000.00 per employee.

ARTICLE 11

WAGES

A. Salaries

1. Effective January 1, 2023, all existing full and part time employees of the Bargaining Unit shall receive an annual increase of 3.00% on their base salary or wage.

2. Effective January 1, 2024, all existing full and part time employees of the Bargaining Unit shall receive an annual increase of 3.00% on their base salary or wage.

3. Effective January 1, 2025, all existing full and part time employees of the Bargaining Unit shall receive an annual increase of 3.00% on their base salary or wage.

4. Effective January 1, 2026, all existing full and part time employees of the Bargaining Unit shall receive an annual increase of 3.00% on their base salary or wage.

5. Employees hired after the effective date of this agreement, the Township shall offer a market rate salary appropriate with the position but no less than the base salary for the position listed in Appendix B. Once hired, they shall be entitled to an annual 3% raise on their base salary or wage on January 1 of each year of the contract.

(a) This Section shall not apply to Laborers at Step 1-4 of the Laborer Salary Guide located in Appendix C. Movement along said salary guide (inclusive of percentile increases) shall be governed by Article 11.F hereunder.

6. The Township reserves the right to place potential employees a salary above the Minimum Base Salary listed in Appendix B commensurate with the needs of the Township, and the potential employee's qualifications and experience. This shall include consideration of prior employment by the Township.

B. Additional Compensation

In addition to the member's base salary, additional compensation shall be made per annum to all full-time non-seasonal employees if and only if they were hired prior to December 15, 1998, and who work an average of at least thirty-five (35) hours per week for every year of service:

1. Service Additional Compensation

(percentage of annual base salary)

at the completion of the 5th, year of service	2%
at the completion of the 9th year of service	4%
at the completion of the 13 th year of service	6%

at the completion of the 17th year of service	8%
at the completion of the 19th year of service	10%*
at the completion of the 24th year of service	12% (effective January 1, 2004)

*Any employee who, as of January 1, 1999, has longevity increment which is greater than 10% shall be grandfathered at their increment on said date unless the employee is at 11% at which time, they will receive 12% after 24 years effective January 1, 2004.

If the employee is hired in the first six months of the year, then the benefit will be effective retroactive to January 1st of the anniversary year. If the employee is hired after June 30th, the benefit will be effective the following January 1st. For example, if an employee is hired on March 30th the employee will commence receiving longevity payments on January 1st of the same year. If the employee commences employment on July 1st or later, he will receive longevity payments the following January 1st.

2. Any full-time non-seasonal employee hired between December 15, 1998, and January 1, 2004, shall enjoy the following longevity schedule:

YEARS OF SERVICE	PERCENTAGE
Completion of 5 years	2%
Completion of 10 years	4%
Completion of 15 years	6%
Completion of 20 years and thereafter	8%

3. All Employees hired after December 31, 2003, shall not be eligible for any type of longevity compensation.

4. When the Business Administrator or his/her designee closes Town Hall because of inclement weather on non-holiday work days and permits non-essential Township employees to leave work or not come to work, and requires full-time, non-seasonal DPW employees to come to work or to continue to work, then such DPW employees who appear and physically will accrue paid time off at a rate of one hour for each hour worked up to a maximum of eight (8) hours on any one day. Any accrued paid time off shall be used after the time has accrued and not later than June 30th of the following year. The Township reserves the right to pay the employee the accrued paid time off accrued under this section at his/her current rate of pay.

C. Winter Holidays

1. It is expressly understood for the purposes of this paragraph that on Christmas Eve 50% of full-time employees shall be scheduled to work. Further, on New Years Eve the alternate 50% of full-time employees shall be scheduled to work.

2. However, if a Road Department employee, not already scheduled to work,

is required to work on Christmas Eve/Day and/or New Years Eve/Day, that employee shall be paid at a rate of double time in addition to any applicable holiday pay for all work on Christmas Eve Day (December 24th), Christmas Day (December 25th), New Year's Eve Day (December 31st) and New Year's Day (January 1st). There is no holiday pay for Saturday or Sunday work because the holiday will either be observed on either Friday or Monday, or not observed if said holiday is Christmas Eve or New Year's Eve. The minimum four (4) hour call is applicable. If an employee is required to work twenty-four (24) straight hours and carries over into his regularly schedule shift, the employee shall continue to receive time and one-half for the next shift.

D. Newly Hired Employees. At the conclusion of three months, the newly hired full-time non-seasonal employee will be evaluated by the Department Head. At the conclusion of the probationary period (six months unless extended by mutual agreement of the Township Administrator and the Union) a newly hired employee's performance will again be evaluated by the Department Head and an interview and evaluation will be completed by the Township Administrator. Upon receipt of a satisfactory evaluation by both the Department Head and the Township Administrator, the employee shall obtain permanent employee status.

E. Transfers/Out Of Title Pay

1. Laborers Assigned To Equipment Operator Positions: Laborers operating a payloader, tree truck bucket, back hoe, sweeper and sewer jet will receive the appropriate higher rate of pay for each day worked out of title. The Road Department staff will include a minimum of six (6) operators one of whom will be the tree truck bucket operator.

2. In the event of a transfer of any employee other than the Road Department (except in case of vacation and not including transfers to positions of non-union employees) from one position to a higher rated position, which equal or exceed five (5) business days, the transferred employee shall receive the higher rate of pay for each week worked. After working five (5) continuous days at the higher rate, the following contiguous week will be paid at the higher rate when more than two and one half (2 1/2) days in said week are so worked.

3. Full-time Laborers and Operators who perform "Gardener Duties" shall be paid Gardener rate for each day he/she performs "Gardener Duties". "Gardner Duties" shall be defined as any duties assigned to the Gardner which require the certifications required to hold the Gardner position. The Laborer or Operator assigned to "Gardner Duties" must hold the appropriate certification to be paid at the Gardner rate for those duties.

4. When a full-time white-collar employee is assigned to a higher paying job and works in that job for thirty (30) consecutive business days the full-time white collar employee will receive the higher pay for all work in the job thereafter. The Township will not reassign the full-time white-collar employee for the sole purpose of avoiding out-of-title pay under this provision.

5. An annual stipend of \$600 will be paid, no later than February 1, to employees who possess either a current certification/license for the application of pesticides or a current Black Seal license.

6. An annual stipend of \$250.00 to be paid no later than February 1st to the employee assigned to perform property maintenance inspections.

7. An annual stipend of \$300 will be paid, no later than the first pay period of May, a designated employee who holds a current certification/license for Professional Fertilizer Applicator certification. Said employee shall be responsible for performing duties within this certification relevant to the Township's athletic fields.

8. For all employees hired on or before January 1, 2023 to the title of equipment operator, an additional \$1.00 shall be added to their base pay salary (hourly) wages in addition to the agreed upon increase in Article 11.A above.

F. Laborer Salary Guide.

1. Effective January 1, 2023, all newly hired full time employees under the title "Laborer" shall be placed at Step 1 of "Laborer" Salary Guide Located in Appendix C.

2. The Township reserves the right to place a prospective employee at an initial step on the salary guide commensurate with that individual's experience. However, no new hires shall be placed at a step higher than Step 5.

3. Laborers on the Laborer Salary Guide shall automatically progress one additional Step in the guide and obtain the annual percentage raise on the anniversary of the date of their hire until they obtain Step 5.

4. Laborers who are not at the top of the Laborer Salary guide shall continue to move through the guide on their anniversary date of their hire regardless of whether a successor contract has been agreed to.

5. Laborers who obtain, or are hired at Step 5 of the Laborer Salary Guide shall be entitled to annual percentile raises in accordance with Article 11 Paragraph A above.

6. All employees employed by the township on or before December 31, 2022 shall be placed at Step 5 of the guide.

G. C-3 License Operator/Trainee.

1. The Township may appoint one member of AFSCME, Local 3084 to the position of "C-3 Licensed Operator." This individual must have obtained, and maintain, a C-3 License to hold this position. The stipend for this position shall be five thousand five

hundred (\$5,500) dollars per year.

2. The Township may appoint one member of AFSCME, Local 3084 to the position of "Trainee C-3 Licensed Operator." The Trainee C-3 Licensed Operator shall be enrolled in an appropriate course, paid for by the Township, and shall be expected to complete the course within a reasonable period of time, as determined by the Township. The Trainee C-3 Licensed Operator shall be provided a stipend in the following amounts:

(a) Upon obtaining a C-1 License - One Thousand dollars (\$1,000) per year.

(b) Upon obtaining a C-2 License - An additional one thousand five hundred dollars (\$1,500) per year for a total of two thousand five hundred dollars (\$2,500) per year.

(c) Upon obtaining a C-3 License - An additional three thousand dollars (\$3,000) per year for a total of five thousand five hundred dollars (\$5,500) per year.

(d) Upon obtaining additional licensure, stipends will be pro-rated to the end of the fiscal year, effective the pay period following receipt and confirmation of the license.

3. The stipends for C-3 Licensed Operator and Trainee C-3 Licensed Operator shall be pensionable but shall not be included as part of an employee's base salary.

4. In the event the position of the C-3 Licensed Operator cannot be filled by a member of the AFSCME, Local 3084, the Township may contract with a qualified outside entity for the performance of those duties related to that license on behalf of the Township.

ARTICLE 12

VACATIONS AND HOLIDAYS

Section 1. Vacations

A. Full-time employees covered by this Agreement shall receive the following vacation allotment with pay each calendar year:

Length of Service	Annual Vacation Allotment
1 full year through 3 full years	10 days
4 full years through 5 full years	12 days
6 full years through 7 full years	16 days
8 full years through 9 full years	18 days
10 full years through 15 full years	20 days
16 full years through 19 full years	23 days
20 full years and longer	25 days

B. Part-time employees subject to this Agreement hired prior to January 1, 2011, shall receive a pro-rated vacation allowance as set forth in the above schedule, with pay based on the part-time employee's regular work schedule and regular pay. Part-time employees subject to this Agreement hired on after January 1, 2011, shall earn four (4) hours of vacation time for every one-hundred (100) hours worked, which is not prorated. All earned but unpaid/unused vacation time shall be paid to the part-time employee no later than January 31st of the following year. Part-time employees working less than an average of twenty (20) hours per week in a calendar quarter are ineligible for paid vacation time.

C. Vacation time may be taken in single days. All vacation time must be approved by the Department Head. A Department Head may waive any notice requirement for vacation time requests.

1. WHITE COLLAR ONLY: White Collar Employees may utilize vacation time in hourly increments with the advanced notice to, and approval of, the Department Head. A Department Head may waive any notice requirement for such a request.

D. Only full-time employees with at least three (3) full years of service shall be allowed to accumulate up to five (5) vacation days to carry over and use by June 30th the following calendar year.

E. For Employees hired before May 21, 2010, upon reaching sixty (60) years of age, an employee may accumulate and carry over an additional five (5) days of vacation time each calendar year up to twenty five (25) days of vacation time. In no event shall the full-time employee be permitted to accumulate more than twenty five (25) days of banked vacation time. Employees hired on or after May 21, 2010 are subject to N.J.S.A. 40A:9-10.5 and therefore at no point shall such employees accumulate and carry over into any given year more vacation time than they were entitled to in the year prior in accordance with Article XII. Section 1.A.

F. Procedure for Choosing Vacations:

1. Seniority; then
2. Length of Service to the Township of Springfield.

G. Full-time employees who separate from employment with the Township with having taken more vacation time in the last calendar year of employment than he/she had accrued for that last calendar year of employment shall have deducted from his/her last paycheck the excess amount of the vacation time taken above the amount accrued. For purposes calculating the excess amount of the vacation time taken above the amount accrued, the rate to be applied shall be one twelfth (1/12) of the vacation time listed in Section 1, subsection A of this Article for every full month of employment during that last calendar year.

H. It is expressly understood that employees accrue annual vacation time at a rate of 1/12th their annual allotment per month worked.

Section 2. Holidays

A. Full-time employees covered by this Agreement shall receive the following days off with pay as holidays each calendar year:

New Year's Day	Election Day (November)
Martin Luther King Day	Thanksgiving Day
Presidents' Day	Friday after Thanksgiving
Good Friday	Christmas Eve Day - ½ work force off
Memorial Day	Christmas
Independence Day	New Year's Eve Day- other ½ work force off
Labor Day	Floating Holiday (1 Day)
Columbus Day	

B. If Christmas Eve and New Year's Eve fall on a Saturday or Sunday, or is the same day as the State of New Jersey Observed Holiday for Christmas or New Year's Day, respectively, and the Township is therefore closed, the holiday will not be observed.

C. If an employee works on any holiday listed above (day holiday is observed) the employee shall be paid at the rate of time and one half (1½) in addition to holiday pay.

D. Notwithstanding anything to the contrary in Section 2, subsection C immediately above or otherwise herein, employees shall be paid at a rate of double time in addition to any applicable holiday pay for all work on Christmas Eve Day (December 24th), Christmas Day (December 25th), New Year's Eve Day (December 31st) and New Year's Day (January 1st). There is no holiday pay for Saturday or Sunday work because the holiday will be observed on either Friday or Monday, or not observed at all on Christmas Eve and New Year's Eve. The additional compensation set forth in this Section 2, subsection D does not apply to the regular

work hours by the half of the work force scheduled to work on Christmas Eve Day and/or New Year's Eve Day as set forth in Section 2, subsection A hereinabove.

E. Any of the holidays listed above observed on a Monday or Friday pursuant to the laws of New Jersey shall likewise be observed as the holiday instead of the day such holiday may naturally fall on the calendar.

F. All employees subject to this Agreement shall be entitled to holiday pay from the first day of employment.

G. Any day declared to be a holiday by the State of New Jersey shall also be celebrated as a holiday under this Agreement. Any day declared to be a holiday by the State of New Jersey shall also be celebrated as a holiday under this Agreement. Closure of the Township shall be at the discretion of the Township Committee unless mandated by law.

H. Part-time employees working an average of at least twenty (20) hours per week in a calendar quarter shall receive five (5) hours of wages for every holiday specified herein. Part-time employees working less than an average of twenty (20) hours per week in a calendar quarter are ineligible for paid time off for holidays.

ARTICLE 13

SICK LEAVE

A. Paid sick leave shall be used for:

1. Personal illness or injury;
2. Exposure to contagious disease; or
3. Care for a reasonable period of time, of a seriously ill or injured member of the employee's immediate family. For the purposes of this Paragraph, "immediate family" shall have the same definition as "Family Member" as defined under New Jersey Paid Sick Leave Act in N.J.S.A. 34:11D-1.

B. During a full-time employee's first year of continuous service, the employee shall earn one (1) day of paid sick leave per month. A full-time employee whose employment commences on or before the fifteenth (15th) day of the month shall be credited one (1) day paid sick leave for that month. A full-time employee whose employment commences after the fifteenth (15th) day of the month shall not receive any paid sick leave for that month.

C. After a full-time employee's first year of continuous service, the employee shall earn one sick day for every full month of employment and shall receive the full allotment of twelve (12) paid sick days annually on January 1st with unused sick leave carried from year to year with a maximum accumulation of two-hundred-forty (240) days. Documentation of the carryover must be certified by the Department Head and Administrator each year.

D. Part-time employees hired before January 1, 2011 working an average of at least twenty (20) hours per week in a calendar quarter shall receive a pro-rated sick leave allowance with pay, based on the employee's regular work schedule. Part-time employees hired on or after January 1, 2011 working an average of at least twenty (20) hours per week in a calendar quarter shall earn four (4) hours of paid sick leave for every one hundred (100) hours worked. Part-time employees hired on or after January 1, 2023 and Part-time employees working less than an average of twenty (20) hours per week in a calendar quarter are eligible for accumulation of sick leave in accordance with the New Jersey Paid Sick Leave Act. Part time employees who earned but did not utilize a sick leave allotment during a work year, shall be entitled to accumulate and carry over into the following year any earned but unused sick leave, up to forty (40) hours.

E. Paid sick leave cannot be used in less than one-half (1/2) day increments.

1. WHITE COLLAR ONLY: White Collar Employees may utilize Sick Leave in hourly increments with the advance notice to, and approval of, the Department Head. A Department Head may waive any notice requirement for such a request.

F. Employees shall report all absences due to sick leave to their immediate supervisor or department head not less than one (1) hour prior to the employee's usual reporting time. If an employee is unable to contact his or her immediate supervisor or department head, he

or she shall notify the Township Administrator of his or her intention to take sick leave. The failure to provide notice of intention to take sick leave may result in a forfeiture of sick leave credit and may result in disciplinary action.

G. Any absence due to personal illness or disability in excess of three (3) continuous business days must be certified by a written statement by the employee's attending physician. If an employee's pattern of sick time usage suggests an abuse of this benefit, the Township Administrator reserves the right to require a doctor's note for absences of ANY duration or to send the employee for functional capacity evaluation by the Township's physician, in its discretion. Inability to provide a doctor's note when requested may result in disciplinary action.

H. Paid Disability Leave for Full-Time Employees Only.

1. Full-time non-seasonal employees are entitled to up to one (1) year of paid disability leave minus any sick leave taken. Calculation of and eligibility for the one year's disability leave will be consistent with the disability insurance policy for same held by the Township and specifically with the definition of "temporary recovery" therein so that any temporary recovery related to a prior disability for which payment was made under the policy will be subject to the terms of the prior disability and not exceed one full year in the aggregate unless the employee has returned to his/her regular occupation on a full-time basis and performed all the material duties of the position for more than thirty (30) days. In the event an employee is permanently disabled or cannot return to work after one full year, all compensation, and benefits to the employee from the Town shall cease.

2. For the first twenty-nine (29) days commencing from the date of the injury or illness and up until the paid disability leave commences, an employee must use all of her/his sick time. If sufficient sick time does not exist for this period, then the employee shall choose either to not be paid for the days during this period or to use vacation and/or personal time. A Department Head may waive any notice requirement for vacation time requests.

3. If the disability insurance carrier requires action by the Township, the employee shall remit all of the necessary documentation required by the disability insurance carrier to the Township within fifteen (15) calendar days from the first day of the injury, disability or illness.

4. Any additional correspondence from the disability insurance carrier requiring action by the Township must be forwarded to the Township's Chief Financial Officer or designee within four (4) days of the employee's receipt of the correspondence.

5. The Township shall pay the employee forty percent (40%) of the employee's regular compensation going forward for the remainder of the disability leave period. The employee shall deal directly with the disability insurance carrier for the remaining sixty percent (60%) of the employee's regular compensation.

I. An employee shall report any absence due to personal illness or disability expected to extend beyond ten (10) continuous business days to the employee's department head. In the event the Township's disability insurance becomes applicable (after all accumulated sick days are used), the employee's supervisor and/or department head are responsible for informing the Township Administrator or her/his designee and are responsible for providing the appropriate information to the employee. The employee is required to keep in touch with the supervisor and/or department head on a weekly basis. The department head in turn will keep the Township Administrator or her/his designee informed as to the status of the employee's continued absence and anticipated date of return to work, and whether the disability insurance forms should be completed.

J. No vacation time or sick leave is accumulated during a disability leave of absence.

K. Full-Time employees hired before May 21, 2010, who have separated from employment due to permanent or indefinite disability, retirement, layoff or resignation in good standing shall receive up to one-third (1/3) of her or his accumulated but unused sick leave, not to exceed eighty (80) days, in monetary compensation in the amount of one hundred dollars (\$100) per day, or the amount set forth by the applicable Township Ordinance, whichever is greater. In accordance with N.J.S.A. 40A:9-10.4, Full-Time employees hired on or after May 21, 2010 shall be entitled to payout of her or his accumulated sick leave only at the time of retirement. Such an employee shall be entitled to receive up to one-third (1/3) of her or his accumulated but unused sick leave, not to exceed eighty (80) days, in monetary compensation in the amount of one hundred dollars (\$100) per day, or the amount set forth by the applicable Township Ordinance, whichever is greater. In no event shall an employee subject to N.J.S.A. 49A:9-10.4 be entitled to a payout of accumulated sick leave in an amount greater than that established by law.

L. Employees who are discharged for cause are ineligible to receive payment for accumulated sick leave upon separation from employment.

ARTICLE 14

LEAVES OF ABSENCE

The Provisions Of This Article Shall Apply To Full-Time Employees Only, Unless Otherwise Required By Law Or Specifically Stated Herein.

A. Death In Family. In the event of a death in the immediate family (mother, Mother-in-law, Father, Father-in-law, Stepparent, Grandparent, Step-Grandparent, Grandchild, Brother or Sister, Son-in-law or Daughter-in-law or Brother-in-law or Sister-in-Law or Step-grandchild or Step-Sibling) of an employee such employee shall be granted leave with pay not to exceed five (5) consecutive business days inclusive of the day of the funeral. In the event of a death of a Spouse, domestic partner, civil partner, Child/Children, Stepchild/stepchildren, or any member of the "immediate family," as defined above, who resided in the home of the employee immediately prior to their death, ten (10) business days shall be granted. All bereavement days for these purposes must be taken within 30 days of the date of death.

B. Jury Duty An employee required to render jury service shall be entitled to be absent from work during that service and will be paid the difference between any payment received for jury duty and the employee's regular salary.

C. Personal Day Each employee shall upon request be given four (4) personal days off with pay within the contract year. Part-time employees hired before January 1, 2011, are given four (4) personal days off within the contract year with pay based on the part-time employee's regular pay. Part-time employees hired on or after January 1, 2011, do not receive personal days off with pay. Personal days cannot be carried over from one calendar year to a subsequent calendar year.

D. Terminal Leave: Employees may opt for one, but not both, of the following two benefits if eligible:

1. Full-time employees with over twenty-five (25) years of consecutive service shall receive sixty (60) business days of terminal leave prior to retirement, subject to NJ law or regulations.

2. Full-time employees who retire at or over the age of sixty-two (62) years with over twenty (20) years of consecutive service shall receive thirty (30) business days of terminal leave prior to retirement, subject to NJ law or regulations.

E. The Township agrees to provide each employee with a Family Leave Option in compliance with NJ State and Federal Family Leave Act Law. Employees are required to acknowledge receipt of documents and forms which are sent to them in compliance with the various state and federal laws. Sick leave shall run concurrently with any such leave so that employees receive pay for that portion of leave where sick days are available.

F. The Township agrees to provide each employee with Medical insurance Coverage during the leave period only to the extent required by law except for those employees who waive coverage pursuant to Article 10 herein.

ARTICLE 15

VACANCIES

A. In the event a bargaining unit member retires or otherwise vacates their current position, the Township shall make a posting of such vacancy internally prior to making a public posting. Bargaining unit members shall be notified of the vacancy as soon as practicable.

B. Each posting shall contain, at minimum, the following information: Job Title, short job description, minimum base salary, or wage for the job., working hours, date appointment to the position is to be made, minimum qualifications to the position.

C. Bargaining unit members shall have the opportunity to apply for the vacancy for a period of ten (10) business days prior to any external posting. No external applications will be accepted during these ten (10) businesses day period. Interviews of all qualified bargaining unit members who applied during the ten (10) day business day internal posting period shall be completed prior to the public posting of the vacancy.

D. If the Township determines that there are no appropriate candidates for the position after considering all internal applicants that applied during the ten (10) business day internal posting period, the Township may post the vacancy publicly and accept and consider applications from non-unit applicants.

E. If at any point, the Township determines that a vacancy must be re-posted advertising a higher minimum base salary or wage, the position shall again be posted, internally, for a five (5) business day period before the vacancy may be re-posted to external candidates.

F. In the event a vacancy is filled by an internal candidate, salary considerations for the internal candidate include consideration of the candidate's qualifications relevant to the requirements of the vacant role, the current salary of the candidate, and the candidate's length of service to the Township.

G. Should a bargaining unit member apply for the vacancy after the expiration of any internal posting period, the bargaining unit member shall be considered against all external applicants.

H. No appointment pursuant to this Article shall be effective until the Township Committee approves the appointment via resolution.

ARTICLE 16

NO STRIKE PLEDGE

A. The Union covenants and agrees that during the term of this Agreement, 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 any employee from his position, or stoppage of work or abstinence of any employee from his/her 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, slow-down, walkout or other action which interferes with the full and complete normal operations of the Township). The Union agrees that any such action would constitute a material breach of this Agreement.

B. In the event of a strike, slowdown or sickout or walkout or job action it is covenanted and agreed that participation in any such activity by an employee covered under the terms of this Agreement shall be deemed grounds for termination of employment of such employee or employees, subject, however, to the application of the rights afforded permanent personnel under State Law.

C. The Union will actively discourage and will take whatever affirmative steps which are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout, or other action which interferes with the full and complete normal operations of the Township.

ARTICLE 17

PROFESSIONAL DEVELOPMENT

This Article Applies to Full-Time Employees Only

A. It is the policy of the Township to encourage full-time employees only in the pursuit of professional development and continued education in order to improve the quality of work and services provided to the residents of the Township. As such, employees shall be eligible for up to \$300.00 to be used for reimbursement of program costs or registration fees for courses, trainings seminars, etc. that are deemed beneficial to the employee in the performance of their job. The following procedures shall apply:

1. Employees must submit a request to attend such programs, in writing, to their department head for his/her review and approval in advance of the program, including the expected date of completion.
2. Approval shall be provided to the employee in writing within 10 business days of the submitted request.
3. Employees shall advise and provide proof of satisfactory completion of the program to their department head.
4. Reimbursements shall be paid within forty-five (45) days receipt of satisfactory completion.

B. It is expressly understood that the purpose of this reimbursement is for cost of programs and registrations not already covered by the Township and that the Township may, at their option, choose to pay directly in full for appropriate programing.

ARTICLE 18

SEPARABILITY AND SAVINGS

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

ARTICLE 19

DURATION OF AGREEMENT

This agreement shall be in effect for the period January 1, 2023, through and including December 31, 2026, and from year to year thereafter unless and until terminated by either party in writing at least sixty (60) days prior to December 31, of any subsequent year.

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

For the Township



Chris Capodice, Mayor
Weber

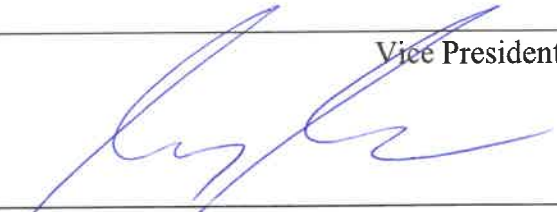


Linda Donnelly, RMC, Township Clerk

For the Union



Maggie Keffen
President

Vice President


APPENDIX A

HEALTH See Article 10

DELTA DENTAL 100% BETTER COVERAGE Group 3405-01

VISION SERVICE PLAN Regular/Bifocals for employee and family

APPENDIX B

Minimum Base Salaries/Wages

Title	
White Collar	Min Base Salary
Assistant Control Person	\$ 45,000.00
Assistant Treasurer	\$ 60,000.00
Deputy Court Administrator	\$ 55,000.00
Land Use Coordinator	\$ 42,230.00
Police Records Clerk	\$ 42,230.00
Secretary Engineering	\$ 42,230.00
Senior Police Records Clerk	\$ 50,000.00
Violations Clerk	\$ 42,230.00
Administrative Assistant to (any department)	\$ 42,230.00
Zoning Officer	\$ 49,000.00

Hourly	Min per hour
Building and Grounds Technician	\$ 41.70
Equipment Operator	\$ 38.49
Laborer	*See Appendix C
Mechanic	\$ 42.11
Gardener	\$ 40.30
Sewer Operator (or Technician)	\$ 42.93

Part time	Min per hour
Accounts Payable Clerk	\$ 20.00
Administrative to any Department	\$ 20.00
Assistant to Tax Collector	\$ 20.00
Bookkeeper	\$ 20.00
Clerk	\$ 20.00
Laborer - Part time	\$ 20.00

DPW Laborer Step Chart

3% ¹ Increase/yr. At Each Step at Anniversary ²					
Step	Minimums	2 nd Anniversary	3 rd Anniversary	4 th Anniversary	5 th Anniversary ³
1	\$26.44	\$55,000.00			
2	\$29.12	\$60,569.60	\$29.99	\$62,386.69	
3	\$31.67	\$65,873.60	\$32.62	\$67,849.81	\$33.60
4	\$34.14	\$71,011.20	\$35.16	\$73,141.54	\$36.22
5	\$36.47	\$75,857.60	\$37.56	\$78,133.33	\$38.69

Examples for Illustrative Purposes Only

Hired at Step 1 in 2024

3% ¹ Increase/yr. At Each Step at Anniversary ²					
Step	Minimums	2 nd Anniversary	3 rd Anniversary	4 th Anniversary	5 th Anniversary ³
1	\$26.44	\$55,000.00			
2	\$29.12	\$60,569.60	\$29.99	\$62,386.69	
3	\$31.67	\$65,873.60	\$32.62	\$67,849.81	\$33.60
4	\$34.14	\$71,011.20	\$35.16	\$73,141.54	\$36.22
5	\$36.47	\$75,857.60	\$37.56	\$78,133.33	\$38.69

Hired at Step 2 in 2024

3% ¹ Increase/yr. At Each Step at Anniversary ²					
Step	Minimums	2 nd Anniversary	3 rd Anniversary	4 th Anniversary	5 th Anniversary ³
2	\$29.12	\$60,569.60			
3	\$31.67	\$65,873.60	\$32.62	\$67,849.81	
4	\$34.14	\$71,011.20	\$35.16	\$73,141.54	\$36.22
5	\$36.47	\$75,857.60	\$37.56	\$78,133.33	\$38.69

APPENDIX C LABORER SALARY GUIDE (HOURLY)

- ¹ Percentage may change based upon successor contract.
- ² Laborers will automatically move on their anniversary date until they reach the top of the guide, after which, percentile raises shall occur on January 1st of any given year per Article 11, Paragraph Y.
- ³ Laborers who are not at the top of the guide will continue to move through the guide on their anniversary date regardless of whether a successor contract has been agreed to.

APPENDIX D

[DIVISION OF PENSION & BENEFITS – HEALTH BENEFITS SHEET]

APPENDIX E

Explination of Closure for Christmas/New Years

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						23-Dec
24-Dec	25-Dec	26-Dec	27-Dec	28-Dec	29-Dec	30-Dec
31-Dec	1-Jan	2-Jan				
23-Dec	24-Dec	25-Dec	26-Dec	27-Dec	28-Dec	29-Dec
30-Dec	31-Dec	1-Jan	2-Jan			
	23-Dec	24-Dec	25-Dec	26-Dec	27-Dec	28-Dec
29-Dec	30-Dec	31-Dec	1-Jan	2-Jan		
		23-Dec	24-Dec	25-Dec	26-Dec	27-Dec
28-Dec	29-Dec	30-Dec	31-Dec	1-Jan	2-Jan	
			23-Dec	24-Dec	25-Dec	26-Dec
27-Dec	28-Dec	29-Dec	30-Dec	31-Dec	1-Jan	2-Jan
				23-Dec	24-Dec	25-Dec
26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	31-Dec	1-Jan
2-Jan						
					23-Dec	24-Dec
25-Dec	26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	31-Dec
1-Jan	2-Jan					
OFF Because Weekend						
OFF Because Actual Holiday Date						
OFF Because Federal Holiday Date						
1/2 Work Force OFF						
Typical Workday						