

AGREEMENT

Between

Northvale, Borough of  
BOROUGH OF NORTHVALE


and


LOCAL 945 TEAMSTERS  
(Department of Public Works)

---

X January 1, 1985 through December 31, 1987

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\_\_\_\_\_  
Union

  
\_\_\_\_\_  
Welfare

Teamster Local 945  
30 Andrews Drive  
W. Paterson, New Jersey 07424  
(201) 256-9450

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PREAMBLE

THIS AGREEMENT, entered into this 18 day of  
MARCH 1985, by and between the BOROUGH OF NORTHVALE,  
in the County of Bergen, A Municipal Corporation of the  
State of New Jersey, hereinafter called the "Borough", and  
Local 945 TEAMSTERS, hereinafter called the "UNION".

ARTICLE I

RECOGNITION

The Borough recognizes Teamsters Local 945 as the exclusive bargaining representative for the purpose of collective negotiations with respect to all negotiable items of employment with respect to all regular full time employees of the D.P.W., except the Superintendent.

ARTICLE II  
MANAGEMENT RIGHTS

The Employer hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

- (a) To the executive management and administrative control of the Employer Government and its properties and facilities and the activities of its Employees;
- (b) To hire all Employees, and subject to the provisions of law, to determine their qualifications and conditions for continued employment or assignment and to promote and transfer Employees;
- (c) To suspend, promote, demote, transfer, assign, reassign, discharge, or take any other disciplinary action for good and just cause according to law, all of which are subject to any limiting provision in this Agreement.

Nothing contained herein shall be construed to deny or restrict the Employer of his rights, responsibilities and authority, under R.S.11, 40 and 40A, or any other national, state, county or other applicable laws.

The Employer agrees that all benefits, terms and conditions of employment relating to the status of Employees, which benefits, terms and conditions of employment are not specifically set forth in this Memorandum of Agreement, shall be maintained at not less than the highest standards in effect at the time

of the commencement of the collective bargaining negotiations between the parties leading to the execution of this Memorandum of Agreement.

Unless a contrary intent is expressed in this Memorandum of Agreement, all existing benefits, rights, duties, obligations and conditions of employment applicable to any Employee pursuant to any rules, regulations, instruction, directive, memorandum practice, statute or otherwise shall not be limited, restricted, impaired, removed or abolished.

ARTICLE III

NON-DISCRIMINATION

A. The Employer and the Union agree that there shall be no discrimination against any employee because of race, creed, color, religion, sex, national origin or political affiliation.

B. The Employer and the Union agree that all employees covered under this Agreement have the right without fear of penalty or reprisal to form, join, and assist any employee organization or to refrain from any such activity. There shall be no discrimination by the Employer or the Union against any employee because of the employee's membership or non-membership or activity or non-activity in the Union.

C. All references in this Agreement to the male gender are used for convenience only and shall be construed to include both male and female employees.



## ARTICLE IV

### ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. The Borough agrees that it will not enter into any collective negotiations Agreement with any organization other than with Local 945 Teamsters with regard to the employees covered in Article I, Recognition, so long as it continues to represent such employees during the Terms of this Agreement.

B. The Union shall be responsible for acquainting its members with the terms and provisions of this Agreement, and shall make every reasonable effort to secure compliance by its members with those terms and conditions.

C. The Union business agent and/or his representatives previously designated by the Union shall be admitted on the premises of the Borough for Union business, and can raise with the Borough any questions concerning the enforcement and applicability of this Agreement and all terms and conditions of employment. These actions by Union business agent and/or representatives shall be only during regular business hours and upon prior notice to the Superintendent.

D. The Union may designate two (2) employee representatives who can raise with the Borough any questions concerning the enforcement and applicability of the Agreement, and all terms and conditions of employment. The Union shall furnish to the Borough in writing within thirty (30) days of the date of the signing of this agreement the names of the representatives and notify the Borough of any changes within thirty (30) days after said change is made.

E. The designated Association representatives shall be granted time with pay during working hours to investigate and seek to settle grievances, when requested by the Superintendent, and to attend all meeting and conferences on collective negotiations with Borough officials when such meetings or conferences are scheduled by the Borough. All other investigation shall be on their own time.

ARTICLE V  
DUES DEDUCTIONS

A. The BOROUGH agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Union.

B. If during the life of this Agreement there shall be any change in the rate of membership dues, the UNION shall furnish the Borough written notice thirty (30) days prior to the effective date of such change and shall furnish to the BOROUGH either new authorizations from its members showing the authorized deduction for each employee, or an official notification on the letterhead of the UNION advising of such changed deduction.

C. The UNION shall indemnify, defend and save the BOROUGH harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the BOROUGH in reliance upon salary deduction authorization cards submitted by the Union to the BOROUGH or in reliance upon the official notification on the letterhead of the UNION and signed by the UNION advising of such changed deduction.

D. A written dues authorization may be withdrawn in accordance with N.J.S.A. 52: 14-15 9e as amended, or may be amended.

E. The BOROUGH agrees to remit to said UNION all such deductions quarterly for which such deductions are made.

The BOROUGH shall deduct dues from the employees vacation payments for employees who are on vacation during the week in which the UNION dues deduction would otherwise be made.

F. Where an employee is not on the payroll during the week in which the deduction is to be made, or has no earnings, or insufficient earnings during the week, or is on leave of absence, the BOROUGH shall deduct dues from the next earnings check of the employee. The BOROUGH shall submit with each due remittance, a report, listing all seniority employees alphabetically and the amount of dues, if any, deducted for each employee.

ARTICLE VI

PROBATIONARY PERIOD

All employees hired during the term of this Agreement shall serve a probationary period of one hundred and twenty (120) days. During this probationary period, the BOROUGH reserves the right to terminate the probationary period for reasons of inefficiency or misconduct or any other good cause. A probationary employee so terminated shall not have recourse for the probationary period set forth in this Agreement.

*York*

ARTICLE VII

SENIORITY

A. SENIORITY - Seniority is defined as employment based on the length of continuous service with the BOROUGH from the date of hire.

B. SENIORITY LIST - A seniority list shall be made available to the Union twice a year - January 1 and July 1 showing the date of hire and rank or last date of rehire of all employees in the bargaining unit by the Borough Clerk's Office.

C. Seniority shall prevail in all matters where a preference may be established, such as, without limiting the generality of the foregoing, economic layoffs and recall and vacation choices. The person or persons last hired shall have the last preference.

D. An employee shall on the date worked immediately following the successful completion of the probationary period be considered to have seniority as of the date of hire.

ARTICLE VIII  
DISCIPLINE

A. Discipline of an employee shall be imposed only for cause. Discipline under this Article means oral or written reprimand, fine, suspension, reduction in grade or dismissal from service, based on the personal conduct or performance of the employee involved.

B. In all matters where disciplinary action is contemplated, the Borough shall supply forthwith the employee and the Union office with the charges.

C. Upon charges being brought against an employee, the employee and Union office shall be immediately supplied with the charges and any written documentation submitted.

ARTICLE IX  
GRIEVANCE PROCEDURE

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 interpretation, application or enforcement of any provisions of this Agreement, or involve disciplinary matters. 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 having a grievance to discuss the matter informally with the DPW Superintendent.

B. Definition

The term "grievance" as used herein means any controversy arising over the interpretation, application or enforcement of any provision of this Agreement, or involve disciplinary matters, by an individual or the Union on behalf of an individual or group of individuals.

C. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement, and shall be followed in its entirety unless any step is waived by mutual consent:

Step One:

a. An aggrieved employee of the Union shall institute action under the provisions hereof within five work days of the occurrence of the grievance by filing a written grievance with the immediate Supervisor of the aggrieved employee. An earnest effort shall be made to settle the differences between the aggrieved employee and the Borough, through their immediate supervisor.

Step Two:

a. In the event the grievance has not been resolved through Step One, then within (10) days following the determination of the immediate supervisor, the employee of the Union, may submit the matter in writing to the Personnel Committee of the Borough Council.

b. The Personnel Committee shall review the matter and make a written determination within 20 days from the receipt of the grievance.

Step Three:

a. If the grievance is not settled through Steps One and Two, the Union or the aggrieved employee may refer the matter to the Mayor and Council within ten (10) days after the time period for determination by the Personnel Committee has expired. The decision of the Mayor and Council shall be rendered not later than thirty (30) days from the date of closing the hearing.

Step Four:

Within 30 days after the decision of the Mayor and Council, the aggrieved or the dissatisfied party may submit the matter to advisory arbitration.

Step Five:

If the aggrieved person or the Association is not satisfied with the disposition of his grievance at Step Three and/or Step Four, or if no decision has been rendered within thirty (30) calendar days as aforesaid, he may file in any court of competent jurisdiction seeking a plenary hearing with regard to the issue involved.

The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, the grievance shall be deemed to have been waived. If any grievance is not processed to the next succeeding step in the Grievance Procedure within the time limits prescribed, then the disposition of the grievance at the last proceeding steps shall be deemed to be conclusive. Nothing herein shall prevent the parties from

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mutually agreeing in writing to extend or contract the time limits provided for processing the grievance at any step in the Grievance Procedure.

Step Six:

In the event that disciplinary action is taken against an employee and the penalty imposed is suspension of 30 days or more or dismissal, Steps Four and Five are eliminated, and the matter shall be submitted to binding arbitration within 30 days after the decision of the Mayor and Council. An arbitrator shall be selected, pursuant to the Rules of the American Arbitration Association, and all parties shall be bound by the findings of this arbitrator. The arbitrator shall render a decision within thirty (30) days from the date of closing the hearing. The costs for the services of the arbitrators shall be borne equally by the Borough and the Union.

ARTICLE X  
AGENCY SHOP AGREEMENT

A. REPRESENTATION FEE

The Borough agrees to deduct the fair share fee from the earnings of those employees who elect not to become a member of the Union. At the present time, it is agreed by and between the parties to this Agreement that eighty five (85%) per cent of the Union dues of an employee represents a fair share fee. However, both parties understand that a fair share assessment notice may be furnished to the Borough by the New Jersey Public Employment Relations Commission, and in that event, that percentage will control.

B. PAYMENT OF FEE

Payment of the fee shall be made in the same manner at the same time of payment of the Union dues.

C. MISCELLANEOUS

The Union shall indemnify, defend and save th Borough harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Borough in reliance upon fair share fee information furnished by the Union, or its representatives.

ARTICLE XI

MAINTENANCE OF WORK OPERATIONS

A. During the terms of this Agreement, the Union agrees not to engage in or support any strike, work stoppage, slowdown, or other job action by employees covered by this Agreement but shall not be liable for unauthorized action of employees covered by this Agreement.

It is understood that violation of the provisions of this Article may subject any Employee participating in or condoning such activity to disciplinary action by the Employer, without benefit of the grievance procedure. Such disciplinary action may include termination of employment, or any other appropriate lesser form of discipline, subject to applicable provisions of state statute and other applicable provisions of this Agreement.

B. No lockout of employees shall be instituted or supported by the Borough during the term of this Agreement.

C. These agreements are not intended to limit the freedom of speech of the Union or its members.

ARTICLE XII

MILITARY LEAVE

*Military leave for Officers serving or training with the National Guard or the Armed Forces of the United States will be granted in accordance with Federal and State laws applying to such cases.*

*copy*

ARTICLE XIII

BEREAVEMENT LEAVE

A. Employees shall be granted three days leave upon the death of spouse, children, parents and brothers and sisters.

B. Employees shall be granted one day leave with pay for the death of all in-laws including, father, mother, brother, sister, son and daughter. In addition to the days permitted with pay for the death of any of the above, employees will be permitted up to five days additional leave either with pay or vacation. This time can be extended with the<sup>written</sup> consent of the superintendent taking into consideration the needs of the department.

ARTICLE XIV

PERSONNEL FILES

A. Established personnel files are confidential records which shall be maintained under the direction of the DPW Committee, or its designee.

B. Employees covered under this Agreement may review any written evaluation reports or written complaints which may be contained in his personnel file.

C. Whenever a written complaint from the Mayor and Council of any person in a supervisory role concerning an employee is placed in his personnel file, a copy shall be furnished to him and he shall be given the opportunity to rebut same in writing, if he so desires.

D. An employee may date and initial documents in his file when reviewing his file. If an employee elects to date and initial his file, he shall date and initial all documents in his file.

ARTICLE XV

BULLETIN BOARDS

The Borough shall permit the Union to maintain a bulletin board to post notices to members of the unit, for the purpose of posting notices dealing with proper and legitimate Union business and activities and concerning other appropriate notices with respect to the welfare of employees in this unit. Each Union notice to be posted shall be sent to the DPW Committee with a covering letter authorizing the posting of such notice, and signed by an officer of the Union, over the seal of the Union organization. The board will be located in the DPW garage at a mutually agreeable location.

ARTICLE XVI

SUBCONTRACT

The employer prior to issuance of any contract, the purpose of which is to subcontract bargaining unit work, which does or may result in layoff of members of the unit, agrees to notify the Union sufficiently in advance of the advertising for such contract for purposes of full and complete discussion of the employer's proposal so that the Union may present suggestions or discussions so as to avoid layoff.



ARTICLE XVII

STANDBY PAY

A. For the period of this contract, standby pay shall be at the rate of \$20.00 per day.

B. It is understood that standby assignments will be given on a rotating basis for all men within the Unit. Any employee may object or refuse standby pay. In the event they all refuse, the Borough shall have the right to assign an employee to work. Standby shall be utilized for weekends and holidays.

C. Any employee on standby shall make himself available so that he can report to work within 30 minutes after being contacted. If an employee is called out to work from standby, he shall receive a minimum of two hours pay. Any employee called out on standby shall be paid at the overtime rate.

ARTICLE XVIII  
BASE ANNUAL SALARY 1985-1987  
D.P.W. WORKERS  
BOROUGH OF NORTHVALE

The base annual salaries of all Employees covered by this Agreement shall be set forth in Appendix "A". Employees shall receive a seven (7%) percent salary increase in 1985, and an additional seven (7%) percent salary increase in 1986, and an additional seven (7%) percent salary increase in 1987.

The base annual salary for the period covered by this Agreement shall be deemed retroactive to January 1, 1985 and any moneys due Employees by virtue of this clause shall be paid as soon after execution of this Agreement as practicable.

ARTICLE XIX

LONGEVITY

*See attached Appendix "B".*

*J.H.*

ARTICLE XX

VACATIONS

A. Vacation allowance shall be as set forth in Appendix C.

B. Employees shall notify employer on or before February 15 of each year of the date they request vacation during the period of April 1 through October 15. Request shall be granted by the Supervisor on a basis of seniority, unless some other need of the department overrides this. No employee on vacation shall be called into work except in cases of extreme emergency confronting the Borough. If the employee is called into work, he shall receive overtime rate pay.

C. Any exception to Paragraph B above will require written approval of the DPW Superintendent and DPW Council Liaison.

D. Any request for vacations made <sup>after</sup> February 15 for the period of April 1 through October 15 of that year shall be at the discretion of the Superintendent.

E. Vacations during the period of October 15 through April 1 may be granted pursuant to the provisions stated above. An employee granted such vacation must be available for one-half (½) hour callback.

ARTICLE XXI

HOLIDAYS

A. Employees shall be entitled to receive the following 12 paid holidays as on attached Appendix "D." The 13th holiday set forth on Appendix D shall take effect in 1986.

B. Holidays which fall on a Saturday, shall be observed on Friday. Holidays which fall on a Sunday shall be observed on Monday.

ARTICLE XXII

CLOTHING ALLOWANCE

A. The Borough agrees to provide uniforms and cleaning of the uniforms on a weekly basis. The Borough will also provide heavy winter jackets to the new employees as of the first year of this contract, namely, 1985. Thereafter, in the year 1987 the Borough will provide the two existing employees, namely, Edward Keegan and Roger Ronk, with new jackets.

B. Each employee shall be allocated up to \$125 for the purchase of two pairs of work shoes for the calendar year 1985. In 1986 each employee shall be allocated up to \$150 for the purchase of two pairs of work shoes. In 1987 each employee shall be allocated up to \$150 for the purchase of two pairs of work shoes.

C. Payment shall be made upon vouchers submitted to the Borough in each year of this Agreement.

ARTICLE XXIII

SICK LEAVE

*Sick leave shall be granted in accordance with the Appendix "E" attached.*

ARTICLE XXIV

WORK BREAKS

Employees shall be permitted two (2) work breaks per work period of 15 minutes in the morning and 15 minutes in the afternoon. The time shall be determined by the Superintendent and shall be broken into the first half of the day and the second half of the day.

LONGEVITY

Effective January 1, 1985, the following longevity schedule shall be applicable:

- 2% of the base annual pay after 5 years of service.
- 4% of the base annual pay after 9 years of service.
- 6% of the base annual pay after 13 years of service.
- 8% of the base annual pay after 17 years of service.
- 10% of the base annual pay after 21 years of service.

This shall be paid in two installments with 1st pay check in July and 1st pay check in December of each year.

APPENDIX "B"



VACATIONS

If an Employee starts before July 15th, count January 1st as his Anniversary Date and he will receive 12 days vacation after January 1st of the following year.

If an Employee starts after July 15th, an Employee will receive 6 days vacation after January 1st of the following year.

After one (1) year of service.....	12 days
After six (6) years of service.....	15 days
After ten (10) years of service.....	16 days
After eleven (11) years of service.....	17 days
After twelve (12) years of service.....	18 days
After thirteen (13) years of service.....	19 days
After fourteen (14) years of service.....	20 days
After fifteen (15) years of service.....	21 days
After sixteen (16) years of service.....	22 days
After seventeen (17) years of service.....	23 days
After eighteen (18) years of service.....	24 days
After nineteen (19) years of service.....	25 days
After twenty (20) years of service.....	26 days

APPENDIX "C"

ARTICLE XXV

OVERTIME PAY

A. Employees shall receive overtime pay of time and one-half the regular pay.

B. Employees shall earn overtime when they have worked more than 40 hours during any work week or as required under any other section of this Agreement.

C. Employees who work 16 or more hours straight shall be paid in the following manner:

1. First eight hours at employees regular rate.
2. The next eight hours or more of work at time and one half rate.
3. The completion of 16 or more hours of work. Eight hours of rest at regular rate.

ARTICLE XXVI

HOSPITALIZATION

The Borough shall provide to all employees covered by Article I the Borough's Blue Cross/Blue Shield and Major Medical Plan, as well as, the Dental Coverage Plan that the Borough has in effect for other Borough employees. The Borough shall not change any such policies without prior notice to the employees and union.

It is understood that if the existing programs are changed by the insurance carriers, such changes shall be binding upon both parties.

SEPARABILITY AND SAVINGS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

DURATION

This Agreement shall be in full force and effect as of date of signing and shall remain in effect to and including December 31, 1987. This Agreement shall continue in full force and effect from year to year thereafter, until one party or the other gives notice, in writing, of its desire to terminate, modify or amend this Agreement. Such notice shall be given no sooner than one hundred thirty five (135) days prior to the expiration of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals at the Borough of Northvale, New Jersey, on this 18 day of March, 1985.

Local 945 Teamsters

BY:

*[Handwritten signature]*  
Robert J. Fusco

BOROUGH OF NORTHVALE

BY:

*[Handwritten signature]*

ATTEST:

*[Handwritten signature]*

Borough Clerk

*[Handwritten initials]*

APPENDIX "A"  
DEPARTMENT OF PUBLIC WORKS

<u>1985</u>	<u>7%</u>
Less than 1 Year of Service	14,636.00
Beginning 2nd year of Service	18,988.22
Beginning 3rd year of Service	21,221.31
Beginning 4th year of Service and thereafter	23,454.40
Crew Chief	550.00

<u>1986</u>	<u>7%</u>
Less than 1 year of Service	15,660.52
Beginning 2nd year of Service	20,317.40
Beginning 3rd year of Service	22,706.80
Beginning 4th year of Service and thereafter	25,096.21
Crew Chief	550.00

<u>1987</u>	<u>7%</u>
Less than 1 year of Service	16,756.75
Beginning 2nd year of Service	21,739.62
Beginning 3rd year of Service	24,296.28
Beginning 4th year of Service and thereafter	26,852.94
Crew Chief	550.00

HOLIDAYS

1. NEW YEAR'S DAY
2. LINCOLN'S BIRTHDAY
3. WASHINGTON'S BIRTHDAY
4. ONE FLOATING HOLIDAY
5. MEMORIAL DAY
6. INDEPENDENCE DAY
7. LABOR DAY
8. COLUMBUS DAY
9. VETERANS' DAY
10. THANKSGIVING
11. CHRISTMAS DAY
12. GOOD FRIDAY
13. DAY AFTER THANKSGIVING

A. Effective January 1, 1985, the above holiday schedule shall be applicable.

B. To be eligible, employees must work the day before and the day after a holiday. Floating holiday may not be used the Wednesday before Thanksgiving or the Monday after.

C. Employees covered in Article I of this Agreement, pursuant to negotiations had between the parties to this Agreement, shall not take Martin Luther King Day as a holiday if and when it becomes law, whether by virtue of federal or state enactment. The parties to this Agreement wish to memorialize herein that at the time the within Agreement was negotiated, it was the desire of the employee to have the day after Thanksgiving added as a holiday rather than Martin Luther King Day.

Section 1 - Definition

Sick leave shall be considered an absence from duty of any permanent employee because of illness, disease, accident or injury.

Section 2 - Sick Leave Allowance

- A. Each permanent employee of the department shall be granted sick leave with pay of not more than twelve (12) working days each calendar year.
- B. During the first six (6) months of employment, which is an employee's probationary period, he will be entitled to three (3) sick days. Sick leave for the remainder of the calendar year, will be prorated at the rate of one (1) day sick leave for each full month of employment.
- C. Because this sick leave policy is being instituted on January 1, 1973, an additional three (3) sick days for each (of from one to a maximum of five) year of prior continuous service will be allowed to each permanent employee. In the event an employee is hired on any date other than the first of the year, he will then be entitled to one (1) day's sick leave for each full four-month period of his first year of employment.

Section 3 - Sick Leave Accumulation

- A. All unused sick leave of any employee during continuous employment shall be accumulated to his credit from year to year.

APPENDIX "E"



- B. Sick leave shall continue to accumulate during the time an employee is on authorized: sick leave, work related sick leave, military leave, or vacation time; and such employee, upon approval of the department head, shall be entitled to such accumulated sick leave of absence with pay, if and when needed.
- C. The accumulated sick leave shall not exceed 130 full working days.
- D. After an employee has accumulated 130 sick days, he will continue to receive twelve (12) sick days a year, but at no time can the accumulated amount exceed 130 days.
- E. An employee who leaves borough service, except for qualified retirement, forfeits all unused sick leave.
- F. Upon notification of proper retirement under the state pension plan, a borough employee may apply for terminal leave to the extent of accumulated sick days. This notification must be made on the January 1st, preceding the first day of the start of the projected terminal leave.

Section 4 - Charges to Sick Leave

- A. In order to receive pay while absent on sick leave, the employee or member of his family shall notify the department head at least one (1) hour before the scheduled work period stating the nature of the sickness. An employee who shall absent himself without such notification will not only be charged with a sick day for each day absent but will be subject to appropriate disciplinary action by the department head or the mayor and council.

- B. Only days that an employee would have been required to work will be charged against sick leave. Provided the department head approves, sick leave shall be charged in an amount of one-half ( $\frac{1}{2}$ ) days for hours off equal to one half ( $\frac{1}{2}$ ) or less of the hours which an employee would have been required to work on the day he applied for sick leave.
- C. An employee, upon approval of the department head, shall be entitled to accumulated sick leave of absence with pay, if and when needed. No sick leave with pay in excess of the leave accumulated to a permanent employee's credit may be granted by the department head.
- D. Any employee who shall have used all his accumulated sick leave and vacation and who requires additional sick leave may from time to time apply to the Council for consideration of an extension of sick leave with pay on a case-by case basis and may grant such an extension for a definite period in accordance with the merits of each case, not to exceed twenty (20) working days. The employee shall submit to an examination by the town physician or such other physician as the Council shall designate and whenever such physician shall report in writing to the Council that the employee is fit for duty, such extension of sick leave shall terminate. In no case shall an extension of sick leave exceed the period approved by the Council.
- E. An employee who becomes ill or has an accident during his vacation may submit to the department head a statement from a physician certifying as to the true nature of the illness or injury. The department head, at his discretion, will decide how many days may be charged against sick leave and allow the employee to take an equivalent number of vacation days during the calendar year at a time which will not interfere with the vacation periods of other employees.

- F. Time off with pay granted by the department head in the event of death in the immediate family will not be charged against sick leave.
- G. An employee who is injured on a second job or a part-time job or any other position will be allowed to use all or any part of his accumulated sick leave while he is unable to perform his normal duties for the Borough of Northvale. If he receives any compensation from another job where he was working, this will be used to reduce the pay he receives from the Borough of Northvale.
- H. An employee of the Borough of Northvale, hurt or injured while performing an official drill or answering an alarm for the Northvale Volunteer Fire Department or the Northvale Ambulance Corps, will receive full pay for that period of time that he is unable to perform his duties as an employee; this time will not be charged against his accumulated sick leave. Payments made to such a member while on sick leave as compensation insurance shall be deducted from the amount to be paid the employee by the town during such time in which he is carried on the town's payroll.

Section 5 - Medical Certificate

- A. Employees absent for any period of two or more consecutive working days may be required to submit a doctor's certificate of illness.
- B. When it is reasonably presumed that an employee or a member of the immediate family is suffering from a contagious disease which might endanger the health of other employees of the department, then a medical certificate may be required from the employee's physician and if determined necessary, from the Department of Health.
- C. When an employee is on a prolonged absence (which is over ten (10) days) such employee shall submit to a physical examination by a physician designated by the municipality.

Such physician shall report in writing concerning the fitness of the employee to work and when the employee is fit to work, his sick leave shall terminate. This examination shall be at the expense of the municipality.

- D. An employee on sick leave, when physically able, may be required by the department head to report once a week or visit the town physician if so ordered.
- E. Failure of an employee to comply with any of the above requirements may result in forfeiture of his salary during the entire sick leave or other appropriate disciplinary action.

Section 6 - Work Related Sick Leave

- A. In case an employee is disabled; either through injury or illness resulting from or arising out of his employment, as evidenced by the certificate of the town physician or such other physician as the town shall designate, he may receive sick leave for an initial period of thirty (30) days. Should further additional sick leave be necessary, an examination by the town physician or such other physician as the town shall designate will be used as the only basis for granting additional leave up to a total of one (1) year with full pay. These examinations and additional leave will be at thirty (30) day intervals. The examining physician will be required to submit in writing a report after each examination on the sick or injured employee's condition. Payments made to such a member while on sick leave as compensation insurance shall be deducted from the amount to be paid the employee by the town during such time in which he is carried on the town's payroll. Sick leave due to a work related disability will not be charged against an employee's sick leave time.

*CFL*