

**AGREEMENT**

**BETWEEN**

**TOWNSHIP OF STAFFORD**

**AND**

**TEAMSTERS LOCAL 469**

**MANAGEMENT AND SUPPORT**

**January 1, 2021 through December 31, 2024**

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## **AGREEMENT**

This Collective Negotiations Agreement ("Agreement") entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the Township of Stafford, County of Ocean, State of New Jersey, hereinafter referred to as the "Employer" and the Union of Teamsters Local 469 hereinafter referred to as "Employees."

WHEREAS, it is the intent and purpose of the parties to promote fair and equal, harmonious, and economic relations between the employer and its employees and to establish a basic understanding relative to pay, hours of work, and other conditions of employment consistent with the law and established practices.

NOW THEREFORE, the parties hereto, in accordance with the following covenants, conditions, and agreements agree as follows:

### **ARTICLE I**

#### **RECOGNITION**

- A. The Employer recognizes the Union as the exclusive bargaining agent for all full-time "Management and Support" employees included in this agreement, and or such additional titles as the parties may later agree to include. This recognition shall continue in full force so long as the Union continues to represent the employees covered.
- B. The word "employee" as used in this Agreement shall mean all permanent full-time Management and Support Personnel employed by the Township and provisional and appointed employees after one hundred eighty (180) days of employment.
  - 1. Included: All Managers and support personnel listed by position in Article XXVII.
  - 2. Excluded: All other Township of Stafford positions that are not included in Article XXVII.

## ARTICLE II

### **DUES CHECK-OFF AND REPRESENTATION FEE**

- A. Dues Deduction: The Employer agrees to deduct the monthly membership dues from the pay of the member employees. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union and the deductions of all employees shall be remitted to the Treasurer of the Union, together with a list of the names of all employees for whom the deductions were made, by the tenth day of the succeeding month after such deductions are made. Changes in dues shall be sent to the Township Administrator no less than thirty (30) days before they are to take effect.
- B. The Union agrees to indemnify and hold the Township harmless against any, and all claims, suits orders of judgements brought or issued against the Employer with regard to the dues check-off, except for any claims that results from negligent or improper acts of Employer or its agent or servants.
- C. Dues deduction may only be stopped if the employee so requests. Any such request must be in writing and submitted to the Employer prior to November 1<sup>st</sup> of any given year. Dues shall be halted beginning with the first pay period of each calendar year. The Employer will immediately supply the Union a copy of any requests to halt dues.
- D. If, during the life of this Agreement, there shall be any change in the rate of membership dues, the Union shall furnish to the Employer written notice prior to the effective date of such change, and shall furnish the Employer with a certified copy of the Resolution, indicating dues changes and the effective date of such changes.
- E. The Township agrees to comply with any and all legal obligations with respect to employees' representation in the bargaining union, including but not limited to the Workplace Democracy Enhancement Act, P.L.1941, c.100. Any disputes arising from same shall not be subject to Article 9 of this Agreement.

**ARTICLE III**  
**MANAGEMENT RIGHTS**

A. Management Rights: The Employer hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred and vested in it prior to the signing of this Agreement by the laws and Constitutions of the State of New Jersey and of the United States; including, but without limiting the generality of the foregoing, to the following rights:

1. All management functions and responsibilities which the Employer has not expressly modified or restricted by a specific provision of this Agreement.
2. The right to establish and administer policies and procedures related to personnel matters, Employer control activities, training, operational functions, performance of services and maintenance of the facilities and equipment of the Employer.
3. Disciplinary action included but not limited to suspension, demotion, discharge, or takes other appropriate disciplinary action against any employee for good and just cause.
4. To hire, promote, transfer, assign, schedule, reassign, lay-off, and recall employees to work.
5. To determine the number of employees and the duties to be performed.
6. To maintain the efficiency of employees; to establish, expand, reduce, alter, combine, consolidate, or abolish any job or job classification, department or operation or service.
7. To determine staffing patterns and areas worked, to control and regulate the use of facilities, supplies, equipment, materials, and any other property of the Employer.
8. To determine the number, location and operation of divisions, departments, work selections, and all other work units of the Employer, the assignment of work, the

qualifications required, the performance standards and the size and composition of the work force.

9. All discretionary or permissive language contained within the Family Medical Leave Act ("FMLA"), the New Jersey Family Leave Act ("NJFLA") (P.L. 2013. c. 82) and regulations promulgated pursuant to those statutes or comparable leave laws shall be a management prerogative. All leaves which are also covered under any of the foregoing laws as well as leave under the foregoing laws shall run at the same time.
  10. To subcontract for any existing or future services as determined necessary by the employer.
  11. To make or change Employer rules, regulations, policies, and practices consistent with the specific terms and provisions of this Agreement.
  12. And otherwise to generally manage the affairs of the employer, attain and maintain full operating efficiency and productivity and to direct the work force.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Employer shall be limited only to the specific and expressed terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of New Jersey and rules and regulations.

#### **ARTICLE IV**

##### **SUCCESSOR CLAUSE**

- A. This agreement shall be binding for any and all government successors. The Employer shall make it a written condition of transition that all terms, provisions, and intents shall bind the successor or assigns of this Agreement.
- B. The Employers shall notify the Union in writing within thirty (30) days of transition of any changes in operations covered by this Agreement.

## **ARTICLE V**

### **UNION RIGHTS**

- A. Access to Premises: Union officials and duly authorized representatives (Shop Steward) on Union business, whose names have been sent to and acknowledged by the employer, shall be admitted to the premises by the Employer. Union Representatives shall have the chance to consult with employees in this unit before the work shift starts, during lunch or break, or after work shifts. The Employer will designate appropriate facilities for such meetings. One (1) week advance notice will be submitted to the Employer for such requests.
- B. Union Leave: Subject to the approval of the Employer, the Employer agrees to provide during the duration of this agreement leaves of absence without pay, a total of three (3) days per year for Union officers and shop stewards for the purpose of Union business. Application for such leave will be made fourteen (14) days in advance of such leave.
- C. Negotiation: Once the Union is certified, the Employer agrees to recognize the Union and commence bargaining. If negotiation sessions are scheduled during the normal working hours, delegates will be excused without loss of pay or time. A maximum of one (1) steward and one (1) alternate steward will attend negotiation sessions without loss of pay, plus counsel.

## **ARTICLE VI**

### **STEWARD**

- A. The Township recognizes the right of the Union to designate one (1) Steward and one (1) alternate for the enforcement of this Agreement. The Union shall furnish in writing to the Township with the name of the Stewards/alternate and notify the Township of any change(s) when the change occurs.

- B. The authority of the Steward/alternate so designated by the Union shall be limited to, and shall not exceed, the following duties and activities:
1. The investigate and presentation of grievances in accordance with the provisions of this Agreement, as long as it does not interfere with the employee's normal working duties;
  2. The transmission of such messages and information which shall originate with and authorized by the Union, so long as it does not interfere with the employee's normal working duties; and
  3. The steward and alternate will be present for the purpose of contract negotiations.

## **ARTICLE VII**

### **PROBATIONARY PERIOD**

- A. The first one hundred and eighty days (180) of employment with the Township for all employees placed in a supervisory role covered by this collective agreement shall be considered a probationary period. Notification to the Shop Steward and the Union shall be made prior to the start of the additional one hundred eighty days (180). Term appointees will not be probationary. During the aforementioned period, the Township may discharge or demote such employees.
- B. If promoted from within the unit, the employee serving the newly established probationary period shall have a right to return to his/her original title within the probationary period established above. The Township shall have no responsibility for the re-employment of a newly engaged probationary employee if they are dismissed during their probationary period.
- C. During a probationary period, the new employee will receive health benefits, sick leave, vacation days and personal days, accrued per contract schedule.
- D. If an employee governed by this bargaining unit attains a new position in the unit by promotion or entry into this unit by promotion, the employee shall serve a six (6) month probationary period

upon which the employee shall be reviewed and evaluated by the Township officials and may be reduced to previous employment pursuant to law.

## **ARTICLE VIII**

### **DISCRIMINATION AND EQUAL TREATMENT**

- A. There shall be no discrimination, interference, or coercion by the Employer or any of its agents against the Employee represented by the Union because of membership in or activities on behalf of the Union. The Union shall not intimidate or coerce Employees into membership. Neither the Employer nor the Union shall discriminate against any Employees because of race, color, creed, sex, national origin or political affiliation ancestry, age, affectional and sexual orientation, gender identity or expression, domestic partnership, civil union or marital status, pregnancy (including pregnancy related medical condition), childbirth, physical or mental disability, atypical hereditary or cellular blood trait, genetic information, citizenship, veteran status, or other basis, characteristic or trait protected by federal or state law (collectively "protected class") or an employee's association with a member of a protected class.
- B. Personnel Records.
1. No written reprimand regarding an Employee's conduct, service, character or personality should be placed in his or her personnel file unless the Employee has had an opportunity to review the material by affixing his or her initials to the document to be filed with the express understanding that such initials in no way indicate agreement with the contents thereof. The Employee shall also have the right to submit a written reply (example - rebuttal, answer, etc.) to such material, and this reply shall be reviewed by the Department Head and the Township designee at the Employee's request. This reply will be attached to

the document to which it is in reply as soon as the document is in the Employee's personnel file.

2. Although the Township agrees to protect the confidentiality of personal references, credentials, and other similar documents, it shall not establish any separate personnel file which is not available for the Employee's inspection. This provision shall not apply to any information which need not be disclosed to the Employee under the requirements of State law.

## **ARTICLE IX**

### **CONTINUITY OF OPERATIONS**

- A. It is recognized that the need for continued and uninterrupted operations of the Employer's business is of paramount importance to the citizens of Stafford Township, and there should be no interference with said operation.
- B. The Union agree not to engage in, encourage, sanction or suggest strikes, slow-downs, job actions, lock-outs, mass resignations, mass absenteeism, or other similar actions which would involve suspension of or interference with the normal employer's business. The Employer agrees not to lock out employees.
- C. If either party violates this section, such parties or persons shall be responsible for damages resulting as a matter of consequence of such action and damages may be recovered by appropriate action instituted in court in addition to any other legal remedies which may be available.

## ARTICLE X

### LAYOFF AND RECALL

A. Union Language:

1. In the event the Employer reduces the work force or abolishes a position, the following procedure shall apply:

- a. Employees shall be laid off in reverse seniority order within the classification they currently hold.
- b. Notice of such layoffs shall be given forty-five (45) days prior to the implementation of said layoffs.
- c. Any laid off employee shall be given preference for re-hire for two (2) years.
- d. The Employer shall rehire laid off employees in the order of greatest seniority.
- e. Under no circumstances whatsoever shall the Employer hire from the open labor market while any employee has an unexpired term of preference for re-call provided the employee is qualified and capable of performing the work and is ready, willing, and able to be re-called.

B. Notice of re-employment to an employee who has been laid off shall be made by certified mail to the last known address of such employee. Employees shall notify the employer within ten (10) days after receiving notification of the first attempt to deliver such notice of their intention to return to work. Employees who decline to accept the same position they were laid off from, offered in accordance with this section, shall forfeit their right to recall.

## **ARTICLE XI**

### **HOURS OF EMPLOYMENT OVERTIME**

- A. All salaried employees covered by this contract shall work at least thirty-five (35) hours per week unless a separate work schedule is currently in place for a member of this unit or negotiated separately as part of this agreement. The workweek shall be established as Monday through Friday exclusively. A one (1) hour lunch break and two (2) fifteen (15) minute breaks shall be permitted daily. There will be no split shifting and any change to the hours of work shall be accomplished by a ninety (90) day advance notice to those affected.
- B. Any work required outside of these hours will be paid at a rate of time and one half (1 ½) the regular straight time rate. If any employee is required to work on a Sunday or holiday the rate will be double time. Any non-Emergent Overtime that is an extension of the work day shall be approved by the Township Administrator prior to working and paid at the employee's current rate of pay. Any employee called in for work outside of these hours, shall be compensated for a minimum of two (2) hours. Any unused Compensatory time can either be carried over to the first quarter of the following calendar year or may be sold back by November 1<sup>st</sup> of the current calendar year. Notification to the Township Administrator in writing must be made by November 1<sup>st</sup> of each year for an end of the year payout of Comp Time and by November 1<sup>st</sup> of the prior year to carry over any Comp Time not used. All Comp Time not expelled by the end of the year must be used by the end of the first quarter of the New Year.

## **ARTICLE XII**

### **DISCIPLINE**

- A. Discipline of an employee shall be only for just cause. Discipline under this article means official reprimand, suspension, demotion, or removal.
- B. All documents in any way connected with an employee's disciplinary history shall be placed in the employee's personnel file and may be viewed in accordance with the terms of this Agreement.

## **ARTICLE XIII**

### **ON THE JOB INJURY/RETURN TO WORK POLICY**

- A. All accidents shall be reported immediately to the Employee's supervisor.
- B. An Employee who is injured during the course of his/her employment and is immediately sent for medical treatment and is unable to return to work shall be paid for the entire shift, not to exceed eight (8) hours straight time.
- C. The Township has adopted an alternate duty/return to work policy which is designed to facilitate an Employee's return to work as soon as possible.

## **ARTICLE XIV**

### **LICENSES, DUES & COURSES**

- A. Any employee whose employment requires the holding of any license or certification, Federal and/or State, may be disciplined, in accordance with this Agreement, for the following:
  - 1. Loss of said license;
  - 2. Failure to promptly advise the Township Administrator of said loss of license.
- B. Any loss of license, if disciplined with suspension or greater, will result in loss of pay for the period of discipline.

- C. Fees: The Township of Stafford will pay for membership in the County, State, National and/or International professional Fees for employees who are certified members. The Township will also pay the recertification fee for employees who have passed the appropriate State exam as well as any and all classes or other courses required to maintain said certification provided certification is related to the day to day operational responsibilities.
- D. Notary Fees: The Township agrees to reimburse employees for notary fees and related expenses if the employee is required to act as a notary as part of their job duties.
- E. The Township shall pay for all Certification or Licenses held by employees that are related to the day to day operational needs of the Township as well as any fees associated with joining organizations relative to the work performed for the Township. The determination of what licenses or certifications benefit the township shall be made within the sole discretion of the Township Administrator.

## **ARTICLE XV**

### **LEAVES OF ABSENCE**

#### **UNPAID LEAVE OF ABSENCE**

Unpaid leaves of absence for reasonable purposes may be granted for up to one (1) year at the discretion of the Township Administrator.

#### **JURY DUTY**

An employee called for jury duty will be excused from work for the period that the employee is called for jury duty and he/she will be paid the difference between jury duty compensation received and his/her regular daily compensation.

## **MILITARY DUTY**

- A. When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service.
- B. Military leave shall be granted pursuant to N.J.S.A. 38:23-1 and N.J.S.A. 38A:4-4. When a full time regular or part-time regular employee, not on probation has been called to active duty or inducted into the military or naval forces of the United States, they shall automatically be granted an indefinite leave of absence without pay for the duration of such active military service, provided they do not voluntarily extend such service. Such employee shall be reinstated without loss of privileges or seniority, provided they report for duty with the Township within ninety (90) days following their discharge from military service and shall have taken and passed the required physical examination by the physician designated by the Township.

## **BEREAVEMENT**

- A. All employees shall be entitled to Bereavement Leave in accordance with the following provisions:
  - 1. Ten (10) working days off in the event of the death of spouse, child, or step-child.
  - 2. Five (5) days off in the event of the death of father, mother, grandparent, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandchild, or spouse's grandparents, as well as the employee's step-parents, step-grandparents, and step-siblings.
  - 3. One (1) day off for death of uncle, aunt, nephew, niece, brother-in-law, sister-in-law, or cousin of the first degree.
- B. Bereavement leave shall be separate and apart from all other leave. No leave may be taken unless the Supervisor has been notified and has authorized the employee to leave.

- C. Exceptions to this section may be granted at the discretion of the Township Administrator.

## **ARTICLE XVI**

### **SICK LEAVE**

- A. Sick Leave shall be defined as absence of an Employee from post or duty because of illness, accident, or exposure to contagious disease.
- B. Employees shall earn sick leave at the rate of one and one-quarter (1.25) days per month for each month worked up to a maximum of fifteen (15) days each year. Sick leave may accumulate from year to year to be used if and when needed by the Employee.
- C. If an Employee is absent for reasons that entitle him/her to utilize sick leave, the Employee is responsible for notifying his/her supervisor promptly by the Employee's usual reporting time. Failure to notify the supervisor may be cause for denial of the use of sick leave and may constitute cause for disciplinary actions.
- D. Absence without notification if able for three (3) consecutive working days shall constitute a resignation.
- E. The Township may require proof of illness from an Employee on sick leave when such a requirement appears reasonable. Abuse of sick leave shall be cause of disciplinary action. In addition, in cases where illness is of a reoccurring or chronic nature, causing reoccurring absences of one (1) day or less, the Township reserves the right to required competent medical evidence to be submitted prior to the reinstatement of said Employee, and also reserves the right to have the Employee examined by the Township's physician before returning to duty. In all cases of reported illness or disability, the Township reserves the right to send the Employee to the Township's physician to investigate the report.

- F. When an absence due to an illness does not exceed two (2) consecutive working days, normally the Employee's statement of the cause for the absence will be accepted without a supporting statement by the attending physician. The Township reserves the right to have the employee examined by the Township's physician for returning to work. Any absence in excess of three (3) consecutive working days may require a written statement from the employee's physician certifying to the employee's absence from work due to illness.
- G. Employees who are unable to report to work because of illness or injury and who have notified their supervisor in accordance with the Article shall be responsible for notifying their Supervisor as to their place of confinement.
- H. Employees retiring under the PERS guidelines shall be eligible for payment for accumulated and unused sick leave pursuant to the following formula:
1. Employees hired on or after May 21, 2010, are only eligible to sell-back accumulated sick leave upon retirement, and in an amount not to exceed Fifteen Thousand Dollars (\$15,000).
  2. Employees hired prior to May 21, 2010, and retiring with thirty (30) years or more of uninterrupted work experience with the Township of Stafford, shall be eligible for reimbursement for accumulated and unused sick leave up to a "cap" payment of \$30,000. Employees hired prior to May 21, 2010, and retiring with less than thirty (30) years of uninterrupted work experience with the Township of Stafford, shall be eligible for reimbursement for accumulated and unused sick leave up to a "cap" payment of \$15,000.
  3. All employees hired on or after January 1, 2014, shall not be eligible for payment for accumulated and unused sick leave, either annually or upon retirement.
- I. Temporary Disability:

1. Temporary Disability is defined as time off from work due to illness or injury which are not caused by or related to the individual's employment or any injuries sustained by employees while working for the Township of Stafford. All employees shall be subject to the provisions of the NJ State Disability plan. Employees shall be subject to the co-pay requirements of the State Disability Plan through payroll deductions. Disability will commence when the employee has exhausted all accumulated sick time.
2. The temporary disability policy described above applies only if the following conditions are met:
  - a. The Employee brings a physician's certificate stating condition of Employee and expected date of return to work.
  - b. Disability status is a period of continuous absence after eight (8) working days.
  - c. If hospitalized, the department head must be notified as soon as possible.
  - d. The Township Administrator may request the Township physician to ascertain physical condition of said employee and may require the employee to submit to a physical examination by a physician selected by the Township.
  - e. Employees will not accrue any leave time (sick, personal or vacation) while on state disability leave or leave without pay status as granted by the Township Administrator.
  - f. Illness or injury occurring during employment for another Employer shall not qualify for the paid disability absence as described above.

## **ARTICLE XVII**

### **CLOTHING ALLOWANCE**

- A. The Township agrees to provide uniforms at no cost to the employee for any uniforms required by the department (i.e.: Assessment Dept., Zoning Dept., Animal Control, Inspections Dept.) with the approved Township logo.
  - 1. The Recreation Department shall receive the following uniforms for each year of the collective agreement:
    - a. T-shirts and vests as provided in the past.
  - 2. The Inspections Department shall receive the following by June 1<sup>st</sup> of each year:
    - a. Five (5) winter and five (5) summer Shirts and Five (5) pair of pants, all to be replaced on a fair wear and tear basis.

## **ARTICLE XVIII**

### **TOWNSHIP VEHICLES/MILEAGE REIMBURSEMENT**

- A. All employees under this agreement shall adhere to the policies and procedures set forth in Resolution 2002-93 adopting a "Policy Pertaining to Utilization of Township Vehicles". Additionally, employees under this agreement who are required to be on call 24 X 7 to respond to emergency situations at the request of the Police Department shall have vehicles equipped and supplied with apparatus for Emergency Management Operations.
- B. Employees who use their personal vehicle for Township-related business shall be reimbursed by the Township for mileage at the published IRS standard mileage rate for that year (cents per mile), along with tolls when a voucher is submitted with receipts for same. Any employee's request to utilize his/her personal vehicle for Township-related business shall be approved, in advance, by the Township Administrator.

## ARTICLE XIX

### **MEDICAL BENEFITS**

#### **A. State of New Jersey Health Benefit Plan**

1. The Medical plan paid for by Stafford Township covering individuals and dependents under this contract will be State Health Benefits Blue Cross/ Blue Shield Direct 15 or its equivalent. If any employee selects a plan other than NJ Direct 15, as provided within this paragraph, any difference in premium or expense will be borne by the employee and will be in addition to that employee's cost of coverage contribution detailed below pursuant to Chapter 78. The township has agreed that employees enrolled in NJ State Health Benefits in accordance with the provisions of this agreement, will be reduced to a Tier III contribution rate on the effective date of the group change to Direct 15. Employees hired on or after January 1, 2021 shall contribute to the cost of coverage in accordance with the Tier IV contribution rate.
2. The applicable Chapter 78 Tier Schedule is attached hereto as Appendix B.

#### **B. Dental**

1. All Employees covered under this agreement shall be entitled to choose from either of the following two plans for dental insurance coverage:
  - a. Managed Dental Choice (MDC)
  - b. Dental Option Plan (Traditional Fee Schedule Plan)

#### **C. Vision**

1. The Township agrees to a vision plan dealing with eye care and eyeglasses known as Vision Service Plan of New Jersey or equivalent.

D. Prescription Plan

1. Prescription Care coverage shall be provided through the plan administered by the Township. The prescription plan shall match or exceed the benefits available under the State Health Benefit prescription plan.
2. Employees hired prior to January 1, 2014 – Co-pay amounts of three (\$3) dollars for generic and ten (\$10) dollars for the name brand prescriptions.
3. Employees hired on or after January 1, 2014 – Co-pay amounts of five (\$5) dollars for generic and twenty (\$20) dollars for name brand.

E. The Township will provide an opportunity for Employees, upon retirement, to continue in the benefit program listed in this Article, Section B and C, and at the Employee's expense with individual cost the same as the group rate.

F. Eligibility for Medical Benefits Upon Retirement

1. Employees shall be eligible to receive medical benefits upon retirement, subject to the following:
  - a. Employees hired prior to January 1, 2017 – minimum of twenty-five (25) years in PERS
  - b. Employees hired on or after January 1, 2017 – minimum of twenty-five (25) years in PERS and minimum of ten (10) years of service with the Township of Stafford
  - c. Employees retiring from PERS under disability retirement
2. Said medical benefits shall cover the employee, the employee's spouse, and eligible dependents.

G. Contribution for Medical Benefits Upon Retirement

1. Employees hired prior to January 1, 2021, and who are eligible for medical benefits upon retirement in Section F above, shall contribute to the cost of those benefits, in accordance with the following:
  - a. Employees who have twenty (20) years of service in PERS prior to June 28, 2011  
– no cost
  - b. Employees who did not acquire twenty (20) years in PERS prior June 28, 2011, and have:
    - i. Twenty-five (25) years or more of service in Stafford Township – Tier II
    - ii. Less than twenty-five (25) years of service in Stafford Township – Tier III
2. Employees hired on or after January 1, 2021, and who are eligible for medical benefits upon retirement in Section F above, shall contribute to the cost of those benefits in accordance with Tier IV.

- H. Employees may voluntarily choose to participate in a medical flexible spending account program to be implemented by the Township. The program permits employees to have a specified amount of pre-taxed salary to be deducted from their payroll check each pay period for the purpose of being reimbursed for eligible “out of pocket” medical expenses. Employees electing to participate in the program will be charged three (\$3) dollars per month and must comply with all aspects of the program. This program is strictly voluntary.

**ARTICLE XX**

**ADDITIONAL BENEFICIARIES BENEFITS**

- A. The beneficiaries of any Employee who dies while employed by the Township will be entitled to receive the Employee's accrued sick, vacation, and personal day benefits up to the maximum amounts provided in this Agreement and in accordance with applicable laws.

**ARTICLE XXI**

**HOLIDAYS**

- A. The following shall be paid holidays for all employees:

**NEW YEAR'S DAY  
MARTIN LUTHER KING DAY  
PRESIDENT'S DAY  
GOOD FRIDAY  
MEMORIAL DAY  
FOURTH OF JULY  
LABOR DAY  
COLUMBUS DAY  
GENERAL ELECTION DAY (NOVEMBER)  
VETERAN'S DAY  
THANKSGIVING DAY  
DAY AFTER THANKSGIVING  
CHRISTMAS DAY**

- B. Any Holiday falling on a Saturday or Sunday will be celebrated on either the preceding Friday or the following Monday.

**ARTICLE XXII**

**PERSONAL DAYS**

- A. All employees covered under this resolution shall be entitled to six (6) personal days which shall be used for personal business. Personal days shall not be accumulated from year to year and shall not be earned while on sick leave or disability leave, and shall be prorated to time worked in the

current calendar year. Employees shall be permitted to redeem up to two (2) unused personal days to be rolled over into the employee's accrued sick leave per year upon notification.

### **ARTICLE XXIII**

#### **EDUCATIONAL INCENTIVES**

- A. Subject to the availability of funds in each departmental budget, a fulltime employee may take up to three (3) courses in an institution of higher learning in any semester which of course is directly related to a major that pertains to the position with the Township that the employee works or aspires to in the municipal government field, as determined and approved, in advance, by the Township Administrator. All requests must be made in writing to the Township Administrator by November 1<sup>st</sup> of the year prior to the courses being taken. Methods of payments shall be as follows:
1. The employee may request from the Township and receive payments to prepay said courses he/she wishes to enroll in upon completion of said enrolled course, said employee within two weeks, must present to the Township Administrator proof of passing grade, or said employee must reimburse the Township within six (6) months all monies received from the Township for that particular prepaid course for failing to produce the required proof.
  2. If the employee receives a passing grade, she/he will submit to the Township Administrator proof of said passing grade, at which time he/she will authorize the Chief Financial Officer to reimburse said employee for said course.
  3. If the employee shall leave his/her position with Stafford Township within two (2) years of receipt of payment of said tuition monies from the Township, said employee shall be obligated to repay said tuition payments to the Township in full within thirty (30) days of his/her departure.

4. Prior to issuing any payment or reimbursement, all employees shall execute a legal agreement with the township agreeing to reimburse the township if they fail to meet any of the conditions stated herein.
- B. The Township shall provide payment for an employee who attends an institution of higher learning in the following manner:
1. Total tuition, but not more than the current tuition rate for New Jersey State colleges, to the employee up to the completion of a Bachelor's Degree, which courses are approved by the Middle State Union of Colleges and Schools.
  2. The Township shall provide annual payment for degrees that are pertaining to an employee's position, deemed to be job related, and are from an accredited college or university in the following manner:

|                    |            |
|--------------------|------------|
| Associate's Degree | \$1,500.00 |
| Bachelor's Degree  | \$2,500.00 |
| Master's Degree    | \$3,000.00 |
| Doctorate          | \$3,500.00 |
- Employees hired after January 1, 2017 are not eligible for educational incentive payments where a specific level of education is required in order to obtain the position.*
3. Educational incentive pay shall be included in and become a part of base salary for pension purposes.

#### ARTICLE XXIV

##### VACATIONS

- A. All full-time employees shall be granted vacation as follows:
1. During the first year of employee: One (1) vacation day for the 3rd through 12th month of employment, for a total of ten (10) vacation days.

2. During the second year of employment: One (1) vacation day for the 13th through 21st month of employment, and two (2) vacation days for the 22nd, 23rd, and 24th month of employment.
3. Upon completion of the second year of employment: Sixteen (16) vacation days and one (1) additional working day per year, up to and including 12<sup>th</sup> year for a total of 26 days.

|                                          |                  |
|------------------------------------------|------------------|
| Upon completion of 2 <sup>nd</sup> year  | 16 vacation days |
| Upon completion of 3 <sup>rd</sup> year  | 17 days          |
| Upon completion of 4 <sup>th</sup> year  | 18 days          |
| Upon completion of 5 <sup>th</sup> year  | 19 days          |
| Upon completion of 6 <sup>th</sup> year  | 20 days          |
| Upon completion of 7 <sup>th</sup> year  | 21 days          |
| Upon completion of 8 <sup>th</sup> year  | 22 days          |
| Upon completion of 9 <sup>th</sup> year  | 23 days          |
| Upon completion of 10 <sup>th</sup> year | 24 days          |
| Upon completion of 11 <sup>th</sup> year | 25 days          |
| Upon completion of 12 <sup>th</sup> year | 26 days          |

B. All full-time employees shall have one (1) of the following options concerning their vacation time during each calendar year:

1. Each member may utilize all or part of their vacation granted to them during the calendar year including any accumulated time from previous years. Employees hired on or after May 21, 2010 may carryover vacation leave for one (1) calendar year, and accrued vacation leave not utilized in the succeeding year shall be forfeited.
2. All members of this bargaining unit will be entitled to sell back a combination of twenty-five (25) sick, vacation, or personal days but not more than twelve (12) sick or personal days in one year. Employees will be required to notify finance of their intent to sell back sick time by November 1<sup>st</sup> of the year in which they anticipate payment. Employees will also be required to notify finance of their intent to sell back vacation time by November 1<sup>st</sup>

of the year in which they anticipate payment. Both sick time and vacation time will be paid out in December each fiscal year.

3. Any employee hired after 1/1/2014 will only be permitted to sell back vacation time.
4. For any calendar year in which the employee's employment with the Township is separated, either by resignation, termination, and/or retirement, the employee's annual vacation leave shall be prorated based on the date of separation for employees hired on or after January 1, 2021.

C. Vacation days shall be accrued in equal monthly installments according to the length of service.

## **ARTICLE XXV**

### **RATES OF PAY**

| <b><u>Job Title</u></b>                | <b><u>2021</u></b> | <b><u>2022</u></b> | <b><u>2023</u></b> | <b><u>2024</u></b> |
|----------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Court Administrator                    | \$92,968.92        | \$94,828.30        | \$96,724.86        | \$98,659.36        |
| Community Development Director         | \$92,968.92        | \$94,828.30        | \$96,724.86        | \$98,659.36        |
| Recreation Director                    | \$99,463.26        | \$101,452.53       | \$103,481.58       | \$105,551.21       |
| Purchasing Agent                       | \$107,210.16       | \$109,354.36       | \$111,541.45       | \$113,772.28       |
| Computer Network Administrator         | \$108,199.56       | \$110,363.55       | \$112,570.82       | \$114,822.24       |
| Construction Official/Zoning Officer   | \$124,766.40       | \$127,261.73       | \$129,806.96       | \$132,403.10       |
| Fire Official                          | \$82,783.20        | \$84,438.86        | \$86,127.64        | \$87,850.19        |
| Assistant CFO                          | \$93,790.02        | \$95,665.82        | \$97,579.14        | \$99,530.72        |
| Deputy Tax Collector                   | \$70,105.62        | \$71,507.73        | \$72,937.89        | \$74,396.64        |
| Deputy Tax Assessor                    | \$73,289.24        | \$74,755.03        | \$76,250.13        | \$77,775.13        |
| Assistant Recreation Director          | \$70,105.62        | \$71,507.73        | \$72,937.89        | \$74,396.64        |
| Deputy Court Administrator             | \$70,105.62        | \$71,507.73        | \$72,937.89        | \$74,396.64        |
| Code Enforcement Officer               | \$79,493.70        | \$81,083.57        | \$82,705.25        | \$84,359.35        |
| Deputy Network Administrator/Help Desk | \$66,401.91        | \$67,729.95        | \$69,084.55        | \$70,466.24        |
| Special Foreman Assistant              | \$129,333.12       | \$131,919.79       | \$134,558.18       | \$137,249.35       |

- A. Any employee assigned to the position of Chief Animal Control Officer shall be entitled to an annual stipend in the amount of \$10,000, which shall not be included in the employee's pensionable base salary. In addition to the job duties set forth in the applicable job description, the Chief Animal Control Officer shall attend no fewer than two (2) weekend events annually, sponsored by the Animal Control Department and/or at the request of the Township Administrator. In consideration of his/her attendance at a weekend event, the Chief Animal Control Officer shall be eligible for overtime compensation at one-and-one-half (1.5) his/her regular rate of pay.

## **ARTICLE XXVI**

### **LONGEVITY**

- A. Employees hired prior to January 1, 2014, shall be paid in addition to and together with the salaries set forth in the Salary Ordinance of the Township, additional compensation based upon length of service with the Township of Stafford, as fixed and determined according to the following schedule:

1. **For employees hired prior to January 1, 2002:**

|                                               |                             |
|-----------------------------------------------|-----------------------------|
| Commencing first day of 5 <sup>th</sup> year  | 2% of employee base salary  |
| Commencing first day of 9 <sup>th</sup> year  | 5% of employee base salary  |
| Commencing first day of 13 <sup>th</sup> year | 7% of employee base salary  |
| Commencing first day of 17 <sup>th</sup> year | 9% of employee base salary  |
| Commencing first day of 20 <sup>th</sup> year | 10% of employee base salary |
| Commencing first day of 24 <sup>th</sup> year | 12% of employee base salary |
2. **For employees hired after January 1, 2002:**

|                                               |            |
|-----------------------------------------------|------------|
| Commencing first day of 5 <sup>th</sup> year  | \$ 500.00  |
| Commencing first day of 9 <sup>th</sup> year  | \$1,250.00 |
| Commencing first day of 15 <sup>th</sup> year | \$2,000.00 |
| Commencing first day of 20 <sup>th</sup> year | \$3,000.00 |
| Commencing first day of 24 <sup>th</sup> year | \$4,000.00 |
3. **All employees hired on or after January 1, 2014:**

Shall not receive longevity pay.

- B. Longevity pay shall be applied on the basis of employee's anniversary date of employment and shall commence at the adjusted rate, the pay period immediately following anniversary date. Longevity shall be paid together with and in addition to the employee's base salary as noted in the salary ordinance.
- C. Department Heads and Deputy/Assistance Department Heads employed in the capacity shall be calculated as of January 1, 2014, as listed in Appendix A, and who remain in the position thereafter shall be entitled to additional longevity pay in accordance with the following schedule:
1. Employees with ten (10) years of service with Stafford Township and ten (10) years in classification as a Department Head or Deputy Department Head shall receive an additional \$1,000.
  2. Employees with fifteen (15) years of service and fifteen (15) years in classification as a Department Head or Deputy Department Head shall receive an additional \$1,500.
  3. Employees with twenty (20) years of service and twenty (20) years in classification as a Department Head or Deputy Department Head shall receive an additional \$2,000.
  4. Employees with twenty-five (25) years of service and twenty-five (25) years in classification as a Department Head or Deputy Department Head shall receive an additional \$2,500.
  5. Employees with thirty (30) years of service and thirty (30) years in classification as a Department Head or Deputy Department Head shall receive an additional \$3,000.

## **ARTICLE XXVII**

### **PERSONNEL FILES**

- A. Upon request and with no less than one (1) calendar day prior to the time for inspection, an employee shall have the opportunity to review and examine his/her personnel file. The Township has the right to have such review and examination in the presence of a designated Township official. The Township recognizes and agrees to permit this review and examination at any reasonable time subject to the above. Furthermore, said review shall be limited as follows:
1. The review shall take place between the hours of 9 a.m. and 3 p.m. on Monday through Friday.
  2. The employee's review of his file shall be limited to no more than one and one half (1.5) hours.
- B. Irrespective of Section A above, the Township shall keep a separate copy of each employee's medical records which cannot be removed nor reviewed by anyone other than the employee, judicial or quasi-judicial officials or designated Township officials.

## **ARTICLE XXVIII**

### **RESIGNATION AND TERMINATION**

- A. The Township shall notify each covered employee, in writing ninety (90) days prior to the termination of their employment or reappointment, as applicable, as to the status of such employment. In the event the covered individual's employment is to be terminated, they are entitled to their current salary for sixty (60) days, continuation of all health benefits and any and all other terms and conditions of this contract.

- B. Upon the resignation or termination of employment, the employee will receive any monies due to him/her in accordance with the contract in effect and prorated as of the date of separation of employment.

## **ARTICLE XXIX**

### **GRIEVANCE PROCEDURE**

- A. The purpose of this Article is to provide for a peaceful and equitable means of resolving differences between the parties.
- B. A grievance shall be defined as any claim, breach, misinterpretation, or misapplication of any express provision of this Agreement. Disciplinary action with just cause may be the subject of a grievance under this Agreement.
- C. The following procedure shall be used to resolve grievances as an exclusive method. All time frames shall be strictly complied with. Failure to comply with said time frame shall constitute a waiver by either party.
- D. Procedure:
1. Step 1: A grievant shall submit a written statement of all facts giving rise to the issue within five (5) days of the discipline or alleged contract violation to the Township Administrator. Grievances alleging a non-disciplinary contract violation must specify each section of this Agreement allegedly violated. A grievance affecting a group or class of employees identified within Recognition Clause of this Agreement must clearly identify it as such at its inception.
  2. Step 2: The Township Administrator shall notify the grievant of meeting or hearing date within fifteen (15) working days after submission of the grievance. The meeting or hearing shall take place approximately fifteen (15) working days after submission of the grievance,

and a written answer shall be provided within ten (10) working days after the meeting or hearing. In the event the Township Council appoints a hearing officer other than the Township Administrator, the hearing officer shall set the hearing schedule for a mutually acceptable date(s) and time(s) at the Township's Municipal Building. The hearing officer shall make findings of fact and recommend a resolution to the Township (or, if established, the Township's Personnel Committee) which may accept, reject, or modify the resolution, and take additional testimony or evidence, if desired. In the event the Township takes additional testimony or evidence, the grievant and union representatives shall be present and afford the opportunity to present additional evidence or testimony within the same scope as that taken by the Township. Representatives of the union shall be present during any meeting or hearing including the shop steward off record and witnesses.

3. Step 3: For disciplinary matters the grievant, and for non-disciplinary contract disputes the union, shall have fifteen (15) days from the date the Township's response was due to final a request for appointment of an arbitrator with PERC.
4. Step 4: The Arbitrator's decision shall be in writing and shall be issued not later than thirty (30) calendar days after the close of the Arbitration Hearing. The decision shall set forth the Arbitrator's finding of fact, reasons and conclusions on the issue or issues submitted. The decision shall be final and binding on all parties.
5. Step 5: The Arbitrator has no authority to change, modify or add to the terms or provisions of this Agreement. No more than one grievance may be considered by the Arbitrator absent prior written agreement of the Parties. The Arbitrator shall not consider group or class grievances unless specifically identified as required within Step 1 of the process.

6. Step 6: All arbitration proceedings shall be closed proceedings and attendance at the proceedings shall be strictly limited to a maximum of two (2) representatives for the Township and two (2) representatives for the Union, the grievant and an attorney for the Township and the Union. All witnesses, other than those identified in the previous sentence, shall be sequestered during the proceeding at the request of either party.
7. The cost of the services of the Arbitrator shall be borne equally by the parties. All other expenses incidental to and arising out of the Arbitration shall be paid by the party incurring it.

### **ARTICLE XXX**

#### **GENERAL PROVISIONS**

- A. The Employer shall at all times maintain safe and healthy working conditions.
- B. For those employees who handle Township funds, said employees shall continue to be responsible for said funds in accordance with the Township's rules and regulations pertaining to same. The Township shall maintain the current bonding insurance for the benefit of the Township and the employees affected by this Article up to the limits of NJ MEL – Ocean County Municipal Joint Insurance Fund. The Township shall provide to the Union on an annual basis, a list of those Union employees covered under the Township's fidelity bonding requirements, and the amounts of those bonds.

### **ARTICLE XXXI**

#### **SEPARABILITY AND SAVINGS**

If any provisions of this Agreement or any application of the Agreement to any employee is held contrary to the law, then such provision or application of such shall not be deemed valid and subsisting

except to the extent permitted by law, but all other provisions or applications of this agreement shall continue in full force and effect.

#### **ARTICLE XXXII**

##### **COMPLETE AGREEMENT**

- A. This Agreement contains and constitutes the complete and entire Agreement between the parties. No additions, waivers, deletions, changes, or amendments of this Agreement shall be made during the life of this Agreement except by mutual written consent of the parties. If any provision of this Agreement is held to be invalid by a Court of administrative agency of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect.
- B. In the absence of written notice given at least thirty (30) days prior to the expiration date by either party, this Agreement shall automatically be renewed for a period of another year and from year to year thereafter, until such time a thirty (30) days' notice is given prior to the annual expiration date.

#### **ARTICLE XXXIII**

##### **DURATION**

This Agreement shall be in effect as of and applied retroactively to the first day of January 1, 2021 up to and including *the 31<sup>st</sup> day of December, 2024*. In the event that a new written contract has not been entered into between the Employer and the Union on or before the first (1<sup>st</sup>) day of January, 2024, then all of the terms and conditions of this Agreement shall be in full force and effect unless and until a successor agreement has been entered into subsequent to January 1, 2024.

IN WITNESS WHEREOF, the parties have by their duly authorized representative set their hands and seals this 25<sup>th</sup> day of Oct 2022.

**Township of Stafford**

  
\_\_\_\_\_  
Gregory E. Myhre, Mayor

  
\_\_\_\_\_  
Matthew von der Hayden,  
Township Administrator

**Union of Management**

  
\_\_\_\_\_  
Bargaining Committee

  
\_\_\_\_\_  
Bargaining Committee

  
\_\_\_\_\_  
Bargaining Committee

  
\_\_\_\_\_  
Bargaining Committee

## **APPENDIX A**

List of Supervisors –

Hired before January 1, 2014 entitled to Department Head Longevity:

Carol Jenkins  
Betti Anne McVey  
Nicola Reid  
Christopher Smith  
Robert Gaestel  
Heidi Michel  
Ruth Hendricks  
Nichole Erdin  
Beth Mathis  
Jason Hazelton  
Cindy Gaskill  
Robert Yak

## APPENDIX B

State Health Benefits Contribution Chart Below for reference only:

### Chapter 78 Tier Schedule

|         | Salary up to | Tier 1 | Tier 2 | Tier 3 | Tier 4 |
|---------|--------------|--------|--------|--------|--------|
| Single: | 19,999.99    | 1.13%  | 2.25%  | 3.38%  | 4.50%  |
|         | 24,999.99    | 1.38%  | 2.75%  | 4.13%  | 5.50%  |
|         | 29,999.99    | 1.88%  | 3.75%  | 5.63%  | 7.50%  |
|         | 34,999.99    | 2.50%  | 5.00%  | 7.50%  | 10.00% |
|         | 39,999.99    | 2.75%  | 5.50%  | 8.25%  | 11.00% |
|         | 44,999.99    | 3.00%  | 6.00%  | 9.00%  | 12.00% |
|         | 49,999.99    | 3.50%  | 7.00%  | 10.50% | 14.00% |
|         | 54,999.99    | 5.00%  | 10.00% | 15.00% | 20.00% |
|         | 59,999.99    | 5.75%  | 11.50% | 17.25% | 23.00% |
|         | 64,999.99    | 6.75%  | 13.50% | 20.25% | 27.00% |
|         | 69,999.99    | 7.25%  | 14.50% | 21.75% | 29.00% |
|         | 74,999.99    | 8.00%  | 16.00% | 24.00% | 32.00% |
|         | 79,999.99    | 8.25%  | 16.50% | 24.75% | 33.00% |
|         | 94,999.99    | 8.50%  | 17.00% | 25.50% | 34.00% |
|         | 9,999,999.99 | 8.75%  | 17.50% | 26.25% | 35.00% |
| Family: | 24,999.99    | 0.75%  | 1.50%  | 2.25%  | 3.00%  |
|         | 29,999.99    | 1.00%  | 2.00%  | 3.00%  | 4.00%  |
|         | 34,999.99    | 1.25%  | 2.50%  | 3.75%  | 5.00%  |
|         | 39,999.99    | 1.50%  | 3.00%  | 4.50%  | 6.00%  |
|         | 44,999.99    | 1.75%  | 3.50%  | 5.25%  | 7.00%  |
|         | 49,999.99    | 2.25%  | 4.50%  | 6.75%  | 9.00%  |
|         | 54,999.99    | 3.00%  | 6.00%  | 9.00%  | 12.00% |
|         | 59,999.99    | 3.50%  | 7.00%  | 10.50% | 14.00% |
|         | 64,999.99    | 4.25%  | 8.50%  | 12.75% | 17.00% |
|         | 69,999.99    | 4.75%  | 9.50%  | 14.25% | 19.00% |
|         | 74,999.99    | 5.50%  | 11.00% | 16.50% | 22.00% |
|         | 79,999.99    | 5.75%  | 11.50% | 17.25% | 23.00% |
|         | 84,999.99    | 6.00%  | 12.00% | 18.00% | 24.00% |
|         | 89,999.99    | 6.50%  | 13.00% | 19.50% | 26.00% |
|         | 94,999.99    | 7.00%  | 14.00% | 21.00% | 28.00% |
|         | 99,999.99    | 7.25%  | 14.50% | 21.75% | 29.00% |
|         | 109,999.99   | 8.00%  | 16.00% | 24.00% | 32.00% |
|         | 9,999,999.99 | 8.75%  | 17.50% | 26.25% | 35.00% |

|                                 |              |       |        |        |        |
|---------------------------------|--------------|-------|--------|--------|--------|
| Parent/Child &<br>Husband/Wife: |              |       |        |        |        |
|                                 | 24,999.99    | 0.88% | 1.75%  | 2.63%  | 3.50%  |
|                                 | 29,999.99    | 1.13% | 2.25%  | 3.38%  | 4.50%  |
|                                 | 34,999.99    | 1.50% | 3.00%  | 4.50%  | 6.00%  |
|                                 | 39,999.99    | 1.75% | 3.50%  | 5.25%  | 7.00%  |
|                                 | 44,999.99    | 2.00% | 4.00%  | 6.00%  | 8.00%  |
|                                 | 49,999.99    | 2.50% | 5.00%  | 7.50%  | 10.00% |
|                                 | 54,999.99    | 3.75% | 7.50%  | 11.25% | 15.00% |
|                                 | 59,999.99    | 4.25% | 8.50%  | 12.75% | 17.00% |
|                                 | 64,999.99    | 5.25% | 10.50% | 15.75% | 21.00% |
|                                 | 69,999.99    | 5.75% | 11.50% | 17.25% | 23.00% |
|                                 | 74,999.99    | 6.50% | 13.00% | 19.50% | 26.00% |
|                                 | 79,999.99    | 6.75% | 13.50% | 20.25% | 27.00% |
|                                 | 84,999.99    | 7.00% | 14.00% | 21.00% | 28.00% |
|                                 | 99,999.99    | 7.50% | 15.00% | 22.50% | 30.00% |
|                                 | 9,999,999.99 | 8.75% | 17.50% | 26.25% | 35.00% |