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COLLECTIVE BARGAINING AGREEMENT
BETWEEN
TOWNSHIP OF PISCATAWAY
AND
TOWNSHIP OF PISCATAWAY PROFESSIONAL, TECHNICAL AND CLERICAL
EMPLOYEES
A.F.S.C.M.E. LOCAL 3274
FOR THE PERIOD
JANUARY 1, 2020 THROUGH DECEMBER 31, 2023

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SECTION ONE

ARTICLE I. AGREEMENT AND RECOGNITION

This Agreement entered into this _____ between the Township of Piscataway (hereinafter referred to as the "Township") and the Township of Piscataway Professional, Technical and Clerical Employees, AFSCME Local # 3274 (hereinafter referred to as the "Union"). The contract period for this contract will be January 1, 2020 through December 31, 2023.

The Township recognizes the Union as the sole and exclusive bargaining agent for professional and nonprofessional white collar employees of the Township in titles listed on the attached Exhibit A, excluding professional employees, managerial executives, supervisors, confidential employees, police officers, craft, firefighters within the meaning of the Act, blue collar non-supervisory Public Works employees and supervisors in Public Works.

The Township and the Union may include new and/or additional classifications or deleted current job classifications upon mutual agreement. The new and/or additional classifications, which have been mutually agreed upon, shall have all rights and benefits of this Agreement.

Benefits shall only be provided to part-time employees as specifically and explicitly provided in this Agreement

ARTICLE II. DUES CHECK OFF

- A. The Township agrees to deduct dues for the union from the wages of a permanent employee who is a member of the union and whose position is covered by this agreement in accordance with N.J.S.A. 52:14-15.9E, as amended, provided that at the time of such deduction there is in possession of the Township a current check off authorization form, individually and voluntarily executed by the employee said check off authorization form to be provided by the union. The union shall be responsible for securing the signatures of its members on side forms and delivering same to the Township. The Township will deduct these amounts in equal installment.

B. **(PL 2018, Chapter 15)**

Within 10 calendar days from the date of hire of ASCME unit employees, the Township shall provide the following contact information to the Union in an Excel file format: name job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the public employer, date of hire, and work email address and any personal email address on file with the public employer. Every 120 calendar days beginning on January 1 following the effective date of this act, the Township shall provide the Union, in an Excel file format the following information for all negotiations unit employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with the public employer.

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- C. All sums deducted by the Township shall be remitted to the treasurer, **AFSCME NJ, Council 63**, not later than the 15th day of the calendar month subsequently to the month in which such deductions are made, together with a list of individuals for whom deductions have been made.

ARTICLE III. MANAGEMENT RIGHTS AND RESPONSIBILITIES

- A. Except as expressly modified or restricted by a specific provision of this agreement, the Township retains and reserves unto itself, at its sole and exclusive discretion and judgment, all statutory and inherent powers, rights, authority, prerogative, duties and responsibilities conferred upon or vested in it prior to the signing of this agreement, or which may hereafter be conferred upon and vested in it by the Laws and Constitution of the State of Jersey and of the United States. These include, but are not limited to, the right to:
1. Management and administrative control of the operation of the Township and its properties and facilities and the activities of its employees;
 2. Hire all employees and to determine their qualification and fitness for continued employment or assignment and to promote and transfer employees;
 3. Take disciplinary action for cause such as but not limited to suspension, demotion and discharge;
 4. Determine the methods, means and personnel by which Township operations are conducted;
 5. Determine the content of job qualifications and duties;
 6. Take all necessary actions to carry out its responsibilities in the conduct of regular business and in emergencies.
- B. The management and direction and size of the workforce shall be at the sole discretion and the sole responsibility of the Township, and except as otherwise provided herein, the Township retains the sole and exclusive right to promulgate rules and regulations within applicable statutes; direct, designate, schedule and assign duties to the workforce; to subcontract; plan, direct and control the entire operation of the workforce; discontinue, consolidate or reorganize any department or division, move any or all operations to any location or discontinue the same in whole or in part; make technological improvement; install or remove equipment regardless of whether or not such action causes a reduction of any kind in the number of employees or transfers in the workforce, or requires the assignment of additional duties to the employees in the workforce, or cause the elimination or addition of titles of jobs; determine the amount and frequency of overtime to be worked and relieve employees duty; and carry out the ordinary and customary functions of management whether or not possessed or exercised by the Township prior to the execution of this agreement, except as limited herein.

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All rights, powers, discretion, authority and prerogative possessed by the Township prior to the execution of the agreement, whether exercised or not, are retained by and are to remain exclusively with Township.

That notwithstanding anything contained in any of the above sections 'A' and 'B', it is expressly agreed and understood that any and all practices that may have developed over the years are preserved and deemed to continue.

ARTICLE IV. UNION PRIVILEGES

The Union shall be allowed to conduct normal business meetings on Township property, provided that space is available and requests are made at least one (1) week in advance. Employees may attend such meetings only during off duty hours.

Any officer, shop steward, or duly elected delegate of the local Union may take a leave of absence, with no interruption of payoff benefits, to attend the **AFSCME International convention, AFSCME NJ-Council 63 convention, AFSCME NJ-Council Workshops and meetings, and other workshops and seminars.** No more than three (3) of the above named positions will be allowed to attend at the same time. Requests to attend the above are to be made at least two (2) weeks in advance the aggregate number of days available for such leave for the bargaining unit shall not exceed nine (9) for each year.

Management agrees to allow one (1) designated Union Official at a time, time off from their regular work assignment for the purpose of investigating grievances, attend grievance hearings and meet with management on an as needed basis.

The Township in each building at reasonably convenient locations shall make bulletin boards available. These bulletin boards may be utilized by the Union for the purpose of posting non-controversial Union announcements and other similar information.

The Township will make space available on its premises for the Union to locate a filing cabinet for Union business. Such space shall be made available as long as it is not required for Township business.

ARTICLE V. GRIEVANCE PROCEDURES

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this agreement. The parties agree that this procedure will be kept as informal as may be appropriate.
2. Nothing contained herein shall be construed as limiting the right of any employee to discuss a matter informally with any appropriate member of his departmental supervisory staff, at a mutually convenient time, provided there is no undue interference with departmental operations.

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3. Disputes concerning terms and conditions of employment governed by state or federal statute or state or federal administrative regulations, incorporated by reference in this Agreement either expressly or by operation of law, shall not proceed beyond Step 2.

B. Definitions

1. A grievance is defined as any dispute, controversy, or issue involving the interpretation, application or violation (alleged or otherwise) of any provision of this Agreement or regarding employment or the application of any rules, regulations, ordinance and/or statute which actually affects working conditions.
2. A grievant is defined as any bargaining unit employee or party to this agreement who has a grievance as defined herein. The Union may file a grievance on behalf of two or more employees if the grievance involves common issues of fact and law.
3. A written grievance shall comply with the following criteria:
 - a. It shall set forth the name of the employees(s) and/or party alleged to be aggrieved.
 - b. It shall set forth the date of the occurrence or event giving rise to the grievance.
 - c. It shall set forth a concise statement of the facts giving rise to the grievance.
 - d. It shall state the specific section of the agreement, policy or administrative decision, which forms the basis of the grievance.
 - e. It shall set forth the specific relief requested.

- C. If informal attempts to resolve the grievance have failed, then the following steps shall be taken to resolve the grievance:

STEP 1: The employee or shop steward, either alone or accompanied by a local Union representative shall present the written grievance to his or her supervisor within ten (10) working days following the date that the grievance occurred or within ten (10) working days of the date that the employee knew or should have know of its occurrence. The written grievance shall specify the nature of the grievance and the specific contractual provision allegedly violated. The supervisor shall make every effort to either resolve the grievance in a mutually satisfactory manner within ten (10) working days of its submission, or shall, within ten (10) working days, advise the employee in writing of the failure to do so.

STEP 2: If the grievance is not resolved at Step 1 or if no answer is received from the appropriate official within the time limit, then the grievance shall be submitted in writing, within ten (10) working days, to the employee's department head. The written grievance shall specify the nature of the grievance and the specific contractual provision allegedly violated. The department head shall make every effort to either resolve the grievance in a mutually satisfactory manner at a meeting with the grievant and the shop steward and/or the Union President within

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ten (10) working days of the submission, or shall, within ten (10) working days, advise the employee in writing of the failure to do so.

STEP 3: If the grievance is not resolved at Step 2, or if no answer is received from the department head within the time limit, then the grievance shall be submitted in writing, within ten (10) working days, to the Mayor or his/her designee, who shall arrange a hearing on the grievance at a mutually agreeable time and place not later than ten (10) working days after the receipt of the written grievance. The grievant and the shop steward and/or Union president shall be allowed to be present at this hearing. The Mayor or designee shall make every effort to resolve the grievance and shall present a written response to the employee with a copy to the Union within ten (10) working days of the hearing.

STEP 4: If the grievance is not resolved at Step 3, or if not hearing was set or no answer was received within the time limit, the grievance may be submitted to PERC for disposition according to the rules and regulations thereof. If the grievance is not earlier resolved the parties shall select a mutually acceptable arbitrator in accordance with PERC rules. The arbitrator shall thereafter conduct a hearing at a mutually satisfactory time and place, preferably within thirty calendar days after filing for arbitration.

The decision of the arbitrator shall be rendered within 30 calendar days unless otherwise extended by the parties and shall be final and binding of the parties. The Township and the Union shall share the expenses and fees of the arbitrator equally.

- a. The arbitrator's function is to interpret the provisions of the Agreement and to decide cases of alleged violation of such provisions. If, in the arbitrator's opinion, he or she has no power to rule on the issue submitted, the arbitrator shall refer the issue to the parties without decision.
 - b. No grievance settlement reached under the terms of the Agreement shall add to subtract from, or modify the terms of this agreement
- D. Failure of an aggrieved party to pursue the grievance to the next step, in accordance with the time limits set forth herein, shall constitute abandonment of the grievance, unless both parties agree to a waiver.

An aggrieved employee may participate in all steps of the grievance procedure without loss of regular pay, but shall not be eligible for any premium-rate pay if adjustment of the grievance requires his presence outside normal working hours. The shop steward may participate in Steps 1 through 5 under the same conditions

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E. Time Limits

- i. Time limits may be extended by the mutual consent of the parties in writing.
- ii. Failure of the Township to respond to a grievance within the time limit shall be deemed a denial of the grievance. The Township shall make every reasonable effort to respond to a grievance.
- iii. Failure of the union to proceed to the next step within the time limit shall be deemed abandonment of the grievance and the decision of the Township shall be deemed the final and binding resolution of the grievance.

F. Time limits provided for in this grievance procedure shall be considered mandatory and may only be extended by an instrument in writing signed by both parties.

G. The aggrieved employee and one designated employee representative shall be allowed time off without loss of pay as may be required for appearance at any hearing, if the grievance is scheduled during work hours, but in no event shall the employees and/or employee representatives at any such grievance hearing be entitled either to overtime payoff or other benefits based upon attendance at the grievance hearing.

H. Where the employee or the Union requests employee witnesses, permission for a reasonable number of witnesses required during a grievance proceeding will be granted. A witness at such proceedings will be permitted to appear without loss of pay for the time of appearance as required if during the normal scheduled working hours but in no event shall any witness at any grievance hearing be entitled to overtime pay or other benefits for his or her presence at such hearing.

I. The Township agrees to make available to the Union all public information, which is relevant to the processing of any grievance, arbitration or PERC proceeding

J. The Union agrees to use and keep such information confidential; said information shall not be used in conjunction with any other grievance.

ARTICLE VI. DISCIPLINE AND DISCHARGE

No member of the bargaining unit shall be disciplined or discharged without just cause. Discharge and other disciplinary actions may be appealed through the grievance procedure. The Supervisor must inform the employee that he/she is entitled to Union representation before written disciplinary charges are presented to the employee. Employees reserve the right to exercise Weingarten rights.

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ARTICLE VII. LAY-OFF PROVISION

Employees within a department subject to layoff shall be offered work in their same job classification provided there is an available opening. In lieu of layoff, an employee may displace a less senior employee covered by this agreement in the same classification or in a lower classification, regardless of department, provided the employee is qualified to perform the functions of that job.

When the factor of skill and ability are reasonably equal, seniority will be the determining factor. Seniority is defined as continuous employment with the Township from the date of last hire. Temporary employees shall be laid off before probationary employees and all probationary employees shall be laid off before any permanent employees. Employees so affected shall be given a minimum of two weeks' notice.

The Parties agree that the Township by the (Human Resources Coordinator) and AFSCME Local 3274, represented by the (President) will work on the Seniority, Layoff and Recall Provision that will be incorporated into this contract (Sidebar Agreement).

ARTICLE VIII. SALARY

- A. The schedule of wages for AFSCME employees for each year of the contract is contained in Exhibit A, which is attached hereto and made a part hereof. The salary scale and plan has been designed as follows:

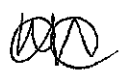
Each current employee within the bargaining unit shall receive an increase to the annual base salary according to the following schedule:

January 1, 2020	2.25%
January 1, 2021	2.75%
January 1, 2022	2.75%
January 1, 2023	2.75%

All Senior Office Assistants with 15 years of service ~~from the signing of this contract~~ will be promoted to the title of "Secretary"

All Junior Office Assistants with five years of service will be promoted to senior office Assistants.

- B. The position ranges for January 1, 2020 to December 31, 2023 are reflected in Exhibit A appended hereto.
- C. The Township reserves the right to pay employees on a bi-weekly basis on the 15th day and 30th day of the months (the second pay in February will be on the last day of the month)


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An employee who remains in the same job classification for three (3) years shall receive the top of his/her salary range as per this contract for that job classification based on the employee's satisfactory job performance.

Any employee assigned to work in a higher title or classification for more than six (6) consecutive work days shall be paid beginning on the 6th day at a rate equal to the difference between the employee's base salary and the base salary for person holding the higher job title or classification or the beginning base salary for the higher title or classification, whichever is greater.

ARTICLE IX. HOLIDAYS

Holidays recognized by the Township are:

1. New Year's Day
2. Martin Luther King's Birthday
3. Lincoln's Birthday
4. Washington's Birthday (third Monday in February)
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day (second Monday in October)
10. Election Day
11. Veteran's Day
12. Thanksgiving Day
13. Day after Thanksgiving
14. Christmas Day

Effective January 1, 2018, Lincoln's Birthday and Washington's Birthday shall be combined to President's Day

Full-time employees shall receive there holidays as time off and shall be compensated as if each holiday were a normal workday.

Permanent part-time employees working a minimum of twenty (20) hours per week shall receive seven (7) holidays and shall be compensated as if such holiday was a normal workday for such

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part-time employees. These seven holidays shall be: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.

ARTICLE X. HEALTH BENEFIT PACKAGE

- A. The Township shall provide a health benefit package, which includes hospitalization, medical, major medical, prescription and dental insurance to all full-time employees who are members of the bargaining unit and their dependents. Effective May 1, 2006 or such time thereafter as determined by the Township, the traditional insurance option shall no longer be available.

Contribution to premium by active members of this bargaining unit and members who retire after June 28, 2011 will be in accordance with the premium cost sharing terms and conditions set forth in P.L. 2011, Chapter 78 and P.L. 2010, Chapter 2. The minimum employee contribution shall be 1.5% of their salary towards health benefits.

The Township and AFSCME will meet at least once a year to discuss the impact of health insurance renewal rates and the relationship with the "Levy Cap" for future years. This meeting should take place as soon as renewal rates are disclosed for the State Health Benefit Plan and the Township Plan. The parties agree that the Township may in its discretion provide health benefits through the State Health Benefits Plan.

- B. Effective July 1, 2011, if an employee's spouse is employed by the Township, only one coverage will be provided and the other employees will not be entitled to the Township Waiver payout

- C. The current health insurance plan for all employees and their dependents is as follows:

1. The current unlimited PPO lifetime benefit is maintained.
2. **Effective January 1, 2018 the prescription co-pay plan will go from \$5.00 generic/\$25 name brand to a 3 tier plan of \$10 generic/\$25 preferred/\$50 Non-Preferred.**

Effective January 1, 2018 all employees who were members of a locally administered retirement system prior to June 28, 2011 will pay 1.5% of their retirement allowance towards health benefit costs.

3. The deductible for dental is seventy-five dollars (\$75) per person with the maximum **benefit per year of \$3,000 per person.** The aggregate for dental deductible per family shall not exceed \$225 per year.
4. The parties agree that, effective December 30, 2017, the health benefit plan options for new hires will be limited to Health Savings Accounts (HSA) PPO, or the Omnia Plan Only. New hires will contribute towards health benefits in accordance with P.L. 2010, Chapter 2 and P.L. 2011, Chapter 78.

5. **Any employee hired prior to January 1, 2018, opting for the lower cost premium HSA or OMNIA health plan will contribute to the Township the difference of the**

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Chapter 78 Contributions if they would have chosen the higher premium PPO health plan. Employees hired after this date will be limited the OMNIA or HSA health plan options and will pay the Chapter 78 Contributions.

- D. For employees who retire in accordance with the following criteria, the Township will provide a health benefits package enjoyed by employees who are actively working, subject to all premium cost sharing and terms and conditions established P.L. 2011, Chapter 78 and P.L. 2010, Chapter 2: **with the exception that all employees who were members of a locally administered retirement system prior to June 28, 2011 will pay 1.5% of their salary pension**
1. Having necessary years of service with the PERS system and have at least the final 5 years of service with the Township of Piscataway;
 2. Have retired on a disability pension having been permanently disabled under circumstances arising out of, and in the course of their employment with the Township.
- E. The Union agrees to appoint members to a joint committee of unions representing various municipal employees and management for the purpose of reviewing alternative health insurance plans.
- F. Any full-time Township employee may choose, at his or her sole option, not to be enrolled in the health insurance plan provided that the employee provides proof of existing health coverage. Any employee so choosing shall be eligible to receive a lump sum reimbursement, however in cases where an employee's spouse is also employed by the Township, only one coverage will be provided and there will be no lump sum reimbursement available to either employee. This will also apply to retired employees. Reimbursement schedules shall consist of the following payments:

	FAMILY COVERAGE	PARENT/CHILD	SINGLE
Health	\$4,250	\$3,000	\$2,000
Dental	\$450	\$300	\$300
Prescription	\$300	\$200	\$200
	\$5,000	\$3,500	\$2,500

ARTICLE XI. OVERTIME AND HOURS OF WORK

The regular workweek for full-time employees, shall be 35 hours based on seven (7) hour days. All overtime hours worked shall be compensated at the rate of one and one-half times the regular hourly wage of the member.

Any employee who works more than seven hours in one day shall be compensated at the rate of one and one-half (1 ½) times his or her regular hourly rate (or at the rate of one and one-half (1 ½) times compensatory time, if the compensatory time can be taken within a reasonable time). Notwithstanding anything herein to the contrary, the computation of overtime pay will be done in fifteen-minute increments. By way of illustration, if an employee works ten minutes overtime, he or she will be entitled to fifteen minutes overtime pay. Likewise, if an employee works twenty-two minutes overtime, he or she will be entitled to thirty minutes overtime pay.

An employee who is required to work on Sunday or a holiday, whether it is scheduled or as the result of an emergency (as defined by the employee's department head), shall be paid at the rate of double time for all hours worked.

Any employee required to work during hours other than those to which he or she is normally assigned because of an emergency (as defined by the employee's department head) shall be entitled to not less than two hours overtime pay. The Policy Directive annexed hereto as Exhibit "C" shall govern the administration of compensatory time.

ARTICLE XII. SICK LEAVE

Effective July 1, 2011 any employee hired, during the first calendar year of employment with the Township, shall accrue sick leave at the rate of 5.25 hours per month of employment and after the first calendar year of employment will be eligible for nine (9) days of sick leave per year.

An employee who was hired before July 1, 2011, shall accrue sick leave at the rate of one (1) day per month of employment and after the first calendar year of employment, shall be eligible for twelve (12) days of sick leave per year.

Permanent part-time employees working a minimum of twenty (20) hours per week shall have each of the days prorated to the hours the employee would have worked on the day absent.

Part-time employees may carry over up to one-half of their unused sick leave beyond the calendar year end in which it is earned. Any such carryover days shall be used as comp sick in the following year and cannot be accumulated.

All employees hired after January 6, 2006 shall only be entitled to pro rata accumulation of sick leave upon any separation of service. The pro rata leave calculation shall be performed in the calendar year in which the separate. They shall earn leave time as other employees during the term of employment.

- A. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year, to be used if and when needed for such purpose, subject to Sections C and D of this article.
- B. Short periods of sick leave (not to exceed three (3) days) may be used to attend to a spouse, dependent parent or dependent child in situations of serious illness. Such leave shall not exceed the employee's unused sick leave. Employees may utilize sick leave when they are unable to perform their work by reason of personal illness, accident, or exposure to a contagious disease. Sick leave may also be used in hour increments for short periods to attend to a spouse or child who is seriously ill. In the manner described under the Family Leave Act.

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- C. An employee may accumulate up to five (5) unused sick days each work year, which will be credited toward accumulated sick leave, which may be available for sick leave, leave, retirement cash payout, or early retirement. Any additional unused sick days may be used as comp sick time but shall not be accumulated toward early retirement.
- D. Should an employee die while a permanent employee of the Township, all accumulated "sick leave" shall be paid to the Designated Beneficiary. The person identified as the "Primary Beneficiary" on the Public Employee Retirement System Life Insurance Policy will be the Designated Beneficiary unless the employee had otherwise specifically identified a beneficiary for the specific purpose of accumulated sick leave.
- E. Employees must use accumulated comp sick time so as to not have more than 140 unused hours as of December 31st of each year. Any unused hours in excess of 140 hours as of the end of the calendar year shall be forfeited. Any payout for accumulated unused comp sick is limited to no more than 98 hours.
- F. No employee may accumulate no more than two hundred (200) days of sick leave for credit towards early retirement; however, in no event shall this amount exceed \$15,000 per employee for any employee hired after September 1, 1999. Employees hired on or after the date of this agreement shall be capped at an amount not to exceed \$5000.00.
- G. Employees with a minimum of 30 days accumulated sick time, and not subject to lifetime caps, may request to cash out up to 10 sick days per year. This request must be made in writing to Human Resources between Oct 15th and Oct 31st of each year. Payment will be made in November.
- H. Workers Compensation
 - 1. If an employee is hurt on the job, any time out from work, which is directly related to the injury sustained on the job will not be counted against sick time as long as the following proper procedures are followed in reporting the injury.
 - 2. An employee must immediately report any accident (with or without injury) to the immediate supervisor.
 - 3. In order to receive treatment for an injury, the immediate supervisor must call the Township's certified Worker's Compensation Managed Care organization, for referral for medical treatment. This agent will schedule any and all appointments for medical treatment. All accident forms must be completed and sent to Personnel Department/ Human Resources Coordinator Any Physical Therapy resulting from a work-related injury shall be scheduled during the employee's off work hours. The employee will not be compensated for time to attend physical therapy.
 - 4. If a serious injury is involved, an employee may go to an emergency room of the nearest hospital. The injured employee MUST contact this agent as soon as possible after initial treatment has been rendered.
 - 5. When an employee is injured in the line of duty said employee shall receive those benefits provided in the statutes, N.J.S.A. 34:15-12. And outlined in Exhibit D.

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- I. Any accumulated sick days shall be paid to the heirs or designated beneficiary of any employee who dies while in the employ of the Township, in accordance with the above restrictions.

ARTICLE XIII. PERSONAL DAYS

- A. Permanent full time employees shall receive an allowance of three (3) personal days each calendar year. Such personal days may be taken in one-half (1/2) hour increments. In addition, there will be an allowance of one-half (1/2) personal day to be taken on Christmas Eve, and one-half (1/2) personal day to be taken on New Year's Eve. All personal days must be used by December 31 of each calendar year. Any personal leave time not used by this date will be lost.
- B. All employees hired after January 6, 2006 shall only be entitled to pro rata accumulation of personal days upon any separation of service. The pro rata leave calculation shall be performed in the calendar year in which they separate. They shall earn leave time as other employees during the term of employment.

ARTICLE XIV. VACATIONS

- A. Subject to the following paragraphs, annual vacation leave with pay shall be earned at the rate of one (1) working day of vacation for each month of service employment. A person may not take any accrued vacation time during his or her probationary period.
- B. For all employees having from one (1) through five (5) years of employment with the Township, vacation entitlement shall be eleven (11) days except that any employee hired on or after July 1, 2011 having from one (1) through five (5) years of employment with the Township shall be entitled to ten (10) days vacation.
- C. For all employees having from six (6) through ten (10) years of employment with the Township, vacation entitlement shall be nineteen (19) days except that any employee hired on and after July 1, 2011 having from six (6) through ten (10) years of employment with the Township shall be entitled to fifteen (15) days vacation.
- D. For all employees having from eleven (11) through fifteen (15) years of employment with the Township, vacation entitlement shall be entitled to twenty (20) days.
- E. For all employees having from sixteen (16) through twenty-four (24) years of employment with the Township, vacation entitlement shall be twenty-four (24)
- F. For all employees having more than twenty-five (25) years of employment with the Township, vacation entitlement shall be twentyfive (25) days.
- G. Effective the twenty-sixth (26th) year of employment with the Township, vacation entitlement shall increase by one (1) day per additional year of service up to a maximum of thirty (30) days. This provision will be eliminated for those employees hired after the

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date of this agreement and replaced with: "employees hired after the date of this agreement, effective the 26th year of employment with the Township, vacation entitlement shall be twenty-six (26) days"

- H. Vacations shall be granted in compliance with the eligibility criteria as previously established.
- I. An employee may carry unused vacation only until May 1st of the succeeding year, with the written approval of the employee's department head and the Business Administrator. Any vacation leave from the previous year that is not used by May 1st will be lost.
- J. For the year of hire and the year, during which an employee resigns or is involuntarily terminated, the employee's available leave (vacation, personal, sick) shall be prorated in accordance with the number of days worked during the year in question.
- K. All employees hired after January 6, 2006 shall only be entitled to pro rata accumulation of vacation upon any separation of service. The pro rata leave calculation shall be performed in the calendar year in which the separate. They shall earn leave time as other employees during the term of employment.

ARTICLE XV. OTHER LEAVE

- A. **Any full time member of the bargaining unit shall be entitled to up to Five (5) days leave due to a death in his or her immediate family. The immediate family shall include only the employee's spouse, child, parent, brother, sister or those of the employees spouse.** Also the member will be entitled to up to three (3) days leave due the death of a grandparent, grandchild, step child, step parent, step brother or step sister, common law spouse, civil partner, or those of the employee's spouse. In the event of the death of a household resident similar to the relationship of a spouse, leave with a pay shall be granted for one day.
- B. Female members of the bargaining unit who leave or are separated from work as a result of disability due to pregnancy will be compensated on the same basis as any employees on Long Term Disability. Any disability due to pregnancy shall be presumed to begin thirty (30) working days prior to the expected date of delivery as stated in writing by a physician. Said disability shall also be presumed to continue for thirty (30) working days following the delivery. The employee may submit a written proof from a physician of a disability other than as set forth above.
- C. Any member of the bargaining unit who is a member of the National Guard, Naval Reserve, Air National Guard or a reserve component of the Armed Forces of the United States, who is required to engage in annual field training, shall be treated as spelled out in applicable municipal ordinance and State and Federal law.

ARTICLE XVI. PROMOTIONS

- A. All promotions, opportunities for promotions, which are created by a job vacancy in the bargaining unit, shall be prominently posted for five (5) business days prior to the position being filled on a probationary basis.

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- B. When a department head considers candidates to fill a vacancy, seniority may be one of the criteria used in the selection process.
- C. The Human Resources Coordinator will notify, in writing the AFSCME Union President of record of a reclassification or promotion of an employee who is a member of AFSCME Local #3274 prior to a change of status.

ARTICLE XVII. POLICE DISPATCHERS

Please see Articles II Through XVI under Section Two – Agreement By And Between The Piscataway Police Dispatchers & AFSCME Local 3274 and the Township of Piscataway.

ARTICLE XVIII. PROFESSIONAL LICENSING FEES

The Township shall reimburse all full-time employees for professional licensing fees, and continuing education courses as required to maintain such licenses, where such license is a requirement of the employee's job description and professional organization memberships directly related to the required license or job, subject to the availability of funds. This article shall not apply to driver's license or similar nonprofessional licenses.

Employees taking continuing education classes to maintain professional licenses required by the township, as a condition of employment, shall not be charged time.

ARTICLE XIX. PART TIME EMPLOYEES

Permanent part-time employees working a minimum of twenty (20) hours per week shall receive benefits only as expressly provided in this Agreement.

All other part-time employees shall not be entitled to any benefits under this Agreement.

ARTICLE XX. LONGEVITY PAYMENT

- A. A longevity payment shall be paid as hereinafter fixed and determined; such longevity pay shall be considered as additional compensation and shall be part of each full-time Employee's salary for retirement benefits

Longevity Scale

After the completion of 5 years of continuous service	2%
After the completion of 10 years of continuous service	4%
After the completion of 15 years of continuous service	6%
After the completion of 20 years of continuous service	8%
After the completion of 24 years of	10% (maximum allowable)

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continuous service	
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B. Effective January 6, 2006, new hires shall not be entitled to longevity pay.

ARTICLE XXI. LONG TERM DISABILITY

This program is set forth in Exhibit B.

ARTICLE XXII. JOB DESCRIPTIONS AND EMPLOYEE RECORDS

The Township shall have written job descriptions for all jobs in the bargaining unit and shall make them available to employees upon request.

All job descriptions shall be given to the Union within a reasonable time.

If an employee calls the Personnel Office before 10:00 a.m., he/she will be able to review his/her personnel file by 3:00 p.m., conditions permitting.

ARTICLE XXIII. RULES AND REGULATIONS

In accordance with N.J.S.A., 34:13A-5.3, proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Union before they are established.

ARTICLE XXIV. FULLY BARGAINED PROVISIONS AND ITEMS

This Agreement represents the complete and final settlement by the parties as to all items, which were, or could have been, the subject of negotiations.

ARTICLE XXV. VALIDITY OF PROVISIONS

If any provision of this Agreement is found to be invalid by a court of law, or by other competent jurisdiction, that provision shall become inoperative, but all other provisions shall continue in full force and effect.

ARTICLE XXVI. PROCEDURE FOR REPORTING SAFETY PROBLEMS

An employee who wishes to report a safety problem should obtain the form designed for this purpose and submit it to his/her supervisor. A copy should also be forwarded to the Department Head and Division of Personnel.

The supervisor shall make every effort to address the safety problem within two (2) working days from the date of the report. The supervisor shall notify the person making the report about what action is to be taken with respect to the safety matter. A copy of the response shall be forwarded to the Department Head and the Division of Personnel.

ARTICLE XXVII. TERM OF THIS AGREEMENT

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This agreement shall become effective as of January 1, 2020 and shall remain in effect up to and including December 31, 2023.

ARTICLE XXVIII. RENEWAL

Subject to law and the rules and regulations of the Public Employee Relations Commission, any desire by either party to change, modify, or otherwise renew this agreement must be expressed, in writing, at least one hundred twenty (120) days prior to termination.

ARTICLE XXIX. MAINTENANCE OF OPERATIONS

- A. It is recognized that the need for continued and uninterrupted operation of the Township is of paramount importance and that there shall be no interference with such operations either by a strike of other job action by the Union or a lockout by the Township.
- B. The Union covenants and agrees that neither the Union nor any person acting in its behalf will cause, authorize engage in, sanction, assist, or support, nor will any of its members take part in any strike, work stoppage, slowdown, walkout or other job action against the Township.
- C. The Union will do everything in its power to prevent its members from participating in any strike, work stoppage, slowdown, or other similar activity, or from supporting any such action by any other employee or group of employees of the Township. The union will disavow such action and order all such members who participate in such activities to cease and desist immediately and return to work, and take such other steps as may be necessary under the circumstances to bring about compliance with the Union's order. In executive its obligation, the Union will use such forms of communication with its members, as it and the Township deem most effective, including personal contact, telegram, registered or conventional mail, and so forth.
- D. In the event of a strike, slowdown, walkout or other form of job action, it is covenanted and agreed that participation in any such activity by a Union member shall entitle the Township to take disciplinary action including termination of the employment of such employee and employees, and that the action taken by the Township may vary from employee to employee, depending on the circumstance. The only question for arbitration under this article is whether the employee participated in prohibited conduct. For the purposes of this section, arbitration is defined as a third party neutral, mutually selected by the parties to this agreement from a list of arbitrators supplied by the Public Employment Relations Commission.
- E. Nothing contained in this Agreement shall be construed to limit or restrict the Township in its right to seek and obtain such judicial relief as it may be entitle to have in law or in equity, or both in the event of such breach by the union or its members.
- F. The Township agrees not to lock out any employee covered by this Agreement

ARTICLE XXX. STATEMENT OF INTENT

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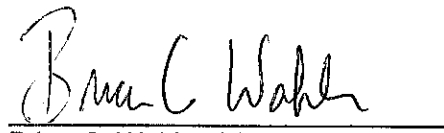
This Agreement Provides compensation benefits for the White-Collar employees of the Township of Piscataway as defined herein, in recognition of their dedicated service to the municipality.

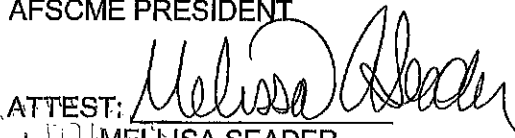
IN WITNESS WHEREOF, the parties here to have set their hands and seal at Piscataway, NJ on this day of

A.F.S.C.M.E. LOCAL 3274
TOWNSHIP OF PISCATAWAY

TOWNSHIP OF PISCATAWAY
PISCATAWAY, NEW JERSEY


HENRY HINTERSTEIN,
AFSCME PRESIDENT


Brian C. Wahler, Mayor

ATTEST: 
MELISSA SEADER,
TOWNSHIP CLERK


TIMOTHY DACEY, ADMINISTRATOR

EXHIBIT B DISABILITY PROGRAM – EFFECTIVE JANUARY 1, 2012

A. Policy

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1. Disability benefits under this Agreement are available to full-time employees, with at least two full years of continuous service, for serious long-term illnesses or injuries, which necessitate absences in excess of thirty (30) continuous calendar days (The thirty continuous calendar days in herein referred to as the LTO Qualification Period).
2. Where allowed by law, all leave under this program runs concurrent with any State or Federal FLA or FMLA leave.
3. During the LTO Qualification Period, prior to being placed on long-term disability, the employee must first use all of his or her accrued sick days. If all of the employee's sick days are utilized then employee may utilize any other available vacation or other paid leave time.
4. Should the employee not have adequate paid time available, the remaining number of days in the LTO Qualification Period that the employee is unable to work shall be unpaid until the LTO Qualification Period has been fulfilled.
5. Long-term disability leave states with the thirty-first (31) continuous calendar day an employee is unable to work.
6. After the employee has completed the LTO Qualification Period and has been placed on long-term disability status, the Township will pay the employee in the following manner:

75% of employee's usual weekly/bi-monthly salary for up to eleven (11) months on long-term disability.
7. If an employee returns to work, after being out under the LTO Program, the employee must return to work full time for 6 (six) months before he or she can apply for additional benefits under the LTO Program. The LTO Qualification Period requirement must be met each time an employee applies for long-term disability under this program. Notwithstanding the above, if an employee receives benefits under the LTO Program and returns to work full time but must take time off again due to the same medical condition within a 30 day period after returning to work and the employee has not exhausted his/her LTO maximum benefits of 11 months, the employee will not be required to meet another LTO qualification period but may use up the balance of the LTO period that remains related to that specific personal illness or injury.
8. An employee may not work for any other employer or be self-employed while receiving benefits under the township's LTO program. Any employee found to be violating this policy will be subject to immediate termination from the LTO program and will also be subject to disciplinary action up to and including immediate termination of employment from the Township.

B. Conditions

The above payment schedule is subject to the following provisions:

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1. The Township will charge the employee's sick leave or other leave days during the LTD Qualification Period. Any balance of the employee's accumulated sick days will not be used during the LTD leave period unless the employee requests these sick days be charged as described under subsection (iii) below.
 2. The thirty (30) continuous calendar day LTD Qualification Period will be applicable each time an employee requests long-term disability leave.
 3. An employee must have sick leave or other leave days to his or her credit, for the year that the illness or injury occurs, to receive pay for that time before being placed on long-term disability.
 4. If, at the end of the LTD period the employee is still unable to work, he or she may request to use the remainder of their accumulated sick leave or other leave days to continue to receive their salary and benefits.
 5. If the employee has paid leave time available to excess of the days he/she needed to meet the LTD Qualification Period the employee may request that their additional available leave time be charged to increase disability payments to 100% of their usual weekly/biweekly salary. If at the end of the Long Term Disability period the employee is still unable to work, the employee may request to use any or all of the employee's remaining leave time including sick and vacation days to continue to receive his or her salary and benefits.
 6. While on long-term disability, the employee shall not accumulate vacation days, personal days or further sick days. Upon the employees return to work from LTD, the Division of Human Resources will send the employee a notice of his or her leave time adjustment based on the time they were out on LTD. This is required because the Township front loads all leave time for each employee January 1 of the current year. If the employee's adjustment of time exceeds his or her balance then the employee will retain a negative balance until the following calendar year, from which the time will be taken from the new allotment of time.
- C. Certificate of Disability
1. The Township will only continue an employee's salary and benefits under the LTD Program for a period up to eleven (11) months after the LTD Qualification Period providing that the employee submits a completed Certificate of Disability by his or her physician.
 2. The original Certificate of Disability must include the following information:
 - a. Name of employee
 - b. Nature of employee's illness or injury
 - c. Extent and duration of employee's illness or injury (dates included)
 - d. A statement that the employee is unable to report for work even for limited duty
 3. The Certificate must be signed by a medical doctor licensed in the United States.
 4. The employee must provide an updated certification of continuing disability updating all of the information contained in the original certification of disability and signed by

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a licensed medical doctor to the Township every thirty (30) days during the LTD, or anytime a certification is requested by the Township. Failure to provide the certification of continuing disability as required or requested will result in suspension of all payments until the certification is received. It is the employee's responsibility to secure all certifications or re-certifications under this policy in the period required or as requested.

5. Within eight (8) calendar days of an apparent long-term illness, the employee must request a Certificate of Disability Form from the Division of Human Resources. This form must be completed and returned to the Division of Human Resources at least two weeks prior to the end of the LTD Qualification Period for an employee to be placed on long-term disability as of the thirty-first (31) continuous calendar day of the personal illness or injury, which prevents the employee from working.
6. Failure to complete the Certificate of Disability prior to the end of the thirty (30) continuous calendar days of personal illness or injury, which prevents the employee from working, will result in loss of pay for each day thereafter until the form is completed, returned to and reviewed by the Division of Human Resources.
7. The Township reserves the right to request a second medical opinion, at the Township's own expense, to confirm what is represented in the certificate of Disability.

EXHIBIT C POLICY DIRECTIVE COMPENSATORY TIME

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The following guidelines are to be utilized in the administration of compensatory time:

1. Overtime/compensatory time should be kept to a minimum. All overtime shall be authorized by a supervisor in charge of the work and reviewed on a weekly basis by the department head in charge.
2. In most situations, overtime should be compensated for by pay at the applicable rate. Compensatory time may be allowed in lieu of overtime pay when it is mutually agreeable to the employer and employee. (FLSA regulated).
3. Compensatory time may be taken only with approval of the Department Head or his designated representative so as not to interfere with department operations.
4. Compensatory time must be used within reasonable limits. An employee will be allowed to accumulate up to a maximum of one week of compensatory time. Beyond that week period, compensatory time must be utilized within a month period after it is earned. (It is encouraged that most compensatory time be taken within the month period after it is earned.)
5. All overtime and compensatory hours should be recorded by the Department and sent with the regular weekly payroll sheets to personnel for record keeping purposes.

EXHIBIT D – WORKERS COMPENSATION POLICY

Definition: For the purpose of this section, the term "incident" refers to an employee being out of work for a full day. For this contract, the trigger date for an incident will be retroactive to January 1, 2003.

When an employee is injured in the line of duty, the following pay schedule shall apply:

First Incident	1 full lost workday or most – 100% of pay
Second Incident	85% of pay
Third Incident	70% of pay

The employee will have the option to use his or her own sick time, up to seven (7) days, to avoid a lost time incident. If the employee goes without an incident for a period of three (3) years from their last incident they will move to the highest percentage rate of pay. For example, if an employee is currently at 70%, and they go three (3) years without an incident, then they will go to 100% pay.

SECTION TWO AGREEMENT BY AND BETWEEN THE PISCATAWAY POLICE DISPATCHERS & AFSCME LOCAL 3274 AND THE TOWNSHIP OF PISCATAWAY

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ARTICLE I. WORK SCHEDULE

The dispatchers of Piscataway Township Police Department in discussion with the Police Administration and Township Administration concerning the subject of their current schedule and "Per-diem" Dispatchers have reached the following agreements, which take effect January 15, 2011.

Piscataway Police Dispatchers will work a four and four (4 x 4) work schedule. The schedule will consist of four (4) days on duty and four (4) days off duty.

The dispatcher's regular workday will consist of eleven (11) hours, which include a one (1) hour unpaid meal-break. The schedule will be a steady shift with no rotation.

The work schedule will consist of the two shifts (Days & Nights) with staggered starting/completion times in order to ensure dispatcher coverage twenty-four (24) hours a day. The starting and completion time are shown in this Article.

No dispatcher will be on duty for a period in excess of sixteen (16) duty hours, except for a declared emergency.

The Dispatchers schedule shall be as follows:

0600 — 1700
0700 — 1800
0900 — 2000
1700 — 0400
1900 — 0600
2000 — 0700

ARTICLE II. SCHEDULE STRENGTH REQUIREMENTS

All Piscataway Police Dispatchers acknowledge that the Administration has the management right to re-assign shifts. Replacements will be assigned via seniority.

- A. Under the current Schedule 911 staffing is a minimum of 2 and a maximum of 3.
- B. Per Diems

The total number of per-diems will not exceed six (6). A testing procedure will be implemented with minimum scores in reference to hiring. The training policy will be set at a minimum of **80 hours** and training sessions will not exceed **four to six (4-6) hour increments**. All training will be completed within 6 weeks of date of hire. Permanency will be considered after completion of training. Failure by per-diems to maintain certification or inactivity in reference to call out will be grounds for termination.

- C. DUI Details

DUI details will include the hiring of a fulltime dispatcher for any detail initiated by a grant, and where the detail consists of 2 or more officers, stationary or roving, specific to that detail.

D. Effective January 15, 2011, Piscataway Township Full Time Police Dispatchers and all future hires at this time are relinquishing their right of first refusal in reference to overtime. The per-diems will be contacted first, followed by full time staff based on seniority to fill available shifts. The call out will be completed with an established seniority call out list which will be maintained in the Watch Commanders Office for per-diems and full time staff.

E. **No more than 1 dispatcher shall be permitted to schedule a day off on each shift (Day and Night) respectively.**

ARTICLE III. RECORD KEEPING

Under the 4 x 4 dispatcher work schedule, day shift and afternoon shift watch commands will be responsible for the keeping and reporting of all time for the respective dispatchers.

For example, both Watch Commanders on "A" and "B" squads will be responsible for the time of the **three day and three night dispatchers** (current staffing level) assigned to their respective platoon. The watch commanders of "A" and "D" squads will be responsible for the time of the two night dispatchers assigned to their respective platoon.

Those Watch Commanders will be responsible for keeping and reporting of all hours worked, compensatory time, vacation and sick time, overtime, and all personal days. The dispatchers will not owe the Township pool time under the 4 & 4 schedules.

Those watch commanders will additionally cause the reporting of all of the above-mentioned time to be documented on the weekly squad time sheet. In those instances where a night dispatcher replaces a day dispatcher for vacation or long-term disability, the Watch Commander for whom that dispatcher works will be responsible for the reporting of said time.

ARTICLE V. TRAINING

All training of dispatchers will be scheduled by the training officer, and coordinated with the watch commander to whom the dispatcher is assigned.

Every effort will be made to have the training occur during the dispatcher's tour of duty. If this cannot be accomplished, the dispatcher will be trained on their own time and compensated hour for hour in time off.

Training hours for new hires to be will be a minimum of 80 hours and training sessions will not exceed four to six (4-6) hour increments.

ARTICLE V. CLOTHING AND UNIFORM ALLOWANCE

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The Township of Piscataway will provide up to \$250 per year reimbursement allowance to offset the cost of purchasing township uniform apparel including the following items: black socks, black shoes, white t-shirts, black belts, black pants. Employees are required to provide receipts. The Township of Piscataway shall provide reimburse twice per year, once in April and once in October. The Township of Piscataway shall supply each dispatcher three shirts (in the aggregate).

ARTICLE VI. SENIORITY

Seniority will be based on the length of time the dispatcher has held that position. On these occasions where two dispatchers have the same hiring date, seniority will be based on the initial ranking during the applicants hiring process.

Where two or more dispatchers have the same hiring date, and one has pre-existent employment with Piscataway Township, he/she will have seniority over the other.

ARTICLE VII. SHIFT BIDS

On about October 1st of each year, dispatchers will place a bid for the desired shift that they wish to work for the following calendar year. Seniority will prevail as the determining factor for shift bids.

If the work schedule is altered, the dispatchers will be given an opportunity to bid for the desired shift based on the altered schedule.

ARTICLE VIII. SHIFT DIFFERENTIAL

Effective July 1, 2007, Police dispatchers shall receive the following shift differential:

Day	\$450.000
Afternoons	\$500.00
Midnights	\$550.00

ARTICLE IX. VACATIONS

Under the 4 & 4 dispatcher schedule each dispatcher's vacation time, as presently provided in their AFSCME contract will be converted to hours. In those instances where the hours calculate to a half of one percent (.5%) or higher, the hours will be rounded off to the highest number. Vacations for dispatchers will be approved by seniority within each platoon. Example: The senior most dispatcher in the 1st platoon receives the first choice for vacation. The dispatcher with least seniority in the 1st platoon receives the last choice for vacation.

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Dispatcher Vacation Conversion

Up to 5 years	08 days
6-10 years	11 days
11-15 years	14 days
16-24 years	17 days
25 years	18 days
26 years	19 days
27 years	20 days
28 years	21 days
29 years	22 days
30 years	23 days

No more than one (1) dispatcher in each Squad; **day (A,B) and night (C,D)** will be allowed to be off **per day**, with the exception of paid personal time. Time off will be approved based on seniority.

All vacations for dispatchers will be approved by their respective Watch Commanders, who will then submit said vacation requests to the patrol division captain not later than April 1st of each calendar year.

ARTICLE X. SICK DAYS

As currently provided in the AFSCME contract, the number of sick days established for dispatchers will remain the same and will not be converted to hours. Employees hired after July 1, 2011 will be subject to the same number of sick days as provided in the ASFCME contract.

On those occasions where only a portion of a sick day is utilized, the sick time will be deducted on an hour for hour basis totaling no more than seven (7) hours per work day.

ARTICLE XI. PERSONAL DAYS

As currently provided in the AFSCME contract, the number of paid personal days established for dispatchers shall be four (4), one of which is in lieu of Lincoln's Birthday, one of which is in lieu of the one half day allowed for Christmas Eve and New Year's Eve set forth in Section One, Article VIII A. for non-dispatch personnel, personal days will not be converted to hours.

ARTICLE XII. TIME OFF COMPENSATION

Each affected Watch Commander will be responsible for the scheduling of time off for their respective dispatchers. Said watch commanders will make every reasonable attempt to fulfill a dispatchers request for time off.

No more than one (1) dispatcher in each Squad; **day (A,B) and night (C,D)** will be allowed to be off **per day**, with the exception of paid personal time. Time off will be approved based on seniority.

Any Watch Commander who grants time off to a dispatcher will cause notification to the other watch commanders in that platoon of said time off.

Said notifications will be effected in writing and will be appropriately addressed and placed in the squad drawers of the other Watch Commanders.

Time off for dispatchers will be allotted using the following order of priority:

1. VACATION DAYS
2. PERSONAL DAYS
3. COMP SICK DAYS
4. COMPENSATORY TIME

ARTICLE XIII. HOLIDAYS

All dispatchers will work on holidays when regularly scheduled to do so. All dispatchers will be compensated for thirteen (13) paid holidays at the rate of straight time. They will receive two checks for their holiday pay, one on the last Thursday in May, and the other on the last Thursday in November of each year.

ARTICLE XIV. RULES AND REGUALTIONS

All dispatchers will also be governed by the Piscataway Township Police Department rules and regulations for civilian employees.

Article XV. SALARY SCHEDULE

See exhibit A (Dispatcher Salary Schedule)

The new 11 (eleven) step salary schedule will go into effect on the date of the signing of this contract. Current employee salary will dictate where the employee will fall in the schedule. The first step increase will take place 6 (six) months from the date of the signing of the contract and every 6 (six) months thereafter until the top step is reached.

ARTICLE XVI. MANAGEMENT

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The Township reserves the right to administer personnel as set forth in appropriate statutes of law.

IN WITNESS WHEREOF, THE PARTIES HERETO SET THEIR HANDS THIS 30 DAY OF DECEMBER, 2017

AFSCME LOCAL #3274

BY:

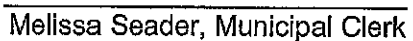


Henry Hinterstein, President

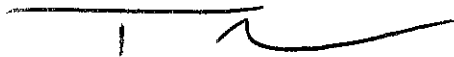


Brian C. Wahler, Mayor

Attest:



Melissa Seader, Municipal Clerk



Timothy Dacey, Administrator

