

AGREEMENT  
BETWEEN THE  
CITY OF PLAINFIELD  
AND THE  
PLAINFIELD MUNICIPAL  
MANAGEMENT ASSOCIATION  
(PMMA)

EFFECTIVE  
JANUARY 1, 2022 - DECEMBER 31, 2025

Hatfield Schwartz Law Group LLC  
240 Cedar Knolls Road, Suite 303  
Cedar Knolls, New Jersey 07927  
973-737-8315

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**PREAMBLE**

This Agreement entered into the day and year set opposite the signatures of the parties, by and between the City of Plainfield, a municipal corporation of the State of New Jersey hereinafter called the "City," and the Plainfield Municipal Management Association, hereinafter called the "PMMA."

**WITNESSETH**

WHEREAS, the City and the PMMA recognize and declare that the provision of quality service to the public is their mutual aim; and

WHEREAS, the City Council and the City Administration retain the basic decision making powers over fiscal and management questions, although they are willing to consult with employee oriented matters; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed to as follows:

**ARTICLE I**

**RECOGNITION**

1-1. The City recognizes the PMMA as the sole and exclusive collective bargaining representative for all Division and Unit Heads but excludes the following:

(a) All employees who are covered by other employee Agreements (FMBA, FOA, PBA Rank & File, PBA Superior Officers, PMEA and USWU).

(b) All employees who are considered non-union (Business

Administrator, Deputy Business Administrator, Department Directors, Executive Director Economic Development, Fire Chief, Police Chief, Superintendent of Public Works, Comptroller, Chief Financial Officer, Health Officer, Personnel Director, City Clerk, City Treasurer, Confidential Aide, and Public Information Officer).

## ARTICLE II

### GRIEVANCE PROCEDURE

#### 2-1. Purpose

It is the purpose of the following grievance procedure to secure the equitable resolution of grievances at the lowest possible level.

#### 2-2. Definition of Grievance

The grievance shall be defined as any dispute between the parties concerning:

1. The application or interpretation of this Agreement; or,
2. The policies or practices of the City affecting an employee's terms and conditions of employment.

A grievance may be filed by an employee, by the PMMA on behalf of the employee or by the PMMA.

No grievance may go to binding arbitration unless it constitutes a controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement. This includes non-Civil Service reviewable discipline. Disputes concerning terms and conditions of employment controlled by State statute or State Administrative Regulations, and terms and conditions which are not expressly set forth in this Agreement, shall not be processed to binding arbitration.

**Step 1:**        **Department Director**

An aggrieved employee shall file a written grievance with his or her department director within ten (10) working days of the occurrence giving rise to the grievance. Simultaneously, a copy of the written grievance shall also be filed with the Director of Personnel. Failure to file a grievance in the allotted time shall constitute an abandonment and waiver of the grievance.

The written grievance shall set forth facts of the grievance and specific Articles and Sections of the Agreement allegedly violated. Any documentation relied upon shall be annexed to the grievance.

The department director may in his/her sole discretion meet and confer with the aggrieved and shall give a written decision to the grievance within ten (10) working days after receipt of the grievance or meeting, whichever is later.

**Step 2:**        **Business Administrator**

If the grievance is not satisfactorily resolved at Step 1, or if no written decision has been rendered within ten (10) working days as set forth in Step 1, the grievance may be referred to the Business Administrator within ten (10) working days from the date the written decision was or should have been rendered at Step 1. Failure to move the grievance within the aforesaid time shall constitute an abandonment and waiver of the grievance.

The Business Administrator may in his/her sole discretion meet and confer with the aggrieved employee and shall render a written decision within ten (10) working days after receipt of the grievance or meeting, whichever is latter.

The decision of the Business Administrator shall be final and binding upon the parties, unless it is an arbitrable grievance as defined in section 2-2 of this Article.

**Step 3: Arbitration**

If the grievance is not satisfactorily resolved at Step Two, the Union shall have the right within ten (10) calendar days of the date the Step Two answer was received or should have been received to make a written demand for arbitration to the New Jersey State Public Employment Relations Commission, with a copy of the demand delivered to the Business Administrator and the Director of Personnel. The written demand for arbitration shall set forth the specific nature of the dispute and specific provisions of the Agreement claimed to be violated. The selection of an arbitrator as well as the conduct of the arbitration hearing shall be in accordance with the rules and regulations of the New Jersey State Board of Mediation then in effect.

The cost for the services of the arbitrator shall be borne equally by the parties. Any other expenses, including, but not limited to, the presentation of witnesses and attorneys fees shall be paid by the party incurring same.

The arbitrator so selected shall hear the dispute at a mutually agreeable date, time and place. The decision of the arbitrator shall be final and binding and shall be in writing setting forth findings of fact, reasons and conclusions on the issue submitted. No one arbitrator shall have more than one grievance submitted to him/her, and under consideration by him/her at any one time unless the parties otherwise agree in writing. A grievance shall be deemed under the consideration by an arbitrator until he/she has rendered a written decision which shall be done within thirty (30) days from the close of the hearing.

In the event of the submission of any matter for arbitration as herein provided, the arbitrator shall have no right or power to alter or modify the terms of this Agreement or to impose upon the City any obligation or liability not expressly assumed by the City under the provisions of this Agreement; nor may the arbitrator deprive the City of any right reserved, expressed or implied, by it for its benefit hereunder.

2-3. Time Limitations

The time limits specified in the foregoing grievance procedure shall be construed as maximum and shall be strictly adhered to. The time limits may be extended upon mutual written agreement signed by a representative of the City and a representative of the PMMA. Failure by the City to timely respond to a grievance shall be deemed to be a denial of the grievance and shall permit the employee or the PMMA, as the case may be, to proceed to the next step in the grievance procedure. If the grievant does not adhere to the time limit specified in any step of the grievance procedure, the disposition of the grievance at the last preceding step shall be deemed to be conclusive.

2-4. Written grievances shall be presented on the form agreed to by the parties. An employee grievance must be signed by the employee. An employee grievant shall have the right to be represented by a PMMA representative through the steps of the grievance procedure.

**ARTICLE III**

**SALARIES**

3-1. The salaries for members of the PMMA shall be adjusted by the following percentages retroactive to their effective date:

a.	January 1, 2022	4.0%
b.	January 1, 2023	3.5%
c.	January 1, 2024	2.5%
d.	January 1, 2025	1.5%

3-2. The salary bands for titles covered by this collective bargaining unit shall be established and shall consist of the following:

The minimum, median, and maximum of the salary bands retroactive to January 1, 2022:

Band	Area/Titles	Minimum	Median	Maximum
A	<u>Program Areas</u> Assistant Superintendent, Public Works Director of Public Health Nursing Grants Manager Signal Systems Superintendent Manager of Motors	\$87,182	\$106,364	\$130,045
B	<u>Specialized Program Areas</u> Nutrition Program Coordinator Supervisor, Senior Citizens Program	\$91,461	\$110,015	\$128,572
C	<u>Functional Program Areas</u> Municipal Court Administrator Director, Community Development Program Director, Community Relations and Social Services Purchasing Agent Recreation Superintendent	\$98,932	\$116,775	\$134,621
D	<u>Major City Functional Directors</u> Assistant Director of Public Works Director of Inspections Manager 1, Information Processing Planning Director Tax Assessor Tax Collector	\$105,881	\$130,217	\$154,552

The minimum, median and maximum of the salary bands effective January 1, 2023:

Band	Area/Titles	Minimum	Median	Maximum
A	<u>Program Areas</u> Assistant Superintendent, Public Works Director of Public Health Nursing Grants Manager Signal Systems Superintendent Manager of Motors	\$89,798	\$109,555	\$133,946
B	<u>Specialized Program Areas</u> Nutrition Program Coordinator Supervisor, Senior Citizens Program	\$94,205	\$113,316	\$132,429
C	<u>Functional Program Areas</u> Municipal Court Administrator Director, Community Development Program Director, Community Relations and Social Services Purchasing Agent Recreation Superintendent	\$101,899	\$120,278	\$138,660
D	<u>Major City Functional Directors</u> Assistant Director of Public Works Director of Inspections Manager 1, Information Processing Planning Director Tax Assessor Tax Collector	\$109,057	\$134,123	\$159,188



The minimum, median and maximum of the salary bands effective January 1, 2024:

Band	Area/Titles	Minimum	Median	Maximum
A	<u>Program Areas</u> Assistant Superintendent, Public Works Director of Public Health Nursing Grants Manager Signal Systems Superintendent Manager of Motors	\$92,492	\$112,842	\$137,964
B	<u>Specialized Program Areas</u> Nutrition Program Coordinator Supervisor, Senior Citizens Program	\$97,031	\$116,715	\$136,402
C	<u>Functional Program Areas</u> Municipal Court Administrator Director, Community Development Program Director, Community Relations and Social Services Purchasing Agent Recreation Superintendent	\$104,956	\$123,867	\$142,819
D	<u>Major City Functional Directors</u> Assistant Director of Public Works Director of Inspections Manager 1, Information Processing Planning Director Tax Assessor Tax Collector	\$112,329	\$138,147	\$163,964

The minimum, median and maximum of the salary bands effective January 1, 2025:

Band	Area/Titles	Minimum	Median	Maximum
A	<u>Program Areas</u> Assistant Superintendent, Public Works Director of Public Health Nursing Grants Manager Signal Systems Superintendent Manager of Motors	\$95,266	\$116,227	\$142,103
B	<u>Specialized Program Areas</u> Nutrition Program Coordinator Supervisor, Senior Citizens Program	\$99,942	\$120,217	\$140,494
C	<u>Functional Program Areas</u> Municipal Court Administrator Director, Community Development Program Director, Community Relations and Social Services Purchasing Agent Recreation Superintendent	\$108,105	\$127,603	\$147,104
D	<u>Major City Functional Directors</u> Assistant Director of Public Works Director of Inspections Manager 1, Information Processing Planning Director Tax Assessor Tax Collector	\$115,699	\$142,291	\$168,883

3-3. The ranges for the bands will be adjusted in January of each year of the contract by 3%.

3-4. Membership shall be entitled to mileage reimbursement consistent with the Internal Revenue Service mileage rate.

**ARTICLE IV**

**LONGEVITY**

4-1. The City shall pay longevity, subject to the conditions of Section 11:4-1 of the Municipal Code of the City of Plainfield to all employees having completed the following years of service in the following amounts:

10 years of service	\$ 500.00
15 years of service	\$1,000.00
20 years of service	\$1,300.00
25 years of service	\$1,600.00

4-2. Longevity shall be paid for the full calendar year only and shall be paid to such employees who will qualify for longevity pay through years of service on or before June 30<sup>th</sup> of the calendar year.

4-3. Employees hired on or after January 1, 1994 and who are subject to this Agreement shall have no right or entitlement to any longevity pay.

**ARTICLE V**

**INSURANCE PROTECTION**

5.1. The City shall provide medical insurance in accordance with the New Jersey State Health Benefits Program ("SHBP" or "Program") to all employees who are employed with the City pursuant to plan requirements, except as noted below. The City will comply with all SHBP regulations regarding eligibility and enrollment. The City has the right to change insurance carriers and/or no longer participate in the Program at any time during the term of this Agreement as long as the benefits provided are equal to or greater than the benefits currently provided.

(a) All employees participating in the Program shall contribute towards the premium cost pursuant to Chapter 78, P.L. 2011. The percentage of premium is

based on salary, pay roll schedule and the type of medical plan as well as the level of coverage.

(b) All full-time permanent employees and their eligible dependents as defined in Section C below are covered by the Program. Employees must be enrolled during the first 60 days of employment. The Program includes basic and extended hospital and medical-surgical benefits, as well as reimbursement for major medical expenses.

(c) Dependents are defined as the employee's lawful spouse and unmarried children to the age of twenty-six (26) (coverage normally ends on December 31st of the year the child turns age twenty-six (26) who live with the employee in a regular parent-child relationship. Children shall include stepchildren and adopted children provided that such children are dependent on the employee for support and maintenance.

The City further agrees to provide a long term disability plan at no cost to employees who have less than ten (10) years in the Public Employees Retirement System. Such plan shall provide, when combined with other existing benefits, at least fifty percent (50%) of the employee's salary. However, such plan will not become effective until such time as the employee has exhausted all of his/her sick leave, vacation, workers compensation benefits and the One Hundred Eighty (180) day waiting period, whichever coverage last the longest.

In the event an employee exhausts his or her accumulated sick and vacation leave prior to the expiration of the One Hundred Eighty (180) day waiting period, the City agrees to pay fifty percent (50%) of the employee's salary up to the expiration of the One Hundred Eighty (180) day waiting period. Such payment of fifty percent (50%) of salary will be provided following a determination by the City physician that the employee's illness or injury is of sufficient quality and duration that it could qualify the employee for

long term disability coverage. An employee dissatisfied with the opinion of the City physician may appeal his determination to the Business Administrator on the basis of another medical opinion.

The City may allow, with the approval of the Business Administrator, employees who experience a lengthy off-duty illness or injury to borrow up to two (2) years future sick leave and vacation time upon exhaustion of accumulated sick and vacation time. To be eligible, the employee must have at least one (1) year of service and accept the obligation to pay back the time during future service. This obligation shall be accepted in writing if approval is granted by the Business Administrator.

5-2. The City shall provide a dental plan. The City's financial obligation for the dental plan shall not exceed \$18.05 per person, per month. The difference between the cost of the dental plan and the City's obligation shall be paid by those covered by this Agreement.

5-3. If negotiations with all other bargaining units results in changes in health coverage, the parties to this Agreement agree to immediately reopen this Agreement for the purpose of negotiating similar changes to the insurance coverage set forth in this Article.

5-4. The City agrees to provide health insurance coverage for retirees in accordance with Chapter 78 premium contribution requirements.

5-5. The City shall reimburse current and future eligible retirees and their eligible spouse, civil union partner or same sex domestic partner for the premium cost for Medicare Part B, only.

## **ARTICLE VI**

### **VACATION AND HOLIDAYS**

6-1. All employees covered by this Agreement will earn vacation in the manner detailed below. In the first calendar year of employment, employees shall be entitled to

one (1) day of vacation for each month of employment. In each year thereafter, the vacation schedule is as follows:

<u>Years of Service</u>	<u>Vacation Entitlement</u>
1-5 years of Service	13 days
6-10 years of service	16 days
11-15 years of service	19 days
16-20 years of service	22 days
21 or more years of service	26 days

Those employees in or above a Grade 14, shall be entitled to an additional three (3) working days of vacation during each year of service over and above that which their length of service would normally entitle them.

Vacation schedules shall be established by the City taking into account the needs of the municipality and the desires of the employees.

(a) The vacation entitlement plateaus will be reduce by one day for employees hired after January 1, 2015.

6-2. Employees may accumulate and bank up to fifteen (15) vacation days. No more than fifteen (15) vacation days may be banked at any one time. If, because of business necessity an employee is unable to utilize his/her accumulated vacation time and has accumulated in excess of the fifteen (15) days banking provision, subject to the approval of the Business Administrator, the employee may be allowed to carry over the in excess of fifteen (15) days. However, the employee must exhaust the in excess of fifteen (15) days carryover within the first six (6) months of the subsequent year. Failure to do so will result in the employee's forfeiture of the excess time.

6-3. The City agrees to grant the following official holidays with pay to the members of the PMMA in accordance with Section 11:8-2 of the Municipal Code of the City of Plainfield:

New Year's Day  
Martin Luther King's Birthday  
Washington's Birthday

Columbus Day  
1/2 Day Election Day  
Veteran's Day

Good Friday  
Juneteenth  
Memorial Day  
Independence Day  
½ Day before Labor Day  
Labor Day

Thanksgiving Day  
Friday after Thanksgiving Day  
½ Day Christmas Eve  
Christmas Day  
½ Day New Year's Eve

6-4. It is agreed that all holidays ordered by the Governor of the State of New Jersey shall accrue to the employees covered by this Agreement provided that the granting of such a day is approved by the Mayor or Acting Mayor of the City of Plainfield. If the Mayor or Acting Mayor is not available, the Business Administrator may grant such a day.

6-5. In the event the PMEA agrees to a reduction in vacation accruals in exchange for making the 1/2 days on the days before Labor Day and Election Day full days, the PMMA also agrees to a one day reduction in vacation accruals beginning in the 16<sup>th</sup> year of employment and the vacation schedule shall be amended to reflect the following:

16-20 years of service	21 days
21 or more years of service	25 days

Employees hired after January 1, 2015 shall continue to accrue one less day per year at each vacation plateau. In the event the PMEA agrees to a reduction in vacation accruals, the ½ days before Labor Day and Election Day shall be converted to full days.

## **ARTICLE VII**

### **SICK LEAVE**

7-1. In the first calendar year of employment, employees shall be entitled to one (1) day of sick leave for each month of employment. In each year thereafter, employees can earn fifteen (15) sick days per year, with indefinite accumulation.

7-2. Employees covered by this agreement may take up to two (2) months leave of absence with pay just prior to retirement and have such time charged off their

accumulated sick days with their remaining number of accumulated sick days paid out at the time of retirement on a one (1) for three (3) basis as is present practice.

- (a) Employees hired after May 21, 2011 shall not be entitled to terminal leave.

7-3. Under the provisions of this Article, payment of accumulated sick leave shall be capped in the amount of \$15,000, regardless of the number of such days accumulated. For employees hired prior to May 21, 2011, the two (2) months leave of absence set forth in section 7-2 above shall be excluded from the cap herein.

- (a) Payment of accumulated sick leave for employees hired after 1/1/2015 shall be capped in the amount of \$10,000, on the basis of 1 for every three (3) days upon retirement.

## **ARTICLE VIII**

### **SUPERVISOR DAYS AND BEREAVEMENT DAYS**

8-1. Employees covered by this agreement shall be entitled to five (5) supervisor days subject to the procedures hereinafter set forth. Employees promoted or hired into this bargaining unit after signing of this Agreement will receive the 5<sup>th</sup> day after five (5) years' service in the PMMA bargaining unit. The purpose of supervisor days is to compensate management level employees for hours associated with required attendance at night meetings.

8-2. Supervisor days are in addition sick leave and vacation leave entitlements and shall not be charged to sick leave or vacation leave. Supervisor days shall be non-cumulative and must be used within the calendar year. Supervisor days may be taken in one half day increments. If the days are not used in the applicable calendar year, they

will be lost. Supervisor days are to be documented on the payroll transmittal with designation of "SUP".

8-3. Supervisor days can be used at the discretion of the employee thereby requiring no advance notice.

8-4. The Division of Audit and Control will maintain a cumulative record of the employee's utilization of supervisor days and provide a summary to the employee, Department Director or Business Administrator, upon request.

8.5 Bereavement leave shall be in accordance with the Plainfield Municipal Code Section 11:9-9. The City agrees that the definition of immediate family shall be defined as an employee's spouse, domestic partner (see section 4 of P.L. 2003, c. 246), child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee's household. In addition, members of the PMMA shall be eligible for a maximum of two paid bereavement days per year for the death of a relative who is not a member of the immediate family.

## **ARTICLE IX**

### **MANAGEMENT RIGHTS**

#### **9-1. Management Responsibilities**

It is recognized that the management of the City government, the control of its properties, and the maintenance of order and safety, are solely a responsibility of the City. Accordingly, the City hereby retains and reserves unto itself, without limitations, 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 City government and its properties and facilities, and the activities of its employees.
2. The selection and direction of the work forces including the right to hire, suspend, or discharge for just cause, assign, promote or transfer.

The execution of the foregoing powers, rights, authority, duties or responsibilities of the City, the adoption of policies, rules, regulations and practices, in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and expressed terms of this Agreement and then only to the extent such specific and expressed terms hereof are in conformance with the constitution and laws of New Jersey and of the United States and the ordinance of the City of Plainfield.

Nothing contained herein shall be construed to deny or restrict the City of its rights, responsibilities and authority under R.S. 40A and 11A or other national state, county or local laws or ordinances.

The City shall have the right to take unilateral action pursuant to federal and/or state statutory mandates, e.g., Commercial Motor Vehicle Safety Act, Drug Free Workplace Act, etc.

**9-2. Maintenance of Operation**

The PMMA covenants and agrees that during the term of this Agreement, neither the PMMA 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 concerted willful absence of any employee from his/her duties of employment), work stoppage, slowdown, walkout or other mass absenteeism against the City. The PMMA agrees that such action would constitute a material breach of this section of the Agreement.

In the event of a strike, slowdown, walkout or organized mass absenteeism, it is covenanted and agreed that participation in any such activity by any bargaining unit employee shall be deemed grounds for disciplinary action.

9-3. Nothing contained in this Agreement shall be construed to limit or restrict the City in its rights 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 by the PMMA or by bargaining unit employees. It is understood that the PMMA has the same legal rights outlined in this paragraph.

## **ARTICLE X**

### **CLOTHING ALLOWANCE**

10-1. A yearly clothing allowance in the amount of Five Hundred (\$500) dollars shall be paid to bargaining unit employees currently receiving same.

## ARTICLE XI

### DUES CHECK-OFF

#### **11-1. Check-off**

The City agrees to deduct membership dues in such amounts as shall be fixed pursuant to the Bylaws and Constitution of the PMMA during the full term of this Agreement and any extension or renewal thereof. The dues or representation fee shall be deducted bi-weekly.

11-2. The PMMA agrees that it will indemnify and save harmless the City against any and all actions, claims, demands, losses or expenses (including reasonable attorneys' fees) in any matter resulting from action taken by the City at the request of the PMMA under this Article.

## ARTICLE XII

### MISCELLANEOUS

#### **12-1. Drug Policy**

The City agrees that prior to implementation of the updated drug policy, a meeting with the PMMA will be held to review and discuss the updated policy.

#### **12-2. Workers' Compensation**

All workers' compensation, whether temporary or permanent disability, shall be pursuant to and in such amounts as provided by the New Jersey Workers' Compensation law.

12-3. The parties understand that the State of New Jersey has implemented the Model Telework Pilot Program to assess the effectiveness of telework and its impact on State operations. The parties agree that following the conclusion of the State's Pilot Program, the parties will meet to discuss the results of the State Pilot Program and whether telework could be implemented in the City.

### **ARTICLE XIII**

#### **FULLY BARGAINED AGREEMENT**

13-1. 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 the 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 at the time they negotiated or signed this Agreement.

13-2. If during the term of this Agreement, the State of New Jersey, the federal government or any agency thereof mandates minimum benefits in any area, the parties agree to reopen negotiations to bargain over the effect and impact of such mandated benefits on the parties' Agreement.

### **ARTICLE XIV**

#### **DURATION OF AGREEMENT**

This Agreement shall be effective retroactive to January 1, 2022 and shall continue in effect through December 31, 2025.

**IN WITNESS WHEREOF**, the PMMA has caused this Agreement to be signed by its President and Secretary and the City has caused this Agreement to be signed by the Mayor and its Clerk and its corporate seal to be placed herein.

ATTEST:

PLAINFIELD MUNICIPAL MANAGEMENT ASSOCIATION

*[Handwritten signature]*

By: *[Handwritten signature]*

Date: 4/30/2022

ATTEST

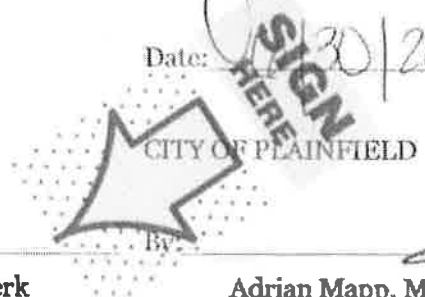
*[Handwritten signature]*

Abubakar Jalloh, City Clerk

By: *[Handwritten signature]*

Adrian Mapp, Mayor

Date: 4/5/2022



ATTACHMENT A  
DRUG POLICY



# CITY OF PLAINFIELD

HR & Benefits Administration  
515 Watchung Avenue  
Plainfield NJ, 07060



ADRIAN O. MAPP  
MAYOR

ABBY LEVENSON  
BUSINESS ADMINISTRATOR &  
PERSONNEL DIRECTOR

**To:** Abby Levenson, Business Administrator & Personnel Director

**From:** Abby Levenson, Business Administrator & Personnel Director

**Date:** January 11, 2024

**Subject:** **An Ordinance Amending the Schedule of Salaries and Wages Adopted Pursuant to Article 14, Chapter 11 of the Municipal Code of the City of Plainfield, New Jersey, 1971. Plainfield Municipal Management Association (Pmma Salary Amendment No. 3).**

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**Attachments:**

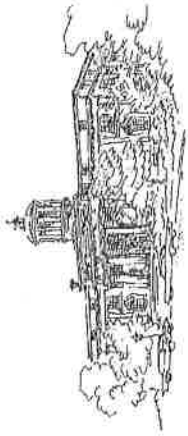
Ordinance - 2022-2025 PMMA Salary Amendment 3 01.22.2024(DOC)

  
 Abby Levenson, Business Administrator & Personnel Director

1/18/2024

  
 Abby Levenson, Business Administrator & Personnel Director

1/18/2024



**CITY OF PLAINFIELD**  
**OFFICE OF THE BUSINESS ADMINISTRATOR**  
 515 WATCHUNG AVENUE  
 PLAINFIELD, NEW JERSEY 07060  
 (908) 226-2570 (B) 908-753-3634 (F)  
 Email: [abby.levenson@plainfieldnj.gov](mailto:abby.levenson@plainfieldnj.gov)

*Adrian O. Mapp*  
 Mayor

Abby Levenson  
 Business Administrator

**To:** Barry N. Goode, City Council President  
**From:** Abby Levenson, Business Administrator  
**Date:** May 2, 2022

**Subject: An Ordinance Amending the Schedule of Salaries and Wages Adopted Pursuant to Article 14, Chapter 11 of the Municipal Code of the City of Plainfield, New Jersey, 1971 (Salary Amendment) Plainfield Municipal Management Association (PMMA)**

**RECOMMENDATION**

Adopt the attached Ordinance amending the schedule of salaries and wages adopted pursuant to the Plainfield Municipal Code Article 14, Chapter 11, Plainfield Municipal Management Association (PMMA).

**BACKGROUND**

The City entered into negotiations with the Plainfield Municipal Management Association (PMMA) for the purpose of negotiating a successor agreement. The City and the PMMA reached a tentative agreement which establishes the cost of living adjustments for the period retroactive to January 1, 2022 through December 31, 2025. The agreement provides for the following cost of living increases:

Period	Negotiated COLA
January 1, 2022 - December 31, 2022	4.0%
January 1, 2023 - December 31, 2023	3.5%
January 1, 2024 - December 31, 2024	2.5%
January 1, 2025 - December 31, 2025	1.5%

**FISCAL IMPACT**

Below is a table reflecting the cost associated with above noted cost of living adjustments:

Year	Estimated COLA
2022	\$59,067
2023	\$54,550
2024	\$41,537
2025	\$24,438

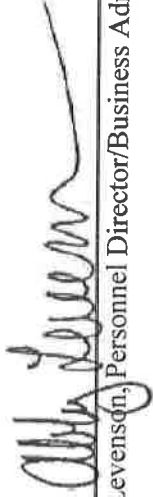


**Attachments:**

- An Ordinance Amending the Schedule of Salary and Wages Adopted Pursuant to Article 14, Chapter 11 of the Municipal Code of the City of Plainfield, New Jersey 1971 - Plainfield Municipal Management Association (PMMA)

**I reviewed the attached Resolution  
and attest to its accuracy and viability.**

**Approved for placement on the  
City Council Agenda.**



Abby Levenson, Personnel Director/Business Administrator

# CITY OF PLAINFIELD

MC 2024-01

## AN ORDINANCE AMENDING THE SCHEDULE OF SALARIES AND WAGES ADOPTED PURSUANT TO ARTICLE 14, CHAPTER 11 OF THE MUNICIPAL CODE OF THE CITY OF PLAINFIELD, NEW JERSEY, 1971. PLAINFIELD MUNICIPAL MANAGEMENT ASSOCIATION (PMMA SALARY AMENDMENT NO. 3).

Deletions are in brackets [ ] and ~~strike through~~.  
Additions are in **bold** and underlined

Be It Enacted by the Council of the City of Plainfield:

Sec. 1. The schedule of positions, salaries, fringe benefits, and wage ranges of certain non-union employees, the amendments and supplements, heretofore adopted pursuant to Chapter 11, Article 14 of the Municipal Code of the City of Plainfield, New Jersey, 1971, are hereby amended.

Sec. 2. The following schedule of job titles, positions, salaries, and fringe benefits are hereby adopted pursuant to Section 11:14-1:

a. The salary bands for the following job titles are hereby established.

(1). The minimum, median, and maximum of the salary bands retroactive to January 1, 2022:

Band	Area/Titles	Minimum	Median	Maximum
A	<u>Program Areas</u> Assistant Superintendent, Public Works Director of Public Health Nursing Grants Manager Signal Systems Superintendent Manager, Motors Superintendent, Recycling Operations Superintendent, Sewer Utility	\$87,182	\$106,364	\$130,045
B	<u>Specialized Program Areas</u> Nutrition Program Coordinator Supervisor, Senior Citizens Program Cultural Arts Center Director	\$91,461	\$110,015	\$128,572
C	<u>Functional Program Areas</u> Municipal Court Administrator Director, Community Development Program Director, Community Relations and Social Services Purchasing Agent Recreation Superintendent Assistant Comptroller Director of Community Improvements	\$98,932	\$116,775	\$134,621
D	<u>Major City Functional Directors</u> Assistant Director of Public Works Director of Inspections Manager 1, Information Processing Planning Director Tax Assessor Tax Collector <b>Assistant Director of Information Technology</b>	\$105,881	\$130,217	\$154,552

(2). The minimum, median and maximum of the salary bands effective January 1, 2023:

Band	Area/Titles	Minimum	Median	Maximum
A	<u>Program Areas</u> Assistant Superintendent, Public Works Director of Public Health Nursing Grants Manager Signal Systems Superintendent Manager, Motors Superintendent, Recycling Operations Superintendent, Sewer Utility	\$89,798	\$109,555	\$133,946
B	<u>Specialized Program Areas</u> Nutrition Program Coordinator Supervisor, Senior Citizens Program Cultural Arts Center Director	\$94,205	\$113,316	\$132,429
C	<u>Functional Program Areas</u> Municipal Court Administrator Director, Community Development Program Director, Community Relations and Social Services Purchasing Agent Recreation Superintendent Assistant Comptroller Director of Community Improvements	\$101,899	\$120,278	\$138,660
D	<u>Major City Functional Directors</u> Assistant Director of Public Works Director of Inspections Manager 1, Information Processing Planning Director Tax Assessor Tax Collector <b>Assistant Director of Information Technology</b>	\$109,057	\$134,123	\$159,188

(3). The minimum, median, and maximum of the salary bands effective January 1, 2024:

Band	Area/Titles	Minimum	Median	Maximum
A	<u>Program Areas</u> Assistant Superintendent, Public Works Director of Public Health Nursing Grants Manager Signal Systems Superintendent Manager, Motors Superintendent, Recycling Operations Superintendent, Sewer Utility	\$92,492	\$112,842	\$137,964
B	<u>Specialized Program Areas</u> Nutrition Program Coordinator Supervisor, Senior Citizens Program Cultural Arts Center Director	\$97,031	\$116,715	\$136,402
C	<u>Functional Program Areas</u> Municipal Court Administrator Director, Community Development Program Director, Community Relations and Social Services Purchasing Agent Recreation Superintendent Assistant Comptroller Director of Community Improvements	\$104,956	\$123,887	\$142,819
D	<u>Major City Functional Directors</u> Assistant Director of Public Works Director of Inspections Manager 1, Information Processing Planning Director Tax	\$112,329	\$138,147	\$163,964

	Assessor Tax Collector <b>Assistant Director of Information Technology</b>			
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(4). The minimum, median and maximum of the salary bands effective January 1, 2025:

Band/Range	Title	Minimum	Median	Maximum
A	<b>Program Areas</b> Assistant Superintendent, Public Works Director of Public Health Nursing Grants Manager Signal Systems Superintendent Manager, Motors Superintendent, Recycling Operations Superintendent, Sewer Utility	\$95,266	\$116,227	\$142,103
B	<b>Specialized Program Areas</b> Nutrition Program Coordinator Supervisor, Senior Citizens Program Cultural Arts Center Director	\$99,942	\$120,217	\$140,494
C	<b>Functional Program Areas</b> Municipal Court Administrator Director, Community Development Program Director, Community Relations and Social Services Purchasing Agent Recreation Superintendent Assistant Comptroller Director of Community Improvements	\$108,105	\$127,603	\$147,104
D	<b>Major City Functional Directors</b> Assistant Director of Public Works Director of Inspections Manager 1, Information Processing Planning Director Tax Assessor Tax Collector <b>Assistant Director of Information Technology</b>	\$115,699	\$142,291	\$168,863

b. Members of the Plainfield Municipal Management Association shall receive a cost-of-living increase as follows:

1. January 1, 2022 - December 31, 2022 4.0%
2. January 1, 2023 - December 31, 2023 3-5%
3. January 1, 2024 - December 31, 2024 2-5%
4. January 1, 2025 - December 31, 2025 1.5%

Sec. 3. In addition to the salaries established pursuant to the preceding sections, longevity pay shall be paid to each employee of the Plainfield Municipal Management Association who has completed the number of years shown on the following schedule and shall be payable at the same time in the same manner as the base pay. Longevity pay shall be paid for the full calendar year only and shall be paid to such employees who will qualify for the longevity pay on or before June 30<sup>th</sup> of the calendar year. Longevity pay shall be subject to the merit conditions set forth in Section 11:4-1 and Section 11:14-1 and shall be paid in accordance with the following schedules:

- a. (1) Longevity schedule

10 Years of Service	\$500
15 Years of Service	\$1,000
20 Years of Service	\$1,300
25 Years of Service	\$1,600

(2) Members of the Plainfield Municipal Managers Association hired on or after January 1, 1994 shall have no right or entitlement to any longevity pay.

Sec. 4. This ordinance shall take effect twenty (20) days after final passage and approval as provided by law.

ADOPTED BY THE MUNICIPAL COUNCIL

February 12, 2024



Abubakar Jalloh, R.M.C.  
Municipal Clerk