

**COLLECTIVE BARGAINING AGREEMENT**

**Between**

**THE TOWNSHIP OF HOLMDEL (White Collar)**

**and**

**IAIW Local 1**

**January 1, 2017 - December 31, 2019**

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This Agreement made this \_\_\_\_ day of \_\_\_\_\_ 2017 between the TOWNSHIP OF HOLMDEL having offices at 4 Crawfords Corner Road, Holmdel, New Jersey (hereinafter referred to as “the Township”), and IAIW LOCAL 1, having offices at 602 Higgins Avenue #182, Brielle, New Jersey, 08730 (hereinafter referred to as “the Union”).

**ARTICLE I**

**Recognition**

A. In accordance with the provisions of the New Jersey Public Employment Relations Act, the Township recognizes IAIW Local 1, as the sole and exclusive representative for collective negotiations concerning the terms and conditions of employment for all White Collar and Communications Operators regularly employed by the Township, including the Assistant Tax Collector, Purchasing Clerk, and Technical Assistant to the Construction Official.

Excluded from the Union are: the Deputy Clerk, Court Administrator, Planning Board Secretary, Code Enforcement Officer, Personnel Aide, Administrative Secretary, Supervisor of Accounts, Recycling Coordinator, Zoning Officer, Principal Account Clerk/Finance, all managerial executives, confidential employees, Police, supervisory employees within the meaning of the Act, professional employees, craft employees, casual employees, and all Blue Collar employees employed by the Township.

B. **Probationary Employees.** All newly hired employees shall be subject to a ninety (90) day probationary period. The purpose of said probationary period is to enable the Township to evaluate the employee’s work performance and conduct. If, at any time during or at the end of the probationary period, the conduct and/or performance of the employee is found by the Township to be unsatisfactory, the Township has the right to terminate the employee. The decision of the

Township regarding the termination of employees who are probationary in status shall not be subject to the grievance procedure or any other recourse in law or equity.

All contractual benefits will begin to accrue immediately for probationary employees, but cannot be utilized until after permanent status is obtained. Leave time, including sick, personal and vacation time benefits, will begin to accrue immediately for probationary employees, but cannot be utilized, except for holidays, until after the successful completion of the ninety (90) day probationary period. Insurance benefits, i.e., Health, Dental and Disability, shall commence in accordance with the requirements of the specific plan.

**ARTICLE II**

**Dues Check-Off**

A. Upon receipt of a duly signed authorization, the Township shall deduct membership dues and remit dues deducted as directed on the authorization card.

The Union will provide the necessary check-off authorization forms and secure the signatures of its members on said forms, and deliver said forms to the designated Township officials as provided for in N.J.S.A. 52:14-15.9(e).

B. The amount of monthly dues will be certified in writing by a check-off list submitted by the Treasurer of the Union and the amount shall be uniform for all members.

C. No deduction will be made for any month in which there is insufficient pay available to cover same after all deductions required by law have been made. Deductions for a prior month's dues will not be made in respect to such dues, except where the Township, through error or oversight, failed to make the deduction in any monthly period.

D. Dues deducted from employees' pay will be transmitted by check as directed as soon as practicable after the deductions have been made, together with a list of names showing employees for whom deductions have been made.

E. The Union indemnifies, defends and holds the Township harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken by the Township in reliance upon the salary deduction authorization cards submitted by the Union to the Township or any action taken by the Township under all sections of this Article.

F. The Township and the Union agree that the Township shall deduct the sum of eighty-five (85%) percent of the rate of the Union dues from each and every non-Union member of the bargaining unit(s) represented by the Union after attaining thirty (30) days of employment and shall remit the agency shop fee to the Union on a monthly basis. This agency shop agreement shall conform to all provisions of the New Jersey Agency Shop Statute.

### **ARTICLE III**

#### **Bulletin Boards**

A. Space on existing bulletin boards will be made available to the Union for the purpose of posting Union notices relating to meetings, dues, entertainment, health safety and welfare of Union members.

B. Materials to be posted on the bulletin boards will be signed by the shop steward and in no event shall any material be posted which is deemed by the Township Administrator or their designee to be detrimental to the good order of the Township.

## ARTICLE IV

### Grievance Procedure

A. A grievance shall mean a complaint by a member of the bargaining unit that there has been to him/her a misinterpretation or misapplication of the terms and conditions of this Agreement.

B. **Level One:** Within fourteen (14) calendar days after the occurrence of the condition giving rise to the grievance, a grievance may be submitted in writing to the immediate Supervisor by the grievant with or without a Union Committee Representative. Within five (5) business days thereafter, a written reply shall be given by the Supervisor to the grievant and Union Section Representative.

**Level Two:** Within five (5) business days from receipt of the Supervisor's reply, the Union may submit the unresolved grievance in writing to the Department Head.

**Level Three:** Within five (5) business days from receipt of the Department Head's reply, the Union may submit the unresolved grievance in writing to the Township Administrator. The Township Administrator, in their discretion, shall either review the grievance as submitted in writing and provide a written decision within five (5) business days from the date of the submission, or hold a meeting with the Union Section Committee and the grievant within the five (5) business days, and within ten (10) business days after hearing the grievance, the Township Administrator shall submit a decision in writing.

In grievances where the Supervisor and the Department Head is the same person, Level Two will be omitted and the matter will proceed to Level Three.

**Level Four:** If the grievance is not settled through Steps One through Three, either party may refer the matter to the New Jersey Public Employment Relations Commission within

twenty (20) calendar days after the determination of the Township Administrator or their designee. An arbitrator shall be selected pursuant to the rules and regulations of the New Jersey Public Employment Relations Commission.

The arbitrator shall be limited to the issue before them. The arbitrator shall be prohibited from hearing more than one (1) grievance except by mutual consent of the parties. The arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented. The arbitrator shall not have the authority to add to, modify, detract from, or alter in any way the provisions of this Agreement or any amendment or supplement thereto. The decision of the arbitrator shall be advisory and therefore not binding upon the parties. Any grievance concerning disciplinary action shall not proceed to Level Four of this Article.

C. 1. Any grievance not presented under the Grievance Procedure described herein by the employee within fourteen (14) calendar days of the occurrence of the condition giving rise to the grievance shall not thereafter be considered a grievance under this Agreement unless such time limit is extended by the Township. No payment shall be retroactive prior to the date of a grievance unless by mutual agreement which must be in writing.

2. Should any appeal from the disposition of a grievance by a representative of the Township not be taken by the Union within the time limits set forth in Section B of this Article, then the grievance shall be considered settled and any further action under the Grievance Procedure shall be forever barred. Any disposition of a grievance accepted by the Union, or from which no appeal has been taken by the Union, shall be final and conclusive and binding upon the employee, the Township and the Union.

3. If the Township does not respond to a grievance within the time periods set forth in the Grievance Procedure and the Union wishes to pursue the grievance, the Union shall

advance the grievance to the next step at the expiration of the time period for the Township to respond to the grievance.

**ARTICLE V**

**Union Section Committee Business and Visitation**

A. After first receiving the permission of the Township Administrator or his/her designee, the Union's Section Representative or any officer of the local Union shall have admission to the Township premises during working hours for the purpose of ascertaining whether this Agreement is being carried out in good faith, or for the purpose of assisting in the adjustment of any grievance which may have arisen. No such Representative, however, shall have the privilege of roaming about the premises. The Representative shall not, in any way, interfere with the operation of the Department during working hours and this privilege shall be so exercised as to help at a minimum time loss thereby to the Township.

B. Shop Stewards designated by the union are specifically granted to meet with, discuss resolution of grievances with, and adjust other issues which do not require renegotiation of the collective bargaining agreement with authorized representatives of management. Any change in identity of the union's stewards shall be made known to the Township Administrator upon such change.



## ARTICLE VI

### Hours of Work and Overtime

#### A. Hours of Work

1. **Clerical Employees:** The workweek shall be thirty-five (35) hours per week exclusive of a one-hour lunch break for all full-time clerical employees in the bargaining unit. Lunch hours shall not be used to leave work early. All employees working the thirty-five (35) hour workweek shall be entitled to overtime at the rate of time and one-half after thirty-seven and one-half (37 ½) hours in any week.

2. **Police Department Non-Clerical Employees:** The Township further agrees that all full-time non-clerical employees in the Police Department shall work eight (8) hours per day, forty (40) hours per week, five (5) days per week.

3. These definitions shall not be construed as a limitation on the number of hours of work which the Township may require, subject to the overtime provision of this Agreement.

4. The Township shall have the right, for the efficient operation of its facilities, to make changes in the starting and stopping time of the daily work schedule, and to vary from the daily work schedule. Except in cases of emergency, the Union will be given three (3) weeks' notice of any permanent change in the schedule of working hours.

5. Those employees whose regular work shift requires them to work on Saturday and/or Sunday will be entitled to a shift differential added to base pay for the period of time they are assigned to the Saturday or Sunday shift. For Saturday work, the differential will be five percent (5%) of the regular rate of pay for all regular shift hours worked on Saturday. For

Sunday work, the differential will be ten percent (10%) of the regular rate of pay for all regular shift hours worked on Sunday.

**B. Overtime**

1. The Union recognizes the Township's need for and right to require reasonable amounts of overtime.

2. The amount of overtime and the schedule for working such overtime will be established by the Township. The Township agrees that it will give reasonable prior notification of any scheduled overtime, unless circumstances preclude the Township from giving such prior notification.

3. Overtime shall be equally distributed to the extent possible among the employees who normally perform the work to be completed. No overtime shall be worked or paid for unless first authorized by the supervisor in charge.

4. The Township agrees that it will pay time and one-half (1 ½) the regular straight-time hourly rate for all authorized time actually worked in excess of thirty-seven and one-half (37 ½) hours of work (exclusive of any lunch break) in the standard work week. However, those employees presently receiving time and one-half (1 ½) after their regular work week shall continue to do so.

5. When it becomes necessary for any employee eligible for overtime to return to duty from his/her place of residence or other location, for other than that time which would be a continuation of the employee's regular work day or time that would continue into the regular work day, they shall be entitled to call-in pay. The employee is guaranteed a minimum of two and two-thirds (2 2/3) hours at the overtime rate or the equivalent of four (4) hours at their hourly rate.

6. When an employee is called in to work on a holiday, the employee shall receive the regular holiday pay plus pay at the rate of time and one-half (1 ½) for the hours worked that day.

7. There shall be no pyramiding of overtime.

8. Employees who are required to work during a period of time that Township offices are closed based on a State of Emergency declared by the Governor will be entitled to be paid at time and one-half for hours worked during the declared State of Emergency.

9. Compensatory time shall be administered as per the Fair Labor Standards Act with a bank not to exceed 120 hours of which use shall not be unreasonably denied.

## **ARTICLE VII**

### **Holidays**

1. For purposes of this Agreement, there shall be thirteen (13) named holidays plus two (2) floating holidays. The Union shall be provided with the dates of the thirteen (13) named holidays in December of the preceding year.

2. The employees who are on leave of absence without pay will not be eligible for holiday pay.

3. In the case of employees whom the employer deems to be sick time abusers, in order to qualify for holiday pay, those employees must work their scheduled work day immediately following the holiday or holiday weekends unless currently on vacation, bereavement or extended sick leave.

**ARTICLE VIII**

**Vacation**

A. Employees shall earn vacation on the basis of the following schedule:

1 day per month for the first year of employment	
1 year to the beginning of 5 years	13 days
5 years to the beginning of 10 years	15 days
10 years to the beginning of 15 years	17 days
15 years to the beginning of 20 years	19 days
20 years to the beginning of 25 years	22 days
25 years on	27 days

The effective date for the extra vacation days shall be the employee's anniversary date.

B. Vacation leave should be taken during the calendar year in which it is earned. In the event that available vacation is not used by the end of the benefit year, employees will forfeit unused time, with the exception of five (5) days, which must be used by March 31<sup>st</sup> of the following year. Any other requests to carry vacation are subject to written approval from the Township Administrator.

C. Upon termination of employment, an employee will receive payment for all accrued vacation leave. An employee whose employment is terminated prior to the expiration of his probationary period will not be entitled to vacation pay.

D. Scheduling of employees' vacation shall be as follows: The employees in each Department shall pick their vacation according to their seniority in each title. The Township shall have the right to limit when vacations can be taken and the number of employees who can simultaneously take vacation.

E. An employee who has retired or resigned from employment shall be entitled to the vacation allowance for all accrued vacation leave. In the event of the death of an employee, the employee's accrued vacation shall be paid to the employee's estate.

F. An employee may request an early release of his/her vacation check. However, the employee must submit a request for early release of the vacation check at least three (3) weeks prior to the date that the check is to be issued. The request should be on the appropriate form, directed to the Treasurer, and authorized by the Department Head.

## ARTICLE IX

### Sick Leave, Personal Days, Bereavement

A. Sick Leave.

1. Sick leave means absence from post of duty of an employee because of illness, accident, exposure to contagious disease, attendance upon a member of the employee's immediate family seriously ill requiring the care or attendance of such employee, or absence caused by death in the immediate family of such employee. The term immediate family shall mean father, mother, spouse, child, foster child, brother or sister of the employee or spouse. It shall also include relatives of the employee residing in his/her household.

2. If an employee is unable to report for work due to an illness, this fact shall be reported to the Department within two (2) hours of normal starting time, or as soon as possible thereafter. The employee shall notify the Department Head of the cause and probable duration of the absence.

3. In the first calendar year of employment, employees shall be entitled to one (1) day of sick leave for each month calculated from day of employment. Thereafter, employees shall be entitled to fifteen (15) days sick leave each year (which shall be credited to their account

at the beginning of the year). Sick leave can be accumulated without limit during each employee's length of service.

4. Sick leave which is disapproved by the Department Head shall be charged as absence without pay. Any amount of sick leave used which exceeds the amount accrued to an employee's account at time of separation from the Township will be deducted from the final salary payment.

5. The Department Head may require proof of illness of an employee on sick leave whenever such requirement seems reasonable. Abuse of sick leave shall be cause for disciplinary action. In all cases, after an employee has been absent from work due to illness for a period of more than five (5) consecutive work days, or for more than ten (10) days during a calendar year, the Department Head shall require the employee to furnish a medical certificate of a physician having knowledge of the employee's condition in support of the employee's absence from work. Failure of the employee to submit the medical certificate could result in the sick leave absence being disapproved and the absence charged to absence without pay and may be considered cause for further disciplinary action. The cost of a medical certificate shall be borne by the employee.

6. Nothing herein shall preclude a Department Head in an appropriate case from requesting an employee to submit to a medical examination at the Township's expense by a physician selected by the Township for the purpose of establishing the degree of incapacity of an employee or the employee's ability to resume the duties of the position.

7. An employee who is collecting sick pay, workers' compensation benefits, or long-term disability benefits, or who is on any type of sick leave with or without pay, may not work another job for pay without the specific written approval of the Administrator.

8. It is agreed that any employee covered by this Agreement who, at the time of retirement from the Township in good standing and at least ten (10) years employment with the Township, has unused sick time due, shall be paid in a lump sum for the amount of the unused sick time at the employee's current rate of pay up to maximum payout of \$3,500 and shall not change during the term of this contract.

B. **Personal Days.**

Employee shall be entitled to receive up to four (4) personal days per year provided they meet the below criteria.

Employees will be entitled to use two (2) unused days of sick leave as personal days off with pay even if the sick leave accumulation is from the current calendar year. An individual who has no sick days accumulated would not have any personal days off with pay.

Personal days are not in addition to sick pay accumulation but are days off chargeable against sick leave when an individual is not sick. Personal days must be scheduled in advance and approved by the employee's supervisor.

For employees in their first year of employment to be eligible for one personal day from sick leave, employees must work at least three months of the year and to be eligible for the second personal day from sick leave, they must work at least nine months of the year.

In addition to the aforementioned personal days which are chargeable against sick leave, an individual will be entitled to two (2) personal days off with pay per year which are not charged against sick leave and will not accumulate if not used. For employees in their first year of employment to be eligible for one personal day, they must work at least three months of the year and to be eligible for the second personal day they must work at least nine months of the year.

C. **Bereavement.**

An employee is entitled to five (5) days leave with pay in the event of a death in their immediate family. The term immediate family shall be defined to be the employee's parent, spouse, child (including foster child), brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law or stepparent. Additional time may be granted at the discretion of the Department Head and, if granted, shall be deducted from the employee's accumulated sick leave. Such leave shall be taken only in conjunction with funeral and memorial services at the time of death.

All employees shall be entitled to one (1) day of bereavement leave with pay in the event of the death of the employee's and/or spouse's Aunt, Uncle, Niece or Nephew. Said day to be taken in connection with the funeral or memorial service at the time of death.

**ARTICLE X**

**Salary**

A. **Salary Increases**

1. Effective January 1, 2017, all employees in the bargaining unit in the Township's employ on the date of the scheduled wage increase and eligible for a wage increase shall receive a two percent (2%) salary increase.

2. Effective January 1, 2018, all employees in the bargaining unit in the Township's employ on the date of the scheduled wage increase and eligible for a wage increase shall receive a two percent (2%) salary increase.

3. Effective January 1, 2019, all employees in the bargaining unit in the Township's employ on the date of the scheduled wage increase and eligible for a wage increase shall receive a two percent (2%) salary increase.



B. Starting Salary

The starting salary shall be set by the Township. In no event shall a new employee's starting salary be lower than the salary range set forth in the Township's adopted salary ordinance. No newly hired employee shall be paid higher than an existing employee in the same position.

C. Any newly hired employee must be on the Township payroll a minimum of four (4) months before the employee is eligible for any salary increase provided for in Section A. This does not preclude the Township from exercising its option to increase a newly hired employee's salary in accordance with Section B.

D. A one-time lump sum payment in each of the anniversary years will be made to bargaining unit members in recognition of their long-term service to the Township. Said lump sum payment will be made in the year the employee reaches one of the following specific milestone years of employment with the Township and shall be paid on the employees anniversary date as follows:

10 consecutive years of employment with Holmdel Township - \$1,000

15 consecutive years of employment with Holmdel Township - \$1,500

20 consecutive years of employment with Holmdel Township - \$2,000

25 consecutive years of employment with Holmdel Township - \$2,500

30 consecutive years of employment with Holmdel Township - \$3,000

E. Effective January 1, 2017, longevity, as established under Section D of this Article, shall be rolled into the base salary and eliminated based on the following:

1. There will be a five (5) year step added in the amount of \$500.
2. The amount of the next highest anniversary step from the last step the employee reached shall be rolled into their base salary.

F. Employees who are assigned as “acting” in a higher title for more than ten (10) days shall receive a ten percent (10%) out of title pay increase during the time serving in an “acting” capacity.

## ARTICLE XI

### Seniority

A. The Township agrees that it is bound to the seniority rights as established by applicable Department of Personnel (Civil Service) Laws and Regulations.

B. The Township shall supply the Union with a seniority roster which shall contain the job classification and the date on which each employee was given permanent employment.

C. The employment anniversary date for individuals employed by the Township shall be established in respect to the actual employment date.

## ARTICLE XII

### Management Rights

A. The management of the Township’s operations and the direction of the working forces are vested exclusively in the Township. Except as expressly limited by this Agreement, the Township retains the sole right to determine all matters pertaining to the work force, including but not limited to the right to hire, train, discipline, demote, suspend, discharge, lay off and promote; to promulgate reasonable rules and regulations; to assign job duties to the work force; to create, change, combine or eliminate jobs; to determine job duties, qualifications, classifications and requirements; and to 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. The above mentioned management rights are not to be interpreted as being all-inclusive, but merely indicate the type of rights which belong to and are inherent to management.

## ARTICLE XIII

### Discipline

A. Where the Township and/or its designee imposes or intends to impose discipline for just cause, notice of such discipline shall be given to the affected employee and the Union. Subsequently, the employee shall be provided with a preliminary notice of disciplinary action. Where possible, a hearing shall be conducted prior to the imposition of major discipline except where it is determined that the employee is unfit for duty or is a hazard to any person if permitted to remain on the job, or that an immediate suspension is necessary to maintain safety, health, order, or effective direction of public services.

Grievances regarding disciplinary action shall not proceed beyond Level Three of the grievance procedure set forth in Article IV.

## ARTICLE XIV

### Promotions

A. Promotions and vacated positions: Notices of all job vacancies in the bargaining unit shall be posted by the Township on the employee bulletin boards throughout the various work areas for fifteen (15) calendar days. The notices will contain: job classification, requirements, salary range, place of employment, and the hours of work. All permanent employees in the bargaining unit shall be given the chance to apply in writing to the Township to fill these job opportunities prior to the position being offered to the outside.

B. Upon request, the Township will forward to the Union any current or amended Civil Service Certification List.

**ARTICLE XV**

**Discrimination**

A. Neither the Township nor the Union shall discriminate against any employee by reason of race, creed, sex, age, handicap, color, political or religious affiliation, or national origin.

Any employee who believes that he/she has been discriminated against may confidentially file a grievance directly to the Administrator or Assistant Administrator rather than follow the normal grievance procedure, if the employee prefers.

B. Where the words "he", "she", "him", or "her" are used in this Agreement, it shall mean both genders.

**ARTICLE XVI**

**Fully Bargained Provisions**

This Agreement represents and incorporates the complete and final understanding of settlement by the parties of all negotiable issues which were or could have been the subject of negotiations.

**ARTICLE XVII**

**Leave of Absence**

A. **On-The-Job Injury.**

Any employee disabled in the course of his work shall be continued on the payroll for ninety (90) calendar days, subject to endorsement of workers' compensation checks to the Township during that period. Such time shall not be chargeable to sick leave accumulation.

After ninety (90) days, the employee shall no longer be carried on the regular payroll, but shall be paid by the various insurance coverages the Township provides or, at his option, be paid his regular pay charged against his accumulated sick leave for as long as he is disabled and has

sick leave available, subject to offset for workers' compensation benefits. When sick leave is used up, the insurance coverages shall be the source of payment for as long as the disability continues.

**B. Non-Work Related Disability.**

Any employee disabled other than in the course of work shall be paid to the extent the employee has accumulated sick leave available. After ninety (90) calendar days, the long-term disability insurance policy shall take over benefits or, for an employee with additional accrued sick leave, at the employee's option, sick pay until it is used up, at which time the insurance shall continue until the disability ends.

An employee who requires additional leave after his/her accumulated sick leave with pay has been used can request, in writing, that a leave of absence without pay be granted.

**C. Leave Without Pay.**

An employee may request, in writing, a leave of absence without pay. Such leave may be granted by the Administrator for a period not to exceed one year at any one time. No further renewal may be granted except upon approval by the Department of Personnel. Temporary employees shall not be eligible for leave without pay.

**ARTICLE XVIII**

**Maintenance of Work Operations**

The Union and the employees covered by this Agreement hereby agree that there shall be no strike, picketing, slow down, job action or other concerted refusal to render full and complete service. Violation of this clause shall be considered grounds for dismissal and appropriate legal action by the Township. The Township hereby agrees that there shall be no lock-out by the Township.

**ARTICLE XIX**

**Severability**

A. Should any portion of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of said court shall apply only to the specific portion of the Agreement affected by such decision.

B. Similarly, a legislative act or government regulation or order affecting any particular provision of this Agreement shall apply only to the specific portion of the Agreement affected thereby.

**ARTICLE XX**

**Further Negotiations**

During the month of July prior to the ending date of this Agreement, the parties shall confer, at a mutually agreed upon time and place, for the purpose of effecting, if possible, a new continuation of the within Agreement.

**ARTICLE XXI**

**Insurance**

A. The Township shall bear the full cost of health benefits premiums for all employees in the bargaining unit as set forth herein.

Effective January 1, 2017, employees must work at least thirty (30) hours per week to be eligible for health benefits.

Effective January 1, 2017, the Township shall offer one health plan which shall be the Horizon Direct Access Health Savings Account (HSA) Plan.

(a) Those employees hired prior to January 1, 2017 who are not eligible to contribute to a health savings account due to enrollment in Medicare will be permitted to stay in their current plan.

(b) The prescription coverage for the HSA plan shall include one hundred percent (100%) mail-order coverage, after the deductible is met.

(c) The deductible amount of two thousand five hundred dollars (\$2,500) (single coverage) or five thousand dollars (\$5,000) (family, 2 adult or parent/child(ren)) will be placed into a Health Savings Account in the employee's name every calendar year, fully funded by the Township.

All eligible employees shall share the costs of healthcare and dental coverage as required by law. No employee shall contribute less than one and one half percent (1 ½%) of their base salary as their share of said cost. No additional changes shall be made during the term of this contract.

B. The Township reserves the right to change health benefits carrier providing the new health benefits are similar.

C. The Township shall implement a Short Term Disability Benefits program for all eligible employees in the bargaining unit effective September 1, 2000. In order to be eligible for this program an employee must work a minimum of twenty (20) hours per week. An employee shall not be eligible for Short Term Disability benefits until after a seven (7) day waiting period has expired. An employee must satisfy all requirements of the Township's Short Term Disability Program in order to receive the prescribed benefits.

D. **Dental Insurance.**

Employee costs for the Dental Benefit shall be \$15.00 per employee per month for the current plan with a total annual benefit of \$1,000.00. An optional plan with an annual benefit of \$1,500.00 shall be available at the cost of \$21.00 per employee per month.

**ARTICLE XXII**

**Duration of Agreement**

This Agreement shall be effective from January 1, 2017 through December 31, 2019.

**ARTICLE XXIII**

**Communications Operators**

It is understood that other than as set forth herein the terms and conditions of employment of the Communications Operators will be the same as other members of the bargaining unit. The specific articles that do not otherwise apply to the Communications Operators are set forth below.

The following terms and conditions of employment apply specifically to the Communications Operators.

A. **Hours of Work and Overtime (Article VI)**

1. The Township agrees that all full-time Communications Operators shall work eight (8) hours per day, forty (40) hours per week, five (5) days per week.

2. These definitions shall not be construed as a limitation on the number of hours of work which the Township may require, subject to the overtime provision of this Agreement.

3. The Township shall have the right, for the efficient operation of its facilities, to make changes in the starting and stopping time of the daily work schedule, and to vary from the



daily work schedule. Except in cases of emergency, the Union will be given three (3) weeks' notice of any permanent change in the schedule of working hours.

4. **Overtime**

Communications Operators shall receive time and one-half (1 ½) the regular straight-time hourly rate for all authorized time actually worked in excess of forty (40) hours of work (exclusive of any lunch break) in the standard workweek.

5. **Compensatory Time**

The accrual of comp time for dispatchers shall be at the discretion of the Chief of Police. Scheduling of comp time shall be subject to the prior approval of the Chief of Police.

B. **Holidays**

1. Communications Operators will receive thirteen (13) days of holiday pay in a separate check in the last pay period in November of each year. Computation of the aforesaid thirteen (13) days of holiday pay shall be as follows: If an Operator does not work on a holiday, the Operator will receive eight (8) hours pay for the holiday when paid in November. If an Operator works on a holiday, the Operator will receive regular time, plus time and one-half (1 ½) pay for the holiday when paid in November.

2. Communication Operators must use their two (2) floating holidays in the year earned or else said day shall be lost.

3. Dispatchers involved with a call which involves a death shall be entitled to one (1) paid day off for mental health if needed.

C. **Uniforms**

Police Department employees required to wear uniforms shall be supplied an initial issue by the Township and replacement shall be on an as needed basis. A clothing maintenance

fund, administered on a voucher basis, shall be set by the Chief of Police each year and then shall be evenly distributed among the eligible Police Department employees.

IN WITNESS WHEREOF the undersigned have caused this Agreement to be signed by the appropriate officer of each party thereto on this 13 day of July 2017.

ATTEST:

  
\_\_\_\_\_  
Denna Vieira  
Township Administrator

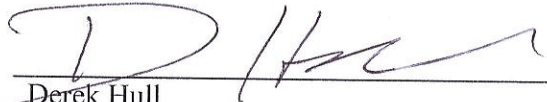
TOWNSHIP OF HOLMDEL

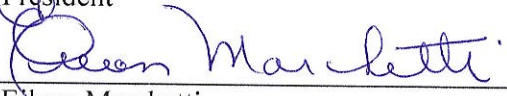
  
\_\_\_\_\_  
Gregory Buontempo  
Mayor

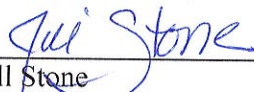
ATTEST:

\_\_\_\_\_

IAIW, LOCAL 1

  
\_\_\_\_\_  
Derek Hull  
President

  
\_\_\_\_\_  
Eileen Marchetti

  
\_\_\_\_\_  
Jill Stone