

Contract no. 1510

LIBRARY
INSTITUTE OF MANAGEMENT
AND LABOR RELATIONS
JUL 27 1992
RUTGERS UNIVERSITY

CONTRACT BETWEEN
BOROUGH OF WESTWOOD
AND
TEAMSTERS LOCAL 945
1990 THRU 1993

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Prepared by:
Russell R. Huntington, Esq.

BETWEEN:

BOROUGH OF WESTWOOD

AND

TEAMSTERS LOCAL 945

DATED:

12/17/90

EXPIRES:

12/31/93

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Handwritten initials/signature

ARTICLE I. PREAMBLE

THIS AGREEMENT entered into this _____ day of _____, 1990 by and between the BOROUGH OF WESTWOOD, 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", represents the complete and final understanding on all bargainable issues between the Borough and the Union.

ARTICLE II. MANAGEMENT RIGHTS

A. The Borough of Westwood 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 Constitution of the State of New Jersey and of the United States, including but without limiting the generality of the 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. The right of management to make such reasonable rules and regulations as it may from time to time deem best for the purposes 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 recognized.

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

4. To set rates of pay for seasonal employees.

5. To take appropriate disciplinary action against any employees for good and just cause according to law.

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

7. To layoff employees in the event of lack of funds or under conditions where the continuation of such work would be inefficient and nonproductive.

B. In the exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Borough, the adoption of policies, rules, regulations, code 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.

C. 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 other national, state, country or local laws or regulations.

ARTICLE III. MAINTENANCE OF WORK OPERATIONS

A. The Union hereby covenants and agrees that during the terms 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 property 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.

B. In the event of a strike, slow-down, walk-out or job action it is covenanted and agreed that participation in any or all such activity by any Union member shall entitle the Borough to invoke any lawful alternatives; including:

1. Such activity shall be deemed grounds for disciplinary action of employee or employees including suspension or dismissal.

C. 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 in any such activity 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 return to work, and take such other steps as may be necessary under the circumstances to bring about compliance with the Union order.

D. 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 IV. 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 terms and conditions of employment under this Agreement.

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

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 (5) work days after the event giving rise to the grievance has occurred, and 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 (5) work days shall be deemed to constitute an abandonment of the grievance.

Step Two: If no agreement can be reached orally within five (5) work days of the initial discussion with the Public Works Superintendent, or his/her designee, the employee or the Union may present the grievance in writing within five (5) workdays thereafter to the Public Works Superintendent, or his/her designee, or his/her designated representative. The written grievance at this Step shall contain the relevant facts and a summary of the preceding oral discussion, the applicable Section of this Contract violated, and the remedy requested by the grievant. The Public Works Superintendent, or his/her designee or his/her designated representative will answer the grievance in writing within five (5)

working days of receipt of the written grievance.

Step Three: If the Union wishes to appeal the decision of the Public Works Superintendent, such appeal shall be presented in writing to the Borough Administrator within five (5) working days thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Borough Administrator shall respond, in writing, to the grievance within fifteen (15) working days of the submission.

Step Four: If the Union wishes to appeal the decision of the Borough Administrator, such appeal shall be presented in writing to the Borough Council within five (5) working days thereafter. This presentation shall include copies of all previous correspondence relating to the matter in dispute. The Borough Council shall respond in writing, to the grievance within thirty (30) days of the submission.

Step Five - Arbitration:

a) If the grievance has not been resolved at Step Four, then within thirty (30) days from determination by the Borough, the Union may submit the grievance to arbitration.

b) The selection of an Arbitrator and the arbitration shall be in accordance with the rules and procedure of the Public Employment Relations Commission of the State of New Jersey. Simultaneously, with application to the Public Employment Relations Commission (P.E.R.C.) the Union will send notice to the employer of its application for arbitration.

c) Only matters pertaining to the application and/or interpretation of the provisions of this Agreement may be brought to arbitration. Disciplinary actions are arbitrable provided such employee is not covered by the provisions of Article XVI.

d) The decision of the arbitrator shall be in writing and shall include the reasons for such decision.

e) The decision of the arbitrator shall be binding upon the employer and the Union/employee.

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

g) 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 of any amendment or supplement thereto.

h) Upon prior notice and authorization of the D.P.W. Superintendent, 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 require the recall of off-duty employees. Such requests shall not be arbitrarily denied.

i) 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 thereunder, then the disposition of the grievance at the last preceding Step shall be deemed to be conclusive. If the decision is not rendered within the time limits prescribed for 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 V. SALARIES AND WAGES

Salaries and wages for all covered employees shall be as set forth in Schedule "B" annexed.

The rates of pay are calculated on a basis of a forty (40) hour week. Whenever any employee shall work more than eight (8) hours in any one day, he shall be compensated at the rate of one and one-half his hourly rate for all hours in excess of eight (8) hours, after working forty (40) hours per week.

Whenever an employee shall have worked more than forty (40) hours in one week, he shall be compensated at the rate of one and one-half times his hourly rate for all hours work in excess of forty (40) hours.

Pay for overtime work shall be paid as soon as possible after the completion of such work week, and wherever possible, said payment for such work so performed will occur in the pay period following the period in which the employee has worked overtime.

Overtime shall be rotated on a seniority basis among qualified employees, and where an employee is requested to work overtime, he shall be required to do so under the provisions of this Agreement.

There shall be no compensatory time off allowed in lieu of monetary payments.

In order to avoid confusion or loss of compensation, all employees shall make application for overtime, or stand-by pay no later than two (2) periods following the performance of said work or shall have waived any right to compensation therefor.

ARTICLE VI. VACATIONS

A. Annual vacation leave with pay shall be earned at the rate as described on Schedule "C".

B. All vacation time shall be used in the current year and shall not be accumulated without the prior approval of the Borough Administrator and further subject to any special provisions that the Borough Administrator in his/her reasonable discretion determines to be in the best interests of the Borough.

C. Vacation dates shall be allocated according to the Superintendent of the Borough. Employees with the greatest seniority shall be given preference in the assignment of vacation periods.

ARTICLE VII. 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. No employee while on sick leave from the Borough shall be elsewhere or otherwise employed or engaged in any outside work or employment whatsoever for remuneration or not for remuneration.

C. All employees with more than one (1) year of service shall be eligible for 15 days per year. Absences on a day immediately preceding or following regular days off or a holiday shall be charged as two days absence subject to the sole discretion of the D.P.W. Superintendent.

D. An employee who has been absent on sick leave for three (3) 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.

E. Employees are entitled to use three (3) sick days yearly as excused days (ie: for private matters without debiting other entitled vacation time, but which is debited against sick leave); notice of said three (3) days must be given to the Borough. The Borough can refuse a request for an excused day if there is a bonafide manpower shortage, inclement weather or other such emergency. Three days notice is not required if the employee has a personal emergency.

ARTICLE VIII. SICK DAY INCENTIVE

Any employee who works throughout any one of the four tax quarters without a sick day (or use of an "excused sick day") shall receive a bonus equal to one day's pay for each such "perfect" quarter.

ARTICLE VIX. FUNERAL LEAVE

A. In the event of death in the employee's immediate family, the employee shall be granted time off without loss of pay to attend the funeral, but in no event shall said exceed three (3) days.

B. The "immediate" family shall include only husband, current wife, child, mother or father, grandparents, in-laws (1 set).

C. Reasonable verification of the event may be requested by the Borough.

D. Such bereavement leave is not in addition to any holiday, day off, vacation leave or compensatory time off falling within the time of bereavement.

E. An employee may make a request of the D.P.W. Superintendent or his designated representative for time off to attend a funeral separate and distinct from bereavement leave. Such request, if reasonable, will be granted by the D.P.W. Superintendent or his/her designated representative, for a reasonable time. It shall be charged, at the option of the employee, either as a sick day or against accumulated compensatory time off.

ARTICLE X. INSURANCE PROVISIONS

The Borough agrees to provide the following insurance coverages for each employee covered by this Agreement: Hospital and Major Medical coverage issued by Blue/Cross Blue/Shield through New Jersey State Plan, or

equivalent, effective for each employee commencing ninety (90) days following their employment, together with existing dental plan. Life Insurance providing death benefit of \$5,000.00 also effective ninety (90) days following employment.

Each new employee shall have the option of purchasing said coverage at his own expense for the first ninety (90) days, if available.

It shall be the obligation of the Union and the individual employees to acquaint themselves with the coverages available to them and to notify the Borough in writing of the designated beneficiaries and related information under the several policies.

The Borough, on notice to the Union may change coverage providers provided the actual coverage or financial cost to the employees is not reduced.

ARTICLE XI. HOLIDAYS

A. All employees shall receive credit for a day off for the following thirteen (13) holidays:

1. New Year's Day
2. Martin Luther King Day (or 1 personal day)
3. Washington's Birthday
4. Lincoln's Birthday
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veterans Day
11. Thanksgiving Day
12. Friday 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 D.P.W. Superintendent, 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 except if the employee is on sick or vacation leave.

D. If an employee performs any work on a Sunday, he/she shall be paid

double time for each hour worked with a minimum of two hours of paid duty, work on a holiday shall be paid at time and one-half.

ARTICLE XII. JURY LEAVE

A. A regular full-time employee who loses time from his job because of petite jury duty as certified by the Clerk of the court shall be paid by the Borough the difference between his daily base rate of pay (up to a maximum of eight (8) hours) and the daily jury fee, subject to the following conditions:

1. The employee must notify his D.P.W. Superintendent immediately upon receipt of a Summons for jury.

2. The employee has not voluntarily sought jury duty 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.

B. If on any given day an employee is attending jury duty, he or she is released by the Court prior to twelve o'clock AM that employee will be required to return to work by one o'clock that day in order to receive pay for that day.

ARTICLE XIII. MILITARY LEAVE

The Borough agrees to provide all employees with military leave in accordance with Federal and State Statutes.

ARTICLE XIV. LEAVE OF ABSENCE

A. Any employee may request a leave of absence without pay, not to exceed 30 continuous calendar days, by submitting in writing all facts bearing on the request to his supervisor, who will append his recommendations and forward request to the Borough Council. The Borough 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 extension of time shall be at the discretion of

the Council. Such leave of absence shall not be deemed to be a part of the term of employment. Holidays occurring within the period of an excused absence are part of the absence if the employee is not available for work.

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

ARTICLE XV. CHECK-OFF

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 NJSA (R.S.) 52: 14-15 9e as amended.

B. A check-off shall commence for each employee upon completion of his/her probation period who signs an authorization card, supplied by the Union and verified by the Borough Clerk or his designee 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 the Borough written notice thirty (30) days prior to the effective date of such change and shall furnish 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 and signed by the President of the Union advising of such changed deductions.

D. The Union will provide the necessary "check-off authorization" form and the Union will secure the signatures of its members on the forms to the Borough Clerk or his/her designees.

E. Any such written authorization may be withdrawn at any time by filing notice of such withdrawal with the Borough Clerk or his/her designee. The filing of notice of withdrawal shall be effective to halt deductions in accordance with NJSA 52:14-15 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 and submitted 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.

ARTICLE XVI. DISCRIMINATION AND COERCION

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.

ARTICLE XVII. PROBATIONARY PERIOD

A. All employees hired during the term of this Agreement shall serve a probationary period of six (6) months. During this probationary period, the Borough reserves the right to terminate a probationary employee for any reason. An employee so terminated shall not have recourse through the grievance procedure set forth in this Agreement. Probationary employees shall not be entitled to fringe benefits.

B. Upon completion of the probation period, the employee may complete the Union authorization cards in accordance with all laws and codes covered by the Public Employees Relations Commission, and present same to the Union representative or his/her designee.

ARTICLE XVIII. UNIFORMS

Employees shall receive a uniform allowance of \$300.00 per annum payable on September 1 of each year. The employees shall be responsible to make purchases from designated manufacturers and to be properly equipped with clothing meeting appearance and safety requirements of the Borough.

ARTICLE XIX. STANDBY

Employees on stand-by shall receive weekly stand-by pay with a two-hour minimum call in pay at the weekly stand-by pay which shall be as follows:

1990 - \$ 25.00 (not retroactive) ,
1991 - \$ 30.00
1992 - \$ 35.00

The parties agree that this clause may be renegotiated at anytime and

the Borough will not be bound by past practice.

ARTICLE XX. LONGEVITY

A. In addition to salaries, members shall receive longevity pay as follows:

Upon Completion of:	Percent:
4 years	1 % of base annual salary
8 years	2 % of base annual salary
12 years	3 % of base annual salary
16 years	4 % of base annual salary
20 years	5 % of base annual salary
24 years	6 % of base annual salary

ARTICLE XXI. BULLETIN BOARDS

The Borough shall permit the Union appropriate use of bulletin boards customarily used 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 Borough Administrator 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.

ARTICLE XXII. PERSONNEL FILES

A. Established personnel files are confidential records which shall be maintained under the direction of the Borough Clerk, or his/her designee.

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

C. Whenever a written complaint 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, no grievance may be filed concerning the content of any such reprimand.

D. The Borough shall supply to each employee on or about July 1 and

December 31 of each year a written statement of accumulated and used sick leave and vacation time and any disciplinary actions taken during the period.

ARTICLE XXIII. HEALTH AND SAFETY

A. Any D.P.W. employee who are to pick up dead animals will be provided with a safety mask, throwaway gloves, plastic bags and disinfectant. They will not be required to enter a resident's home as all dead animals must be wrapped by the resident in box or bag and placed on the curb.

B. A safety committee shall be established, as soon as possible within the first year in this contract.

ARTICLE XXIV. MISCELLANEOUS

A. The Union Steward shall receive copies of all bulletins sent to members of the bargaining unit. The Union will inform the Borough of the identity of the Union Steward after each Shop Steward election.

B. All references to years in this Agreement shall mean anniversary year.

C. The Rules and Regulations annexed shall be posted in the locker room and adhered to by all parties.

ARTICLE XXV. WORK RESPONSIBILITIES

A. The employer recognizes that certain kinds of work are normally performed by members of the bargaining unit.

B. The Supervisor (not including foreman) shall not ordinarily perform bargaining unit work except for purposes of training, supervising, emergency or for minor, infrequent occurrences, which shall not normally deprive unit members of overtime opportunities. This provision shall be limited in application only to prevent the Borough from utilizing the Supervisor as a direct means of eliminating a job.

ARTICLE XXVI. WORK IN HIGHER GRADE

If an employee in the bargaining unit is assigned to the position of

acting foreman and the assignment is made in writing by an authorized person on behalf of the Borough, then after ten (10) consecutive working days in the position, the employee shall be paid at the foreman's rate, thereafter, and retroactive to the first day of the assignment.

ARTICLE XXVII. SENIORITY

1. Seniority shall be defined as the employee's length of continuous service with the Department of Public Works (DPW). A leave of absence pursuant to Article XIII shall not be deemed to be an interruption of service.

2. Vacation and overtime selection shall be determined by D.P.W. seniority, skill and job capability.

3. To be eligible for overtime, the employee must be qualified to perform the work in the opinion of the Borough of Westwood.

4. Layoffs shall take place by inverse order of seniority and job capability within the Division. Laid off employees shall have the right to bump across lines by exercising D.P.W. seniority provided they are qualified to perform the work of the bumped employee.

5. The laid off employee may exercise the D.P.W. seniority against only the junior employee in another Division.

6. Recalls shall be made by D.P.W. seniority, the most senior qualified employee being recalled first.

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

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ARTICLE XXIX. FULLY BARGAINED AGREEMENT

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargaining issues which were or could have been the subject of negotiations. During the term of this Agreement neither party will be required to negotiate with respect to any such matter whether 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 XXX. PENSION

Pension provisions shall be in accordance with the provisions of State law applicable to the Public Employees Retirement System.

ARTICLE XXXI. TERMINAL LEAVE

At the time an employee retires or leaves his employment, having been employed ten (10) years, he shall be paid in cash for any unused and unpaid sick days on the basis of the following schedule: For the first forty (40) days of such unused and unpaid sick days, he shall receive 25% of the amount due; for all days beyond forty (40) and up to eighty (80), he shall receive 50% of the unpaid amount due; there shall be no payment for any unpaid sick days beyond eighty (80) days. Unpaid sick pay accumulated during all continuous employment with the Borough shall be used for the required computation.

As additional benefit for employees who are retiring, there shall be a further benefit in the form of cash payment equal to 25% of the value of all accumulated sick days over eighty (80) and up to one hundred (100) accumulated days.

ARTICLE XXXII. TERM AND RENEWAL

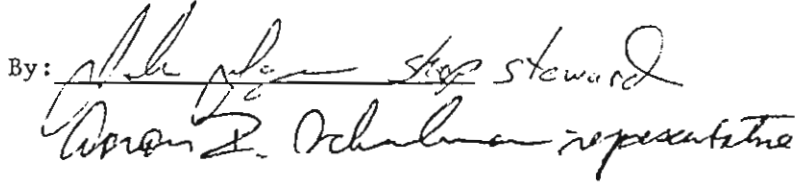

This Agreement shall be in full force and effect as of January 1, 1990 and shall remain in effect to and including December 31, 1992 without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter, until one party or the other gives notice, in writing, no sooner than one hundred fifty (150) nor no later than one hundred twenty (120) days prior to the expiration of this Agreement of a desire to change, modify or terminate this Agreement.


IN WITNESS WHEREOF, the parties have hereunto set their hands and seals at the Borough of Westwood, New Jersey on this day of _____, 1990.

BOROUGH OF WESTWOOD

By: 

TEAMSTERS LOCAL 945

By:  stop steward
 Aaron S. Ochulna representative

 0.1.1990

DRIVE AUTHORIZATION AND DEDUCTION

In addition to the terms and conditions contained in the referenced Collective Bargaining Agreement between the Employer and the Union, the Employer and the Union further agree that:

The Employer agrees to deduct from the paycheck of all employees covered by this Agreement voluntary contributions to DRIVE. DRIVE shall notify the employer of the amounts designated by each contributing employee that are to be deducted from his/her paycheck on a weekly basis for all weeks worked. The phrase "weeks worked" excludes any other than a week in which the employee earned a wage. The employer shall transmit to DRIVE National Headquarters on a monthly basis, in one check and the total amount deducted along with the name and social security number and the amount deducted from the employee's paycheck. The International Brotherhood of Teamsters shall reimburse the employer annually for the employer's actual cost for the expenses incurred in administering the weekly payroll plan.

SCHEDULE "A"
BOROUGH OF WESTWOOD/DEPARTMENT OF PUBLIC WORKS
RULES AND REGULATIONS

Class "A" Violations

The following is a representative but non-exclusive list of infractions for which employees may suffer immediate termination of their employment.

1. Wilful or malicious destruction of Borough property of any nature.
2. Removal of Borough property from Borough premises, without specific authorization.
3. Theft of property of the Borough, its employees, or visitors.
4. Fighting, or participation in fights on Borough premises.
5. Use or possession of dangerous weapons, during working hours.
6. Working or reporting for work, under the influence of intoxicating beverages or of drugs. Bringing in, possession, consumption or use of intoxicating beverages or drugs on Borough property.
7. Gambling, participation in games of chance, solicitation or acceptance of bets on Borough property.
8. Refusal of reasonable job assignments, orders or instructions of foreman, or other supervisory personnel.
9. Threats, intimidations, coercion or interference with Borough employees or others on Borough premises.
10. Punching any other employee's time clock card.
11. Commission of traffic violation while operating Borough vehicle.
12. Commission of a misdemeanor or crime while on duty.
13. Leaving assigned work area without just work related cause for any reason other than authorized Borough business except at a meal time or quitting time without specific prior authorization of foreman or other authorized person.
14. Unauthorized use of Borough vehicles, tools, machines, or any other equipment.

Class "B" Violations

The following is a representative but non-exclusive list of infractions of a lesser nature for which an employee may suffer the following penalties:

- First Offense: For any twelve month period, written warning;
Second Offense: Suspension without pay not to exceed ten days;
Third Offense: Termination of employment.

Any Class "B" violation counts as a separate offense so that it is not necessary to repeat the same specific misconduct in order to suffer the penalty herein provided for:

1. Sleeping on the job.
2. Abuse of the property of the Borough, of its employees, or others on Borough premises.
3. Use of vile, obscene, or abusive language, in the presence of women, children or non-employees.
4. Creating or contributing to unsanitary conditions on the job.
5. Horseplay, scuffling, throwing of any objects with Borough employees or others on Borough premises.
- ✓ 6. Violations of safety rules and practices, including careless or unsafe conduct while working.
7. Failure to meet reasonable standards on assignments.
8. Repeated or frequent tardiness or absence.
9. Unauthorized absence from assigned work place at starting or stopping times, or any other time except for personal reasons. Unjustified delay in starting work after starting time, or stopping time before stopping time.
10. Loitering in locker room or toilet during working hours.
11. Use of telephone during working hours without specific authorization.
12. Leaving assigned work area by Shop Steward on Union business without notifying foreman.
13. Presentation of complaints or grievances in any other manner than provided by the grievance procedure of the Union Contract.
14. Absence or tardiness exceeding one hour without advance arrangements, or notification within the first hour to the foreman.
15. Distribution of literature, solicitation of contributions for any purpose of membership in any organization, unless sanctioned by the Borough.

NOTIFICATION OF INFRACTIONS:

Written notification shall be given to the Shop Steward of any warnings, suspensions, or terminations.

SCHEDULE "B"

SALARIES

1. All present employees shall receive a 6.25% retro-active increase for time worked in 1990.

2. The rates of pay for the various positions listed below are increased for three years 1991-1993 at the rate of 5.74% per annum as calculated below:

<u>Position</u>	<u>1990</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
Laborers	13.43	14.20	15.01	15.87
Senior Laborer	14.06	14.86	15.72	16.62
Crew Chief B	14.93	15.78	16.69	17.64
Mechanic	14.93	15.78	16.69	17.64
Crew Chief A	16.63	17.58	18.60	19.67

3. Steps In Grade: Effective on January 1, 1990 of the Contract, a step system will be implemented for the payment of new employees. Any person presently employed will be grandfathered under the former system.

Effective January 1, 1991 entry level salary: \$18,000.00

Upon completion of first year salary will be: \$22,500.00

Upon completion of second year salary will be: \$23,500.00

Upon completion of third year salary will be: \$25,000.00

Upon completion of fourth year salary becomes department standard.

The Borough reserves the right to hire persons from outside of the Department for skilled positions and to place them at a compensation level commensurate with their experience notwithstanding the above Schedule.

4. The head mechanic shall receive an annual tool allowance of \$200.00 to compensate him/her for the occasional use of personal tools, payable on July 1, 1990.

SCHEDULE "C"

VACATION ENTITLEMENT

<u>Length of Service Completed</u>	<u>Vacation Entitlement</u>
Six (6) months	None
One (1) year	Five (5) days
Two (2) - Four (4) years	Ten (10) days each year
Five (5) years and over	Ten days plus one day per year in excess of five completed to a maximum of fifteen days.
Over twenty (20) years	Add one additional day per year to a maximum of twenty days.

VACATION SCHEDULING

The Superintendent, in his discretion, if manpower requirements permit, permit an employee to take a vacation, or portion of their vacation, during the year in which the entitlement to said vacation is being earned. The employee acknowledges that any such vacation time constitutes an advance which will be repaid by the employee to the Borough if the employee for any reason leaves the Borough's employment prior to completing the entitlement period for any such vacation advance. The employee authorizes the Borough to debit employee's final paycheck or other monies due from the Borough to the employee for such vacation advance. Under no circumstances shall any employee be granted a vacation schedule which would require advance scheduling or vacation days for which entitlement will be earned during the current calendar year.

Vacation Increase: Effective January, 1991, for each completed eight years of service an employee will receive one additional vacation day above and beyond the schedule. The eight years of service must have been completed prior to January 1 of the year in question.