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Employee Association
Agreement Jan 02 - Dec 05

**AGREEMENT
BETWEEN
TOWNSHIP OF DENVILLE
AND
DENVILLE TOWNSHIP EMPLOYEES' ASSOCIATION**

January 1, 2002 to December 31, 2005

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DENVILLE TOWNSHIP EMPLOYEES' ASSOCIATION AGREEMENT

PREAMBLE

This Agreement, entered into this day of ,2002, for the years 2002, 2003, 2004 and 2005, by and between the Township of Denville, a Municipal Corporation of the State of New Jersey, having its principal office at 1 St. Mary's Place, in the Township of Denville, County of Morris and State of New Jersey hereinafter designated as "**Denville**" or the "**Township**" and the Denville Township Employees' Association, hereinafter designated as the "**Association**".

WITNESSETH

WHEREAS, the Township has an obligation, pursuant to Chapter 303 Public Laws of 1968, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment; and

WHEREAS, the parties through negotiations in good faith, have reached certain agreements which they desire to set forth in this collective negotiation agreement;

NOW, THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the Township and the Association agree:

ARTICLE 1

RECOGNITION CLAUSE

The Township hereby recognizes the Association as the exclusive representative for collective negotiations on all matters pertaining to wages, hours and other terms and conditions of employment for all full time employees of the Township but excluding Police, Public Works employees, Confidential employees, temporary employees, members of the Denville Township Supervisory Association and CETA employees.

For purposes of this Article, all full time employees are those who work twenty (20) hours or more per week on a regular employment basis and/or those who work eighty (80) hours per month on a regular employment basis.

ARTICLE II
MANAGEMENTS RIGHTS AND RESPONSIBILITIES

The Township, on it's own behalf and on behalf of the citizens of the Township of Denville in the County of Morris and State of New Jersey, does hereby retain and reserve unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitutions and Laws of the United States of America and State of New Jersey, including but not limited to the following rights:

- A. To the executive management and administrative control of the Township and its properties and facilities, and the activities of its employees.
- B. To hire all employees, and subject to the provisions of law to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees.
- C. To determine work schedules, the hours of work and the duties, responsibilities and assignments of all employees, and the terms and conditions of employment.
- D. After an employee has successfully completed training which will result in either (1) additional duties required for the position, (2) additional levels of responsibility which have approval of the Human Resource Office, or (3) increase in proficiency of duties resulting from a course of study and/or certification, an adjustment may be made to their salary, after recommendation and approval from the Department Head and Business Administrator. Recommendations from Department Heads, as well as, responses by Administration shall be documented in writing and copies provided to all related parties (Employee, Department Head, Administrator, and DTEA President)

The Association President shall be notified prior to any adjustments in salary for job change, upgrading, new duties, certifications, etc. No employee covered under this contract is permitted to negotiate for him or her self without the President's knowledge.

The exercise of the forgoing powers, rights, authority, duties and responsibilities by the Township of Denville; the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement so long as they are in compliance with the Constitutions and Laws of the United States of America and the State of New Jersey. Nothing contained herein shall be considered or construed to deny or restrict the Township of its rights, responsibilities and authority under municipal and other laws of the State of New Jersey or any other federal, state, county, regional, district or local laws, rules, regulations, directives or orders applicable to the operation and performance of its functions.

ARTICLE III
SICK LEAVE

- A. Each regular full-time employee covered by this Agreement shall be entitled to compensable sick leave of fifteen (15) days per year. When an immediate family member (spouse, child, parents or family member dependent upon the employee for care) is ill, requiring the employee's attendance, it is agreed that up to ten (10) sick days can be used as "Family Sick" days, in one calendar year. At the discretion of the Administrator, the remaining five (5) sick days may be granted as "Family Sick" days when requested by an employee.
1. New employees hired after 12/95 shall have the right to accumulate a Terminal Leave Bank with a cap of 50 days. New employees must notify the Township Administrator on or before 12/15 as to this option.
- B. Effective 7/1/95 and for the duration of this Agreement the following provisions shall be applicable to the sick leave program:
1. No additional time will be earned while on terminal leave.
 2. **TERMINAL LEAVE BANK** - Employees with less than 75 days in their Terminal Leave Bank may add unused sick leave to their Terminal Leave Bank on a ratio of 1 day for 3 days until their elected cap is reached.
 3. **SICK LEAVE BANK** - A Sick Leave Bank will be established in 1995 for use by employees while on active employment but to be eliminated upon termination of employment. This Sick Leave Bank will accumulate without limit on the basis of two-thirds (2/3) of unused sick leave per year.
 4. **PAYMENT FOR UNUSED SICK LEAVE** - Once the Terminal Leave Bank cap is reached, employees shall be paid for one-third (1/3) of their unused sick leave per year with the balance of such unused sick leave credited to the Sick Leave Bank as set forth above in number 3. When the Sick Leave Bank reaches 75 days, the ratio of payment for unused sick leave changes to 50% per year in cash or to the Terminal Leave Bank whichever is applicable, and 50% to Sick Leave Bank.
 5. **BUY DOWN OF TERMINAL LEAVE BANK** - When the cap on Terminal Leave Bank is reached, vested employees may buy down days in the Terminal Leave Bank in the amount equivalent to the number of days allocated to the Sick Leave Bank on an annual basis. This buy down will be in addition to payment for unused sick leave as set forth in number 4. Employees become vested after ten (10) years of service with the Township and until such vesting occurs no payment from the Terminal Leave Bank for any reason, including termination of employment or buy down, shall occur. Eligible employees who seek to buy down terminal leave days must request this option by 12/15 of the preceding year and payment

is subject to budget consideration. If requests for such payment exceed budget availability, payments shall be prorated among all employees requesting buy down on a percentage basis.

6. **ADJUSTMENTS IN TERMINAL LEAVE BANK**

- (a) Reductions in Terminal Leave Bank due to sickness can be restored to the cap in effect as of January 1 of the year when days from the Terminal Leave Bank are first used. This restoration is at the option of the employee and the option must be exercised by notification to the Township Administrator by 12/15 of the year in which days from the Terminal Leave Bank are used.
 - (b) Reduction in terminal leave due to buy down cannot be restored.
 - (c) To qualify for regular pay under the provision of this Agreement on account of illness, absences for five (5) or more consecutive days must be supported by a physician's certificate as to the specific cause of absence. Failure to provide such a physician's certificate shall result in the forfeiture of vacation and holiday benefits in the amount of time equal to the absence, or a loss of pay, if the employee's vacation entitlement has been exercised and used during that year. All payment for sick leave entitlement shall be subject to the approval of the Business Administrator of the Township of Denville. The parties agree to cooperate to insure that there is no abuse in the use of sick leave, and the employer has the right to require doctor certification after five days to justify the use of sick leave. If the employer exercises its right to require such doctor certification, it shall pay for the cost of the medical examination. This medical certification is in addition to the certification required for five (5) or more days of absence as set forth above.
- C. A member of this unit may choose to add 1/3 of his unused sick days from the immediately preceding year to his vacation time for the current year and 2/3 of the unused sick days will go into the Sick Leave Bank.

ARTICLE IV
BULLETIN BOARD

The Township shall provide a bulletin board for the use of the Association in a place that is accessible to all employees. This bulletin board may also be used for the posting of official Township communications.

ARTICLE V
JOB POSTINGS

The Representative of the Association will be notified of all permanent vacancies or promotions for full and part-time positions incorporated in this Agreement and a posting for a minimum of five (5) work days will be provided on the employee's bulletin board.

All applicants for vacancies and/or promotional positions shall receive an interview as well as a written reply to the status of the position(s) in question.

It is agreed that, where practicable, preference will be given to the candidates who qualify from within the bargaining unit for the vacant or newly created position.

It is specifically understood and agreed that the Township reserves the sole right to make all final decisions with regard to promotions or filling vacant positions, including temporarily filling a vacancy for emergency reasons, prior to posting.

ARTICLE VI
DUES CHECK-OFF

- A. The Township agrees to deduct monthly Association membership dues from the pay of those employees who individually and voluntarily request in writing that such deductions be made on a form agreed upon between the Township and the Association and consistent with applicable law. The amount to be deducted shall be certified to the Township by the Treasurer of the Association and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Treasurer of the Association by the 15th of the month after the month in which such deductions are made
- B. Any written dues deduction authorization form may be withdrawn by an employee, in writing, and said deduction shall be discontinued as of January 1 or July 1, next succeeding the date on which the Notice of Withdrawal is filed.
- C. The Association agrees to indemnify and hold harmless the Township from any cause of action, claims, loss or damages incurred as a result of this clause.
- D. The Township agrees to comply with all the revisions of the New Jersey Employer-Employee Relations Act as amended, to establish an "agency shop" in the public sector, effective July 1, 1980. The fair share payment for non-members of the Association shall be 50% of the established dues structure and shall be made payable in accordance with the "Agency Shop Act".

ARTICLE VII
PERSONAL LEAVE OF ABSENCE

All employees shall be entitled to the following temporary leaves of absence, with pay:

A. Jury Duty: When called for jury duty and for the duration of such service, however, the employee will be expected and required to report for work at such times as his presence as a juror is excused. The Township shall have the right to request certification from the Clerk of the Court setting forth the period of such jury duty service. Employees shall not be required to return payment for service as a juror and/or said amount shall not be deducted from their salary.

B. Bereavement Leave: Each employee covered by this Agreement shall be entitled to three (3) off duty days with pay on the days immediately following the death of an immediate family member, which includes spouse, child, mother, mother-in-law, father, father-in-law, sisters, brothers, grandparents and grandchildren providing the employee attends the funeral. There will be one day off duty with pay for the death of all other family members. The Township reserves the right to request proof of relationship provided employee attends funeral services. In special cases at the discretion of Administration and approval by the Mayor or Business Administrator, additional leave, with or without pay, may be granted when requested by an employee.

C. Personal Leave: Each member covered by this Agreement shall be entitled to three (3) personal leave days per calendar year providing the employee gives notice to the Office of the Business Administrator prior to the start of the work day when the employee requests personal leave. Unused personal days will not be carried over to the following year.

Those members hired after January 1, 1984 will be entitled to personal days as follows:

<u>Length of Continuous Service</u>	<u>Personal Days</u>
After two (2) years of employment	one (1) day
After three (3) years of employment	two (2) days
After four (4) years of employment	three (3) days

ARTICLE VIII
LEAVE WITHOUT PAY

All employees shall be entitled to the following temporary leaves of absence without pay:

A. Marriage Leave: Upon written request, subject to approval by the Mayor, after the recommendation by the Business Administrator, a leave of absence, without pay, for the purpose of being married, may be granted to an employee. Said leave is not to exceed a period of one week.

B. Maternity Leave:

1. To qualify for maternity leave, an employee must be employed in the Township for a period of one (1) year as a full-time employee. The employee shall notify her Department Head of her pregnancy as soon as it is medically confirmed. She may request a maternity leave up to and including six (6) months, using her accumulated sick days first. Said employee may also elect to return, to her former position, at an earlier date, provided her doctor deems her medically fit and gives her a written release.
2. If the employee is requesting time off without pay, her request must be in writing to the Administrator's Office, who may/may not recommend approval to the Municipal Council. If approved by the Council by resolution, it will be the employee's responsibility to contact the Finance Department regarding payment of pension rights or retention in the Health Benefit Program and Prescription Plan.

- C. Other Leaves of Absence:** Leave of absence with full loss of salary may be granted by the **TOWNSHIP FOR A LIMITED AND DEFINITE PERIOD.** No request for a leave of absence will be considered (1) until written application containing a statement of reasons for leave has been filed with the Business Administrator and (2) until the Business Administrator has submitted to the Mayor and the Council her recommendation with respect to the application.

ARTICLE IX
GRIEVANCE PROCEDURE

DEFINITIONS:

1. The term **"grievance"** means a complaint by an employee that, as to the employee, there has been an inequitable, improper, or unjust application, interpretation, or violation of the Agreement.
2. An **"aggrieved person"** is the person or persons making the claim.
3. A **"party in interest"** is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. Employee is defined as all employees covered under the terms of this Agreement.

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 as defined in this Agreement, solely restricted to the terms and conditions of this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

GRIEVANCE: Should any dispute or difference arise between the Township and the unit representative or its members as to the interpretation, application or operation of any provision of this

Agreement. Both parties shall endeavor to settle same in the simplest and most direct manner. The procedure shall be as follows, unless any step thereof is waived by mutual consent:

FIRST: The grievance shall be reduced to writing and filed with the aggrieved person's supervisor within ten (10) calendar days after the event giving rise to the grievance has occurred. A meeting shall be held between the grievant (with the unit representative and attorney if so desired) and the supervisor within five (5) working days after the filing of the written statement with the supervisor. The supervisor shall give his written answer within five (5) working days after the meeting.

It is specifically understood and agreed between the parties that failure to act within said ten (10) day period shall be deemed to constitute an abandonment of the grievance unless same is of a continuing nature.

An employee processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination or reprisal.

SECOND: If the grievance is not settled at the first step, the grievant or the representative from the Association may make written request for a second step meeting within ten days (10) after the answer is given at the first step, except that in disciplinary action grievances the written request for a second step meeting shall be made within five (5) working days after the answer is received at the first step.

The second step meeting shall be with the Business Administrator within ten (10) days after the filing of the written request for a second step meeting. The Business Administrator shall give her written answer within five (5) working days after the meeting.

THIRD: If the grievance is not settled at the second step, the grievant or the representative from the Association may make written request for a third step meeting within ten (10) calendar days after the answer is given at the second step, except that in disciplinary action grievances, the written request for a third step meeting shall be made within five (5) working days after the answer is received at the second step. The Business Administrator shall set a meeting within five (5) working days after the request is received or for such other time as is mutually agreeable. This third step meeting shall be between the Mayor of the Township acting on behalf of the Township and the grievant, with the Association's representative and the grievant's attorney, if the grievant has counsel. The Township's answer to the third step shall be delivered to the Association within five (5) working days after the meeting.

A disciplined employee may, at option, proceed initially to the second step of the grievance procedure, or to the third step if the grievance relates to an action of the Business Administrator. Grievances concerning such matters shall be filed in writing with the Business Administrator within ten (10) working days after the event or the option under this section shall be deemed waived. The second step grievance meeting on disciplinary matters shall be held within ten (10) working days after a request unless other arrangements are mutually agreed upon.

FOURTH: If the aggrieved person or the Association representative is not satisfied with the handling or result of the grievance at the third level, he may within fifteen (15) days notify the Mayor

of the Township in writing that he wishes to take the matter to arbitration. It is expressly understood and agreed that the submission of this matter to arbitration under the terms and conditions set forth herein shall be a condition precedent to the institution of any civil action in a court of competent jurisdiction and that the failure to proceed through the grievance procedure set forth in this Agreement shall be grounds for dismissal of such civil action. Within ten (10) working days after such written notice of submission to arbitration the Business Administrator of the Township and the Association's representative shall attempt to agree upon a mutually acceptable arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by the aggrieved party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions ordering 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 Township and to the representative and shall be binding upon the parties.

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

ARTICLE X

HOLIDAYS

All employees covered under the terms of this Agreement shall be entitled to the listed holidays with pay:

New Year's Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day (Friday after Thanksgiving)
Christmas Day
2002 Floating Holiday (July 5, 2002)
2003 Floating Holiday (December 26, 2003)
2004 Floating Holiday (December 27, 2004)
2005 Floating Holiday (December 27, 2005)

The above listed twelve (12) holidays includes the floating holiday, which incorporates a total of (12) holidays.

When any of the previously mentioned holidays fall on a Saturday or Sunday, such holiday shall be celebrated on either the Friday before or the Monday after, as designated by the Township. To be entitled to any of the above paid holidays, the employee must work the regular work days before and after such holiday, except if the holiday falls during an employee's vacation or personal time, in which event the employee will receive an additional day of vacation.

Any time that the Municipal Office is closed at the direction of the Mayor, employees covered under the terms of this Agreement will be given a day off with pay.

ARTICLE XI

HEALTH INSURANCE BENEFITS

- (A) The Township agrees to pay 100% of the premium costs of the existing health plan coverage for all full time employees covered under the terms of this Agreement and their immediate families (spouse and eligible children).
- (B) The Prescription Plan for immediate families (spouse and eligible children) in 1999 will have a \$6.00 co-pay for brand name prescriptions, \$5.00 co-pay for generic and \$0 co-pay for mail order prescriptions, payable at the time of issuance of prescription.
- (C) The Township shall provide, at the Township's cost and expense, a dental plan provided by "Delta Dental" covering each employee and his immediate family.
- (D) The Township shall provide, at the Township's cost and expense, a Vision Care Plan known as a non-deductible plan provided by the Vision Service Plan covering employee only.

ARTICLE XII

WORK RELATED EQUIPMENT AND TUITION

The Township shall provide work related equipment such as foul weather gear or uniforms, when required and approved by the Business Administrator.

Tuition for work related courses will be paid when required and approved by the Business Administrator. Employees pursuing an associates degree applicable to their department/division and with prior approval of their immediate supervisor, as well as the Business Administrator, will receive reimbursements for tuition and books as long as their grade is "C" or better. A cap of \$5,000 per year will be budgeted. This \$5,000 is the maximum dollar amount that will be paid in a calendar year. This amount will be divided among the employees working to attain the same goal.

ARTICLE XIII

HOURS OF WORK

Full time employees covered under the terms of this Agreement shall work seven (7) hours per day, five (5) days per week, except for those in the position of a part-time employee, custodian (40), dispatcher (48) and

parking enforcement officer (40). In the event that an employee is required to perform duties in excess of thirty five (35) hours in one calendar week, said employee shall be compensated at straight time (1/70) of the biweekly salary per hour to forty (40) hours and in excess of forty (40) hours in one (1) calendar week, at time and one-half (3/140) of the biweekly salary per hour for each hour worked or major fraction thereof, all provided advance approval is granted by the Business Administrator.

CALL OUT: Effective January 1998 the following job titles will be compensated for a minimum of two (2) hours call out.

ACO	Custodian
Social Services Director	Nurse
Deputy Court Clerk	* All Police Civilian Personnel

This will be at the regular hourly rate until 40 hours have been worked or, at the discretion of the Township Administrator, the employee has maintained their normal work schedule. At this time the rate of pay will be 1-1/2 times their hourly salary. This will be in effect for weekdays from 8 a.m. Monday through 4 p.m. Friday and on weekends from 4 p.m. Friday through 8:a.m. Monday. Holidays will also be paid at a rate of 1-1/2 times their hourly salary.

* Only during a police emergency or serious incident, may any member of the civilian staff be utilized.

ARTICLE XIV

VACATION

Each regular full time employee covered under the terms of this Agreement shall be entitled to the following vacation schedule:

<u>Length of Continuous Service</u>	<u>Vacation</u>
Over 4 months to 1 year	1 day per month, starting with the fifth month of employment
After 1 year to 4 years	10 working days
After 4 years to 14 years	10 working days plus 1 day per year of service after fourth year
After 14 years to 19 years	20 working days plus 1 day per year of service after fourteenth year
After 19 years	25 working days plus 1 day per year of service for each year in excess of 19 years, up to a maximum of 30 working days

Vacation eligibility shall be calculated from the date of employment as follows: an employee will receive full vacation pay if the employee is still in the employ of the Township after September 1 of any year following the employee's anniversary date. In the employee's first year, vacation will be prorated.

Administration reserves the sole right to allow an employee to forego earned vacation.

The accruing of vacation shall be strictly prohibited unless approved by the Business Administrator. In any event, such accrual shall not exceed the earned days of the previous year.

ARTICLE XV
MISCELLANEOUS

No agreement or amendment shall be binding on any of the parties hereto unless such agreement is made and executed in writing between the parties.

NON DISCRIMINATION

The Township and the Association both agree that they shall not discriminate against any employee because of race, color, creed, religion, nationality, sex, age or Association membership.

PRESIDENT'S RELEASED TIME

The Association President, or designee, appointed annually, designated in writing shall be allowed released times, without loss of pay, from assigned duties for the investigation of grievances, handling of grievances and arbitration purposes providing that such released time is approved by the immediate supervisor and counter approved by the Township Business Administrator. It is agreed between both parties that if there is an abuse of the aforementioned released time the Township has the sole right to discontinue this practice for the Association President.

DISTRIBUTION OF AGREEMENT

After the signing of this Agreement the Township, at its expenses, will reproduce this Agreement in sufficient quantities so that each employee in the unit may receive a copy and so that there are sufficient additional copies of this Agreement for distribution to employees subsequently hired.

MAINTENANCE OF BENEFITS

All working conditions in effect on the date of the execution of this Agreement shall be continued for the duration of this Agreement.

TRANSPORTATION EXPENSE

All mileage, in lieu of actual expenses of transportation, allowed any employee covered under the terms of this Agreement traveling by his own vehicle on approved municipal business away from the designated post of duty shall be at the rate of \$.28 per mile.

ARTICLE XVI

SALARIES

Employees covered under the terms of this Agreement shall have their salaries increased by the following:

Effective 01/01/02 there shall be a 4% increase

Effective 01/01/03 there shall be a 3.75% increase

Effective 01/01/04 there shall be a 3.75% increase

Effective 01/01/05 there shall be a 4% increase

In addition to the wage increases set forth above, the Township will utilize as a model the State of New Jersey's "Performance Assessment Review" evaluation program. This will enable employees, should they meet the performance standards for specific criteria established for their position to receive an additional percentage increase in the previous years base salary as follow:

<u>YEAR</u>	<u>PERCENTAGE</u>
2003	.25
2004	.25
2005	.50

The Performance Assessment Review will be available to employees who have been employed in the title for the entire evaluation period.

During 2002/03 the Township Administration will establish the criteria to be included as part of the Performance Assessment Review together with the standards by which the achievement of the criteria will be judged. A committee will be formed to monitor and assist in the creation and implementation of this Incentive Program. The committee will be comprised of no more than three (3) DTEA members, as well as Confidential and Supervisory personnel.

For calendar year 2003 and thereafter, the evaluation period will be from January 1 through December 1. An interim performance evaluation will be completed on or about July 1 of each year and the final performance evaluation will be completed on or about December 10 of each year. During the interim performance evaluation, the employee will be advised of his/her progress towards the achievement of the criteria established for the Performance Assessment Review and, if applicable, will be advised of any areas needing improvement in order to achieve the established objectives.

<u>TITLE</u>	<u>RANGES</u> (Includes Performance Assessment Review)	
	MINIMUM	MAXIMUM
Engineering Assistant	\$ 34,000	\$ 55,000
Sub Code Official/Plumbing/Heating	\$ 35,000	\$ 56,000
Health Nurse	\$ 30,000	\$ 45,000
Custodian of Buildings & Grounds	\$ 23,000	\$ 34,000
Deputy Utility Collector	\$ 30,000	\$ 47,000
Secretary Community Development	\$ 27,000	\$ 37,500
Secretary (Public Works)	\$ 27,000	\$ 39,500
Deputy Court Administrator	\$ 24,000	\$ 32,000
Violations Clerk	\$ 22,000	\$ 25,900
Records Clerk (Police)	\$ 25,000	\$ 33,500
Clerk/Typist/Computer (Police)	\$ 21,800	\$ 30,000
Secretary (Police)	\$ 27,000	\$ 41,000
Assistant Registrar/Adm. Asst. (Health)	\$ 27,000	\$ 41,000
Clerk (Utilities)	\$ 22,000	\$ 28,000
Deputy Registrar/Vital Statistics (Health)	\$ 22,000	\$ 32,750
Uniform Construction Secretary/Control	\$ 22,000	\$ 41,500
Administrative Secretary	\$ 27,000	\$ 39,500
Administrative Secretary (Planning)	\$ 27,000	\$ 55,000
Parking Enforcement Officer	\$ 22,000	\$ 30,000
Senior Citizen Bus Driver	\$ 22,000	\$ 28,500
Animal Control Warden	\$ 30,000	\$ 41,000
Clerk Part-Time (Tax Collector)	\$ 12.00 per hour	\$ 21.00 per hour
Secretary (Fire Dept.)	\$ 12.00 per hour	\$ 19.00 per hour
Clerk (DPW)	\$ 22,000	\$ 29,000
Utility Collector Senior Clerk	\$ 27,000	\$ 38,500
Uniform Construction & Bldg. & Grounds Sec.	\$ 22,000	\$ 33,000
Senior Clerk - Accounts Payable	\$ 27,000	\$ 43,500
Electrical Inspector Part-Time	\$ 22,000	\$ 28,250
Clerk (Tax Assessor)	\$ 22,000	\$ 34,300
Health Officer Part-Time	\$ 25,000	\$ 34,000
Public Assistance (Social Service)	\$ 25,000	\$ 33,600

DISPATCHER SALARY SCHEDULE (includes Performance Assessment Review)

Dispatchers will be compensated according to the following schedule:

	SALARY PROFICIENCY LEVELS			
	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
Level 1	\$ 28,092	\$ 29,216	\$ 30,385	\$ 31,752
Level 2	\$ 30,434	\$ 31,651	\$ 32,917	\$ 34,398
Level 3	\$ 32,775	\$ 34,086	\$ 35,449	\$ 37,044
Level 4	\$ 35,116	\$ 36,521	\$ 37,982	\$ 39,691
Level 5	\$ 37,457	\$ 38,955	\$ 40,513	\$ 42,336

POLICY:

1. Newly hired dispatchers without prior experience will be paid at the first level.
Nothing prevents management from hiring an experienced dispatcher at a higher level.
2. Dispatchers will receive performance evaluations twice a year from their shift Sergeants.
3. Based on performance evaluations, and a review of their personnel file, the Chief of Police will make recommendations as to whether a dispatcher will be elevated to the next higher payment level at the end of the calendar year.

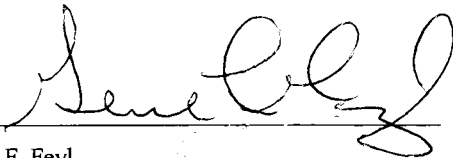
ARTICLE XVII

TERM OF CONTRACT

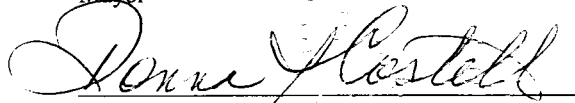
This Agreement shall be deemed effective as of the first day of January 2002 and shall remain in full force and effect for a period of four (4) years and shall expire on the thirty-first day of December 2005, with salary adjustments and benefits retroactive to January 1, 2002.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and set their hands and seals thereon executing this Agreement by their duly authorized agents this day of

TOWNSHIP OF DENVILLE

By: 

Gene F. Feyl
Mayor



Donna I. Costello, RMC/CMC
Township Clerk

TOWNSHIP OF DENVILLE EMPLOYEES ASSOCIATION

By: 
Susan Adams, President