

RESOLUTION NO. 214 - 2019

**BOROUGH OF SEA GIRT
COUNTY OF MONMOUTH**

**RESOLUTION TO RATIFY COLLECTIVE BARGAINING AGREEMENT BETWEEN THE
BOROUGH OF SEA GIRT AND TEAMSTERS LOCAL 97**

UPON MOTION of Council President Fetzer, seconded by Councilman Mulroy, carried, that the following Resolution be and the same is hereby adopted:

WHEREAS, the Borough of Sea Girt (hereinafter referred to as "Borough") is a public employer within the meaning of the New Jersey Public Act; and,

WHEREAS, Teamsters Local 97 (hereinafter referred to as "Union") is duly recognized labor organization under the Public Employment Relations Act; and,

WHEREAS, the Borough and the Union are parties to a collective bargaining agreement which expires on December 31, 2019; and,

WHEREAS; the Borough and Union have engaged in good faith collective bargaining; and,

WHEREAS, the Borough and the Union amicably reached an agreement; and,

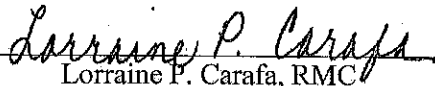
NOW, THEREFORE, BE IT RESOLVED THAT the Borough hereby ratifies the attached agreement which is on file at the clerks office.

Recorded Vote:

	AYES	NAYS	ABSENT	ABSTAIN
Councilman Clemmensen	X			
Councilman Mastroilli	X			
Councilman Begley	X			
Council President Fetzer	X			
Councilman Mulroy	X			
Councilwoman Anthony	X			

CERTIFICATION

I, Lorraine P. Carafa, Municipal Clerk of the Borough of Sea Girt, County of Monmouth, State of New Jersey, do hereby certify that the foregoing is a true and exact copy of the Resolution that was adopted by the Borough Council of the Borough of Sea Girt at its Regular Meeting held the 4th day of December, 2019.


Lorraine P. Carafa, RMC
Municipal Clerk

AGREEMENT

between

THE BOROUGH OF SEA GIRT

and

TEAMSTERS LOCAL 97

JANUARY 1, 2020 THROUGH DECEMBER 31, 2022

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PREAMBLE

THIS AGREEMENT, entered into this 11th day of December, 2019, by and between the BOROUGH OF SEA GIRT in the County of Monmouth, a Municipal Corporation of the State of New Jersey (hereafter referred to as the "Borough" or "Employer"), and the TEAMSTERS LOCAL 97 (hereafter referred to as the "Union"), represents the complete and final understanding on all bargainable issues between the Borough and the Union.

ARTICLE I

RECOGNITION

A. The Borough hereby recognizes the Union as the exclusive representative for collective negotiations for all Department of Public Works ("DPW") employees, including road repairmen, sanitation men, and truck drivers employed in the Borough, excluding all beach personnel and seasonal employees, the Assistant Manager and Manager of Public Works, and all other Borough employees, managerial executives and supervisors within the meaning of the Act.

ARTICLE II

MANAGEMENT RIGHTS

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

1. The executive management and administrative control of the Borough government and its properties and facilities and activities of its employees utilizing personnel methods and means of the most appropriate and efficient manner possible as may from time to time be determined by the Borough.

2. To make reasonable rules of procedure and conduct; to use improved methods and equipment; to determine work schedules and shifts as well as duties; to decide the number of employees needed for any particular time; and to be in sole charge of the quality and quantity of the work required.

3. The right of management to make such reasonable rules and regulations as it may from time to time deem best for the purpose of maintaining order, safety and/or the effective operation of the Department after advance notice thereof to the employees to require compliance by the employees is recognized, except as such rules and regulations contradict the collective bargaining agreement.

4. To hire all employees, whether permanent, temporary or seasonal; and to promote, transfer, assign or retain employees in positions within the Borough.

5. To set rates of pay for temporary, seasonal employees.

6. To suspend, demote, discharge or take any other appropriate action against any employee for good and just cause according to Law.

7. Nothing contained herein shall prohibit the Borough from contracting out any work.

8. To lay off employees by seniority and/or ability to do the work in the event of lack of funds or under conditions where continuation of such work would be inefficient and non-productive.

9. The employer reserves the right to implement a furlough program with thirty (30) days' notice to the employees.

10. In the exercise of the foregoing powers, rights, authority, duties and responsibilities of the Borough, the adoption of policies, rules, regulations, codes of conduct and practices in the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.

11. Nothing contained herein shall be construed to deny or restrict the Borough of its rights, responsibilities and authority under R.S. 40A:1-1, et seq., or any national, state county or local laws or regulations.

12. The parties recognize that the exercise of managerial rights is a responsibility of the Borough on behalf of the taxpayers and that the Borough cannot bargain away or eliminate any of its managerial rights. No grievance may be filed under this Agreement which in any way interferes with, undermines or restricts the exercise of any managerial right by the Borough or any of its authorized managerial executives or supervisory personnel.

ARTICLE III

UNION BUSINESS

A. No Union member or officer or job steward shall conduct any Union business on Borough time except as specified in this Agreement.

B. No Union meetings shall be held on Borough time unless specifically authorized by the Borough.

C. A representative designated by the Union shall be permitted to discuss Union business after authorization is given by the Borough, which authorization shall not be unreasonably withheld, provided that discussion will not interfere with the conduct of the Borough business, or with the duties of any of its employees.

D. Upon request, shop stewards shall be granted a reasonable amount of time to process grievances provided there is no interference with the conduct of Borough business or with the duties of any of its employees.

ARTICLE IV

DISCRIMINATION

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

ARTICLE V

MAINTENANCE OF WORK OPERATIONS

The Union hereby covenants and agrees that during the term of this Agreement, neither the Union nor any person acting in its behalf will cause, authorize or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty or willful absence of any employee from his position, or stoppage of work, or absence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slow-down, walk-out or other illegal job action against the Borough. The Union agrees that such action would constitute a material breach of this Agreement.

A. The Union agrees that it will make every reasonable effort to prevent its members from participating in any strike, work stoppage, slow-down, or other activity aforementioned or supporting any such activity by any other employee or group of employees of the Borough and that the Union will publicly disavow each action and order all such members who participate in such activities to cease and desist from same immediately and to return to work, and to take such other steps as may be necessary under the circumstances to bring about compliance with the Union order.

B. Nothing contained in this Agreement shall be construed to limit or restrict the Borough in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages, or both, in the event of such breach of the Union or its members.

ARTICLE VI

OVERTIME

A. Overtime shall be paid for all work performed in excess of the standard work day except call-out, which shall be administered as per past practice at the rate of one and one-half (1½) times the computed hourly rate, including compensatory time, on an hour-for-hour basis should overtime money be exhausted prior to the end of the year.

B. Overtime work will be kept to a minimum, except in cases of emergency, and must be authorized in advance by the Department Manager or Assistant Manager. The reasons for the granting of overtime shall be noted on the time report and certified by the Department Manager or Assistant Manager.

C. Working hours and daily schedules of employees will be arranged to fit the needs of the Borough. There is no guarantee of hours employees will be required to work overtime and during non-scheduled periods when the necessities of the Borough demand such work. In administering the requirement to work overtime, the Borough will make a reasonable effort to excuse employees who have personal commitments. This will not reduce the employee's obligation to work overtime when assigned.

D. It is recognized that the needs of the Borough may require overtime work beyond the employee's standard daily or weekly schedule and that the jobs involved must be adequately staffed by qualified employees working on an overtime basis.

E. The amount of overtime and the schedule for working such overtime shall be established by the Borough and employees shall work such overtime as scheduled unless excused by the Borough. Failure to report for overtime when assigned shall subject the employee to immediate disciplinary action.

F. The opportunity to work overtime will be distributed as evenly as practicable among employees normally engaged in the work involved with reference to the seniority list. Wherever practicable and possible, employees will be given a reasonable amount of notice when they are required to work regular overtime. Refusal to work overtime shall count as overtime for determining equalization of overtime.

G. In the event of an "emergency" as defined solely by the Borough Manager, the Borough may first utilize employees residing in the Borough or close proximity to the Borough.

H. In the event of an overtime assignment where no one volunteers to do the work, the Borough agrees to start at the bottom of the seniority list and work up to the most senior employee.

I. The Borough retains the right in its discretion to call out employees with special skills to perform overtime tasks.

J. Once employees with special skills are identified, the Borough shall call out on a seniority basis amongst said employees. Once an employee is called for overtime he will move to the bottom of the list.

K. Any employee who is called out shall be paid at a time and one-half rate for all time in excess of the assigned hours with a minimum pay of three (3) hours commencing from the time entered as start of work on time card. Water Department employees required to perform State mandated tests will be considered call-out employees within the meaning of this section.

L. Any employee who is called out on a Sunday or a holiday shall be paid at time and one-half rate for all time in excess of the assigned hours with a minimum pay of four (4) hours commencing from the time entered as start of work on time card. Water Department employees required to perform State mandated tests will be considered call-out employees within the meaning of this section.

ARTICLE VII

VACATIONS

A. Vacation Schedule-Employees hired prior to 1/1/00:

- | | | |
|----|---|----------------|
| 1. | Six (6) months to one year | 1 week |
| 2. | One year and one day through completion of five (5) years | 2 weeks 2 days |
| 3. | Five (5) years and one day through completion of ten (10) years | 3 weeks |
| 4. | Ten (10) years and one day through completion of twenty-five 25 years | 4 weeks |
| 5. | Twenty-five (25) years and one day and on | 5 weeks |

A. Employees hired on or after January 1, 2000 shall accumulate vacation allotment at the rate of .83 days per month during the first year of service and receive the following vacation allotment upon the completion of one year and one day of service to the Borough:

- | | | |
|----|---|---------|
| 1. | One year and one day through completion of five (5) years | 2 weeks |
| 2. | Five (5) years and one day through completion of ten (10) years | 3 weeks |
| 3. | Ten (10) years and one day through completion of twenty-five (25) years | 4 weeks |

B. All vacation time shall be used in the current year. The employee may carry over one week vacation only with written approval of the Business Administrator.

C. It is the policy of the Borough that each employee take advantage of the authorized vacation periods for reasons of health, rest, relaxation and pleasure and thus, extra compensation in lieu of vacation shall not be allowed unless prior authorization is obtained from the Borough.

D. When an employee requests permission to use an individual vacation day or part thereof, such requests shall be granted at the discretion of the Department Head.

E. A vacation period of one work week must be taken at one time. Vacation periods of more than one work week may be taken in consecutive weeks upon approval by the Supervisor or, in the case of a Supervisor, upon the approval of the Borough Administrator. However, vacation periods of two, three, or four work week periods may, at the option of the employee, be divided into weekly periods.

F. The time of the year of the vacation shall be determined by the Department Head with due regard for the wishes of the employee and with particular regard for the needs of the Department. Insofar as possible, the employee with the longest continuous service shall have preference in the assignment of vacation periods.

G. Vacations shall be so scheduled as to obviate the need for temporary increases in personnel. Schedules shall be subject to any adjustments necessary for the best interest of the Department. No changes in vacation schedules shall be permitted by the employees, except by permission of the head of the Department or the Borough Administrator. All requests shall be submitted in writing not less than four (4) weeks in advance of the commencement date of the vacation.

H. No refund of vacation time shall be allowed for illness incurred while on vacation leave.

I. Any employee who is on an unpaid leave of absence shall have his vacation leave for the year pro-rated for the time absent.

ARTICLE VIII

SICK LEAVE

- A. Sick leave is hereby defined to mean absence from post or duty because of illness, accident or exposure to a contagious disease requiring isolation.
- B. All employees with more than one year of service shall be eligible for twelve sick days per year. Employees hired after January 1, 2000 shall receive ten (10) sick days after one year of service.
1. All employees hired on or after January 1, 2012 shall receive eight (8) sick days per year. In the first year of service, these days shall accumulate at the rate of .67 days per month. If an employee separates from employment and has taken more sick time than earned, the overage shall be deducted from his/her last week's paycheck. For absence of a day immediately preceding or following days off or holiday, a doctor's note may be required to return to work.
 2. In the second year of service and so on, all sick days shall be granted as of January 1. Sick days may be taken in advance of being earned.
- C. An employee who has been absent on sick leave for two or more consecutive work days will be required to submit acceptable medical evidence substantiating the illness. The appointing authority may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action.

D. In all cases of reported illness or disability suffered by an employee, the Borough reserves the right to send a medical physician to examine the report on the condition of the patient to the Department Head.

E. During protracted periods of illness or disability of an employee, the Department Head may require interim reports on the condition of the patient at weekly or bi-weekly periods from the attending physician and/or a Borough medical physician. When under medical care, employees are expected to conform to the instructions of the attending physician if they wish to qualify for salary payment during such period of illness or disability.

F. The rules which follow apply to the payment of salaries during periods of illness or disability of regular, permanent full-time employees. Permanent part-time, temporary and seasonal employees are not entitled to compensation for such absences.

1. No employee shall be allowed to work and endanger the health and well-being of other employees. If the employee's condition warrants, the employee may be directed to take sick leave. The supervisor may direct the employee to the Borough medical physician for an opinion as to the eligibility of the employee to be absent from work.

G. Sick leave with pay shall not be allowed under the following conditions:

1. When the employee, under medical care, fails to carry out the orders of the attending physician.

2. When, in the opinion of the Borough medical physician, the employee is ill or disabled because of self-imposed contributory causes or actions contrary to the code of conduct.

3. When, in the opinion of the Borough medical physician, the disability or illness is not of sufficient severity to justify the employee's absence from duty.

4. When an employee does not report to the Borough medical physician.

5. When the supervisor is unable to contact the employee.

H. The recommendation of the Borough medical physician, as well as that of the attending physician, as to the justification for the absence from duty on account of disability or illness or of the fitness of the employee to return to duty shall be considered by the Borough Administrator. The Borough Administrator reserves the right, in such cases where there is a difference of professional opinion between the Borough medical physician and the personal physician, to require the employee to submit to an examination by a third doctor.

I. In charging an employee with sick leave, the smallest unit to be considered is one-half of one working day.

J. Sick leave shall be allowed for such things as ordinary dental care or for any other professional services that may be normally scheduled within the employee's regular off time.

K. If an employee is absent from work for reasons that entitle him to sick leave, the Manager or designee shall be notified as early as possible, but no later than one hour prior to the start of the scheduled work shift from which he is absent. Failure to so notify the Manager or designee may be cause for disciplinary action.

An employee who is absent for two consecutive days or more and does not notify his Manager or some other responsible representative of the Borough on any of the first two days will be subject to disciplinary action. Habitual absenteeism or tardiness may be cause for discipline up to and including discharge subject to the grievance procedure.

L. Personal time may not be used for call-outs if sick leave allocation is exhausted. Call outs under these circumstances will not be paid. Requests for personal leave time must be submitted in writing to the DPW Manager at least seventy-two (72) hours in advance.

ARTICLE IX

INSURANCE

- A. All employees shall be entitled to full family coverage.
- B. The Borough has the right to change insurance carriers or institute a self-insurance program as long as the same or substantially similar benefits are provided.
- C. The Borough will provide dental insurance coverage which will cover the employee and his immediate family under the existing dental policy.
- D. The Borough shall deduct medical insurance contributions from employees based upon 22% of premium for employees at Step 12 or above and Senior Employees off guide. Medical insurance contributions shall be deducted on a sliding scale as follows for employees on guide pursuant to Chapter 78, P.L. 2011:

Step 1/Step 2	11% of premium
Step 3/Step 4/Step 5	12% of premium
Step 6	13% of premium
Step 7	14% of premium
Step 8	16% of premium
Step 9	17% of premium
Step 10	18% of premium
Step 11	19% of premium
Step 12	22% of premium

- E. Pursuant to Chapter 2, P.L. 2011 employees who waive insurance coverage will receive 25% of the amount saved or \$4,500.00, whichever is less. The amount saved by the employer would be the premium due minus the contribution the employee would have made if the employee did not waive coverage.

ARTICLE X

PERSONAL BUSINESS DAYS

A. Employees hired prior to January 1, 2000 covered under this Agreement shall be allowed five (5) personal days annually, with the approval of the Manager. These days may only be carried over to the following year if denied time off for scheduling reasons.

B. A personal day application shall, except in cases of emergency, be made at least three (3) work days prior to the personal day to be taken.

C. A new employee must have a minimum of two years' service credit within the calendar year before he is eligible for this benefit for the same calendar year.

D. Temporary employees and part-time employees are not eligible for this benefit.

E. Employees hired after January 1, 2000 shall receive four (4) personal days annually, with the approval of the Manager. These days may only be carried over to following year if denied time off for scheduling reasons.

ARTICLE XI

HOLIDAYS

A. All employees called into work shall receive pay at a time and one-half rate for all time in excess of the assigned hours with a minimum pay of four (4) hours commencing from the time entered as start of work on time card. These monies are in addition to Holiday pay treatment. (This would equate to 2.5 times the hourly rate for all hours worked.)

- | | |
|-------------------------------|----------------------------|
| 1. New Year's Day | 7. Independence Day |
| 2. Martin Luther King Jr. Day | 8. Labor Day |
| 3. Lincoln's Birthday | 9. Columbus Day |
| 4. Washington's Birthday | 10. Veteran's Day |
| 5. Good Friday | 11. Thanksgiving Day |
| 6. Memorial Day | 12. Day After Thanksgiving |
| | 13. Christmas Day |

B. If a holiday falls on a Sunday, it is ordinarily observed on the following Monday. If the holiday falls on Saturday, it is ordinarily observed on the previous Friday.

C. If an employee is on a leave of absence or has an unexcused absence the day before or after the holiday, the employee is not eligible to receive holiday pay. With the approval of the Borough Administrator, any holidays which occur during a vacation will be added to the vacation period. The employee must work the day before and the day after in order to be paid.

D. Any employee who is on a leave of absence (i.e., injury leave or Workers' Compensation) shall not be eligible for paid holidays which fall during the employee's leave of absence.

ARTICLE XII

JURY LEAVE

A. A regular full-time employee who loses time from his job because of jury duty as certified by the Clerk of the Court shall be paid by the Borough the difference between the daily rate of base pay (up to a maximum of eight hours) and the daily jury fee, subject to the following conditions.

1. The employee must notify the Public Works Manager and Borough Administrator immediately upon receipt of a summons for jury service.
2. The employee has not voluntarily sought jury service.
3. The employee is attending jury duty during vacation and/or other time off from Borough employment.
4. The employee submits adequate proof of the time served on the duty and the amount received for such service.

ARTICLE XIII

LEAVE OF ABSENCE

A. Any employee may request a leave of absence without pay, not to exceed thirty continuous calendar days, by submitting in writing all facts bearing on the request to his supervisor, who will append his recommendations and forward the request to the Borough Council. The Council will consider each such case on its own merits, and a decision in one case shall in no event be deemed to have established a precedent in another. Any request for an extension of time shall be at the discretion of the Council. Such leave of absence shall not be deemed to be part of the term of employment. Holidays occurring within the period of an excused absence or leave of absence are part of the absence. Holidays occurring at the beginning or at the end of an excused leave of absence are part of the absence if the employee is not available for work.

B. If leave is granted, an employee will be entitled to his old position provided he is capable of performing the work.

C. While on such leave, an employee shall not accumulate additional seniority but will not forfeit existing seniority.

D. The provisions of the Federal and New Jersey Family Medical Leave Acts apply and will be offered to an employee who meets the statutory requirements.

ARTICLE XIV WORK

INCURRED INJURY

A. Employees who are injured, whether slightly or severely, while working must make an immediate report within eight hours thereof to their Department Head or supervisor or the Borough Administrator, absent extenuating circumstances. If no supervisor is available, the employee shall contact the Police Department.

B. An employee while on injury leave may not be engaged in any outside employment. Such conduct shall lead to disciplinary action.

C. Where an employee suffers a work-connected injury of disability, the Borough shall continue such employee with full pay during the continuance of such employee's inability to work for a period of up to a maximum of eight (8) months. During this period of time, all temporary weekly disability benefits accruing under the provisions of the Workers' Compensation Act shall be paid over to the Borough.

D. The employee may be reasonably required, from time to time, to present evidence by a certificate of a physician that he is unable to work.

ARTICLE XV
MILITARY LEAVE

The Borough agrees to provide all employees with military leave in accordance with federal and state statutes as outlined within the Borough policy manual.

ARTICLE XVI

DEATH IN THE IMMEDIATE FAMILY

A. Permanent employees shall be granted time off without loss of regular straight time pay not to exceed three (3) calendar days in the event of death in their immediate family from the day of death or day of funeral. Notice of such absence shall be given to the Department Head as soon as possible, preferably before the employee's starting time of the first intended absence.

B. The term "immediate family" as used in this Article shall mean father, mother, husband, wife, brother, sister, children, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents and grandchildren.

C. The Borough may require reasonable proof of such death.

D. The Department Head may grant more than three (3) calendar days if in his sole discretion it is warranted (i.e. death out of State). Employees must receive prior approval before taking this additional time off.

ARTICLE XVII

SENIORITY

A. Newly hired employees shall be considered probationary employees for a period of one year from date of hire. During the probationary period, employees may be terminated at any time without any recourse whatsoever. Any continuous service as a full-time temporary employee shall be credited as probationary status when an employee is transferred to a permanent position.

B. Upon completion of the probationary period, the employee's seniority shall be effective as of the original date of employment.

C. Seniority is defined for purposes of this Agreement as the length of continuous service with the Borough from date of last hire.

D. Seniority will be utilized in determining layoffs and recalls provided the employee has the ability to perform the remaining work. Any employee, except the employee(s) with the least seniority, who is laid off by the Borough, based upon its evaluation of skills and abilities or otherwise, shall receive one week of severance for each year or partial year of employment up to a maximum of \$10,000.00.

E. Work assignments will be based upon seniority, skills, and ability. Management reserves the right based on the needs to make all assignments.

ARTICLE XVIII

BULLETIN BOARD

A. One bulletin board shall be made available by the Borough at each department location.

B. This bulletin board may be utilized by the Union for the purpose of posting Union announcement and other information of a non-controversial nature. The Department Head or designee may have removed from the bulletin board any material which does not conform with the intent and provisions of this Article.

C. All bargaining unit promotional opportunities and vacancies will be posted on the aforementioned bulletin board. Bargaining unit personnel will be given the opportunity to apply for such promotional opportunities and vacancies.

ARTICLE XIX

GRIEVANCE PROCEDURE

A. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the term and conditions of employment under this Agreement.

B. Nothing herein shall be construed as limiting the right of any employee ~~having a grievance to discuss the matter informally with an appropriate member of the~~ Department.

C. With regard to employees, the term "grievance" as used herein means an appeal by an individual employee or group of employees from the interpretation, application or violation of the terms and conditions of this Agreement only. With regard to the Borough, the term "grievance" as used herein means a complaint or controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement only.

D. 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: The aggrieved or the Union shall institute action under the provisions hereof within five calendar days after the event giving rise to the grievance has occurred. An earnest effort shall be made to settle the differences between the aggrieved employee and the immediate supervisor for the purpose of resolving the matter informally. Failure to act within said five calendar days shall be deemed to constitute an abandonment of the grievance.

Step Two: If no agreement can be reached orally within five calendar days of the initial discussion with the immediate supervisor, the employee or the Union may present the grievance in writing within five calendar days thereafter to the immediate supervisor or designee. The written grievance at this step shall contain the relevant facts and a summary of the preceding oral discussion, the applicable section of this Agreement violated, and the remedy requested by the grievant. The Borough Administrator will answer the grievance in writing within five calendar days of receipt of the written grievance.

Step Three: If the aggrieved wishes to appeal the decision of the Borough Administrator, such appeal shall be presented in writing to the Borough Council within five calendar days thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Borough Council shall respond in writing within thirty days of the submission.

Step Four: Within five calendar days of the Borough Council's decision, the Union may apply to the Public Employment Relations Commission ("PERC") for final and binding arbitration. The selection of an arbitrator and the arbitration shall be in accordance with the rules and procedures of PERC. Simultaneously with application to PERC, the Union shall send notice to the Employer of its application for arbitration.

1. The decision of the arbitrator shall be in writing and shall include the reasons for such decision.
2. The decision of the arbitrator shall be final and binding upon the Employer, the Union and the employee.

3. The parties direct the arbitrator to decide, as a preliminary question, whether he has jurisdiction to hear and decide the matter in dispute.

4. The costs for the services of the arbitrator shall be borne equally by the Borough and the Union. Any other expenses, including but not limited to the presentation of witnesses, shall be paid by the parties incurring same.

5. The arbitrator shall be bound by the provisions of this Agreement ~~and the Constitution and Laws of the State of New Jersey, and be restricted to the~~ application of the facts presented to him involved in the grievance. 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.

E. Upon prior notice and with the authorization of the Borough Administrator, one designated Union representative shall be permitted as a member of the Grievance Committee to confer with employees and the Borough on specific grievances in accordance with the grievance procedure set forth herein during work hours of employees, without loss of pay, provided the conduct of said business does not diminish the effectiveness of the Borough of Sea Girt or require the recall of off-duty employees.

F. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, then the grievance shall be deemed to have been abandoned. If the grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed there under, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision is not rendered within the time limits prescribed for a decision at any step in the grievance procedure, then the grievance shall be deemed to have been

denied. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits for processing the grievance at any step in the grievance procedure.

ARTICLE XX

PENSIONS

In accordance with the New Jersey Statutes and Borough Ordinances, the present pension plan, the Public Employees Retirement System, will be continued for the life of this Agreement.

ARTICLE XXI

DISCIPLINE AND DISCHARGE

- A. The Borough retains its rights and responsibilities to discharge, suspend or discipline any employee for just cause.
- B. Employees who are discharged or suspended shall be notified in writing of such action and the reason therefore, with a copy mailed to the Local Union office within five days from the time of discharge.
- C. Employees who are discharged shall be paid in full for all wages due them by the Borough.
- D. A discharged, suspended or otherwise disciplined employee may appeal such action by the Borough through the Union in accordance with the grievance procedure.
- E. The time for the processing of a grievance concerning the subject matter noted in this Article shall commence upon receipt of the notice provided for in Section B above by either the grievant or the Union.

ARTICLE XXII

WAGES AND CLOTHING

A. Wages

1. Employees who have reached the maximum step in their respective Guide shall be designated as "Senior Employees".
2. Hourly rates are set forth in the following salary guide:

2020		2021		2022	
2,096 hours		2,088 hours		2,080 hours	
1	\$21.0319	1	\$21.0300	1	\$21.0300
2	\$21.3337	2	\$21.3300	2	\$21.3300
3	\$21.6335	3	\$21.6300	3	\$21.6300
4	\$22.2340	4	\$22.2340	4	\$22.2340
5	\$23.4350	5	\$23.4350	5	\$23.4350
6	\$25.0000	6	\$25.0000	6	\$25.0000
7	\$25.3000	7	\$25.3000	7	\$25.3000
8	\$25.6000	8	\$25.6000	8	\$25.6000
9	\$25.9000	9	\$25.9000	9	\$25.9000
10	\$26.2000	10	\$26.2000	10	\$26.2000
11	\$28.5000	11	\$28.5000	11	\$28.5000
12	\$28.8000	12	\$28.8000	12	\$28.8000
13	\$29.1000	13	\$29.1000	13	\$29.3000
14	\$29.4000	14	\$29.4000	14	\$29.6000
15	\$29.7000	15	\$30.0000	15	\$30.6000
16	\$30.0000	16	\$30.6400		
18	\$30.6400				

3. Mechanic Salary Guide

STEP	2020	2021	2022
1	\$19.9082	\$19.8319	\$19.8319
2	\$22.0735	\$21.9890	\$21.9890
3	\$24.2389	\$24.1460	\$24.1460
4	\$26.4040	\$26.3030	\$26.3030
5	\$28.5695	\$28.4601	\$28.4601
6	\$30.7353	\$30.6176	\$30.6176

4. All Senior Employees shall receive a 2.0% increase in 2020, a 2.25% increase in 2021 and a 2.5% increase in 2022.

5. During the life of this Contract, employees with six (6) months plus one (1) day of service, shall receive step increments on January 1, of each year. Employees with less than six (6) months of service shall receive their step increment on January 1 of the year following their completion of six (6) month plus one (1) day of service. Denial or withholding of an increment shall be subject to the grievance procedure but not arbitration.

B. All employees shall receive \$900.00 per year payable in two equal increments in May and October through the Borough's regular payroll process to purchase work clothes required by the Borough. Work shoes and Foul Weather Gear and rain boots are included in this allowance. Shirts and outerwear shall have a method of identifying wearer as a Sea Girt Employee. Beginning with the effective date of this agreement, all employees will be required to wear a standard uniform with the exception of mechanics, who may wear black shirts and black pants. The standard uniform for all other Public Works employees shall be as follows and all must be clearly labeled on the back in letters not less than four (4) inches high "Sea Girt DPW"; the front left chest area shall also be labeled "DPW Staff" in letters not less than three (3) inches high:

- T-shirts, safety green;
- Sweatshirts, safety green;
- Safety vest, traffic safety yellow;
- Pants or shorts must be dark green, dark brown or dark blue in color with no visible rips or tears;
- Sweatpants and/or gym or athletic shorts are not acceptable as part of the standard uniform;
- Steel-toed work boots;

1. The Borough will provide five (5) t-shirts and two (2) vests to start with the identifying information to each employee, the cost of which will be deducted from each employee's uniform allowance;
2. All uniform clothing must be kept clean and in good condition, with no visible rips or tears;
3. The standard uniform must be worn every day; employees reporting to work without the required uniform in good condition, including steel-toed work boots, will be sent home without pay. Employees will not be permitted to utilize accrued time in this instance.
4. An employee who leaves employment prior to completing one (1) year of service shall reimburse the Borough for the uniform allowance.

C. The Borough retains the right to give a new employee additional salary guide credit to reflect other work experience. Employees obtaining certifications before December 31, 2014 will receive a stipend for job-related certifications at a rate of \$1,200.00 per year upon qualification for the certification. Employees obtaining qualified certification between January 1, 2014 and December 31, 2019 received a one-time payment of \$1,200 per certification. This was added to employee's base rate of pay. Beginning January 1, 2020, employees who obtain qualified certification(s) shall receive a stipend of \$1,000 upon qualification for the certification; thereafter, the employee will be paid a stipend of \$800 per year for each remaining year of the contract. Pursuant to PERS regulations, this additional compensation is excluded from base pay. The Union and the Borough agree to meet yearly to review certification titles for this Article. The following certifications will receive the additional compensation: Collection Sewer Systems, Water Distribution, Water Treatment, Certified Public Works Manager, NJ Certified Recycling Professionals, NJ Certified Pesticide

applicator 3A/3B, ASE mechanic Certification, AWS Welding Certification and NJ CDL Class A license with Air Brakes. Certifications must be approved by the employer in order to receive payment.

D. It is specifically understood by the parties that no summer stipend is to be paid to sanitation employees.

E. The employer will pay necessary fees for obtaining/renewal of CDL. All newly hired employees must have or obtain a CDL B with Air Brakes within their probationary period. Existing employees who do not have CDL will receive payment for cost of obtaining CDL. Existing employees with 25 years or less of service will obtain a CDL B with Air Brakes. The written portion is to be completed within four (4) months of contract ratification and road test within one (1) year of contract ratification. The Borough will allow on the job training for CDL test preparation.

ARTICLE XXIII

LONGEVITY

Effective January I, 2003, longevity shall no longer exist and be merged into base salaries as specified in Article XXII.

ARTICLE XXIV

JOB ASSIGNMENTS

Snow Removal/Road Salting

A. The Borough shall not summon or hire outside employees for snow removal/road salting until all trained unit members are working, or reasonable attempts have been made by the Borough to notify trained unit members that such work is available, and if so notified work refused.

B. Supervisor or management shall not be precluded from operating trucks or other equipment in the event that their services are required, provided that the steps in Section A have been met.

C. In the event of predicted snow fall/road salting, the Manager may adjust the hours of operation so employees may go home to rest and respond back to Borough one (1) hour before snow fall to prepare needed vehicles and equipment.

D. In the event of unpredicted snow fall/road salting, every effort will be made by the Borough to give employees as much notice as of their need for snow removal/road salting.

E. Employees who accept the extra work and are not scheduled to work on the following holidays, Thanksgiving, Christmas Day and New Year's Day will be compensated at a rate of time and one-half for all hours worked plus receive additional day(s) off for working the Holiday(s).

Sanitation

A. If streets and driveways are covered with snow and ice, sanitation may have a delayed start and be required to stay until the completion of duties.

B. Sanitation employees will not enter any garage or shed to retrieve household refuse or recyclable materials. Household refuse, including recyclable materials, must be in plain sight in back yard or on side of house. If a bag exceeds forty (40) pounds in weight or can exceeds thirty-two (32) gallon capacity, sanitation employees will not be required to pick up those items. The Public Works Manager or his representative must be notified of any problems with above.

Brush-Garden Refuse

- A. Hedge clippings, tree trimmings and similar material shall be cut to a length not to exceed four (4) feet in length and shall be securely tied by cord in bundles no more than two (2) feet thick; left at curbside for pick-up.
- B. Other garden refuse is to be deposited in open containers (garbage cans or similar containers) no larger than thirty-two (32) gallon capacity. Containers must be left at curbside for pick-up. If a bag exceeds forty (40) pounds in weight or a can exceeds thirty-two gallon capacity, employees will not be required to pick up those items. The Public Works Manager or his representative must be notified of any problems with above.

Recyclable Materials

- A. Recyclable materials (excluding cardboard) are to be deposited in covered containers (garbage cans or similar containers) no larger than thirty-two (32) gallon capacity. If a can exceeds thirty-two gallon capacity or the contents exceeds forty (40) pounds in weight, employees will not be required to pick up those items. The Public Works Manager or his representative must be notified of any problems with above.

ARTICLE XXV

SEPARABILITY AND SAVINGS

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 substituting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXVI

DEDUCTIONS FROM SALARY

A. The Borough agrees to deduct from the salaries of its employees, subject to this Agreement, dues for the Union. Such deductions shall be made in compliance with Chapter 123, Public Law of 1974, N.J.S.A. (R.S.) 552:l-15.9e, as amended.

B. A check-off shall commence for each employee who signs a properly dated authorization card supplied by the Union and verified by the Borough during the month following the filing of such card with the Borough.

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

D. The Union will provide the necessary "check-off authorization" forms and the Union will secure the signatures of its members on the forms and deliver the signed forms to the Borough.

E. Any such written authorization may be withdrawn at any time by the filing of notice of such withdrawal with the Borough. The filing of a notice of withdrawal shall be effective to halt deductions in accordance with N.J.S.A. 52:14-15.9e, as amended.

F. 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 as furnished by the Union to the Borough, or in reliance upon the

official notification on the letterhead of the Union and signed by the President of the Union advising of such changed deduction.

G. All employees will be required to pay a statutory agency shop fee of eighty-five (85%) percent if they do not join the Union.

ARTICLE XXVII

FULLY BARGAINED AGREEMENT

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

ARTICLE XXVIII

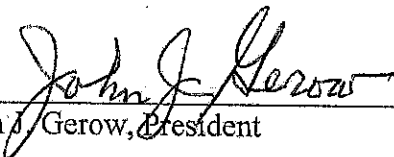
DURATION

This Agreement shall be in full force and effect from January 1, 2020 and shall remain in effect to and including December 31, 2022 without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter, until one party or the other gives notice, in writing, no sooner than one hundred fifty (150) and no later than one hundred twenty (120) days prior to the expiration of this Agreement.

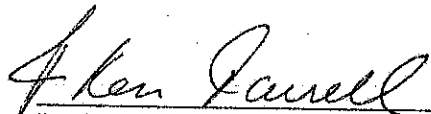
IN WITNESS WHEREOF, the parties have hereunto set their hands and seals in the Borough of Sea Girt, State of New Jersey, on this 11th day of December, 2019.

Teamsters Local 97

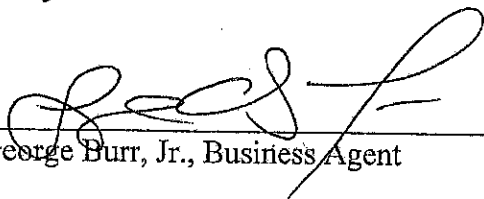
Borough of Sea Girt



John J. Gerow, President



F. Ken Farrell, Mayor



George Burr, Jr., Business Agent



Lorraine P. Carafa, RMC
Clerk-Administrator