

BRADLEY D. BILLHIMER
Ocean County Prosecutor

ANTHONY U. CARRINGTON
Chief of Detectives



MICHAEL T. NOLAN, JR.
First Assistant Prosecutor

ROBERT J. ARMSTRONG
Deputy First Assistant Prosecutor

OFFICE OF THE PROSECUTOR

Courthouse Annex Building
119 Hooper Avenue
P.O. Box 2191
Toms River, New Jersey 08754-2191
732-929-2027
www.OCPONJ.gov

February 1, 2024

Mike

Via OPRA Machine: opra+request-57768-3eff8a30@requests.opramachine.com

Re: Open Public Records Act (OPRA) Request

Dear Sir:

Enclosed please find the documents pursuant to your request made under the New Jersey Open Public Records Act (OPRA).

If I can be of further assistance, please do not hesitate to contact me directly at 732-929-2027, x3135.

Yours very truly,
Dina R. Khajezadeh
Dina R. Khajezadeh
Assistant Prosecutor

DRK/ec

Enclosures

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OCEAN COUNTY PROSECUTOR'S OFFICE
&
POLICEMEN'S BENEVOLENT ASSOCIATION
LOCAL 171**

This Memorandum of Understanding is reached this 22nd day of December, 2022, between the negotiating team of the Policemen's Benevolent Association Local 171 (PBA 171) and the negotiating representative of the Ocean County Prosecutor's Office and County of Ocean. It is expressly understood the following terms and conditions are subject to approval and ratification from the membership of the PBA 171 and the Ocean County Prosecutor's Office and Ocean County Board of Commissioners. It is expressly understood neither party is bound until ratification has occurred by the full membership and County authorities.

The following terms and conditions have been agreed by the negotiating teams, who shall take this agreement back to their respective parties for approval:

I. **DURATION:** Four Year (July 1, 2022 – June 30, 2026)

II. **ARTICLE 5 – SALARIES** – All salaries set for in the salary guide shall increase as follows:

July 1, 2022 – Effective July 1, 2022, and retroactive thereto, the values of all steps of the guide shall increase by 2.25%, except as required to adjust for reduction in steps. Further, the guide shall be reduced to 14 steps.

July 1, 2023 – Effective July 1, 2023, except for the minimum step (Step 1), the values of all steps of the guide shall increase

by 2.25%, except any adjustments needed based upon the reduction in steps during Year 1.

July 1, 2024 – Effective July 1, 2024, except for the minim step (Step1), the values of all steps of the guide shall increase by 2.25%, except any adjustments needed based upon the reduction in steps during Year 1.

July 1, 2025 – Effective July 1, 2025, except for the minim step (Step1), the values of all steps of the guide shall increase by 2.25%, except any adjustments needed based upon the reduction in steps during Year 1.

Minimum salary – The minimum salary shall be as follows in each of the years of the contract:

July 1, 2022 = \$46,013

July 1, 2023 = \$50,000

July 1, 2024 = \$51,125

July 1, 2025 = \$52,275

Section 1

- A. The agreed upon salary guides for the four (4) years of this agreement are attached hereto as Attachment A.
- B. The agreed upon advancement-Placement Chart is attached hereto as Attachment B.

Section 3 - Senior Investigator pay shall increase to the following:

July 1, 2023 = \$2,100

July 1, 2025 = \$2,500

- III. **ARTICLE 6 (HOLIDAYS)** – During the term of this collective negotiations agreement, the County shall have the ability/right to unilaterally increase the number of holidays provided to members of this bargaining unit. Should the County exercise this right/ability, the PBA will be afforded at least 30 days' notice of the additional holiday, which can be shortened upon mutual consent. Further, should the County exercise this right to add a holiday, the new holiday shall become a term and condition of the collective negotiations agreement and survive expiration of the collective negotiations agreement unless the PBA 171 and the County negotiate away the holiday in the future.

- IV. **ARTICLE 8 (OVERTIME)** – The contract shall be amended in Section 4 to reflect that any earned and unused compensatory time not used by the end of the pay period which includes December 31st shall be paid out to the officer in the pay period that encompasses January 31st.
- V. **ARTICLE 10 (STAND BY PAY)** – Stand by pay will increase to the following rates at the following times:
July 1, 2023 = \$400.00
July 1, 2024 = \$450.00
- VI. **ARTICLE 11 (HEALTH BENEFITS)** – Paragraph C. of the expired collective negotiations agreement shall be amended to read as follows:
- C. Except for those employees named in the MOA Sidebar agreement, attached hereto and incorporated herein, all employees, current and future, who retire on or after January 1, 2013, in order to be eligible for the lifetime health benefits, upon retirement, must have served a minimum of fifteen (15) of the required twenty-five (25) years with the County.
- Any member of the bargaining unit who retires after the execution of this agreement must have served a minimum of seven (7) years with the County (twenty-five (25) years total in the pension system) in order to be eligible for the lifetime health benefits upon retirement.
- VII. All other proposals by either party not set forth above are hereby withdrawn.
- VIII. All portions of the expired July 1, 2020 – June 30, 2022 Contract shall be amended to reflect the terms and conditions agreed upon herein, including any and all dates being changed.
- IX. All other terms and conditions of the collective negotiations agreement that expired on June 30, 2022, shall remain unchanged and in full force, unless otherwise modified above.

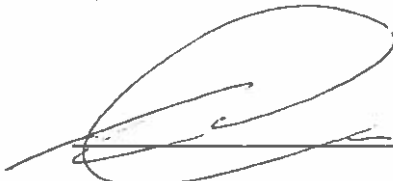
The undersigned hereby agree to the above terms and conditions and specifically indicated and acknowledge no other promises have been made to either party. Further,

the undersigned hereby agree to take this memorandum of understanding back to its respective party and recommend its approval.

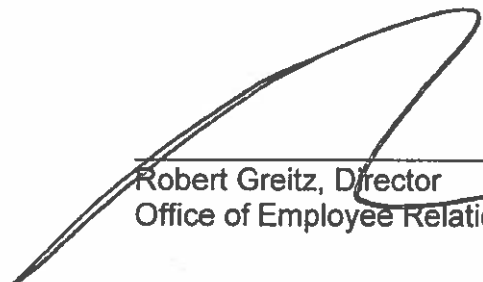
It is specifically understood by both parties that nothing herein is binding upon either party until such time as full approval and ratification has occurred from the membership of the PBA Local 171 and the appropriate and necessary County authorities, including but not limited to the Ocean County Prosecutor and Board of Commissioners.

For the PBA 171


12-22-22
(date)


12-22-22
(date)

**For O.C. Prosecutor Office and
County of Ocean County**


12-22-22
Robert Greitz, Director (date)
Office of Employee Relations

PBA 171
Proesuctor Detective & Invetsigator

Salary Guides

<i>Effective July 1, 2022</i>		<i>Effective July 1, 2023</i>		<i>Effective July 1, 2024</i>		<i>Effective July 1, 2025</i>	
Step	Base	Step	Base	Step	Base	Step	Base
1	46,013	1	50,000	1	51,125	1	52,275
2	51,125	2	52,275	2	53,452	2	54,654
3	56,238	3	57,503	3	58,797	3	60,120
4	61,350	4	62,730	4	64,142	4	65,585
5	66,463	5	67,958	5	69,487	5	71,050
6	71,575	6	73,185	6	74,832	6	76,516
7	76,688	7	78,413	7	80,177	7	81,981
8	81,800	8	83,641	8	85,522	8	87,447
9	86,913	9	88,868	9	90,868	9	92,912
10	92,025	10	94,096	10	96,213	10	98,377
11	97,138	11	99,323	11	101,558	11	103,843
12	102,250	12	104,551	12	106,903	12	109,308
13	109,919	13	112,392	13	114,921	13	117,507
14	117,588	14	120,233	14	122,938	14	125,704

PBA 171
Prosecutor Detective & Investigator

Advancement-Placement Chart

Base Year	Step	Base	Year 1 (July 1, 2022)		Year 2 (July 1, 2023)		Year 3 (July 1, 2024)		Year 4 (July 1, 2025)	
			Step	Base	Step	Base	Step	Base	Step	Base
1	45,000	—>	1	46,013	—>	1	50,000	—>	1	52,275
2	50,000	—>	2	51,125	—>	2	52,275	—>	2	54,654
3	55,000	—>	3	56,238	—>	3	57,503	—>	3	60,120
4	60,000	—>	4	61,350	—>	4	62,730	—>	4	65,585
5	65,000	—>	5	66,463	—>	5	67,958	—>	5	71,050
6	70,000	—>	6	71,575	—>	6	73,185	—>	6	76,516
7	75,000	—>	7	76,688	—>	7	78,413	—>	7	81,981
8	80,000	—>	8	81,800	—>	8	83,641	—>	8	87,447
9	85,000	—>	9	86,913	—>	9	88,868	—>	9	92,912
10	90,000	—>	10	92,025	—>	10	94,096	—>	10	98,377
11	95,000	—>	11	97,138	—>	11	99,323	—>	11	103,843
12	100,000	—>	12	102,250	—>	12	104,551	—>	12	109,308
13	105,000	—>	13	109,919	—>	13	112,392	—>	13-14	117,507
14	110,000	—>	14	117,588	—>	14	120,233	—>	15	125,705
15	115,000	—>	14	117,588	—>	14	120,233	—>	15	125,705

AGREEMENT
BETWEEN
THE OCEAN COUNTY PROSECUTOR
AND
OCEAN COUNTY PROSECUTOR'S
DETECTIVES AND INVESTIGATORS ASSOCIATION
P.B.A. LOCAL #171

July 1, 2022 THROUGH JUNE 30, 2026

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PREAMBLE

This Agreement, executed this 18th day of January, 2023 by and between the County of Ocean, State of New Jersey, and the Prosecutor of Ocean County, State of New Jersey (hereinafter referred to as the "Employer"), and the Ocean County Prosecutor's Detectives and Investigators Association, P.B.A. Local #171 (hereinafter referred to as the "Employee" or "PBA").

WITNESSETH

In consideration of the promises and mutual covenants hereinafter contained, the Employer and the employees agree as follows:

ARTICLE 1 **RECOGNITION OF ASSOCIATION**

Section 1: The Employer recognizes the Ocean County Prosecutor's Detectives and Investigators Association P.B.A. Local #171 as the exclusive representative of all of the employees in the negotiating unit as hereinafter defined for the purposes of collective bargaining and all other activities related thereto pursuant to the Public Employment Relations Act of the State of New Jersey and other applicable law.

Section 2: The Bargaining unit consists of all regular, full-time employees holding the title of County Detective, County Investigator, Juvenile Investigator and Senior Investigator and employed by the Ocean County Prosecutor's Office. Supervisory employees not included in the bargaining unit are those of the following rank: Sergeant, Lieutenant, Captain, Deputy Chief and Chief.

Section 3: The office of the Ocean County Prosecutor hereby recognizes P.B.A. Local #171 as the sole and exclusive representative of all County Investigator Employees of the Ocean County Prosecutor's Office below the rank of Sergeant. It is agreed by the parties that County Investigator personnel of the Ocean County Prosecutor's Office may from time to time, be selected at the sole discretion of the Ocean County Prosecutor to use the designation of "Detective" or "Detective I" in their work in the law enforcement community. The designation of "Detective 1" would be utilized for the rank of Senior Investigator. The designation of "Detective" or "Detective 1" is one of convenience, and its sole purpose is for identification and to enhance the ability of Ocean County Prosecutor's Office Investigators to be recognized as professionals by the public and within the law enforcement community. It is a work assignment designation and not a rank designation.

It is not the purpose of the "Detective" or "Detective 1" designation to confer any new rights or benefits upon the investigative personnel of the Ocean County Prosecutor's Office. Indeed, all investigative personnel selected to use the designation of "Detective" or "Detective 1" will continue to be paid according to their present ranks and will continue to have only those rights available to them as County Investigators, as that title may be defined in N.J.S.A. 2A:157-10, notwithstanding any Ocean County Prosecutor's Office designation of "Detective" or "Detective 1".

Every employee selected by the Prosecutor to use the "Detective" or "Detective 1" designation must read and sign the "Acknowledgement of Status and Rights" form, a copy of which has been provided by the Association. The Association recognizes that the designation of "Detective" or "Detective 1" will enhance the ability of Employees to be identified as law enforcement professionals and said designation is created herein for no other purpose.

Employees covered by this agreement shall have absolutely no right to contest, challenge or grieve any decision of the Prosecutor relating to the designation of "Detective" or "Detective 1". As an inducement to the Ocean County Prosecutor's Office to create the designation of "Detective" or "Detective 1", the Association waives any rights it may have regarding actions of the Ocean County Prosecutor as they relate to his/her decisions regarding the designation of "Detective" or "Detective 1".

ARTICLE 2

COLLECTIVE BARGAINING PROCEDURE

Section 1: Collective bargaining with respect to rates of pay, hours of work and all other conditions of employment shall be conducted by the respective duly authorized bargaining agents of the Employer and employees.

Section 2: Collective bargaining meetings shall be held at times and places mutually convenient and at the request of either the Employer or employees.

Section 3: Members of the Prosecutor's Office of Ocean County designated by the employees to participate in collective bargaining meetings called for the negotiation of a collective bargaining agreement or for renegotiation pursuant to the terms and provisions of this Agreement, shall be excused from work assignments while in attendance at such meetings.

ARTICLE 3

HOURS OF WORK

Section 1: Regular Hours: The regular hours of work each day shall be consecutive. References to consecutive hours of work in the balance of this Article shall be construed to include a one-half (1/2) hour paid meal period during which employees may be subject to recall.

Section 2 Work Day: The Employer may require any employee to perform "stand-by" duty, during which period the employee shall remain alert and available for immediate call to active work status on an as needed basis; and an employee placed on stand-by duty shall remain alert, available and on call from the conclusion of his/her active duty work day until the beginning of his/her next active work day and all day Saturday and Sunday for a period that shall not exceed seven (7) consecutive calendar days. The frequency of such duty shall be left to the discretion of the employee's supervisor. Monetary compensation for such stand-by duty shall be paid as hereinafter provided. The employer will endeavor to equalize stand-by duty to the extent possible.

Section 3: The Employer and Employees understand and agree that all persons covered by this Agreement will work forty (40) hours per week.

Section 4: The regular work week shall be any five (5) day period of such schedule as shall be promulgated by the County Prosecutor of his/her designee.

ARTICLE 4

COMMITTEES

Section 1: Grievance Committee: The Employer shall permit members of the employees grievance committee (not to exceed three) to conduct the business of the Grievance Committee (consisting of conferences with employees and management on specific grievances in accordance with the grievance procedures set forth herein) during the duty hours of the members, and without loss of pay, provided the conduct of said business shall not diminish the effectiveness of the work force or require the recall of off-duty personnel.

Section 2: Negotiating Committee: The Employer shall permit members of the Employee's Negotiating Committee to attend collective bargaining meetings during the duty hours of its members, without loss of pay.

ARTICLE 5
SALARY

Section 1:

A. The agreed upon Salary Guide for the four (4) years of this agreement are attached hereto as Attachment A.

1. All salaries set for in the salary guide shall increase as follows:

July 1, 2022 – Effective July 1, 2022, and retroactive thereto, the values of all steps of the guide shall increase by 2.25%. Further, the guide shall be reduced to 14 steps.

July 1, 2023 – Effective July 1, 2023, except for the minimum step (Step 1), the values of all steps of the guide shall increase by 2.25%.

July 1, 2024 – Effective July 1, 2024, except for the minim step (Step1), the values of all steps of the guide shall increase by 2.25%.

July 1, 2025 – Effective July 1, 2025, except for the minim step (Step1), the values of all steps of the guide shall increase by 2.25%.

2. **Minimum salary** – The minimum salary shall be as follows in each of the years of the contract:

July 1, 2022 = \$46,013

July 1, 2023 = \$50,000

July 1, 2024 = \$51,125

July 1, 2025 = \$52,275

B. The agreed upon Advancement - Placement Chart is attached hereto as Attachment B.

C. The parties agree that the newly implemented salary guide is subject to the "no guide movement or salary adjustment language" in Paragraph D, below and that the guide is subject to negotiations at the expiration of this Agreement

D. Step 1 is a 12-month step. As per the existing contract, all Officers remain on Step 1 for a full calendar year before they advance to Step 2 on the anniversary of their hiring date. Consistent with the language of the 2013-2016 Collective Bargaining Agreement, there shall be no guide movement or salary adjustment upon expiration of

the July 1, 2022-June 30, 2026 Collective Bargaining Agreement until the parties reach agreement on a successor Collective Bargaining Agreement, or an Interest Arbitration Award is issued.

Section 2: It is expressly understood that successful completion of the Police Academy is a condition of employment.

Section 3: Senior Investigators' pay status shall provide, in addition to base salary, an annual increment of:

- A. Effective July 1, 2022 = One Thousand Seven Hundred and Twenty Dollars (\$1,720.00).
- B. Effective July 1, 2023 = Two Thousand One Hundred Dollars (\$2,100)
- C. Effective July 1, 2025 = Two Thousand Five Hundred Dollars (\$2,500)

The prior procedure for Employer discretion with respect to Senior Investigators' pay status shall continue up to the point of the individual employee achieving 15 years of service. Should an employee complete 15 years of service without having been granted Senior Investigators' status, it shall be accorded on the basis of that service from that point forward. Any employees hired after April 1, 2012 shall not be eligible for this benefit.

Section 4: It is understood that employees will continue to wear and maintain appropriate clothing as required by the Prosecutor.

ARTICLE 6 **HOLIDAYS**

Each full-time employee covered by this Agreement shall enjoy the following fourteen (14) holidays with pay, to be observed on the dates specified each January by the Board of Commissioners and approved by the Prosecutor:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Veteran's Day
Washington's Birthday	Election Day
Good Friday	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Day

The Prosecutor will comply in granting a holiday whenever the Governor of the State of New Jersey and the Board of Commissioners issue official proclamations granting an additional holiday.

The Employer may require any employee to be subject to a stand-by duty status on any holiday, provided, however, each employee covered by this Agreement serving stand-by duty as hereinbefore provided, will be paid, in addition to this holiday pay, as provided in Article 10 of this Agreement.

During the term of this collective negotiations agreement, the County shall have the ability/right to unilaterally increase the number of holidays provided to members of this bargaining unit. Should the County exercise this right/ability, the PBA will be afforded at least 30 days' notice of the additional holiday, which can be shortened upon mutual consent. Further, should the County exercise this right to add a holiday, the new holiday shall become a term and condition of the collective negotiations agreement and survive expiration of the collective negotiations agreement unless the PBA 171 and the County negotiate away the holiday in the future.

ARTICLE 7

SICK LEAVE

Section 1: All employees covered by this Agreement shall be granted sick leave, with pay, of fifteen (15) days in every calendar year.

Section 2: Unused sick leave shall accumulate from year to year.

Section 3: The Employer shall, at all times, have the right to extend sick leave on such basis as the Employer, in its sole discretion, shall deem appropriate.

Section 4: An employee absent of sick leave for five (5) or more days in succession shall submit reasonable medical evidence for substantiating the illness requiring the absence, if requested to do so by the Employer. The parties agree to meet on a regular basis for the purpose of discussing mutual concerns over the perceived abuse of sick leave by certain members of the unit. The parties further agree to work together to develop appropriate safeguards in this regard.

Section 5: The Employer agrees to pay employees at their regular rate during periods of job connected disability due to illness, injury or recuperation therefrom for a maximum period of sixty (60) days from the date of such disability, provided such employee is incapable of performing his/her duties as an employee and that such disability is established by a competent physician. The Employer retains the right in its discretion to extend this period of this payment for such job connected disability due to illness or injury beyond sixty (60) days. The employer may require at any time during the period of such disability as described above that the employee be examined by a physician selected by the Employer for such purpose. All claims and challenges as to eligibility for such Worker's Compensation insured situations shall be made to the Division of Worker's Compensation and the decision of the Division or a determination by a reviewing court shall be binding. An employee who returns to work and who is still receiving prescribed physical therapy as a result of his/her compensable accident, shall

make all efforts to arrange to schedule such prescribed rehabilitation sessions during off-duty hours. If this is not possible, due to the shift the officer works, then he/she may attend the prescribed rehabilitation session during on-duty hours and may use sick time or any other leave entitlement time, or may choose to be docked for that time.

Section 6: The Employer may require at any time during the period of such disability as described in Section 5 above, that the employee be examined by a physician selected by the Employer for such purpose.

Section 7: In the event a disagreement arises with respect to the existence or extent of a job connected disability, such issue shall be determined by a physician agreed to by both parties to this Agreement.

Section 8: Employees are also eligible for coverage under the County's reimbursement for unused sick days at retirement policy. This policy provides for reimbursement for unused sick days at retirement on the basis of one-half (1/2) pay for each earned and unused sick day to a maximum of \$15,000. Employees are responsible for following all of the conditions and controls of this policy and all pertinent forms must be submitted to the Department of Employee Relations at least sixty (60) days prior to the date retirement commences. Employees have a choice of selecting either a lump sum payment or payments spread over a three year period.

ARTICLE 8 **OVERTIME**

Section 1: Employees who are required to work overtime shall be paid at the regular rate of pay for the first forty (40) hours worked in each week and shall be paid at the rate of one and one-half times (1 ½) their regular pay for all hours worked in excess thereof.

Section 2: Employees required to work overtime shall receive a minimum of four (4) hours overtime pay for each instance in which the employee is called upon to work beyond forty (40) hours per week, notwithstanding the actual time worked may be less than four (4) hours; provided, further, that an employee shall receive a minimum of eight (8) hours overtime for each instance in which the employee is required to work more than five (5) hours overtime, although the actual time worked may be less than eight (8) hours. The four (4) hour call out overtime guarantee shall only apply to those instances where the employee has completed his/her regular shift and is called to return to work after the completion of a regular shift.

Section 3: An employee shall be required to maintain appropriate records of overtime as required by the Employer.

Section 4: Any employee who receives compensatory time, at the discretion of the Prosecutor, shall receive the compensatory time on an hour for hour straight time

basis unless compensatory time is received in lieu of overtime, in which case compensatory time shall be received on a time and one-half basis for each hour worked.

Effective January 1, 2021, Employees, in lieu of overtime payment, will have the option to accrue a maximum of eighty (80) hours of compensatory time at any time during the calendar year. Compensatory time will be accrued at the same rate as overtime compensation consistent with Section 1 of this Article.

Employees may take Compensatory time off upon approval from the Prosecutor or his/her designee. The decision to grant compensatory time shall be based upon whether minimum staffing levels are met. It is understood that a request for the use of compensatory time off will not ordinarily be granted if it results in overtime for another officer. Any earned and unused compensatory time not used by the end of the pay period which includes December 31st, shall be paid out to the office in the pay period that encompasses January 31st.

ARTICLE 9 **VACATIONS**

Section 1: The vacation program is set forth as follows:

A. For an employee with no more than twelve (12) months of service, one (1) day for each calendar month employed.

B. For an employee who has served twelve (12) months and one (1) day, up to a total of forty-eight (48) calendar months, twelve (12) working days.

C. For an employee who has worked forty-eight (48) calendar months plus one (1) day up to one hundred thirty-two (132) calendar months, fifteen (15) working days.

D. For an employee who has worked one hundred and thirty-two (132) calendar months plus one (1) day up to two hundred and twenty-eight (228) calendar months, twenty (20) working days.

E. For an employee who has worked two hundred and twenty-eight (228) calendar months plus one (1) day, twenty-five (25) working days.

Vacation time must be earned before it is used. Each employee will be informed of his/her vacation time through utilization of the County's computer system. Any employee leaving the service of the County shall have unused vacation time paid to him/her; this shall be on a pro-rated basis of one (1) day for each month of service. Unearned vacation time will be deducted from the employee's last pay with any other unearned time that the employee has utilized, if separation of service occurs. Permission may be granted with notice to the Chief or designee for an employee to use vacation days individually.

ARTICLE 10
STAND BY PAY

Section 1: Employees covered by this Agreement serving stand-by duty as heretofore provided, will be paid at the following rates of Three Hundred Fifty Dollars (\$350.00) for any given seven (7) day stand-by period. The stand-by duty pay rate indicated above shall increase to the following amounts:

July 1, 2023 = \$400.00

July 1, 2024 = \$450.00

Any call of duty initiated by a supervisor of employees serving stand-by duty shall be considered authorized overtime and said overtime shall be paid in addition to the stand-by pay. The number of personnel on stand-by at any given time is a matter to be determined solely at the discretion of the Prosecutor. The employer will endeavor to equalize stand-by duty to the extent possible.

ARTICLE 11
HEALTH BENEFITS

Section 1: All full-time employees covered by this bargaining unit shall be permitted to enroll in health benefits two (2) months from their date of hire.

A. The County of Ocean currently provides medical coverage to the County employees through the New Jersey State Health Benefits Program as supplemented by NJ Local Prescription Drug Program and Chapter 88 P.L. 1974, as amended by Chapter 436 P.L. 1981. The parties recognize that the State Health Benefits Program is subject to changes enacted by the State of New Jersey that may either increase or decrease benefits.

B. The County shall not change the health insurance coverage referred to in paragraph A except for a Plan that is equivalent or better. Provided, however, that the parties expressly recognize that the components of HMO plans are changed periodically by the plan providers and that the County has no control over or any obligations regarding such changes.

C. Except for those employees named in the MOA Bar agreement, attached hereto and incorporated herein, all employees, current and future, who retire on or after January 1, 2013, in order to be eligible for the lifetime health benefits upon retirement, must have served a minimum of fifteen (15) years of the required twenty-five (25) years with the County.

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

D. An eligible employee may change his/her coverage only during the announced open enrollment period for each year after having been enrolled in the former plan for a minimum of one (1) full year. Regardless of this election, employees are specifically ineligible for any deductive reimbursement.

E. When a member of this bargaining unit is granted the privilege of a leave of absence without pay for illness, health coverage will continue at County expense for the balance of the calendar month in which the leave commences plus up to three (3) additional calendar months next following the month in which the leave commences. After that time has elapsed, if necessary, coverage for an additional period of eighteen (18) months may be purchased by the employee under the C.O.B.R.A. Plan.

F. In the case of consecutive leaves of absence without pay, it is understood and agreed that the responsibilities of the County to pay for benefits remains limited to the original period of up to four (4) months.

G. Effective April 1, 2012, the following changes will effect all new hires:

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

Section 2: The Employer shall provide, at no cost to the employee, a description and explanation of coverage and benefits with instructions as to procedures to be used in making and processing claims thereunder.

Section 3: All employees covered by this Agreement shall be entitled to the benefits of the County Vision Care Program subject to the guidelines established and administered by the Department of Employee Relations – Risk Management Division.

Section 4: There shall be a Family Dental Plan, as follows:

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

The Family Dental Plan will be made available to eligible employees, spouses and children to age 19. The maximum total cost for services per patient per benefit year is limited to \$1,000. There will be a \$25.00 deductible per patient per benefit year, to be paid by the employee, for up to the first three (3) members of each family. However, this deductible is not applicable to preventative and diagnostic services as described below.

If the patient utilizes a participating dentist the percentage of coverage indicated next to each class of dental care will prevail:

Preventative and diagnostic (X-rays, cleaning, check-up, etc.).....	100%
Treatment and therapy (fillings).....	80%
Prosthodontics, periodontics, inlays, caps and crowns, oral surgery (ambulatory).....	50%
Orthodontics (limited to \$800 per patient over a 5 year period)	50%

ARTICLE 12 **LONGEVITY**

Longevity pay for all classified permanent employees covered by this Agreement and hired prior to July 29, 2014, will be based upon the following schedule:

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

Permanent employees covered by this bargaining unit, hired on or after July 29, 2014, shall not be eligible for longevity compensation.

ARTICLE 13 **TRANSPORTATION EXPENSES**

Effective upon ratification by the parties, employees who use privately owned motor vehicles for work connected activities shall be reimbursed per mile at the IRS rate in effect at the time the expense is incurred. Transportation expenses shall be paid on a

voucher which shall be submitted on a monthly basis or at such time and in such form as the Employer may require.

Any employee who uses his/her privately owned vehicle in the performance of official duties for the County Prosecutor must offer proof of insurance to the Ocean County Employee Relations – Risk Management Division before such use can be approved. Coverage must be in compliance with the State of New Jersey Department of Insurance Regulations.

ARTICLE 14 **COLLEGE CREDIT**

Section 1: The Employer agrees to pay each employee covered by this Agreement, in addition to his/her annual salary, a monetary educational incentive, payable annually on the following basis:

- A. For an Associate of Arts Degree – Five Hundred Dollars (\$500.00)
- B. For a Bachelor's Degree – Eight Hundred Dollars (\$800.00)
- C. For a M.A. or M.S. Degree – One Thousand Dollars (\$1,000.00)

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

ARTICLE 15 **TUITION REIMBURSEMENT**

Employees covered by this Agreement shall be eligible to receive college tuition reimbursement subject to the terms set forth in Appendix C of this Agreement.

ARTICLE 16 **GRIEVANCE PROCEDURE**

Definitions - A "grievance" is an allegation by any employee or the union that a specific provision of this Agreement has been violated. These grievances only may be submitted to binding arbitration as a final step in the procedure. All other allegations that there has

been a violation, a misinterpretation or misapplication of policies, rules and administrative decisions may be submitted to all steps of the grievance procedure up to the Prosecutor

level and the Prosecutor's decision on these matters will be final and binding. These non-contract grievances may not be submitted to binding arbitration.

A "grievant" is an employee who files a grievance.

"Representative" is a person or agent designated to represent either party in this procedure.

"Day" means a calendar day.

"Party in interest" is a person, agent or agency with an interest in this grievance.

"Class grievance" is a formal grievance by two (2) or more employees.

"Group grievance" is the same or similar formal grievance by two (2) or more employees each in the same department.

Procedures:

- A. Grievances shall be processed promptly and expeditiously.
- B. Grievance shall be adjudicated according to the terms of this procedure, time of filing notwithstanding.
- C. Formal Grievances and appeals shall be filed in writing.
- D. Communications and decisions concerning formal grievances shall be in writing.
- E. A representative designated by the Association shall be allowed to be present at all steps of the grievance process. However, in a grievance solely challenging a disciplinary action, the grievant may decline to have an Association representative present. This shall not permit the grievant to proceed to arbitration, however, without the Association's approval.
- F. Failure by a grievant to process a grievance within the specified time limit shall render the grievance as settled in favor of the Prosecutor.
- G. Failure by the Prosecutor to issue a decision within the specified time limit shall render the grievance advanced to the next level.
- H. Class grievances shall be filed at Level 2 within ten (10) days of the occurrence of a class grievance.

Purpose: The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problems which may, from time to time, arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Processing – Time Limit: The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual consent of the parties.

Step 1 – Immediate Supervisor and/or Chief of Investigators – An employee with a grievance shall first discuss it with his/her immediate superior and the Chief of Investigators, either directly or through the Association's designated representative, with the object of resolving the matter informally. The grievant must initially discuss the grievance within fifteen (15) days of the occurrence of the grievance at this level. Failure to do so shall render the grievance a nullity.

Step 2 – County Prosecutor – If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after the presentation of the grievance, he/she may file the grievance in writing with the Association within five (5) days after the decision at Step One or ten (10) days after the grievance was presented, whichever is sooner. Within five (5) days after receiving the grievance, the Association shall refer it to the County Prosecutor.

Step 3 – Arbitration – If the aggrieved person is not satisfied with the disposition of his/her grievance at Step 2, or if no decision has been rendered within ten (10) days after the grievance was delivered to the County Prosecutor or fifteen (15) days after the grievance was delivered to the Prosecutor, whichever is sooner, he/she may request in writing that the Association submit its grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) days after receipt of a request by the aggrieved person.

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

The arbitrator so selected shall confer with the representatives of the Prosecutor and the Association and hold hearings. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Prosecutor and the Association and shall be final and binding on the parties.

7. To determine staffing patterns and areas worked, to control and regulate the use of facilities, supplies, equipment, materials and other property of the Prosecutor;
8. To determine the number, location and operation of divisions, departments, units and all other work groups of the Prosecutor, assignment of work, the qualifications required, the performance standards and the size of composition of the work force;
9. To make or change Prosecutor rules, regulations, policies and resolutions consistent with the specific terms and provisions of this Agreement, consistent with CH 123, PLNJ 1975;
10. And otherwise to generally manage the affairs of the Prosecutor, attain and maintain full operating efficiency and to direct the work force.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Prosecutor, shall only be limited by the language of this clause; and it is agreed that these enumerations of management rights shall not be deemed to exclude other rights not enumerated.

C. In recognition of the rulings of the Courts of New Jersey, the parties recognize that the exercise of managerial rights is a responsibility of the Prosecutor on behalf of the taxpayers and that the Prosecutor cannot bargain away or eliminate any of its managerial rights.

ARTICLE 18

WORK CONTINUITY

A. It is recognized that the need for continued and uninterrupted operation of the Prosecutor's departments and functions is of paramount importance to the citizens of the community and that there should be no interference with such operations.

B. The bargaining agent and the employees covered by this Agreement covenant and agree that during the term of this Agreement neither the bargaining agent nor any members of the bargaining agent, or any member of the bargaining unit, nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike, (i.e., the concerted failure to report for duty or willful absence of any employee from his/her position or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment) work stoppage, slow down, walk-out or other job action against the Prosecutor.

C. The Association agrees that it will do everything in its power to actively discourage any strike, work stoppage, slow down or other activity aforementioned

including, but not limited to, publicly disavowing such action and directing all such members who participate in such activities to cease and desist from such activities immediately and to return to work, along with such other steps as may be necessary under the circumstances, and to bring about compliance with its order.

ARTICLE 19

FULLY BARGAINED PROVISION

The Employer and employees agree that they have fully bargained and agreed upon all the terms and conditions of employment and that this Agreement represents and incorporates the complete and final understanding and settlement by them of all bargainable issues which were or could have been the subject of negotiations.

The article shall be interpreted to incorporate the legal obligation of N.J.S.A. 34:13A-5.3. The parties recognize the applicability of said statute and the requirement that this article be read and consistent with said statute.

ARTICLE 20

SEVERABILITY AND SAVINGS

If any provisions of this Agreement should be held invalid by the operation of law or by any tribunal or competent jurisdiction, including but not limited to, the New Jersey Department of Civil Service, or if compliance with enforcement of any provision should be restrained by such tribunal pending a final determination, as to its validity, such provision shall be inoperative, but all other provisions shall not be affected and shall continue in full force and effect.

ARTICLE 21

EXTRADITIONS

Section 1: Employees covered by this Agreement will receive compensation for extradition duty in accordance with County policy in effect on March 31, 1987. Said policy provided for four (4) hours overtime pay (at the rate of time and one-half the hourly rate) for extraditions conducted on Mondays through Fridays. For extraditions conducted on holidays or Saturdays or Sundays, compensation shall be provided at the rate of four (4) hours at the overtime rate (time and one-half the hourly rate) and compensatory time on an hour for hour basis. Additionally, the County shall allow up to Seventy-Five Dollars (\$75.00) per diem for lodging, up to Fifty Dollars (\$50.00) per diem for meals and shall reimburse the employee for all other reasonable and necessary expenditures on extraditions.

Section 2: Verification of extradition duty and the exact amount to be paid in each instance will be verified by the Chief of Investigators and the Prosecutor and submitted by voucher for payment.

ARTICLE 22 **PERSONAL DAYS**

Each employee shall be eligible for three (3) days personal leave per year which may be used for personal business with the permission of the Prosecutor or his/her designee. Personal leave time shall not be accumulated nor be carried over from one contract year to the next, nor shall such time be divisible into units of less than one (1) day. Said leave shall be requested at least forty-eight (48) hours in advance and be submitted in writing to the employee's supervisor as designated by the Prosecutor. No employee may be permitted to take a personal leave without the express permission of the employee's supervisor as designated by the Prosecutor.

ARTICLE 23 **WORK RULES AND REGULATIONS**

The Prosecutor has established an office policy manual which may be modified at his/her discretion and the discretion of his/her agents, however, the Employer shall provide a ten (10) day notice to employees of any rule or regulation change prior to the time at which compliance would be required.

ARTICLE 24 **PERFORMANCE EVALUATION**

The Prosecutor reserves the right to establish a performance evaluation system and to conduct the performance evaluations of all personnel covered by this Agreement.

Performance evaluations will be conducted by the appropriate supervisor and the employee will be provided with a copy of his/her performance evaluation.

Any employee who wishes to discuss his/her performance evaluation with the appropriate supervisor shall contact that supervisor for an appointment for such discussion.

ARTICLE 25 **PRODUCTIVITY PROGRAMS**

The Employer and employee agree to cooperate in all efforts by the County to increase productivity. They recognize that cooperation between management and

employees is indispensable to the accomplishment of sound and harmonious labor relations. They further agree that the Ocean County Prosecutor's Detectives and Investigators Association will assist the County whenever possible, in obtaining funding to implement productivity studies and programs.

ARTICLE 26 **DUES CHECK-OFF**

The Prosecutor agrees to deduct from the earnings of each employee Association member dues when said employee has properly authorized such deduction in writing. The Association will indemnify, defend and save harmless the Prosecutor and County against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Prosecutor in reliance upon salary deduction authorization cards submitted by the Association to the Prosecutor. The Prosecutor will forward all dues deduction monies collected on a monthly basis to the Secretary-Treasurer of the Association. A list of the names of deductees will be forwarded annually to the Association.

ARTICLE 27 **BULLETIN BOARDS**

The Association will have access to bulletin boards in work areas where Prosecutor's Detectives and Investigators Association employees are employed. The Association may post notices of Association activities and information pertinent to its collective bargaining relationship with the Prosecutor's Detectives and Investigators Association employees on those bulletin boards. Copies of the information to be posted on the bulletin boards will be forwarded to the Office of the Prosecutor so that the Office of the Prosecutor is always aware of this information.

ARTICLE 28 **ASSOCIATION LEAVE**

Members of this bargaining unit may use up to a total of 24 aggregate days for Association business leave each year. Employees must request utilization of the leave at least forty-eight (48) hours before it is to commence and the taking of such leave shall not impede the operation of any of the Prosecutor's departments when it is taken. All use of such leave shall be reported to the Association to insure that the employees are actually utilizing this leave for Association business.

ARTICLE 29
RIGHTS OF INVESTIGATORS

Section 1: All investigators shall be subject to disciplinary actions in accordance with State Law, N.J.S.A. 2A:157-10.

Section 2:

a. The prosecutor may lay off an employee for economic reasons. No permanent employee in the negotiations unit may be laid off until all temporary and probationary employees in the negotiations unit have been laid off. Layoffs for non-probationary employees shall be conducted in reverse seniority order, provided however, that the Prosecutor has the discretionary authority to determine exceptions to the use of seniority based on personnel needs relating to specific skill and experience and/or specialized training.

b. Laid-off employees shall be placed on a special re-employment list and recalled in seniority order. However, the Prosecutor may determine exceptions to seniority recall based on the grounds enumerated in paragraph "a" above. Recall rights shall last for two (2) years from the date of layoff.

ARTICLE 30
AGENCY SHOP

The parties agree for the term of this Agreement, in accordance with New Jersey statutes, any employee who is a member of this bargaining unit on the effective date of this Agreement who is not a member of the certified bargaining agent organization shall pay an agency shop fee equal to 85% of the dues, initiation fees and special assessments of the bargaining agent. Such fees shall be deducted from the pay of employees affected on the basis of authorization provided by the bargaining agent. The bargaining agent agrees to save the Employer harmless from any and all actions it takes under this Article. This provision shall be retroactive to July 1, 1980.

ARTICLE 31
MAINTENANCE OF BENEFITS

Except as this Agreement shall otherwise expressly provide, all terms and conditions of employment applicable on the effective date of this Agreement as established by statute, regulation, administrative procedure, policies and practices shall be maintained and continued for the duration of this Agreement. Unless specifically provided in this Agreement, nothing contained herein shall be interpreted or applied so as to eliminate, reduce or otherwise detract from any benefit existing on the effective date of this Agreement.

However, it is specifically understood that any COLA provision which appeared in any previous contract is not incorporated in the contract nor is to be considered a retained benefit.

ARTICLE 32 **LEGAL AID**

The Employer agrees to indemnify each employee covered by this Agreement who was or is a party or is threatened to be made a party to any threatened, pending or contemplated suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he/she was an employee of the Prosecutor's Office, against any claims, losses, expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding to the full extent permitted under the laws of the State of New Jersey. Expenses incurred in defending a civil or criminal action, suit or proceeding to the extent authorized by the County Prosecutor is in accordance with the laws of the State of New Jersey. Nothing herein shall authorize the Employer to pay for punitive or exemplary damages or damage resulting from the commission of a crime. In such case, the employee shall be required to establish that the act or omission upon which the claim or judgment is based occurred within the scope of his/her official action or employment and was not the result of an act or failure to act because of actual malice or willful misconduct.

ARTICLE 33 **BEREAVEMENT PROVISION**

All employees shall receive up to three (3) days leave in the event of the death of a spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, aunt, uncle, common-law spouse, and any other member of the immediate household, such leave being separate and distinct from any other leave time. All such leave will not be taken until the immediate supervisor is notified of the instance of bereavement. The employing authority may require proof of loss of the deceased whenever such requirement appears reasonable. Abuse of the Bereavement Provision shall be cause for disciplinary action.

All employees shall be entitled to a leave of one (1) day in the event of the death of a spouse's aunt, uncle or grandparent.

ARTICLE 34
LEAVE WITHOUT PAY

In the event an employee is on an unpaid leave of absence as a result of exhausting all of his/her sick leave for a bona fide personal illness or injury, the Employer will continue to provide premium payments for hospital, Major Medical, prescription and dental coverage for the balance of the calendar month in which the employee's sick leave is exhausted and for three (3) full calendar months thereafter.

At the end of the third full calendar month, if necessary, the employee will be eligible for coverage under COBRA at the same level of benefit as he/she enjoyed as an active employee but with premium payments made by the employee for such continued coverage. COBRA coverage shall continue for a maximum of eighteen (18) additional months beginning with the time the Employer paid insurance coverage has expired. Notwithstanding anything to the contrary, the above benefits shall be effective commencing on the date of complete execution of this Agreement and shall be without retroactive application to any earlier date. This benefit shall apply one (1) time per occurrence of illness or disability and will not be renewed if the employee returns to work and suffers a subsequent relapse or illness or disability related to the original disability giving rise to the benefit. This limitation shall apply notwithstanding the fact that the employee may have only used a portion of the benefit. In the case of consecutive leaves of absence without pay, it is understood and agreed that the responsibility to pay for benefits remains limited to the original period of up to four (4) calendar months.

ARTICLE 35
FAMILY LEAVE

The Association recognizes that the members are covered by a Family Leave Policy maintained by the Employer. It shall be the employee's option to use accrued paid leave time while on family leave.

ARTICLE 36
PERSONNEL FILES

A. A personnel file shall be established and maintained for each employee covered by this Agreement. Such files are confidential records and shall be maintained in the Office of the Prosecutor and may be used for evaluation purposes.

B. Upon advanced notice and at reasonable times, any member of the bargaining unit may review his/her personnel file. However, this appointment for review must be made through the Prosecutor or his/her designated representative and a

representative of the Prosecutor shall accompany the employee at all times the employee is reviewing his/her file.

C. Whenever a written complaint concerning an employee or his/her actions is placed in his/her personnel file, a copy shall be made available to the employee and he/she shall be given the opportunity to rebut any material if he/she so desires, and he/she shall be permitted to place said rebuttal in his/her file. When the employee is given a copy of the complaint, the identification of the complainant shall be excised.

D. All personnel files will be carefully maintained and safeguarded permanently, and nothing placed in any file shall be removed therefrom. Removal of any material from a personnel file of any member shall subject that member to appropriate disciplinary action.

ARTICLE 37
DURATION

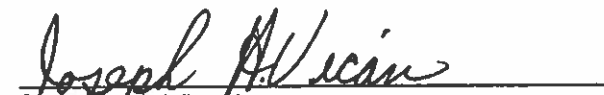
The duration of this Agreement shall be from July 1, 2022 through June 30, 2026, and its terms shall remain in full force and effect until a successor Agreement is negotiated.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and attested to this 20th day of January, 2023.

ATTEST:

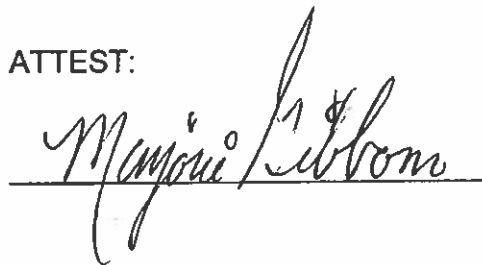
**OCEAN COUNTY BOARD OF
COMMISSIONERS**

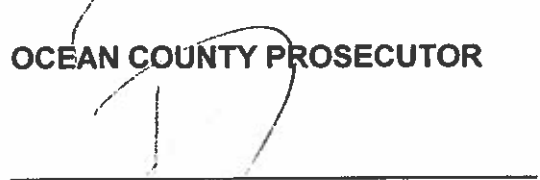

Michelle I. Gunther
Clerk of the Board


Joseph H. Vicari
Commission Director

ATTEST:

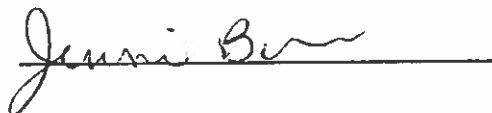
OCEAN COUNTY PROSECUTOR



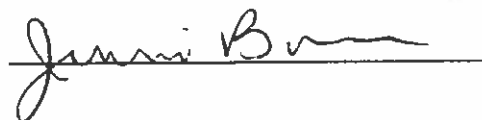

Bradley D. Billhimer, Prosecutor

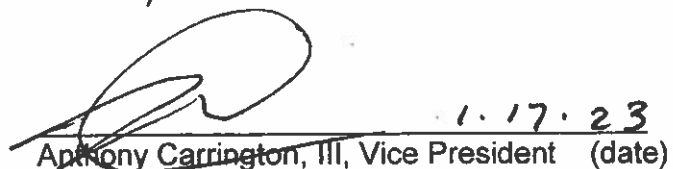
Witness:

**OCEAN COUNTY PROSECUTOR'S
DETECTIVES AND INVESTIGATORS
ASSOCIATION, P.B.A. LOCAL 171:**



 1-17-23
John Doran, President (date)



 1.17.23
Anthony Carrington, III, Vice President (date)

APPENDIX A**SALARY GUIDE**

<u>Step</u>	<u>July 1, 2022</u>	<u>July 1, 2023</u>	<u>July 1, 2024</u>	<u>July 1, 2025</u>
1	46,013	50,000	51,125	52,275
2	51,125	52,275	53,452	54,654
3	56,238	57,503	58,797	60,120
4	61,350	62,730	64,142	65,585
5	66,463	67,958	69,487	71,050
6	71,575	73,185	74,832	76,516
7	76,688	78,413	80,177	81,981
8	81,800	83,641	85,522	87,447
9	86,913	88,868	90,868	92,912
10	92,025	94,096	96,213	98,377
11	97,138	99,323	101,558	103,843
12	102,250	104,551	106,903	109,308
13	109,919	112,392	114,921	117,507
14	117,588	120,233	122,938	125,704

APPENDIX B

Advancement Placement Chart

Base Year <u>Step</u>		Effective July 1, 2022 <u>Step</u>		Effective July 1, 2023 <u>Step</u>		Effective July 1, 2024 <u>Step</u>		Effective July 1, 2025 <u>Step</u>	
						1	----->	1	
				1	----->	2	----->	2	
				2	----->	3	----->	3	
1	----->	1	----->	3	----->	4	----->	4	
2	----->	2	----->	4	----->	5	----->	5	
3	----->	3	----->	5	----->	6	----->	6	
4	----->	4	----->	6	----->	7	----->	7	
5	----->	5	----->	7	----->	8	----->	8	
6	----->	6	----->	8	----->	9	----->	9	
7	----->	7	----->	9	----->	10	----->	10	
8	----->	8	----->	10	----->	11	----->	11	
9	----->	9	----->	11	----->	12	----->	12	
10	----->	10	----->	12	----->	13	----->	13	
11	----->	11	----->	13	----->	14	----->	14	
12	----->	12	----->	14	----->	14	----->	14	
13	----->	13	----->	14	----->	14	----->	14	
14	----->	14	----->	14	----->	14	----->	14	
15	----->	14	----->	14	----->	14	----->	14	

APPENDIX C

TUITION REIMBURSEMENT

A. STATEMENT OF POLICY CONDITIONS AND ELIGIBILITY:

1. Permanent full-time employees may be eligible for tuition reimbursement of eighty percent (80%) of tuition costs up to One Thousand Dollars (\$1,000.00) per semester or Two Thousand Dollars (\$2,000.00) per year.
2. Under no circumstances shall an employee be obligated to reimburse for any educational expenses except tuition; with travel, fees, textbooks, materials and other non-tuition items specifically excluded.
3. The Department Head will approve of the courses in advance and certify that they are directly related to improving the performance of the County employee in his/her job classification and that funds exist in the departmental budget for the expenses to be incurred.
4. Courses taken will be offered by institutions of higher learning in New Jersey, vocational and adult schools, the Public Service Institute and other courses sponsored by federal, state and local governments.
5. Reimbursement will be contingent upon successful completion of the courses as evidenced by a certificate or grade report which will accompany the voucher. Successful completion is defined as a final grade of C or better.
6. Except in unusual circumstances, approval will not be granted for courses which required the employee to be absent during the normal work hours for County employees.
7. The candidate for an Associate Degree, Bachelor Degree or an advanced degree who expects at least fifty percent (50%) of the expenses to be borne by the Ocean County Government will be required to sign an Agreement that he/she will not leave employment of the County Government for a one-year period after receiving that degree.

APPENDIX C

TUITION REIMBURSEMENT (Continued)

B. PROCEDURES:

Prior to registration for the course, application form ER134 will be filled out in triplicate by the employee.

1. The employee will indicate whether the course is in a degree or non-degree program.
2. If the Department has approved the application, it will be forwarded to the Department of Employee Relations. Upon approval of the Department of Employee Relations, one copy will be returned to the applicant, one to the Department Head and one will be retained in the personnel file of the applicant.
3. Upon successful completion of the courses, the applicant will prepare a purchase requisition reflecting the cost incurred for tuition and attach the approved application form and documentation indicating successful completion of the course to the purchase requisition and forward to the Finance Department for payment.
4. Notification will also be provided by the employee to the Department Head and Department of Employee Relations that the course has been successfully completed.