

AGREEMENT

BETWEEN

**THE OCEAN COUNTY
BOARD OF COMMISSIONERS**

AND

**NEW JERSEY STATE
POLICEMEN'S BENEVOLENT ASSOCIATION,
LOCAL #258**

REPRESENTING: CORRECTION OFFICERS

AGREEMENT TERM: THREE YEARS

FROM JULY 1, 2022 THROUGH JUNE 30, 2025

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AGREEMENT

This Agreement, made this 16th day of November, 2022 between the Ocean County Board of Commissioners, hereinafter referred to as the "Employer", and the New Jersey State Policemen's Benevolent Association, Local 258, comprised of Ocean County Correction Officers, and for this particular Agreement, excluding Sergeants, Lieutenants and Captains as Superior Officers, and all other employees, which organization has been certified by the Public Employment Relations Commission as an appropriate bargaining unit, hereinafter referred to as the "Association" or "PBA". Wherever the term Correction Officer or Employee is used in this Agreement, each designation shall be interchangeable and have the same meaning and effect.

WITNESSETH

WHEREAS, the Public Employment Relations Commission has certified the New Jersey State Policemen's Benevolent Association, Local 258, as the exclusive representative of all Ocean County Correction Officers for the purpose of collective negotiations with respect to wages, hours, terms and other conditions of employment for those Correction Officers set forth in the certification to the Public Employment Relations Commission and employed by the County of Ocean and all the rules and regulations of the Civil Service Commission.

NOW, THEREFORE, the County of Ocean and the New Jersey State Policemen's Benevolent Association, Local 258, mutually agree as follows:

ARTICLE 1 **PURPOSE**

The purpose of this Agreement is to set forth herein all terms and conditions of employment to be observed between the parties hereto.

ARTICLE 2 **RECOGNITION**

- A. **UNIT** -The County of Ocean hereby recognizes New Jersey State PBA, Local 258, as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all permanent Correction Officers, including Correction Officer Cook and Bilingual Correction Officer, but excluding: Sergeants, Lieutenants and Captains and all other County employees.

- B. MODIFICATION** - This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 3 **MANAGEMENT RIGHTS**

- A. The Board reserves to themselves and its agent's full jurisdiction and authority over matters of policy, work rules and regulations, and retains the right, subject only to the specific limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations.
1. To direct the employees of the unit.
 2. To hire, promote, transfer, assign and retain employees in positions in the unit and for just cause, to suspend, to demote, to discharge or to take other disciplinary action against employees.
 3. To relieve employees from duties because of lack of work or for other legitimate reasons.
 4. To maintain the efficiency of the operations of the County.
 5. To determine the methods, means and personnel by which such operations are to be conducted.
 6. To take whatever actions may be necessary to carry out the mission of the County in situations of emergency.
- B. Successful completion of the Recruit Basic Training Program is a "condition of employment" for all County Correction Officers. In the event that a new County Correction Officer is hired and does not successfully complete the Recruit Basic Training Program the first time, it is understood and agreed that he/she will be terminated from the position of County Correction Officer.

ARTICLE 4 **SALARIES**

- A. The Salary guides for all officers, and the effective dates of the salary guides, are attached to this Agreement as Appendix A. Except for the increase to minimum starting salary set forth above, there shall be no changes to the values of salary guides during the term of this collective negotiations agreement.

- B. All Officers who are not at the top step shall advance one (1) step each year of the Agreement. Except as set forth in Paragraph D, step advancement occurs on July 1st of each year of the collective negotiations agreement.
- C. The minimum salary for the bargaining unit shall increase effective July 1, 2022 to \$47,000. The minimum shall increase on July 1, 2023 to \$50,000.
- D. As per the existing contract, all Probationary Officers remain on Step 1 for a full calendar year before they advance to Step 2 on the anniversary of their hiring date.
- E. All Officers hired prior to November 1, 2012, upon fifteen (15) years and one (1) days of service as a sworn Ocean County Correction Officer, shall be considered a Senior Officer, at which time his/her salary shall be increased by \$1,500 (One Thousand Five Hundred Dollars). Officers hired after November 1, 2012, shall not be eligible for this benefit.
- F. The application of Article 4, Salaries, shall be suspended June 30, 2025, and until the parties reach a voluntary agreement for a successor CBA or by the terms of an Interest Arbitration Award.

ARTICLE 5

MAINTENANCE OF BENEFITS

Except as specifically modified, deleted or changed by this Agreement, all benefits existing at the time of this Agreement shall continue in effect for the duration of this Agreement. Nothing contained herein shall be interpreted or applied so as to eliminate, reduce or detract from any employee benefit existing prior to this date.

ARTICLE 6

UNIFORM

- A. The County will reimburse new officers for their initial issue of uniforms. Initial issue shall consist of the following:

1	Short sleeve class (B) shirt (with buttons and zipper)
1	Uniform pants
1	White long sleeve class (A) shirt (with buttons and zipper)
1	Uniform hat
1	Jacket (non-leather)
1	Name plate
1	Set of collar brass
1	Garrison style belt
1	Tie

- 2 Class (C) – Short sleeve shirts (with buttons and zipper)
- 3 Class (C) pants

- B. All Correction Officers shall maintain and wear the proper uniform as required by the Warden.
- C. If the Employer changes uniforms, the cost shall be borne entirely by the Employer.

ARTICLE 7

OVERTIME COMPENSATION

- A. Overtime shall be compensated for at the rate of time and one-half (1 ½) for each hour actually worked in an overtime status. Overtime payment shall commence after completion of forty (40) hours in a work week. Sick days, legal holidays, vacation days, and compensatory time constitute compensable days for the computation of overtime. All other days, other than workdays, sick days, legal holidays, vacation days, and compensatory time will not be utilized as compensable days for the purpose of computing overtime. All overtime must be authorized by the Warden or his/her designee.
- B. The Warden or his/her designee, at his/her discretion, may require a doctor's certificate for any sick day taken by an Officer during a period within which the Officer has worked overtime and the sick day is actually used as a compensable day for the purposes of computation of overtime.
- C. Any Correction Officer called to work will be guaranteed four (4) hours overtime, and if he/she works over five (5) hours, will be guaranteed eight (8) hours.
- D. "Scheduled Overtime" means overtime voluntarily agreed to and assigned on the same day on which it is worked.
- E. "Non-Scheduled Overtime" or "Mandatory Overtime" means involuntarily assigned overtime made on the day on which it is to be worked.
- F. All scheduled overtime shall be distributed as equally as possible among bargaining unit members utilizing an agreed upon "scheduled overtime" list based on departmental seniority.
- G. All non-scheduled overtime or mandatory overtime shall be assigned based on agreed upon "mandatory overtime" lists. Each shift will utilize a list that is comprised of all officers working on said shift, and will be based on departmental seniority. Once an Officer is assigned and works a shift of mandatory overtime, his/her name will be placed at the bottom of the mandatory list and shall not be

reassigned mandatory overtime until such time that his or her name rotates and reappears at the top of the list.

- H. With the approval of the Warden or his designee, officers shall be permitted to split or "share" periods of "scheduled overtime" and "non-scheduled overtime" with increments no smaller than a one-hour period being worked.
- I. No Officer shall be assigned "mandatory overtime" for the shift following his or her last shift worked prior to their regularly scheduled days off or a scheduled vacation day, absent extreme emergent circumstances as determined by the Warden. The prohibition on assigning "mandatory overtime" set forth in this paragraph does not apply to any officer who is/was in unpaid status during any day of the workweek.
- J. No Officer shall be required to work more than eight (8) hours of overtime during a single twenty-four (24) hour period, absent emergent circumstances as determined by the Warden.
- K. Pursuant to Section A, herein, regular overtime will continue to be compensated at the rate of time and one-half. Effective April 1, 2015, overtime compensation may be in the form of cash payment or compensatory time off, at the sole discretion of the Officer. Officers may take compensatory time off upon approval by the Warden or his or her designee. The decision to grant a comp time request shall be based upon whether minimum staffing levels are met. It is understood that a request for the use of compensatory time off will not ordinarily be granted if it results in overtime for another Officer. Officers may accrue a maximum of ninety-six (96) hours of compensatory time per calendar year. Any compensatory time not used by November 15th of the year in which it is earned shall be paid to the Officer at his or her current rate of pay, within thirty (30) days thereafter.

ARTICLE 8

PERSONAL DAYS

Each employee will be granted three (3) Personal Days per annum. Requests for the use of a Personal Day must be submitted on the form provided by the Warden's office at least forty-eight (48) hours before the commencement of leave. This leave may not commence if any emergency condition exists in the County, as declared by the Warden or his/her designee. Personal days must not be utilized as compensable days for the purpose of computing overtime.

ARTICLE 9
HOSPITAL, SURGICAL, MAJOR MEDICAL,
PRESCRIPTION AND RETIREMENT BENEFITS

- A. The County of Ocean currently provides medical coverage to the County employees through the New Jersey State health Benefits Program as supplemented by NJ Local Prescription Drug Program and Chapter 88 P.L. 1974, as amended by Chapter 436 P.L. 1981. The parties recognize that the State Health Benefits Program is subject to changes enacted by the State of New Jersey that may either increase or decrease benefits.
- B. The County shall not change the health insurance coverages referred to in paragraph A except for a plan that is equivalent or better. Provided, however, that the parties expressly recognize that the components of HMO plans are changed periodically by the plan providers and that the County has no control over or any obligations regarding such changes.
- C. All employees, current and future, who retire on or after January 1, 2013, in order to be eligible for the lifetime health benefits upon retirement, must have served a minimum of fifteen (15) of the required twenty-five (25) years with the County. This "minimum of fifteen years with the County" provision does **not** apply to ordinary and accidental disability retirements.

Any member of the bargaining unit who retires after the execution of this agreement must have served a minimum of seven (7) with the County (twenty-five (25) years total in the pension system) in order to be eligible for the lifetime health benefits upon retirement.

- D. An eligible employee may change his/her coverage only during the announced open enrollment period for each year after having been enrolled in the former plan for a minimum of one (1) full year. Regardless of this election, employees are specifically ineligible for any deductible reimbursement.
- E. When a member from this bargaining unit is granted the privilege of a leave of absence without pay for illness, health coverage will continue at County expense for the balance of the calendar month in which the leave commences plus up to three (3) additional calendar months next following the month in which the leave commences. After that time has elapsed, if necessary, coverage for an additional period of eighteen (18) months may be purchased by the employee under the C.O.B.R.A. plan.
- F. In the case of consecutive leaves of absence without pay, it is understood and agreed that the responsibility of the County to pay for benefits remains limited to the original period of up to four (4) months.
- G. Effective November 1, 2012, the following changes will affect all new hires:

1. Employees will be offered the NJ Direct 15 Plan, or its replacement. New Hires may elect a higher level of coverage at their expense.
2. Continuation of spousal coverage after the death of the retiree will no longer be offered at the County's expense.
3. The County will no longer reimburse Medical Part B Premiums.

ARTICLE 10 **VISION CARE PLAN**

Vision care benefits will be afforded to all members of the bargaining unit in accordance with the provisions as set forth in the "Guidelines for Ocean County Vision Service Plan".

ARTICLE 11 **FAMILY DENTAL PLAN**

Members of this bargaining unit, after the first of the month following three (3) full months of employment, shall be eligible for a Family Dental Plan contracted for with Blue Cross/Blue Shield or other suitable dental care provider.

The Family Dental Plan will be made available to eligible employees, spouses and children to the end of the year in which they turn 19 years of age. The maximum total cost for services per patient per benefit year is limited to \$1,000.00. There will be a \$25.00 deductible per patient per benefit year, to be paid by the employee, for up to the first three members of each family. However, this deductible is not applicable to preventative and diagnostic services as described below:

Preventative and diagnostic
(X-rays, Cleaning, Check-up, etc.).....100%

Treatment and therapy
(Fillings)..... 80%

Prosthodontics, Periodontics, Inlays
Caps and Crowns, Oral Surgery
(Ambulatory)..... 50%

Orthodontics
(Limited to \$800 per patient)
over a five year period..... 50%

ARTICLE 12 **HOLIDAYS**

Each full-time Officer covered by this Agreement shall enjoy the following holidays with pay, to be observed on the dates specified each January by the Board of Commissioners:

Group A

Christmas Day
New Year's Day
Thanksgiving Day
July 4th
Memorial Day
Labor Day

Group B

Columbus Day
Veteran's Day
General Election Day
Martin Luther King Day
Presidents Day
Good Friday

Should the Board of Commissioners designate a different date for the County celebration of New Year's Day, July 4th and Christmas, said designation shall not apply to members of this Bargaining unit.

During the term of this collective negotiations agreement, the County shall have the ability/right to unilaterally increase the number of holidays provided to members of this bargaining unit. Should the County exercise this right/ability, the PBA will be afforded at least 30 days notice of the additional holiday, which can be shortened upon mutual consent. Further, should the County exercise this right to add a holiday, the new holiday shall become a term and condition of the collective negotiations agreement and survive expiration of the collective negotiations agreement unless the PBA 258 and County negotiate away the holiday in the future.

Amongst each shift and regardless of unit assignment, requests for holiday time off for those holidays designated within "Group A" shall be awarded based upon Departmental Seniority by rotation. Requests for holiday time off for those holidays designated within "Group B" shall be awarded based upon Departmental Seniority by rotation within the Unit and within each shift requested. The holiday selection processes will be completed after the annual shift bidding process is completed but prior to the actual changing of shifts for the new year.

In the event any Officer covered by this Agreement is required by the Warden to perform duties on any of the holidays enumerated above or on Easter Sunday, whether scheduled or call-in situations, he/she shall be compensated as set forth below:

- A. All work performed on a holiday shall be compensated at a rate equal to two and one-half times (2-1/2X) the rate of pay which would apply on a normal workday. The eight (8) hours regular day's pay shall always count toward the 2-1/2X rate of pay. Specific examples follows:

- 1. Employee scheduled to work eight (8) hours on a holiday who actually works the eight (8) hours.

8 hours (regular pay @ straight time)	= 8 hours
8 hours @ 1-1/2X	= <u>12 hours</u>
TOTAL PAY	20 hours

2. Employee scheduled to work eight (8) hours on a holiday who actually works the sixteen (16) hours:

8 hours @ straight time	= 8 hours
8 hours @ 1-1/2 X	= <u>12 hours</u>
8 hours @ 2-1/2 X	= 20 hours

TOTAL PAY	40 hours
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3. Employee not scheduled because of a holiday who is called in to perform two (2) hours' work:

8 hours @ straight time	= 8 hours
4 hours (min. call-back) @ 1-1/2X	= <u>6 hours</u>
TOTAL PAY	14 hours

4. Employee not scheduled to work because of a holiday who is called in to perform ten (10) hours work:

8 hours @ straight time hours	= 8 hours
8 hours @ 1-1/2X	= 12 hours
2 hours @ 2-1/2X	= <u>5 hours</u>
TOTAL PAY	25 hours

ARTICLE 13 **SICK LEAVE**

- A. Sick Leave shall accumulate at the rate of one and one-quarter (1-1/4) days per month in the first year of service, commencing on the first month or major portion thereof, from date of hire. It is assumed that the employee shall remain in the service of the County for the remainder of the calendar year, and the total number of sick days, pro-rated, shall be credited to the employee. If separation occurs before the end of the year, and more Sick Leave has been taken than apportioned on a pro-rated basis, the per diem rate of pay for the excess days shall be deducted from the final pay.

Sick Leave shall accumulate from year to year with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year.

Days lost due to injury or illness arising out of or caused by County employment, for which the employee has a claim for Workers' Compensation, shall not be charged to Sick Leave. Paid holidays occurring during a period of Sick Leave shall not be chargeable to Sick Leave.

- B. Employees in this bargaining unit are also eligible for coverage under the County's reimbursement for unused sick leave at retirement policy. This policy provides for reimbursement for unused sick days at a retirement on the basis of one-half (1/2) pay for each earned and unused sick day to a maximum of \$15,000.00. Employees are responsible following all of the conditions and controls of this policy and all pertinent forms must be submitted to the Department of Employee Relations at least sixty (60) days prior to the date retirement commences. Employees will have a choice of selecting either a lump sum payment or payments spread over a three (3) year period. The estates of unit members who die while still employed by the Board shall also receive the same benefits within the guidelines described above.

ARTICLE 14 **VACATION LEAVE**

The County's vacation program is set forth as follows:

- A. For an employee with no more than twelve (12) months of service, one (1) day for each calendar month employed.
- B. For an employee who has served twelve (12) months and one (1) working day up to a total of forty-eight (48) months, twelve (12) working days.
- C. For an employee who has forty-eight (48) calendar months plus one (1) day up to a total of one hundred thirty-two (132) calendar months, fifteen (15) working days.
- D. For an employee who has served one hundred thirty-two (132) months plus one (1) working day up to a total of two hundred twenty-eight (228) calendar months, twenty (20) working days.
- E. For an employee who has served two hundred twenty-eight (228) calendar months plus one (1) day, twenty-five (25) working days.

Each employee will be informed of his/her vacation time through utilization of the County's computer system. Any employee leaving the service of the County shall have earned but unused vacation time paid to him/her. Unearned but used vacation time will be deducted from the employee's last pay, if termination of service occurs.

Bidding for vacations shall be based upon Civil Service seniority, provided it does not create a shortage of experienced Officers on a given shift.

Vacation time requests shall be awarded based upon Departmental Seniority. Vacation time off requests shall be made within the first thirty (30) days of each calendar year after the rebid shift change occurs and the new seniority schedules are implemented, and approval and/or denial of all requests shall be made within thirty (30) days thereafter. After completion of the initial thirty (30) day request period, any requests for days off will be on a first come first serve basis.

ARTICLE 15 **JAIL PHYSICIAN**

Correction Officers shall continue to receive diagnostic services in accordance with the existing practice when the Jail Physician is present.

ARTICLE 16 **ATTENDANCE AT ASSOCIATION MEETINGS**

- A. It is intended that no more than two (2) members may attend Policemen's Benevolent Association meetings during their normal working shift and further, there shall not be more than two (2) days of such meetings in any given month. If possible, Association meetings should be scheduled for those delegates during their off-duty periods.
- B. The PBA President or his/her designee shall be granted six (6) additional days per contract year to conduct Union business.

ARTICLE 17 **LONGEVITY**

Longevity pay for all classified permanent employees covered by this Agreement, hired on or before November 1, 2012 with seven (7) or more years of continuous and unbroken service to the County will be based upon the schedule set forth below:

7 years	3.0% of base salary
12 years	4.6% of base salary
17 years	5.7% of base salary
22 years	6.5% of base salary
27 years	7.3% of base salary
32 years	8.0% of base salary

The following Longevity Guide will apply to Correction Officers hired after November 1, 2012, but before October 6, 2014.

Completion of 15 years	2% of base rate
Completion of 20 years	4% of base rate
Completion of 25 years	6% of base rate

Correction Officers hired after October 6, 2014 will not be eligible for longevity benefits.

ARTICLE 18

COLLEGE CREDIT

- A. The Employer agrees to pay each employee covered by this Agreement, in addition to his/her annual salary, an educational incentive, payable in equal increments, as set forth below on the following basis:
1. For an Associate of Arts Degree or sixty-two (62) college credits, Five Hundred Dollars (\$500.00).
 2. For a Bachelor's Degree or one hundred twenty-four (124) college credits, Eight Hundred Dollars (\$800.00).
 3. For a Master's Degree, One Thousand Dollars (\$1,000.00)
- B. Successful completion of the degree shall be evidenced by submission of any of the following documents:
1. A copy of the actual degree.
 2. A copy of the employee's transcript, indicating that a degree has been awarded accompanied by a letter from the institution certifying the awarding of the degree.
 3. Any certified institutional document that evidences the awarding of the degree.
- C. The foregoing payments shall be made with the regular paycheck totaling 26 payments per calendar year. The Officer must submit the proper documentation, of the applicable degree, to the Warden as outlined above. The Officer will begin to receive the appropriate stipend in their regular bi-weekly pay within thirty (30) days after notification is made to the Employer.

- D. Officers hired after September 1, 2016 will no longer be eligible for college credit benefits.

ARTICLE 19 **TUITION REIMBURSEMENT**

Members of this bargaining unit are eligible to be reimbursed for college tuition, subject to the Ocean County Tuition Reimbursement Policy (ER 701-86).

ARTICLE 20 **NO-STRIKE CLAUSE**

During the period of the time this Agreement is in effect and notwithstanding any change in existing law, the Association and its employees shall not have the right to engage in any slowdown, work stoppage, strike or similar type of activity. The method of resolving any disagreement concerning this Agreement or other elements of the employment relationship shall be covered by the procedure contained in this Agreement.

ARTICLE 21 **GRIEVANCE PROCEDURE**

A. **Definitions**

A "grievance" is a claim by an Officer or the PBA based upon the interpretation, application or violation of this Agreement, policies or administrative decisions and practices affecting an Officer or group of Officers.

An "aggrieved person" is the person or persons or the PBA making the claim.

It is understood that the PBA reserved its lawful right as the Exclusive Bargaining Agent to file a complaint or initiate a formal grievance without the consent or prior notification of the person or group of persons the PBA deems afflicted by an disagreement and asserts its lawful right to enforce this Agreement by doing so.

1. The Grievant(s) or the PBA must file a grievance with fifteen (15) days of its occurrence.
2. Grievances may be initiated at the step of the procedure at which relief can be granted.

- B. **Purpose** - The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting

Officers. Both parties agree that these procedures will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. **Procedure**

1. **Time Limits** – The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. **Level One – Immediate Superior** – An Officer with a grievance shall first discuss it with his/her immediate superior, either directly or through the Association's designated representative, with the objective of resolving the matter informally.
3. **Level Two – Warden** – If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) working days after the presentation of the grievance, he/she may file the grievance in writing with the PBA within five (5) days after the decision at Level One or ten (10) working days after the grievance was presented, whichever is sooner. Within five (5) working days after receiving the written grievance, the Association shall refer it to the Warden.
4. **Level Three – County Administrator** – If the aggrieved party is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) working days after the grievance was delivered to the Warden, whichever is sooner, he/she may request in writing that the PBA submit his/her grievance to the County Administrator for disposition.
5. **Level Four – Arbitration** – Within ten (10) days, if the aggrieved party is not satisfied with the disposition of this grievance at Level Three, he/she may request in writing that the PBA submit his/her grievance to Arbitration. If the PBA determines that the grievance is meritorious, it may submit the grievance to arbitration within twenty (20) days after receipt of a request by the aggrieved person.

Within ten (10) days after such written notice of submission to arbitration, the County and the PBA shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to PERC by either party. The parties shall then be bound by the rules and procedures of PERC.

The arbitrator's decision shall be in writing and shall be submitted to the County and the PBA and shall be final and binding on the parties.

In the event that arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest solely with the arbitrator selected in accordance with the provision of this Article.

The costs for the service of the arbitrator, including per diem expenses, if any, any actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the County and the PBA. Any other expenses incurred shall be paid by the party incurring same.

D. Rights of Officers to Representation

1. Officers and PBA – Any aggrieved person may be represented at all stages, except at Level One, of the grievance procedures by himself/herself, or, his/her option, by representative(s) selected or approved by the PBA. When an Officer is not represented by the PBA, the PBA shall have the right to be present and to state its views at all stages of the grievance procedure.
2. No Reprisals – No reprisals of any kind shall be taken by the County or by any member of the administration against any party in interest, any representative, any member of the PBA or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Written Decisions – Decisions rendered at Level One, which are unsatisfactory to the aggrieved person and all decisions rendered at Level Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the PBA. Decisions rendered at Level Three shall be in accordance with the procedures set forth in the section.
2. Separate Grievance File – All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
3. Forms – Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared by the PBA and given appropriate distribution so as to facilitate operation of the grievance procedure.
4. Meetings and Hearings – All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

5. Sole and Exclusive Remedy – This grievance procedure shall be the sole and exclusive remedy for any issue arising out of the interpretation, application or violation of this Agreement, policies or administrative decisions and practices affecting Officer or group of Officers.
6. Single Grievance – An arbitrator shall be empowered to hear only one grievance for each appointment he/she receives; provided, however, that in the event there is more than one grievance presented and the grievances arise out of the same set of facts or involve the same materially and substantially identical issues, a single arbitrator shall be empowered to adjudicate all such grievances.

ARTICLE 22 **SEVERABILITY CLAUSE**

If any part, clause, portion or article of this Agreement is subsequently deemed by a Court of competent jurisdiction to be illegal, such clause, portion or article may be deleted and the remainder of the Agreement not so affected shall continue in full force and effect absent the affected clause.

ARTICLE 23 **UNILATERAL CHANGES**

There shall not be any unilateral changes in the terms and conditions of this Agreement. Any changes made in this Agreement shall be done with mutual consent of the parties. However, unless specifically provided in this Agreement, neither party shall be required to re-negotiate any part of this Agreement until the expiration of said Agreement.

ARTICLE 24 **FULLY BARGAINED CLAUSE**

This Agreement contains the entire understanding of the parties. There are no representations, promises or warranties other than those set forth herein.

ARTICLE 25 **NEGOTIATION OF A SUCCESSOR AGREEMENT**

The parties shall commence negotiations for a successor contract no later than March 30, 2025.

ARTICLE 26
BEREAVEMENT LEAVE

- A. All employees shall receive up to three (3) days in the event of the death of a spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, aunt, uncle, common law spouse and any other member of the immediate household. All employees shall be entitled to a leave of one (1) day to attend the funeral of a spouse's aunt, uncle or grandparent. Such leave is separate and distinct from any other leave time. All such leave will not be taken until the immediate supervisor is notified of the instance of bereavement. Verification may be requested by the Warden.
- B. Any Bereavement Leave taken must be taken concurrently, and any part of Bereavement Leave must occur within fifteen (15) days from the date of death, absent exceptional circumstances.
- C. Bereavement Leave is provided to allow eligible employees time to make necessary arrangements and attend funeral services, therefore, Bereavement Leave requests must include one of the following dates:
 - 1. Date of death.
 - 2. Any date(s) of viewing
 - 3. Date of interment.
 - 4. Date of religious or memorial services.

ARTICLE 27
SENIORITY

- A. Seniority shall be defined as an employee's length of unbroken continuous service with the Department of Corrections. Seniority shall commence and begin to accumulate from the employee's first day of appointment by Ocean County as a duly sworn Correction Officer as recognized by Civil Service standards and accordingly by any break in service.
- B. The County shall implement and maintain a shift selection and days off annual bidding process with the following provisions being followed:
 - 1. The employer shall post a seniority list by October 1st of each preceding year.
 - 2. Seniority bidding shall commence November 1st.
 - 3. The new schedule shall be posted by November 27th based upon the bids that have been awarded.
 - 4. The new scheduled, which is the result of the seniority bidding process, shall be effective the first week of January.

- C. The seniority system shall be administered departmentally. An employee will carry his/her seniority from one section, division or unit of the department to another. Employees will not lose seniority rights if transferred from one title or duty assignment to another within the same rank.
- D. The Warden shall have the authority to designate employees to a sixty (60) day training period when filling a new position within the Department of Corrections.
- E. The Warden shall, regardless of accumulated seniority of employee(s) in question, have the authority to make emergency transfers to positions where needed for a period not to exceed ninety (90) days.
- F. Officers shall have the right to bid for their shift as well as days off, when transferred into the division. The Warden shall retain the sole authority for the assignment of Officers to sections, divisions or units within the Department.

ARTICLE 28 **AGENCY SHOP**

The parties recognize and shall be guided by the terms of the Workplace Democracy enhancement Act as set forth in N.J.S.A. 34:13A-5.11

ARTICLE 29 **CHECK-OFF OF DUES**

The County agrees to deduct from the earnings of each member of PBA, Association membership dues when said employee has properly authorized such deduction in writing. The Association will indemnify, defend and save harmless the County against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the County, in reliance upon salary deduction authorization cards submitted by the Association to the County. Unless otherwise specified, the deductions enumerated above shall take place on a monthly basis.

ARTICLE 30 **ON-CALL AND EXTRADITION ASSIGNMENTS**

- A. Correction Officers, when assigned by the Warden to an on-call duty status shall be compensated in the amount of Two Hundred and Forty Dollars (\$240.00) per week for each week assigned.

- B. Correction Officers performing extraditions shall in addition to their regular pay earn four (4) hours of overtime for each twenty-four (24) hour period that they are on duty.

ARTICLE 31

WEATHER EMERGENCIES

If the Board of Commissioners closes the County offices due to inclement weather, any member of this bargaining unit required to work by the Employer shall receive an extra personal day as additional compensation for each full eight (8) hour shift worked.

ARTICLE 32

DURATION

The duration of this Agreement shall be from July 1, 2022 through June 30, 2025, and its terms shall remain in full force and effect until a successor agreement is negotiated.

ARTICLE 33

LAW ENFORCEMENT PROTECTION ACT

The provisions of Public Law 1996, Chapter 115, known as the Law Enforcement Officers Protection Act, are attached hereto and incorporated herein as if set forth at length.

ARTICLE 34

ON THE JOB INJURY POLICY

The County's on the job injury policy as it affects Officers represented by PBA Local 258 shall provide that when an injury occurs on the job the affected Officer shall be covered for up to sixty (60) days at full pay. All other existing County policies relating to on the job injury benefits shall be continued.

Should an employee be traumatically injured due to a violent attack by an individual(s) for the intended purpose of causing severe harm to said employee, and upon application to the Director of Employee Relations, the sixty (60) calendar days may be extended to a period of up to one (1) calendar year. The Director of Employee Relations' determination in this regard is final and not subject to further appeal under the terms of this Agreement, or any other judicial forum.

Correction Officers who have returned to work on an unrestricted/full-duty basis, and who are still receiving prescribed physical therapy as a result of their compensable accident, shall make all efforts to arrange to schedule such prescribed rehabilitation

session during off-duty hours. If this is not possible due to the shift the officer works, then they may attend the prescribed rehabilitation session during on-duty hours and may use sick time or any other leave entitlement or may choose to be docked for that time.

ARTICLE 35
HEALTH AND SAFETY

- A. With the approval of the Warden, or his designee, Officers shall be permitted to exchange days off with one another provided that the exchange does not create overtime. The Warden will continue to be able to restrict employees who do not fulfill their obligations under this section from further participation in the benefit.
- B. Whenever operational needs permit, Officers will have their regular days off scheduled consecutively.

IN WITNESS WHEREOF, the parties have set their hands and seals this 30TH day
of November, 2022.

ATTEST:


Michelle I. Gunther
Clerk of the Board

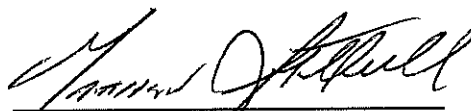
OCEAN COUNTY BOARD OF COMMISSIONERS

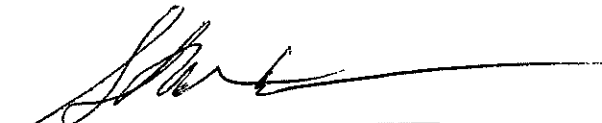

Virginia E. Haines
Deputy Director

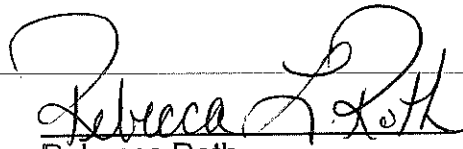
WITNESS

POLICEMEN'S BENEVOLENT ASSOCIATION,
LOCAL 258




Matthew G. Stillwell , President


Steven A. Wedding, Vice President


Rebecca Roth
N.J. State P.B.A. Delegate

APPENDIX A
SALARIES

	<u>Effective</u> <u>July 1, 2022</u>	<u>Effective</u> <u>July 1, 2023</u>	<u>Effective</u> <u>July 1, 2024</u>
Step 1	\$47,000	\$50,000	\$50,000
Step 2	\$52,000	\$52,000	\$52,000
Step 3	\$57,000	\$57,000	\$57,000
Step 4	\$62,000	\$62,000	\$62,000
Step 5	\$67,000	\$67,000	\$67,000
Step 6	\$72,000	\$72,000	\$72,000
Step 7	\$77,000	\$77,000	\$77,000
Step 8	\$82,000	\$82,000	\$82,000
Step 9	\$87,000	\$87,000	\$87,000
Step 10	\$92,000	\$92,000	\$92,000
Step 11	\$97,000	\$97,000	\$97,000
Step 12	\$102,000	\$102,000	\$102,000
Step 13	\$106,000	\$106,000	\$106,000
Step 14	\$110,000	\$110,000	\$110,000
Step 15	\$114,000	\$114,000	\$114,000

APPENDIX A
Advancement – placement chart

Base Year		Year 1		Year 2		Year 3
		July 1, 2022		July 1, 2023		July 1, 2024
Step		Step		Step		Step
						1
				1	----->	2*
1	----->	1	----->	2*	----->	3
2	----->	2	----->	3	----->	4
3	----->	3	----->	4	----->	5
4	----->	3	----->	4	----->	5
5	----->	4	----->	5	----->	6
6	----->	5	----->	6	----->	7
7	----->	6	----->	7	----->	8
8	----->	7	----->	8	----->	9
9	----->	8	----->	9	----->	10
10	----->	8	----->	9	----->	10
11	----->	9	----->	10	----->	11
12	----->	10	----->	11	----->	12
13	----->	10	----->	11	----->	12
14	----->	11	----->	12	----->	13
15	----->	11	----->	12	----->	13
\$96,041	----->	12	----->	13	----->	14
\$98,844	----->	12	----->	13	----->	14
\$102,181	----->	13	----->	14	----->	15
\$103,691	----->	13	----->	14	----->	15
\$103,786	----->	13	----->	14	----->	15

** Except set forth in paragraph D of Article 4, all Probationary Officers remain on Step 1 for a full calendar year before they advance to Step 2 on the anniversary of their hiring date.*

