

Side Letter of Agreement regarding Communications Officers Work Schedule

The Township of Union and Union Council No. 8 have reached an agreement with respect to a proposal to revise the work schedule for the Communications Officers covered by the Collective Negotiations Agreement between the Township of Union and Union Council No. 8.

The parties hereby agree as follows:

4 / 4 Work Schedule. This work schedule is only for Communications Officers (Dispatchers). The workday for Communications Officers working the 4/4 work schedule shall consist of 11 hours including a 1 hour unpaid lunch. The work week shall consist of four (4) consecutive workdays followed by four (4) consecutive days off.

Tours of duty & Shift.

Tours of duty for the 4/4 schedule shall consist of five (5) "fixed" or steady shifts, in which a Communications officer works the same shift on the same Tour on a continuous basis.

Tour 2 will include the Day shifts and will consist of five (5) time slots (shifts) as follows;

1. 05:00 – 16:00
2. 06:00 – 17:00
3. 07:00 – 18:00
4. 07:00 – 18:00 (Dedicated Training slot on A side not available for selection)
5. 09:00 – 20:00

Tour 1 will include the Night Shifts and will consist of five (5) slots (shifts) as follows;

1. 16:00 – 03:00
2. 17:00 – 04:00
3. 18:00 – 05:00
4. 18:00 – 05:00
5. 20:00 – 07:00

At the discretion of the Police Department, and upon mutual agreement, any individual Communications officer may commence and end any shift between various hours that do not coincide with the 4 / 4 shift times listed above. It is understood that this provision is not in any way intended to affect the provisions of the 4/4 schedule as presented, but is intended to be used only by the mutual agreement of the individual and the Department. This mutual agreement may be rescinded by the individual or the Department at any time by giving fourteen (14) days' notice to the other party.

All personal days, Vacation days, and sick days, will be adjusted to 10 hours to coincide with the 11 hour workday, which includes a one hour unpaid lunch, on the 4/4 schedule.

Shift Picks. Communications Officers will pick shifts based on seniority. Communications Officers will be assigned to the A or B side at the discretion of the Department.

Vacation Picks. Vacation picks are based on seniority. Communications Officers shall not be entitled to schedule more than Eight (8) consecutive vacation days, or two (2) units of four (4) eleven (11) hour workdays, without the express prior approval of the Police Director or his/her Designee. Communications Officers will be allowed to retain the benefit of leaving one (1) unit of four (4) eleven (11) hour workdays of vacation not selected, which vacation time may then be utilized during the year, based on manpower. Only one (1) Communications Officer will be permitted to utilize a vacation pick per Tour (Tour 1 or 2). If, however, there is one Communications Officer on vacation and manpower permits, the OIC may grant the use of one of the previously unpicked vacation days on the same Tour.

For the Township of Union

By: _____

Donald J. Trivisano
Township Administrator

By: _____

For Union Council No. 8

By: _____

By: *STEPHEN J. BAKI EXCA*

Sworn to and subscribed

before me this

15 day of *JAN*, 20*20*

Kathleen S. Murray
KATHLEEN S. MURRAY
NOTARY PUBLIC OF NEW JERSEY
I.D. # 2084224
My Commission Expires 1/24/2021