

AGREEMENT

Between the

TOWNSHIP OF HAMILTON
MERCER COUNTY

And

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

(FOR LOCAL 1042)

White Collar

WHITE COLLAR EMPLOYEES - CWA LOCAL 1042

January 1, 2021 through December 31, 2024

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PREAMBLE

This Agreement made and entered into this first day of July 1, 2013 by and between the Township of Hamilton, Mercer County, Trenton, New Jersey, hereinafter referred to as the "Employer," and Communications Workers of America - AFL-CIO, hereinafter called the "Union."

Whereas, it is the desire of the parties to promote mutual cooperation and harmony and to formulate rules for the guidance of the parties; now, therefore, in consideration of the mutual promises made by each of the parties to the other, and good and valuable consideration in the premises, the parties hereto agree as follows.

ARTICLE I RECOGNITION

SECTION I: The Employer recognizes the Union as the sole and/or exclusive bargaining agent for the purposes of collective negotiations of salaries and wages, hours of work, and other fringe benefits, terms and conditions of employment for all full-time permanent and provisional employees, and permanent part-time employees (defined as employees who must work a minimum of twenty (20) hours per week), in the list of white collar titles with range numbers to be attached at end of contract, and for such additional classifications as the parties may later agree to include.

SECTION II: Excluded are-

- A. Seasonal Employees
- B. Part-time Provisional and Temporary Employees
- C. Managerial Executives
- D. Employees Represented by other certified bargaining Units
- F. Confidential Employees
- G. Craft Employees

ARTICLE II
MANAGEMENT RIGHTS

The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon it and vested in it by the laws and Constitution of the State of New Jersey and the United States of America; except as may be specifically modified by this Agreement. These rights will include, but not be limited to, full operation efficiency and productivity in the direction of the work force. All of the terms and conditions of employment not specifically covered by existing statutes are hereby reserved by the Township as its management prerogatives and rights.

ARTICLE III
POLICY AGREEMENTS

SECTION I: It is agreed that the parties shall refrain from the commitment of any unfair practice and it is further agreed that the requirements of negotiability, as set forth in statutes and amendments thereto, shall guide the conduct of the parties during the term of this Agreement.

These agreements are not intended to limit the freedom of speech of the Union or its members.

SECTION II: The Employer agrees that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, political affiliation, disability, Union membership or activities.

Both the Employer and the Union agree that they will not discriminate against or harass employees from either management or the Union.

The Employer and the Union agree not to interfere with the rights of the employees to become or not to become members of the Union and further that there shall be no discrimination or coercion

against any employees because of Union membership or non-membership. The Union recognizes its responsibility as the exclusive representative for all employees in the Unit without discrimination.

SECTION III: Representatives of the Union who are not employees shall be admitted on the premises of the Employer.

SECTION IV: The Union has sole right and discretion to designate Shop Stewards and specify their respective responsibilities and authority to act for the Union. The Employer agrees to recognize a reasonable number of Union Shop Stewards as mutually agreed to by the Employer and the Union. The Employer will appoint appropriate representatives of management who will respond to the Union in grievance procedure or other designated functions. Should conflict arise, the parties agree to resolve the conflict through further discussion.

SECTION V: Common Dignity and Respect Clause: The employer and the union agree that the work environment shall be characterized with respect for the common dignity to which all individuals are entitled. It is agreed that verbal and/or physical harassment of an employee is inappropriate.

ARTICLE IV
DUES DEDUCTION

SECTION I:

Upon receipt of a written lawfully executed authorization from an employee, The Township of Hamilton agrees to deduct the regular monthly dues of said employee from his/her paycheck. This deduction will be submitted to the Union Official so designated to receive deductions. The Union will notify the Township in writing the exact amount of such regular membership dues to be deducted. Should the employee transfer out of the bargaining unit not represented by the Union, the Union shall notify the Township of transfer. The Township will make every effort to immediately cease deduction of Union dues when an employee transfers out of a bargaining unit that is not represented by the Union.

This authorization can be revoked once per year during the term of this agreement by the employee who shall provide written notification of revocation on the dues membership dues/authorization card, or equivalent document the Township on or before 30 days prior to July 1st.

The Township agrees to furnish to the Local Union the names of newly hired employees whose position entitles them membership in the Union, their addresses, social security numbers/employee numbers, classification of work, rates of pay, their dates of hire. The names of employees who are terminated, together with their dates of termination shall also be furnished to the Union.

The Township agrees to deduct said dues each month commencing with the third (3rd) month of employment of such employee. A copy of a list of employees from whose pay such deductions shall be delivered to the Local Union President. The deduction of dues made shall be remitted by the Township of Hamilton to the Union, c/o Secretary Treasurer, Communications Workers of America, AFL-CIO, 501 3rd Street, N.W., Washington, D.C., 20001-2797, by the tenth (10th) day after the deductions are made or as soon as practicable in the month following the calendar month in which such deductions were made. The Secretary Treasurer of the Union shall certify to the Township the amount of Union dues and shall notify the Township of any changes in the dues structure forty-five (45) days in advance of the request of such change.

Once dues are transmitted to the Union, their disposition shall be the sole exclusive responsibility of the Union. If a claim is made by a member or former member of the bargaining unit for a return of dues deducted from his/her paycheck pursuant to this article, CWA will be solely responsible for the return of such dues, provided the Township transmitted the dues to CWA and provided CWA or a court determines that CWA is obligated to return the dues.

Upon receipt of a properly executed PAF (Political Action Fund) authorization form from an employee, the Township agrees to deduct from the employee's regular paycheck the amount designated on the form. It is recognized that the PAF authorization is voluntary, and the contributions are not conditions of membership in the Union or of employment with the Township. PAF deduction, once authorized shall remain in effect unless cancelled, in writing, by the employee.

ARTICLE V
AGENCY SHOP

The Township agrees to deduct from the pay of each employee covered by this Agreement who does not furnish a written authorization for deduction of union dues, an amount equal to eighty-five (85) percent of the present union dues. The Township agrees to deduct said dues each month commencing with the third (3rd) month of employment of such employee. A copy of a list of employees from whose pay such deductions were made shall also be delivered to the local Union President.

Deduction of Union dues made pursuant hereto shall be remitted by the Township to the Union, c/o Secretary/Treasurer, Communications Workers of America, AFL-CIO, 501 Third Street, N.W., Washington, D.C. 20001-2797, by the tenth (10th) day after the deductions are made or as soon as practicable in the month following the calendar month in which such deductions were made.

ARTICLE VI
GRIEVANCE PROCEDURE

SECTION I: DEFINITION:

A grievance is a dispute and/or controversy which arises over an interpretation, application or alleged violation of the terms and conditions of this Agreement, Township or departmental rules, regulations or policy.

SECTION II: PURPOSES:

- A. The purpose of this procedure is to assure prompt and equitable solutions to problems arising from the administration of this Agreement or other conditions of employment and to provide an exclusive vehicle for the settlement of employee grievances under Civil Service Commission rules, at the lowest possible level.
- B. It is agreed that in the use of this grievance procedure an employee shall not be coerced, intimidated or suffer any reprisal, either direct or indirect, as a result of such use.
- C. Nothing in this Agreement shall be construed as compelling the Union to submit a grievance to arbitration or to represent an employee before Civil Service Commission. The Union's decision to request the movement of any grievance at any step or terminate an employee's grievance at any step shall be final as to the interest of the grievant and the Union.
- D. No grievance settlement reached under the terms of this Agreement shall add to, subtract or modify any terms of this Agreement or existing laws.

SECTION III: CIVIL SERVICE COMMISSION RULES:

When a grievance involves an alleged violation of rights and privileges specified in Civil Service Commission laws, rules and/or regulations for which there are specific appeals to the Civil Service Commission, each employee shall present his/her complaint directly to the Civil Service Commission. The Union may represent the employee before the Civil Service Commission.

SECTION IV: GENERAL RULES:

- A. A grievance must be filed initially within fifteen (15) working days from the date on which the act, which is the subject of the grievance, occurred, or fifteen (15) working days from the date on which the grievant should reasonably have known of its occurrence. Where a grievance involves exclusively an alleged error in calculation of salary payments, the grievance must be timely filed within thirty (30) calendar days from the time the individual should reasonably have known of its occurrence. Other references to days in this process are working days. Employees who will be attending grievance hearings shall notify their appropriate supervisors at least 24 hours prior to the hearing so the Township may ensure that their job duties will not be affected by their absence.
- B. Time limits under this Article may be changed by mutual agreement and requests for extension of time limits will not be unreasonably withheld.
- C. If the finding or resolution of a grievance at any step in the procedure is not appealed within the prescribed time, said grievance will be considered settled on the basis of the last answer provided and there shall be no further appeal or review.
- D. Where the subject of a grievance suggests it is appropriate and where the parties mutually agree, such grievance may be initiated at or moved to Step 2 without a hearing at a lower step.

- E. Where a grievance directly concerns and is shared by more than one (1) grievant, such group grievance may properly be initiated at whichever is the first level of supervision common to the group, with the mutual consent of the parties. The presentation of such group grievance will be by the appropriate Union representative and one (1) of the grievants designated by the Union. Where individual grievances concerning the same matter are filed by several grievants, it shall be the option of the Employer to consolidate such grievance for hearing as a group grievance.
- F. Time off for grievance hearings will be granted to the grievant, the Union employee representative and a reasonable number of witnesses required without loss of pay for the time of appearance and travel time as required, if during their normal scheduled working hours.
- G. Union and Management representatives shall have the right to directly examine and cross-examine witnesses who appear at any step of this procedure.
- H. All grievances shall be presented in writing to the Employer and answered in writing by the Employer.
- I. A Union representative will be present at all hearings.
- J. All grievance forms will be returned to the union intact at each step of the grievance procedure.
- K. Employee inquiries as to the interpretation and administration of the contract, policies and rules and regulations, must be discussed with their union representatives before presentation to the employer. Employer responses to such inquiries shall be in writing to the union when appropriate.

SECTION V: GRIEVANCE INVESTIGATION:

When a grievance has been initially submitted to the Union and where the representative requires time to investigate such grievance to achieve an understanding of the specific work problem during working hours, the representative will be granted permission and one (1) hour to investigate without loss of pay. The Supervisors of the representative and of the involved grievant shall schedule such time release, providing the work responsibilities of the representative and of any involved employee are adequately covered, and providing there is no disruption of work. Such release shall not be construed to include preparation of paperwork, record keeping, conference among Union officials nor preparation for presentation at a grievance hearing.

SECTION VI: GRIEVANCE STEPS:

Step 1: If the matter is not resolved informally pursuant to paragraph (K) above, the grievant through union representation may present a grievance in writing, to the immediate supervisor and/or Division head, who shall hear the grievance. The grievant may be represented by a union employee representative. Pertinent records may be received.

Decisions after the scheduled hearing shall be in writing to the grievant within three (3) days after the conclusion of the hearing, and shall include the name and position of the next higher manager to whom an appeal may be presented. Should the grievance not be satisfactorily resolved or should there be no response within the three (3) days, the grievant may exercise the option within seven (7) days to proceed to the next step.

Step 2: If the grievant is dissatisfied with the decision from Step 1, he/she may present his/her grievance in writing to the Department Head, who shall hear the grievance within five (5) days. Witnesses may be heard and pertinent records received. The grievant may be represented by a Union employee representative. The grievance may be amended or modified prior to the decision being rendered.

Decisions after the scheduled hearing shall be in writing to the grievant within three (3) days after the conclusion of the hearing, and shall include the name and position of the next higher manager to whom an appeal should be presented. Should the grievance not be satisfactorily resolved or should there be no response within the three (3) days, the grievant may exercise the option within seven (7) days to proceed to the next step.

Step 3: If the grievant is dissatisfied with the decision from Step 2, he/she may present his/her grievance in writing to the Business Administrator or designee, who shall hear the grievance within seven (7) days. Witnesses may be heard and pertinent records received. The grievant may be represented by Union non-employee representatives and/or employee representative.

Decisions after the scheduled hearing shall be in writing to the grievant within three (3) days after the conclusion of the hearing. Should the grievance not be satisfactorily resolved or should there be no response within the three (3) days, the grievant may exercise the option within seven (7) days to proceed to the next step.

Upon request, the employer and the Union will exchange a list of names of witnesses to be called and a copy of any material to be used as evidence. This exchange will take place no later than two (2) days prior to the scheduled hearing.

Step 4: If no settlement of a grievance is reached between the parties, the Union or the employer may move the grievance to arbitration, within thirty (30) days after receiving the answer from the Business Administrator or designee, or within thirty (30) days from the date answer was due. The Union or the Employer shall notify PERC. The selection of the arbitrator will be made in accordance with PERC rules. The award shall be in writing and shall be final and binding. The cost of the arbitrator's fees shall be shared by the Employer and the Union equally. The arbitrator

shall interpret this Agreement as written and shall not alter, amend, or add to the terms of this Agreement.

Upon request, the employer and the Union will exchange a list of names of witnesses to be called and a copy of any material to be used as evidence. This exchange will take place no later than two (2) days prior to the scheduled hearing.

ARTICLE VII

DISCIPLINE

SECTION I: Discipline of an employee shall be imposed only for just cause. Discipline under this Article means official reprimand, fine, suspension, demotion or removal. The parties agree that included within the concept of just cause is the principle that disciplinary action should be corrective and progressive in nature. Demotion or removal based upon a layoff or other operational judgment of the Employer shall not be construed to be discipline. Just cause for discipline up to and including removal shall include but not be limited to those causes set forth in Civil Service Rule 4:1-16.9. All disciplinary charges shall be filed within 45 days from when the incident for which the charges are filed becomes known.

SECTION II: Prior to any imposition of discipline, the employee and the union shall be given the opportunity to discuss the cause with the supervisor intending to impose discipline.—A pre-termination Loudermill hearing shall be conducted prior to the termination of permanent employees. Such pre-termination hearings must provide the employee with an opportunity to respond to charges, which shall be provided in writing, along with an explanation of the employer's evidence. The employee shall be provided with an opportunity to present his/her side of the story. Union representation shall be permitted at the pre-termination hearing.

Disciplinary action shall be either minor or major. Major disciplinary actions shall be any action where the penalty contemplated could be termination, demotion, or a suspension of more than five (5) days or an equivalent fine or any other action which is appealable to the State of New Jersey Department of Personnel. Minor disciplinary action can be any other penalty not included above.

Prior to the imposition of any minor disciplinary action, the supervisor must discuss the disciplinary problem with the employee and a union representative. Such a discussion shall not constitute a hearing. Following the discussion, if the supervisor still intends to impose discipline it shall be done in writing not more than ten (10) working days following the discussion.

The results of any minor disciplinary action as defined above will not become effective until the appeals under the grievance procedure, up to and including the 3rd step have been exhausted.

If the disciplinary action is the result of a previously discussed disciplinary matter, such as lateness or absenteeism, which warrants progressive disciplinary action, no additional discussion is necessary. The disciplinary action must be in writing.

If the disciplinary action may result in a major penalty as defined above, the employee must be notified in writing and given a formal hearing at which union or legal representation must be provided. If the supervisor intends to suspend the employee without pay pending the formal hearing, the employee shall first be afforded the opportunity to discuss the charges at an informal hearing with union representation present. The employee shall be presumed innocent until all the facts are discussed. If there is a recording of the meeting, the employee shall be notified and shall be provided a copy upon request.

SECTION III: If the result of the meeting is the imposition of discipline, the employee and the Union President shall be notified in writing.

SECTION IV: Any disciplinary matter of less severity (e.g. reprimand, suspension of five (5) days or less, or fines of less than six (6) days pay) than those from which appeal may be made to the Civil Service Commission may be the subject of an appeal filed through the grievance procedure. Any grievance involving disciplinary action in excess of a written reprimand may include binding arbitration as a final step.

SECTION V: A permanent employee shall have the right to a Department hearing in accordance with Civil Service Commission rules and regulations, and shall not use the grievance procedure, in every disciplinary action involving:

- A. Suspension of more than five (5) days at one (1) time
- B. Suspension or fines more than three (3) times or for an aggregate of more than fifteen (15) days in one (1) calendar year
- C. Demotion
- D. Removal

Such departmental hearings should commence as soon as possible no later than thirty (30) days after service of copy of charges. The appointing authority shall notify the employee, the Union and the Civil Service Commission of the reasons for such disciplinary action. A written decision shall be rendered by the hearing officer no later than ten (10) working days after the disciplinary hearing is held. The employee may be represented at such hearing by a Union representative or legal counsel, witnesses will be heard and pertinent records reviewed.

In the event that the law changes during the course of this agreement and binding arbitration becomes a legal subject of collective bargaining then the parties will reconvene negotiations to reconsider this section.

If the employee is represented by legal counsel, the union shall have the right to attend the disciplinary hearing as an observer and adviser.

ARTICLE VIII OUT-OF-TITLE-WORK

SECTION I: The Employer and the Union agree that employees shall be assigned work appropriate and within their job classifications. The practice of regularly assigning out-of-title work, when brought to the attention of the employer will be corrected immediately.

SECTION II: If an employee works above his classification at the written request of his/her immediate supervisor for three (3) consecutive working days or more, he/she shall be paid the rate of the higher title at a rate of at least a one-step increase for a period not to exceed sixty (60) days. Should the employer find it necessary to continue an out-of-title assignment beyond six (6) months, the parties agree to meet and review the status of the assignment. If after the review, no agreement to continue the assignment can be made, or if there is no review after six (6) months, the employer shall make the change permanent according to civil service rules or the employee shall return to his/her original job duties, provided no other employee is assigned the higher job classification duties or responsibilities.

SECTION III: All out-of-title work will be filled within the Department from the next lower rated job titles, provided the employee possesses the necessary skills, ability and knowledge to perform the duties required of the higher rated job. Management may select any of the top three senior employees, in the next lower rated job titles, for any out of title assignments.

ARTICLE IX HOURS OF WORK AND OVERTIME

SECTION I: WORKWEEK: The workweek shall consist of five (5) working days, Monday through Sunday inclusive. For payroll purposes the workweek shall commence every Monday at 7:00 a.m.

SECTION II: WORK SCHEDULE: Work schedules showing the employee's shifts, work days and hours, shall be posted on all department bulletin boards at all times. Work schedules for employees in the Public Works Department shall be posted on their respective division bulletin boards. Except for emergency situations, changes in work schedules shall be posted one (1) week in advance and assignments made according to the seniority provisions of this Agreement.

In an emergency, each and every employee shall be subject to call for emergency duty and it is each employee's responsibility to cooperate and accept such emergency work, when required. Emergency is hereby defined as the period of time when the health, safety and general welfare of the public is in jeopardy. The determination as to what condition constitutes an emergency will be at the discretion of the Mayor and/or his designee, and will not be subject to the grievance procedure. All employees in the bargaining unit shall receive a one hour unpaid lunch.

SECTION III: REST PERIOD: The Employer shall grant two (2) ten (10) minute paid rest periods during each shift; one (1) occurring in the 1st half (1/2) of the shift and one (1) in the second half (1/2), at a time designated by the department head or with the specific approval of the immediate supervisor.

SECTION IV: STAND-BY:

- A. Employees when on Stand-by will be guaranteed twelve (12) hours of pay or compensation time, as designated by the employee, at straight time for the work week,

as defined in the contract. In addition, if the employee actually reports for work, he/she will be compensated either pay or compensation time, again as designated by the employee, at time and one-half for those hours actually worked and double time for those hours actually worked on Sundays and holidays, but shall not be paid under the Call-in section.

- B. Water Pollution Control (stop-up crew) employees when on Stand-by will be guaranteed sixteen (16) hours of pay or compensation time, as designated by the employee, at straight time for the work week, as defined in the contract.

SECTION V: CALL-IN: Employees who are called into work by their supervisor and/or designee after their normal daily work shift will be guaranteed a minimum of four (4) hours pay if called in with a crew and two (2) hours if called in without a crew.

The employee will be paid time and one-half (1 1/2) for those hours actually worked on weekdays and Saturdays and double time for those hours actually worked on Sundays. The remaining balance of time between the time actually worked up to the guaranteed minimum will be paid at straight time. This compensation will be provided to the employee each time that he is called-in to work. Employees who are called-in will not make use of the Stand-by provision of this Contract.

SECTION VI: SHIFT DIFFERENTIAL: Any employee whose work shift on a scheduled work day begins after 12:00 p.m. will be paid a shift differential for all such hours worked after 4:30 p.m. Employees who regularly are assigned to the 4 p.m. - 12 a.m. shift will receive shift differential in addition to their regular pay in the amount of \$ 1.00 per hour. Employees who are assigned to the 12 a.m. - 8 a.m. shift will receive shift differential in addition to their regular pay in the amount of \$1.05 per hour. No other employees are eligible for shift differential. However employees on other shifts are eligible for overtime. In no circumstances will overtime be paid in conjunction with shift differential.

SECTION VII: MEAL ALLOWANCE: When an employee is required to work overtime as a result of an emergency or a continuation of a full regular scheduled work day and has worked a minimum of four (4) hours overtime, then in that case the Township will make provisions for meal allowances. Payment will be made upon receipt of a paid bill for the actual amount spent not to exceed specified meal allowance schedule.

Breakfast	\$6.50
Lunch	\$7.50
Dinner	\$10.00

An employee notified to report to work two (2) hours before the start of a regular work day shall be entitled to meal allowance under the provisions of this contract. Time to obtain the meal will be provided for prior to three (3) hours into the regular work day.

SECTION VIII: OVERTIME:

- A. Employees will be reimbursed at the rate of time and one half for overtime hours accrued in excess of the normal daily work shift. However, work performed in excess of sixteen (16) consecutive hours for snow removal, reimbursement shall be at the rate of double time. These reimbursement credits shall be taken in compensatory time or in cash at the option of the employee. However, compensatory time off shall be taken at the mutual convenience of the employee and the immediate supervisor. Compensatory time can be taken in fifteen (15) minute increments, except the use of the 15 minute increments shall be limited for the start of the workday to five (5) occasions each year. The use of the 15 minute increments shall not be limited at other times of the year. Compensatory time will require advance notice and approval in the same manner as vacation time.

- B. Hours worked on a holiday are not considered hours worked for the computation of regular overtime in the workweek but shall be compensated at double time in addition to the holiday credit.
- C. Overtime shall be scheduled and distributed as equally as possible within each department without discrimination provided it does not impair operations. Employees within their department who are qualified and capable of performing the work without additional training shall be called upon to perform such overtime work. To the extent that it is practical and reasonable to foresee, the Employer shall give the employee as much advance notice as possible relative to the scheduling of overtime work. The opportunity to work overtime shall be extended to each employee, who is expected to be available for a reasonable amount of overtime work. The employee may refuse an overtime assignment with a reasonable excuse and will not be subjected to disciplinary action. For purposes of determining approximate equalization of overtime, any overtime assignment offered, whether worked or not worked, will be considered as if it was worked.
- D. All work performed on Saturday shall be reimbursed at the rate of time and one half (1 1/2). All work performed on Sunday shall be reimbursed at the rate of double time. Employees absent due to vacation or holidays shall have this time credited as time worked.

Employees who work a minimum of one quarter (1/4) hours of overtime at the end of a work day shall be guaranteed one (1) hour of pay. The time actually worked shall be compensated at the overtime rate; the balance of time not worked shall be compensated at the straight time rate.

SECTION IX: EARLY DISMISSAL PROVISIONS: If Township employees are dismissed early due to a holiday all other employees working the same day will be granted compensatory time. No other employees will be granted compensatory time.

If Township offices are closed down due to an emergency, employees that are not required to be at work will be sent home. If emergency conditions are lifted employees that work on other shifts will not receive compensatory time. The Mayor or his designee will determine when emergency conditions are lifted.

If Township offices are closed down due to an emergency, employees working non-traditional work schedules will not receive compensatory time. Employees scheduled to work on their scheduled day off will receive overtime in accordance with those provisions in the contract.

If the mayor or his/her designee calls for the work day to begin later than normal business hours due to an emergency no compensatory time will be given to workers who were not scheduled to work during the hours of closure.

Example: Hamilton Township workers are put on notice of an early closure due to a hurricane. The closure will be effective at 2:00pm until 4:30 p.m. All workers who are working at 2:00 p.m. are allowed to go home and receive their normal compensation for the day.

Any worker who is not scheduled to work from 2:00pm until 4:30pm will not be granted compensatory time for the hours of closure because they were not scheduled to work during the hours of closure.

Example: Hamilton Township workers are notified of a late opening because the road crews have to clear snow from the roads. The Township will open at 11:00a.m. All workers who are scheduled to work at 8:00am to 4:30 pm will receive their normal compensation for the day. All workers who are not scheduled to work between 8am and 4:30pm will not be granted compensatory time for the hours of closure because they were not scheduled to work.

SECTION X: FLEXIBLE SCHEDULING

The parties agree to negotiate on a case-by-case basis flexible scheduling. Employees who volunteer to participate may be assigned reduced workweeks and different work hours. If flexible scheduling adversely effects the operation of any division, those employees will not eligible to participate.

ARTICLE X

HOLIDAYS

SECTION I: The following days will be recognized as the paid holidays under the term of this Agreement:

1. New Year's Day
2. Martin Luther King's Birthday
3. Lincoln's Birthday
4. Washington's Birthday
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. General Election Day
11. Veterans' Day
12. Thanksgiving Day
13. Day after Thanksgiving
14. Christmas Day

SECTION II: In the event a holiday falls on a Saturday, it shall be celebrated on the preceding Friday.

SECTION III: In the event a holiday falls on a Sunday, it shall be celebrated on the following Monday.

SECTION IV: In addition to the aforementioned holidays, the Employer will grant a holiday whenever declared by Proclamation of the Mayor.

SECTION V: In order to qualify for holiday pay, employees must work their scheduled workday immediately preceding and immediately following the holiday, unless on excused absence.

SECTION VI: Whenever a holiday falls during the time an employee is utilizing sick leave or family leave benefits, that day will not be considered as sick leave or family leave benefits.

SECTION VII: Employees, who are on leave of absence without pay, will not be eligible for holiday pay.

ARTICLE XI

VACATIONS

SECTION I: All full-time permanent and provisional and permanent part-time employees hired prior to January 1, 2022 shall be entitled to vacation leave based on their years of continuous service. Periods of a leave of absence without pay, except military leave, shall be deducted from the employee's total continuous service for purposes of determining the earned service credit for vacation leave. Vacations with pay shall be granted to employees as follows:

Date of Hire to December 31st
 Of the Year of Appointment.....1 day per month
 One Year to Four Years.....12 working days
 Five to Nine Years 15 working days
 Ten to Fourteen Years 20 working days
 Fifteen to Nineteen Years 25 working days
 Twenty Years to Twenty-Five Years.....30 working days
 26 Years +..... One day per year up to a maximum of 35 days (effective
 Jan 1, 2004)

For employees hired after 1/1/2022, the following vacation schedule will be utilized:

0-12 months	1 day per month
Year 2 through 4	12 working days
Start of five (5) years	13 working days
Start of ten (10) years	15 working days
Start of fifteen (15) years	17 working days
Start of twenty (20) years	20 working days
Start of twenty-five (25) years	25 working days

For the purposes of computing years of service for vacation leave, anyone whose date of employment falls between January 1st through September 30th inclusive, is entitled to count that period as a year of service.

Vacation shall be computed on a calendar year basis, that is, January 1st through December 31st.
 Vacation time may be used in one hour increments.

Permanent part-time employees shall receive vacation credit allowed on a proportionate or prorated basis.

Vacation time can be taken in fifteen (15) minute increments, except the use of the 15 minute increments shall be limited for the start of the workday to five (5) occasions each year. The use of the 15 minute increments shall not be limited at other times of the year.

SECTION II: The rate of vacation pay shall be the employee's regular straight time rate of pay in effect on the day in which vacation is taken.

SECTION III:

A. Unused vacation may be carried over up to one-year's vacation allowance for all existing members. For employees hired after 1/1/2022 the maximum amount of carryover of unused vacation days shall be twenty (20) days.

B. Members have the option to be paid for unused vacation time within each calendar year. Employees. Having accumulated ten (10) or more of their credited fifteen (15) SICK DAYS for that year will have the option to be paid for five (5) unused VACATION DAYS and shall be paid at an hourly rate of pay at the time of buy back. If the member chooses to buy back vacation time in any calendar year, he/she must notify the Finance Office no later than December 1st of the year of the buy back.

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

SECTION V: An employee, who separated, shall be entitled to the vacation allowance for the current year prorated upon the number of months worked in the calendar year in which the separation becomes effective and any vacation leave which may have been carried over from the preceding calendar year.

An employee, when retiring, under approved New Jersey Pension system, shall be entitled to up to one (1) year's vacation allowance plus any accrued vacation allowance.

SECTION VI: Upon the death of permanent employee, any earned annual vacation leave shall be calculated and paid to his estate in a sum of money equal to the compensation figured on his salary rate at the time of the death.

SECTION VII: Part-time temporary or part-time provisional employees shall not be entitled to vacation leave.

SECTION VIII: Vacation leave credits shall continue to accrue while an employee is on leave with pay. Credit shall not accrue while an employee is on leave without pay, except for military leave.

ARTICLE XII

LEAVES OF ABSENCE

SECTION I: SICK LEAVE AND FAMILY LEAVE: Sick leave benefits may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to a contagious disease. Family leave benefits may be utilized for emergency attendance upon the member of the employees immediate family who is seriously ill and requires the employee's

presence, or because of the death in the immediate family consisting of father, mother, wife, husband, child, sister or brother, also mother-in-law or father-in-law if residing in the household.

For purpose of benefit accumulation and accrual, sick leave and family leave will be combined leave. For definition and reporting purposes, sick leave and family leave are separate and distinct. Sick time may be used in one hour increments.

Combined leave benefits for permanent employees shall accumulate on the basis of one and one quarter (1 1/4) days per month or fifteen (15) days per year. Combined leave benefits for provisional and temporary employees, shall accumulate on the basis of one (1) day per month or twelve (12) days per year.

Combined leave benefits are credited to all permanent employees in advance on January 1st of each year. However, it must be understood these days are credited anticipating the employee will work the full twelve (12) months during the year. If the employee does not work twelve (12) months during the year, combined leave benefits will be prorated accordingly. Paid absences are treated the same as days worked for the purpose of computing combined leave benefits.

Combined leave benefits will be at a rate equivalent to that payable if the employee were present for work. Employees who abuse their combined leave benefits and carry zero balance over into the next year may be required to accumulate said days before being eligible to use them. Any amount of combined leave benefits not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.

If an employee is absent for reasons that entitle him to combined leave benefits, his supervisor shall be notified prior to the employee's starting time or as soon as practicable. Whenever employees report off sick, it is understood by the Employer that they will be at home and if for

some reason an employee must leave their home during absences of sickness, then in that case they must submit to their department head a telephone number where they can be reached.

Combined leave benefits are not to be used for personal business. When sick leave or family leave is so improperly used, the employee is subject to disciplinary measures which can result in his removal. The Employer may require a supporting certificate from the treating physician for any period of absence due to illness, depending on the employee's record and circumstances of his request. The employee must submit a leave slip indicating whether the absence was due to sick leave or family leave.

Sick time can be taken in fifteen (15) minute increments, except the use of the 15 minute increments shall be limited for the start of the workday to five (5) occasions each year. The use of the 15 minute increments shall not be limited at other times of the year.

No sick time may be used in the final two weeks of employment.

Combined leave benefit credits shall continue to accrue while an employee is on any leave with pay. Credit shall not accrue while an employee is on any leave without pay except military leave.

SECTION II: SICK TIME ABUSE LANGUAGE: The Employer may require a supporting medical certificate from a treating physician for any period of absence due to illness of 3 consecutive days or more or for more than 10 separate occurrences during the calendar year. Quarter and half sick days will count towards the 10. Absences documented with a supporting medical statement from a treating physician prior to the 10th occurrence will not count towards the maximum.

The Employer will track sick leave use and counsel employees as needed; after eight (8) occurrences of sick leave being used in the calendar year, the Township may warn the employee that after the 10th occurrence a statement from a treating physician may be required.

Employees who are officially found to be abusing the sick leave provision will be disciplined accordingly. In addition, the employee will be required to submit supporting statements from a treating physician for any sick leave exceeding 5 days for the subsequent calendar year. Employees that have been found to abuse their sick time and use more than 15 sick days in a calendar year may earn their sick time on a pro-rated basis the next year.

SECTION III: BEREAVEMENT LEAVE:

- A. In the event of the death of a member of the immediate family of any employee covered by this Agreement said employee shall be excused from work for a period not to exceed five consecutive work days for grieving purposes, commencing the day after date of death. The employee will be paid his or her regular hourly rate for any such days of excused absence which occurred during his normal work week. The immediate family shall include mother, father, sister, brother, spouse, child, mother-in-law, father-in-law, grandchildren, grandparents, son-in-law, daughter-in-law, step children, step parents, or any other relative living in the household of the employee. Requests to use bereavement leave other than the time immediately after the commencement of death shall be requested through the Personnel Officer and shall not be unreasonably denied.
- B. In the event of the death of an employee's brother-in-law or sister-in-law, aunt or uncle, the employee may be excused for the day before and the day of the funeral, if he or she is scheduled to work.
- C. It is intended that the above payment should only be made for such period that the employee would actually have been working to the end that the employee will actually receive the death benefits, or holiday pay, vacation pay, military pay, jury duty pay or disability benefits as may

be the case. The above provision is intended to enable the employee to attend the funeral of the immediate family as specified above.

- D. The Employer may require proof of relationship when the death and/or relationship of deceased are not common knowledge. Proof must be submitted for the purposes of receiving payment under this provision.

SECTION IV: OCCUPATIONAL INJURY: Any employee who is disabled because of occupational injury shall be granted a leave of absence with full pay for time lost from work provided that the injury has been substantiated by a physician authorized by the Township, and the amount of time lost has been substantiated by the physician. Any amount of salary or wages paid or payable to such an employee for disability leave shall be reduced by the amount of Worker's Compensation paid under the New Jersey Worker's Compensation Act, for temporary disability. Such leave shall be limited to a maximum of six (6) months from the date of injury.

Employees returning from authorized leave of absence, as set forth above, will be restored to their original job classifications and shifts at the appropriate rate of pay with no loss of seniority or other employee rights, privileges or benefits.

Extension of the above limits may be applied upon approval of the Township Administration after careful consideration of the nature of Accident and Disability.

SECTION V: LIMITED DUTY POLICY: Employees that are out on a work related or non-work related injury may be assigned limited duty. These assignments will be distributed by the Personnel Department with approval from the Township physician. Employees will be required to work the same amount of hours as mandated in their previous position. Their work schedule can only be adjusted by two hours at the beginning or end of their shift.

SECTION VI: JURY DUTY: In the event that an employee is called to jury duty, he/she will be granted time off as the court requires. The absence from work will not be counted against the regular vacation period or sick leave accumulation. The employee will be paid only for that time actually required to serve on jury duty. All requests for jury duty leave must be filed in advance with the Personnel Department.

SECTION VII: PERSONAL DAYS: All employees covered under this Agreement shall be entitled to five (5) days leave of absence with pay each year for personal business. Days must be approved forty-eight (48) hours in advance of taking them except in case of an emergency. Personal days may be taken in one hour increments, must be taken during the calendar year in which earned, and are not accruable. Personal time can be taken in fifteen (15) minute increments, except the use of the 15 minute increments shall be limited for the start of the workday to five (5) occasions each year. The use of the 15 minute increments shall not be limited at other times of the year.

SECTION VIII: MATERNITY LEAVE:

- A. Employees covered by this Agreement who are entitled to maternity leave will be granted such leave upon request. Request for such leave will be made in writing to the Township no later than the fourth month of pregnancy. Employees shall be permitted to use their accumulated sick leave towards the maternity leave, with appropriate payment for said sick leave benefits. Except for reasons of health and safety, or inability to perform her job the pregnant employee shall be permitted to work provided the attending physician approves and so advises in writing.
- B. Maternity leave without pay will be granted for a period of six (6) months with the option of extension for a period of no more than six (6) months, said extension not to be unreasonably withheld.

SECTION IX: MILITARY LEAVE: Leave for Military purposes shall be granted in accordance with Rule 4A:6-1.11 of the N.J. Civil Service Rules, Title 4.

SECTION X: WITNESS DUTY: When an employee is summoned or subpoenaed to appear as a witness before a court, legislative committee or judicial or quasi-judicial body, they shall be granted the necessary time off without loss of pay to attend if such appearance is during their scheduled work shift, and provided it is work related. The employee shall notify their supervisor immediately of this requirement for time off and subsequently furnish evidence that the witness duty for which the time off had been requested was performed.

SECTION XI: SICK BANK:

A. A Township employee shall be eligible to join the Sick Bank Program at ninety (90) days of their date of hire or join at the end of the year when the Sick Buy Back option is being calculated. To join the Sick Leave Bank, the employee must complete the Sick Leave Bank Application Form and an assessment of one (1) sick day will be taken from the employee's sick leave balance, unless the employee has an accrued balance of sick days from previous years, then that employee can specify the amount of carried over sick days, up to no more than 10 days, he/she wants to donate to the Sick Bank Program.

- a. Donated sick days will in no way effect the end of year Sick Buy Back, days donated will not be counted as sick days used by the donating employee.

B. A Township employee shall be eligible to receive donated sick leave if the employee:

- a. Has completed one year of continuous Township employment;
- b. Has exhausted all accrued sick, vacation and personal leave;
- c. Has not, in a two-year period immediately preceding the employee's need for donated leave, been disciplined for chronic or excessive absenteeism, chronic or excessive lateness or abuse of leave;

- d. Carries at least 1 day of sick time over from the previous year; and
 - e. Either:
 - i. Suffers from a catastrophic health condition or injury; or
 - ii. Requires absence from work due to the donation of an organ (which shall include, for example, the donation of bone marrow).
- C. For purposes of this section, a “catastrophic health condition or injury” shall be defined as follows:
- a. With respects to an employee, a “catastrophic health condition or injury” which requires the care of a physician who provides a medical verification of the need for the employee’s absence from work for 60 or more consecutive working days is either:
 - i. A life-threatening condition or combination of conditions; or
 - ii. A period of disability required by his or her mental or physical health or health of the employee’s fetus.
- D. A Township employee may request the appointing authority approve his/her participation in the program, as a leave recipient or leave donor. The employee’s supervisor or family member may also make such a request on behalf of the employee for his/her participation in the program as a leave recipient.
- a. The employee, employee’s family member or supervisor requesting the employee’s acceptance as a leave recipient shall submit to the appointing authority medical verification from a physician or other licensed health care provider concerning the nature and anticipated duration of the disability resulting from either the catastrophic health condition or injury, or the donation of an organ, as the case may be.
- E. A leave donor shall donate a minimum of one whole sick day to the Sick Bank Program; these days will be held in total and given out to qualifying leave recipients, unless an employee wishes to donate sick time to a specific employee. The donation of time to a specific recipient must be unsolicited and without any coercion.

- a. A leave recipient shall receive no more than 60 days annually per catastrophic health condition and shall not receive any such days on a retroactive basis.
 - b. A leave donor shall not revoke any leave donation.
 - c. Those who are retiring and receiving either sixty (60) or fifty (50) percent of their daily rate for each sick day earned and unused accumulated sick leave benefits and family leave benefits can opt to have no more than 70 hours for 7-hour employees and 80 hours for 8-hour employees of remaining forty (40) or fifty (50) percent of the unused accumulated sick leave that he/she will not be receiving compensation for to be donated to the Sick Leave Bank upon retirement.
- F. While using donated sick leave time, the leave recipient shall accrue sick leave, vacation leave and personal leave and be entitled to retain such leave upon his/her return to work.
- a. Any unused donated leave requested by the recipient shall be returned to the Sick Leave Program upon the leave recipient's return to work.
- G. A Township employee shall be prohibited from threatening or coercing or attempting to threaten or coerce another employee for the purpose of interfering with rights involving donating, receiving or using donated leave time. Such prohibited acts shall include, but not be limited to promising to confer or conferring a benefit such as an appointment or promotion or making a threat to engage in, or engaging in, an act of retaliation against any employee.

ARTICLE XIII

UNION LEAVE

Union members to be designated by the Union shall be granted forty (40) aggregate days per calendar year with full pay for union business leave each year. In addition, unlimited unpaid leave after forty (40) days may be used. For leaves exceeding three (3) consecutive days, the Local President or designee shall give the appropriate Department Head five (5) working days' notice.

The Department Head shall grant said leave unless work schedules demand otherwise. For leaves of three (3) consecutive days or less the Union President or designee shall notify the appropriate Department Head within three (3) work days of knowledge of said business but not less than five (5) work days of the date of the requested leave.

ARTICLE XIV

SENIORITY

SECTION I: Seniority is defined as an employee's continuous length of service with the Employer, beginning with his latest date of hire as a provisional or permanent employee.

SECTION II: Layoff is separation of a permanent employee from his position for reasons other than delinquency or misconduct on his part. The Employer may layoff an employee in the classified service for purposes of budgetary limitations requiring a reduction of the number of employees in a given class, having first informed the Union of the need for such limitations.

- A. In the event of layoff, departmental seniority shall prevail, provided the employee has the necessary qualifications, skills, abilities and job-title to perform whatever work may be available.
- B. The Employer agrees that employee layoffs shall be according to procedures specified in Civil Service Commission rules.
- C. Employees on layoff shall be recalled in the inverse order of layoff, provided the employee has the necessary qualifications, skills, abilities and job-title for the work available. The Employer will not hire new employees while there are employees on the recall list qualified to perform the duties of the vacant position, unless such employees on recall refuse to accept such employment.

SECTION III: In all applications of seniority under this article, where ability to perform work is equal as determined by the employer, seniority shall be given preference in promotions, demotions, layoffs, recall, vacation schedules, work shifts and training. This determination shall not be capricious or arbitrary.

SECTION IV: Civil Service Commission rules and regulations shall prevail in all of the above.

ARTICLE XV

JOB VACANCIES

The employer shall forward notices of all job vacancies to the union president at the time of posting for the position. The union will post the notice in whatever manner deemed appropriate.

Notices will contain the title, division where vacancy exists, salary range, salary and any additional information deemed necessary. Approved job specifications and a date for the new position will be available to each interested applicant.

ARTICLE XVI

TRANSFER AND REASSIGNMENT

SECTION I: Transfer is the movement or change of an employee from one position or from one job-assignment to another within the same job classification in another organizational unit or department within Hamilton Township.

Transfers are:

- A. Permanent, if made for indeterminate periods.
- B. Temporary, if made for a period not exceeding six months.

SECTION II: Reassignment is the movement of an employee from one job assignment to another within his/her job classification and within the work unit, organizational unit or department.

Reassignment of employees may be made in accordance with the fiscal responsibilities of the appointing authority to improve or maintain operational effectiveness, or to provide employee development and job training, or a balance of employee experience in any work area. Pursuant to NJCA 4A:4-7.1A permanent transfer shall require the consent of both organizational units and the approval of the Chair/CEO of the Civil Service Commission. Any Affected employee must be given 30 days' notice of an involuntary transfer, except an involuntary emergency transfer, in which case reasonable notice must be given.

A. The notice shall contain the following:

- a. The organizational unit to which the transfer is being made;
- b. The effective date of the transfer; and
- c. The reason for the transfer.

Less than 30 days' notice may be given where the employee gives his or her consent for a shorter notice period or the Chair/CEO of the Civil Service Commission finds that a more immediate transfer is required to provide a needed service.

Where such reassignments are not mutually agreed to, the Employer will make reassignments in the inverse order of the job classification seniority of the employees affected, given the above conditions, providing the employees are capable of doing the work and it is agreed that special qualifications of a personal nature or special hardship which may result will be given due consideration.

ARTICLE XVII

PROMOTIONS

- A. Promotion qualifications and procedures for permanent classified employees are governed by the Civil Service Commission laws, rules and regulations.
- B. Management may select any of the top three senior employees in the next lower-rated job titles in the Department for any provisional appointments provided the employee possesses the necessary skill, ability and knowledge to perform the duties required of the higher rated job.
- C. For purposes of promotions only, seniority shall be defined as an employee's continuous length of service within present job title.

ARTICLE XVIII
SALARY COMPENSATION PROGRAM

SECTION I: Longevity Pay:

- A. Longevity shall be paid for any employee currently receiving longevity based upon years of continuous service with the Township and shall be a fixed amount. The longevity amount shall be fixed as of the first day of this Agreement, and shall not change or be subject to any increase.
- B. Longevity fixed amount shall be determined based on an employee's completion of the years of service with the Township as of December 31, 2020 as listed below:

0-4 years	1% of base salary or \$750, whichever is greater
5-14 years	2% of base salary
15-22 years	3% of base salary
23-28 years	4% of base salary
29 and over	5% of base salary

C. The fixed amount shall be effective January 1, 2021, and shall not change after that point.

D. The fixed amount shall be calculated by the percentage of base salary as of 12/31/2020.

Any new hires after this date, until the date of ratification of this contract, shall use their base salary when hired to determine their longevity.

E. Longevity shall be eliminated for all new employees hired on or after ratification of this contract (May 6, 2022).

F. Longevity pay shall be paid as part of each bi-weekly pay during the calendar year and, as such, shall be considered with base pay for pension purposes only.

SECTION II: TRANSPORTATION ALLOWANCE

Whenever an individual employee is authorized and required to use his privately owned vehicle, or as a condition of employment, uses such vehicle, the Employer will be responsible in accordance with appropriate Township regulations for such sanctioned use and shall reimburse the employee the Employer will be responsible in accordance with appropriate Township regulation for such sanctioned use and shall reimburse the employee the Internal Revenue Service's current mileage rate. The requirement to utilize a privately owned vehicle shall not be imposed where it causes undue hardship on the employee, or when an official Township vehicle is available.

Employees who are regularly assigned to use their privately owned vehicles on a daily basis will be entitled to receive reimbursement for business use insurance premiums, provided proper documentation is presented to the employer. The reimbursement will not exceed \$100 per year and shall be prorated on a monthly basis.

Employees who do not hold a valid and current driver's license shall not drive. Authorization for such use is predicated on the individual maintaining basic automobile insurance and current registration as specified in the N.J. Motor Vehicle Regulations.

The Employer agrees to maintain in full force and effect liability insurance on all vehicles owned by the Employer. The insurance will provide for coverage to anyone driving a vehicle owned by the Employer with permission. Hamilton Township agrees to conform to current New Jersey State Statutes. The Employer shall also provide gap insurance over and above the coverage of an individual employee's private automobile liability insurance coverage to cover those situations in which an individual is authorized to use his own vehicle for any business of the Employer. The Employer will provide the union with a copy of the Township Automobile Insurance Policy and advise the union in the future of any significant changes in the policy.

SECTION III: CLOTHING ALLOWANCE:

A. Employees serving in Nursing and Animal Control titles shall be eligible to receive a \$350 a year clothing maintenance allowance during the contractual period of this Agreement.

Payment will be made based on the number of months actually worked in each year.

- 1) There will be no clothing allowance provided in the first year of the individual's employment. Clothing allowance will be paid to the employee after one year of service at the rate stipulated in the collective bargaining agreement. Employees who do not work a full year will receive clothing allowance pro-rated on the number of months actually worked.

B. The Township will provide uniforms for Supervisors in Public Works, Library and Water Pollution Control in the first year of their employment consisting of the following:

5 pr. pants

5 long sleeve shirts

5 short sleeve shirts

5 tee shirts

1 set coveralls

1 short jacket

1 heavy weather sur coat

- 1) In the first year of this agreement, the Township will provide uniforms to certain supervisors consisting of the following:

2 pair pants

2 long sleeve shirts

2 short sleeve shirts

5 tee shirts

1 light coat

- 2) In the third year of this agreement, the Township will provide uniforms to certain supervisors consisting of the following:

2 long sleeve shirts

2 short sleeve shirts

2 pair of pants

5 tee shirts

A \$200 per year cleaning and maintenance allowance will be given in the first year of this Agreement and a \$250 per year cleaning and maintenance allowance will be given starting the third year of this Agreement.

Replacements will be made only for damage caused while performing work related duties.

C. The Township will provide CCP and Public Works Inspectors: 1 set coveralls.

SECTION IV: SALARY PROGRAM

A. Increases approved as follows:

2021 increase three (3) percent effective January 1, 2021

2022 increase two and a quarter (2.25) percent effective January 1, 2022

2023 increase two and a quarter (2.25) effective January 1, 2023

2024 increase two (2) percent effective January 1, 2024

Salary ranges for all new employees hired after June 30, 1996 shall consist of eight (8) steps.

All eligible employees will receive increments on their anniversary date in each year of this agreement. Employees must be in their current title at least one full year in order to earn an increment. Employees who receive salary upgrades must be in their current title at least one full year from date of upgrade in order to earn an increment.

Employees will have an anniversary date on the first day of the quarter following their date of hire, promotion or upgrade.

Following promotions, salaries shall be adjusted to the nearest step in the new range equivalent to at least one full increment.

Employees covered by this Agreement shall automatically receive in any contractual year of this Agreement all increases in salaries, wages, special monetary allowances or other monetary compensations, in addition to any increased changes in fringe benefits, either negotiated and/or granted to other employees of the Union, excluding promotions.

A system of position classifications with appropriate position descriptions shall be continued. Copies of current position descriptions will be made available to the Union.

ARTICLE XIX
INSURANCE AND RETIREMENT

SECTION I: Health and Welfare

The employer shall provide for all its employees and their eligible dependents covered under this agreement the following Health Insurance Programs:

The Employer shall continue to provide medical insurance, including prescription, dental and vision. Pursuant to P.L. 2011 c. 78, though, employees are now required to contribute a portion of their salaries towards the costs of health insurance at a rate set forth in Chapter 78. Employee contribution for healthcare to remain the same at Ch. 78 year 4.

- A. Retiree contribution and coverage to remain the same. For current employees with pension credit of 20+ years as of June 28, 2011, no contribution will be required upon retirement unless there is a buy up cost for alternative plan, i.e. OAPOS to PPO.
- B. The Township and the Union agree to the following provision: For employees who choose a healthcare plan other than OAPOS, or other standard offering, Health Insurance “buy up” shall be set at 40% in 2021; 60% in 2022; 80% in 2023 and 100% of premium difference in 2024, in addition to Ch. 78 contributions. The current 40% “buy up” shall continue until June 30, 2022; the 60% “buy up” in 2022 shall begin July 1, 2022; the 80% “buy up” shall begin January 1, 2023 and 100%, “buy up” shall begin January 1, 2024.

- C. If an employee wishes to switch to a healthcare “buy up” plan from OAPOS, they may do so at any time through the Personnel Office without having to wait for an open enrollment.

The Employer shall provide all employees and their dependents with a Prescription Program. Employees shall be required to pay a prescription co-payment for a thirty (30) day supply of \$10.00 for generic drugs, \$20.00 for preferred drugs and \$25.00 for brand name drugs and a prescription co-payment of \$15.00 for generic drugs, \$30.00 for preferred drugs, and \$37.50 for brand name drugs when using mail order service for a ninety (90) day supply, except for those employees opting for PPO and the gated POS who shall be required to pay a prescription co-payment rate of \$5.00 for generic and \$15.00 for brand name for a thirty (30) day supply \$2.00 for generic and \$9.00 for brand name when using mail order service for a ninety (90) day supply.

During open enrollment, employees will have the opportunity to waive their medical coverage.

Subject to Township Ordinance approving the same, employees can choose to waive their medical coverage one year at a time and will be reimbursed up to \$5,000 by the Township of Hamilton. Proof of other medical coverage is required to participate. Employees can elect to reinstate their Health coverage during the year. Employees that have their coverage reinstated will be responsible for reimbursing the Township of Hamilton on a pro-rated basis.

Prescription Drug Plans

Employees that retire on or after July 1, 1999 will be eligible for a prescription drug card. Retirees are eligible for the same prescription medication as active employees. Employees that are eligible for a prescription drug card will no longer have any prescription drug benefits under their health

insurance carrier. Only employees that are eligible for medical benefits under section II of this agreement will be eligible for a prescription drug card at retirement.

Employees that retired before July 1, 1999 will retain the right to submit prescription drug insurance claims to the major medical portion of their health insurance.

Retired Employee Co-Pays

15% Co-Pay of the cost of the prescription. (Mail order only)

20% Co-Pay of the cost of the prescription.

The employee is responsible for the co-pay at the pharmacy.

DENTAL AND VISION

The dental and vision programs will continue with the same level of benefits as in the prior contract. Effective since January 1, 1992, employees have been enrolled in the N.J. State Disability Program. The cost will be shared equally by the employer and the employee, with deductions made through the payroll deduction plan.

Employees will be offered a Flexible Spending Account that they can choose to enter voluntarily. However, all FSA payroll deductions will be automatically pre-taxed. The Personnel Office will manage the program and provide all the details.

It is understood that employees shall suffer no diminution of benefits offered under the plans in effect.

SECTION II: The Employer agrees to provide retirement benefits in accordance with N.J.S.A. 40A:10-23.

SECTION III: All employees shall be entitled upon normal retirement from employment with Hamilton Township under the N.J. Public Employees' Retirement System to receive a lump sum payment at retirement as supplemental compensation for each full day of earned and unused accumulated sick leave benefits and family leave benefits which are credited to them on the effective date of their retirement.

The supplemental compensation payment to be paid shall be computed at the rate of sixty (60) percent of the eligible employee's daily rate of pay for each day of earned and unused accumulated sick leave benefits and family leave benefits based upon the average annual compensation received during the last year of their employment, prior to the effective date of their retirement, provided, however, that no such lump sum payment of supplemental compensation payment shall exceed \$15,000 for employees hired before January 1, 2014.

The supplemental compensation payment to be paid shall be computed at the rate of fifty (50) percent of the eligible employee's daily rate of pay for each day of earned and unused accumulated sick leave benefits and family leave benefits based upon the average annual compensation received during the last year of their employment, prior to the effective date of their retirement, provided, however, that no such lump sum payment of supplemental compensation payment shall exceed \$15,000 for employees hired after January 1, 2014.

SECTION IV: Effective January 1, 1991, any employee who retires with at least 30 years of service with the Township at age 65 or older and who is not a member of the Public Employees Retirement System of the State of New Jersey shall be entitled to the same health benefit continuation as is provided under Section II hereof without regard to the applicability of the statute

referenced therein, supplemental compensation for earned and unused sick leave as provided in Section III hereof, and one year's vacation allowance as is provided to employees retiring from employment with Hamilton Township under approved New Jersey Pension System in Article XI, Section V of this agreement.

SECTION VI: The employer will pay extended health benefits while an employee is on leave without pay status for a period of six (6) months only if the employee is on unpaid sick leave, utilizing sick bank time, temporary disability, FMLA, NJLA or has been laid off. In all other cases, the health benefits will be paid for three months only.

ARTICLE XX

RANGE CHANGES

Employees requesting range changes shall first meet with their union president to discuss the range change who shall at the union's discretion present the request to the Business Administrator for consideration by the employer.

ARTICLE XXI

CONTRACT PRINTING

Contracts shall be printed in booklet form within two (2) months of Contract signing. The cost of the printing will be shared by both parties.

ARTICLE XXII

U.S. SAVINGS BONDS

Payroll deductions shall be made from the employee's paycheck. It shall be the employee's responsibility to obtain, complete, and process the appropriate U.S. Treasury form for purchase.

ARTICLE XXIII

GENERAL PROVISIONS

SECTION I: The Union President will be notified by the Employer or their designee in writing of any changes affecting personnel due to transfer or promotion within a reasonable time after the issuance of such notice in order to conform more closely to Civil Service Commission rules and regulations.

SECTION II: The Employer will provide the Union for its exclusive use, one (1) bulletin board per building in a place designated by the Employer.

SECTION III: The Employer agrees that, during working hours on Township premises and without loss of pay, a union representative must receive permission from his immediate supervisor and employee's supervisor to whom he is going, to confer in grievance matters. Union representatives shall be allowed to: post Union notices; accept Union membership during all employees' non-working time; attend negotiation meetings; transmit communications authorized by the Union or its officers to the Employer; and consult with the Employer or other Union representatives concerning the enforcement of any provisions of this Agreement.

SECTION IV: The Employer shall have the right, at its discretion, to apportion work by contract or sub-contract to employees or others, as it may see fit in order that the services to be performed by the Employer may be carried out for the benefit of the public, which determination shall not be

subject to the grievance procedure. Such contracting or sub-contracting of work performed by the Township employees should not result in layoffs of employees covered by this Agreement.

When it is necessary to layoff employees, the union shall be notified at once and as far in advance as possible of the notice required by the New Jersey Department of Personnel, and be supplied with relevant data concerning the layoff and procedures discussed and the conditions outlined below and the established protections administered by the Department of Personnel shall be observed. The Township shall provide the Union with seniority lists and grids for directly affected employees in advance of the final option selection interviews at the time these materials are received by the affected department.

In the event of a layoff, the Union shall be allowed to have one (1) representative attend the preliminary layoff conference for all affected unit employees when conducted by the Township and one (1) representative attend the individual employee's final options selection interview. It is understood that the purpose of the Union representative's attendance at the meetings is to observe and advise employees with respect to questions arising out of the process; however, the representative shall not disrupt the proceeding in any way.

The Township will discuss with the Union any decision to subcontract work based on solely fiscal reasons when it is apparent that employees will be laid off as a direct result of the subcontracting.

If, during the term of this contract, the Township contracts out or subcontracts work normally performed by employees covered by this contract and such action results in layoff or demotion, employees will be protected by the layoff and recall provisions of the contract and by any relevant laws, rules and regulations.

SECTION V: Employees have the responsibility to notify their supervisor in accordance with Township regulations prior to the beginning of the employees starting time if they are to be tardy or absent. If for some reason the employee is unable to call prior to his starting time, he must make a notification within the first hour of work except in a continuous operation, at which time they will be required to call prior to the start of the shift, or he will be subjected to disciplinary action.

SECTION VI: Each employee shall have the right to see and respond to any and all documents before they are placed in his/her personnel file, said documents to be initialed by the employee. The employee has the right to the presence of a Union representative while reviewing his/her personnel file. Should the employee object to any documents he/she shall have the right to place a written response in their file. Whenever an employee shall have had no disciplinary actions for at least two years, any previous disciplinary record action will not be used for Township level disciplinary action or included in the Township recommendations for new employment.

If requested by the employee, all ninety (90) day evaluations for out-of-title work shall be removed from his/her personnel file.

SECTION VII: The Employer will make a reasonable effort for the safety and health of its employees and will provide employees with wearing apparel, tools, or devices deemed necessary in order to ensure their safety and health. When such materials are issued, it is the employees' obligation to use them. The Employer and the Union shall endeavor to designate a safety committee member from each of its departments covered under this Agreement. It shall be the joint responsibility of the safety committee to investigate and correct unsafe and unhealthy conditions in general, and to make recommendations to either or both parties, when appropriate. The Employer will provide the Union's safety committee member reasonable time to investigate safety and health complaints in their department during their working hours at no loss of pay. The

employee must first obtain permission from his immediate supervisor and it is understood that during his investigation he will not interfere with the work assignments of others. The Employer's safety committee member will accompany the Union representative on his investigation.

SECTION VIII: If during the term of this agreement it is determined that new job descriptions and/or classifications are established or that changes are made in existing job descriptions and/or classifications, the Union will be immediately notified. The parties agree they will consult with a view toward arriving at a mutually acceptable determination, including the rate of pay, prior to such changes being made effective.

SECTION IX: EMPLOYEE ADVISORY SERVICE (E.A.S.):

A. The employer shall provide an Employee Advisory Service (E.A.S.) to assist employees in achieving and maintaining the highest level of job performance of which they are capable. E.A.S. shall provide access to counseling, rehabilitative and/or community services for an employee who:

1. Has received an unsatisfactory performance rating.
2. Is experiencing personal problems which affect job performance or attendance
3. Has a family member who is experiencing personal problems which affect the employee's job performance.

B. Employees may voluntarily contact E.A.S. or may be referred to E.A.S. by the employer. If the employee consents, he or she may be referred by a union representative. An employee should be referred to E.A.S. as soon as problems are manifested which may affect job performance.

C. Except as conditioned below all E.A.S. information regarding an employee is confidential.

1. An employee may authorize, in writing, the release of all or part of such information.
2. In employer referrals, the employer will be informed:

- a. Whether an employee has been accepted for a program
- b. Whether or not an employee has kept appointments.
- c. Dates and times of future appointments.
- d. The estimated time needed to complete the program if reasonably ascertainable.

D. Employees may use sick leave or other leave with the approval of the employer.

E. All costs shall be the responsibility of the employee. Health insurance benefits may be used where applicable.

F. Use of the provisions of this article may not necessarily preclude an employee from being disciplined if any Township rules, regulations, contracts, ordinances or state or federal laws are violated.

Any determination to administer discipline shall not be capriciously or arbitrarily applied.

SECTION X: Any and all existing agreements and/or understanding not specifically deleted or modified by this agreement shall remain in full force and effect for the life of this agreement.

ARTICLE XXIV

EFFECT OF AGREEMENT; SAVINGS CLAUSE;

COMPLETE AGREEMENT

SECTION I: Regulatory policies initiated by the Employer, which have the effect of work rules governing the conditions of employment and which conflict with any provision of the Agreement, shall be considered to be modified consistent with the terms of the Agreement, provided that if the Employer changes or intends to make changes which have the effect of elimination in part or in whole such terms and conditions of employment, the Employer will notify the Union. If requested by the Union within ten (10) days of such notice or of such change or of the date on which the

change would reasonably have become known to the employees affected, the Employer shall within twenty (20) days of such request enter negotiations with the Union on the matter involved. If a dispute arises as to the negotiability of such matters, then the procedures of the Public Employment Relations Commission shall be utilized to resolve such dispute.

SECTION II: If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority or court of competent jurisdiction to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. Upon the request of either party, the Employer and the Union agree to meet and renegotiate any provision so affected.

SECTION III: The Employer and the Union acknowledge this to be their complete Agreement inclusive of all negotiable issues whether or not discussed and hereby waive any right to further negotiations except as may otherwise be provided herein or specifically reserved for continued negotiation.

ARTICLE XXV

TERM OF AGREEMENT

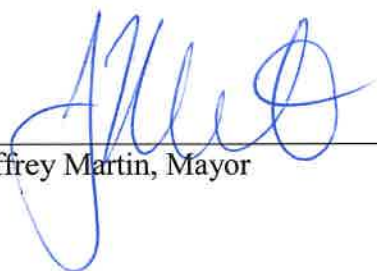
This Agreement shall be effective as of the 1st day of January, 2021, and shall remain in full force and effect through December 31, 2024. It shall be automatically renewed from year to year thereafter unless either party shall give written notice ninety (90) days prior to the anniversary date of its desire to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than thirty (30) days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the following manner.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

The parties to negotiate in good faith on all matters presented for negotiations. Should an impasse develop, the procedures available under law shall be utilized exclusively in an orderly manner in an effort to resolve such impasse.

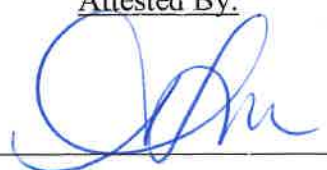
In witness whereof, the Employer and the Union have caused this Agreement to be signed by their duly authorized representatives:

For the Township of Hamilton


Jeffrey Martin, Mayor

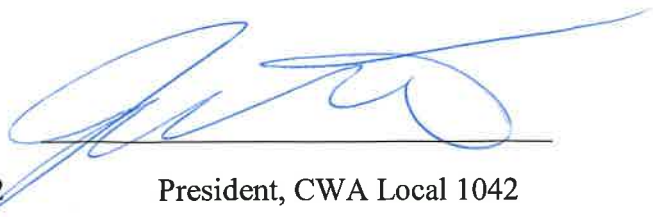

Kathryn Monzo, Business Administrator

 4/20/23
Louis Guarino, Personnel Officer

Attested By:

Alison Sabo, Municipal Clerk

For the Communications Workers of America, AFL-CIO


Christopher Lockett, President, CWA Local 1042


President, CWA Local 1042

Ruth Barrett,
CWA Representative

MEMORANDUM OF UNDERSTANDING BETWEEN
THE TOWNSHIP OF HAMILTON
AND
COMMUNICATIONS WORKERS OF AMERICA
AFL-CIO

PENSION REOPENER

The parties agree to reopen this contract to negotiate the possible implementation of an "Early Retirement Program" If permitted to do so by amendments to the State Pension Laws.

APPENDIX
RANGE CHARTS

**TOWNSHIP OF HAMILTON
WHITE COLLAR**

January 1, 2023-December 31, 2023

Account Clerk			9	\$39,029	\$48,981
Account Clerk (Typing)	Account Clerk		9	\$39,029	\$48,981
Accounting Assistant			17	\$55,262	\$69,612
Administrative Analyst			22	\$69,140	\$87,221
Administrative Clerk (Div. of Parks & Rec.)			21	\$66,083	\$83,322
Administrative Clerk (Engineering)			22	\$69,140	\$87,221
Administrative Clerk (Library)			21	\$66,083	\$83,322
Administrative Clerk, Stenography			20	\$63,154	\$79,635
Analyst Trainee			12	\$44,378	\$55,759
Animal Control Officer			21	\$66,083	\$83,322
Assessing Aide			17	\$55,262	\$69,612
Assessing Clerk	Clerk 1		8	\$37,406	\$46,912
Assessor Trainee			22A	\$68,075	\$85,996
Assistant Administrative Analyst			16	\$52,869	\$66,554
Assistant Animal Control Officer			16	\$52,869	\$66,554
Assistant Chief Plant Operator			25	\$79,220	\$100,029
Assistant Engineer Civil			26	\$82,967	\$104,763
Assistant Planner			16	\$52,869	\$66,554
Assistant Public Health Nurse Supervisor			26	\$82,967	\$104,763
Assistant Public Works Inspector			17A	\$54,199	\$68,380
Assistant Recycling Coordinator			24	\$75,705	\$95,559
Assistant Supervising Public Works Inspector			26	\$82,967	\$104,763
Assistant Supervisor, Building Service **			21	\$66,083	\$83,322
Assistant Supervisor, Landscape **			20A	\$62,081	\$78,408
Assistant Supervisor, Roads **	Road Repairer 3		21	\$66,083	\$83,322
Assistant Warehouse Supervisor			20A	\$62,081	\$78,408
Automotive Service Writer **			21	\$66,083	\$83,322
Budget Examiner			17	\$55,262	\$69,612
Building Inspector			23	\$72,336	\$91,290
Building Inspector Trainee	Building Inspector Apprentice		22	\$69,140	\$87,221
Building Inspector/Mechanical Inspector			23	\$72,336	\$91,290
Buyer			21	\$66,083	\$83,322
Cashier (Typing)	Cashier		8	\$37,406	\$46,912
Chemist, Water Analysis			24	\$75,705	\$95,559

Chief Accountant			22	\$69,140	\$87,221
Clerk	Clerk 1		8	\$37,406	\$46,912
Clerk Driver			17	\$55,262	\$69,612
Clerk Stenographer	Clerk Stenographer 1		10	\$40,740	\$51,135
Clerk Transcriber			10	\$40,740	\$51,135
Clerk Typist	Keyboarding Clerk 1		9	\$39,029	\$48,981
Clinic Attendant			13	\$46,357	\$58,271
Code Enforcement Officer			26	\$82,967	\$104,763
Community Service Aide			18	\$57,770	\$72,787
Computer Operator			17	\$55,262	\$69,612
Computer Operator, Trainee			9	\$39,029	\$48,981
Construction Inspector			17A	\$54,199	\$68,380
Construction Management Specialist 3			23	\$72,336	\$91,290
Construction Management Specialist 4			21	\$66,083	\$83,322
Coordinator of Safety Programs			20	\$63,154	\$79,635
Crime Prevention Aide	Community Service Aide		18	\$57,770	\$72,787
Data Control Clerk			9	\$39,029	\$48,981
Delivery Worker	Mail Clerk		6	\$29,947	\$37,033
Deputy Municipal Court Administrator			17	\$55,262	\$69,612
Docket Clerk	Clerk 1		10	\$40,740	\$51,135
Docket Clerk Typing/Recorder Oper. Courts	Clerk 1		8	\$37,406	\$46,912
Drafting Technician			17A	\$54,199	\$68,380
Electrical Inspector			23	\$72,336	\$91,290
Electronic Systems Technician			24B	\$78,118	\$97,701
Emergency Medical Technician			18	\$57,770	\$72,787
Engineering Aide			15A	\$49,515	\$62,418
Field Representative, Health Education			15	\$50,577	\$63,643
Field Representative, Housing Inspector			25	\$79,220	\$100,029
Fire Protection Inspector			23	\$72,336	\$91,290
Graduate Nurse (Public Health)			22A	\$68,075	\$85,996
Graphic Artist			15	\$50,577	\$63,643
Head Clinic Nurse			23	\$72,336	\$91,290
Health Aide			15	\$50,577	\$63,643
Health Educator			23	\$72,336	\$91,290
Horticulturist			17	\$55,262	\$69,612
Housing Aide			16	\$52,869	\$66,554
Housing Assistance Technician			16	\$52,869	\$66,554

Housing Inspector			22	\$69,140	\$87,221
Housing Inspector/Zoning Officer			22	\$69,140	\$87,221
Index Clerk	Clerk 1		7	\$35,002	\$43,283
Index Clerk, Typing	Clerk 1		7	\$35,002	\$43,283
Laboratory Technician, Water Analysis			18	\$57,770	\$72,787
Landscape Architect			22	\$69,140	\$87,221
Legal Stenographer			14	\$48,434	\$60,930
Librarian			22	\$69,140	\$87,221
Librarian (Reference)			22	\$69,140	\$87,221
Library Assistant (Typing)	Library Assistant		10	\$40,740	\$51,135
Library Intern			15	\$50,577	\$63,643
Library Page			6	\$29,947	\$37,033
Library Trainee			16	\$52,869	\$66,554
Messenger			16A	\$50,869	\$69,612
Municipal Recycling Coordinator			26	\$82,967	\$104,763
Network Administrator 1			24B	\$78,118	\$97,701
Operator Automated Typewriter	Keyboarding Clerk 2		14A	\$47,398	\$59,607
Paralegal Specialist			14	\$48,434	\$60,930
Payroll Clerk (Typing)	Payroll Clerk		12	\$44,378	\$55,759
Permit Clerk (Stenography)	Clerk 2		14	\$48,434	\$60,930
Permit Clerk (Typing)	Clerk 2		14	\$48,434	\$60,930
Personnel Clerk	Clerk 1		14	\$48,434	\$60,930
Personnel Technician			20	\$63,154	\$79,635
Planner/Scheduler Computerized Maint. Mgt.			28	\$90,924	\$114,886
Plumbing Inspector			23	\$72,336	\$91,290
Police Records Clerk (Typing)	Records Support Technician 2		8	\$37,406	\$46,912
Principal Account Clerk			17	\$55,262	\$69,612
Principal Account Clerk (Typing)	Principal Account Clerk		17	\$55,262	\$69,612
Principal Assessing Clerk	Clerk 3		17	\$55,262	\$69,612
Principal Cashier			17	\$55,262	\$69,612
Principal Cashier (Typing)	Principal Cashier		17	\$55,262	\$69,612
Principal Clerk Stenographer	Clerk Stenographer 3		19	\$60,406	\$76,112
Principal Clerk Transcriber			17	\$55,262	\$69,612
Principal Clerk Typist	Keyboarding Clerk 3		17	\$55,262	\$69,612
Principal Data Control Clerk			17	\$55,262	\$69,612
Principal Data Entry Machine Operator			17	\$55,262	\$69,612
Principal Docket Clerk	Clerk 3		17	\$55,262	\$69,612

Principal Drafting Technician			24	\$75,705	\$95,559
Principal Engineering Aide			23A	\$71,276	\$90,054
Principal Legal Stenographer			20	\$63,154	\$79,635
Principal Library Assistant			17	\$55,262	\$69,612
Principal Payroll Clerk			17	\$55,262	\$69,612
Principal Permit Clerk Stenographer			19	\$60,406	\$76,112
Principal Personnel Clerk	Clerk 3		19	\$60,406	\$76,112
Principal Planning Aide			22A	\$68,075	\$85,996
Principal Purchasing Assistant			19	\$60,406	\$76,112
Principal Sanitary Inspector			26	\$82,967	\$104,763
Principal Tax Clerk	Clerk 3		17	\$55,262	\$69,612
Printer			10	\$40,740	\$51,135
Printing Machine Operator 3			15	\$50,577	\$63,643
Printing Machine Operator 1			13	\$46,357	\$58,271
Program Analyst			16	\$52,869	\$66,554
Property Clerk			22	\$69,140	\$87,221
Public Health Investigator			15	\$50,577	\$63,643
Public Health Nurse			23	\$72,336	\$91,290
Public Health Planner			23	\$72,336	\$91,290
Public Information Assistant			15	\$50,577	\$63,643
Public Works Inspector			21	\$66,083	\$83,322
Purchasing Assistant (Typing)	Purchasing Assistant		16	\$52,869	\$66,554
Purchasing Expediter			17	\$55,262	\$69,612
Real Estate Officer			13	\$46,357	\$58,271
Receptionist, Typing	Receptionist		11	\$42,501	\$53,397
Receptionist/Senior Telephone Operator			15	\$50,577	\$63,643
Records Analyst 3			20	\$63,154	\$79,635
Records Operator, Courts			8	\$37,406	\$46,912
Records Support Technician 1			12	\$44,378	\$55,759
Records Support Technician 2			14	\$48,434	\$60,930
Records Support Technician 3			17	\$55,262	\$69,612
Recreation Leader			14A	\$47,398	\$59,607
Recreation Program Coordinator			16	\$52,869	\$66,554
Recreation Program Specialist			14	\$48,434	\$60,930
Recreation Supervisor			23	\$72,336	\$91,290
Registered Environmental Health Specialist			23	\$72,336	\$91,290
Registered Environmental Health Specialist Trainee			15	\$50,577	\$63,643

Senior Account Clerk			14	\$48,434	\$60,930
Senior Account Clerk (Typing)	Senior Account Clerk		14	\$48,434	\$60,930
Senior Assessing Clerk	Clerk 2		15	\$50,577	\$63,643
Senior Bookkeeping Machine Operator			14	\$48,434	\$60,930
Senior Building Inspector		24B		\$78,118	\$97,701
Senior Cashier (Typing)	Senior Cashier		14	\$48,434	\$60,930
Senior Clerk	Clerk 2		12	\$44,378	\$55,759
Senior Clerk Stenographer	Clerk Stenographer 2		14	\$48,434	\$60,930
Senior Clerk Transcriber			14	\$48,434	\$60,930
Senior Clerk Typist	Keyboarding Clerk 2		14A	\$47,398	\$59,607
Senior Clerk/Senior Library Assistant			14	\$48,434	\$60,930
Senior Computer Operator			15	\$50,577	\$63,643
Senior Crime Prevention Aide			20	\$63,154	\$79,635
Senior Data Control Clerk			14	\$48,434	\$60,930
Senior Data Entry Machine Operator			15	\$50,577	\$63,643
Senior Docket Clerk	Clerk 2		14	\$48,434	\$60,930
Senior Drafting Technician			20A	\$62,081	\$78,408
Senior Electrical Inspector			24B	\$78,118	\$97,701
Senior Engineering Aide			19A	\$59,339	\$74,877
Senior Engineering Clerk			19A	\$59,339	\$74,877
Senior Health Aide			17	\$55,262	\$69,612
Senior Housing Assistance Technician			18	\$57,770	\$72,787
Senior Housing Inspector			24	\$75,705	\$95,559
Senior Laboratory Technician, Water Analysis			20	\$63,154	\$79,635
Senior Legal Stenographer			19	\$60,406	\$76,112
Senior Librarian			24	\$75,705	\$95,559
Senior Library Assistant			14	\$48,434	\$60,930
Senior Library Assistant (Typing)	Senior Library Assistant		14	\$48,434	\$60,930
Senior Payroll Clerk			14	\$48,434	\$60,930
Senior Payroll Clerk (Typing)	Senior Payroll Clerk		14	\$48,434	\$60,930
Senior Permit Clerk (Typing)	Clerk 3		16	\$52,869	\$66,554
Senior Personnel Clerk	Clerk 2		16	\$52,869	\$66,554
Senior Personnel Technician			23	\$72,336	\$91,290
Senior Planner			21	\$66,083	\$83,322
Senior Planner (Land Development Review)			19	\$60,406	\$76,112
Senior Plumbing Inspector			24B	\$78,118	\$97,701
Senior Program Analyst			20	\$63,154	\$79,635

Senior Public Health Nurse			24B	\$78,118	\$97,701
Senior Public Works Inspector			24	\$75,705	\$95,559
Senior Purchasing Assistant (Typing)	Senior Purchasing Assistant		17	\$55,262	\$69,612
Senior Systems Analyst			24B	\$78,118	\$97,701
Senior Tax Clerk	Clerk 2		14	\$48,434	\$60,930
Senior Tax Clerk (Typing)	Clerk 2		14	\$48,434	\$60,930
Senior Youth Service Counselor			22A	\$68,075	\$85,996
Sewer Maintenance Foreman M/W			23	\$72,336	\$91,290
Sidewalk Inspector/Street Inspector			17A	\$54,199	\$68,380
Specification Writer (Purchasing)			16A	\$50,869	\$69,612
Supervising Animal Control Officer			23	\$72,336	\$91,290
Supervising Bookkeeping Machine Operator			21	\$66,083	\$83,322
Supervising Electrician **			23	\$72,336	\$91,290
Supervising Groundskeeper **	Maintenance Supervisor, Grounds		23	\$72,336	\$91,290
Supervising Maintenance Repairer **			23	\$72,336	\$91,290
Supervising Mason **			23	\$72,336	\$91,290
Supervising Mechanic **			24	\$75,705	\$95,559
Supervising Plumber			23	\$72,336	\$91,290
Supervising Pumping Station Operator **	Sewer Repairer Supervisor		23	\$72,336	\$91,290
Supervising Sewage Plant Operator **			24	\$75,705	\$95,559
Supervising Sewage Plant Repairer **			23	\$72,336	\$91,290
Supervisor Recreation/Supervisor, Trees	Maintenance Supv. Grounds/Tree Maint. Supv.		23	\$72,336	\$91,290
Supervisor, Building Service **			23	\$72,336	\$91,290
Supervisor, Greenhouse **			23	\$72,336	\$91,290
Supervisor, Historical Site			17	\$55,262	\$69,612
Supervisor, Landscape **			23	\$72,336	\$91,290
Supervisor, Parks/Supervisor, Rec. Maint. **	Maintenance Supervisor, Grounds		23	\$72,336	\$91,290
Supervisor, Public Works **			23	\$72,336	\$91,290
Supervisor, Recreation Maintenance **	Maintenance Supervisor, Grounds		23	\$72,336	\$91,290
Supervisor, Roads **	Road Repairer Supervisor		23	\$72,336	\$91,290
Supervisor, Sewers **	Sewer Repairer Supervisor		23	\$72,336	\$91,290
Supervisor, Traffic Maintenance **			23	\$72,336	\$91,290
Supervisor, Trees **	Tree Maintenance Supervisor		23	\$72,336	\$91,290
Systems Analyst			22	\$69,140	\$87,221
Tax Clerk	Clerk 1		11	\$42,501	\$53,397
Technical Assistant, Land Use			20	\$63,154	\$79,635
Technical Assistant, Personnel			20	\$63,154	\$79,635

Township of Hamilton Title	Civil Service Title	RANGE	SALARY RANGE
Trainee, Weights and Measures		16	\$52,869 \$66,554
Warehouse Supervisor		15	\$50,577 \$63,643
Weights & Measures Apprentice		16A	\$50,869 \$69,612
Youth Service Counselor		14	\$48,434 \$60,930