

AGREEMENT

Between

TOWNSHIP OF BERKELEY

And

**BERKELEY TOWNSHIP POLICEMEN'S
BENEVOLENT ASSOCIATION LOCAL #237**

January 1, 2014 through December 31, 2017

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PREAMBLE

THIS AGREEMENT entered into this ____day of _____, 2014 by and between the TOWNSHIP OF BERKELEY, IN THE COUNTY OF OCEAN, STATE OF NEW JERSEY, a municipal corporation of the State of New Jersey (hereinafter called the "Township") and BERKELEY TOWNSHIP POLICEMEN'S BENEVOLENT ASSOCIATION LOCAL #237 (hereinafter called the "Association").

WITNESSETH:

WHEREAS, it is the intent and purpose of the parties hereto to promote and improve the harmonious and economic relations between the employer and its employees and to establish a basic understanding relative to rates of pay, hours of work and other conditions of employment consistent with the law modified by this Agreement.

NOW, THEREFORE, in consideration of these promises and mutual covenants herein contained, the parties hereto do agree to each other with respect to the employees of the Township recognized as being represented by the Association, as follows:

ARTICLE I

RECOGNITION AND SCOPE OF AGREEMENT

A. The Township hereby recognizes the Association as the sole and exclusive representative of all the employees of the bargaining unit as defined in Article I, Section B herein for the purpose of collective bargaining and all activities and process relevant thereto.

B. The bargaining unit shall consist of all the regular full-time police officers

including sergeants of the Police Department of the Township of Berkeley now employed or hereinafter employed, except superior officers of lieutenant rank and higher. Full-time police officers shall also not include police officers who are within the probationary period.

C. This Agreement shall govern all wages, hours and other conditions of employment herein set forth.

D. This Agreement shall be binding upon the parties hereto.

ARTICLE II

COLLECTIVE BARGAINING PROCEDURE

A. Consistent with Chapter 123, Public Laws of N.J. 1975, bargaining with respect to rates of pay, hours of work or other conditions of employment shall be conducted by the duly-authorized bargaining agent of each of the parties. Unless otherwise designated, the Mayor of the Township or designees and the President of the Association and designees shall be the respective bargaining agent for the parties.

B. Collective bargaining meetings shall be held at times and places mutually convenient at the request of either party.

C. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to members covered by this Agreement, as established by rules, regulations and/or policies of the Township in force on said date, shall continue to be so applicable during the term of this Agreement. Nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any member benefit existing prior to its effective date.

ARTICLE III

CONDUCTING ASSOCIATION BUSINESS ON TOWNSHIP'S TIME

A. The Township shall permit members of the Association Grievance Committee to conduct the business of the Committee, which consists of conferring with the employees and management on specific grievances in accordance with grievance procedure set forth herein. The Grievance Committee shall be granted reasonable time to a limit of one (1) hour during duty hours without loss of pay and with prior approval of his Department Head or designee, and providing the conduct of said business shall not diminish the effectiveness of the Police Department or require the recall of off-duty policemen to bring the Department to its proper effectiveness. Said time off may only be granted after the grievance has been formally presented in writing. The Association Grievance Committee shall not exceed two (2) members, to be designated by the Association and to be made known to the Chief of Police in writing.

B. The Township shall permit members of the Association Negotiating Committee, up to a maximum of two (2) police officers and one (1) sergeant, to attend collective bargaining meetings during the duty hours of the member(s). However, when practicable, the negotiation session will be set during off-duty hours.

C. The Township agrees to grant the necessary time off without loss of pay to members of the Association who are recognized and selected as delegates to attend the annual (only) state or national conventions of the New Jersey Policemen's Benevolent Association, as provided under N.J.S.A. 40A:14-177.

D. The Township shall grant the Association reasonable use of the Township's facilities and equipment for the purpose of conducting Association business as long as said facilities and equipment shall not incur any added expense to the Township and the

Association shall be responsible for cleaning of said facility after its use.

E. One (1) state delegate shall be granted time off without loss of regular pay to attend State and County meetings when such meetings are scheduled on a day the delegate is scheduled to work. The Chief of Police shall be provided with adequate notice of such meeting so as to provide coverage on the delegate's shift. Notice shall not be less than five (5) calendar days. The individual(s) in question must advise the Chief or designee of the police business in question that the individual(s) are or will be attending.

F. The President of the Association shall be granted one (1) hour per month, without loss of pay, to conduct local meetings when such meetings are scheduled. Notice shall not be less than five (5) calendar days. The President must advise the Chief or designee of the police business in question that the President is or will be attending.

G. The Association President shall be granted the privilege of attending all arbitration hearings, grievances and unfair practice hearings. The provisions of this Section are to be granted without loss of pay. Notice shall be not less than five (5) calendar days. The President must advise the Chief or designee of the police business in question that the President is or will be attending.

H. The executive officers of the Association or their designee shall be excused from their work assignment to attend to Association business and attend functions as representatives of the Association. It is further understood that said officers must notify the Chief of Police or his/her designee and it is further understood that such time is limited to an aggregate of six hundred (600) hours per year, noncumulative, with a limit no more than 75 hours being used in any month. This leave shall not be denied for any reason to any officer. It is also understood that the privileges granted by this Section are exclusive of other sources of this Article. Executive officers shall include President, Vice

President, Recording Secretary, Treasurer and Delegate. Notice shall be not less than five (5) calendar days. The individual(s) in question must advise the Chief or designee of the police business in question that the individual(s) are or will be attending.

ARTICLE IV

DISCRIMINATION AND COERCION

There shall be no discrimination, interference or coercion by the Township or any of its agents against the employees represented by the Association because of membership or activity in the Association. The Association shall not intimidate or coerce employees into membership. Neither the Township nor the Association shall discriminate against any employee because of race, creed, color, national origin or political affiliation.

ARTICLE V

SICK LEAVE

A. Sick leave may be utilized by full-time employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease.

B. All permanent full-time employees covered by this Agreement shall be granted sick leave with pay. During an employee's first year of employment, he will be granted one (1) day for each month of complete service of full-time employment. From the beginning of employee's second year of employment, he will be granted fifteen (15) days of each year thereafter.

C. An employee who shall be absent on sick leave for five (5) or more

consecutive working days shall be required to submit acceptable medical evidence substantiating the illness:

1. An employee, who has been absent on sick leave for periods totaling fifteen (15) days in one calendar year consisting of periods of less than five (5) days, shall submit acceptable medical evidence for any additional sick leave in that year unless such illness is of a chronic or recurring nature requiring recurring absences of one (1) day or less in which case only one (1) certificate shall be necessary for a period of six (6) months.

2. The employee's Department Head may require proof of illness of an employee on leave, whenever such requirement appears reasonable.

a. In case of leave of absence due to exposure of contagious disease, a certificate from the Department of Health shall be required.

b. The Department Head may require an employee who has been absent because of personal illness, as a condition of his/her return to duty to be examined, at the expense of Berkeley Township Administration, by a physician designated by the Mayor. Such examination shall establish whether the employee is capable of performing his/her normal duties and that his/her return will not jeopardize the health of other employees.

3. Abuse of sick leave will subject an employee to disciplinary action.

D. All new hires as of January 1, 2014 shall have payments upon retirement capped at \$15,000.00.

E. All members hired prior to January 1, 2014 shall be eligible for the payment for unused accumulated sick leave up to the total value of their accumulated unused sick leave as of January 1, 2014, or \$15,000.00 whichever is greater. Members

hired prior to January 1, 2014 whose unused accumulated sick leave as of January 1, 2014 is valued at less than \$15,000.00, shall continue to accumulate up to \$15,000.00.

F. Sick leave will continue to accumulate for all unit members for use if necessary without cap and in accordance with the terms of this CBA.

ARTICLE VI

HOURS OF WORK

A. In accordance with the understanding between the Association and the Chief of Police, the work day for members of the Patrol Division shall be ten (10) hours.

B. Members of the Patrol Division shall be assigned to no more than four (4) consecutive working days followed by three (3) consecutive days off in every seven (7) calendar days.

C. The work week for members of the Patrol Division shall be no more than forty (40) hours in every seven (7) calendar days.

D. Members of the Detective Bureau shall have a ten (10) hour work day and shall be required to work a forty (40) hour week.

E. Members of the Bureau shall work four (4) consecutive work days followed by three (3) consecutive days off. They shall have off either Friday, Saturday, Sunday or Saturday, Sunday and Monday, between the hours of 0800 – 1800 and one (1) detective shall serve 1300 – 2300 hours.

F. All overtime shall be paid when any of the above items are exceeded.

G. Employees not assigned to patrol duties, other than detectives, will work as contained in Sections D. and E. above. With the Chief's approval, such individuals may work as provided in Sections A, B and C.

H. In a twenty-eight (28) day work period, up to a maximum of eight (8) hours beyond the regular work scheduled may be utilized for training time to be paid at straight time.

I. State or county mandated training programs, police academy training programs or other established recognized training programs up to a maximum of forty (40) hours per year beyond the regular scheduled work year to be paid at straight time. The aforementioned forty (40) hours per year are non-cumulative from year to year.

J. The minimum training time for the aforementioned forty (40) hours outside of the regular scheduled work day are to be two (2) hours with one (1) week's notice, if practicable.

K. Sick leave and vacation and personal leave shall be reconverted to a "day to day".

L. The work hours and schedules set forth herein are subject to the Side Bar Agreement dated August 10, 2010, executed between the parties which is made a part of and incorporated herein (Exhibit A). *PER Article VII Below*

ARTICLE VII

SHIFTS

A. All members of the Association shall be assigned to a specific work section herein designated as 1, 2 and 3. Sections will have assigned work shifts as set forth herein.

1. 0600 hours to 1600 hours
2. 1400 hours to 2400 hours
3. 2200 hours to 0800 hours

B. The Township recognizes that certain individuals may have a specific request as to hours of work. All requests from employees involving the changing of one's working hours will be considered by the Chief of Police. All those wishing to change their respective shift shall request said shift change between November 1 and November 30 preceding January 1 on which the change will become effective. This yearly window is the only time a member may request a change of shift except in an emergency situation when a mutually agreed upon switch may be approved by the Chief. Switches shall comply with the seniority protocol.

ARTICLE VIII

OVERTIME

A. The Township agrees that compensation for overtime consisting of time and one-half (1½) shall be paid to all employees covered by this Agreement and as outlined in Article VI.

B. No employee shall work in excess of forty (40) hours in a work week unless said overtime is authorized by his/her Department Head or designee.

C. Where possible, a two (2) hour notification period should be given to a member of the Association prior to working an overtime shift except in case of emergency.

D. In the event that an employee is called to duty on his/her normal off-duty hours, he shall be paid overtime at the rate of time and one-half (1½) for a minimum of four (4) hours, arraignment time included, provided such call to duty is not contiguous to the employee's work day. In the event any employee is required to remain beyond the minimum four (4) hours, he shall be paid at two (2x) times his/her hourly rate of pay for

only that time which exceeds the applicable four (4) hours. If the call to duty is contiguous to the employee's work day, the employee shall be paid only for actual time worked at the rate of time and one-half (1½).

E. Availability of overtime work shall be posted on a rotating basis by the Department Head or his/her designee so as to eliminate any possible favoritism to any particular employee.

F. A maximum of four (4) hours shall be paid for civil court appearance of an officer at the rate of time and one-half (1½) if duty related.

G. In the event that an employee becomes entitled to overtime pay, pursuant to this Article, said employee may, at his/her option, forego the overtime pay and accept in lieu of the overtime payment compensatory time at the rate of time and one-half (1½) for every hour worked.

H. If the two (2) PBA members who have accumulated (as of the date of the ratification of this Contract) in excess of 480 comp hours work on a holiday, the two (2) members shall be provided with ten (10) hours pay in lieu of additional comp time.

ARTICLE IX

LIAISON

At either the request of the Township Administration or the Policemen's Benevolent Association Local #237, liaison meetings may be called for the good of the Department. The purpose of the above-mentioned meetings shall be to better promote harmonious employer-employee relations between all members of the Department and the Township Administration. All members of the Policemen's Benevolent Association agree to attend said meetings with no cost of overtime or call-in time to the Township.

ARTICLE X

BULLETIN BOARD

The Township shall provide a bulletin board in a conspicuous location in the police headquarters for the use of the Association for posting notices concerning Association business and activities. All such notices shall be posted only upon the authority of officially-designated Association representatives. The Association shall not post any materials containing any profane or obscene matter or be defamatory of any individual.

ARTICLE XI

SALARY

Salaries and salary guides shall reflect a 7.2% cost to the Township over the four (4) year term of this agreement.

A. (1) Salaries for patrolmen and sergeants covered under this Agreement shall be in accordance with attached Schedule A. The movement along the Schedule A shall be in accordance with the Schedule as set forth in paragraph (2) below. New hires as of January 1, 2014 shall be placed on the attached salary guide (Schedule "B").

(2) The top patrolman step salary in Schedule A and for the rank of Sergeant shall be increased as set forth below retroactive (where applicable) and in accordance with the MOA dated July 29, 2014:

2014

Sergeants/Top Officers - 1% increase on base salary to be paid commencing August 1, 2014.

Patrol Officers on the salary schedule/guide shall advance to the next step commencing August 1, 2014.

2015

Sergeants/Top Officers – 0% hard freeze increase.

Patrol Officers on Guide shall receive a 0% increase and no step movement for the year.

New Hires – shall move 1 increment step on August 1st of the calendar year.

2016

Sergeants/Top Officers – 2% on base salary to be paid commencing August 1, 2016.

Patrol Officers on Guide shall move 1 incremental step on the guide commencing August 1, 2016.

New Hires – shall move 1 increment step on August 1st of the calendar year.

2017

Sergeants/Top Officers – 4.2% on base salary to be paid on August 1, 2017.

Patrol Officers on Guide – 0%, no step movement on guide (freeze).

New Hires – shall move to next incremental step on August 1st of the calendar year.

B. For calendar year 2014 and thereafter during the term of this Agreement, officers assigned as detectives shall receive, in addition to the aforementioned salary, \$1,000.00 added annually to base salary, and shall be prorated based upon the service of the employee during the year.

C. Classification shall be established by anniversary date of officer's employment with the Township. Annual increases in salary shall take effect as of officer's anniversary date in particular classification, except as noted above in paragraph A(2).

D. In accordance with N.J.S.A. 40A:14-137, the Township agrees to enact an ordinance that may provide for granting leaves of absence with pay not exceeding one (1) year to members and officers of its Police Department and force who shall be injured, ill or disabled from any cause providing that the examining physician appointed by said governing body shall certify such injury. Any member of the Department who shall utilize disability leave under Workers' Compensation shall forward any money received by the insurance carrier directly to the Township Treasurer as the patrolman shall be receiving his/her regular salary.

E. In the event any member of the Association gets injured while on duty, said injury is of the extent that the employee is forced to use all Workers' Compensation and Disability benefits due him and runs out of same, the Mayor agrees to allow the individual to appear before him and ask the Mayor to grant, for a maximum of one (1) year, seventy five percent (75%) of his/her annual salary, based upon his/her individual circumstances. The Mayor reserves the right to either grant or deny the individual request.

F. In order to be eligible for the retroactive salary payments set forth in Sections A(1), A(2) and A(3) above, an employee must be on the Township's payroll as of the execution of this Contract, except for those employees who have retired after January 1, 2014.

ARTICLE XII

LONGEVITY

A. For the **2014** calendar year the following longevity schedule shall continue to be in full force and effect:

5 years:	\$1,100
10 years:	\$1,850
15 years:	\$2,650
20 years:	\$3,750
23 years:	\$3,850
24 years:	\$5,000

B. All Officers receiving 5 and 10 year longevity steps in 2014 shall continue to receive same until they qualify for the 15 year longevity step as referenced below in paragraph C. However, Officers at the 5 year step in 2014 should not receive any additional longevity step movement until they qualify for the 15 year longevity step set forth below in paragraph C; i.e. these Officers will not move to the prior 10 year longevity step.

C. As of January 1, 2015 the following longevity incremental system shall be adopted as follows:

1. Upon completion of fifteen (15) years of service, \$2,650.00 to be added to base salary;
2. Upon completion of twenty (20) years of service, \$5,300.00 to be added to base salary;
3. Upon completion of twenty-three (23) years of service, \$7,900.00 to be added to base salary.

D. All employees hired after January 1, 2014 shall receive the longevity payments consistent with paragraph C above.

E. Said longevity payments shall be added to an Officer's base pay and paid

accordingly consistent with existing practices within the Department.

F. Each Officer of the Police Department shall qualify for longevity increments on the date of the anniversary of his/ her employment and such increment shall be paid from and after such date.

ARTICLE XIII

CLOTHING

A. Clothing allowance in the amount of Six Hundred Dollars (\$600.00) for each year of this Agreement shall be paid to every member of this unit for the replacement and repair of uniforms. Said payment shall be through the established voucher system and paid in the form of a check.

B. The Township shall pay to every permanent member the sum of Five Hundred Dollars (\$500.00) per year for the maintenance of uniforms. All uniform maintenance payments shall be made through the established voucher system and paid by check.

C. Officers assigned to the Detective Division shall receive in addition to the above, One Hundred Dollars (\$100.00), for the purchase of clothing for the lifetime of the contract.

D. All employees covered by this Agreement shall be entitled to an annual allowance for the maintenance of firearms and all necessary ballistics material and/or physical fitness equipment in the amount of One Hundred Dollars (\$100.00) to be paid by the established voucher system in the form of a check.

E. All above payments to be made by the Township by July 1 or within thirty (30) days of the passage of the budget, whichever is earlier and shall be prorated based upon the service of the employee during the year.

ARTICLE XIV

EDUCATION

A. The Township agrees to compensate employees for tuition and books for police related courses or police science approved curriculum. Prior to enrollment, the permission of the Township Administration must be obtained after the recommendation of the Chief of Police.

B. Officers shall receive \$700.00 per year for attainment of the Associate's Degree or upon completion (or successful completion) of sixty-four (64) college credits.

C. Officers shall receive a total of \$950.00 for attainment of a Bachelor's Degree or equivalent credits (128).

D. Officers shall receive a total of \$1,100.00 for the attainment of a Master's Degree.

E. Tuition reimbursement payments pursuant to this Article shall be capped at \$25,000.00 per year for the entire unit during the term of this Contract. After receipt of the submission for tuition reimbursement, the Chief and Township Administrator or designee shall have thirty (30) days thereafter to approve or disapprove. No tuition reimbursement will be provided for the attainment of a second Master's Degree or a Doctorate.

ARTICLE XV

LEGAL AID

The Township will provide legal aid to all personnel covered by this Agreement in suits or other legal proceedings against them arising from incidents in the line of duty. This provision shall be in conformance with court decisions expanding or limiting the

scope of such representation and consistent with State Statutes now in effect or hereinafter adopted. In no event shall the Township be responsible for providing legal aid to any personnel, if such personnel is found to have acted in violation of his/her duties, responsibilities, contract or ordinances in any disciplinary proceeding or found guilty of criminal action in a court of competent jurisdiction. The hourly rate to be paid for such representation, if applicable, shall be the same hourly rate paid to the Township Attorney.

ARTICLE XVI

INSURANCE

A. The Township shall provide personal injury liability insurance and false arrest insurance with coverage for all employees within the course of employment.

B. The Township shall provide to all employees covered by this Agreement and their families the State Health Benefits Plan Direct 15 effective January 1, 2015. The premiums shall be paid by the Township, except as noted herein. All employees shall make a contribution toward their medical health benefit premium in accordance with P.L. 2011, Chapter 78 of the Laws of the State of New Jersey.

C. The Township shall maintain in full force and effect Workers' Compensation insurance for all members or employees of the Police Department.

D. The Township shall provide automobile liability insurance for all vehicles of the Police Department and shall keep same in effect at all times.

E. The Township will provide to all members of the Association a prescription plan in accordance with its present provider. The premium for the plan will be paid by the Township of Berkeley. Effective January 1, 2015 the prescription co-pay will rise to \$15.00 per prescription for name brand drugs. Effective January 1, 2015

Walgreen's will be eliminated from the prescription plan.

F. The Township agrees to provide, upon retirement, full medical benefits to employees who retire under provisions set forth by N.J. Police and Fire Pension Statutes. Said benefits shall be at least equal to those enjoyed by the employees and the cost of benefit shall be borne by the Township. It is further understood that regular retirement is twenty-five (25) years and that the benefit shall be extended to disability retirement approved by the pension system. Effective April 1, 2010, all new hires eligibility for retiree health benefits shall require fifteen (15) years of service in the Berkeley Township Police Department.

G. The Township shall provide for each member at Township expense a complete full family, including orthodontics, dental health insurance.

H. The Township agrees to provide, upon retirement, prescription coverage to employees who retire under provisions set forth by N.J. Police and Fire Pension Statutes. Said benefits shall be at least equal to those enjoyed by the employees and the cost of the benefit shall be borne by the Township. It is further understood that regular retirement is twenty-five (25) years and that benefit shall be extended to disability retirement approved by the pension system.

I. When medically required, officers will be provided with HIV and/or Lymes tests.

J. The Township reserves the right to change insurance plans or carriers or to self-insure so long as substantially equivalent benefits are provided. At least forty-five (45) days notification will be provided to the Association. In the event the Association does not agree that the new plan(s) provide(s) substantially equivalent benefits, the Association may submit the matter to expedited arbitration prior to the expiration of the

forty-five (45) days notification by the Township, for determination by an arbitrator prior to implementation of the new plan(s).

ARTICLE XVII

VACATIONS

A. All employees hired before January 1, 2014 shall be subject to the following vacation schedule for the remainder of their careers within the Berkeley Township Police Department unless said vacation schedules are modified in subsequent negotiations by the parties:

Length of Employment:	Vacation Time:
During the first year	1 day per month
Beginning the second (2 nd) year to four (4) complete years of service	12 days per year
Beginning the fifth (5 th) year to nine (9) complete years of service	18 days per year
Beginning ten (10) years of service	20 days per year
Beginning fifteen (15) years of service	28 days per year
Beginning twenty-five (25) years	30 days per year

B. Eligibility for vacation shall be computed as of the first day of the month in which the individual member of the Association was hired. Vacation time shall not be accumulative from year to year, however, the Township Administration recognizes a need might arise for an individual to carry over a given amount of vacation time from one year to the next. The Chief or designee shall grant any individual member an

opportunity to appear before the Township Administration with a special request for the carry over of a maximum of one (1) year vacation under specific individual circumstances. The Township Administration reserves the right to either approve or deny the request, based solely on the Administration's discretion.

C. Employee seniority shall prevail for choice of vacation time as long as employee applies for same by March 31 of each year. Vacation selection for the first three (3) months of the year must be applied for at least thirty (30) days prior to date requested for seniority rule to apply. All other requests are on a first come, first serve basis.

D. All groups of employees, i.e., police sergeants or police officers shall be separate and distinct entities and not considered as "one group" for scheduling of leave time of any sort. It is further understood that the Chief shall develop a policy setting a minimum number of employees per work group and per work shift to be granted this leave.

E. Regular vacation leave may be granted to those employees wishing to observe special religious holidays.

F. New employees hired after January 1, 2014 will follow the below vacation day schedule. Those vacation days shall be computed on a "day for day" basis in accordance with the following schedule:

Years of Employment Annual Vacation Days:

1-4 years	12 days
4 years + 1 day-11 years	15 days
11 years + 1 day-19 years	20 days
19 years + 1 day	25 days

ARTICLE XVIII

HOLIDAYS - EMERGENCY LEAVE

A. The following shall be recognized as holidays:

New Year's Day
Martin Luther King's Birthday
Washington's Birthday
Lincoln's Birthday
Easter Sunday or Good Friday
Memorial Day

July 4th (Independence Day)

Labor Day
Columbus Day
Election Day
Veterans Day
Thanksgiving Day
Friday following
Thanksgiving
Christmas Eve Day
Christmas Day

B. All holidays shall apply to the Police Department on the "observed" day with the exception of Christmas Eve Day, Christmas Day, New Year's Day and July 4, which shall be the "actual" day. These exceptions shall apply to those with rotating days off, all others shall comply with the Township's published listing of observed holidays. An Officer may request the substitution of Easter Sunday for Good Friday as a requested holiday.

C. The above-mentioned holidays shall be paid or the employee shall be compensated by a lump sum on the first payday of November. Effective during calendar year 2002, the provisions of this section as it relates to holiday pay per se shall be rolled into the employee's base salary and shall be reflected in Schedule A attached. Employees shall no longer receive nor be eligible for additional pay for holidays, except §§E and F herein.

D. Employees shall be entitled to emergency leave of up to three (3) days per year upon receipt of prior approval by Department Head.

E. Effective July 1, 2010, employees who work on a holiday shall be provided with two options:

(a) the receipt of ten (10) hours in comp time; or

(b) five (5) hours cash compensation at time and one-half rates.

F. In the event any member scheduled to be off and who is called to duty on any of the above holidays, he shall be paid at the rate of two (2x) times his/her hourly rate.

G. Personal Leave

1. In accordance with present practice and upon seventy-two (72) hours advance written notice, each member shall be entitled to four (4) personal leave days per year for business which normally could not be handled during his/her scheduled work shift.

2. New employees during the first year of service will earn one (1) personal leave day for each three (3) months of service.

3. Personal leave shall not be cumulative.

ARTICLE XIX

BEREAVEMENT LEAVE

A. Each employee may be granted five (5) days leave with pay upon death of a member of his/her immediate family. Immediate family shall include spouse, mother, father, sister, brother, children, mother-in-law, father-in-law and grandparents of both officer and his/her significant other. The aforementioned days shall be consecutive work days, one (1) of which shall be the day of death or the day of the funeral.

B. Employees shall be granted one (1) day off with pay in event of the death of an aunt, uncle, cousin, niece or nephew of either officer or spouse.

ARTICLE XX

TERMINATION BENEFIT

A. Upon retirement, the Township agrees to purchase back all accumulated unused sick days. Payment for said sick days shall be in the form of one (1) payment at the time of retirement. All accrued vacation, comp time or sick leave owed to any employee at the time of his/her death, while in the employment of the Township, shall be paid to his/her beneficiary or estate. Payment shall be computed at the rate of pay the officer earns at the time of his/her retirement or death.

All employees hired after January 1, 2014 shall be paid for accumulated unused sick time at a sum not to exceed \$15,000.00.

All employees hired prior to January 1, 2014 and who have accumulated more than \$15,000.00 of unused sick leave as of January 1, 2014 shall have their accumulated sick leave capped at their individual January 1, 2014 amount. These members will not be paid more than the amount they had accumulated as of January 1, 2014.

Those members hired before January 1, 2014 who do not have \$15,000.00 worth of accumulated sick leave as of January 1, 2014 shall continue to accumulate their unused sick time up to \$15,000.00 cap.

All sick leave will continue to accumulate for all unit members for use, if necessary, without being capped in accordance with the terms of this agreement.

OPTION: The employee may elect to have his/her benefit paid out over, up to, a four (4) year period. Employee is not to receive more than one (1) check per year.

OPTION: The employee may elect to take all or any part of any accrued sick time owed to them as a terminal leave with pay. This would be strictly at the discretion of the employee.

B. If any officer is affected by a reduction in force (layoffs), he shall have at his/her option either accepting full payment for all earned and accumulated benefits covered under this Agreement or having these benefits accrue until recalled by the Township.

C. For the purpose of this Article, sick leave may be earned by an employee on the following basis.

1. During his/her first year of employment, the individual employee earns one (1) day per month of his/her employment;

2. From the second year on, the individual earns one and one-quarter (1.25) days per month of his/her employment.

D. This Article does not apply to any individual who leaves the employ of Berkeley Township because of a disciplinary procedure filed against him/her. Discipline shall be defined as published in Title 11A of the New Jersey Statutes Annotated and Title 4A of the New Jersey Administrative Code.

E. If any individual covered by this Agreement decides to voluntarily leave his/her employment with Berkeley Township, the employee will be entitled to:

1. Vacation: Employees leaving during the year will receive pro-rata vacation leave for the year (i.e., an individual leaving on February 1st who receives fifteen (15) vacation days would be eligible for one and one quarter (1 ¼) vacation days.) However, if an employee leaves the employ of the Township and he/she has already used in excess of his/her annual pro-rata vacation allotment, the Township will not seek reimbursement for the used vacation time.

2. Sick Leave: Employees leaving during the year will receive pro-rata sick leave for the year. Any sick leave used in excess of the employee's pro-rata allotment

for the year will be deducted from the employee's existing sick leave bank.

3. Personal Leave: Employees leaving during the year will receive pro-rata share of personal leave for the year. However, if an employee leaves the employ of the Township and he/she has already used in excess of his/her annual pro-rata share of personal leave, the Township will not seek reimbursement for the used personal leave time.

4. Emergency Leave: Employees leaving during the year will receive a pro-rata share of their emergency leave for the year. If an employee leaves the employ of the Township and he/she has already used emergency leave in excess of the employee's pro-rata allotment for the year, the employee will reimburse the Township for the excess emergency leave time used.

ARTICLE XXI

GRIEVANCE PROCEDURE

A. A grievance shall be a complaint arising out of interpretation, application, or violations of policies, agreements and administrative decisions affecting the officer.

B. No grievance can be instituted by any employee after thirty (30) days of the alleged incident's occurrence.

C. If, at any step in the grievance procedure, management's decision is not appealed within the appropriate prescribed time, such grievance will be considered closed, and there shall be no further appeal or review.

D. Grievance Steps:

Step I: The President of the Association or his/her duly authorized and designated representative shall present in writing the grievance or grievances to the

captain or his/her duly authorized and designated representative. The captain shall answer the grievance in writing within three (3) working days.

Step II: If the grievance is not resolved at Step I, or if no answer has been received by the Association within the time set forth in Step I, the Association shall present the grievance in writing to the Chief of Police within three (3) working days of receipt of the Step I answer. This presentation shall set forth the position of the Association, and at the request of either party, discussion may ensue. The Chief of Police shall answer the grievance in writing within five (5) working days after receipt of the grievance, setting forth the position of the employer.

Step III: If the grievance is not resolved at Step II, or no answer has been received by the Association within the time set forth in Step II, the grievance may be presented in writing within three (3) working days after receipt of the Step II decision to the Mayor. The final decision of the Mayor shall be given to the Association in writing within twenty-one (21) days after receipt of the grievance by the Mayor.

Step IV: If the grievance has not been settled by the parties at Step III of the grievance procedure or if no answer in writing by the Mayor has been received by the Association within the time provided in Step III, the Association may demand arbitration of the grievance within thirty (30) days as set forth in Article XXII, entitled Arbitration, hereinafter set forth.

E. Nothing herein is intended to deny any employee the right of appeal as expressly granted in Title 40A of the revised New Jersey Statutes and/or Title 11A of the New Jersey Statutes (revised)/Title 4A of the New Jersey Administrative Code.

F. Advanced Step Filing: In the event a grievance affects more than one (1) patrolman, or any class of employees or members, then the grievance shall commence

directly at Step III by the Association.

G. Jurisdiction Clause: In the attempt to expedite all grievances filed by either the Association or any individual member or class of members or all three, each grievance shall be filed at the level of competent jurisdiction in which the relief sought may be awarded.

H. Working days, as set forth through this Article, shall be defined as Monday through Friday irrespective of the days the employee actually works.

ARTICLE XXII

ARBITRATION

A. If a grievance is not settled under Article XXI, such grievance shall, at the request of the Association or the Township, be referred to the Public Employment Relations Commission for the selection of an arbitrator in accordance with their rules.

B. All submissions to Arbitration must be made within thirty (30) days.

C. Arbitration Proceedings:

1. The arbitrator shall conduct a hearing and render a decision in writing with findings of fact and conclusions.

2. The arbitrator shall not have the power to add to, subtract from or modify the provisions of this Agreement.

3. The arbitrator shall confine the decision solely to the interpretation and application of the Agreement and shall confine the decision to the issue submitted for Arbitration.

4. The decision of the arbitrator shall be final and binding on the parties subject to applicable law.

5. The fees and expenses of the arbitrator and recordings of the proceedings shall be divided equally by the parties.

6. Any other costs of the Arbitration, including the presentation of witnesses, shall be borne by the party incurring same.

ARTICLE XXIII

EMPLOYEE RIGHTS

A. It is agreed by the parties that a minimum of three (3) days notice be given to all officers prior to the effective date of a general order.

B. Any employee shall have the right to have an Association representative accompany him on all disciplinary procedures filed against him by the Department or the Township.

C. If an employee has on file disciplinary action against him and if said employee has no other disciplinary actions filed against him for a period of two (2) years from date of incident, the Township Administration agrees to remove from the employee's personnel file the original disciplinary findings against said employee. Any and all documents pertaining to the department of any member will be contained in said member's personnel file. There will be one and only one (1) such personnel file per member and said file shall be maintained by and kept in the office of the Chief of Police. The member will receive a copy of any such documents.

D. Both parties agree that special police officers shall not be utilized for replacement of regular officer's duties. Special police officers may be utilized at the Chief's discretion on the "Barrier Island" as the need arises. The special police officers shall be utilized in conjunction with a regular police officer.

E. All disciplinary proceedings filed against any employee by the Department or the Township shall only be for just cause and in accordance with Title 11A of the New Jersey Statutes Annotated and Title 4A of the New Jersey Administrative Code (Civil Service). Any minor disciplinary action asserted by the Chief of Police or his/her designee shall be subject to the grievance procedure contained herein.

F. The Township shall provide transportation to schools and other departmental functions which officers are sent on. If no vehicle is available, a mileage amount or gas will be provided.

G. The Township agrees to supply lockers for its employees to use to secure Township equipment issued to employees.

H. When a police officer or sergeant is assigned to the communications desk to perform the functions of a dispatcher they shall be entitled to two (2) fifteen (15) minute breaks, one (1) in the morning and one (1) in the afternoon and a one-half (1/2) hour lunch break. Breaks and lunch period may be taken as a combined hour break if the member so desires.

ARTICLE XXIV

MANAGEMENT RIGHTS

A. Berkeley Township retains and may exercise all rights, powers, duties, authority and responsibilities conferred upon and vested in them by the Laws and Constitutions of the State of New Jersey and of the United States of America.

B. Except as specifically abridged, limited or modified by the terms of the Agreement between Berkeley Township and the Association and then only to the extent such modification is lawful, the Township of Berkeley retains all rights, powers,

authority, prerogatives of management and responsibility to enforce reasonable rules and regulations governing the conduct and activities of employees.

ARTICLE XXV

SAVINGS CLAUSE

In the event that any federal or state legislation, governmental regulation or court decision cause invalidation of any articles or sections of this Agreement, all other articles or sections shall not be so invalidated and shall remain in full force and effect.

ARTICLE XXVI

EMPLOYEE SENIORITY

A. Seniority is to be determined by date of permanent appointment, as per Civil Service Commission classification. In the event two (2) individuals having the same date of permanent employment per the Civil Service Commission, the individual position on the hiring list shall be the determining factor. In the event of a tie on the hiring list, seniority shall be based on the class average attained by the individual in his/her police academy class.

B. Seniority will be considered as it pertains to vacations, regular days off and reassignments. The Association recognizes the operational effectiveness of the department shall not be impaired.

ARTICLE XXVII

DISCIPLINE

A. All discipline of patrolmen and sergeants shall be subject to the following procedure. Progressive discipline shall be defined as follows:

1. Warning/counseling.
2. Oral Reprimand.
3. Written Reprimand
4. Suspension or Fine thereof.
5. Demotion.
5. Discharge.

However, nothing in this Agreement shall prohibit the Township from imposing discipline without following progressive discipline in the event the circumstances so warrant.

B. Any action by the Township Administration or designee or Chief of Police or designee, which is defined as minor discipline under the New Jersey Administrative Code, shall be subject to the grievance procedure herein.

ARTICLE XXVIII

OUTSIDE EMPLOYMENT

A. The Township agrees that all police officers shall be permitted to render police related services regarding outside employment activities within the Township's boundaries, and on public and quasi-public lands. These police officers shall be permitted to wear Township police uniforms and to utilize all Township issued police equipment, including weapons, radios, vehicles and other equipment, subject to availability and with the Chief's approval, in the performance of these activities.

B. If it is determined that compensation for the performance of said outside

employment responsibilities must be provided through the Township Police Department as the result of court decisions or the implementation of existing statutes governing the employment of private detectives, this contract provision will be subject to a contract reopened for the purpose of modifying this Article to comport with said decision or statute.

C. It is understood that the Township will not be liable to make the difference, above compensation paid by an "outside employer" to bring an officer's pay to one hundred (100%) percent.

ARTICLE XXIX

PERSONNEL FILES

A. A separate personal history/disciplinary file shall be established and maintained for each employee covered by this Agreement. Personal history files are confidential records and shall be maintained by the Chief of Police. Each employee of the Police Department has the right, by appointment, to review his/her personnel file. All requests for appointment for review shall be submitted in writing to the Chief of Police or his/her designated representative and will be honored within three (3) days of the receipt of the individual's request. All materials contained in the individual's personnel folder will be open to examination, except such material which by legislation is considered to be of a confidential nature and not to be released by the Township.

B. Whenever a written complaint concerning an officer or his/her actions is to be placed in his/her personnel file, a copy must be given to him and initialed by the officer. He shall be given the opportunity to rebut it if he/she so desires and such rebuttal, if any, will be made and attached to the complaint and placed in his/her file within thirty (30) days.

ARTICLE XXX

DEPARTMENTAL INVESTIGATIONS

A. In an effort to insure that departmental investigations are conducted in a manner which is conducive to good order and discipline, the following rules are hereby adopted:

1. The interrogation of a member of the force shall be at a reasonable hour, preferably when the member of the force is on duty, unless the exigencies of the investigation dictate otherwise.

2. The interrogations shall take place at a location designated by the Chief of Police. Usually it will be at the Police Headquarters or the location where the incident allegedly occurred.

3. The member of the force shall be informed of the nature of the investigation before any interrogation commences. Sufficient information to reasonably apprise the member of the allegations should be provided. If it is known that the member of the force is being interrogated as a witness only, he/she should be so informed at the initial contact.

4. The questioning shall be reasonable in length. Fifteen (15) minutes time shall be provided for personal necessities, meals, telephone calls, and rest periods at the end of every two (2) hours.

5. The member of the force shall not be subjected to any offensive language, nor shall he/she be threatened with transfer, dismissal or other disciplinary punishment. No promise of reward shall be made as an inducement to answering questions.

6. At any stage of the proceedings, the Department shall afford an

opportunity for a member of the force, if he/she so requests, to consult with counsel and/or his/her Association representative before being questioned concerning a violation of the rules and regulations during the interrogation of a member of the force, which shall not delay the interrogation beyond one (1) hour for consultation with his/her Association representative, nor more than two (2) hours consultation with his/her attorney.

7. In cases other than departmental investigations, if a member of the force is under arrest or if he/she is a suspect or the target of a criminal investigation, he/she shall be given his/her rights pursuant to the current decisions of the United States Supreme Court.

B. Nothing herein shall be construed to deprive the Department or its officers of the ability to conduct the routine and daily operations for the Department.

ARTICLE XXXI

MATERNITY LEAVE

Female officers shall advise the employer of pregnancy. The rights of a female officer shall include, but are not limited to, the following provisions:

1. The female officer shall be permitted to work her normal duties so long as such work is permitted by a doctor. Upon recommendation of the female officer's personal physician, said officer shall be temporarily transferred to an administrative position within the department, for which she is capable of performing. The female officer shall maintain her current work schedule when transferred to an administrative position (i.e. a 4 and 3 work schedule).
2. In addition to the other provisions of this article, the female officer shall be

- permitted to use accumulated sick time, vacation time, compensatory time off and any other accumulated time benefits which she may have during the period of her pregnancy and the period following her childbirth.
3. The female officer shall at all times be kept at full benefits and shall be considered as on active duty for all computation purposes. At all times, the female officer shall be maintained in the pension system with the employer paying the appropriate contributions to said system.
 4. Upon return to duty status, the female officer shall be placed in the same position which she held before being placed on administrative duty due to her pregnancy status.
 5. Female officers shall receive six (6) weeks off with pay and male officers shall receive two (2) weeks off with pay for the birth of a child. This paid time off shall be separate from any accumulated sick time, vacation time, compensatory time off or any other accumulated time benefits which the officer may have.

ARTICLE XXXII

DUES DEDUCTION/AGENCY SHOP

A. The Township agrees to deduct from the salaries of its employees dues for the Association. Such deduction shall be made in compliance with Chapter 310 of the Public Laws of New Jersey 1967 (N.J.S.A. 52:14-15.9e, as amended). Said monies, together with records of any corrections, shall be transmitted to the Association Treasurer. It is hereby agreed that the dues deductions for any employee in the Association shall be limited to the Association, the duly certified majority

representative.

B. In accordance with the provisions of Ch. 477, P.L. 1979, the Township and the Association agree to abide by the provisions of the Agency Shop fee of eighty-five (85%) percent of the unified dues for non-members of the Association. The Association agrees to comply with all aspects of Ch. 477, P.L. 1979, including the establishment of a demand and return system as well as to render the Township of Berkeley safe harmless on all matters arising under its compliance with Ch. 477, P.L. 1979.

ARTICLE XXXIII

WORKERS COMPENSATION

Employees out of work on workers compensation shall receive salary based upon the existing policy set forth in the Township's Workers Compensation Ordinance.

ARTICLE XXXIV

DURATION

A. This Agreement shall become effective as of January 1, 2014 and shall continue in full force and effect through December 31, 2017 except as set forth herein. All economic changes provided for in this Agreement shall apply retroactively to those employees in the employ of the Township on the date of signing of this Agreement and to those employees who have retired after January 1, 2014.

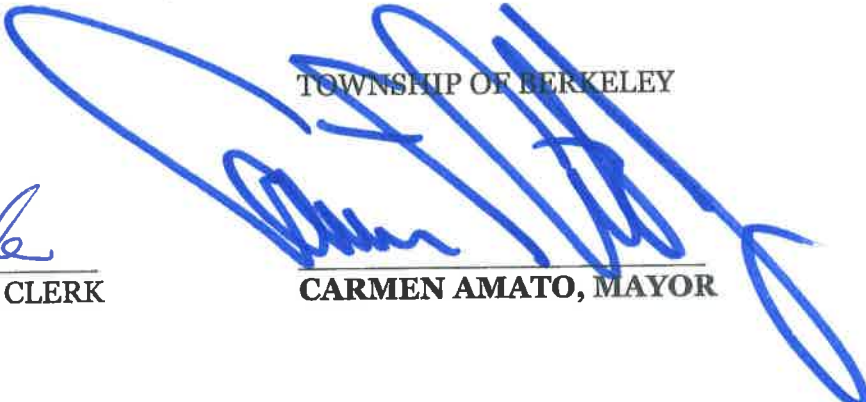
B. In the absence of written notice given at least thirty (30) days prior to the expiration date of this Agreement, by either party to the other of intention to terminate, this Agreement shall automatically be renewed for a period of another year, and from year to year thereafter until such time as thirty (30) days' notice is given prior to the

annual expiration date. It is understood that if the Association seeks a successor agreement that this Agreement shall remain in full force until said agreement has been reached.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals to this Agreement through their authorized representatives this 28 day of MAY, 2015.

ATTEST:


BEVERLY CARLE, TOWNSHIP CLERK

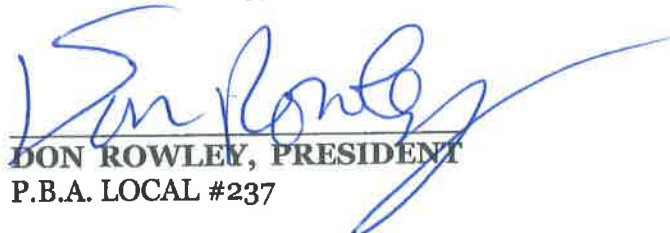

TOWNSHIP OF BERKELEY

CARMEN AMATO, MAYOR

SIGNED IN THE PRESENCE OF:


Witness

P.B.A. LOCAL #237


DON ROWLEY, PRESIDENT
P.B.A. LOCAL #237

SCHEDULE A
SALARIES

POLICE OFFICERS HIRED AFTER JAN. 1, 2006 AND BEFORE JANUARY 1, 2014

	<u>08/01/2014</u>	<u>08/01/2015</u>	<u>08/01/2016</u>	<u>08/01/2017</u>
Academy Step (6months)	\$31,059	\$31,059	\$31,059	\$31,059
1st Year Police Officer	\$38,810	\$38,810	\$38,810	\$38,810
2nd Year Police Officer	\$46,560	\$46,560	\$46,560	\$46,560
3rd Year Police Officer	\$54,310	\$54,310	\$54,310	\$54,310
4th Year Police Officer	\$62,060	\$62,060	\$62,060	\$62,060
5th Year Police Officer	\$69,811	\$69,811	\$69,811	\$69,811
6th Year Police Officer	\$77,561	\$77,561	\$77,561	\$77,561
7th Year Police Officer	\$85,311	\$85,311	\$85,311	\$85,311
8th year Police Officer	\$102,348	\$102,348	\$104,395	\$108,780
Police Officers Off Guide	\$102,348	\$102,348	\$104,395	\$108,780
Sergeants off Guide	\$114,611	\$114,611	\$116,903	\$121,813

SCHEDULE B
SALARIES

POLICE OFFICERS HIRED ON OR AFTER JANUARY 1, 2014

<u>Step</u>	<u>08/01/2014</u>	<u>08/01/2015</u>	<u>08/01/2016</u>	<u>08/01/2017</u>
Step 1	\$38,000	\$38,000	\$38,000	\$38,000
Step 2	\$41,000	\$41,000	\$41,000	\$41,000
Step 3	\$44,500	\$44,500	\$44,500	\$44,500
Step 4	\$47,000	\$47,000	\$47,000	\$47,000
Step 5	\$51,000	\$51,000	\$51,000	\$51,000
Step 6	\$54,000	\$54,000	\$54,000	\$54,000
Step 7	\$60,000	\$60,000	\$60,000	\$60,000
Step 8	\$65,000	\$65,000	\$65,000	\$65,000
Step 9	\$68,000	\$68,000	\$68,000	\$68,000
Step 10	\$73,000	\$73,000	\$73,000	\$73,000
Step 11	\$77,000	\$77,000	\$77,000	\$77,000
Step 12	\$81,000	\$81,000	\$81,000	\$81,000
Step 13	\$85,000	\$85,000	\$85,000	\$85,000
Step 14	\$92,000	\$92,000	\$92,000	\$92,000
Step 15	\$102,348	\$102,348	\$104,395	\$108,780