

AGREEMENT
BETWEEN
BOROUGH OF MILLTOWN
MIDDLESEX COUNTY, NEW JERSEY
AND
LOCAL #32

OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, AFL-CIO, CLC

MILLTOWN UNIT
BOROUGH OF MILLTOWN MEMBERS

FOR THE PERIOD OF
JANUARY 1, 2019 to DECEMBER 31, 2024

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PREAMBLE

THIS AGREEMENT made the ____ day of ____ 2022 between the BOROUGH OF MILLTOWN hereinafter referred to as the "Employer" and LOCAL #32 O.P.E.1.U. (hereinafter referred to as LOCAL #32).

WHEREAS, LOCAL #32 has been selected as the bargaining agent by the employees to be defined, LOCAL #32 has been recognized as such by the Employer; and

WHEREAS, LOCAL #32 and the Employer have engaged in negotiations;

NOW, THEREFORE, the parties hereto, in consideration of the mutual promises, covenants, and agreements contained herein, do hereby agree on the following ages, salaries, benefits, and terms and conditions of employment:

ARTICLE I **RECOGNITION**

A. LOCAL #32 is hereby designated as the bargaining agent for all fulltime and part-time employees who regularly work in the job titles set forth on Schedule A attached hereto and made a part hereof. Excluded from the bargaining unit are all supervisors, managerial executives, and confidential employees. Seasonal employees are excluded since current seasonal employees are not employed on a regular and continuous basis.

B. In the event new job classifications are created by the Employer, which LOCAL #32 wishes to represent under this Agreement, LOCAL #32 may make request for such representation to the Employer. If the Employer so agrees, the classifications will be included in this Agreement by an amendment. This paragraph is subject to the provisions of Article VIII.

C. The Employer shall not negotiate with individual unit members, but with duly elected LOCAL #32 shop stewards only. Violations will be pursued through an Unfair Practice Charge.

ARTICLE II

REPRESENTATIVES

A. LOCAL #32 shall have the right to designate such of its members as it, in its sole discretion, deems necessary to act as LOCAL #32 representatives and/or shop stewards and such representatives and/or shop stewards shall not be discriminated against due to their legitimate activities.

B. LOCAL #32 officers, representatives, and/or shop stewards shall have the right to enter upon the premises of the Employer during working hours for the purpose of conducting normal duties relative to the enforcement of the Agreement, provided reasonable advance notice is given and so long as such visits do not interfere with proper service to the public.

C. It is agreed that LOCAL #32 will furnish to the Employer a list of duly elected or appointed officers, representatives, and shop stewards within ten (10) days after election or appointment each year. While serving as a LOCAL #32 representative and/or shop steward, an employee will not be promoted, reassigned, or transferred to another location without seven (7) days prior written notice to the Union.

D. No more than two (2) Milltown employees will be paid their normal compensation for attending negotiation sessions if such sessions or part thereof occur during work hours.

ARTICLE III

DUES CHECK-OFF AND AGENCY SHOP

A. The United States Supreme Court decision in the case of *Janus vs. AFSCME*, Council 31 outlawed the collection of agency fees in the public sector. As such, the Employer will not collect agency fees described below while this remains the law.

B. The Employer shall deduct dues from the earnings of each LOCAL #32 member provided the employee executes a written authorization for such dues deduction, and provided LOCAL #32 furnishes said authorization to the Employer fifteen (15) days prior to the employee's pay day. Dues will be deducted beginning the first payday after furnishing of the authorization. The Employer shall deduct from each member's biweekly pay an amount that is approved by Local #32 from time to time in its sole discretion upon notice to the Employer. The employer shall continue to deduct said dues until an employee properly resigns as a member of the Union in accordance with the bylaws and applicable statutes as presently existing or as may be amended. LOCAL #32 shall furnish a copy of the resignation from the Union membership.

C. The Employer shall deduct a representation fee in lieu of dues from each employee who is not a member of LOCAL #32 but who is covered by this Agreement in the amount of eighty-

five percent (85%) of Local #32 dues as is approved by Local #32, from time to time, in its sole discretion, upon notice to the Employer.

D. LOCAL #32 shall indemnify and save the Borough harmless for liabilities, including council fees, costs and damages that shall arise out of or by reason of action taken by the Borough in reliance upon dues deduction authorization cards furnished by THE UNION to the Borough or in reliance upon the official notification on the letterhead of THE UNION and signed by the President of LOCAL #32, advising of changes in dues deductions or representation fees in lieu of dues, LOCAL #32 shall not indemnify or save harmless the Employer from its own negligence concerning dues deductions.

E. LOCAL #32 represents that it has in place a demand-and-return system required by Law, and that it shall advise each employee who is not a member of the Union. In writing, of the 85 percent representation fee and the demand-and-return system in effect. LOCAL #32 represents that Union memberships are available on an equal basis to all and that memberships are not awarded on a discriminatory basis.

F. The Employer shall pay all dues and representation fees in lieu of dues collected on a monthly basis to LOCAL #32 by mailing same to its designated representative, together with a list of the employees and the amounts deducted for each. These sums shall be sent within five (5) days of the final pay period of the month.

ARTICLE IV **HOURS OF WORK**

The work hours for the units shall be as follows:

A. Borough Hall Office Employees -

- i. Monday through Friday- 8:30 a.m. to 4:30 p.m
- ii. Employees shall work thirty-five (35) hours per week
 - a. A “work day” for employees who work a 35-hour work-week will be defined as seven (7) hours)
- iii. Employees are entitled to a one (1) hour lunch, not to start before 11:00 a.m. and not to end after 2:00 p.m.
- iv. Employees shall be entitled to a one (1) fifteen (15) minute break for each half-day period of work.
 - a. Morning and afternoon shall each be considered a half-day period or work and equivalent periods for second and third shifts shall also be considered half-day periods of work.
- iii. Summer Hours:
 - a. June, July and August
 - 1. Monday through Thursday- 8:00 a.m. to 4:30 p.m
A. Lunchtime shall be limited to 45 minutes Monday through Thursday.

2. Friday- 8:00 a.m. to 12:00 P.M. (noon)

B. Communications Operators

- i. Communications Operators will work a (12) hour shift work schedule.
- ii. The day shifts will begin at 6:00 am and end at 6:00 pm, and the evening shift will begin at 6:00 pm and end at 6:00 am.
- iii. Employees will work 2,080 hours a year.
- iv. All references to “work days” within this Contract for communication operators shall be based on 8-hour days.
- v. This shift schedule will be on a fourteen (14) day rotation of 3 on, 2 off, 2 on, 3 off, 2 on.
 - a. Long week- forty-four (44) hours worked in four (4) days (3x12 hour shifts and 1x8 hour shift). The eight (8) hour shift will be during the week and determined in advance.
 - 1. . Six (6) hours of comp time is accrued in lieu of overtime in long week. You must work the 44-hour week to accrue comp time. Comp time is earned during the long week.
 - b. Short week is thirty-six (36) hours worked in three (3) days (3x12 hour shifts).
 - 1. In the short week, four (4) hours of compensatory time is applied to a four (4) hour ghost shift to bring that week to forty (40) hours. This results in Dispatchers working forty-four (44) hours in the "long" week, and forty (40) hours in the "short" week.
- vi. Communications Operators have no designated lunch period and shall remain at their work stations for the duration of their shift. Communication Operators shall receive fourteen (14) hours per month of compensatory time off at the end of each month instead of breaks and meal periods.

C. Public Works and Utility Employees –

- i. Monday through Friday 7:00 a.m. to 3:30 p.m.
- ii. Employees shall work forty (40) hours per week
 - a. A “work day” for employees who work a 40-hour work-week will be defined as eight (8) hours)
- iii. Employees shall be entitled to a one-half (1 /2) hour lunch

- iv. Employees shall be entitled to a ten (10) minute wash-up period at the end of each workday.
- iv. Summer hours
 - a. 6:00 a.m. to 2:30 p.m.-Monday through Friday
 - b. Summer hours will begin the first full week of May through the last full week of September -
- v. Employees shall be entitled to a one (1) fifteen (15) minute break for each half-day period of work.
 - a. Morning and afternoon shall each be considered a half-day period or work and equivalent periods for second and third shifts shall also be considered half-day periods of work.

D. Municipal Court-

- i. 8:30 a.m. to 4:30 p.m.-Monday through Friday
- ii. Thursday- 5:00 p.m. to the end of the regular Court session.
- iii. Employees shall work thirty-five (35) hours per week.
 - a. A “work day” for employees who work a 35-hour work-week will be defined as seven (7) hours
- iv. Employees shall be entitled to a one (1) fifteen (15) minute break for each half-day period of work.
 - a. Morning and afternoon shall each be considered a half-day period or work and equivalent periods for second and third shifts shall also be considered half-day periods of work
- v. Summer Hours:
 - a. June, July and August
 - 1. Monday through Thursday- 8:00 a.m. to 4:30 p.m
 - A. Lunchtime shall be limited to 45 minutes Monday through Thursday.
 - 2. Friday- 8:00 a.m. to 12:00 P.M. (noon)

E. Except with respect for call-back time and standby duty, employees shall be paid from the time of their arrival at the first location of the day required by the Employer to the last such required location.

F. All employees shall punch in at the start and end of each workday, and at the start and end of their lunch break. Time clocks shall also be used to record overtime.

ARTICLE V

OVERTIME

A. Blue Collar Employees of the Public Works and Utilities Departments

- i. Employees who are scheduled/requested by an authorized Borough representative to work beyond their regularly scheduled work day or work week shall be paid at the rate of time and one-half (1 ½) in pay. An employee who reports to work late may be required to work past the normal quitting time to complete that work shift and will not be paid overtime for the time made up. An employee who is authorized, and, in fact, does work between ten (10) and fifteen (15) minutes beyond the regular work day shall be compensated one-quarter (1/4) hour pay or compensatory time at the rate of time and one-half (1 ½) in pay. An employee who on an infrequent occasion works less than ten (10) minutes beyond the regular workday shall not be paid for those minutes.

B. Office Employees

- i. Overtime shall be paid at the rate of time and one half (1 ½) in pay after an 8-hour day and after a 40-hour week. (Office workers normally work a 35-hour week). The hour from 7 to 8 will be compensated at straight time.

C. Scheduling of Overtime

- i. Overtime shall be distributed by each department, in accordance with seniority in title, provided employees are qualified to do the work and provided no emergency exists.
- ii. Overtime shall be based on a rotation basis, utilizing a written list.
- iii. Laborers, who have obtained their C.D.L., will be added to the truck drivers rotating list when the driver's list is exhausted.
- iv. All employees will be given forty-eight [48] hour notice for scheduled overtime.
- v. All overtime must be approved by the Department Head before overtime is worked.
- vi. The Employer shall, upon request of an employee, furnish to that employee a written record of that employee's compensatory time used and compensatory time unused.

In the event a Public Works employee or the court Clerk completes his or her regularly scheduled work shift and who, after leaving the Employer's premises is called to return to work by the Supervisor of Public Works, Supervisor Lineworker, Business Administrator, Borough Personnel Officer, or their designees, said employee shall be paid for a minimum of two (2) hours at one and one-half (1 ½) times in pay regardless whether said hours are actually worked. In the event an employee is called to return to work and works more than two (2) hours, said employee shall receive the initial two (2) hours at one and one-half (1 ½) times in pay while all time in excess of the two (2) hours shall be paid at the applicable overtime compensation of one and one half (1 ½) time in pay. The callback time begins when an employee reports in for the job and ends when the employee leaves.

vii. **Compensatory Time**

- a. An employee may request compensatory time off in lieu of cash payment for overtime hours worked. Compensatory time will be computed at one and one-half (1 ½) times in pay. Employees may not accrue more than 60 hours of compensatory time in a calendar year. Once 60 hours is reached, the employee must take overtime pay for hours earned in excess of 60 hours for the remainder of the calendar year. Compensatory time off shall be taken within ninety (90) days or by the end of the calendar year in which the compensatory time is earned, whichever is later. If the employee's compensatory time is not used within this time frame, the employee will be paid at the overtime rate for such hours within ninety (90) days of its expiration (ninety (90) days from accrual or by the end of the calendar year in which the compensatory time is earned). Compensatory time shall not be used to extend vacation periods or employment termination periods. Employees shall be entitled to fracture Compensatory time off with the approval of the employee's Department Head.

D. Emergency Weather Closings

In the event that Borough Hall is closed for the day or closes during the day due to weather conditions pursuant to a State declared emergency closure, all employees who are required to work during such periods shall receive one (1) hour of "straight "compensatory time in addition to the employee's regular pay for each hour that Borough Hall is closed during the working day.

E. Standby

- i. One (1) employee qualified by the Borough in the Water Department will be scheduled to work Standby each “standby weekend”.
 - a. Standby Weekend Hours
 - 1) *October through April*- The “standby weekend” period is defined as 3:30 p.m. on Friday through 7:00 a.m. Monday.
 - 2) *May through September* (summer hours)- The “standby weekend” period is defined as 2:30 p.m. on Friday through 6:30 a.m. Monday, September through May.
 - b. Employees in the Water Department who are scheduled to work Standby shall receive pay at the rate of \$350 per weekend.
 - c. Standby status requires an employee to remain on standby duty during time off and be prepared to report immediately for work if the need arises.
 - d. Employees on standby will be required to perform water pump checks on Saturday and Sunday and must complete all documentation required by the Director regarding same. Employee will not receive additional compensation for water pump checks on Saturday and Sunday.
 - e. Standby duty will include the checking of pumps, nuisance calls, and maintenance calls not in excess of one-half (1 /2) hours and will not be construed to include emergency work.
 - f. All compensation for standby will be paid by payroll voucher and submitted on a bi-weekly basis.
 - g. If the employee is called into work while on standby, the employee shall be paid in accordance with Article 5, Section A, subsection i. This provision does not apply to Saturday and Sunday water pump checks performed while on standby.
 - h. Standby schedules will be scheduled on a rotating basis for all employees deemed by the Borough to be qualified for standby, according to the seniority list within the department. Schedules will be provided with at least one (1) month’s notice.
 - i. The standby schedule may only be changed in case of an emergency. The Borough may change such assignments when reasonably necessary due to employee termination, hiring, promotions, illnesses or other incapacity.
- ii. One (1) employee qualified by the Borough in the Electrical Department will be scheduled to work Standby each week.
 - a. Standby Weekend Hours
 - 1) *October through April*- The “standby weekend” period is defined as 3:30 p.m. on Friday through 7:00 a.m. Monday.

2) *May through September* (summer hours)- The “standby weekend” period is defined as 2:30 p.m. on Friday through 6:30 a.m. Monday, September through May.

- b. Employees in the Electrical Department who are scheduled to work Standby shall receive pay at the rate of \$350 per week.
 - c. Standby status requires an employee to remain on standby duty during time off and be prepared to report immediately for work if the need arise.
 - d. The employee shall be required to perform substation checks on Saturday and Sunday and must complete all documentation required by the Director regarding same.
 - e. Standby duty will include the checking of substations, nuisance calls, and maintenance calls not in excess of one-half (1/2) hours and will not be construed to include emergency work.
 - f. All compensation for standby will be paid by payroll voucher and submitted on a bi-weekly basis.
 - g. If the employee is called into work while on standby, the employee shall be paid in accordance with Article 5, Section A, subsection i. This provision does not apply to Saturday and Sunday substation checks performed while on standby.
 - h. Standby schedules will be scheduled on a rotating basis for all employees deemed by the Borough to be qualified for standby, according to the seniority list within the department. Schedules will be provided with at least one (1) month’s notice.
 - i. The standby schedule may only be changed in case of an emergency. The Borough may change such assignments when reasonably necessary due to employee termination, hiring, promotions, illnesses or other incapacity.
- iii. Additional Standby
- a. The Borough may, at its sole discretion, assign an employee qualified to perform standby to work a 24 hour period of standby (“additional standby”) on a holiday listed in Article XI (Holidays) if said holiday falls outside of the hours of the “standby weekend” defined in (a) and (b).
 - b. An employee qualified by the Borough to perform standby prior to the execution of this agreement will receive \$250 for each 24-hour period of additional standby as addressed in paragraph (i).
 - c. An employee qualified by the Borough to perform standby after the execution of this agreement will receive \$100 for each 24-hour period of additional standby as addressed in paragraph (i).
- iv. All employees qualified by the Borough to perform standby prior to the execution of this agreement who are scheduled to work both the electrical and water standby during the same standby weekend, will receive \$850 total to cover both water and electrical standby, until the Borough, at its sole discretion, qualifies employees for standby for both

the electrical and water department. Once the Borough has employees in both the water and electrical department qualified to perform standby, all employees shall receive the pay rate indicated in paragraph (a) and (b) for each standby weekend.

F. Call-In-Pay

i. Any employee who is called to work during their non-scheduled time and is not on standby as set forth in subsection ii or for an emergency as set forth in subsections iv and v, shall receive a minimum of two (2) hours of appropriate pay, plus appropriate pay for any hours worked over two (2) hours. The employee will be paid his or her regularly hourly rate for time worked (or for the two (2) hour minimum) on such days for which he/she is called in on unless the employee has worked in excess of forty (40) hours (refer to subsection i for the rate of pay) or if the employee was called in on a holiday (which then the overtime and holiday pay provisions of this contract would apply for the rate of pay).

ii. Said call-in time shall be offered to the employee in the department requiring the services (i.e. Water, Electrical, DPW) on a rotating basis, according to the posted seniority list within each department, in so far as practical provided employees are qualified to do the work. The Borough reserves the right to call in the first employee who responds during an emergency situation provided the employee is qualified to do the work. An employee that accepts an overtime assignment must perform the assignment or he /she will be immediately sent home, in which event, Paragraph 1 of this subsection will not apply.

G. Weather Emergencies

- i. A weather-related emergency situation shall be declared by the Borough Administrator or designee and include, but not limited to, snow and/or ice storms, hurricanes or other disasters that result in hazardous conditions that may impede or affect public safety.
- ii. Employees who are called in, shall be compensated at rate of time and one-half (1 ½) in pay during weather related emergency conditions.
- iii. All employees who are called in for a weather emergency shall be paid a minimum of two (2) hours at time and one half (1 ½).
- iv. During periods of impending weather emergency, the Borough has the sole discretion to notify employees that they are on “weather emergency standby” which means the employee must remain at home and ready to

be called in during non-scheduled hours or on a weekend. An employee who is on “weather emergency standby” shall receive a minimum of two (2) hours of straight time pay, plus straight pay for any hours on weather emergency standby over two (2) hours. An employee will not be paid for the weather emergency standby unless the employee has confirmed with the Director that they are home and ready to be called in, regardless of whether the employee is called in. The Director will promptly notify the employee when they are relieved from weather emergency standby. If the employee is called in while on weather emergency standby, the employee will be compensated in accordance with paragraph (c) of this subsection for all hours actually worked, in addition to the straight time pay for all hours the employee is on weather emergency standby. Employees will be notified as far in advance as possible that they are needed for weather emergency standby.

H. Non-Weather Related Emergencies

- i. A non-weather- related emergency situation shall be declared by the Borough Administrator or designee and include, but not limited to, spills, water main breaks or other disasters that result in hazardous conditions that may impede or affect public safety.
- ii. Employees who are called in, shall be compensated at rate of time and one-half (1 ½) in pay during non-weather-related emergency conditions.
- iii. All employees who are called in shall be paid a minimum of two (2) hours at time and one half (1 ½).

I. Park Opening and Closing

- i. . Employees assigned to open or close a Borough Park shall receive a minimum of two (2) hours of appropriate pay, plus appropriate pay for any hours worked over two (2) hours.

ARTICLE VI
WAGES

A. Wage Increases for Full-Time and Part-Time Salaried employees

- i. Effective January 1, 2019- all full-time and part-time salaried employees represented by OPEIU shall receive a 0.0% increase.
- ii. Effective January 1, 2020- all full-time and part-time salaried employees represented by OPEIU shall receive a 0.0% increase.
- iii. Effective January 1, 2021- all full-time and part-time salaried employees represented by OPEIU shall receive a 2.0% increase to their annual base salary in addition a one-time payment of 1.5% of their 2020 salary or \$1,000.00, which is greater, added to the employee's base salary prior to the 2021 percentage increase.
- iv. Effective January 1, 2022- all full-time and part-time salaried employees represented by OPEIU shall receive a 2.0% increase to their annual base salary.
- v. Effective January 1, 2023- all full-time and part-time salaried employees represented by OPEIU shall receive a 2.0% increase to their annual base salary.
- vi. Effective January 1, 2024- all full-time and part-time salaried employees represented by OPEIU shall receive a 2.0% increase to their annual base salary.

B. Wage Increases for hourly employees

- i. Effective January 1, 2019- all hourly employees represented by OPEIU shall receive a 0.0% increase.
- ii. Effective January 1, 2020- all hourly employees represented by OPEIU shall receive a 0.0% increase.
- iii. Effective January 1, 2021- all hourly employees represented by OPEIU shall receive a 2.0% increase to their hourly rate in addition a one-time payment of \$0.75 increase to their 2020 hourly rate, added to the employee's hourly rate prior to the 2021 percentage increase.
- iv. Effective January 1, 2022- all hourly employees represented by OPEIU shall receive a 2.0% increase to their hourly rate.
- v. Effective January 1, 2023- all hourly employees represented by OPEIU shall receive a 2.0% increase to their hourly rate.
- vi. Effective January 1, 2024- all hourly employees represented by OPEIU shall receive a 2.0% increase to their hourly rate.

C. Wage Increase Eligibility- Any employee leaving the employment of the Borough prior to the execution of this contract, shall not be entitled to any monies set forth in this provision of the Contract.

D. Step Increases:

- i. Step increases are granted annually as set forth in Schedule C.
- ii. Step increases are effective upon completion of the required number of years of service in accordance with the employee's anniversary date.

E. All regular full-time salaried employees will be paid by direct deposit. All other employees will be paid in accordance with provisions set forth in Schedule C.

ARTICLE VII
NEW EMPLOYEES

A. The Employer shall advise LOCAL #32 of the name and address of each new employee hired who is covered under this Agreement. This advice shall be given on a monthly basis.

B. It is the intention of the Employer in cooperation with LOCAL #32 to start all new employees at the first step/minimum of the salary range for that position. Exceptions to this policy, if they should occur, shall be communicated in writing to the Union. An exception shall be based upon a new employee's prior work experience related to the job for which the new employee is being hired.

C. Any employee hired in the Utilities Department or Public Works Department must possess a New Jersey C.D.L. or obtain a New Jersey C.D.L. within six (6) months of the commencement of employment with Employer. In the event any new employee of the Utilities Department or Public Works Department fails to obtain a New Jersey C.D.L. within six (6) months of the commencement of employment with the Employer, he or she may be terminated by the Employer.

D. All new employees in the Utilities Department or Public Works Department who obtain a C.D.L. license within the first six (6) months of employment will receive a one-time stipend payment of \$200.00.

E. All C.D.L. license holders employed in the Utilities Department or Public Workers Department will receive an annual \$200.00 stipend payable the first payroll in July in each year for the term of the contract.

ARTICLE VIII
JOB VACANCY PROMOTIONS

A. All vacancies in job titles covered under this Agreement shall be filled in accordance with the regulations of the Civil Service Commission and the Employer shall post notice of vacancy, in writing, for at least a period of one week. Copies of all job vacancy notices shall be sent to LOCAL #32 at the time of posting. The posting is effective for six months. If there is an intent to fill the position after six months, the vacancy shall be re-posted. In filling such vacancies, the Employer shall give preference first to existing employees, and second to persons who are residents of the Borough at the time of their appointment, provided such employee or person is qualified to perform the duties of the position.

B. A promotion shall be defined as follows: an advancement in job classifications having new duties of greater difficulty or responsibility; or advancement into a new job classification having a salary range with a greater maximum than the prior job classification. Promotions are understood to be in recognition of an employee's efforts and as a career advancement, but all such advancements shall be based upon merit and ability.

ARTICLE IX
LONGEVITY

A. All full-time employees, employed by the Borough prior to November 9, 2015, and, part-time employees hired prior to January 1, 2006, with continuous service shall be entitled to receive longevity payments based upon their annual salary, in accordance with the employee's employment anniversary date, as follows:

Beginning with 6 through 10 years of service - 2 percent
Beginning with 11 through 15 years of service - 3 percent
Beginning with 16 through 20 years of service - 4 percent
Beginning with 21 through 25 years of service - 5 percent
Beginning with 26 through 30 years of service - 6 percent
Beginning with 30 years of service and over - 7 percent

B. Longevity payments shall be included in each regular paycheck on a proportionate basis.

C. All employees hired after November 9, 2015 are not entitled to Longevity payments.

ARTICLE X
MEDICAL AND RECREATIONAL BENEFITS

A. Medical Benefits-

- i. The Borough shall provide all full-time employees and part-time employees who regularly work at least twenty hours (20) hours per week hired on or before January 1, 1996 and their eligible dependents, health insurance coverage and a prescription drug plan through the New Jersey State Health Benefits, at the employer's expense. The Borough retains the right to change insurance carriers as long as the level of benefits are equivalent to those currently provided.
- ii. The Borough shall provide all full-time employee, hired on or after January 1, 1996, who regularly work at least thirty-five (35) hours per week, and their eligible dependents, health insurance coverage and a prescription drug plan through the New Jersey State Health Benefits, at the employer's expense. The Borough retains the right to change insurance carriers as long as the level of benefits are equivalent to those currently provided.
- iii. Employees shall be responsible for contributing to their health insurance as set forth in **Schedule B**.

B. Eyeglass Program-

- i. All full-time employees, and part-time employees as defined in Section A(i) above, shall be covered by an eyeglass replacement reimbursement program at the Employer's sole cost and expense. The total eyeglass replacement reimbursement for each employee, as stated above, may not exceed the sum of \$150.00 per year for the employee and \$150.00 for the employee's spouse. The reimbursement may be for examination fees, lenses and/or frames or contact lenses. Non-prescription sunglasses are not reimbursable, except for C.D.L. holders. Employees shall receive a reimbursement within forty (40) days of the furnishing of a written receipt for eligible costs incurred. Any unused amount may be carried over to the following year. Employee shall receive a reimbursement within forty [40] days of the furnishing of a written receipt for eligible costs incurred.

C. The Borough shall pay half the cost of Poison Ivy shots for employees whose work may involve exposure to Poison Ivy plants.

D. All full-time employees and part-time employees who regularly work at least twenty - five (25) hours per week, shall be covered by the New Jersey State Disability Plan, paid for jointly by the Employer and the employee.

E.. Employees are entitled to one free pool badge for admittance in the Borough swimming pool each year.

F. Dental Plan - The Borough shall pay \$20.00 per month per employee for dental insurance. Balance of monthly premium is to be paid by the Employees through a payroll deduction each pay period.

G. Insurance Coverage Waiver (N.J.S.A. 40A:10-17.1 and P.L. 2010, c. 2)- Any employee who waives coverage under the Employer's health insurance plan, shall be paid the lesser of (a) \$5,000 or (b) 25% of the amount saved by the employer because of the employees waiver of coverage. Payments will be paid in equal installments coinciding with bi-weekly payroll.

ARTICLE XI

HOLIDAYS

A. All employees shall be entitled to the following paid holidays each

New Year's Day
Martin Luther King's Birthday
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
General Election Day
Thanksgiving Day and the day after
Christmas Day

B. In addition, all employees shall receive each year as paid half-day holidays Christmas Eve and New Year's Eve.

C. When a paid holiday falls on a Saturday it shall be observed on the preceding Friday. When a paid holiday falls on a Sunday, it shall be observed on the following Monday.

D. All employees shall be entitled to any other holidays declared by resolution or motion of the Borough Council as a holiday.

E. Employees must work the full working day before and after a holiday in order to be eligible for holiday pay, unless excused by the Employer. If an employee calls in sick the working

day before or after a holiday, proof of illness is required by the Employer, to be eligible to receive holiday pay.

F. Holiday Pay

- i. “Employees requested or scheduled to work any holiday included in Article XI shall be paid their regular day's pay calculated using the employee’s “work day” as defined in Article IV, plus an additional rate of time and one-half (1 ½) in pay.”
- ii. Any employee scheduled or called into work on Independence Day, Thanksgiving or Christmas shall be paid double time plus the regular holiday pay.

ARTICLE XII
PERSONAL LEAVE

A. Conversion of “days” to “hours”

- i. “All “days” specified in this article shall be converted into hours based on a “work day” effective the ratification of this Contract.
 - a. A “work day” for employees who work a 35-hour work-week pursuant to Article IV (Borough Employees and Municipal Court employees) shall be seven (7) hours
 1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by seven (7) hours
 - b. A “work day” for employees who work a 40-hour work-week pursuant to Article IV (Public Works and Utility Employees) shall be eight (8) hours
 1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by eight (8) hours
 - c. A “work day” for communications operators shall be 8-hours:
 1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by eight (8) hours

- B. All full-time employees who work a 35-hour work-week pursuant to Article IV shall receive twenty-one (21) hours of personal leave in each calendar year for any personal purpose, in addition to all other types of leave provided in the Agreement.

- C. Employees who work a 40-hour work-week and communications operators pursuant to Article IV shall receive twenty-four (24) hours of personal leave in each calendar year for any personal purpose, in addition to all other types of leave provided in the Agreement.
- D. Personal leave may be taken on separate days or may be taken consecutively; however, the employee should give the Employer one (1) week's prior notice for each personal leave to be taken except in the event of an emergency. Personal leave may not be used to extend vacations or holidays.
- E. Employees shall be permitted to fracture personal leave hours with approval from their supervisor.
- F. Personal leave may be carried over into the first six (6) months of the next calendar year only.

ARTICLE XIII **MILITARY LEAVE**

A. All employees shall be entitled to military and other related leave in accordance with applicable law.

ARTICLE XIV **BEREAVEMENT LEAVE**

- A. Conversion of “days” to “hours”
 - i. “All “days” specified in this article shall be converted into hours based on a “work day” effective the ratification of this Contract.
 - a. A “work day” for employees who work a 35-hour work-week pursuant to Article IV (Borough Employees and Municipal Court employees) will be seven (7) hours)
 - 1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by seven (7) hours
 - b. A “work day” for employees who work a 40-hour work-week pursuant to Article IV (Public Works and Utility Employees) shall be eight (8) hours
 - 1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by eight (8) hours
 - c. A “work day” for communications operators shall be 8-hours:

1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by eight (8) hours
- B. All full-time employees who work a 35-hour work-week pursuant to Article IV shall receive up to twenty-eight (28) hours of paid working leave in the event of the death of the employee's spouse, child, son-in-law, daughter-in-law, parent, grandparent, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, or any other relative who has continuously resided at the employee's household for at least one year prior to the date of death. Bereavement leave must be taken in increments of seven (7) hours.
- C. All full-time employees who work a 40-hour work-week and communications operators pursuant to Article IV shall receive up to thirty-two (32) hours of paid working leave in the event of the death of the employee's spouse, child, son-in-law, daughter-in-law, parent, grandparent, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, or any other relative who has continuously resided at the employee's household for at least one year prior to the date of death. Bereavement leave must be taken in increments of eight (8) hours.
- D. Said hours shall be taken within five (5) calendar days of the date of the death, funeral, or memorial service.
- E. Bereavement leave may be taken on separate days or consecutively, and the employees shall, whenever possible, give one day's notice for each bereavement leave to be taken to the Borough Clerk or his designee.
- F. It is understood and agreed by the parties that bereavement leave is separate and distinct from any other leave time. For example, if an employee is on vacation and a death occurs that is covered under paragraph A, vacation leave shall terminate and bereavement leave shall apply.
- G. Reasonable verification of the death and relationship may be required by the Employer.

ARTICLE XV
LEAVE WITHOUT PAY

A. Leave without pay may be granted at the discretion of the Employer to permanent employees for any cause considered reasonable by the Employer. A leave will be for a period of up to six months, total leave not to exceed twelve months.

B. To be granted a leave of absence without pay, an employee will give the Borough Clerk a written request stating the reason for the leave, and the beginning and ending dates of the

proposed leave. The Employer shall review the request and provide written approval or disapproval of the request. Commencement of the leave is conditioned upon written approval.

C. Employees on a leave of absence without pay shall not accrue sick leave, personal leave, or vacation leave credit during the time of their leave.

ARTICLE XVI

SICK LEAVE

A. Conversion of “days” to “hours”

- i. “All “days” specified in this article shall be converted into hours based on a “work day” effective the ratification of this Contract.
 - a. A “work day” for employees who work a 35-hour work-week pursuant to Article IV (Borough Employees and Municipal Court employees) will be seven (7) hours
 1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by seven (7) hours
 - b. A “work day” for employees who work a 40-hour work-week pursuant to Article IV (Public Works and Utility Employees) will be eight (8) hours
 1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by eight (8) hours
 - c. A “work day” for communication operators shall be 8-hours
 1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by eight (8) hours

B. All full-time employees who work a 35-hour work-week pursuant to Article IV shall receive 105 hours of sick leave in each calendar year.

C. Employees who work a 40-hour work-week and communications operators pursuant to Article IV shall receive 120 hours of sick leave in each calendar year.

D. During the first calendar year of employment or a portion thereof, a new employee shall be credited with sick leave at the rate of seven (7) hours per month on a month-to-month basis for employees who work a 35-hour work week until the completion of the first calendar year of employment or at the rate of eight (8) hours per month on a month-to-month basis for employees who work a 40-hour work week until the completion of the first calendar year of employment. Upon completion of said calendar year, all employees shall be credited with the full allotment pursuant to paragraphs (B) and (C) for the next calendar year on January 1 of the year, and each succeeding year thereafter.

- E. Employees shall be permitted to fracture sick leave hours with approval from their supervisor.
- F. If an employee's employment terminates prior to the end of the year and the number of sick hours used exceeds the number of hours to which the employee is entitled considering the number of months worked during the year, then the employee's per diem rate of pay for those excess hours shall be deducted from the final pay period, or refunded by the employee.
- G. Unused sick leave may be accumulated without limitation.
- H. An employee who has been absent on sick leave for five (5) or more consecutive "work days" or fifteen (15) or more total "work days" in a calendar year may be required to submit medical evidence substantiating their next illness (es) during the remainder of the calendar year. In addition, the Employer may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable, at the employee's expense. Abuse of sick leave shall be cause for disciplinary action.
- I. Paid holidays occurring and bereavement days taken during a period of existing sick leave shall not be charged to sick leave.
- J. Sick leave may be used for personal illness or injury such that the employee is incapable of performing his/her job, or for illness or injury of a person in the employee's immediate family requiring attendance on behalf of an ill person, or in the event of the employee's quarantine, pregnancy, and related illness or disabling injuries. Immediate family is defined as spouse, child, parent, and unmarried brother or sister.
- K. In case of exposure to contagious disease, a certificate of the Department of Health shall be required as a condition of return to employment.
- L. This Article XVII applies to regular part-time employees and full-time employees.
- M. If an illness or condition is of a chronic or recurring nature requiring recurrent absences of one day or less, a physician's certificate shall be required only one every six months.
- N. Employees shall not be allowed to work and endanger the health and well-being of himself/herself or of other employees. If the Borough's designated physician {at the Borough's expense) determines that the employee, if allowed to work or to return to work, will endanger the health and well-being of himself/herself or other employees, or is incapable of performing his or her normal duties, then the Borough may direct the employee to take sick leave. However, the employee may obtain an opinion from a physician (to the employee's expense) of his/her choice as to his/her ability to perform his/her normal duties, or to work without endangering the health and well-being of himself/herself or other employees. If this opinion conflicts with that of the Borough's

designated physician, a third physician shall be jointly designated by LOCAL #32 and the Borough. The opinion of this physician shall be binding on both sides and paid for on a 50/50 basis by the Employer and the employee.

ARTICLE XVII

SICK LEAVE BUY OUT

A. All employees who retire shall be entitled to receive a lump sum payment as supplemental compensation, which sum shall be computed at the rate of one-half (1/2) of the employee's daily rate of pay for each full day of earned and unused accumulated sick leave on the last day of employment, but not to exceed \$12,000.00. Payment shall be calculated at the rate of pay being received on the date of retirement.

B. For employees hired before May 21, 2010, if at the end of the calendar year, an employee who has a total accumulation of fifty (50) sick work days or more and has used a total of five (5) work days or less during the current year, then he/she shall be eligible to receive an annual sick day buy out. The employee may return up to five (5) or seven (7) days of the current years unused sick leave and receive full pay for those days as a lump sum. Payment shall be made on the second pay period of January at the prior years rate of pay. This provision shall not apply to any employee hired on or after May 21, 2010.

ARTICLE XVIII

WORK INCURRED INJURY LEAVE

A. When an employee is injured in the line of duty, the Borough may, pursuant of N.J.S.A. 40:22-8, pass a resolution to give the employee a leave of absence with pay. A leave of absence with pay shall not exceed one year commencing with the date of the injury or disability. The employee shall not be charged any sick time for any time lost due to an injury in the line of duty. The disability or physical unfitness for duty shall be evidenced by a certificate of a physician designated by the governing body.

B. Before the passage of the resolution, the employee shall execute an agreement setting forth that the employee shall reimburse the Borough for the money he or she may receive as a worker's compensation award, temporary benefit, or for any legal settlement or judgment against the person or persons responsible for the injury. If any employee is injured on the job, he/she is to check with his supervisor as to his/her rights which may include full or partial compensation. All injuries must be reported immediately no matter how slight.

C. In the event the employee is denied injury leave, he or she may thereafter apply to the Employer for leave without pay pursuant to Article XVII.

ARTICLE XIX
JURY LEAVE

A. Should any employee be called to serve as a juror, he or she shall receive full pay from the Employer for all time spent on jury duty.

B. The employee must notify the Borough Clerk or his designee within five (5) days of receipt of a Summons for jury duty. Failure to provide timely notice of jury duty shall make the employee subject to disciplinary action.

ARTICLE XX
VACATIONS

A. Conversion of “days” to “hours”

a. “All “days” specified in this article shall be converted into hours based on a “work day” effective the ratification of this Contract.

i. A “work day” for employees who work a 35-hour work-week pursuant to Article IV (Borough Employees and Municipal Court employees) will be seven (7) hours)

1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by seven (7) hours

ii. A “work day” for employees who work a 40-hour work-week pursuant to Article IV (Public Works and Utility Employees) will be eight (8) hours

1. Said conversion shall be calculated as follows
Multiple the number of days set forth by eight (8) hours

iii. A “work day” for communications operators shall 8-hours:

1. Said conversion shall be calculated as follows:
Multiple the number of days set forth by eight (8) hours

- B. Full-time employees who work a 35 hour work week pursuant to Article IV shall be granted paid vacation leave based upon the following schedule.

<u>COMPLETED YEARS OF SERVICE</u>	<u>AMOUNT OF VACATION DURING EACH YEAR OF SERVICE</u>
<u>Less than one year</u>	<u>7 hours for each month of service</u>
<u>One Year</u>	<u>98 hours (14 "work days")</u>
<u>Five Years</u>	<u>119 hours (17 "work days")</u>
<u>Twelve Years</u>	<u>154 hours (22 "work days")</u>
<u>Twenty Years</u>	<u>189 hours (27 "work days")</u>
<u>Thirty Years</u>	<u>224 hours (32 "work days")</u>

- C. Full-time employees who work a 40-hour work week and communications operators pursuant to Article IV shall be granted paid vacation leave based upon the following schedule.

<u>COMPLETED YEARS OF SERVICE</u>	<u>AMOUNT OF VACATION DURING EACH YEAR OF SERVICE</u>
<u>Less than one year</u>	<u>8 hours for each month of service</u>
<u>One Year</u>	<u>112 hours (14 "work days")</u>
<u>Five Years</u>	<u>136 hours (17 "work days")</u>
<u>Twelve Years</u>	<u>176 hours (22 "work days")</u>
<u>Twenty Years</u>	<u>216 hours (27 "work days")</u>
<u>Thirty Years</u>	<u>256 hours (32 "work days")</u>

- D. During an anniversary year employees will have the additional days shown on their cards to be available for use upon reaching their anniversary date.
- E. . Vacation schedules shall be arranged by Department. Conflicts shall be determined by seniority.
- F. In the event an official holiday is observed during an employee's vacation, the holiday shall be considered as a holiday and not as a vacation day.
- G. Employees shall be permitted to fracture vacation leave hours with approval from their supervisor.
- H. Upon the death of on employee, earned unused vacation shall be paid to the employee's estate.
- I. An employee who leaves the Borough's employ shall be paid for " unused vocation time. An employee who hos been re-employed from a special re-employment list within one (1) year of lay-off shall be credited with all continuous service prior to re-employment for purposes of computing vocation entitlement.

- J. An employee may not take any vacation leave during the first one hundred twenty (120) days of employment with the Employer.
- K. For purposes of determining the credit earned for vacation leave, leaves of absence without pay, except military leave, shall be deducted from an employee's years of continuous service. Paid vacation hours shall not accrue during a leave of absence without pay
- L. If due to operational needs of the Borough the employee's vacation request is refused, said vacation may be carried over to the following year but must be used by December 31 of that year.

ARTICLE XXI

GRIEVANCE PROCEDURES

A. A grievance is any dispute between the parties concerning the application or interpretation of the Agreement, or any complaint by an employee as to any action or non-action taken towards him/her which he/she claims violates any right arising out of his/her employment. An employee wishing to process his or her own grievance may do so without union assistance or approval in the manner set forth below, and the Employer shall: (a) advise LOCAL #32 that the employee is processing his/her own grievance; (b) provide copies of the Borough's response at each level of the grievance procedure; and (c) answer questions concerning the status of the matter.

B. Grievances shall be processed in the following manner:

Step 1 : LOCAL #32, through its authorized representative or shop stewards, shall present the employee grievance or dispute to the employee's immediate supervisor, orally, within fifteen (15) working days of its occurrence or within fifteen (15) working days after the employee reasonably should have become aware of its occurrence, but in no event more than ninety (90) days after the occurrence. The immediate supervisor shall attempt to adjust the matter and shall verbally respond to the employee and the authorized LOCAL #32 representative and/or shop steward within one (1) working day thereafter.

Step 2: If the grievance has not been settled, it shall be presented in writing by the Union Grievance Committee to the Business Administrator within ten (10) working days after the date the immediate supervisor's response is due in Step 1. The Business Administrator or his designee shall respond to the Union Grievance Committee, in writing, within ten (10) working days thereafter.

Step 3: If the grievance still remains unadjusted, it shall be presented by the Union Grievance to the Committee of the Borough Council which has jurisdiction over the grievance, in writing, within seven (7) working days after the response of the Business Administrator is due in

Step 2. The Committee and Council shall respond, in writing, to the Union Grievance Committee within twenty (20) working days thereafter. At the time the grievance is presented by the Union Grievance Committee to the Committee of the Borough Council, the Union Grievance Committee may request a meeting with the Committee of the Borough Council, to be held prior to issuing the decision. No decision shall be issued by the Committee of the Borough Council prior to the holding of such meeting, where requested. Any written request shall contain all the relevant facts, including all previous correspondence and the applicable section of the contract violated and remedy sought.

C. A group grievance may be submitted on one grievance form.

D. The time limits expressed herein shall be strictly adhered to. If any grievance has not been Initiated within the time limit specified, then the grievance shall be deemed to have been abandoned. If the grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive as to that step. If a decision is not rendered within the time limits prescribed for decision at any step in the grievance procedure, then the grievance shall be deemed to have been denied. Nothing herein shall prevent LOCAL #32 and the Borough from mutually agreeing, in writing, to extend or reduce the time limits for processing a grievance at any step in the grievance procedure.

Step 4: Within ten (10) calendar days of the decision on the Step 3 level, the Employer, employee, or LOCAL #32 may apply to the Public Employment Relations commissions (PERC) for binding arbitration. The selection of an Arbitrator and the arbitration shall be in accordance with the rules and procedures of PERC. Simultaneously with the application to PERC, LOCAL #32 will send notice to the Employer if its application for arbitration.

E.. The decision of the Arbitrator shall be in writing and shall include the reasons for such decision.

F. The costs for the services of the Arbitrator shall be borne equally by the Employer and LOCAL #32 or by the Employer and the employee if LOCAL #32 does not pursue the grievance to arbitration. Any other expenses, including, but not limited to, the cost of a transcript and the presentation of witnesses shall be paid by the party incurring some.

G. The Arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and shall be restricted to the application of the facts presented to him involved in the grievance.

ARTICLE XXII
LAYOFFS

A. The Employer retains the right to layoff or demote employees for economy, efficiency, or other related reasons. In the event such layoffs are made, same shall be accomplished by performance rating, seniority and/or veteran status, as set forth in N.J.A.C. 4:1-16.03.

B. In all cases, the Employer shall provide a minimum of forty-five (45) days advance written notice to employees who are to be laid off.

C. Employees who are paid of pursuant to this Article shall be placed on an eligibility list as set forth in Title 4 of the Administrative Code. Such employees, if so qualified, shall be given preference over new employees. The employees shall remain on the recall list for a period of one (1) year, unless by statute or regulation that time is altered.

D. The parties acknowledge that under current law, disputes concerning lay-offs are resolved through the Civil Service Commission.

ARTICLE XXIII
PART-TIME EMPLOYEES

A. Part-time employee means employees who regularly work at least twenty-five (25) hours per week.

B. All part-time employees shall receive the following economic benefits:

1. Vacation: Pro-rata portion of the vacation hours afforded full-time employees and in accordance with all of the provisions of Article XXIII.

2. Sick Leave: Pro-rata portion of the sick hours afforded full-time employees and in accordance with all of the provisions of Article XVIII.

3. Holidays: That portion of any holiday listed in Article XII which the employee was regularly scheduled to work.

4. Personal Days: Pro-rata portion of the personal hours afforded full-time employees and in accordance with the provisions of Article XIII.

5. Bereavement Days: Pro-rata portion of the bereavement hours afforded full-time employees and in accordance with all of the provisions in Article XV.

6. Military Leave. Accumulated Sick Time Pay-Off. Injury Leave. Maternity Leave and Jury Duty: Same benefits as accorded full-time employees and in accordance with the provisions of this Agreement governing those benefits.

7. Medical Programs: In accordance with the provisions of Article XI.

8. Seniority: Seniority for full and part-time employees shall be based on the total number of hours worked whether in a part-time or full-time capacity.

ARTICLE XXIV **RIGHTS AND PRIVILEGES OF LOCAL #32**

A. LOCAL #32 shall have free reasonable access to the two (2) existing bulletin boards. Such bulletin board space may be used for posting of notices pertaining to union business and activities.

B. No matter may be posted by an employee without receiving express permission of the officially designated LOCAL #32 representative and may be removed by the Employer if deemed appropriate, but only after the Employer first consults with the LOCAL #32 representative.

C. The Employer agrees to make available promptly to officials of LOCAL #32 existing public information concerning the Borough of Milltown, including but not being limited to the financial resources of the Borough of Milltown, which may be necessary for LOCAL #32 to process any grievance, unfair practice charge, arbitration, or complaint.

D. Whenever any representative of LOCAL #32 or any employee is mutually scheduled by the Employer and LOCAL #32 to participate during working hours in contract negotiations, grievance procedures, arbitration hearings, unfair practice charges, or other PERC hearing, or PERC conferences, the employee shall suffer no loss in pay.

ARTICLE XXV **PERSONNEL FILES**

A. The Employer shall maintain a personnel file for each employee. The personnel file shall include but not limited to the title of the position for which the employee was hired, their starting salary, whether the position has salary progression steps, and, if so, the number of steps, qualifications. Permanent status, work history, leave time, except vacation and sick time. Each employee may review his/her personnel file, upon 48 hours notice given to the personnel officer/Borough Clerk.

B. If a commendation is placed in an employee's personnel file, the employee shall be given copy of the commendation. Any item critical of the employee, which is placed in the employee's personnel file, shall immediately be sent to the employee and he/she shall have the right to submit an answer in writing which should be also placed in the employee's personnel file.

ARTICLE XXVI

EMPLOYEE EXPENSES

Authorized expenses incurred by an employee on the Employer's behalf shall be reimbursed by the Employer within forty (40) days after the Employer's receipt of a completed voucher and receipt for the expenses.

ARTICLE XXVII

BONDING

The Borough shall pay the full cost of any employment-related bond.

ARTICLE XXVIII

SAFETY

A. The safety and health of employees is of major importance to the Borough. It is an essential part of an employee's job that he/she perform his/her duties in a safe manner in that he/she protects the safety and welfare of his/her fellow workers and the citizens of the Borough of Milltown. An employee may be disciplined for failing to observe the safety and welfare of his/her fellow workers and the citizens of the Borough of Milltown.

B. Faulty brakes, tires, windshield wipers, horns, lights, etc. on Borough equipment should be reported to the supervisor as soon as it is detected or observed.

C. The Employer agrees to promote the safety and adequacy of all working areas and equipment and such tools as are provided for employee use, and the Employer shall provide all necessary safety equipment.

D. Where safety equipment is provided, it is the responsibility of the employee to utilize such equipment.

E. It is further understood that employees will report all safety hazards and defects to their immediate supervisors. If a supervisor agrees that a hazard or defect exists, he shall inspect and correct such hazards or defects.

E. The employees shall be entitled to have a Safety Committee if they so desire.

G. The Safety Committee shall meet to discuss any safety matters periodically and shall make written recommendations regarding such matters.

ARTICLE XXIX

MANAGEMENT RIGHTS

A. The Employer hereby retains and reserves unto itself without limitation all powers, rights, and authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey and of the United States from time to time as amended, including, but without limiting the generality of the foregoing, the following rights:

1. The executive management and administrative control of the Borough Government and its properties and facilities.

2. To decide the number of employees needed for any particular time except where questions of employee safety are involved and to be in sole charge of the quality and quantity of the work required.

3. To hire all employees, whether permanent, temporary, or seasonal to promote, transfer and assign according to law or to retain employees in positions with the Employer.

4. To set rates of pay for temporary and seasonal employees.

5. To suspend, demote, discharge, or take any other appropriate disciplinary actions against any employee for good and just cause according to law.

6. Nothing contained herein shall prohibit the Employer from contracting out any work to the extent allowed by law.

ARTICLE XXX
COMPUTATION ERRORS

During the term of this agreement all computation errors shall be corrected within a reasonable time after discovery and notice.

ARTICLE XXXI
SEVERABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by court or other tribunal of competent jurisdiction, such provisions shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect. Negotiations for a substitute provision for the invalid provision shall be conducted promptly.

ARTICLE XXXII
SHOP STEWARDS

Whenever a shop steward must engage in union business during working hours, he/she shall suffer no loss in pay.

ARTICLE XXXIII
CLOTHING ALLOWANCE

A. Public Works and Utility employees

- i. Employees shall receive a clothing allowance of \$650.00 per year.
- ii. . All Public Works and Utility employees must use the clothing allowance to purchase clothing per OSHA and/or the Borough of Milltown standards and requirements.
 - a. The clothing allowance reimbursement is limited to OSHA and/or the Borough of Milltown required jackets, shoes, pants, shirts, etc.
 - b. The Borough will not reimburse for clothing that is not required per OSHA and/or the Borough of Milltown standards and requirements.

- c. The employer has discretion to implement and enforce work rules concerning employees' appropriate dress.

B. Crossing Guards

- i. Crossing Guards shall receive a clothing allowance of \$350.00 per year.
- ii. Employer will create a Purchase Order to be used by each Crossing Guard for the purchase of his or her uniform from the store designated by the Employer. Each Crossing Guard shall use the Purchase Order to purchase his or her uniform from the store designated by the Employer. At this time, the store designated by the Employer is North Brunswick Uniform Supply. Employer shall be permitted to change the store upon reasonable notice to LOCAL #32.

C. Office Clerical Staff

- i. Employees will receive a flat payment of \$100.00 on the first payroll of July each year of the contract.

ARTICLE XXXV
DISCIPLINE

A. The Employer shall have the right to suspend or discharge on employee for good cause, upon written notice to the employee and Local #32, which shall contain a statement of the reasons therefore, unless circumstances require immediate action. Discipline shall be handled pursuant to N.J.A.C. 4A: 2- 2, et seq. In a case requiring immediate action, written notification shall be accomplished after such suspension or discharge. Minor suspension, fine, demotion or disciplinary action (as defined in 4A of the Administrative Code) taken against any employee shall be subject to the grievance procedure and arbitration provided for herein, in addition to any other remedy permitted by law.

B. The causes for which disciplinary action may be invoked are the following:

- 1. Neglect of duty
- 2. Absence without leave or failure to report after authorized leave has expired or after such leave has been disapproved or revoked.
- 3. Incompetency or inefficiency or incapacity due to mental or physical disability.
- 4. insubordination or serious breach of discipline.
- 5. Commission of a Criminal Act.

6. Disobedience of a rule or regulation of the Borough.

7. Conduct unbecoming a public employee.

8. Intoxication while on duty. No employee of the Borough will appear for or be on duty under the influence of liquor or drugs OR be unfit for duty because of their excessive use. Employees shall refrain from drinking intoxicating beverage during the course of his/her working day or take any illegal drugs not duly prescribed and necessary for health. Intoxicating beverages may not be consumed on working premises and employees are not permitted to bring into or keep any opened, intoxicating liquor or open drugs on the Borough premises.

C. Employees will not park a Borough vehicle within the parking area of an establishment serving liquor, unless in the performance of Borough business.

D. During work time, employees may not enter any establishment which offers alcoholic beverages for sale, either as drinks or packaged goods or purchase alcoholic beverages as drinks or packaged goods, except as required by on official police investigation, and except during mealtimes if the establishment also serves food,' however, on employee shall still be prohibited during work time from purchasing alcoholic beverages as drinks or packaged goods.

ARTICLE XXXVI **RESIGNATIONS**

A. In order to resign in good standing, an employee must submit a resignation in writing to his/her supervisor at least ten (10) working days before the last day of employment.

B. Employees are required to surrender all Borough owned property in their possession or to which they have access when the employee ends employment with the Borough. The employee will be required to reimburse the Borough for the fair market value of any article or piece of property which has not been returned to the Borough.

ARTICLE XXXVII **OUTSIDE EMPLOYMENT**

Employees can accept outside employment or engage in outside business activities so long as same does not interfere with the employee's performance and the employee's regular working hours. If a Borough emergency work situation requires an employee to work past his/her normal work shift, the employee will remain on his/her Borough job until the emergency work is completed. Such an employee may not leave his/her Borough job and go to his/her outside job.

ARTICLE XXXVIII
OUT OF TITLE PAY

If any employee is required by a Department Head to perform a higher level of work outside his or her classification, the differential for skilled labors will be an additional \$1.00 per hour effective on the date of ratification of the contract.

ARTICLE XXXIX
STRIKE OR LOCK-OUT

Neither the Employer nor any employee shall interfere, instigate, promote, sponsor, engage in, or condone any strike or concerted

ARTICLE XL
SAVINGS PROVISION

It is mutually understood and agreed that all benefits currently in effect shall remain in full force and effect and become a part of this Agreement.

BOROUGH OF MILLTOWN

ATTEST:

Mayor

OPEIU LOCAL 32

ATTEST:

SCHEDULE A

BOROUGH OF MILLTOWN LOCAL 32 OFFICE & PROFESSIONAL EMPLOYEES

Clerk
Clerk Typist
Senior Clerk Typist
Principal Clerk Typist
Part-time Clerk Typist
Part-time Senior Clerk Typist
Part-time Office Help

Account Clerk
Senior Account Clerk
Principal Account Clerk
Supervising Account Clerk
Part-Time Account Clerk

Laborer
Truck Driver
Apprentice Mechanic
Mechanic
Senior Mechanic

Public Safety Telecommunications Operator
Senior Public Safety Telecommunications Operator
Chief Public Safety Telecommunications Operator
Part-Time Public Safety Telecommunications Operator

Municipal Court Administrator
Deputy Municipal Court Administrator
Part-time Deputy Municipal Court Administrator

Senior Tax Clerk

Building Maintenance Worker

Lineworker/Public Works Repairer
Senior Lineworker/Public Works Repairer
Supervising Lineworker/Public Works Repairer
Meter Reader
Part-time Meter Reader

Omnibus Operator
Crossing Guard

SCHEDULE B

HEALTH BENEFIT CONTRIBUTIONS

<u>SINGLE COVERAGE</u>	
Salary Range	Employee Contribution %
less than \$20,000	1.5%
\$20,000-\$24,999.99	1.5%
\$25,000-\$29,999.99	2.50%
\$30,000-\$34,999.99	5%
\$35,000-\$39,999.99	6%
\$40,000-\$44,999.99	7%
\$45,000-\$49,999.99	9%
\$50,000-\$54,999.99	15%
\$55,000-\$59,999.99	18%
\$60,000-\$64,999.99	22%
\$65,000-\$69,999.99	24%
\$70,000-\$74,999.99	27%
\$75,000-\$79,999.99	28%
\$80,000-\$94,999.99	29%
\$95,000 and over	30%

<u>FAMILY COVERAGE</u>	
Salary Range	Employee Contribution %
less than \$25,000	1.5%
\$25,000-\$29,999.99	1.5%
\$30,000-\$34,999.99	1.5%
\$35,000-\$39,999.99	1.5%
\$40,000-\$44,999.99	2%
\$45,000-\$49,999.99	4%
\$50,000-\$54,999.99	7%
\$55,000-\$59,999.99	9%
\$60,000-\$64,999.99	12%
\$65,000-\$69,999.99	14%
\$70,000-\$74,999.99	17%
\$75,000-\$79,999.99	18%
\$80,000-\$84,999.99	19%
\$85,000-\$89,999.99	21%
\$90,000-\$94,999.99	23%
\$95,000-\$99,999.99	24%
\$100,000-\$109,999.99	27%
\$110,000 and over	30%

MEMBER/SPOUSE/PARTNER OR PARENT/CHILD COVERAGE

Salary Range	Employee Contribution %
less than \$25,000	0.00%
\$25,000-\$29,999.99	0.00%
\$30,000-\$34,999.99	1%
\$35,000-\$39,999.99	2%
\$40,000-\$44,999.99	3%
\$45,000-\$49,999.99	5%
\$50,000-\$54,999.99	10%
\$55,000-\$59,999.99	12%
\$60,000-\$64,999.99	16%
\$65,000-\$69,999.99	18%
\$70,000-\$74,999.99	21%
\$75,000-\$79,999.99	22%
\$80,000-\$84,999.99	23%
\$85,000-\$99,999.99	25%
\$100,000 and over	30%

SCHEDULE C- SALARIES AND WAGES

BOROUGH OF MILLTOWN LOCAL 32 OFFICE & PROFESSIONAL EMPLOYEES

Department of Finance, Administration and Planning

		2019- 0%	2020-0%	2021-\$1,000 or 1.5% + 2%	2022-2%	2023-2%
Clerk 1						
	1st Year	\$ 31,197.00	\$ 31,197.00	\$32,840.94	\$33,497.76	\$34,167.71
	2nd Year	\$ 33,764.00	\$ 33,764.00	\$35,459.28	\$36,168.47	\$36,891.83
	3rd Year	\$ 36,135.00	\$ 36,135.00	\$37,877.70	\$38,635.25	\$39,407.96
	4th Year	\$ 38,507.00	\$ 38,507.00	\$40,297.14	\$41,103.08	\$41,925.14
	5th Year	\$ 42,430.00	\$ 42,430.00	\$44,298.60	\$45,184.57	\$46,088.26
Clerk 2						
	1st Year	\$ 33,764.00	\$ 33,764.00	\$35,459.28	\$36,168.47	\$36,891.83
	2nd Year	\$ 36,135.00	\$ 36,135.00	\$37,877.70	\$38,635.25	\$39,407.96
	3rd Year	\$ 38,507.00	\$ 38,507.00	\$40,297.14	\$41,103.08	\$41,925.14
	4th Year	\$ 42,430.00	\$ 42,430.00	\$44,298.60	\$45,184.57	\$46,088.26
	5th Year	\$ 45,375.00	\$ 45,375.00	\$47,302.50	\$48,248.55	\$49,213.52
Senior Clerk Typist	1st Year	\$ 31,200.00	\$ 31,200.00	\$32,844.00	\$33,500.88	\$34,170.90
Senior Clerk Typist	2nd Year	\$ 33,764.00	\$ 33,764.00	\$35,459.28	\$36,168.47	\$36,891.83
Senior Clerk Typist	3rd Year	\$ 36,135.00	\$ 36,135.00	\$37,877.70	\$38,635.25	\$39,407.96
Senior Clerk Typist	4th Year	\$ 38,507.00	\$ 38,507.00	\$40,297.14	\$41,103.08	\$41,925.14
Senior Clerk Typist	5th Year	\$ 42,430.00	\$ 42,430.00	\$44,298.60	\$45,184.57	\$46,088.26
Senior Clerk Typist	6th Year	\$ 45,375.00	\$ 45,375.00	\$47,302.50	\$48,248.55	\$49,213.52
Principal Clerk Typist	1st Year	\$ 34,949.00	\$ 34,949.00	\$36,667.98	\$37,401.34	\$38,149.37
Principal Clerk Typist	2nd Year	\$ 37,320.00	\$ 37,320.00	\$39,086.40	\$39,868.13	\$40,665.49
Principal Clerk Typist	3rd Year	\$ 40,466.00	\$ 40,466.00	\$42,295.32	\$43,141.23	\$44,004.05
Principal Clerk Typist	4th Year	\$ 43,902.00	\$ 43,902.00	\$45,800.04	\$46,716.04	\$47,650.36
Principal Clerk Typist	5th Year	\$ 46,958.00	\$ 46,958.00	\$48,917.16	\$49,895.50	\$50,893.41
Part Time Clerk		\$ 13.62	\$ 13.62	\$ 14.66	\$ 14.95	\$ 15.25
Part-time Office Help		\$ 13.62	\$ 13.62	\$ 14.66	\$ 14.95	\$ 15.25
Principal Account Clerk	1st Year	\$ 36,135.00	\$ 36,135.00	\$37,877.70	\$38,635.25	\$39,407.96
Principal Account Clerk	2nd Year	\$ 38,507.00	\$ 38,507.00	\$40,297.14	\$41,103.08	\$41,925.14
Principal Account Clerk	3rd Year	\$ 42,430.00	\$ 42,430.00	\$44,298.60	\$45,184.57	\$46,088.26

Principal Account Clerk	4th Year	\$	45,375.00	\$	45,375.00	\$47,302.50	\$48,248.55	\$49,213.52
Principal Account Clerk	5th Year	\$	48,529.00	\$	48,529.00	\$50,519.58	\$51,529.97	\$52,560.57
Senior Account Clerk	1st Year	\$	33,764.00	\$	33,764.00	\$35,459.28	\$36,168.47	\$36,891.83
Senior Account Clerk	2nd Year	\$	36,135.00	\$	36,135.00	\$37,877.70	\$38,635.25	\$39,407.96
Senior Account Clerk	3rd Year	\$	38,507.00	\$	38,507.00	\$40,297.14	\$41,103.08	\$41,925.14
Senior Account Clerk	4th Year	\$	42,430.00	\$	42,430.00	\$44,298.60	\$45,184.57	\$46,088.26
Senior Account Clerk	5th Year	\$	45,375.00	\$	45,375.00	\$47,302.50	\$48,248.55	\$49,213.52
Senior Tax Clerk	1st Year	\$	31,197.00	\$	31,197.00	\$32,840.94	\$33,497.76	\$34,167.71
Senior Tax Clerk	2nd Year	\$	33,764.00	\$	33,764.00	\$35,407.94	\$36,116.10	\$36,838.42
Senior Tax Clerk	3rd Year	\$	36,135.00	\$	36,135.00	\$37,778.94	\$38,534.52	\$39,305.21
Senior Tax Clerk	4th Year	\$	38,507.00	\$	38,507.00	\$40,150.94	\$40,953.96	\$41,773.04
Senior Tax Clerk	5th Year	\$	42,430.00	\$	42,430.00	\$44,073.94	\$44,955.42	\$45,854.53
Part-time Account Clerk		\$	14.43	\$	14.43	\$ 14.66	\$ 14.95	\$ 15.25
Municipal Court Administrator	1st Year	\$	36,135.00	\$	36,135.00	\$37,778.94	\$38,534.52	\$39,305.21
Municipal Court Administrator	2nd Year	\$	38,507.00	\$	38,507.00	\$40,150.94	\$40,953.96	\$41,773.04
Municipal Court Administrator	3rd Year	\$	42,430.00	\$	42,430.00	\$44,073.94	\$44,955.42	\$45,854.53
Municipal Court Administrator	4th Year	\$	45,375.00	\$	45,375.00	\$47,018.94	\$47,959.32	\$48,918.51
Municipal Court Administrator	5th Year	\$	48,528.00	\$	48,528.00	\$50,171.94	\$51,175.38	\$52,198.89
Deputy Municipal Court Administrator	1st Year	\$	31,195.00	\$	31,195.00	\$32,838.94	\$33,495.72	\$34,165.63
Deputy Municipal Court Administrator	2nd Year	\$	33,764.00	\$	33,764.00	\$35,407.94	\$36,116.10	\$36,838.42
Deputy Municipal Court Administrator	3rd Year	\$	36,135.00	\$	36,135.00	\$37,778.94	\$38,534.52	\$39,305.21
Deputy Municipal Court Administrator	4th Year	\$	38,507.00	\$	38,507.00	\$40,150.94	\$40,953.96	\$41,773.04
Deputy Municipal Court Administrator	5th Year	\$	42,430.00	\$	42,430.00	\$44,073.94	\$44,955.42	\$45,854.53
Omnibus Operator		\$	15.79	\$	15.79	\$ 16.87	\$ 17.21	\$ 17.55
Part-time Deputy Municipal Court Administrator		\$	16.31	\$	16.31	\$ 17.40	\$ 17.75	\$ 18.10
Building Maintenance Worker		\$	15.25	\$	15.25	\$ 16.32	\$ 16.65	\$ 16.98
Department of Utilities								
Laborer	1st Year	\$	39,753.00	\$	39,753.00	\$41,568.06	\$42,399.42	\$43,247.41
Laborer	2nd Year	\$	44,318.00	\$	44,318.00	\$46,224.36	\$47,148.85	\$48,091.82

Laborer	3rd Year	\$	48,885.00	\$	48,885.00	\$50,882.70	\$51,900.35	\$52,938.36
Laborer	4th Year	\$	53,448.00	\$	53,448.00	\$55,536.96	\$56,647.70	\$57,780.65
Laborer	5th Year	\$	58,015.00	\$	58,015.00	\$60,195.30	\$61,399.21	\$62,627.19
Linework/ Public Works Repairer	1st Year	\$	41,417.00	\$	41,417.00	\$43,265.34	\$44,130.65	\$45,013.26
Linework/ Public Works Repairer	2nd Year	\$	45,544.00	\$	45,544.00	\$47,474.88	\$48,424.38	\$49,392.87
Linework/ Public Works Repairer	3rd Year	\$	52,526.00	\$	52,526.00	\$54,596.52	\$55,688.45	\$56,802.22
Linework/ Public Works Repairer	4th Year	\$	59,521.00	\$	59,521.00	\$61,731.42	\$62,966.05	\$64,225.37
Linework/ Public Works Repairer	5th Year	\$	66,342.00	\$	66,342.00	\$68,688.84	\$70,062.62	\$71,463.87
Senior Lineworker/ Senior Public Works Repairer		\$	79,379.00	\$	79,379.00	\$82,181.08	\$83,824.71	\$85,501.20
Part-time Meter Reader		\$	14.68	\$	14.68	\$ 15.74	\$ 16.05	\$ 16.37
Supervising Account Clerk		\$	52,693.00	\$	52,693.00	\$54,766.86	\$55,862.20	\$56,979.44
Principal Account Clerk	1st Year	\$	36,135.00	\$	36,135.00	\$37,877.70	\$38,635.25	\$39,407.96
Principal Account Clerk	2nd Year	\$	38,507.00	\$	38,507.00	\$40,297.14	\$41,103.08	\$41,925.14
Principal Account Clerk	3rd Year	\$	42,430.00	\$	42,430.00	\$44,298.60	\$45,184.57	\$46,088.26
Principal Account Clerk	4th Year	\$	45,375.00	\$	45,375.00	\$47,302.50	\$48,248.55	\$49,213.52
Principal Account Clerk	5th Year	\$	48,529.00	\$	48,529.00	\$50,519.58	\$51,529.97	\$52,560.57
Senior Account Clerk	1st Year	\$	33,764.00	\$	33,764.00	\$35,459.28	\$36,168.47	\$36,891.83
Senior Account Clerk	2nd Year	\$	36,135.00	\$	36,135.00	\$37,877.70	\$38,635.25	\$39,407.96
Senior Account Clerk	3rd Year	\$	38,507.00	\$	38,507.00	\$40,297.14	\$41,103.08	\$41,925.14
Senior Account Clerk	4th Year	\$	42,430.00	\$	42,430.00	\$44,298.60	\$45,184.57	\$46,088.26
Senior Account Clerk	5th Year	\$	45,375.00	\$	45,375.00	\$47,302.50	\$48,248.55	\$49,213.52
Account Clerk	1st Year	\$	31,197.00	\$	31,197.00	\$32,840.94	\$33,497.76	\$34,167.71
Account Clerk	2nd Year	\$	33,764.00	\$	33,764.00	\$35,459.28	\$36,168.47	\$36,891.83
Account Clerk	3rd Year	\$	36,135.00	\$	36,135.00	\$37,877.70	\$38,635.25	\$39,407.96
Account Clerk	4th Year	\$	38,507.00	\$	38,507.00	\$40,297.14	\$41,103.08	\$41,925.14
Account Clerk	5th Year	\$	42,430.00	\$	42,430.00	\$44,298.60	\$45,184.57	\$46,088.26
Part Time Account Clerk		\$	14.43	\$	14.43	\$ 15.48	\$ 15.79	\$ 16.11
Department of Public Works and Recycling								
Part-Time Senior Clerk Typist		\$	17.02	\$	17.02	\$ 18.13	\$ 18.49	\$ 18.86

Truck Driver	1st Year	\$	51,030.00	\$	51,030.00	\$52,673.94	\$53,727.42	\$54,801.97
	2nd Year	\$	55,593.00	\$	55,593.00	\$57,236.94	\$58,381.68	\$59,549.31
	3rd Year	\$	60,904.00	\$	60,904.00	\$62,547.94	\$63,798.90	\$65,074.88
Senior Mechanic		\$	70,684.00	\$	70,684.00	\$72,388.20	\$73,835.96	\$75,312.68
Mechanic	1st Year	\$	59,123.00	\$	59,123.00	\$60,766.94	\$61,982.28	\$63,221.92
Mechanic	2nd Year	\$	62,354.00	\$	62,354.00	\$63,997.94	\$65,277.90	\$66,583.46
Mechanic	3rd Year	\$	65,325.00	\$	65,325.00	\$66,968.94	\$68,308.32	\$69,674.49
Apprentice Mechanic	1st Year	\$	44,318.00	\$	44,318.00	\$45,961.94	\$46,881.18	\$47,818.80
Apprentice Mechanic	2nd Year	\$	48,885.00	\$	48,885.00	\$50,528.94	\$51,539.52	\$52,570.31
Apprentice Mechanic	3rd Year	\$	53,448.00	\$	53,448.00	\$55,091.94	\$56,193.78	\$57,317.65
Laborer	1st Year	\$	39,753.00	\$	39,753.00	\$41,396.94	\$42,224.88	\$43,069.38
Laborer	2nd Year	\$	44,318.00	\$	44,318.00	\$45,961.94	\$46,881.18	\$47,818.80
Laborer	3rd Year	\$	48,885.00	\$	48,885.00	\$50,528.94	\$51,539.52	\$52,570.31
Laborer	4th Year	\$	53,448.00	\$	53,448.00	\$55,091.94	\$56,193.78	\$57,317.65
Laborer	5th Year	\$	58,015.00	\$	58,015.00	\$59,658.94	\$60,852.12	\$62,069.16
Department of Public Safety								
Chief Public Safety Telecommunicator		\$	47,212.00	\$	47,212.00	\$48,855.94	\$49,833.06	\$50,829.72
Senior Public Safety Telecommunicator		\$	43,093.00	\$	43,093.00	\$44,736.94	\$45,631.68	\$46,544.31
Public Safety Telecommunicator	1st Year	\$	38,860.00	\$	38,860.00	\$40,503.94	\$41,314.02	\$42,140.30
	2nd Year	\$	41,087.00	\$	41,087.00	\$42,730.94	\$43,585.56	\$44,457.27
Part-time Public Safety Telecommunicator	1st Year	\$	17.11	\$	17.11	\$ 18.22	\$ 18.58	\$ 18.95
Part-time Public Safety Telecommunicator	2nd Year	\$	17.68	\$	17.68	\$ 18.80	\$ 19.17	\$ 19.56
Part-time Public Safety Telecommunicator	3rd Year	\$	18.25	\$	18.25	\$ 19.38	\$ 19.77	\$ 20.16
Part-time Public Safety Telecommunicator	4th Year	\$	18.86	\$	18.86	\$ 20.00	\$ 20.40	\$ 20.81
School Traffic Guard (Hired prior to January 1, 1996)		\$	16.04	\$	16.04	\$ 17.13	\$ 17.47	\$ 17.82

School Traffic Guards (Hired after January 1, 1996)	1st Year	\$	16.42	\$	16.42	\$	17.51	\$	17.86	\$	18.22
	2-5 Years	\$	17.02	\$	17.02	\$	18.13	\$	18.49	\$	18.86
	6 Year	\$	17.53	\$	17.53	\$	18.65	\$	19.02	\$	19.40