

AGREEMENT BETWEEN
TOWNSHIP OF WEST WINDSOR
AND
WEST WINDSOR TOWNSHIP SUPERIOR OFFICERS ASSOCIATION

JANUARY 1, 2023 TO DECEMBER 31, 2026

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PREAMBLE

This agreement entered into this 5 day of September 2023 by and between the TOWNSHIP OF WEST WINDSOR, in the County of Mercer, New Jersey, a municipal corporation of the State of New Jersey (hereinafter called the "Township"), and the WEST WINDSOR TOWNSHIP SUPERIOR OFFICERS ASSOCIATION (hereinafter called the "Association"), represents the complete and final understanding on all bargained issues between the Township and the Association.

ARTICLE 1
RECOGNITION

The Township hereby recognizes the Association as the exclusive collective negotiations agent for all Lieutenants (hereinafter called the "employee(s)") employed in the Police Department of the Township.

ARTICLE 2

MANAGEMENT RIGHTS

- A. The Township hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting, the generality of the foregoing, the following rights:
1. To execute management and administrative control of the Township Government and its properties and facilities and the activities of its employees;
 2. To hire all employees and, subject to the provisions of law, to determine their qualifications and conditions for continued employment or assignment and to promote and transfer employees within the Police Department;
 3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to law.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Township, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the provisions of this Agreement and only to the extent such provisions hereof are in conformance with the Constitution and Laws of New Jersey and the United States.
- C. Nothing contained herein shall be construed to restrict or deny the Township its powers, rights, authority, duties and responsibilities under R.S. 40 and 40A or any other federal, state, county laws or local ordinances.

**ARTICLE 3
WAGES**

- A. Lieutenants will receive annual increases of 3.95% for 2023, 3.5% for 2024, 3.25% for 2025 and 3.0% for 2026. The annual salaries of the employees shall be as follows:

Lieutenant

2023	\$158,682
2024	\$164,236
2025	\$169,574
2026	\$174,661

All increases shall be effective and retroactive to their January 1 effective dates.

- B. It is understood that the Township agrees to pay all employees of the bargaining unit on Thursdays unless there are unforeseen circumstances which delay the processing of checks. In which case payment will be made as soon as possible after the Thursday schedule.
- C. Employees shall be paid on a biweekly pay schedule.
- D. Salaries shall be computed on a calendar year basis from January 1 through December 31. Payment of salary will be based on dividing the annual salary by the number of work hours in the calendar year. Each employee shall be paid for the following number of work hours per year as specified below:

CALENDAR YEAR	HOURS
2023	2080
2024	2096
2025	2088
2026	2088

In any year where an employee is required to work in excess of the 2080-hour normal work year, the employee will have the option to be paid for this time or to schedule the time off at straight time.

If an employee elects to be paid, said payment will be in the form of a separate check issued the pay period closest to the first of December.

If an employee elects to take compensatory time off, it shall be scheduled in the same manner as other time.

- E. SOA Unit Personnel, by nature of their positions, are often needed to be available for emergent situations that may arise outside of the normal working hours. The Township will compensate each employee an on-call overtime stipend in the amount of four percent (4%) of the employee's annual base salary. Payment for the on-call overtime stipend will be in lieu of any overtime payment or compensatory time. The overtime stipend will be included in the employee's regular biweekly paycheck.

ARTICLE 4
EXTRA WORK AND OUTSIDE EMPLOYMENT

- A. Extra work, for purposes of this Article, shall be defined as services in the nature of special or private Police duty provided by employees in their off-duty hours to individuals, groups, clubs, institutions and others who make payment for such services, and which services the Township is not expected or obligated to provide as a normal police function (e.g., traffic duty, security at private parties or events, club or school dances, football games, etc.).
- B. Employees may engage in off-duty special police work as defined above. Such work assignments shall be made by the Chief of Police with preference given according to seniority of employees who are off duty according to their regular schedule at the time such services are to be provided and subject to such regulations as may now or thereafter be promulgated by the Township.
- C. The public employer shall be entitled to bill fifteen percent (15%) in addition to the stated rates, as an administrative fee, to defray such costs as workers' compensation, liability insurance, social security deductions, pension contributions, etc.
- D. All requests by prospective employers shall be submitted through the Police Department.
- E. No employee shall be required or compelled to work extra work.
- F. The base rate for such extra work assignments shall be as follows:

Basic Security Positions	\$65.00/ Hour
Traffic Assistance	\$80.00/Hour
Late Request	\$85.00/Hour
Holiday	\$105.00/Hour

- G. Any employer who elects to cancel its request for extra work shall make proper notification any time prior to two (2) hours before the scheduled start time of the assignment without penalty. However, any notification made within two (2) hours of the scheduled start time of the assignment shall result in a minimum of four (4) hours of paid compensation to the officer(s) scheduled to the assignment. Once an extra work assignment begins, all hours scheduled will be paid to the officer regardless of an early completion time. If an employee is required or requested to work beyond the scheduled end time of an assignment, this additional time shall be paid in thirty (30) minute increments for all or a portion of such thirty (30) minutes worked.

A Late Request is defined as any request for services made within forty-eight (48) hours from the commencement of the assignment. The Holiday base rate shall apply to any hours of an assignment that occur on an approved holiday. A list of approved holidays shall be agreed upon by the Township and the Association at the start of each calendar

year.

It is understood for the purpose of this article that all jobs shall be paid at a minimum of four (4) hours of compensation. All hours worked over eight (8) consecutive hours shall be paid at one and one half (1 ½) times the base rate per hour.

- I. The rate for extra duty as defined in paragraph "F" is the minimum amount an employee may earn when working extra duty. However, nothing within this article shall prevent the Township or the Union from negotiating a higher base rate for any assignment than which is listed in paragraph "F".
- J. Extra duty assignments which require the use of the individual officer's personal vehicle shall increase the rate of pay by five dollars (\$5.00) per hour for the first eight (8) hours and seven dollars and fifty cents (\$7.50) for all hours worked after eight (8) consecutive hours.
- K. All payments provided in "F" above shall be made to the Township.
- L. The Township will pay employees performing extra work as defined in section "A" above by separate check on the pay day covering the second pay period after said work was performed. Included with this separate pay check is a summary listing the jobs and hours which are being paid.

ARTICLE 5 VACATION

Employees shall be entitled to vacation time based on Vacation Schedule below.

During the first year of service	4.25 hours per month in the current calendar year
Upon completion of one year until fifth anniversary of service	119 hours in the current calendar year
Upon reaching the fifth anniversary of service	127.5 hours in the current calendar year
Upon reaching the sixth anniversary of service	136 hours in the current calendar year
Upon reaching the seventh anniversary of service	144.5 in the current calendar year
Upon reaching the eighth anniversary of service	153 hours in the current calendar year
Upon reaching the ninth anniversary of service	161.5 hours in the current calendar year
Upon reaching the tenth anniversary of service	187 hours in the current calendar year
Upon reaching the eleventh anniversary of service	195.5 hours in the current calendar year
Upon reaching the twelfth anniversary of service	204 hours in the current calendar year
Upon reaching the thirteenth anniversary of service	212.5 hours in the current calendar year
Upon reaching the fourteenth anniversary of service	221 hours in the current calendar year
Upon reaching the fifteenth anniversary of service	229.5 hours in the current calendar year

ARTICLE 5
VACATION (Cont'd)

Upon reaching the sixteenth anniversary of service	238 hours in the current calendar year
Upon reaching the seventeenth anniversary of service	246.5 hours in the current calendar year
Upon reaching the eighteenth anniversary of service	255 hours in the current calendar year
Upon reaching the nineteenth anniversary of service	263.5 hours in the current calendar year
Upon reaching the twentieth anniversary of service	272 hours in the current calendar year
Upon reaching the twenty-first anniversary of service	280.5 hours in the current calendar year

Example: An employee began service October 25, 2002. On October 25, 2007, the employee will reach his fifth anniversary of service and therefore will be entitled to 127.5 hours of vacation during the calendar year of 2007. The employee may take his total vacation before the actual anniversary date.

Vacation periods may be selected by the employees in accordance with their rank and seniority within squads, but shall be scheduled only with the approval of the Chief of Police so as not to interfere with departmental operations. Current calendar year is the year in which the anniversary mark is reached.

- A. Employees will have the option of including unused vacation time in their sick time bank in accordance with Article XV, paragraph E.

ARTICLE 6 HOLIDAYS

- A. The Township hereby agrees to grant 104 holiday hours per annum to each employee in the Police Department which shall be included in his or her rate for calculation of pension only.
- B. It is understood that all of the bargaining unit shall be scheduled to work on holidays as are normally enjoyed by other Township employees. Therefore, in lieu of having specific holidays as days off, members shall receive holiday pay prorated over the calendar year in their bi-weekly pay. The hourly rate for holiday time will be determined by dividing an employee's annual salary by 2,080. Payment for holiday time will not be included in overtime rate calculations for any member of the bargaining unit.
- C. The holiday year shall be the twelve (12) month period commencing January 1 and ending December 31.
- D. Other Days Off: In the event that the Township unilaterally grants more than 104 hours of holiday time as indicated under Section "A" of this Article or grants other day(s) off for any reason to any group of other Township employees, employees shall be granted such additional day(s) off to be scheduled at another time so as not to interfere with the operations of the department. For these purposes, a day shall be a six (6) or more hour period which municipal employees are given off.

ARTICLE 7 INSURANCE

A. The following coverage for each employee, spouse and child will be provided at the cost of the Township:

1. (a) All current and newly hired employees, shall be enrolled in either Horizon Direct Access or Bronze Plan at employee's option. Any employee who opts out will be able to reenroll during open enrollment in one of the two options.
2. Any employee who opts out will be able to re-enroll during open enrollment period in one of the 2 options offered by the current insurance carrier. Employees may opt out of health insurance coverage if the employee or employee's spouse has other health insurance coverage. Any employee who is eligible for single or parent/child coverage who opts out of Township health insurance coverage shall receive \$2,000 prorated for the number of months that the employee is not covered under the Township health plan. Any employee who is eligible for family or employee/spouse coverage who opts out of Township health coverage shall receive \$4,000 prorated for the number of months that the employee is not covered under the Township health plan. All health insurance opt out reimbursements shall be paid in December.
3. Dental Plan: as provided by Direct Dental Network, a subsidiary of Horizon Blue Cross Blue Shield of New Jersey and includes the following:

Maximum Allowable Charge (MAC), \$0 deductible, \$1,000 annual maximum per person and children to age 23, 100% dependent participation:

Preventive/Diagnostic Services	100% of MAC
Therapy/Treatment Services	70% of MAC
Prosthodontic Benefits	50% of MAC
Periodontic Benefits	70% of MAC
Onlay and Crown Benefits	70% of MAC
Oral Surgery Benefits	70% of MAC
Orthodontic Benefits	50% of MAC

Orthodontic services will be subject to a separate maximum payment of \$1,500 for covered services during the lifetime of each eligible person.

4. Prescription Drug Plan: The Township, through an insurance carrier, shall provide a prescription program including contraceptives for each employee, spouse and dependent child or children to age 26. Such prescription program shall be equal to or better than the Horizon Blue Cross Blue Shield of New Jersey. Effective January 1, 2017, the prescription co-pays shall be:

ARTICLE 7 INSURANCE (Cont'd)

<u>Retail Pharmacy</u>		<u>Mail Order (90 Day Supply)</u>	
Generic	\$15	Generic	\$0
Brand Name	\$20	Brand Name	\$20
Non-Preferred	\$30	Non-Preferred	\$30

Effective as soon as administratively practicable, the prescription co-pays shall be:

<u>Retail Pharmacy</u>		<u>Mail Order (90 day supply)</u>	
Generic	\$15.00	Generic	\$0
Brand Name	\$30.00	Brand Name	\$30.00 (90 day supply)
Formulary	\$40.00	Formulary	\$40.00 (90 day supply)

The Township will be held harmless for insurance industry related changes forced by regulatory bodies to comply.

Any employee terminated for cause and all avenues for appeal have been exhausted shall not be eligible for retiree health benefits.

5. Eye Care: The Township will reimburse each employee for eye examinations and/or corrective lenses purchased for him/herself and his/her immediate family. Such reimbursements shall be made up to a maximum of four hundred and fifty dollars (\$450) per year. Bills or notice must be submitted to the Township for reimbursement within thirty (30) days of the end of the calendar year in which they were incurred.
6. In addition to existing life insurance available through the State of New Jersey and all other existing plans, the Township shall continue to provide life insurance as currently provided by its carrier. The amount of basic life insurance and accidental death and dismemberment insurance is \$18,000. This amount will be reduced to \$11,700 at age 65 and further reduced to \$4,500 at age 70. Basic life insurance and accidental death and dismemberment insurance coverage terminates at retirement.
7. The Township shall timely notify the President of the Association if a current insurance carrier is to be replaced by a new carrier. A new carrier must provide coverage that is equal to or better than coverage that was provided by the replaced carrier. The Township shall be liable for lost benefits to any employee if a change or cancellation of health insurance coverage results in a reduction of benefits.

ARTICLE 7
INSURANCE (Cont'd)

- B. The Township will continue coverage of medical insurance as currently provided in paragraph A.1. of this Article, dental as described in paragraph A.3., prescription coverage as currently provided in paragraph A.4. of this Article, and eye care as described in paragraph A.5. for the employee and his/her spouse and children as currently defined commencing upon the date of full retirement of the employee. In the event of the death of the employee, the aforementioned benefits shall remain in full force and effect for the employee's spouse and dependent children until the spouse is eligible for Medicare or remarries.

Retirement is defined as any retirement as defined in the most current "State of New Jersey Police and Fireman's Retirement Handbook to include:

- 1) Service Retirement
- 2) Special Retirement
- 3) Ordinary Disability
- 4) Special Disability
- 5) Accidental Disability

It is also understood that retirement includes any Early Retirement Incentive Program as offered by the State of New Jersey. Any employee terminated for cause and all avenues for appeal have been exhausted shall not be eligible for retiree health benefits.

- C. In the event that an employee is killed in the line of duty or dies from injuries sustained while discharging his duties or dies from unexpected illness, the Township shall pay, without delay, the sum of \$7,500 toward funeral expenses to the employee's surviving family regardless of the amounts paid for such expenses from other sources. In addition, the Township will extend this as a death benefit provision for a period of five (5) years from the date of an employee's retirement.
- D. In the event of the untimely death of a currently employed member of the bargaining unit, the aforementioned benefits shall remain in full force and effect for the employee's spouse and dependent children until the spouse is eligible for Medicare or remarries.
- E. Physical Fitness Incentive
1. In order to maintain police personnel in good physical condition so that they may handle the strenuous physical and mental challenges of police work, the Township

ARTICLE 7 INSURANCE (Cont'd)

shall, as an incentive to good physical condition, compensate employees who score a minimum of 75% on the current bi-annual physical fitness examination \$250 per year.

2. The provisions of this section are voluntary and participation is up to the employee.

F. Maternity Leave

Unpaid Maternity leave may be taken for a maximum period of six (6) months. The employee may utilize up to three (3) months of the maternity leave prior to delivery, with the balance after delivery. If additional time off is desired beyond six (6) months; accumulated sick leave, vacation leave or comp time may be used or the employee may apply for a Family Leave of Absence.

Should an employee hired before July 8, 2003 have an accumulation of vacation, sick and/or personal leave, she shall be entitled to forty (40) hours paid leave per year of employment up to a maximum of two hundred and eighty (280) hours, and this shall be matched by the Township (Example: A total accumulation of one hundred and twenty (120) hours shall entitle the employee to two hundred and forty (240) hours of paid maternity leave; her own accumulated one hundred and twenty (120) hours time and an additional one hundred and twenty (120) hours paid by the Township). Through the entire maternity leave (both paid and approved unpaid), the Township shall pay the employee's benefits.

Should the employee decide to leave the Township's employ prior to three (3) months after returning to work following the maternity leave period, or should the employee not return following maternity leave, the employee shall then reimburse the Township for the cost incurred by the Township for the benefits during the time the employee was on unpaid leave.

Employee is responsible for statutory contributions as per Chapter 78. As per statutory failure to pay contribution shall result in termination of coverage subject to advance notice of 60 days.

G. Paternity Leave

1. A male employee shall be eligible for 72 hours of paid paternity leave to be used in the event of the birth of a child.
2. Paternity leave is to be used during imminent delivery, delivery, and/or the first thirty (30) days directly following childbirth.

ARTICLE 8 UNIFORMS

- A. Each employee shall be furnished the standard police uniform as needed, including badge, gun, ammunition and shoes.
- B. The Township shall provide for dry cleaning of all Township issued uniforms. This service shall include maintenance of the uniform in good repair.
- C. The Chief shall determine whether or not the uniform is in need of repair or replacement.
- D. The Township shall pay each employee who uses plain clothes up to \$1,000.00 for initial issue on appointment to the position wherein he/she uses plain clothes. The first such \$1,000.00 clothing allowance shall be prorated for the period from the date of appointment to the end of the first year of such service to allow thereafter a regular annual payment on a calendar-year basis. The employee shall submit signed receipts to the Chief for approval of all purchases. The Township shall provide for dry cleaning and maintenance of all plain clothes used by employees covered under this paragraph.
- E. Effective January 1, 2020, the Township shall pay each employee who uses plain clothes up to one thousand one hundred (\$1,100.00) for initial issue on appointment to the position wherein he/she uses plain clothes. The first such \$1,100.00 clothing allowance shall be prorated for the period from the date of appointment to the end of the first year of such service to allow thereafter a regular annual payment on a calendar-year basis. The employee shall submit signed receipts to the Chief for approval of all purchases. The Township shall provide for dry cleaning and maintenance of all plain clothes used by employees covered under this paragraph.
- F. The Township agrees to provide for the reconditioning and/or replacement of bullet-proof vests. The Township agrees to replace them as needed, pursuant to manufacturer recommendations.
- G. The Township agrees that emergency replacement may be authorized by the Chief of Police for personal equipment and articles of clothing damaged during the performance of duty during an emergency or assigned duty at any time during the year. In the event that the Chief of Police does not authorize a request for emergency replacement, the Chief shall provide a written explanation as to the reasons for the denial.

ARTICLE 9
IN-SERVICE TRAINING

The cost of all Police training courses, seminars and conferences authorized by the Chief of Police shall be borne by the Township.

ARTICLE 10 EDUCATION INCENTIVE

In addition to other compensation provided for in this agreement, officers who have earned college credits leading to a degree shall receive additional compensation in accordance with the schedule below. All current employees may continue to pursue a degree and qualify for "A" or "B" below.

- A. Officers who have earned an Associate Degree or at least sixty (60) credits in a Bachelor of Science or Bachelor of Arts program shall receive additional compensation in the sum of \$500.00 per year each calendar year commencing after completion of at least two (2) years of service.
- B. Officers who have earned a Bachelor of Arts Degree or a Bachelor of Science Degree shall receive as additional compensation the sum of \$1,000.00 each calendar year commencing after completion of four (4) years of service.
- C. All employees currently receiving stipends in Paragraph "A" or "B" of this Article will continue to do so.
- D. All degrees from accredited colleges or universities are eligible for this program.
- E. College-incentive payments will be prorated over the calendar year and be paid biweekly.
- F. Educational Cost Reimbursement:

The Township shall reimburse an employee for 100% of the cost incurred for courses taken. These courses may be taken at accredited four-year colleges, accredited two-year colleges, extension divisions of accredited colleges, county community colleges, technical or business schools, and/or through continuing education programs. For the purposes of establishing an annual budget amount, employees shall request the needed reimbursement by December 1 of the year prior to enrolling in the requested course(s).

ARTICLE 10
EDUCATION INCENTIVE (Cont'd)

PROCEDURE

1. For Undergraduate and Graduate Level College Courses:

Definition - Any undergraduate or graduate level course that can be used as credit in any associates, bachelors or masters degree-producing program only. Employees enrolled in a higher level degree program as of the signing date of this contract shall be allowed to complete their current degree program.

These courses are automatically approved. Notice must be given to the Chief of Police stating the courses/credits that will be taken, the anticipated date of attendance (semester, etc.) and estimated cost of the course, fees and books. Actual costs should be submitted as soon as they are specifically identified.

2. For Non-college Level Courses

Definition - Any course not earning college credits, examples - one-day seminars, continuing education classes, etc.

These courses must be approved by the Chief of Police or his designee on a case-by-case basis. Approval will be based solely upon the relevancy of the course to the position of the applicant.

Upon completion of the course, the employee shall be reimbursed for the cost of tuition, fees and books. Reimbursement will occur after the employee submits proof of the following: passing grade(s) (C minimum) and/or certificate of attendance and record of payment of all costs incurred.

Any employee who voluntarily terminates employment other than retirement with the Township prior to the completion of eighteen (18) months of service, shall reimburse the Township for tuition, fees and books.

Educational Incentive Changes effective January 1, 2012 and January 1, 2014

A. Effective January 1, 2012, reimbursement for college tuition and training will only be granted to officers who have earned college credits for a degree in Police Science, Police Administration, Public Safety, Criminal Justice or similar police-related courses of instruction. However, all those officers currently enrolled in a degree program, shall be grandfathered or otherwise exempt from the new language effective January 1, 2012 for Educational Incentive.

ARTICLE 10
EDUCATION INCENTIVE (Cont'd)

B. “Employees shall be entitled to reimbursement up to a cap of \$4,000 annually effective January 1, 2014 per employee for courses in police science, police administration, public safety, criminal justice or similar police related courses of instruction.”

ARTICLE 11

LONGEVITY

The Township agrees to provide each full-time regular employee with a longevity payment as set forth below:

A. PRESENT LIEUTENANTS

Beginning the sixth (6 th) year until the end of the tenth (10 th) year	\$1,011.00
Beginning the eleventh (11 th) year until the end of the fourteenth (14 th) year	\$1,516.00
Beginning the fifteenth (15 th) year until the end of the nineteenth (19 th) year	\$2,021.00
Beginning the twentieth (20 th) year until end of the twenty-fourth year	\$2,526.00
Beginning the twenty-fifth year and beyond	\$3,032.00

Longevity payments will be prorated over the calendar year and be paid biweekly for continuous and uninterrupted service after an employee reaches his anniversary date. Effective January 1, 2012 for all new hires, reduce each dollar amount set forth above by 50%, which will result in the following:

B. EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2012 AND BEFORE JANUARY 2, 2014 SHALL BE REDUCED BY 50% WHICH SHALL RESULT IN THE FOLLOWING:

Beginning the sixth (6 th) year until the end of the tenth (10 th) year	\$505.50
Beginning the eleventh (11 th) year until the end of the fourteenth (14 th) year	\$758.00
Beginning the fifteenth (15 th) year until the end of the nineteenth (19 th) year	\$1,010.50
Beginning the twentieth (20 th) year until end of the twenty-fourth year	\$1,263.00
Beginning the twenty-fifth year and beyond	\$1,516.00

C. Employee hired after January 1, 2014 shall not be entitled to longevity payments.

ARTICLE 12
NO-STRIKE PLEDGE

- A. The Association covenants and agrees that during the term of this Agreement neither the Association nor any person acting on its behalf will cause, authorize, or support, nor will any of its members take part in, any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part from the full, faithful and proper performance of the employee's duties of employment), slowdown, walkout or other job action against the Township. Job action will be defined as job action taken by on-duty personnel only. The Association agrees that such action would constitute a material breach of this Agreement.
- B. In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participating in any such activity by any employee covered under the terms of this Agreement shall be deemed grounds for disciplinary action subject to the rules and regulations promulgated by the Township Committee.
- C. The Association will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, slowdown, walkout or other job action against the Township.
- D. Nothing contained in this Agreement shall be construed to limit or restrict the Township in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach by the Association or its members.

ARTICLE 13 SICK LEAVE

A. Service Credit for Sick Leave

1. All employees shall be entitled to sick leave with pay based on their aggregate years of service.
2. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease.
The permitted uses for sick leave shall be consistent with the provisions of the New Jersey Earned Sick Leave law. The reference to said law shall not diminish the current entitlement to sick leave set forth in this Article.
3. If an employee in the line of duty is incapacitated and unable to work because of an injury, he shall be entitled to injury leave with full pay during the period in which he is unable to perform his duties, as certified by the Township's physician. Such payments shall be for up to one (1) year for each cause or until the employee is placed on pension disability or full pension, whichever is sooner, and reduced by any payment received from Workmen's Compensation.

B. Amount of Sick Leave

1. The minimum sick leave with pay shall accrue to any full-time employee on the basis of 120 sick hours per calendar year.
2. Each employee shall be entitled to one (1) year of sick leave with full pay for each non-work connected major illness or injury, which illness or injury shall be certified as such by the West Windsor Township Physician. Such illness or injury shall be considered major if it extends beyond 320 work hours. These 320 work hours shall be applied against the accumulated sick leave in section "B.I." then the employee will be entitled to the one (1) year sick leave per cause.

If the employee does not have enough accumulated sick days to cover the 320 work hours for a major illness or injury, or if he does not have enough sick days to cover other illnesses or injuries, he may use vacation, holidays, personal days and/or forty-hour days or he may borrow from next year's vacation.

C. Reporting of Absence on Sick Leave

1. If an employee is absent for reasons that entitle him to sick leave, the Department shall be notified prior to the employee's starting time.
 - (a) Failure to so notify his Department may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.

- (b) Absence without notice for 40 consecutive working hours shall constitute a resignation. The Township may consider extenuating circumstances, and in appropriate circumstances, waive this section (b).

D. Verification of Sick Leave

- 1. An employee who shall be absent on sick leave for 32 or more consecutive working hours may be required by the Township to submit acceptable medical evidence substantiating the illness. Such medical certification shall be at the cost of the Township or, at the Township's option, by its Township Physician. The Township may require proof of illness of an employee on sick leave. Abuse of sick leave shall be cause for disciplinary action.
- 2. In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required.
- 3. The Township may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined, at the expense of the Township, by a physician designated by the Township. Such examination shall establish whether the employee is capable of performing his normal duties and whether his return will jeopardize the health of other employees.

E. Incentive Sick Leave Compensation Policy

- 1. All members of the bargaining unit shall be allowed to accumulate unused sick time.
- 2. The employee will have two (2) retirement options regarding accumulated sick time:
 - a. Upon retirement as defined by the Pension Act, he/she may take a lump-sum payment for 50% of his/her accumulated sick days, said amount to be payable at his/her daily rate of pay on the date of his/her retirement or at the highest rate of pay during the employee's employment with the Township. For those employees hired after May 21, 2010, such lump-sum payment shall not exceed fifteen thousand dollars (\$15,000).
 - a.1. An employee opting for a lump sum payment may receive said payment in four (4) equal installments beginning on the year of the employee's retirement and the following three years on January 1 at the employee's option. Should the employee die prior to the receiving the full amount the Township will immediately pay the balance due to his/her beneficiary.
 - b. He/she may schedule workdays off prior to his/her retirement based upon 50 % of the total accumulated time. Employees hired after May 21, 2010 shall not be entitled to this option.

ARTICLE 13
SICK LEAVE (Cont'd)

3. He/she may, at the end of any year, request payment at the rate of 50% of the unused sick time earned during the calendar year. This is to be paid in a lump-sum payment calculated on the daily rate of pay during the year the sick time is earned. Payment shall be made in the second pay in January. Employees hired after May 21, 2010 shall not be entitled to this option.
4. In the event that the employee dies, his/her beneficiary will be paid a lump-sum payment based upon 50% of the employee's accumulated sick time at the date of his/her death. This lump-sum payment will be calculated based upon the rate of pay the employee was receiving on the date of his/her death. Employees hired after May 21, 2010 shall not be entitled to this option.
5. All members of the bargaining unit shall be allowed to designate up to three days per year of his/her annual sick-time allocation for family-related illnesses.
6. Each member of the bargaining unit shall receive an annual statement in January that indicates the member's total accumulated sick time as of December 31st of the previous year.
7. Each member of the bargaining unit shall now be responsible for the first 320 hours of any major illness or injury prior to initiating the one-year major illness or injury provision. Any new member will be allowed to borrow sick time from the Township to cover this 320 hour requirement or a portion thereof for an initial three (3) years from the date of employment. Any sick time borrowed shall be repaid from the unused sick time of the employee in following years or through his/her choice of applying vacation time, holiday time, personal days or other days off as might be earned.
8. Employees hired after the signing of this contract will not be able to borrow sick time to cover the 320 hour requirement.

ARTICLE 14
BEREAVEMENT LEAVE

- A. In the event of the death of a parent, grandparent, spouse, child, including pregnancy loss, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law, brother-in-law, sister-in-law, of an employee and spouse's grandparents, said employee will be granted bereavement leave from the day of death through the second day after burial, not to exceed a total of 40 consecutive working hours.
- B. Any employee whose spouse or child dies is to be given an additional 120 consecutive working hours off before he must report back to duty, which time shall not be deducted from any other days off that he is entitled to.
- C. In the event of a death of a great-grandparent, step-grandparent, or stepparents, the employee will be granted leave for 16 working hours for the viewing and funeral. If an employee can show that additional time is needed, the Chief of Police may grant up to 24 additional working hours.
- D. In the event of a death of an uncle, aunt, nephew, niece, spouse's niece or nephew, spouse's aunt or uncle, the employee will be granted leave for the day of the funeral.
- E. If an employee can show that additional time is needed, the Chief of Police may grant up to 24 additional hours. In the event of the death of a relative or in-law identified in any paragraph above who resides outside the State of New Jersey, and if an employee can show that additional time is needed, they shall be granted up to 16 additional hours leave subject to approval of the Chief of Police.
- F. Any employee who is off when bereavement leave is called for (this includes all types of time off except regular days off) shall have his full bereavement leave granted and any other time off affected shall be scheduled at a later date.

ARTICLE 15
PERSONAL DAYS

- A. The Township shall provide each employee 34 hours per calendar year for his/her personal use.
- B. Use of personal time must be approved in advance by the Chief of Police.
- C. Personal leave is earned by each member of the bargaining unit on a quarterly basis at a rate of 8.5 hours for each three- month period of the calendar year. If the termination of an employee's employment occurs prior to a three-month interval and he has already taken – the personal day for that period, that day shall be paid back to the Township, and if the employee has not taken any days of his allotted time, then he will be entitled to be paid for the earned days not used. The hourly rate is to be determined by dividing the employee's annual salary by 2,080.
- D. At the request of the employee and with the approval of the Chief, personal hours may be accrued and reserved for use in the year following that in which they are earned and shall not exceed 68 hours.

ARTICLE 16 ASSOCIATION RIGHTS

A. Association Security

The Township agrees to deduct Association dues by automatic payroll deduction from the salary of each employee who is a member of the Association in such amount as determined by the Association and certified to the Township by the Treasurer and/or President of the Association.

B. Association Business

1. The Association President shall be allowed time off during his shift, as is actually necessary, to conduct Association business involving the Township, Association, or Police Department without loss of any pay, benefit or time. Such time off shall be with the agreement of the Chief or his delegate for that day. However, such time off shall not be unreasonably withheld by the chief or his delegate. If such business is to be conducted with on-duty personnel, they must first receive the approval of their superior.
2. An employee and his Association representative may consult during working hours to process a grievable matter, but they must first obtain permission from their respective supervisor to leave their post. Such permission shall not be unreasonably withheld.
3. Employees who are members of the negotiations committee shall be allowed to attend meetings for negotiations if said meetings are scheduled when the Association representatives are on duty without loss of pay or time off. Only two on-duty employees shall attend any meeting.
4. The Township agrees to grant the necessary days off without loss of pay or time off to that employee who is the Association's President or delegate or designee of the delegate to the New Jersey State Policemen's Benevolent Association in order to enable said State delegate, or his designee, or president to attend all regularly scheduled meeting of said organization. Such leave need not be granted by the Township if it will require the Township to pay a premium rate in order to maintain an adequate level of patrol.
5. The Township agrees to grant the necessary days off without loss of pay or time off to the Association's delegate, President and two (2) convention delegates to travel to, attend, and return from any State or National convention of the New Jersey State Policemen's Benevolent Association.

ARTICLE 16
ASSOCIATION RIGHTS (Cont'd)

6. The president of the Association shall be allowed to attend State PBA Presidents meetings as scheduled. Time off will be handled in the same manner but in addition to the delegate's time off as outlined in paragraph 4 above.
7. Township will allow the State Delegate up to five (5) meetings annually for committees to attend in which the delegate has been appointed by the Association President.
8. Township will allow two (2) members of the negotiations team time off to attend collective bargaining seminars. However, such time off shall not be unreasonably withheld by the Chief or his delegate. If such business is to be conducted with on-duty personnel, they must first receive the approval of their superior.
9. Township will provide transportation to all official union business occurring in New Jersey in the form of a marked or unmarked vehicle when such vehicle is available.

ARTICLE 17 GRIEVANCE PROCEDURE

A. Purpose

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

B. Definition:

The term "grievance" as used herein means any controversy arising over the interpretation, application, or violation of policies, agreements and administrative decisions affecting the terms and conditions of employment and may be raised by an employee(s), the Association or the Township.

C. Steps of the Grievance Procedure:

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this agreement, except for other procedures established by statute or regulation, and shall be followed in its entirety unless any step is waived by mutual consent.

The Association shall have the right to process a grievance at any step with or without the consent of the aggrieved employee. Such intervention shall be according to the provisions of this Article. Every employee must immediately notify the President of the Association or an Association representative appointed by the President if a controversy appears to be a grievance before any action is taken by the employee. A representative of the Association shall be present at any meeting held with regard to a grievance unless an employee has written authorization from the Association to meet without an Association representative present.

A grievance initiated by the Township of West Windsor shall be filed directly with the Association within ten (10) calendar days after the event giving rise to the grievance has occurred, exclusive of Saturdays and Sundays. A meeting shall be held within ten (10) calendar days after the filing of the grievance, exclusive of Saturdays and Sundays, between the representative of the Township and the Association, in an earnest effort to adjust the differences between the parties. If the Township fails to act within ten (10) calendar days, this shall be deemed an abandonment of the grievance. If the parties do not resolve the grievance, then either party can submit the grievance to arbitration under Step Four of this Article within ten (10) calendar days after the last meeting was held to resolve the grievance, exclusive of Saturdays and Sundays.

An employee or a representative of the Association may present a grievance at Step one (1), two (2) or three (3) in the grievance process. The decision to advance a grievance to

ARTICLE 17 GRIEVANCE PROCEDURE (Cont'd)

step four (4) (binding arbitration), shall lie exclusively with the Association. The decision to utilize the services of an attorney at any step within the grievance process shall be exclusive to the Association and the attorney that will be utilized shall be exclusive to the Association.

1. STEP ONE - An aggrieved party shall institute action by notifying the Chief in writing within ten (10) working days of the occurrence of the grievance or within (10) working days of the actual or implied knowledge of the occurrence of the grievance, and an earnest effort shall be made to settle the differences between the aggrieved party and the Chief of Police or his designee, for the purpose of resolving the matter informally. Failure of the aggrieved party to act within said ten (10) working days shall be deemed to constitute an abandonment of the grievance.

The Chief of the Department, or his designee, shall respond to the grievance within ten (10) calendar days after the receipt of such grievance.

In the event of the failure of the Chief of Police to act in accordance with the provisions of paragraph "2" or, in the event an answer by him in accordance with provisions thereof is deemed unsatisfactory by the aggrieved party, then within ten (10) calendar days of receipt of notification of an answer or when a notification should have been received, said aggrieved party may appeal to the Public Safety Director (or his representative) (Step 2). Failure of the aggrieved party to act within ten (10) calendar days shall be deemed to constitute an abandonment of the grievance.

2. STEP TWO - In the event the grievance is not settled at Step One, the same shall be reduced to writing by the aggrieved party and filed with the Public Safety Director (or his representative).

Within ten (10) calendar days from the receipt of the grievance (unless a different period is mutually agreed upon) the Public Safety Director shall advise, in writing, the aggrieved party and his representative, if there is one, of his answer.

In the event of the failure of the Public Safety Director to act in accordance with the provisions of paragraph 2 or in the event an answer by him in accordance with provisions thereof is deemed unsatisfactory, the aggrieved party within ten (10) calendar days of the receipt of the answer or from when such answer should have been received may appeal to the Mayor (Step 3). Failure of the aggrieved party to act within ten (10) calendar days shall be deemed to constitute an abandonment of the grievance.

3. STEP THREE - If the grievance is not settled at Step Two (2), the aggrieved party may submit the matter to the Mayor. He shall, in his submission, advise the Mayor of whether he requests a full hearing before said Mayor or not. Where the

ARTICLE 17
GRIEVANCE PROCEDURE (Cont'd)

aggrieved party requests in writing a hearing before the Mayor, a hearing on the original nature of the grievance shall be held.

If the aggrieved party, in his appeal to the Mayor, does not request a hearing, the Mayor may consider the appeal on the written record submitted to it. The Council may request the submission of additional written materials. Where additional written materials are requested by the Mayor, copies thereof shall be served upon the aggrieved party who shall have the right to reply thereto. If a hearing is conducted, a stenographic record of the same shall be made. The Mayor agrees to pay the attendance fee of the Stenographer. The cost of the transcript shall be borne by the party ordering same.

The Mayor shall review the matter and give an answer in writing within twenty-one (21) calendar days from the receipt of the grievance. This time period may be extended by mutual agreement of the parties concerned.

In the event of the failure of the Mayor to act in accordance with the provisions of paragraph 2, or in the event an answer by it in accordance with provisions thereof is deemed unsatisfactory, the aggrieved party within ten (10) calendar days of the receipt of the answer or from when such answer should have been received, may appeal to an arbitrator for a determination of the grievance. Failure of the aggrieved party to act within ten (10) calendar days shall be deemed to constitute an abandonment of the grievance.

4. STEP FOUR: ARBITRATION - If such grievance is not settled at step three (3) or section "C" third paragraph, any party may request the New Jersey Public Employment Relations Commission to have an arbitrator appointed in accordance with their rules.

The decision of the arbitrator shall be final and binding on all parties.

The costs for the services of the arbitrator shall be borne equally between the Township and the Association. Any other expenses, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.

ARTICLE 18
EMPLOYEE RIGHTS

1. An employee processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination or reprisal.
2. There will be no loss in pay if a grievance hearing is scheduled while the employee, Association representative and/or witnesses are on duty.
3. Nothing in this Agreement or in Article 17 shall be construed to limit the Association to pursue its appellate remedies from an adverse determination.
4. Superior Officers Association unit members shall be afforded all rights and protections set forth in the New Jersey Attorney General Guidelines for Internal Affairs Policy and Procedure. Within forty-five (45) days of this award, the Township shall provide unit members copies of the Policy and Procedure and provide written notice to unit members of any revisions to the Policy and Procedure as soon as reasonably practicable after their promulgation.

ARTICLE 19
HOURS OF EMPLOYMENT

A. Normal Work Week

The normal working week shall consist of an average of forty (40) hours per week in a twenty-eight (28) day cycle throughout the year. If the employee is entitled to 40-hour days, he/she has the option of taking the 40-hour day during the 28-day cycle or accumulating such days and taking them off during the calendar year in which the days were earned. Scheduling of 40-hour days must be with the Chief's approval and preference given to rank, then seniority.

ARTICLE 20
MILITARY LEAVE

- A. Any employee who is a member of the National Guard or the Reserves shall be allowed to attend annual training without loss of time off and shall be granted full pay while in attendance.
- B. "A" above shall not adversely affect any other employee's time off as long as the Township incurs no premium/overtime rate and as long as the Township can provide adequate road coverage based on Police Department policy.
- C. The employee will notify the Chief of Police as soon as possible after receiving notice but not less than the two (2) months prior to the drill dates unless cause can be shown as to why this cannot be done.

ARTICLE 21
SEVERABILITY AND SAVINGS CLAUSE

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, other provisions or applications shall not be affected thereby and shall continue in full force and effect.

ARTICLE 22

FULLY-BARGAINED PROVISIONS

This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all fully bargained issues which were the subject of negotiations. During the term of this Agreement neither party will be required to negotiate with respect to any issue which was the subject of negotiations.

The parties will only be required to negotiate the Township's proposals of new rules or modification of existing rules, which are not specifically expressed in this Agreement, pertaining to negotiable working conditions. The Township further agrees to establish these rules only as a result of a final settlement with the Association or an arbitrator's decision. Any settlement of negotiations shall be reduced to writing and incorporated in this Agreement.

All negotiable benefits, terms and conditions of employment presently enjoyed by the employees hereunder that have not been included in this Agreement shall be continued in full force and effect.

Any controlling statute or regulation setting terms and conditions of employment is by reference incorporated in this Agreement.

Nothing contained in this Agreement shall deny to either party or restrict either party's rights under "Article 17" or rights, powers, authority, duties and responsibilities under N.J.S.A. 34:13A-1 et seq.

**ARTICLE 23
DURATION OF AGREEMENT**

This Agreement shall take effect from January 1, 2023 and shall remain in full force and effect through December 31, 2026.

This Agreement shall be binding upon the parties thereto and their successors.

A copy of this Agreement shall be made by the Township for each employee.

WEST WINDSOR TOWNSHIP
SUPERIOR OFFICERS ASSOCIATION
WEST WINDSOR, NEW JERSEY

By:  9/5/23
Danny Mohr Date

ATTEST:  9/5/23
Date

ATTEST: _____
Date

TOWNSHIP OF WEST WINDSOR
MERCER COUNTY
NEW JERSEY

BY: 
Mayor

ATTEST:  10/10/23
Gay M. Huber Date
Clerk